

MINUTES OF REGULAR SESSION OF GLADSTONE SCHOOL BOARD  
SCHOOL DISTRICT #115, CLACKAMAS COUNTY  
GLADSTONE, OREGON

July 12, 2018 Minutes

BOARD ATTENDANCE:

Kristin Eaton, Chair  
Jay Schmidt, Vice Chair  
Tracey Grant, Member  
Stacie Moncrief, Member  
Steve Stewart, Member  
Nicole Vera-Vera Couzens, Member

Board Absent:

Greg Lind, Member

Bob Stewart, Superintendent  
Natalie Weninger, Board Secretary

**The regular meeting of the Gladstone School District Board of Directors was held in the School District Administration Office on Thursday, July 12, 2018.**

1. CALL MEETING TO ORDER

Board Vice Chair Kristin Eaton called the meeting to order at 6:30 pm.

a. Flag Salute

Ms. Eaton led the flag salute.

2. OATH OF OFFICE FOR ELECTED SCHOOL BOARD MEMEBERS

Vice Chair, Kristin Eaton administered the Oath of Office to Stacie Moncrief, Position 4. Mrs. Moncrief was appointed to the Gladstone School District Board of Directors for the period of July 1, 2018, through June 30, 2019.

The following Oath of Office was administered as per Gladstone School Board Policy BBBB:

I, Stacie Moncrief, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Gladstone School District. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability.

3. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC

There were no recognitions.

4. DISCUSSION/REPORTS

There were no discussions/reports.

5. ACTION ITEMS

a. Election of School Board Chair and Vice Chair, 2018-2019

School Board Policy BC/BCA - School Board Organization, calls for the Board to elect one of its members as chair and vice chair at the regular meeting in July.

Mrs. Vera-Vera Couzens moved first and Ms. Grant seconded approval of the following resolution:

**(18-65)** BE IT RESOLVED, that Kristin Eaton is elected chairperson of the Gladstone School District Board of Directors for the term July 1, 2018, until the first scheduled meeting in July, 2019.

**(18-65)** Motion passed 5-0, Mr. Lind was absent and Ms. Eaton abstained.

Ms. Grant moved first and Mr. Steve Stewart seconded approval of the following resolution:

**(18-66)** BE IT RESOLVED, that Jay Schmidt is elected vice chairperson of the Gladstone School District Board of Directors for the term July 1, 2018, until the first scheduled meeting in July, 2019.

**(18-66)** Motion passed 5-0, Mr. Lind was absent and Mr. Schmidt abstained.

b. Approval of Minutes

Mr. Steve Stewart moved first and Mrs. Vera-Vera Couzens seconded approval of the following resolution:

**(18-67)** BE IT RESOLVED, that the minutes of the following School Board meetings be and hereby are approved:

June 6, 2018 - Budget Hearing/Regular School Board Meeting  
June 18, 2018 - Special Session Minutes/Executive Session

**(18-67)** Motion passed 5-0, Mr. Lind was absent and Ms. Grant abstained.

c. Authorize Applications for Federal/State Funds

Several state and federal grants require the School Board to provide authorization to the District administration before applications can be made for funding.

Mrs. Vera-Vera Couzens moved first and Ms. Grant seconded the following resolution:

**(18-68)** BE IT RESOLVED, that the Gladstone School District Board of Directors authorizes the District administration to make application to receive funds from the following programs for the 2018-2019 fiscal year:

Vocational Education – Carl Perkins 84.048  
Community Engagement Grants  
Special Education – State Personnel Development (Effective Behavioral and Instructional Supports Grant 84.323)  
Head Start  
IASA Grant (Improving America’s Schools Act of 1994)  
Individual and Disabilities Education Act (IDEA) Grant, including but not limited to:

Early Intervention Program 84.181  
IDEA Part B Grants to States 84.027  
IDEA Preschool 84.173  
Local Education Agency Transfer Public Law 89-313  
Elementary and Secondary Educational Block Grant including but not limited to:  
Title 1 – Grants to Local Education Agencies 84.010  
Title I-C, Migrant Education 84.011  
Title II-A, Improving Teacher and Principal Quality 84.367  
Title III, English Language Acquisition 84.365  
Youth Transition Program 84.126

**(18-68)** Motion passed 6-0, Mr. Lind was absent.

- d. Approve Change in Account Authorized Signers  
The district has imprest bank accounts at each building, as well as several district bank accounts. These accounts require signers who are authorized by the Board of Directors. This year the district is adding an imprest bank account through Bank of the West for Community Schools.

