

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



REGULAR BOARD MEETING
August 11, 2014 7:00 p.m.

Minutes

Maria Delapoer, Superintendent

CALL TO ORDER

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

Jerry Boehme	Board Chair
Micah Smith	Board Vice Chair
Frank Bricker	Director
Sandi Gordon	gave advance notice of her absence
Lyle Utt	Director
Stephanie Dilbone	Student Board Member
Maria Delapoer	Superintendent
Tonja Everest	Assistant Superintendent
Randy Lary	gave advance notice of his absence
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 Boehme led participants in the Pledge of Allegiance.

CORE PURPOSE/GOALS

Director Utt 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

ADMINISTRATOR HIRES

Superintendent Maria Delapoer introduced Jerrie Matuszak and stated that earlier in the summer the Board approved her hiring as the principal of Oak Grove Elementary School. She said that Ms. Matuszak is a former teacher with the Greater Albany School District. Most recently she was the principal of Harvey Clark Elementary School in Forest Grove, Oregon

Ms. Delapoer introduced Tristan Heisley and said that the Board had also previously approved his hiring as the Assistant Principal of Timber Ridge School. She said that Mr. Heisley was a teacher and then principal of Williams High School in Williams, Arizona.

Board Chair Boehme welcomed Ms. Matuszak and Mr. Heisley to their new assignments.

COMMENTS FROM THE PUBLIC

Calapooia Middle School teacher Sue McGrory said that she is the new president of the Greater Albany Education Association. She said that she was speaking that evening of a significant concern expressed by several members of her association. She said that late in May, 2014 one of the teachers experienced a troubling incident. A student had photographed under her skirt with a smart phone without her consent or knowledge and shared the photos with several other students. Ms. McGrory said that the teacher felt violated. She said that the teacher believed that the relationship between her and her students was severely disrupted. She said that the teacher was embarrassed, ashamed, and felt unsafe in her own classroom. Ms. McGrory said that this kind of incident was becoming more frequent nationwide with recent incidents in California and Washington.

Ms. McGrory said that while the Board was considering revisions to the Board's sexual harassment policies the directors might consider adding language to specifically address that form of unacceptable conduct. She also encouraged extending language in the electronic communications systems policy. She said that while the district was correctly concerned about harassment of students by other students or adults in our schools, the district appeared to be less concerned about harassment of staff by students. She asked that the Board consider adding the phrase "digital images" to the third paragraph of Board Policy *GBN/JBA, Sexual Harassment*. Ms. McGrory also asked that the Board extend the definition of harassment in the unacceptable use section in paragraph 6 and wireless devices in paragraph 7 of Administrative Regulation *IIBGA-AR, Electronic Communications System* to address that kind of digital voyeurism.

She reported that Massachusetts became the first state to place language as she was requesting in statute. She said that the law defined invasion of privacy as when a reasonable person would believe that the person's sexual or other intimate parts would not be visible to the public, and without the person's knowledge and consent.

CONSENT AGENDA

- 1) Minutes from July 21, 2014 Regular Board Meeting
- 2) Personnel (with Addendum)
- 3) Board Policy, JN, Student Fees

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

BOARD REPORTS

LEGISLATIVE LIAISON REPORT

None.

SUBCOMMITTEE REPORTS

Board Chair Boehme noted that Director Smith would have a sub-committee report later in the meeting.

BOARD MEMBER REPORTS

Director Bricker said that Anne Schuster was resigning from the Board of the Oregon School Boards Association and was seeking a replacement. There was no discussion.

DISTRICT ACCOUNTABILITY PLAN

None.

REPORTS

McKINSTRY UPDATE

Business and Operations Director Russ Allen introduced Facilities Director Doug Pigman and representatives from McKinstry and CCI (controls subcontractor). He stated that they would provide a status update of the district-wide energy controls project.

Mr. Pigman introduced Larry Schneider of CCI and stated that he has been a part of the project from the very beginning. He said that that Mr. Schneider was instrumental in helping the district identify that its control problems were much larger than originally thought. He thanked Mr. Schneider for his work.

McKinstry representative Tom Konicke reviewed the information in the Board packet. He noted that the data was color-coded with green indicating that the work was complete, yellow indicating that the work was very close to completion, and red indicating that there was work to be done. He emphasized that the red color did not mean there was any danger. He said that the red color indicated that the building was an area of focus and that the work was moving forward.

