

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

September 13, 2017 Minutes

BOARD ATTENDANCE:

Sharon Soliday, Board Chair  
Kristin Eaton, Vice Chair  
Tracey Grant, Member  
Greg Lind, Member  
Jay Schmidt, Member  
Steve Stewart, Member  
Nicole Vera-Vera Couzens, 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 Wednesday, September 13, 2017.**

1. CALL MEETING TO ORDER

Board Chair, Sharon Soliday called the meeting to order at 6:30 pm.  
Ms. Soliday thanked the board for attending the Meet & Greet with new staff.

- a. Flag Salute  
Mr. Lind led the flag salute.

2. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC

Ms. Soliday wished Board Member Tracey Grant happy birthday.

3. DISCUSSION/REPORTS

- a. Homeless Student Update  
Dr. Kelly Welch, director of special services reported to the board. She explained the McKinney-Vento Act, a federal law guaranteeing all children and youth the right to an equal education, regardless of their living situation. Protection under the McKinney-Vento Act extends to those who lack a fixed, regular, and adequate nighttime residence. Several students without fixed places of residence are served by the Gladstone School District. Dr. Welch reported at the end of the last school year there were 49 students served.

This year Petra Hoghova will serve as the District Liaison for homeless children and families. Ms. Hoghova helps to identify homeless students and connects them to free lunch, transportation, school supplies and other resources including housing referrals and social/health services. Dr. Welch gave a few references of situations seen in the district and the services provided by the district liaison. The board asked Dr. Welch to bring the number of families served in her next report.

4. ACTION ITEMS

- a. Approval of Minutes  
Mrs. Vera-Vera Couzens moved first and Ms. Eaton seconded approval of the following resolution:

**(17-89)** BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:

August 9, 2017 – Regular School Board Meeting/Executive Session  
August 12, 2017 – Work Session/Special Session/Executive Session  
August 24, 2017 – Special Session

**(17-89)** Motion passed unanimously 7-0.

b. Approval of Licensed Elections

New certified staff was recommended for hire as follows:

Ms. Eaton moved first and Ms. Grant seconded approval of the following resolution:

**(17-90)** 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 September 13, 2017.

Alison Howell, 1.0 FTE College & Career Specialist (GHS)  
Jack Hollowell, 1.0 FTE PE.Health Teacher Temporary (GHS)

**(17-90)** Motion passed unanimously 7-0.

c. Approve High School Coaching Handbook

At last month's board meeting, the new High School Coaching Handbook for 2017-18 school year was reviewed. Mr. Yates went over the revisions. There was a comment about athletes taking a knee when another athlete is injured on the field. Mr. Yates said that is our practice and he will revisit with coaches.

Mr. Yates shared a story about the culture of care happening in Gladstone schools. One of the staff members bought a family a hose so that they may have water at their trailer. The family was given clothes from the clothes closet and food from the pantry. Mr. Yates said the whole city needs to take ownership and give students a safe place to be after school.

Ms. Eaton moved first and Ms. Grant seconded approval of the following resolution:

**(17-91)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the High School Coaching Handbook as presented in the September 13, 2017, superintendent report.

**(17-91)** Motion passed unanimously 7-0.

d. Approve Personnel Handbook

Enclosed was the Personnel Handbook for 2017-18 school year for the Board review. Mrs. Tracy provided a list of changes in the handbook from last year. Mr. Lind had a question regarding policies updates to the handbook and notification to employees. He met with Superintendent Stewart and Mrs. Tracey prior to the meeting. Mrs. Tracey works closely with employees for leaves. All questions regarding board policies are directed to the superintendent's office. There was conversation regarding sending policy notifications to building representatives, a shared file and/or to all employees.

Ms. Eaton moved first and Ms. Grant seconded approval of the following resolution:

**(17-92)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the Personnel Handbook as presented in the September 13, 2017, superintendent report.

