

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

July 13, 2016 Minutes

BOARD ATTENDANCE:

Sharon Soliday, Chair
Nicole Couzens, Vice Chair
Rod Cole, Member
Jay Schmidt, Member
Bruce Wadsworth, Member

BOARD ABSENT:

Carlos Castaneda, Member
Kristin Eaton, Member (Vacation)

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 Wednesday, July 13, 2016.

1. CALL MEETING TO ORDER

- a. Flag Salute
Nicole Couzens led the flag salute.

2. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC
None

3. ACTION ITEMS

- a. Election of School Board Chair and Vice Chair, 2016-2017
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.

Mr. Cole moved first and Mr. Wadsworth seconded approval of the following resolution:

(16-68) BE IT RESOLVED, that Sharon Soliday is elected chairperson of the Gladstone School District Board of Directors for the term July 1, 2016, until the first scheduled meeting in July, 2017.

(16-68) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

Mr. Wadsworth moved first and Mr. Schmidt seconded approval of the following resolution:

(16-69) BE IT RESOLVED, that Nicole Couzens is elected vice chairperson of the Gladstone School District Board of Directors for the term July 1, 2016, until the first scheduled meeting in July, 2017.

(16-69) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

- b. Approval of Minutes

Mr. Cole moved first and Mr. Schmidt seconded approval of the following resolution:

(16-70) BE IT RESOLVED, that the minutes of the following School Board meetings be and hereby are approved:
June 8, 2016
Budget Hearing/Regular School Board Meeting/Executive Session

(16-70) Motion passed 4-0, Mr. Cole abstained, Mr. Castaneda and Ms. Eaton were absent.

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. Samantha Nelson, director of finance and operations, was available to answer questions. Mrs. Nelson reported there are no changes to this list from last year.

Mr. Cole moved first and Mr. Wadsworth seconded approval of the following resolution:

(16-71) 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 2016-2017 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

(16-71) Motion passed 5-0, Mr. Castaneda and Ms. Eaton 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. Due to staff transitions, all accounts require Board approval. Samantha Nelson, director of finance and operations, was present to answer questions. Due to the resignation of Christina Alquisira the list below needs to be amended to add Carol Kemhus at GCCF. WLK account signers will be brought to the Board when new staff is hired.

Mr. Wadsworth moved first and Mr. Schmidt seconded approval of the following resolution as amended (removing Christina Alquisira and adding Carol Kemhus from GCCF):

Gladstone Center for Children and Families
Carol Kemhus, 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
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 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

(16-72) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the change of authorized signers as amended in the July 13, 2016 Superintendent report.

BE IT FURTHER RESOLVED that all checks will require two signers with those individuals authorized to sign as amended.

(16-72) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

e. Approve Resignation/Release from Contract

On June 27, 2016, Kristine Straw, 1.0 FTE Health Teacher at GHS, submitted a letter of resignation, effective June 27, 2016. Kristine has been employed with the District since 2013. Tammy Tracy, director of community schools/human resources, was available to answer questions.

Mr. Cole moved first and Mr. Schmidt seconded approval of the following resolution:

(16-73) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the resignation of Kristine Straw, 1.0 FTE Health Teacher at GHS, and release her from contract, effective June 27, 2016.

(16-73) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

f. Approve Licensed Elections

Gina Bartocci has been selected as a 1.0 FTE Teacher for 6th grade at Kraxberger Middle School. Gina earned her Bachelor's in French from Western Michigan University in 2009 and her Masters in English Language Arts and Social Studies from University of Portland in 2013. She did her student teaching in Portland Public Schools. After graduation Gina was offered a position with the French Ministry of Education and taught English to students in France. Gina considers working with children a great privilege and looks forward to sharing her passion for reading and writing with students at Kraxberger. Gina filled a long term substitute position at Kraxberger during the 2014-15 school year and was hired as a temporary teacher in social studies and language arts at Kraxberger for the 2015-16 school year.

Wendy Christensen has been selected as a 1.0 FTE Math Teacher at Kraxberger Middle School. Wendy earned her Bachelor of Science in Mathematics from the University of Wisconsin and her Master's in Education from Portland State University. She worked in the David Douglas School District for the 2015-2016 school year and was a substitute teacher for Multnomah County ESD schools and Oregon Trail School District from 2001-2015. Prior to that Wendy taught 5th grade at Shaver Elementary School in the Parkrose School District. Wendy feels that being a part of the school community by spending time getting to the students and their families at school, at events, or after school opportunities is rewarding and helps build the necessary relationships for students to be more successful. Wendy enjoys collaborating with other staff and is looking forward to being part of the team at Kraxberger.

