

Greater Albany Public School District 8J  
718 Seventh Avenue SW  
Albany, Oregon 97321-2399



**REGULAR BOARD MEETING**  
July 15, 2013 7:00 p.m.

**Minutes**

*Maria Delapoer, Superintendent*

**CALL TO ORDER**

Board Vice Chair Bricker called the regular meeting of the School Board to order at 7:00 p.m.

Sandi Gordon	gave advance notice of her absence
Frank Bricker	Board Vice Chair
Jerry Boehme	Director
Lyle Utt	Director
Micah Smith	Director
Johnny Pearson	WAHS Student Board member, gave advance notice of his absence
Maria Delapoer	Superintendent
Frank Caropelo	Assistant Superintendent
Randy Lary	gave advance notice of his absence
Russell Allen	gave advance notice of his absence

A list of others present at the meeting is filed with the original minutes. It was noted that a quorum of the Board was present.

**PLEDGE OF ALLEGIANCE**

Board Vice Chair Bricker led attendees in the pledge of allegiance.

**BOARD BUSINESS**

**OATH OF OFFICE**

Superintendent Maria Delapoer administered the oath of office to newly elected Board Members Jerry Boehme and Micah Smith.

**BOARD OFFICER ELECTIONS**

Board Vice Chair Frank Bricker began the election process for School Board Chair. Director Smith moved to nominate Director Bricker as School Board Chair. There were no other nominations. Motion APPROVED UNANIMOUSLY.

Board Chair Bricker opened the floor for nominations for Vice Chair. Director Utt moved to nominate Director Boehme as Board Vice Chair. There were no other nominations. Motion APPROVED UNANIMOUSLY.

### **CORE PURPOSE/GOALS**

Board Chair Bricker began the meeting with a review of the district's Core Purpose and Strategic Goals:

**Core Purpose:** Educate and inspire all students to reach their full potential, equipped to be positive, contributing members of society.

**Strategic Goals:**

- We provide every student with challenging and motivating learning experiences that lead to continuous growth.
- We instill in every student the character traits that enable them to understand and interact in the world, appreciating and valuing differences.
- Our students thrive because every community member is a stakeholder and takes responsibility for the success of every student.

### **SUPERINTENDENT COMMENTS AND INTRODUCTIONS**

#### **LAFAYETTE ELEMENTARY SCHOOL PRINCIPAL**

Superintendent Maria Delapoer introduced Gina Ayers and stated that the Board had recently approved Ms. Ayers to be the new principal of Lafayette Elementary School. She said that Ms. Ayers spent most of her career in the Salem-Kaiser School district although she is a long-time resident of Albany and her children have attended the Greater Albany School District. She said that Ms. Ayers was previously an assistant principal at Parrish Middle School. She also has experience as a behavioral specialist and a PE teacher.

Ms. Ayers thanked the Board for the opportunity.

#### **ServeINC PROJECT AT LIBERTY ELEMENTARY SCHOOL**

Superintendent Delapoer reported that on Saturday, July 13, hundreds of volunteers from the ServeINC organization gathered at Liberty Elementary School to paint the exterior of the building and beautify the grounds of the school. She invited the Directors to drive by the school and admire the work.

She said that the organization, ServeINC (In the Name of Christ), united area churches with an objective to serve the community. She said that in 2011, the group painted the entire exterior of Sunrise and Lafayette Elementary Schools. In 2012, the group painted the exterior of Waverly Elementary School and a school campus in another city. She said that each year, ServeINC arranged for the donation of more than 100 gallons of paint and other painting supplies as well as bark dust and landscaping materials from area business. Professional painters and equipment rental companies provided extension ladders, lift equipment and expertise. She said that other volunteers spread fifty cubic yards of landscaping bark dust and playground wood chips. She said that the work was performed in cooperation with the district's Facilities Department and supervisors Doug Pigman and Gary Dahlquist.

Ms. Delapoer said that this year, in addition to painting and landscaping, the day included a "Family Fun Day" with entertainment, snacks, inflatable play equipment and other kid activities. She said that the district was very fortunate to have the ServeINC organization focus their efforts on district facilities.

**COMMENTS FROM THE PUBLIC**

None.

**CONSENT AGENDA**

- 1) Minutes from June 24, 2013 Regular Board Meeting
- 2) Personnel (with Addendum)
- 3) Budget Committee Vacancies
- 4) *JOB, Personally Identifiable Information*
- 5) *IGBAB/JO, Educational Records/Records of Students with Disabilities Management*
- 6) *JO/IGBAB, Educational Records/Records of Students with Disabilities Management*

Board Chair Bricker stated that if there were no objections the Board would approve the Consent Agenda. There were no objections. Board Chair Bricker DECLARED THE ACTION DECIDED by UNANIMOUS CONSENT.