**(17-92)** Motion passed unanimously 7-0.

e. Approve Board Policy for Adoption

The following policy was presented to the Board at last month meeting for first reading. Jeremiah Patterson, assistant superintendent reported that most policies will be adopted at the third reading. However, some policies may be brought with a recommendation to adopt at the second reading. There was discussion on the process schools will use. Mr. Patterson said there is guidance from ODE that goes along with this policy which administrators will use when requests are made. Legal documents are required for last names. The policy was recommended for adoption as presented.

<u>Policy #</u>	<u>Policy Name</u>
JOC	Legal Names of Students

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

**(17-93)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves School Board Policies JOC for adoption as presented on September 13, 2017.

**(17-93)** Motion passed unanimously 7-0.

5. INFORMATION FROM STUDENT REPRESENTATIVE

Morgan Shearer, student representative reported to the Board on matters of interest at Gladstone High School. Miss Shearer is the Associated Student Body liaison for freshmen. She is also involved with Key Club, and National Honor Society. She aspires to be a high school Spanish teacher. She reported the school year is off to a great start. Students have adjusted to school routines. Student Senate is kicking into gear for homecoming. A video will be shown at the welcome back assembly with a focus on respect and the dress code. The first day of school for freshman was very successful. It included many members of the Associated Student Body (ASB), National Honor Society (NHS) and some athletes showing students around the school. They let them know they were there to help them. Her favorite part was introducing them to the freshman chant.

6. INFORMATION FROM ADMINISTRATIVE STAFF

a. Opening Week School Reports

**Jere Applebee, director/principal of the Gladstone Center for Children and Families,** reported 30 students attended the Little Leopards Camp. The teacher at camp became the students classroom teacher making the transition to kindergarten very smooth.

Mr. and Mrs. Grant visited near the end of camp. They saw a number of different activities. Parent involvement with the camp was a requirement. Parents came to camp once a week. Head Start provided transportation for 14 students. Each student left camp with all the school supplies they would need for kindergarten. Mr. Applebee will meet with the grantors to share the outcomes of the camp. Superintendent Stewart gave a brief overview of how the camp is funded. Once feedback on the camp is consolidated, Mr. Applebee will share it with the Board. High school tutors started this week. Their impact has been great and the teachers really appreciate them. Parents have been very generous and there are already 20 classroom sponsors. These funds will be used for PBIS. The participation numbers in classroom sponsors is very exciting. Three new parents at GCCF are looking to start a parent group. The center's open house was well attended with over 225 people eating at the barbeque.

**Wendy Wilson, principal at John Wetten Elementary,** reported the open house before the first day of school continues to be a success. The first day back for teachers was a math in-service which included two hours of instruction for everyone and then grade level breakouts. The instructor made great sense of math. It was a great way to kick off the year. Next Wednesday, there will be a fundraiser, Concert in the Park, featuring Culture Crew. This band is made up of six dads going around the country singing to kids. Mrs. Wilson shared a video of the band with the Board. They will play for two hours. Kona Shaved Ice will be there and will give a percentage of their proceeds to the Elementary. In addition, John Wetten Elementary partnered with Value Village for donations of unwanted household items and clothes. Value Village will donate money for each pound of donated items. The board asked the district to get a news blast out to the community.

**Len Reed, principal at Kraxberger Middle School,** reported the start of the year has been fantastic. First day for 6<sup>th</sup> graders began with an assembly. Then WEB Leaders led 6<sup>th</sup> graders in a rotation of different getting to know you activities. The day ended with an assembly where they gave away some middle school swag. The second day all grades attended and kids got to and from class just fine. The custodial staff was very responsive when needed. Video announcements have been successful and she hopes that later this year the announcements will be student led. Last week was parent night, they shared who they were and the mission for student success. They introduced the student support center, community resources, NW Family Services, Life Works, Campus Monitor and shared the vision of all wrapping around students. Presently they are working on a partnership with Trillium and remaking a space to be truly student centered. The school is focusing on student mentorship, and talking to parents about opportunities to get involved such as the PFO and Site Council. AVID binders and planners are now used schoolwide. The student store, Paws, sells the binders and is open every day. Volleyball is starting in September. Mrs. Reed read feedback about the beginning of school from students and staff. Overall staff is feeling really good and students said this year will be better than last year.

