



MINUTES

1. **Call to Order, Flag Salute:** The Regular Session of the Alsea School District Board of Directors was called to order by Vice Board Chair, Jeff Davis on October 14, 2021, at 7:10 p.m. at the Alsea School District [301 S 3rd Street, Alsea OR]. Those in attendance included Board members, Ron Koetz via Google Meet, Jeff Davis, Risteen Follett, Deb Lindberg, Linda Montanez; Superintendent, Marc Thielman, Board Secretary, Shirley Koetz via Google Meet. Annastazia Stoffell substituted due to Shirley Koetz physical absence.
2. **Approval of Agenda:** Risteen Follett moved to strike Angela Jacobsen resignation. Deb Lindberg requested to strike Discussion section H-14 and Action section G-14. Superintendent Thielman added multiyear transportation contract with Willamette Leadership Academy. Risteen Follett requested to add a board "thank you" after Patron Comments. Discussion 12-C to be tabled; Risteen Follett requested with the caveat a copy to be provided to the board as soon as possible. Deb Lindberg motioned to approve with the changes. Risteen Follett seconded. All in favor. Motion passed unanimously.
3. **Approval of Minutes - August 08, 2021, and September 9, 2021:** Deb Lindberg pointed out the spelling of her last name is incorrect in both versions. Risteen Follett pointed out in the August minutes, Action item 11-G, Risteen Follett abstained, not Deb Lindberg. Risteen Follett requested correction to September minutes, Action item 13-G as Risteen Follett agreed to pass with the requirement a return-on-investment evaluation was completed to assess the current financial return and Superintendent Thielman made attempts to find alternative locations. Linda Montanez identified in the September minutes additional letters under action item J need to be removed.
4. **Patron Comments:** None
5. **Board Thank You** [Added at Board Meeting]: Risteen Follett gave a general community "thank you" for the community's patience and offering of grace.
6. **Superintendent Report:** Superintendent Marc Thielman, agreed with Risteen Follett's thank you and commented her statement was well said. Mr. Thielman remarked upon the difficulties Covid has created with scheduling and staff shortages. However, Mr. Thielman is proud of the staff for coming together and continuing to face the challenges as a team. The Administrative team has increased its efforts to identify Covid cases and mitigate exposure. Mr. Thielman has created a five [5] step process, Covid Communication Protocol, for the administrative team and Athletic Director to follow in the event of a suspected Covid case.

Mr. Thielman cited a six [6] steps he follows through with when contacting families such as walking families through the protocols of quarantining and isolation and identify school resources. In addition to the communication protocol, Mr. Thielman has compiled the Top Ten [10] Frequently Asked Questions [FAQs] in the last few weeks. The highlight being the Covid Delta variant almost ubiquitously is symptomatic within forty-eight [48] hours. Mr. Thielman clarified both FAQ 1 and FAQ 9 can be true as the quarantine process is dependent upon the household, vaccinated, unvaccinated, and testing protocols. The Farm Program has experienced some staff shortages as well, however revaluation of curriculum has been done. There is a potential for a reduction in price of the leasing agreement. Upstairs is being utilized by staff as office space. Enrollment is currently at eight [8] students with the potential for up to twenty-five [25]. Deb Lindberg inquired if information was going to be sent out to families as she has had parents inquiring about the program. Risteen Follett requested clarification on how the District is able to hold classes at the current site as it is zoned for exclusive farm use. Principle Timothy France requested time to research the legislature. Bear Creek site has different zoning however, Mr. Thielman assured the board all notifications including with the Fire Marshall had been conducted. Mr. Thielman reiterated things have been "Covid crazy" however, the staff have been doing a great job of boosting moral through spirit week and a dance that was held.

7. Elementary Report

Principal Shanon Rice reported Response to Intervention [RTI] is up and going. The current focus is on reading with the potential to provide math intervention depending upon staffing levels. The new math curriculum is proving to be engaging and is allowing for remediation. Increased communication via social media and on the website including videos of the fifth [5th] grade class science presentations. Lots of activities and engagement within other classrooms such as the fourth [4th] grade points party and read in, Kindergarten and First [1st] grade field trip to the pumpkin patch, and the Elementary Jog-A-Thon. Parent/Teacher conferences coming up at the end of the month. Generally, things have been "Covid crazy" but the staff have been doing a good job of helping. Principal Shanon Rice encouraged parents to communicate with student's teachers if parents had any concerns about snacks or treats being offered in the classroom.