Kate Keating has been selected as a 1.0 FTE Transition Counselor at Kraxberger Middle School and Gladstone High School. Kate earned her BA in Spanish and Literature from Claremont McKenna College in Claremont, CA and her MA in Counseling from the Sonoma State University in Sonoma, CA. Kate has experience in counseling at both the middle and high school level. She studied abroad for six months in Chile in a program that focused on Culture, Development, and Social Justice. Kate is fluent in Spanish and is very excited to begin her work in the Gladstone School District.

Julia Meredith has been selected as a 1.0 FTE Physical Education/Health at Kraxberger Middle School. Julia earned her Bachelor of Science in Exercise and Sports and Medicine from Oregon State University and completed her Master's in the same field from OSU as well. She has been teaching PE and Health in grades K-8 at the Sauvie Island Academy since 2013. Julia's mission is to empower all students to see physical activity as a part of their daily life by exposing them to a wide range of activities including those available in their own community, such as playing a round of disc golf, or learning wilderness navigation skills in a park.

Kerry Nugent has been selected as a 1.0 FTE Teacher for 6th grade at Kraxberger Middle School. Kerry earned her Bachelor of Science from the University of Oregon and her Master of Science in Curriculum and Instruction from Portland State University. She worked at Odgen Middle School as a 6th grade math and science teacher for the 2015-16 school year and as a substitute since 2013. Kerry believes her experiences have taught her to deliver instruction in a way that her students become critical thinkers and self-directed learners. She is eager to start teaching 6th grade at Kraxberger this fall.

Greg Wendling has been selected as a 1.0 FTE Technology Teacher at John Wetten Elementary School. Greg has been teaching at John Wetten Elementary since 2004 and is excited at the opportunity to move into technology.

Tammy Tracy, Director of Community Education/Human Resources, was available to answer questions.

Mr. Schmidt moved first and Mr. Wadsworth seconded approval of the following resolution:

(16-74) 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 13, 2016.

- Gina Bartocci, 1.0 FTE – 6th Grade Teacher (WLK)
- Wendy Christensen, 1.0 FTE – Math Teacher (WLK)
- Katherine Keating, 1.0 FTE – Transition Counselor (WLK & GHS)
- Julia Meredith, 1.0 FTE – PE/Health Teacher (WLK)
- Kerry Nugent, 1.0 FTE – 6th Grade Teacher (WLK)
- Greg Wendling, 1.0 FTE – Technology Teacher (JWE)

(16-74) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

g. Approve Contract for Director of Finance and Operations

The following is the proposed agreement with Samantha Nelson, Director of Finance and Operations:

The duration of her contract is from July 1, 2016 – June 30, 2018. The terms of the contract are:

Salary	
July 1, 2016 – June 30, 2017	\$111,650
July 1, 2017 – June 30, 2018	\$113,324
Medical Insurance Pool (same as other administrators)	
\$800 per year	

Mr. Schmidt moved first and Mr. Wadsworth seconded approval of the following resolution:

(16-75) 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, 2016 through June 30, 2018, as submitted July 13, 2016.

(16-75) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

h. Approve Contract for Superintendent

Since 2009 the district level positions of Director of Finance, Deputy Superintendent and Superintendent have been staffed by retired administrators working .5 FTE contracts. This temporary measure was a significant cost savings and allowed the district to benefit from highly skilled and knowledgeable administrators.

The positions of deputy superintendent and director of finance have been restored to full-time. Gladstone School District is now embarking on a three year plan to return the positions to full-time status. In 2016-17, the superintendent position will become a 154 day position. In 2017-18, the superintendent position will become full-time, 225 days.

The proposed agreement with the superintendent is for three years from July 1, 2016 through June 30, 2019. The proposal includes the following:

Salary
2016-17 (154 days) \$95,902
2017-18 (225 days) \$139,297
2018-19 (225 days) \$141,386
Tax Shelter Annuity
\$25,000 per year

Mr. Cole moved first and Mr. Schmidt seconded approval of the following resolution:

(16-76) BE IT RESOLVED that the Gladstone School Board approves the employment contract for Bob Stewart, Superintendent, for the period of July 1, 2016 – June 30, 2019, as submitted July 13, 2016.

(16-76) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

- i. Approve Student/Athletic Handbook Revisions, 2016-17 School Year
The Student/Athletic Handbook is under legal review and will be sent to the Board once the review is completed. The review was not completed by July 13, 2016.

