

ALSEA SCHOOL DISTRICT 7J
Regular School Board Meeting
Wednesday, October 21, 2015
7:00 P.M.

Minutes

1. Call to Order, Flag Salute Meeting at 1900

2. Roll Call:

Board: Doug Westlind, Linda Montanez, Jeff Davis, Ron Koetz, Aaron Schneider

Board members absent: None

Staff: Katie Sapp, Marc Thielman

Patrons: Jill DeWolfe

3. Approval of Agenda,

Ron Koetz motioned to approve the updated Agenda as presented, Doug Westlind seconded, all in favor. Motion passed unanimously.

4. Approval of Minutes – September 9th, 2015

Doug Westlind motioned to approve the September 9th, 2015 minutes as presented. Linda Montanez seconded, all in favor. Motion passed unanimously.

5. Patron Comments –

- A. Jill DeWolfe – Trying to get into the parent portal, and would like to see a key.
- B. She would like to see that everyone on the football team have their own water bottles instead of kids sharing.

6. Superintendent's Report – Marc Thielman

- A. New model for high school algebra. We are working on breaking kids up and having them work with three different instructors with more hands on work with the adults. So far, we are seeing strong grades and strong outcomes. Chris McKibben, Rozeanne Steckler, and Terri-Anne Thalman are the ones teaching the course.
- B. We did an earthquake drill for the Oregon's *Great Shakeout* everything went well, but we had some issues with alarms not going off in the resource room. They are able hear the alarm from the main building and evacuate. We had Salem Fire Alarm out to stress test the system. They were able to determine that the system in the Resource Room is separate than the main school. We also learned that if two fire alarms are activated, it blows a fuse and all the hallway lights go off and the alarm stops. Marc Thielman feels like this is a safety issue.
 - i. One option to fix this is having an Engineer from Salem Fire Alarm to come in to retrofit the system so it is up-to-date and safe. This option would cost around \$80,000.
 - ii. Another option would be to have our electrician come out and fix the electrical issues so we are not having fuses blown when the fire alarms go off. This option would cost around \$30,000.
- C. First graders wanted to thank the board for the new reading curriculum. They are very excited about the new books and are enjoying reading them.
- D. OSBA Conference is November 11-15 in Portland.
- E. Aaron Schneider asked where we are with the sports hotline. Marc Thielman said he had talked to Pioneer and they don't really support the technology behind the hotline.
- F. We are looking at some options for and electric reader board. This will help us keep it more up to date.
- G. Aaron Schneider asked how the new busses are doing. They are working great and we are happy to have them.

7. Maintenance Report – included in the superintendent report.
8. Athletic Report – Provided by Tiffany Schreiber prior to the meeting
 - A. We are finishing up the fall sports season, and looking forward to basketball season.
 - B. The students enjoyed a successful homecoming week full of energy. We ended the week by bringing back Alsea's traditional homecoming dinner. The varsity volleyball, cheer, and football teams and coaches were served a turkey dinner prior to opening service to the community. Overall it was successful and enjoyed by those who attended. We look forward to continuing the tradition in the years to come.
 - C. Fall Sports Update:
 - i. HS Volleyball – The varsity volleyball team will play a district playoff game tomorrow at Mapleton. Coaches were forced to make a tough decision to strictly follow program policy and forfeit a game vs. McKenzie last week due to half of the team not showing up for a mandatory practice. They had 3 voted for League All Stars: Anna Chilcote made second team while Arielle Reed and Abbie Lowther both made third team.
 - ii. MS Volleyball – The middle school team is enjoying their season with only one loss so far. The girls have come a long way since the start of the year and are working harder every day. They will have 3 games next week and a district tournament to wrap up their season. There are no middle school girls ineligible or on probation currently.
 - iii. HS Football – The football team earned their first win in 7 years on homecoming night. We currently have 3 of the high school boys ineligible, and we are working with the kids to get their grades up. They have had a game added to the season, and it looks like they will likely play at McKenzie on October 30th in a Pre-District Playoff game.
 - iv. MS Football – The middle school football team is still making things happen after 3 players were injured during a game at Perrydale. One boy is healing well after surgery following an injury causing the removal to his spleen. Another child is still unable to play following a pretty severe concussion. A third boy has a knee injury sustained during the same game. Tonight the team is playing at St. Paul with a roster of 9.
 - v. Cheer – The cheer squad will have two more pep-assemblies & will cheer at two more games to finish out the season. Out of 10 girls who committed to do cheer, only 7 are finishing the season. This week, the girls will be performing their dance routine at the pep assembly. This routine is something they work very hard on.

