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

REGULAR BOARD MEETING

January 27, 2014 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	Director
Johnny Pearson	Student Board member
Jessica Dilbone	Student Board Member
Maria Delapoer	gave advance notice of her absence
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

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.

STUDENT ALL-STARS

Board Chair Bricker said that because of the expected length of the School Board recognition and the student report, he would move the Student All Star recognition to earlier in the agenda.

Keegan Turner, Addelade Bass. Allen Narvaez, Joshua Allen, Rosemarie Howard and Gabriel Quinn Sunrise Elementary and Dru Huddleston, Callie Stenger, Grant Gilman, Bryant Farnes, Hannah Thorp and Olivia Reller of Liberty Elementary School were recognized. Sidnee Meier, Azlynn Warren, Nathan Witherspoon and Kevin Aleman-Peralta of Lafayette Elementary School were also honored.

SUPERINTENDENT COMMENTS AND INTRODUCTIONS

SCHOOL BOARD RECOGNITION

Executive Assistant Jim Haggart introduced Takena Elementary School principal Lisa Shogren who presented four of her school's fourth and fifth graders. The children presented posters to the Board members thanking them for their service to the district.

Sunrise Elementary School principal Lori Greenfield delivered a presentation featuring her students thanking Board members with a rhyming patterned after the nursery rhyme "This is the House That Jack Built."

North Albany Middle School principal Jane Evans and assistant principal Jon Dilbone thanked the Directors for their service and presented each with a memento.

Food Service Director Sharon Short noted that in the past, she thanked the Board with a tray of cookies. She said that this year her gift would be a better example of healthy eating. Each director received a tray of fresh vegetables.

Mr. Haggart delivered posters from North Albany Elementary School and a painting with the fingerprint of every Tangent Elementary School student.

CALAPOOIA MIDLE SCHOOL STUDENT REPORTER

Executive Assistant Jim Haggart said that Calapooia Middle School would be represented by Chloe Andrews. He said that Chloe was an eighth grader taking Math, Language Arts, Leadership, Science, Social Studies, PE and Health. She will add choir during the second semester. Her favorite subject is Language Arts

Mr. Haggart said that Chloe participates in Leadership and plays basketball and volleyball at the Boys and Girls Club. Her brothers have completed their K-12 schooling. Her parents are Jennifer and Ryan Andrews.

Board Chair Bricker welcomed Miss Andrews

STUDENT REPORTERS

Calapooia Middle School Student Reporter Chloe Andrews addressed the Board. A copy of her Power Point presentation will be a part of the permanent record of this meeting.

COMMENTS FROM THE PUBLIC
None.

CONSENT AGENDA
1) Minutes from January 13, 2014 Regular Board Meeting
2) Personnel

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
U.S. Senator Ron Wyden came to Albany on January 21, 2014 to conduct a Town Hall meeting at West Albany High School. Students and the public were invited.

Ms. Delapoer and other superintendents also met with State Representative Sherrie Springer on January 22, 2014 to discuss services provided by the Education Service Districts.

SUBCOMMITTEE REPORTS
There was no report.

BOARD MEMBER REPORTS
Director Utt said that he attended the Senior Dinner at Tangent Elementary School. He described the event as nicely conducted and well attended by the community.

Director Utt also spoke of the Bonds, Ballots and Buildings conference on January 10 in Salem. He said that the first workshop he attended was entitled "Methodical Bond Planning: A Team Approach." He said that it was summary of Pendleton School District's successful bond campaign. He said that the district devoted two years to the bond initiative but believed that the timeline was still rushed. He said that the school district had to close several schools in the more affluent neighborhoods, but yet it still passed the bond with a very high approval percentage.

He said that the second workshop, "Dig Deeper into Your Survey Data" provided a summary of Albany area voter participation in the last four elections, by voter age group. He said that he heard that the age of Facebook was now parents instead of children. He said that seminar participants heard how to inexpensively get information out to the community. He said that all of the material presented at the conference was available from the "Events" section of the Oregon School Boards Association website.

Director Boehme asked Business and Operations Director Russ Allen to summarize potential changes in state funding.