8. MS/HS Report

Principal Eric Clendenin opened his report with a "shout-out" to all staff for helping support other during "Covid crazy" times. Staff have been out due to Covid but have begun returning. Congratulations to Mr. Rozborski and his family in welcoming a new baby girl. Shout-out to Catherine Ellis and the middle school leadership team for putting on a Middle School dance on short notice. Registrar, Roxie Smallwood has been addressing attendance protocols. Current upcoming moral boosters such as Spirit Week, assemblies, Senior Night for Volleyball, Noise Parade and Bonfire, home playoffs, Homecoming Dance in the works. Middle School had a morning assembly with staff and students to recenter and address behaviors. Principal Clendenin appreciated the students and staffs' receptive responses. Principal Clendenin assured the board the fire department had been regarding the noise parade and bonfire.

Risteen Follett inquired if the board needed to look at disciplinary policies to support teacher and the staff. Shanon Rice stated an Elementary Handbook has been disseminated to parents and students with an updated Discipline Matrix coming soon. It is being created with Transportation

Supervisor, Carmen Martin cooperation to incorporate bussing protocol and make the overall matrix more Elementary appropriate due to age differences. Superintendent Thielman and Jeff Davis stated the new matrix does not require board approval.

Risteen Follett offered support and would like to review bridging the gap between policies and procedure.

9. Online School Report/Bear Creek and Corvallis Farm Programs

Principal Timothy France reported total online enrollment approximately at seven hundred [700] students, with five hundred six [506] in Learn at Home Oregon [LAHO], one hundred sixty [160] in Greenways, sixteen [16] in Alsea Option, sixteen [16] in Bear Creek, and eight [8] at the Farm Program. Currently, Alsea Online programs are working on increasing staffing because of the continued increase in potential students. While staffing shortages have created some tension and uncertainty, it could greatly benefit because of the increased enrollment. Shout out to Anna Ross who welcomed a new child and Lora Dowless, who just became a grandma. Bear Creek and Corvallis Farm Site to conduct MAPS testing within the week. ODE is currently evaluating online programs. Taking information from sixteen [16] different schools for guidance on how to be successful. Anticipated eighteen [18] month timeframe to get to the board for approval. Risteen Follett inquired as to what matrix are Administrators utilizing to continually evaluate the success of the current online programs and pilot sites. Timothy France cited each pilot requires approximately twenty [20] to twenty-four [24] students to be cost-effective. Pilot programs are currently restructuring some of the curriculum to be more workbook based due to the internet connectivity issues. Feedback from families is currently positive. The programs are continually evolving and adapting with each new challenge and feedback. Risteen Follett requested the District and Board to reflect upon what criteria needed to be met before the District considers dismantling the programs and in the event of dismantling how the notification process would commence.

10. Athletic Director Report

Athletic Director Joy Jordan reported both the High School Volleyball and Football teams made it to the playoff games. Final Forms has officially been launched with nine [9] students currently signed up and anticipate a higher participation moving forward for the winter and spring sports seasons. Information about Final Forms was disseminated via email. It requires parents/guardians to sign student up before the entire process can be completed. Athletic Director Joy Jordan would like to reinstate the Wrestling program. Interest in being a coach has already been expressed by several parties.

11. Information

None

12. Other News

Kirk from C.B. Construction updated progress on Bond Construction. Currently, waiting for updated design drawings, which were delayed due to building costs. Scott, Project Manager currently has a rough draft for the project schedule and will finalize once designs are completed. Current delays have been due to unexpected circumstances, however once designs are in place the permit process

can begin and progress will commence. Risteen Follett requested a detailed preliminary budget outlining current, expected, future, expenditures. This project is typically completed within a two (2) to three (3) year timeframe. Superintendent Thielman believes it will be completed within that timeframe based upon the preliminary project schedule.

Superintendent Thielman is still in talks with the family of the Stout Property. At this point, the status is closer than originally thought but still waiting for the family for the preliminary price naming. Risteen Follett gave a statement [attached and included with supplemental board documents] expressing her concerns with moving forward on the Stout Property.