9. Information Items - None

10. Discussion Items

- A. Financial Reports – See financial reports from LBL-ESD.
- B. Resolution 1516-02 – Procurement Cards – Resolution Authorizing Issuance of Individual Procurement Cards. Katie Sapp explained why the district is requesting authorization of a purchase card program. She feels that it will help streamline our purchasing and cut out some redundancies.
- C. Board Policy First Reading
 - i. EB – Safety Program. [Required].
 - ii. EBAC – Safety Committee. [Conditionally Required].
 - iii. EBAC-AR – Safety Committee. [Conditionally Required].
 - iv. EBB – Accident Prevention and Safety Procedures [Required].
 - v. EBB – Integrated Pest Management [Required].
 - vi. EBB – Regulations Regarding the Application of Pesticides.
 - vii. EBBA – First Aid [Highly Recommended].
 - viii. EBBA – AR – First Aide – Infection Control.
 - ix. EBBAB/GBEBAA/JHCCBA – HBV/Bloodborne Pathogens.

- x. EBBB – Injury/Illness Reports [Required].
 - xi. EBC/EBCA – Emergency Procedures and Disaster Plans.
 - xii. EBCB – Emergency Drills [Highly Recommended].
 - xiii. EBCD – Emergency School Closures [Highly Recommended].
 - xiv. ECAB – Vandalism/Malicious Mischief.
 - xv. EDC/KGF – Authorized Use of District Equipment and Materials [Highly Recommended].
 - xvi. EEA – Student transportation Services [Required].
 - xvii. EEAB – School Bus Scheduling and Routing [Highly Recommended].
 - xviii. EEAB-AR – School Bus Scheduling and Routing.
 - xix. EEAC – School Bus Safety Program [Required].
 - xx. EEACC – Student Conduct on School Buses [Required].
 - xxi. EEACC-AR – Discipline Procedures for District – Approved Student Transportation [Required].
 - xxii. EEACD – Use of District Activity Vehicles for Student Transportation [Required].
 - xxiii. EEACE – Loading and Unloading [Highly Recommended].
 - xxiv. EEAD – Special use of School Buses.
 - xxv. EEAE – Student Transportation in Private Vehicle [Highly Recommended].
 - xxvi. EEAE-AR – Proof of Vehicle Liability Insurance.
 - xxvii. EEBA – District Vehicles/Seat Belts/ Child Safety System.
 - xxviii. EEBB – Use of Private Vehicles for District Business [Highly Recommended]
 - 1. The board talked about transporting kids to and from practice. Aaron Schneider talked about how we don't appear to be consistent with which kids are provided transportation to and from practice.
 - xxix. EFA – Local Wellness Program [Required].
 - xxx. EGAAA – Reproduction of All Copyrighted Materials [Highly Recommended].
 - xxxi. EGAAA-AR – Guidelines for the Use of Copyrighted Materials [Highly Recommended].
 - xxxii. EGACA – Cell Phones.
 - xxxiii. EGACA-AR – Cell Phones.
 - xxxiv. EH – Electronic Data Management.
 - xxxv. EH-AR – Electronic Data Management.
- D. Board Policy Second Reading – See notes on individual policies in policy update book.
- i. DBK – Budget Transfer Authority [Optional] – change “fun” to “fund” near the end
 - ii. DBK-AR(1) – Budget Transfer Authority [Optional]
 - iii. DBK-AR(2) – Budget Transfer Request [Optional]
 - iv. DD – Funding Proposals and Applications [Highly Recommended]
 - v. DFA – Investment of Funds [Optional]
 - vi. DFA-AR – Investment of Funds [Proposal]
 - vii. DFE – Admission Prices and Receipts [Optional]
 - viii. DFEA – Admissions to District Events
 - ix. DFG – Income from Program – Related Sales and Services [Highly Recommended]
 - x. DGA – Authorized Signatures [Highly Recommended]
 - xi. DH – Bonded Employees and Officers [Highly Recommended]
 - xii. DI – Fiscal Accounting and Reporting [Optional]
 - xiii. DIC – Financial Reports and Statements [Highly Recommended]
 - xiv. DID – Property Inventories [Highly Recommended]
 - xv. DIE – Audits [Optional]
 - xvi. DJ – District Purchasing [Highly Recommended]
 - xvii. DJ-AR – Expenditure of District Funds for meals, Refreshments and Gifts [Highly Recommended]
 - xviii. DJC – Bidding Requirements [Highly Recommended]