Mr. Allen said that the initiative came about during the last Legislature through House Resolution 2098. He said that the Oregon Department of Education (ODE) was tasked to find a new measure of poverty as a factor in allocating the State School Fund. He said that previously, ODE used census

data, the most recent of which was outdated. He said that the census often over-stated or under-stated poverty in a specific area and therefore was not a reliable measurement. He added that the metric did not work well for small school districts. He said that the smaller schools used the Free and Reduced-Fee Meal program for poverty information.

He said that ODE decided to use the Census Bureau's Small Area Income and Poverty Estimates. He explained that it was an often updated measurement based upon the multi-year American Community Survey Estimate, aggregate tax data, and the Small Area Income and Poverty Estimates. He said that the information was calculated down to the state, county, and school district levels. He said that the Oregon Department of Education decided the calculation adequately examined poverty for children ages 5-17. The State School Board approved the measurement for implementation during the 2014-15 school year.

Mr. Allen said that the school funding formula did not change, but under the Small Area Income and Poverty Estimates, there were more children identified as living in poverty. He said that the measurement added 6,000 "weights" to the school funding formula. He said that the impact was that while the amount of the state school fund remained the same, the effect was that every "weight" was worth just a little bit less. The overall "per-weight" funding was declining by approximately $41 next year in order to pay for more students in poverty.

He said that there were 197 school districts in the State and the average poverty percentage for children ages 5-17 was throughout the state was 19.9 percent. He said that Greater Albany turned out to be one of the districts that were underrepresented in the old calculation He said that he was hesitant, however, to estimate how much additional the district would receive in the following year.

STUDENT REPORTS

South Albany High School Student Reporter Jessica Dilbone said that the school talent show was the highlight of the week. She said that she was very appreciative that the students had the self-confidence to showcase their talents.

She said that the dance team would host a competition on February 8.

Miss Dilbone reported that South Albany teacher Mr. Hilkey was diagnosed with stomach cancer. She said that students organized a donkey basketball game and a bottle drive to raise funds for his medical supplies.

West Albany High School Student Reporter Johnny Pearson said that this was finals week and students were busy preparing for their exams.

Board Chair Bricker thanked both students for their reports.

REPORTS

MCKINSTRY ENERGY SERVICES CONTRACT UPDATE

Business and Operations Director Russ Allen introduced Facilities Supervisor Doug Pigman. Mr. Pigman introduced McKinstry representative Tom Konicke and project supervisor David McKay. He said that they would provide a status update of the energy management controls project.

Mr. Konicke introduced himself as the Business Development Director for McKinstry. He said that he would report on the overall progress to date and request an extension of one year for the contract. He said that he had invited Control Contractors Incorporated (CCI) new president Ken Dolson and their branch manager Matt Williams to provide the Board with more detail in their plan to complete the work going forward, as well as their commitment to completing the work within the agreed specifications.

He said that McKinstry has been diligently working in close cooperation with district facilities supervisor Doug Pigman and David McKay of HMK Co. to deliver the project as agreed to on the original Memorandum of Understanding. He said that the primary focus was to build a process that ensured that systems being controlled were responding as intended and that the graphical representations of the systems were being referenced correctly.

Mr. Konicke said that the Directors would recall that the problem with the original project was that the system did not have quality or validation. He emphasized that the current focus was on quality.

He said that he was happy to report that the work completed to date was meeting the quality objectives. He said that diligence and process had helped them achieve that quality standard. He said, however, that the work had taken longer than anticipated. He said that the team was holding the line on executing the work in accordance with the project closeout plan. He said that the team was not accepting anything less.

Mr. Konicke said that there were changes in the Control Contractors Incorporated (CCI) staff since the original agreement. He said that the organization had a new president and a new branch manager. He said that those people would address the Board later that evening.

He said that the breadth of necessary improvements were greater than the original CCI staff anticipated. He said that as the new team came up to speed, they came to understand how deep some of the issues were. He said that as the team worked together to ensure quality, they more deeply learned the scope of the work in front of them.

Mr. Konicke said that the dedication of qualified CCI resources needed to accomplish the work, given the renewed understanding of depth, had not been commensurate with the effort needed to complete the work in the originally agreed to timeline.

He said that there were resource constraints with the school district facilities team needed to validate design intent and to attend to certain system deficiencies outside of the project scope. He said that Mr. Pigman's staff found that they had to respond to equipment problems, challenges and issues.

