

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



REGULAR BOARD MEETING
August 12, 2013 7:00 p.m.

Minutes

Maria Delapoer, Superintendent

CALL TO ORDER

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

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

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 Chair Bricker led attendees in the pledge of allegiance.

CORE PURPOSE/GOALS

Director Gordon 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

None.

COMMENTS FROM THE PUBLIC

None.

CONSENT AGENDA

- 1) Minutes from July 15, 2013 Regular Board Meeting
- 2) Personnel (with Addendum)
- 3) *JE/JEA, Attendance/Compulsory Attendance*
- 4) *JHCCA, Students - HIV, HBV, AIDS*
- 5) *JHCCB, Students - HIV, AIDS*
- 6) *JHFF, Reporting Requirements Regarding Sexual Conduct with Students*

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.

Director Utt asked if Governor Kitzhaber vetoed the high school mascot bill. The Governor had not taken action on the bill. (Governor Kitzhaber later vetoed the bill on August 16, 2013.)

SUBCOMMITTEE REPORTS

Board Chair Bricker said that he met with the Albany Administrators Association on August 8, 2013. He said that another session would be scheduled in the future.

Director Boehme commented that he thought the August 5 Board Work Session was very good. He spoke of the good exchange of ideas.

STUDENT REPORTS

There were no student reports.

REPORTS

SCHOOL SAFETY

Superintendent Maria Delapoer said that she would discuss the work done this spring and summer to improve the safety of district schools and ask the Board for input on next steps. She referred to the Addendum at Board member places. She requested guidance from the Board as to where their interests would lie. She noted that staff was still gathering information, but the district was coming to the point where she wanted to be able to choose a path.

PHYSICAL IMPROVEMENTS

Ms. Delapoer said that she would begin with an assessment of physical improvements. She said that schools should be welcoming places, but she wanted the buildings as safe as possible. She said that it would be vital to have communication between staff in the building and the school front office. She noted that Board members had at their places, information identifying communication system

upgrades to Calapooia Middle and North Albany Middle Schools that the Board approved in May, 2013. She said that work could begin during winter break. She said that there were other schools communication system options but she was not asking for additional money that evening. She said that she was still waiting on information from the school physical audits.

She referred to her memo of June 12 and detailed work done so far regarding each of the physical improvements. She said that locks had already been installed in kitchen screen doors to permit ventilation while maintaining security. She said that there was a proposal to tint exterior windows, but there would be a cost to that. She spoke of limiting roof access and trimming vegetation that would block visibility. She said that some of that work was already completed by the Facilities Department.

Ms. Delapoer said that another proposal was to install signage on the exterior of buildings so that first responders would know room numbers. She said that the district should move forward on that fairly quickly. She added that she wanted to ensure that the windows of classroom doors were uncovered when the rooms were occupied. She spoke of classroom doors and noted that most lock from the outside. She said that there were some fairly inexpensive methods of being able to quickly close and lock doors in an emergency, rather than re-keying all classroom doors.

She said that she was considering the installation of stanchions to guide visitors to the office and limit hallway access. She said that the district would work with fire marshals to ensure emergency exits were not blocked.

Ms. Delapoer described a "Knox Box" as a box installed on the outside of the building with emergency entrance keys inside. She said that the fire department has access to those boxes, but police officers do not. She said that she would investigate providing access to those keys to law enforcement personnel.

She said that other, more complicated systems might include a "Buzz-In" door system with cameras and speakers. She said that other possibilities could include card-scan door systems, metal detectors, or backpack checks at entrances to schools. She said those would contribute to a higher level of security but could not always prevent unauthorized access. She asked for Board comment.

Director Gordon said that effective communications should be the highest priority. She noted that some schools have offices that are a long way from or have no visual sight line to the building entrance. She suggested that the district address those situations. She described the security system in place at her grandchild's pre-school.

Director Utt agreed with importance of communication systems, locking kitchen screen doors, and limiting roof access. He recalled an incident where a child got up on a roof, fell through a skylight and was severely injured. He said that he agreed with the need for security cameras facing the front door. He described the office situation at Takena Elementary School as an example of a building where the office manager could not see the front door of the school.