Gladstone Center for Children and Families  
Jere Applebee, Director  
Heidi Smith, Head Secretary  
Samantha Nelson, Director of Finance and Operations

John Wetten Elementary  
Wendy Wilson, Principal,  
Linda Alberico, Head Secretary  
Samantha Nelson, Director of Finance and Operations

Kraxberger Middle School  
Lenichtka 'Len' Reed, Principal,  
Shaun Southmayd, Head Secretary  
Samantha Nelson, Director of Finance and Operations

Gladstone High School  
Kevin Taylor, Principal,  
Debbie Poyser, Bookkeeper  
Samantha Nelson, Director of Finance and Operations

Gladstone Community Schools  
Regular Checking Account  
Jennifer Ingram, Community Schools Coordinator  
Tammy Tracy, Director of Community Education  
Samantha Nelson, Director of Finance and Operations

Gladstone School District  
Regular Checking Account  
Bob Stewart, Superintendent  
Samantha Nelson, Director of Finance and Operations

Gladstone School District  
Clearing Account  
Bob Stewart, Superintendent  
Samantha Nelson, Director of Finance and Operations

Gladstone School District  
Money Market Account  
Bob Stewart, Superintendent  
Samantha Nelson, Director of Finance and Operations

Ms. Grant moved first and Mr. Steve Stewart seconded the following resolution:

**(18-69)** BE IT RESOLVED that the Gladstone School District Board of Directors approves the additional checking account for Community School and authorized signers as listed in the July 12, 2018 Superintendent report.

BE IT FUTHER RESOLVED that all checks will require two signers of those listed authorized signers.

**(18-69)** Motion passed 6-0, Mr. Lind was absent.

- e. Approve the Extension for the 2018-19 Food Products & Non-Food Supplies RFP  
The Gladstone School District is a member of the Oregon Child Nutrition Coalition (OCNC). On April 26, 2017 OCNC issued a Food and Supplies RFP #53017 for the 2017-2018 school year. It was due on May 30, 2017. This is a sole vendor award. The successful bidder was Sysco, Portland.

This RFP includes optional renewals for four additional school years with the change in the fixed price for each product being at or below the Bureau of Labor

Statistics CPI Inflation Calculator each March for the next school year. The inflation amount for the 2018-19 school year comes to 2.21%.

The OCNC Board offered and Sysco Portland accepted a total increase on the fixed fees of 1.75%.

Mr. Steve Stewart moved first and Mr. Schmidt seconded the following resolution:

**(18-70)** BE IT RESOLVED that the Gladstone School District Board of Directors extend the Food Products and non-food supplies RFP award to SYSCO Portland for the 2018-2019 schoolyear.

**(18-70)** Motion passed 6-0, Mr. Lind was absent.

- f. Approve Request for Resignation/Release from Contracts  
Jeremiah Patterson, assistant superintendent, was available to answer questions.

Ms. Grant moved first and Mr. Steve Stewart seconded the following resolution:

**(18-71)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the resignations and releases employees from contracts, as submitted in the Superintendent report, July 12, 2018.

Jessica Bange	DO	SLP (1.0)
Gina Bartocci	WLK	Language Arts (1.0)
Joy Dorsey	WLK	PE Teacher (1.0)
Tom Meyer	WLK	Math/Science (0.6)

**(18-71)** Motion passed 6-0, Mr. Lind was absent.

g. Approve Licensed Elections

Jeremiah Patterson, assistant superintendent was available to answer questions.

Mrs. Vera-Vera Couzens moved first and Ms. Grant seconded the following resolution:

**(18-72)** BE IT RESOLVED, that the teachers listed below, who are herein recommended for teacher elections, be accepted by the Gladstone School District Board of Directors, as submitted July 12, 2018.

Temporary Long Term Substitute Contract:

Kellie Skofstad	GCCF	Kindergarten (1.0)
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Temporary Contract:

Tim Oberg	WLK	TOSA Student Supports (1.0)
Jammie Landis	JWE	1 <sup>st</sup> Grade Teacher (1.0)

Probationary 1 Contracts:

Benjamin Calnon	WLK	Science/Health (1.0)
Emma Gowdy	WLK	Math/Science (1.0)
Samantha Pelkey-Flock	WLK	Counselor (1.0)
Eric Peterson	GHS	Science (1.0)
Elise Hughes	WLK	6 <sup>th</sup> Grade Teacher (1.0)

**(18-72)** Motion passed 6-0, Mr. Lind was absent.

h. Approve Student/Athletic Handbook Revisions, 2018-19 School Year

Enclosed are the changes to the Student/Athletic Handbook for 2018-19 school year for the Board review. Changes were highlighted in yellow.

Mr. Steve Stewart moved first and Ms. Grant seconded the following resolution:

**(18-73)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the 2018-19 Student/Athletic Handbook revisions as presented in the July 12, 2018, Superintendent report.

**(18-73)** Motion passed 6-0, Mr. Lind was absent.

i. Approve Gladstone High School Student Handbook Revisions, 2018-19

Enclosed are the changes to the GHS Student Handbook for 2018-19 school year for the Board review.

Ms. Grant moved first and Mr. Schmidt seconded the following resolution:

**(18-74)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the 2018-19 GHS Student Handbook revisions as presented in the July 12, 2018, Superintendent report.

**(18-74)** Motion passed 6-0, Mr. Lind was absent.

- j. Approve Kraxberger Middle Student Handbook Revisions, 2018-19  
Enclosed are the changes to the WLK Student Handbook for 2018-19 school year for the Board review.