He said that overall, his project completion status was 79%. He said that was an increase of 8 percent since his last report to the Board. He said that 14 schools were complete and two schools, Memorial Middle School and Albany Options School, were ready for acceptance by the school district. He said that both schools were at 94% complete.

Mr. Konicke said that his team was working on the 8 remaining schools and district buildings. He said that work on Timber Ridge School was 95% complete. He said that North Albany Middle school was 75% complete, Periwinkle Elementary was 53% complete and South Albany High School was 46% complete.

He spoke of “Off-Season Operation Back Check” which meant ensuring that the systems have operability in all seasons during warm and cold weather. He said that work was at 67% because the team was able get through the first of the schools during heating season and has gone through a cooling cycle as well.

Director Smith asked about the milestones indicted on the report for individual schools. Mr. Konicke said that the information was accurate.

Board Chair Boehme asked if there would be any problem finishing by the end of the calendar year. Mr. Konicke replied that there would not.

Director Smith noted that much of the close-out work would fall to the district facilities staff just as school was beginning. He asked Mr. Pigman how the start of school would impact the work of his department. Mr. Pigman replied that the schedule would heavily impact his employees as they were already working to support school events this month.

Mr. Allen asked of the Energy Trust of Oregon. Mr. Pigman said that he was able to earn energy incentives for certain upgrades.

Board Chair Boehme thanked the presenters for their report.

TRANSPORTATION REPORT

Business and Operations Director Russ Allen introduced Transportation Supervisor Kim Crabtree and stated that she would deliver her annual report on the Transportation Department.

Ms. Crabtree spoke of bus capacity and stated that the department’s goal was to operate the busses at 60 percent of capacity. She said that during the 2013-14 school year, morning routes averaged 53 percent and the afternoon routes averaged 57 percent. She explained that in-town routes might have 80 children, but an out-of-town route might have just 20 students. She said that mechanic work orders completed was identical to the previous year.

She provided data on ridership and stated that the number of children transported was likely the same as in previous years. She explained how the ridership numbers would be calculated this year. She said that the number of special needs children transported was also very close to the previous year, but the number of children transported under the McKinney Vento Act had increased from 110 to 150 children. She stated that children were transported from a broad area including Harrisburg, Lyons and Sweet Home.

Ms. Crabtree said that the transportation department considers as late a bus that arrives more than 10 minutes after it scheduled arrival time. She said that the drivers achieved a 97 percent on-time performance. She said that the greatest challenge was at Clover Ridge Elementary which has eight buses at the end of the day.

She referred to bus accidents and noted that the year started out great but there were two incidents during winter snow and ice. She said that one was the department’s fault, the other was not. She

noted that at the beginning of the year, she had a driver trainer observing routes every day. She said, however, that by the end of the year, the trainer was needed as a regular route driver.

Ms. Crabtree said that she had hired six new drivers and stated that they were trained and ready to go. She said that with the additional drivers available, she would be able to get the driver trainer back into instruction and that would lead to a reduction in at-fault accidents.

She said that the department received six new school buses of which three were special needs buses with air-conditioning to address the needs of some students. She said that the number of routes, 40 regular and 16 special needs routes would be the same number as the previous year.

Director Smith asked about the scheduling of kindergarten students. He said that he understood that the schools waited for the transportation office to decide whether a student would be assigned to morning or afternoon kindergarten. Ms. Crabtree said that most kindergarten students have already been routed. Mr. Allen stated that Clover Ridge Elementary School kindergarten scheduling was a particular challenge as the attendance area covered the school was so large. He said that in the past, the transportation department, seeking to reduce the time of the routes serving kinders, divided the riders into morning and afternoon kindergarten by region. Director Smith noted that it would not be an issue the following year because the district would offer all-day kindergarten beginning with the 2015-16 school year.