Director Boehme agreed with the importance of effective communications. He estimated that some of shortfalls such as limiting roof access, trimming vegetation or numbering classrooms could be corrected inexpensively. He said that building visitors could be addressed by greater vigilance by the entire staff. He said that schools needed to be able to lock classroom doors.

Student School Board Member Johnny Pearson agreed with the importance of effective communications. He also supported having Knox Boxes accessible by law enforcement. Mr. Allen said that all the schools have Knox Boxes at the front entrances. Mr. Allen was unsure if the fire department was OK with extending box access to law enforcement personnel.

Board Chair Bricker agreed with the necessity of having classroom communications and the ability to lock classroom doors. He said that he was concerned about tinting large exterior windows. He said that district wants the community to be part of the schools but blanking out large windows seemed to run counter to that objective. He said that other corrective measures were fairly minor, on-going maintenance issues.

Board members spoke of limiting roof access. Ms. Delapoer said that children have also entered buildings through ventilation systems.

PROCEDURES:

Superintendent Delapoer stated that the district presently uses a three-level security system. She said that most staff members were familiar with the procedures, but the system did not provide much information to other people in the building such as substitutes, volunteers or visitors. She said that staff was considering a new, four-level system entitled "I Love U Guys. She said that the program was developed after a school incident in another state and was available at no-cost. She said that the four levels were: "Lock Out, Lock Down, Evacuate, and Shelter." She said that the levels come with additional commands such as "Students return inside. Business as usual," or "Teachers bring students inside the building and take roll," and more. She said that the district sent a staff person to the training the previous week. She invited the Board to review the "I Love U Guys" website. She stated that she believed that the system could be worthwhile but she acknowledged that there would be a challenge in re-training everyone. She recommended that the district move forward in that direction and determine how to best make the training available.

Ms. Delapoer spoke of an emergency aid agreement. She noted that the district has several different emergency response agencies as some of the schools are outside of City limits. She said that staff would consider whether working with just one agency would make more sense.

She said that part of the "I Love U Guys" system was an identification of what parents were supposed to do when they heard of an incident at their child's school. She said that parents would be told not to come to the school and would instead be told where to obtain more information.

Ms. Delapoer spoke of safety and risk management staff and stated that Timber Ridge School principal Jason Hoffert-Hay will be point person for school safety. She said that she had also begun conversations with a safety consultant.

She spoke of other possibilities. She said that a “secret shopper” would be a person who would go into a building and make notes of whether or not people were following procedures. She clarified that the person would not pretend to be an assailant but would instead monitor how people were doing. She added that she would like to have more school resource officers but that would come with a price tag. She said that district currently has three school resource officers.

Director Gordon spoke of safety procedures for parents. She said that at Timber Ridge School, the visitor badges were just paper stickers. She suggested providing school safety assemblies during and after school for working parents. She suggested reaching out to parents now to prevent families from freaking out in the event of an incident.

Director Boehme suggested that security and safety be ingrained in the culture of a school. He estimated that the steps would be inexpensive.

Director Utt liked the idea of periodic physical audits at the schools but he projected that an annual audit might be too great a workload. He said that he liked the idea of a “secret shopper” to review security procedures.

Student Board Member Johnny Pearson said that the four-level “I Love U Guys” response program jumped out at him. He described the need to train families.

Board Chair Bricker spoke of the challenge of training substitute employees and suggested that even a single sheet of paper describing security procedures would be valuable. He said that a consistent plan across the district would also be helpful to parents with children at multiple schools.

COMMUNICATION:

Superintendent Delapoer said that the district developed a crisis response checklist to identify procedures for school and district staff. She spoke of information management and said that she wanted to prepare sample letters and memos so that that information to families need not be re-created each time. She said that she wanted to prepare a table of cell phone numbers of key people in the community.

She said that an anonymous reporting system was not well thought of by law enforcement personnel. She explained that the offices could receive very incorrect information that would consume a lot of time to investigate.

