

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

August 9, 2017 Minutes

BOARD ATTENDANCE:

Sharon Soliday, Board Chair  
Tracey Grant, Member  
Greg Lind, Member  
Jay Schmidt, Member  
Steve Stewart, Member  
Nicole Vera-Vera Couzens, Member

BOARD ABSENT:

Kristin Eaton, Vice Chair (Excused)

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, August 9, 2017.**

1. CALL MEETING TO ORDER

Board Chair, Sharon Soliday called the meeting to order at 6:30 pm.

a. Flag Salute

Ms. Soliday led the flag salute.

2. RECOGNITION OF STUDENTS, STAFF AND/OR PUBLIC

There were none.

3. DISCUSSION REPORTS

a. 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 2017-18 the premium total for Property, Liability, Crime, Auto, Boiler/Mechanical insurance coverage is \$138,460, a 0.05 percent increase over 2016-17. Ron Cutter, Agent of Record through Brown and Brown Northwest, shared the current coverage and answer questions. Prior to the Board meeting, Mr. Cutter and Mrs. Nelson met at length about the coverage. Mr. Cutter went over changes and updates for the new year with the Board. He said overall coverage remains the same with very stable pricing. The district's earthquake and flood insurance are at the maximum amounts provided by PACE. Property values are appraised every five years. There was discussion regarding group coverage and claim process when multiple districts have a claim. Mr. Cutter said he is working on getting more coverage for districts for crime coverage which includes social engineering. Mrs. Nelson said the district has implemented new software upgrades and staff processes to help protect against electronic fraud. Mr. Cutter went over vehicle insurance including first student's responsibility in insuring buses as well as the current experience modification for worker's compensation. The board thanked Mr. Cutter and Mrs. Nelson for their report.

- b. Annual Restraint and Seclusion Report  
Dr. Kelly Welch, director of special services reported. As per ORS 326.051 which requires each school district in Oregon to annually report data regarding the use of restraint and seclusion in the district. Dr. Welch reported there were no issues reported. There are modified plans in place for two students. The information is available on the District website and at the District office. The Board thanked Dr. Welch for the report.

4. ACTION ITEMS

- a. Approval of Minutes  
Mr. Stewart moved first and Mr. Schmidt seconded approval of the following resolution:

**(17-81)** BE IT RESOLVED, that the minutes of the following School Board meetings be and hereby are approved:

July 12, 2017 – Regular School Board Meeting and Executive Session

**(17-81)** Motion passed 5-0. Ms. Soliday abstained and Ms. Eaton was absent.

- b. Approve Alternative Education Programs  
The Gladstone School District contracts with specialized alternative programs if a student's needs surpass the District's ability to serve them. District policy requires annual evaluation of private alternative programs (see \* below). The District may contract with the following programs for the 2017-2018 school year. Dr. Kelly Welch, director of special services reported she served on the county committee this year and Northwest Regional ESD is the only new program added.

Clackamas Community College  
Clackamas Education Service District  
Columbia Regional Program  
Multnomah Education Service District  
Northwest Regional ESD  
Portland Community College  
Portland Youth Builders  
Serendipity Center\*

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

**(17-82)** BE IT RESOLVED, that the Gladstone School District Board of Directors authorizes the District administration to make application for placement of students at the alternative education programs, as presented in the August 9, 2017, superintendent's report, for the 2017-2018 school year:

**(17-82)** Motion passed 6-0. Ms. Eaton was absent.

c. Approve Requests for Resignation/Release from Contracts

Jeremiah Patterson, assistant superintendent reported the staff listed below have written letters of resignation. It was recommended the Board release them from contract as requested.

On July 13, 2017, Molly Wilson, third grade teacher at JWE, submitted a letter of resignation, effective immediately. Mrs. Wilson has been employed with the District since 2006.

On July 17, 2017, Kim Nomensen, Counselor at WLK, submitted a letter of resignation, effective immediately. Mrs. Nomensen has been employed with the District since 2006.

On July 24, 2017, Jeromy Brown, PE/Health Teacher at GHS, submitted a letter of resignation, effective immediately. Mr. Brown was rehired with the District in 2016. Jeromy Brown also resigned as the assistant boys' soccer coach.

Mr. Lind moved first and Mr. Stewart seconded approval of the following resolution:

**(17-83)** BE IT RESOLVED, that the teachers listed above have submitted letters of resignation and who are herein recommended for release from contract, be accepted by the Gladstone School District Board of Directors, as submitted August 9, 2017.