Ms. Crabtree said that the Transportation Department was working with elementary school staff to ensure that the youngest bus-riding students were delivered to the proper location each afternoon. She described the procedures during the first two weeks for children in grades K-2. She said that the department prepared a series of labels for each bus rider in grades K-2. The labels would identify the name of the child, his/her school and grade, bus route number, bus stop location and whether the child would be going home, to a sitter, the Boys and Girls Club, or the Community After School Program. She said that a new label would be used each day and the label would be attached to a placard and lanyard that the child will wear around his/her neck for the first two weeks of school. She said that each school would provide an adult volunteer for each route bus to help the young children learn their bus stops.

She said that the mission of her department was to safely deliver every child, ready to learn.

OLD BUSINESS

SUPERINTENDENT SEARCH CONTRACT

Board Chair Jerry Boehme said that a presentation was made at the previous meeting by Greg McKenzie and his company, Window to Leadership, which proposed to assist the Board in its search for a replacement for retiring Superintendent Maria Delapoer. He asked if there were any questions about the proposal. There were none.

Action: Director Bricker moved to approve a contract with Window to Leadership in the amount of \$13,500 plus expenses to provide superintendent search services. Motion APPROVED UNANIMOUSLY.

SUPERINTENDENT EVALUATION

Board Member Micah Smith stated that he would deliver Superintendent Maria Delapoer's evaluation for the 2013-14 school year. He said that she had previously provided the Board with her progress on meeting her goals for the 2013-14 school year.

Director Smith stated that the Superintendent's work in meeting her goals was measured against three levels of achievement: "Under Development, In Progress and Completed." He said that she had clearly made progress.

He said that the Superintendent's Goal 1 was to increase the level of community and parent outreach. He said that the list of presentation and outreach events this year was far greater than during the previous year. He reported that Superintendent Delapoer had done an excellent job communicating with various groups around the local community and around the State of Oregon, soliciting feedback on areas of improvement along the way. He said that her outreach included presentations and interviews with the Chamber of Commerce, Leadership Albany, Rotary Clubs, Kiwanis, Albany Public Schools Foundation, Senator Wyden town hall, and more. Director Smith noted that she also positioned herself, and thereby the district, at the table with many strategic partners including state legislators, Early Learning Hub partners, Mid Valley Partnership including Linn Benton Community College and Oregon State University, the City of Albany, and other area superintendents. He stated that Ms. Delapoer also started conversations in the community to move the district forward direction toward great Science, Technology, Engineering and Math curriculum and courses for students. He noted that she also worked very hard to increase fine and performing arts offerings at the elementary level. He said that he marked that goal as "Completed."

Director Smith said that Goal 2 was to develop a plan for enhanced school safety. He said that this was a strong point during the last school year with the formulation of a School Safety Task Force. The Directors noted that Ms. Delapoer took the recommendations of the School Safety Task Force, and working with a wide array of community members and stakeholders, brought to the Board a sound plan for enhancing school safety which continued to be a model for neighboring districts, and districts around the State. The plan included fencing, intercom improvements, cameras, door lock systems, and the adoption of a comprehensive school safety response protocol. Board members spoke of their confidence in Ms. Delapoer's work to keep district schools and students safe. He said that Ms. Delapoer was successful in meeting that goal. He said that the Board marked that goal as "Ongoing" because it wanted her to continue to work on that objective.

He said that Goal 3, investing in teacher effectiveness, was of vital and crucial importance. He noted the number of principals in new leadership positions as well as the increase in new staff brought aboard. He said that it was tremendously important to set the stage right from the start. Director Smith said that Superintendent Delapoer did amazing things to incorporate continuous learning throughout the district as well to create an atmosphere of quality teacher effectiveness conversations and feedback within the buildings and their staff.

Board members indicated that they learned from Superintendent Delapoer the importance of effective teachers in the classroom over the years, and she has continued to stay the course throughout the district to improve all instruction at all levels. The Board noted that through the use

of learning teams, level meetings, and classroom observations and feedback, the evidence clearly supported the conclusion that teacher effectiveness was on the rise, and quite possibly at an all-time high. Board members noted that Ms. Delapoer implemented several strategies to improve feedback between building principals and their staff, and with her DLT team. Significant training was devoted this past year to teacher effectiveness, including the hiring of an outside consultant to work directly with high school teachers. Board members noted that test scores of students, and surveys of staff, indicated that the district was marching in the right direction toward improving teacher effectiveness and instruction. Director Smith said that this was clearly a “Completed” goal. He said that it was also an ongoing goal with what the district was put on the path to do.