Mr. Steve Stewart moved first and Ms. Grant seconded the following resolution:

**(18-75)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the 2018-19 WLK Student Handbook revisions as presented in the July 12, 2018, Superintendent report.

**(18-75)** Motion passed 6-0, Mr. Lind was absent.

#### EXECUTIVE SESSION –

At 7:55 am the Board Chair, Kristin Eaton stated the Board will now meet in executive session under ORS.192.660(1).

At 8:05 am Board Chair, Kristin Eaton stated the Board will now reconvene to the regular session and continue with action item k.

- k. Approve Contract Extension for Assistant Superintendent  
It was recommended the Board approve the contract extension for the Assistant Superintendent as follows:

Contract Length – 2 Years (2018-19 & 2019-2020)  
Salary – 1% increase  
Stipend - \$100 increase (Technology/Mileage)  
Vacation Days – add five days

Mr. Steve Stewart moved first and Mr. Schmidt seconded the following resolution:

**(18-76)** BE IT RESOLVED that the Gladstone School Board approves the employment contract for Jeremiah Patterson, assistant superintendent, for the period of July 1, 2018–June 30, 2020, as submitted July 12, 2018.

**(18-76)** Motion passed 6-0, Mr. Lind was absent.

- l. Approve Contract Extension for Director of Finance and Operations  
It was recommended the Board approve the contact extension for the Director of Finance and Operations as follows:

Contract Length – 2 Years (2018-19 & 2019-2020)  
Salary – 1% increase  
Stipend - \$100 increase (Technology/Mileage)  
Vacation Days – add five days

Ms. Grant moved first and Mrs. Moncrief seconded the following resolution:

**(18-77)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the contract for Samantha Nelson, Director of Finance and Operations, for the period of July 1, 2018 through June 30, 2020, as submitted July 12, 2018.

**(18-77)** Motion passed 6-0, Mr. Lind was absent.

- m. Approve Contract Extension for Superintendent  
Board discussed the contact extension for the Superintendent.

Contract Length – 3 Years (2018-19, 2019-2020 & 2020-2021)  
Salary – 1% increase  
Workdays – 175  
Insurance – Two Party Health Insurance

Mr. Steve Stewart moved first and Mr. Schmidt seconded the following resolution:

**(18-78)** BE IT RESOLVED that the Gladstone School Board approves the employment contract for Bob Stewart, superintendent, for the period of July 1, 2018–June 30, 2021, as submitted July 12, 2018.

**(18-78)** Motion passed 6-0, Mr. Lind was absent.

6. INFORMATION FROM ADMINISTRATIVE STAFF  
There were no reports.

7. SUPERINTENDENT'S REPORT

a. Financial Report

The financial report as of June 30, 2018 was presented to the School Board at this time. Bob Stewart, superintendent, reported. Samantha Nelson, director of finance and operations was on vacation. Superintendent Stewart reported both the roofing project at John Wetten Elementary and the field re-surfing at Gladstone High School are going well. The auditors were in district doing the initial field audit work.

b. Personnel – Information Only

Tammy Tracy, director of human resources reported. Christine Defendorf has resigned her position as an instructional assistant at JWE. Drew Walter has resigned his position in the maintenance department. Melissa Clark has been hired as the custodian at GCCF, at JWE Melissa Hensley has been hired as the Elementary School Secretary and Kim Burke has been hired as the media center coordinator. At WLK, Tim Zagone has been hired as an instructional assistant for special services, and Robert Key has been hired as a student support specialist. New coaches at GHS have been hired: Tyler Lewis, softball ball coach, Maggie Young, head volleyball coach and Gary Owen as an assistant football coach.

8. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

a. August Board Work Session

The Board discussed availability for an August Work Session. It was the consensus that August 15, 2018 at 5:30 pm would be scheduled for the Work Session. Topics will include Board roles and responsibilities, student rights, board goals, mission statement and superintendent evaluation.

b. 2018 OSBA Annual Fall Regional Meeting will be Wednesday, September 26, 6:00 pm at the Clackamas ESD.

Stacie Moncrief will attend the OSBA Summer Board Conference this July.

9. PUBLIC PARTICIPATION

Michael Milch, City Council Member, reported the citizens group working on the food pantry reopening is working to get local business to help fund and maintain the program. Superintendent Stewart reported Lennie Bjornsen, director of student and family supports has been attending the meetings. The district is hopeful the city and school will be able to help support the pantry with funds. Mr. Stewart believes the food pantry will be stronger due to all of the community support.

10. ADJOURNMENT

There will be a work session on August 15, 2018 at 5:30 pm and the next regular School Board meeting is scheduled at 6:30 pm on Wednesday, August 8, 2018 at the School District Administration Office, 17789 Webster Road, Gladstone, Oregon.

Board chair, Kristin Eaton adjourned the meeting at 8:15 am.

ATTEST:

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Kristin Eaton, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bob Stewart, Superintendent

\_\_\_\_\_  
Date