13. Discussion Items

A. Cash Flow/ Financial Reports

Superintendent Thielman gave the financial report due to Katie Sapp, Business Manager, absence. The current financial reports have a new format. The new format is broken out with goals by quarter, over/under line budget. Superintendent Thielman stated while the goals are good numbers to start out the school year with, the numbers provided are not always accurate as they are estimates.

B. Surplus of Social Studies Textbooks

Superintendent Thielman recommended action is to surplus the social studies textbooks.

C. ~~Organizational Chart~~ – Tabled

D. OSHA Visit

Superintendent Thielman reported OSHA seemed very impressed with the information staff provided. OSHA will provide a report, no clear date of when the report will be received has been provided.

E. Sandra Pinion – Tuition Assistance

Current official process with a certain amount budgeted each year. Tuition Assistance has been provided for the last twenty [20] years.

F. Off-Road Rally Program

David Crowe proposed an auto-club after school program with the possible goal of participating in the Gambler 500. There is a high interest by several mechanical/auto minded students who would greatly benefit from a program of this nature. Mr. Crowe will be moving into the area shortly and has offered his dedication and support of the program as an advisor. Mr. Crowe recognizes the club would be responsible for its own funding and supply acquisition. However, there is current space, staff support, and resources available to begin the club. While there is a potential for liability. Research would need to be conducted if it is feasible for the District to take on that liability by participating in the Gambler 500.

G. Marc Thielman, Superintendent – Draft Contract

Current draft. All changes have been discussed in previous board meetings.

H. Hires:

Athletics:

- i. Jasmine Benson – Middle School Game Manager
- ii. David Crowe – High School Boys Basketball Assistant Coach
- iii. Leroy Lunsford – Athletic Equipment Manager

Athletic Director [A.D.], Joy Jordan offered clarification as to the differences between the Middle School [M.S.] Game Manager and the Athletic Equipment Manager. The M.S. Game Manager is positioned to help support the A.D. when at other away games. Whereas the Athletic Equipment Manager oversees setting up inventory, replacement schedules, tracking equipment rentals, etc. It is a necessary position due to the addition of programs.

Alsea Online:

- iv. Pricilla Aguirre – LAHO Instructional Assistant
- v. Duana Charapata – LAHO Instructional Assistant
- vi. Autumn Engelhardt – LAHO Instructional Assistant
- vii. Rhonda Kay – LAHO 5th Grade Teacher
- viii. Garrhett Nelson – LAHO 7th & 8th Grade Math/Science
- ix. Tanya Parsons – LAHO 1st & 2nd Grade Teacher
- x. Taylor Rush – LAHO Instructional Assistant
- xi. Adleen Toloumu – LAHO Instructional Assistant
- xii. Lacey Westbrook – LAHO Office Assistant
- xiii. Caitlyn Zimmerman – LAHO Instructional Assistant

Alsea Brick and Motor:

- ~~xiv. Eric Goodman – Custodian - **Tabled**~~

Willamette Leadership Academy - Transportation

- xv. Bryan Jochumson – WLA Substitute Bus Driver

I. Resignations:

Athletics:

- ~~i. Angela Jacobsen – High School Girls Basketball Assistant Coach – **Struck from Agenda**~~
- ii. Courtney Hendrix – Middle School Boys Head Basketball Coach
- iii. Danny Wilson – Middle School Boys Assistant Basketball Coach
- iv. Bethany Zavaleta – Middle School Girls Basketball Coach

Alsea Online:

- v. Amber Dubord, LAHO Instructional Assistant
- vi. Cassandra Fithian-Bartlett, LAHO Teacher
- vii. Lloyd Hartley – Alsea Online Special Education Coordinator

Clarification as to Mr. Hartley's resignation, he has not resigned from his position with Alsea School District, he is stepping down from the Online Special Education Coordinator position and will remain an Online Special Education teacher.

Willamette Leadership Academy - Transportation

viii. Robert Lockhart – WLA Substitute Bus Driver

14. Action Items

A. Payment of Bills, September 2021

Deb Lindberg motioned to pay September Bills. Linda Montanez seconded. All in favor. Motion passed unanimously.

B. Surplus Social Studies Textbook

Risteen Follett motioned to surplus the social studies textbooks. Deb Lindberg seconded. All in favor. Motion passed unanimously.

C. Organizational Chart

Risteen Follett motioned to table the organizational chart with the expectation it will be provided to the board within seven [7] business days. Deb Lindberg seconded. All in favor. Motion passed unanimously.