Director Utt said that Ms. Delapoer’s shoes would be difficult to fill.

Action: Director Smith moved to approve the evaluation for the Superintendent as presented. Motion APPROVED UNANIMOUSLY.

SUPERINTENDENT GOALS

Superintendent Maria Delapoer delivered her proposed goals for the 2014-15 school year. She testified that she wished to continue to invest in educator effectiveness, supporting and encouraging principals to refine their skills as instructional leaders.

Ms. Delapoer also indicated her desire to close the opportunity gap. She said that she would continue to monitor student academic growth as a whole, while giving special focus to the progress of the district’s “disadvantaged” sub-groups including Hispanic students, students with disabilities and those who were economically disadvantaged.

She also stated that she wished to develop a digital learning plan. Ms. Delapoer said that many teachers use technology to provide instruction. She said that curricular resources could be expanded beyond textbooks by using sites that enrich the printed page. She said that she wished to develop a plan for how the district could best make use of resources available to increase student learning.

Director Smith said that the goals aligned with what the district was already doing.

Director Utt said that the superintendent’s Goals 1 and 2 were important to transitioning to the Common Core curriculum and reaching the State 40/40/20 education goal. He said that Goal 3 was important to daily life.

Director Bricker congratulated Ms. Delapoer on her goals. He said that they were representative of a first year superintendent’s goals, not a lame duck administrator in her last nine months in the position.

Action: Director Smith moved to approve the Superintendent's goals for the 2014-15 school year as presented. Motion APPROVED UNANIMOUSLY.

NEW BUSINESS
AOS CALENDAR

Assistant Superintendent Tonja Everest said that she would recommend an adjustment to the 2014-15 academic calendar to meet the instructional needs of Albany Options School.

She said that due to the nature of the instruction at Albany Options School the campus operated on six week calendar. She said that students were given grades every six weeks. She said that because of the grading cycle, the district needed to provide the schedule and time for that to happen. She said that information in the Board packet detailed how the school schedule differed from all other schools of the district.

Director Utt asked how the calendar was arranged last year. Administrator Sonja Hart replied that the school used a similar schedule. She said that student grades were transcribed every six weeks.

Board Chair Boehme asked how the curriculum hours calculated. Superintendent Delapoer said that the regulations for alternative schools were different. Board Chair Boehme asked that the staff verify that the school was meeting the state instructional hours requirement.

Director Bricker moved to approve the calendar for Albany Options School for 2014-15 as presented. Motion APPROVED UNANIMOUSLY.

TURF FIELD RESOLUTION

Business and Operations Director Russ Allen said that the Board previously discussed at length the loan that the district took out on behalf of the turf field at South Albany High School. He noted that the district's contribution to the project was limited to \$30,000 annually. He detailed the repayment schedule. He said, however, that what was missed was the resolution the lender needed in order to execute the loan. He estimated that the reason for the resolution was that the loan would be tax exempt.

Board Chair Boehme asked if the money had arrived. Mr. Allen was unsure, although he noted that the first payment was already made to FieldTurf, the company constructing the project.

Director Smith moved to approve Resolution 14/15-4 as presented. Motion APPROVED UNANIMOUSLY.

BOARD POLICY, VISION SCREENING

Business and Operations Director Russ Allen said that he would discuss new Board Policy *JHCB, Immunization and Vision Screening/Eye Examination* which identified a new state requirement for all students aged 7 years and younger and beginning an educational program with the district for the first time to have a vision screening or eye examination with 120 days of beginning the program.

Mr. Allen said that the district provided vision screening and that work met the state screening requirement. He explained that if the screening identified a vision concern, the information would be conveyed to the parent for corrective action. Executive Assistant Jim Haggart and Assistant Superintendent Tonja Everest described the examination procedure.

BOARD POLICIES, ETHICS

Executive Assistant Jim Haggart said that House Bill 2079 from the 2013 Legislative session modified Oregon Revised Statutes 244.020 and 244.175 which impacted the definition of "relative" and addressed "A member of household" language. At the time, the Oregon School Boards Association (OSBA) Policy Office recommended removal of the words "member of the household" from Board Policies *BBFA, Board Member Ethics and Conflict of Interest, BBFB, Board Member Ethics and Nepotism* and *GBC, Staff Ethics*.