Ms. Delapoer spoke of communication with families and said that she would implement School Messenger district-wide. She said that it would be worthwhile to try to maintain an email listing. She said that she also wanted to expand the emergency use of social media such as Facebook and Twitter. She said that she wanted to be able to have a consistent message from the school district and law enforcement agencies. She said that she also spoke to area district attorneys about sharing information about persons of interest.

Director Utt said that he liked the crisis response checklist, but he noted that keeping email lists up to date would be difficult. He suggested that each school mascot have a Facebook page and provide

each staff member with read-access. He said that sometimes, people are more likely to “Friend” a mascot than a teacher. He said that staff could pick up chatter that they might not otherwise receive.

Director Boehme said that the district needed to find a way to use Facebook and Twitter. He said that parents and students could access the information quickly.

Director Gordon said that the district’s highest priority should be the use of Facebook, Twitter and text messages. She said that the recent “Amber Alert” was an example of the use of social media. She stated that she liked the crisis response checklist and said that sample letters could be useful.

Board Chair Bricker liked the security response checklist as procedures could now be consistent across the district.

MENTAL HEALTH

Superintendent Delapoer said that emotional safety and having connections with adults was just as important as physical safety. She said that the student threat assessment team process comes into play when students pose a threat. She said that there were different threat levels but the district found some inconsistencies in procedures due to employee turnover. She said that she wanted a cycle of training.

She said that there would be training later in the month entitled “Mental Health First Aid.” She said that the two-day program would be sponsored by Samaritan Health. She said that several district counselors would attend the seminar and then return to the district and be trainers for other staff members.

Ms. Delapoer said that a proposal to screen all students of a particular grade for mental health issues could be controversial. She said that the Lebanon School District did a screening last year with seventh graders. She said that at the time, parents had to “opt-in” if they wanted their student to participate. She said that she believed that new legislation from the State permitted the school district to screen students unless the parents chose to “opt out.” She said that staff would have to first investigate who would conduct the screening, calculate the costs, and identify necessary resources for treatment.

Ms. Delapoer said that she also wished to identify a protocol before students were re-admitted to school following in-patient mental health treatment. She said that some principals have experienced situations where a parent or agency brought a child to the school without any information about the student’s background. She said that it would be reasonable to ask agencies who are releasing students to share information before the child was returned to the classroom. She said that it would be important for the child’s success and the safety of other students. She said that she would put together a committee to consider the process.

She added that when transitioning Advanced Diploma students to Linn Benton Community College, she wanted to ensure that students needing mental health treatment received the attention they required.

Ms. Delapoer said that she wished to continue the character education program at all levels, noting that the program was perhaps the best incident prevention program. She said that the district could use data from the PBIS program and perhaps target student interventions. She said that she also wished to reach out to parents for what they can see as warning signs and early identification of problems.

Director Gordon said that she liked the idea for a protocol for students returning from mental health treatment. She also liked that the district wished to continue to support students enrolled in the Advanced Diploma program.

Director Boehme said that he has no expertise in mental health concerns. He said that if schools and families could identify warning signs, that would be helpful. He agreed with opening a dialog with families of students returning from treatment.

Director Utt said that all of the mental health recommendations looked important. He said that exchanging information with parents would be very important.

Student Board member Johnny Pearson spoke of the value parents and staff members being able to recognize warning signs. He thought that mental health screening of students could be worthwhile.

Board Chair Bricker suggested having trained counselors at the secondary level who could focus upon mental health issues.

Ms. Delapoer asked Board members of their opinions as to screening all students at a particular grade level. Director Gordon supported the idea. She asked why the Lebanon District decided to screen seventh graders. Mr. Caropelo replied that the grade selection was the recommendation of the Linn County Mental Health office which provided the screening. He said that part of the thinking was that the counselors would still have a year after identification to work with the students before the children transitioned to high school.

Director Boehme recommended that if money became available, that the district obtain trained mental health counselors.

Director Gordon agreed with screening and identifying mental health issues early, before a student got to high school. She recalled that there was a suicide in her own high school class and there was a recent suicide at South Albany High School.

Director Utt agreed with screening all students of a particular grade and perhaps new students coming in. He liked the recommendation of hiring a mental health counselor. He said that he was concerned, however, at the potential cost.