Mr. Konicke said that McKinstry's assumption of CCI's design scope of work and additional field resource oversight was proven effective in maintaining high quality, but has also delayed the timeline. He added that the depth of the work was more than what was originally anticipated.

He said that the overall project completion status was at 31 percent. He provided a summary document indicating eight schools which were in what he described as "Priority Status." He said that

he asked CCI to focus their efforts on those eight schools so that the team could show validation to the functional performance testing and ensure that the process that they worked so hard to get in place was really working.

Mr. Konicke said that his report color-coded the schools based upon the team's feedback in terms of level of completion. He reported that West Albany High School was 96 percent complete per schedule, although McKinstry's acceptance through construction was at 99 percent. He explained that there was 100 percent acceptance on performance, although there was some construction documentation and close out information still needed.

He said that Clover Ridge Elementary School was at 94 percent complete, but 99 percent complete through construction. He said that Lafayette School was at 86 percent complete but the team would focus in that campus this week and the following week to finish that work. He also described the status of work at Central, Oak, Takena, Tangent and Liberty Elementary Schools.

Mr. Konicke invited Control Contractors Incorporated (CCI) President Ken Dolson and Branch Manager Matt Williams to brief the Board on their commitment and specific plans to execute the work going forward.

Mr. Dolson said that he has been on board Control Contractors Incorporated for 5 months. He said that his company was committed to finishing the work with the highest quality. He said that he and many of his staff have more than 30 years in the business. He said that he was very happy to be working closely with McKinstry to ensure the work was done correctly. He introduced Matt Williams who is leading the project.

Mr. Williams said that he followed Morrie Constantine in the position and with the help of the district, he came to an understanding of what the end state should look like. He estimated that understanding was missing previously. He said that CCI previously spent a lot of time and energy doing what they thought was correct, only to find out later that they missed the objective. He said that his team then spent several months determining the desired end point. He said that his company has up to seven people to call upon for this work. He said that he now had a process in place and procedures to deliver a complete project.

Director Gordon asked which schools were complete. Mr. Williams said that the schools closest to completion were West Albany High School and Clover Ridge Elementary. He stated that each school had a unique heating and ventilation system. He explained how the objectives were identified and the work was conducted. He also detailed the work completed by CCI at the eight schools identified in the summary McKinstry gave to the Board.

He said that he had a dedicated team of four people who were exclusively working on Albany schools. He said that he could call upon others employees as well. He said that CCI also has one dedicated person who will do the programming for all of the schools. He said that eventually, the control systems at all of the schools would be identical.

Board Chair Bricker noted that McKinstry and CCI were requesting a twelve month extension. He asked if all of the schools would be up this spring to the point where CCI will be checking the cooling. He said he was concerned that the work might extend beyond one year. Mr. Williams replied in working with controls, technicians always begin by getting either the heating or the cooling entirely correct. He said that in the first schools, the technicians began by getting the heating correct but they would not be able to verify the cooling until the outside temperatures got warmer. He said that in the last schools, work would begin with the cooling, but the technicians would have to return to adjust the heating in the fall.

Director Smith asked of the contract with project manager David McKay. Mr. Allen said that he did not have the discussion with Mr. McKay. He stated that while he did not wish to diminish the frustrations the district has had with this project, he did wish to agree with the earlier statements that the final product will be much superior the product the district would have had if the project was completed several years ago.

Mr. Allen explained that neither McKinstry nor CCI received additional district funds outside of the original contract. He said that the district would incur an additional cost with the extension of Mr. McKay's contract.

Director Smith asked about warranties. Mr. McKay said that the contract defines the warranty period as beginning on the date of substantial completion. He explained that substantial completion meant that the work was 100 percent complete and 100 percent validated and the district has received all of the owner training. He said that the warranty would then extend for one year.

Director Smith spoke from a school safety point of view. He said that in the event of a chemical emergency or toxic spill, the system would provide the district with a "state of the art" system that would provide the ability to completely isolate a school building in a matter of minutes.

David McKay said that the project has made great strides. He suggested that the McKinstry and CCI people come back to the Board bimonthly. Board Chair Bricker suggested that a written report would be sufficient.

Director Boehme said that he had no doubt that work was being completed but he asked why the report provided by McKinstry indicated that the district's portion of the work was at just 50 percent. Mr. Pigman responded in detail.