(16-77) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the 2016-17 Student/Athletic Handbook revisions as presented in the July 13, 2016, superintendent report.

(16-77) **This resolution was postponed until August.**
No action taken on this resolution.

- j. Approve Gladstone High School Student Handbook Revisions, 2016-17
The Board reviewed the changes to the GHS Student Handbook for 2016-17 school year.

Mr. Schmidt moved first and Mr. Cole seconded approval of the following resolution:

(16-78) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the 2016-17 GHS Student Handbook revisions as presented in the July 13, 2016, superintendent report.

(16-78) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

- k. Approve John Wetten Elementary Student Handbook Revisions, 2016-17
The Board reviewed the changes to the JWE Student Handbook for 2016-17 school year.

Mr. Wadsworth moved first and Mr. Schmidt seconded approval of the following resolution:

(16-79) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the 2016-17 JWE Student Handbook revisions as presented in the July 13, 2016, superintendent report.

(16-79) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

- l. Approve Kraxberger Middle School Student Handbook Revisions, 2016-17
The Board reviewed the changes to the WLK Student Handbook for 2016-17 school year.

Mr. Cole moved first and Mr. Schmidt seconded approval of the following resolution:

(16-80) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the 2016-17 WLK Student Handbook revisions as presented in the July 13, 2016, superintendent report.

(16-80) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

- m. Approve the Extension of the 2016-17 Food Products and Non-Food Supplies RFP
The Gladstone School District is a member of the Oregon Child Nutrition Coalition (OCNC). OCNC issued an RFP for Food Products and Non-Food Supplies for the 2012-2013 school year. The successful bidder was Sysco, Portland. The RFP included 4 optional extensions allowing an increase in the fixed fee for the distributor based on the Consumer Price Index – Urban for Portland, Oregon for the previous 12 months. That increase has been 1.1%. OCNC offered, and Sysco Portland has accepted a 0.55 percent increase in the fixed fee for the 2016-2017 school year. Samantha Nelson, director of finance and operations, was present to answer questions. Mrs. Nelson reported this is a lower increase than in the past. The district's dairy, bread, fruit and vegetables are purchased through other vendors.

Mr. Wadsworth moved first and Mr. Schmidt seconded approval of the following resolution:

(16-81) BE IT RESOLVED that the Gladstone School District Board of Directors approve to extend the Food Products and Non-Food Supplies RFP award to SYSCO Portland for the 2016-2017 school year, as outlined in the Superintendent's report.

(16-81) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

- n. Approve Request for Resignation/Release from Contract
On July 5, 2016, Becky Lukens, 1.0 FTE Principal at WLK, submitted a letter of resignation, effective July 29, 2016. Becky has been employed with the District since July 2015. Bob Stewart, superintendent, was available to answer questions. Mr. Stewart expressed his appreciation for Ms. Lukens.

Mr. Schmidt moved first and Mr. Cole seconded approval of the following resolution:

(16-82) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the resignation of Becky Lukens, 1.0 FTE Principal at WLK, and release her from contract, effective July 29, 2016.

(16-82) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

o. Approve Request for Resignation/Release from Contract

On July 8, 2016, Christina Alquisira, 1.0 FTE Director at GCCF, submitted a letter of resignation, effective July 8, 2016. Christina has been employed with the District since July 2015.

Mr. Schmidt moved first and Mr. Cole seconded approval of the following resolution:

(16-83) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the resignation of Christina Alquisira, 1.0 FTE Director at GCCF, and release her from contract, effective July 8, 2016.

(16-83) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

p. Approve Administrative Contract for 2016-2019

2016-2017 Highlights

1. Collapsed Salary Schedule from 15 steps to 6.
2. 0% COLA with Step
3. Maintain 15-16 insurance cap for the 16-17 school year.

Sharon Soliday, board chairman and Samantha Nelson, director of finance and operations, were available to answer questions. There were no questions. Ms. Soliday thanked Mr. Schmidt, Mrs. Wilson and Mrs. Nelson for their work.

Mr. Wadsworth moved first and Mr. Schmidt seconded approval of the following resolution:

(16-84) BE IT HEREBY RESOLVED, that the Gladstone School District Board of Directors hereby approves the contract between the Gladstone Administrators and the Gladstone School District, dated July 13, 2016. The agreement is for three years from July 1, 2016 through June 30, 2019.