Student Board Member Johnny Pearson said that character education training before the mental health screening would help students better understand right from wrong.

Board Chair Bricker questioned the accuracy of the mental health screening. He suggested that student responses to drug and alcohol use questionnaires were very distorted and therefore their mental health responses might be equally unreliable. He questioned the value of screening a student just once in twelve years.

Director Gordon asked for feedback from the Lebanon School district

Director Boehme suggested that the Linn County Mental Health Office could provide guidance.

The Board was interested in more information about mental health screening.

DISTRICT ACCOUNTABILITY PLAN

None.

OLD BUSINESS

None.

NEW BUSINESS

ADMINISTRATIVE REGULATION, PERSONNEL

Board Chair Bricker asked that Board Policy and Administrative Regulation changes mandated by legislation could be identified in the Superintendent's Script and need not be further discussed during the Board meeting. He said, however, that if the proposed change was significant, the Board would want a full report.

Human Resources Director Randy Lary said that no further discussion was necessary.

Information provided in the Superintendent's script indicated that in January 2013 the federal Department of Labor issued a Guidance Fact Sheet clarifying that the disability of a son or daughter does not have to have occurred, or been diagnosed, prior to the age of 18. The guidance indicated that the onset of a disability may occur at any age for purposes of the definition of a "son or daughter" under the Family Medical Leave Act (FMLA). Based upon those amendments, The Oregon School Boards Association (OSBA) recommended revisions to Administrative Regulation *GCBDA/GDBDA-AR(1)*, *Federal Family and medical Leave/State Family Medical Leave*.

Also, in the February 6, 2013 Federal Register, the federal Department of Labor issued rules pertaining Military Leave as it relates to Family Medical Leave Act (FMLA). Based on those amendments, OSBA further modified Administrative Regulation, *GCBDA/GDBDA-AR(1)*. The revisions were to pages 1, 4, and 5 of the document.

ADMINISTRATIVE REGULATIONS, SPECIAL EDUCATION

Assistant Superintendent Frank Caropelo said that no further discussion was necessary. He said that Special Programs Director Ryan Mattingly was available for questions.

Information provided in the Superintendent's Script stated that in April 2013, the Oregon Board of Education adopted revisions to Oregon Administrative Rules (OAR) 581-015-2090; 581-015-2310; 581-015-2530; 581-015-2735; 581-015-2756; and 581-015-2885. The changes were made to

implement recent federal changes in IDEA, Part B regarding the need to notify parents and obtain consent to use their public or private insurance to support special education and related services. Revisions were to pages 1, 6, 7 and 10 of Administrative Regulation *IGBAG-AR, Special Education - Procedural Safeguards* and pages 1, 3, 4, 5, and 6 of Administrative Regulation *IGBAJ-AR, Special education – Free and Appropriate Public Education (FAPE)*.

ADMINISTRATIVE REGULATION, STUDENTS

Assistant Superintendent Frank Caropelo said that proposed revisions to Administrative Regulation *JN-AR, Student Fees, Fines and Charges* would bring the document into alignment with actual practice within the district regarding lost or damaged textbooks and library books. He said that the district typically charges parents for lost or damaged library or textbooks. He said that if the student later found the book, the amount charged would be refunded unless the student owed other fees or charges.

Director Gordon asked if there would be any changes in school fees. Mr. Caropelo said that he would get back to the Board.

Director Boehme asked of the value of uncollectable fees. Mr. Allen did not have that information.

OTHER BUSINESS

Board Chair Bricker reviewed the Dates of Interest at the conclusion of the Agenda. He said that there would be an Executive Session of the Board at 6:00 p.m. on August 26. He said that the next regular meeting of the School Board would be August 26, 2013. He said that the Back to School Rally would be August 27 and first day of school would be September 3, 2013.

Ms. Delapoer said that New Teacher Orientation would be August 23 at the District Office.

ADJOURNMENT

Board Chair Bricker adjourned the Board meeting at 8:06 p.m.

Frank Bricker, Board Chair

Maria Delapoer, Superintendent

(Recorded by Jim Haggart)

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