Director Boehme noted that the district lost energy savings because of the delay in the completion of the project. Mr. Allen agreed that if the work had been completed within the original specifications and within the original timeframe, there would have been additional energy savings. He agreed that there was also a cost in employee time.

Director Boehme commented on the request to extend the agreement, noting that earlier extensions had not been fulfilled. Mr. Williams said that he has larger projects with fewer assets allocated. He said that he asked for a twelve month extension so that he would not have to return to the Board with another extension request. He said that he expected the work to be completed much sooner than that.

He said that his company had completed work at eight schools in three months. He said that he expected progress at other schools to go more quickly. He noted that there were many things completed that would not have to be done again.

Board Chair Bricker thanked the presenters for their information and stated that he would look forward to their future reports.

Mr. Allen said that at some point he would like Board action to extend the period of the agreement.

Director Smith moved to approve the request to extend the Memorandum of Understanding by 12 months. Director Boehme said that he would prefer to wait as he had other questions. Mr. Allen said that he would be fine with waiting.

AUDIT REPORT

Business and Operations Director Russ invited auditor Matt Graves from Pauly, Rogers and Company to address the Board. Mr. Allen also acknowledged the hard work of district controller Ashley Netzel.

Mr. Graves said that he would discuss the purpose and results of the audit. He said that he would also speak of several key points in the audit report.

His report indicated that management was responsible for the preparation and fair presentation of financial statements. Mr. Graves said that the purpose of the audit was to express opinions on those financial statements and examine compliance with state law and federal regulations for the expenditure of federal funds.

Mr. Graves said that his company was delivering a Modified opinion. He stated that it was a “clean” opinion except for the district’s decision to not comply with the provisions of GASB 45. He explained that GASB 45 required the district to obtain an actuarial evaluation of post-employment benefits offered to retirees. He said that there was a financial cost of that actuarial evaluation every two years. He said that not implementing that requirement simply led to a modified opinion. He said that other than that requirement, he issued a “clean” opinion. He said that the Statement of Standards for Audits was provided on page 57 of the report.

He spoke of federal awards and stated that his firm tested the district’s compliance with requirements concerning federal money. He said that they found no issues of non-compliance and no questioned costs.

Mr. Graves said that there were no disagreements with management regarding policies or principles. He said that the auditors did not encounter any difficulties or restrictions of access in performing the audit. He said that management took responsibility for everything contained in the financial statements.

Director Boehme asked when the district would be able to get away from GASB 45. Mr. Graves responded in detail.

Board Chair Bricker thanked Mr. Graves for his report.

"I Love U Guys" PRESENTATION

Director Smith said that he would discuss the "I Love U Guys" school response program and describe the urgency to move away from the current 3-level system for school safety and security to the standard response protocol developed by the I Love U Guys Foundation.

He said that the Board packets contained a summary of the I Love U Guys Foundation which was derived from an incident at Platte Canyon High School in Colorado. He said that at present, district schools were using different definitions about what Level 1 and Level 2 should look like.

Director Smith said that a number of law enforcement agencies examined mass shootings and all recommended several highlighted points: He said that actions by personnel save lives. He said that, without a doubt, the biggest factor available in our schools to save lives during a mass violence event was the staff.

He said that the second biggest factor was locking interior doors. He emphasized that in the history of school shootings, not even one documented fatality occurred behind a locked door. He said that even in the two instances in which the door was breached, there were no fatalities. He stated that the student fatalities that occurred in Sandy Hook Elementary School happened in unlocked, unsecured classrooms.

Director Smith said that lockdowns have to be implemented quickly and have to be able to be launched from various locations in the school. He stated that the revamping of the school intercom system will be very important because there needs to be an ability to launch a lockdown from anywhere in the school or at least multiple locations.

He said that every study has indicated that substitutes are the most untrained link in school safety. He said that often, substitutes are not issued keys and therefore have no ability to lock the classroom door in an emergency. He said that substitutes do not have the training to enter smoothly and quickly into a lockdown or lockout. He said that it is not that they don't want to, but because they substitute in Lebanon and Corvallis and each school in each district may have different procedures. He said that in his new job he would help schools move into a county-wide, unified system of school response and safety. He said that it would put every student, faculty member, substitute and first responder on the same page.