He said that since then, OSBA received further clarification concerning the definition of "a member of household" and now recommended that the "household member" be restored to all three documents. He said that Board Policy *BBFA, Board Member Ethics and Conflict of Interest* had additional language concerning gifts that might be received by Board Members. Board Policy *BBFB, Board Member Ethics and Nepotism* had additional clarification for class exceptions.

Board Chair Boehme referred the documents to the Consent Agenda of a subsequent meeting.

BOARD POLICY, DRIVER EXAMINATION AND TRAINING

Business and Operations Director Russ Allen said that recommended revisions to Board Policies and Administrative Regulations come to the district from the Oregon School Boards Association. He said that the documents come with a notation that the revisions were "Required, Highly Recommended, or Optional." He said that if the documents were marked as "Required" or "Highly Recommended" the documents would be forwarded to the Board. He said that if the documents were described as "Optional" staff will take a close look at the language but might decide not to bring the matter before the Board.

He stated that under new requirements from the Federal Motor Carrier Safety Administration (FMCSA), all physical examinations of school bus drivers must be administered by a certified medical examiner that is listed in the FMCSA's national Registry of Certified Medical Examiners. To remain in compliance with commercial driver license regulations, the Oregon Department of Education was requiring all physical exams administered on or after May 21, 2014 be performed by a certified medical examiner.

Director Bricker said that he thought the policy was unnecessary. Director Smith preferred to have the information in policy. Director Utt said that the document would inform the general public of the requirement. Ms. Delapoer said that sometimes policies are valuable in giving notice to employees.

Board Chair Boehme referred the documents to the Consent Agenda of a subsequent meeting.

BOARD POLICIES, HARASSMENT

Executive Assistant Jim Haggart asked to withdraw Board Policies *GBN/JBA, Sexual Harassment*, and *JBA/GBN, Sexual Harassment* from the Board's consideration to address the concerns of Ms. McGrory.

Board Chair Boehme agreed.

BOARD POLICY, SPECIAL EDUCATION

Executive Assistant Jim Haggart reported that at its January 2014 meeting, the Oregon Board of Education amended and clarified the standards for seclusion rooms as related to special education. He said that rather than attempt to define in school district policy how a seclusion room was to be constructed, the Oregon School Board association was recommending a revision that would state a requirement to comply with OAR 581-021-0568. He added that a small adjustment was also made to the reporting requirements identified in Board Policy *JGAB, Use of Restraint and Seclusion*.

Mr. Haggart noted that the Special Education Department's annual report as required by the directive was provided in the packet. He said that Special Education Director Ryan Mattingly was present in the audience to address any questions. There were no questions.

Board Chair Boehme referred the documents to the Consent Agenda of a subsequent meeting.

ELEMENTARY INTERDISTRICT TRANSFERS

Assistant Superintendent Tonja Everest noted that the Board had previously identified limits on the number of interdistrict transfers the district would accept. She detailed that the Board had approved a limit of 30 transfers at the elementary level, 30 at the middle school level, 150 students at South Albany High School and 150 students at West Albany High School.

She said that the district had filled all 30 of the elementary school transfer slots, 21 of the 30 transfer slots at the middle school level, 6 of the 150 transfer slots at South Albany High School, and 25 of the 150 slots at West Albany High School.

Ms. Everest said that the district had ten additional transfer requests at the elementary level that she was not presently able to fill. She asked the Board to increase the number of elementary school transfers by 15 additional places. She emphasized that the district could handle the additional elementary students but it might not be able to guarantee a particular school.

Director Smith moved to open 15 additional positions at the elementary school level for applications received prior to August 15. Motion APPROVED UNANIMOUSLY.

OTHER BUSINESS

ADJOURNMENT

Board Chair Boehme said that the New Teacher Welcome would be August 22 at 8:15 a.m. at the District Office. He noted that the next Regular Board meeting would be August 25, 2014 and the Back to School Rally would be August 26. He said that school would begin on September 2.

Board Chair Boehme adjourned the Board meeting at 8:15 p.m.

Jerry Boehme, Board Chair

Maria Delapoer, Superintendent

(Recorded by Jim Haggart)

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