**(17-83)** Motion passed 6-0. Ms. Eaton was absent.

e. Approve Licensed Elections

Jeremiah Patterson, assistant superintendent reported Kate Keating will move to WLK to fill Kim Nomensen's position. No action is necessary for her move. New certified staff was recommended for hire as follows:

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

**(17-84)** 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 August 9, 2017.

Kalen Olson, 1.0 FTE ESOL/Spanish (WLK)  
Taylor Meyer, 1.0 FTE Math Teacher (GHS)

**(17-84)** Motion passed 6-0. Ms. Eaton was absent.

f. Approve High School Coaching Handbook

Ted Yates, athletic director, and Kevin Taylor, principal, presented a new High School Coaching Handbook for 2017-18 school year for the Board review. The Board reviewed the handbook and asked for corrections and clarification in the handbook. There was discussion regarding students who play multiple sports and the Oregon Schools Athletic Association (OSAA) rules around off-season contact. Mr. Yates will finalize the dates around the season on page 14. Additions to the handbook will include a coach signing acknowledgement page, a statement clarifying inclusiveness for all students and academic expectations, clarifying expectations for parent/spectator behaviors and communication with coaches, a process for seeking solicitations/fundraising, social media expectations for coaches, parents and players, and information on returning to play after a concussion. The board thanked Mr. Yates and Mr. Taylor for their work. The consensus of the board was for the coaching handbook to be used as presented. However, the revised handbook will need to be presented to the board for adoption.

g. Approve Request for Temporary Reduction in Assignment

Jeremiah Patterson, assistant superintendent presented. On April 11, 2016 the Board approved a temporary reduction in assignment for Jessica Oransky, district psychologist. Ms. Oransky, has submitted a request to continue the temporary reduction of her assignment from 1.0 FTE to .50 FTE through the 2017-18 school year.

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

**(17-85)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the continuation of a temporary reduction in assignment from 1.0 FTE to .50 FTE for the 2017-2018 school year, as requested by Jessica Oransky, district psychologist.

**(17-85)** Motion passed 6-0. Ms. Eaton was absent.

h. Standard Intergovernmental Agreement (IGA) with City of Gladstone

Samantha Nelson, director of finance and operations introduced Gladstone City Acting City Manager Jacque Betz. Ms. Betz reported last night the City Council review the Inter Government Agreement (IGA) for continued partnership between the City of Gladstone and Gladstone School District. Tammy Tracy gave a brief history of the 45-year community school partnership between Gladstone Community Schools and Gladstone School District. The school district runs all of the programming for adults, youths, and camps. The city runs the parks. Superintendent Stewart recently had a conversation with the Mayor about more involvement in the future between the city and school district including student leadership within the city. They also talked about having the two entities collaborate when things are happening that could overlap like the city traffic safety committee. Ninety percent of school district patrons live within the city limits. Participation in community schools is strong. Ms. Betz said the City Council has approved moving City Hall down by the high school next to the new police department. The proposed contract will renew on an annual basis unless there is a concern. The Board may request a report anytime. The Board thanked Ms. Betz for coming.

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

**(17-86)** BE IT HEREBY RESOLVED that the Gladstone School District Board of Directors approves the proposed Standard Intergovernmental Agreement (IGA) with the City of Gladstone as presented in the August 9, 2017 superintendent's report.

**(17-86)** Motion passed 6-0. Ms. Eaton was absent.

5. INFORMATION FROM ADMINISTRATIVE STAFF

**Jere Applebee, director/principal of the Gladstone Center for Children and Families** reported the GCCF summer lunch program has served 75 to 100 lunches each day. In addition, some adult lunches have been served. Little Leopards Camp has thirty incoming kindergarteners attending. They are getting an introduction to what kindergarten is going to be like. They took a field trip to the library today. The Tooth Taxi visited the center this summer. It is free of charge for youth up to 18 years of age. Tooth brushes were handed out along with dental care guides. Mr. Applebee will coordinate with them again for a week-long visit. There was a question about a vision screening opportunity. Gladstone School District counselors and nurses are currently available to help families make connections for vision assistance. Vision screenings are completed at the elementary level each year.

**Wendy Wilson, principal at John Wetten Elementary** read her welcome back letter for staff. It was a reflection of her summer activities and how they help her in her work. Among several things she encouraged them to stay focused, be prepared, and to be thankful for the little stuff. She is excited for the coming year. Mrs. Wilson along with her staff all love what they do. There was a brief comment about enrollment being low at this time. Mrs. Wilson said the new attendance secretary Carrie Hertzler is already digging in.

**Len Reed, principal at Kraxberger Middle School** introduced Jeff Waters the new vice principal at Kraxberger. Mr. Waters talked about the administrative retreat and the history lesson he learned about Gladstone. He said it's a great privilege to work somewhere there is a great sense of self. The board welcomed Jeff to the district. Mrs. Reed reported on their summer trip to the AVID conference. She said it was a great time to really talk about the site team plan and taking AVID school wide. They looked at teaching and learning plans and formed a building leadership team. The leadership team's essential question is "What is an effective middle school program that reaches and impacts all learners?" The team will look at culture and climate and develop common beliefs. A Twitter page has been developed to engage with families: [wlk@bulldog](https://twitter.com/wlk@bulldog)

**Kevin Taylor, principal at Gladstone High School**, gave kudos to custodians and IT staff for their work this summer. Schedules are done and staff are filling holes as necessary. Staff is prepping for registration. Mr. Taylor is working with the district administrators for use of the Measure 98 funds. They will hire a new college and career specialist who will be housed in the library. Long term goals are being developed. Lots of talk and trying to be very thoughtful and intentional with the funds. They hope to add a culinary arts strand and to be able to invest monies in remodeling the kitchen classrooms. The high school will add student supports such as credit recovery classes and early interventions. The staff will be focusing on freshman transitions and retention/attendance procedure, reestablishing a school statement, bringing back Gladstone Pride and giving teachers common language and expectations. Teachers will have professional development around best practices to give students rigor and teach resilience. Mr. Taylor gave a brief review of Measure 98 focus. Superintendent Stewart said that culinary classes were lost in 2011 and life skill classes are the most requested classes by students.