Director Smith said that students and staff must be taught to respond on the fly. He said that other security response plan have talked about getting away from the threat. He said that students and staff have to think logically, but there as to be a default, and the default has to be lockdown.

He said that in the immediate future, the district needed to have a clear, easy to understand, lockdown procedure to get interior doors locked quickly. He said that goal would be to begin moving forward in February, to get trainings in the buildings in March to be able to go live on April 1. He said that he was confident that could be accomplished.

Director Smith said that a short term goal, maybe moving through the summer and into the new school year, would be policies and procedures that would drive a supported, "Locked but Open" philosophy in district schools. He said that if one is saying that "Locked doors save lives," the largest change in education could be that the teacher would have the classroom door locked but opened all the time and if needed, the door could be pulled closed, without the staff member having to fumble with keys in a stressful situation.

He said that all of the information from the I Love U Guys Foundation was available for download without cost. He said that the information could be branded or adjusted to be more locally based.

Director Smith said that the procedures identified four standard responses: "Lockout, Lockdown, Evacuate and Shelter." He provided several slides to explain the procedures. He said that the district could leverage the existing Safe Schools on-line training structure so that teachers could log in and receive short 5-10 minute trainings on Lockout and Lockdown. He said that he would present the material at an all-administrators meeting and them ask them to go back and discuss the program with their staff. He said that it was not a monumental shift. It was a matter of using clearer language, district-wide. He said that if an employee split their time between two schools, the procedures would be the same at both campuses.

He said that the public address was simple: It would be active and directive and the message would be repeated twice. He explained that Lockout was used to secure the perimeter when the threat was outside the school. He said that students would return to inside of the building and do business as usual. He said that teachers would recover students from outside of the building, lock exterior doors, increase their situational awareness, take roll and account for students, and conduct instruction as usual. He said that procedures for Lockdown, Evacuate, and Shelter would be equally clear.

Director Smith stated that it would be unnecessary to lock the front door in the event of a Lockdown. He explained that the lockdown would be used in the instance where there was an intruder already inside the building. He said that having someone go into the hallway to lock the doors would put that person at an unnecessary risk. He added that locking the front door would make it more difficult for law enforcement people to get inside.

He said that instructional videos and promotional materials were already available at no cost from the I Love U Guys Foundation.

Board Chair Bricker asked if the information could be made available to parents. Director Smith said that the material was already accessible from the Foundation website. He said that the presentations could be linked to the district website.

Director Gordon asked if the information could be shared with area private schools. Director Smith said that it could.

Director Smith moved to adopt the I Love U Guys safe schools response procedures for the district. Motion APPROVED UNANIMOUSLY.

Assistant Superintendent Frank Caropelo said that he would guide the necessary adjustments to the district's emergency procedures directives.

DISTRICT ACCOUNTABILITY PLAN
None.

OLD BUSINESS
None.

NEW BUSINESS
BOARD POLICY, PERSONNEL
Business and Operations Director Russ Allen introduced new Board Policy *GCAB, Personal Communication Devises and Social Media - Staff*, and stated that it would provide employees with guidance and guidelines regarding the appropriate use of personal communication devices and social network sites. He said that the document was coordinated with the certified employees association.

The Board had no comments.

ADMINISTRATIVE REGULATION, INSTRUCTION
Business and Operations Director Russ Allen presented Administrative Regulation, *IIGBA-AR, Electronic Communication System* which would replace the existing directive in its entirety. He stated that the document provided guidelines for Internet safety and identifies acceptable and unacceptable use of district technology and the Internet. He said that the directive indicated that persons using personally owned technology would have to accept district established terms and conditions before use could commence.

Mr. Allen said that he liked his version more than that suggested language he received from the Oregon School Boards Association (OSBA). Director Utt asked if the district could share its document with OSBA. Mr. Allen said that he could do that.

OTHER BUSINESS
None.

ADJOURNMENT
Board Chair Bricker adjourned the Board meeting at 9:16 p.m. and directed that the Board convene in Executive Session.

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Frank Bricker, Board Chair

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Frank Caropelo, Assistant Superintendent

(Recorded by Jim Haggart)
Business and Report Items - Document Reference (filed with original minutes)