D. Sandra Pinion – Tuition Assistance

Risteen Follett motioned to grant Sandra Pinion's tuition assistance. Linda Montanez seconded. Deb Lindberg seconded. All in favor. Motion passed unanimously.

E. Wrestling

A.D. Joy Jordan offered clarification, there are currently students interested in the wrestling program, there has been an interest from multiple people to coach, one person who has coached wrestling before when the District co-oped with Philomath School District. The Grange Hall is currently available to be used for a practice site if the athletes and coaches move the wrestling mats when The Grange Hall is rented out for other events. Liability would not be an issue when utilizing the Grange Hall facilities.

Deb Lindberg motioned to pass beginning the wrestling program starting again. Risteen Follett seconded. All in favor. Motion passed unanimously.

F. Off-Road Rally Program

Deb Lindberg motioned to pass as an after-school auto club and racing to be discussed later after more information about liability was obtained. Risteen Follett seconded. All in favor. Motion passed unanimously.

G. Hires:

Athletics:

- i. Jasmine Benson – Middle School Game Manager
- ii. David Crowe – High School Boys Basketball Assistant Coach
- iii. Leroy Lunsford – Athletic Equipment Manager

Deb Lindberg motioned to pass all new hires for Athletics. Linda Montanez seconded. All in favor. Motion passed unanimously.

Alsea Online:

- iv. Pricilla Aguirre – LAHO Instructional Assistant
- v. Duana Charapata – LAHO Instructional Assistant
- vi. Autumn Engelhardt – LAHO Instructional Assistant
- vii. Rhonda Kay – LAHO 5th Grade Teacher
- viii. Garrhett Nelson – LAHO 7th & 8th Grade Math/Science
- ix. Tanya Parsons – LAHO 1st & 2nd Grade Teacher
- x. Taylor Rush – LAHO Instructional Assistant
- xi. Adleen Toloumu – LAHO Instructional Assistant
- xii. Lacey Westbrook – LAHO Office Assistant
- xiii. Caitlyn Zimmerman – LAHO Instructional Assistant

Risteen Follett motioned to pass all hires four [4] through thirteen [13]. Deb Lindberg seconded. All in favor. Motion passed unanimously.

Alsea Brick and Motor:

- xiv. ~~Eric Goodman – Custodian –~~ **Tabled.**

Willamette Leadership Academy - Transportation

- xv. Bryan Jochumson – WLA Substitute Bus Driver

Deb Lindberg motioned to pass new hire fifteen [15]. Linda Montanez seconded. All in favor. Motion passed unanimously.

H. Resignations:

Athletics:

- i. ~~Angela Jacobsen – High School Girls Basketball Assistant Coach~~ **Struck from the Agenda**
- ii. Courtney Hendrix – Middle School Boys Head Basketball Coach
- iii. Danny Wilson – Middle School Boys Assistant Basketball Coach
- iv. Bethany Zavaleta – Middle School Girls Basketball Coach

Risteen Follett motioned to accept Athletics resignations two [2] through four [4]. Deb Lindberg seconded. All in favor. Motion passed unanimously.

Alsea Online:

- v. Amber Dubord, LAHO Instructional Assistant
- vi. Cassandra Fithian-Bartlett, LAHO Teacher
- vii. Lloyd Hartley – Alsea Online Special Education Coordinator

Deb Lindberg motioned to accept resignation five [5] through seven [7] with the earlier clarification of Dr. Hartley's position. Risteen Follett seconded. All in favor. Motion passed unanimously.

Willamette Leadership Academy - Transportation

viii. Robert Lockhart – WLA Substitute Bus Driver

Risteen Follett motioned to accept resignation eight [8]. Risteen Follett seconded. All in favor. Motion passed unanimously.

15. Other Business:

Maintenance Coordinator, Keenan Elbers, requested the discussion of buying a tractor for the District be placed on the next board agenda.

16. Executive Session: In Session at 21:23

ORS 192.660.(2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public office, employee, staff member or individual agent who does not request an open hearing.

Out of Executive Session: 22:53

Resumed Meeting: 22:53

Adjournment: 22:53

Next Meeting Date: Wednesday, November 10, 2021 – Day of week change due to Veterans Day on 11th, Regular Board Meeting

As recorded by,
Annastazia Stoffell

Board Chair: 
Ron Koetz

Clerk: 
Marc Thielman