**BOARD REPORTS**

**LEGISLATIVE LIAISON REPORT**

There was no report.

**SUBCOMMITTEE REPORTS**

There were no reports.

**STUDENT REPORTS**

There were no student reports.

**REPORTS**

None.

**DISTRICT ACCOUNTABILITY PLAN**

**GOAL 3, M10, BUSINESS OFFICE**

Controller Ashley Netzel said that information provided in the Board packets summarized several projects of her department. She said that there were excerpts from a report entitled "Managing for Results in America's Great City Schools." She recalled that it was similar to the report from the previous year which considered statistical indicators to measure department progress.

Director Smith asked how the indicators were selected. Ms. Netzel said that she used the same categories used by the previous Controller Nancy Hall a year ago. She said that she might consider other indicators in the coming year. She said that the department was working hard to simplify processes.

Director Smith said that it appeared that of the four metrics provided, the only one that seemed well outside of the median was the Cost per Pay Check. Ms. Netzel described the challenges in preparing paychecks for substitutes. She said that moving from paper to electronic paychecks would improve the process.

Board Chair Bricker thanked Ms. Netzel for her report.

**OLD BUSINESS**

**2013-14 RESOLUTIONS**

Controller Ashley Netzel requested approval of the Resolutions for the 2013-14 school year.

Action: Director Smith moved to approve the Resolutions included in the Board packet. Motion APPROVED UNANIMOUSLY.

**NEW BUSINESS**

**HMK CONTRACTS**

Controller Ashley Netzel said that the packets contained a memo regarding a transition from the Willamette Education Service District's Project Solutions Group to HMK Company. She explained that previously the district had contracted with the Project Solutions Group in order to use David McKay for project management services for three current projects. She said, however, that on June 30, 2013, the Willamette ESD closed the Project Solutions Group.

She said that staff was happy with the work being performed by Mr. McKay and wished to continue to utilize his services. She said that Mr. McKay agreed to do so though his new firm HMK Company and at the same rates as previously charged by the ESD. She said that staff recommended that the Board authorize staff to enter into Project Management Contracts with HMK Company for the ESPC projects, Timber Ridge School and mechanical projects at a cumulative amount not to exceed \$100,000

Director Smith said that it made total sense to stay with a person of known skills.

Director Boehme noted that the proposed contract would be written to not exceed \$100,000. He asked for a closer estimate of the costs. Facilities supervisor Doug Pigman said that the contract for the boiler replacement project had a not-to-exceed amount of \$14,500. He estimated that all three projects would be managed for approximately \$50,000.

Director Smith moved to approve the proposed contracts with HMK Company as presented. Motion APPROVED UNANIMOUSLY.

**INTERGOVERNMENTAL AGREEMENT WITH BENTON COUNTY**

Controller Ashley Netzel stated that the school district was required to participate in the refunding of over-assessed property tax in Benton County. She explained that the Oregon Tax Court recently ruled that the Hewlett Packard Corvallis campus was significantly overvalued on property tax bills from 2008-09, 2009-10 and 2010-11. She requested approval of an Intergovernmental Agreement with Benton County which would allow the County to make payment to HP now (to stop additional interest from accruing) with the district agreeing to repay the County with property tax collected in the fall.

Director Boehme asked if the amount of money returned to Hewlett Packard from the Greater Albany School District would be reimbursed from the State School Fund. Director Utt explained that the

State would backfill the General Fund loss, but the district would have to increase its levy for the debt service fund in future years if there were insufficient tax receipts in 2013-14.

Director Boehme moved to approve the intergovernmental agreement with Benton County for the Hewlett-Packard overpayment as presented. Motion APPROVED UNANIMOUSLY.

***BOARD POLICY, ATTENDANCE***

Assistant Superintendent Frank Caropelo stated that previously, students had to notify and receive acknowledgment from the education service district (ESD) before withdrawing from school for homeschooling. He said that a revision to ORS 339.035 removed the requirement to receive acknowledgment from the ESD before the student was withdrawn. He said that ORS 339.035 now states that when a student is taught or is withdrawn from public schooling, the parent is now required to notify the ESD of the student's withdrawal from school. He said that the parent was required to notify the ESD within 10 days of the occurrence. He said that new language indicates that the ESD is to notify, at least annually, school districts of home-schooled students who reside in their district. He said that the Linn Benton Lincoln ESD is already doing that.