6. SUPERINTENDENT'S REPORT

a. Financial Report

Samantha Nelson, Director of Finance and Operations, gave the financial report for the month ending July 30, 2017. Mrs. Nelson said she is monitoring beginning cash closely. The district remains in a budget freeze. Until enrollment is known all purchases are directed through an approval process she oversees. She went over the grant dates and activity.

b. Personnel – Information Only

Jennifer Ingram has been hired as the receptionist at the district office and Ashely Morris has been hired as custodian. Wayne Harris will move to GHS for the Campus Monitor position.

c. First Reading – Board Policies

Jeremiah Patterson, assistant superintendent led the board through the first reading of the following policies. The changes reflected in the legislature's changes and to ensure compliance with State and Federal mandates as recommended by OSBA.

<u>POLICY NAME</u>	<u>POLICY TITLE</u>	<u>LAST UPDATE</u>
GBH/JECAC	Staff/Student Parent Relations	2009
GBMA	Whistleblower	2016
GCDBA/GDBDA	Family Medical Leave	2010
ING	Animals in District Facilities	2010
JEC	Admissions	2016
JECBD	Homeless Students	2010
JOC	Legal Names of Students	2010

b. First Review - Administrative Regulations

<u>POLICY NAME</u>	<u>POLICY TITLE</u>	<u>LAST UPDATE</u>
GBN/JBA-AR	Sexual Harassment Complaint Form	
GCBDA/GDBDA-AR(1)	FMLA/OFLA	2015
GCBDA/GDBDA-AR(2)	Request for Family and Medical Leave	
GCBDA/GDBDA-AR(3)(A)	Certification of Health Care Provider (Employee)	
GCBDA/GDBDA-AR(3)(B)	Certification of Health Care Provider (Family)	
GCBDA/GDBDA-AR(3)(C)	Military Family Leave	
GCBDA/GDBDA-AR(3)(D)	Military Family Leave	
GCBDA/GDBDA-AR(4)	FMLA/OFLA Eligibility Notice to Employee	
GCBDA/GDBDA-AR(5)	Designation Letter to Employee	
GCBDA/GDBDA-AR(6)	Designation Notice – FMLA/OFLA	
GCBDA/GDBDA-AR(7)	Fitness-for-Duty Certification	
GCC-AR	Hiring Procedures All Staff	New
ING-AR	Animals in District Facilities	2012
JECBD-AR	Homeless Students	2010

Mr. Patterson asked the board to let him know if there are any additional questions prior to the second reading and adoption in September.

Superintendent Stewart gave the board an update on the Title IX complaint in the Lake Oswego School District. A law firm representing athletes was from California and PACE was at the table. The complaint centered on baseball and softball facilities and practices. The settlement was quick and large. Gladstone is using an equity lens in all areas.

7. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

a. Meeting with New Staff

The School Board will invite new teachers to a meet and greet on September 14, 2016, prior to the School Board meeting.

b. Gladstone Business Owners Meeting Schedule

The Board discussed the schedule for the Board’s attendance at the business owner’s monthly meetings and volunteered for committee assignments.

Mr. Schmidt asked for the Gladstone Education Foundation auction information. Superintendent Stewart stated the auction will be on October 21 at the World of Speed. The foundation board is finalizing pricing at their next meeting.

Ms. Grant is unable to be at the work session on Saturday due to family obligations.

Mr. Lind attended the OSBA Summer Conference in Bend, Oregon. He said it was a fire hose of information and he was glad he attended. He would like to see more board members attend OSBA conferences.

8. PUBLIC PARTICIPATION  
There was no public comment.

9. EXECUTIVE SESSION  
At 9:05 pm, Sharon Soliday, Board Chair, closed the regular session and opened an Executive Session with the following statement:

The Executive Session of the Gladstone School Board 115, Clackamas County, Gladstone, Oregon is called to order under authority of ORS.192.660(1).

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

10. ADJOURNMENT  
There will be a Work Session at 8:30 am on August 12, 2017. The next regular School Board meeting is scheduled at 6:30 pm on Wednesday, September 13, 2017, at the School District Administration Office, 17789 Webster Road, Gladstone, Oregon. The new staff meet and greet will be held prior to the September meeting at 5:30 pm at Kraxberger Middle School.

Board Chair, Sharon Soliday adjourned the executive session at 9:41 pm and immediately closed the regular session.

ATTEST:

\_\_\_\_\_  
Sharon Soliday, Board Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date