(16-84) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

q. Approve Confidential/Supervisory Staff Memorandum of Understanding

As a result of a reopener for the confidential/supervisory group a memorandum of understanding was created to include:

2016-2017

1. Restore 2 days back into calendar to make whole
2. 1% COLA with step.
3. Health Insurance savings COLA.

Sharon Soliday, board chairman and Samantha Nelson, director of finance and operations, were available to answer questions. There were no questions.

Mr. Wadsworth moved first and Mr. Schmidt seconded approval of the following resolution:

(16-85) BE IT HEREBY RESOLVED, that the Gladstone School District Board of Directors hereby approves the Memorandum of Understanding between the Gladstone Confidential/Supervisory Staff and the Gladstone School District, dated July 13, 2016. The agreement is for one year from July 1, 2016, through June 30, 2017.

(16-85) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

r. Approve Administrator Election

Carol Kemhus has been selected as an Interim Director of the Gladstone Center for Children and Families. Carol earned her degree in Elementary Education from Portland State in 1978, her Masters in Counseling from Lewis and Clark in 1994 and completed the Doctorate program at George Fox University in Oregon in 2005. Carol was a teacher, counselor and principal in the Oregon City School District from 1982-2012. Carol has served as the interim director at the center during the 2014-15 school year and the 2015-16 school year. Bob Stewart, superintendent was available to answer questions. There was appreciation for the work Ms. Kemhus does.

Mr. Cole moved first and Mr. Wadsworth seconded approval of the following resolution:

(16-86) BE IT HEREBY RESOLVED, that Carol Kemhus, recommended for director administrator election as Interim Coordinator at the Gladstone Center for Children and Families, be accepted by the Gladstone School District board of Directors, as submitted July 13, 2016.

(16-85) Motion passed 5-0, Mr. Castaneda and Ms. Eaton absent.

5. DISCUSSION/REPORTS

None

6. INFORMATION FROM ADMINISTRATIVE STAFF

Becky Lukens thanked the Board for the opportunity to work with amazing people doing great things.

7. SUPERINTENDENT'S REPORT

a. Financial Report

The financial report as of June 30, 2016 will be presented to the School Board at this time. Samantha Nelson, director of finance and operations, reported the end of the year is looking as projected. She is pushing to have departments code items where they belong so that she can continue to learn the details of the budget needs. There was discussion about the new apartment complex vacancy time line. Mr. Stewart reported they are running behind and now projecting occupancy in 2017.

b. Property and Casualty Insurance

The Gladstone School District's property and liability coverage is through Property and Casualty Coverage for Education (PACE). PACE is the largest insurance pool of school entities in Oregon. It combines the resources of more than two hundred schools and other government entities.

Brown and Brown Northwest is the District insurance agent of record. For 2016-17 the premium is \$137,684, a 4.6% increase over 2015-16. Ron Cutter, Agent of Record, through Brown and Brown Northwest, was in attendance and share the current coverage and answer questions. Samantha Nelson, director of finance and operations, introduced Ron Cutter and his associate.

Mr. Cutter presented Gladstone School District summary of insurance for July 1, 2016 through July 1, 2017. Mr. Cutter gave an overview of the summary. There was discussion regarding Public Entity Liability and examples of coverage. Boosters are not covered through the District policy. He would be happy to direct the Boosters to a carrier if needed. Limits for earthquake may be increased through another carrier. However, it is costly and if there was a disaster FEMA would assist the community. The worker compensation MOD is stable so there is very little increase. He gave kudos to the safety committee. Mr. Cutter’s professional option is that Gladstone School District coverage is comparable with surrounding districts and is well covered.

c. Personnel – Information Only

Resignation letters were received from Jennifer Kirk, educational assistant at JWE, Teresa Romick, cook’s assistant, and Ruth Townsend, head cook. They are effective June 15, 2016.

8. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

2016 OSBA Annual Fall Regional Meeting will be Thursday, September 29, 6:00 pm at the Clackamas ESD.

Ms. Soliday asked the Board to calendar August 31, 2016 for a work session beginning at 5:30 pm.

9. PUBLIC PARTICIPATION

There was no public comment.

10. EXECUTIVE SESSION

At 8:20 am, Sharon Soliday stated the Executive Session of District School board Gladstone School District 115, Clackamas County, Gladstone Oregon is called to order under authority of ORS.192.660(1) at this time.

Under ORS.192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

11. ADJOURNMENT

Board Chair, Sharon Soliday adjourned the meeting at 8:57 am.

ATTEST:

Sharon Soliday, Board Chair

Date

Bob Stewart, Superintendent

Date