Mr. Caropelo noted that this revision appeared to be consistent with the Legislature's previous actions to expand the options of parents in the education of their children. He said that additional revisions to the Greater Albany document would bring Board Policy JE/JEA into congruence with all of the language of OSBA's recommended policy.

He said that if there were no objections, he would return the document to the Consent Agenda of the next Board meeting. There were no objections.

***BOARD POLICIES, STUDENTS***

Executive Assistant Jim Haggart stated that Oregon Administrative Rule 333-012-0030 regarding disease reporting was repealed. He said that the Oregon Health Authority recommended that school districts replace the original "Oregon Health Division Guidelines for Schools with Children who have Hepatitis B Virus or HIV Infection" of 2001 with the revised "Oregon Department of Education's Oregon School Health Services Manual: Communication Disease" section. He said that the Oregon School Board Association recommended that districts combine the language of Board Policy *JHCCA*, *Students- HIV, HBV* and Board Policy *JHCCB*, *Students- HIV, AIDS* into a single document and delete Board Policy *JHCCB*. He explained that the revised Board Policy *JHCCA* was provided as a "Replacement."

He said that Board Policy *JHFF*, *Reporting Requirements Regarding Sexual Conduct with Students*, required district/school employees or volunteers who had reasonable cause to believe that another district/school employee or volunteer had engaged in sexual conduct with a student must immediately notify his/her immediate supervisor. He said that the document identified the procedures to be performed by the person designated to receive sexual conduct reports. He said that in the Greater Albany School District, the person designated to receive sexual conduct reports was the Human Resources Director. He explained that the proposed revision stated that if the Human Resources Director was the suspected perpetrator, the Superintendent would receive the report.

Director Smith noted that the language related to school district employees and volunteers. He asked how the district would communicate the requirements of the policy to volunteers. Mr. Haggart replied

that the district did not have a good means of instructing all of its volunteers. He said that a responsible adult, seeing something wrong, would report it.

Director Smith referred to the "Penn State Law" which considers coaches, assistant coaches and volunteers if compensated, as mandatory reporters. He said that some school districts consider as "compensated" a dad who coaches regularly and was given a sweatshirt and a hat and a chance to ride on the team bus. Director Smith said that the volunteer might not be compensated monetarily, but he was still being compensated and now the volunteer might be considered a mandatory reporter.

Ms. Delapoer said that when the reporting rule was changed, Human Resources Director Randy Lary met with coaches and reviewed that requirement for volunteer coaches. She said that although the district does not have a volunteer training program, a lot of the schools have a volunteer training process before adults can work in the classroom.

Director Smith asked if all of the volunteers were cleared through a criminal background check. Ms. Delapoer said that they were.

Director Utt suggested that there be a one-page information sheet for volunteers. Superintendent Delapoer said that might be a good idea.

Ms. Delapoer said that when she worked in the Human Resources Office, she ran into the question of spouses not reporting spouses. She said that employees felt that they did not have an obligation to report their spouses, but they do.

Mr. Haggart said that if there were no objections, he would return the document to the Consent Agenda of the next Board meeting. There were no objections.

Director Boehme asked about paid administrative leave. He asked at what point the person would no longer be paid. Ms. Delapoer replied that the person would be paid until the district completed a dismissal process or the district received a resignation agreement. She said that if it appeared that the matter would be long term situation, such as the employee being charged with a crime, the district would usually come to a mutual understanding with the association that the person would go on unpaid leave pending the outcome of the investigation. She said that there has to be due process.

Director Smith said that there is often a lot of information available that is public record at the court. He said that through a request, the school district could obtain more information about the charges applicable to an employee.

### **OTHER BUSINESS**

Board Chair Bricker reviewed the Dates of Interest at the conclusion of the Agenda. He said that the next regular meeting of the School Board would be August 12, 2013. He said that the Board would meet in a work session at 4:00 p.m. on August 5. He said that the Pre-planning meeting would be July 26.

Superintendent Delapoer said that in preparation for the Work Session, she would send out a Board self-evaluation tool recommended by the Oregon School Boards Association.

**ADJOURNMENT**

Board Chair Bricker adjourned the Board meeting at 7:33 p.m.

---

Frank Bricker, Board Chair

---

Maria Delapoer, Superintendent

(Recorded by Jim Haggart)

Business and Report Items - Document Reference (filed with original minutes)