- xix. DJC-AR Special Procurements and Exemptions from Competitive Bidding [Highly Recommended]
 - xx. DJCA – Personal Services Contracts [Highly Recommended]
 - xxi. DJCA-AR – Personal Services Contracts [Highly Recommended]
 - xxii. DJFA – Credit Cards [Optional]
 - xxiii. DJFA-AR[1]
 - xxiv. DJFA-AR[2]
 - xxv. DL – Payroll [Optional]
 - xxvi. DLB – Salary Deductions [Optional]
 - xxvii. DLC – Expense Reimbursements [Highly Recommended]
 - xxviii. DLC-AR – Staff Expense Reimbursement [Optional]
 - xxix. DN – Disposal of District Property [Highly Recommended]
- E. Sixth Grade Fall Outdoor School – see the attached letter from Anna Moser requesting an overnight fall outdoor trip. Doug Westlind asked if this in lieu of the Spring Forest Camp that the sixth graders attend. Aaron Schneider also greatly supports the spring Forest Camp. Linda Montanez mentioned that the school used to do a fall leadership trip with the

11. Action Items

A. Payment of Bills – September/ October

Doug Westlind motioned to approve payment of the bills as presented. Jeff Davis seconded. XXX. Motion passed unanimously.

B. Resolution 1516-02 – Resolution Authorizing Issuance of Individual Procurement Cards

Doug Westlind motioned to approve Resolution 1516-02 – Resolution Authorizing Issuance of Individual Procurement Cards as written with the edits noted. Jeff Davis seconded. All in favor. Motion passed unanimously.

C. Policy Adoption

- i. DBK – Budget Transfer Authority [Optional]
- ii. DBK-AR(1) – Budget Transfer Authority [Optional]
- iii. DBK-AR(2) – Budget Transfer Request [Optional]
- iv. DD – Funding Proposals and Applications [Highly Recommended]
- v. DFA – Investment of Funds [Optional]
- vi. DFA-AR – Investment of Funds [Proposal]
- vii. DFE – Admission Prices and Receipts [Optional]
- viii. DFEA – Admissions to District Events
- ix. DFG – Income from Program – Related Sales and Services [Highly Recommended]
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- xii. DI – Fiscal Accounting and Reporting [Optional]
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- xxiii. DJFA-AR[1]
- xxiv. DJFA-AR[2]
- xxv. DL – Payroll [Optional]
- xxvi. DLB – Salary Deductions [Optional]
- xxvii. DLC – Expense Reimbursements [Highly Recommended]
- xxviii. DLC-AR – Staff Expense Reimbursement [Optional]
- xxix. DN – Disposal of District Property [Highly Recommended]

Ron Koetz motioned to approve Policies i. through xxix. as written with edits noted in the policy update book. Doug Westlind seconded. All in favor. Motion passed unanimously.

D. New Hire

- i. Ricki Hendrix – Girls Varsity Basketball Coach
- ii. Angela Jacobsen – Girls Varsity Basketball Assistant Coach
- iii. Terri-Anne Thalman – Middle School Boys Basketball Head Coach

Linda Montanez motioned to hire Ricki Hendrix, Angela Jacobsen and Terri-Anne Thalman in the positions listed. Ron Koetz seconded. All in favor. Motion passed unanimously.

E. Sixth Grade Fall Outdoor School

Ron Koetz to approve the Sixth Grade Fall Outdoor School overnight trip as presented. Jeff Davis seconded. All in favor. Motion passed unanimously.

12. Executive Session according to ORS 192.660(2)(f) to consider records exempt by law from public inspection.

Entered Session according to ORS 192.660(2)(f) to consider records exempt by law from public inspection at 2043. Resumed Regular Session at 2136.

13. Other Business – future board meeting date due to conflict with OSBA Conference. Board will move the next meeting to November 18, 2015.

14. Next Meeting Date:

Thursday, November 18, 2015 – Regular Board Meeting – 7 PM

15. Adjournment at **2137**

As recorded by,


Katie Sapp
Board Secretary

Board Chair:


Aaron Schneider

Clerk:


Marc Thielman