Members from a local church spent time before the first day of school doing chalk art on the sidewalks outside the front doors. The inspirational quotes and drawing of the mascot were well received by students, parents and staff. The Board thanked her for all of her work and reminded the administrators to take care of themselves during these busy times. The Board wants well-being for staff.

**Kevin Taylor, principal at Gladstone High School**, said he has great new staff with great ideas. Miss Shearer and other ASB students were so much help on freshman day. Freshman have transitioned very well. Yesterday, Ms. Alexander and Mr. Taylor went to every English class and covered expectations. Everyday Ms. Alexander reads the announcements and ends them with, “Be kind to each other and it’s cool to get As”. The media center has been rearranged to include a student center where credit retrieval will be offered. They are still in the planning phase but hope to have it running very soon. There is an assembly this Friday and a home football game followed by a dance. Mr. Yates gathered all of the athletes in the gym and told a story with a great analogy of hard work and dedication. Mr. Yates went over the new process for checking grades and expectations. Several students thanked him. The board thanked them for taking the time to make the changes and being organized in doing so.

**Kelly Welch, director of special services** said the new staff in her department brings a lot of experience. They are stepping in and doing amazing things right off the bat. Dr. Welch is being creative to meet student needs and everyone is being very flexible to reach those needs. Little Leopard’s Camp included funding for Speech Language Pathologist (SLP) time during camp. It was very helpful in getting know student needs prior to the start of Kindergarten.

**Jeremiah Patterson, assistant superintendent**, said he is extremely proud of the leadership in schools. Everyone is working hard to get things done through vertical alignment, using professionalism and supporting new teachers. They are generous in the mentor program which is being turned over to the teacher leaders. More will be shared with the board about the mentor program at the next board meeting.

**Samantha Nelson, director of finance and operations**, reported custodial and maintenance staff worked really hard to get everything ready. Mr. Johnson felt he was more prepared for the start of school year this year than in the past. He feels good about the new processes in place. Kitchen staff is back and doing a great job.

**Tammy Tracy, director of community education and human resources**, reported the new staff orientation went really well. This year more teachers with experience were hired. The feedback has all been positive on the district welcome back in-service and equity training. Mrs. Tracy said the new buses are getting rave reviews. Kids and drivers love them. The engines are very quiet. She plans to ride a route this week.

**Leslie Robinette, communications coordinator**, reported the community is really behind our schools. The school supply drives at Baskin Robbins and Happy Rock Coffee provided six big boxes of supplies for schools. Local gardeners are bringing fresh produce to the food pantry. The Board thanked Mrs. Robinette for putting information out to patrons.

**Becky Chitkowski, GTA President** reported through the mentorship program she has gotten to know the new teachers really well and is excited about them. She invited the board to come visit classrooms. Ms. Chitkowski is currently in an administrative training program.

7. SUPERINTENDENT'S REPORT

a. Financial Report

The financial report for the month ending September 7, 2017 was presented to the School Board. Samantha Nelson, Director of Finance and Operations, reported and answered questions. Mrs. Nelson said the report does not reflect costs for employees who are still choosing benefits.

b. Enrollment Report

Superintendent Stewart said the beginning of the school year was a very smooth start. The teacher mentorship program is going very well. Ms. Chitkowski is doing a great job. As of September 8, 2017 enrollment is 2,073; last year, the enrollment on the first day of school was 2,115. Enrollment adjustments will continue through the first two weeks of school. Updated numbers from the first day of school will be brought to the Board meeting. Below is a breakdown by grade level as of 9-8-2017. He has spoken to both the administrators and the association about the decline in enrollment. Enrollment in Clackamas County is down. Affordable housing seems to be the reason. Families are moving further out. There was a brief conversation about new developments in the district. He will continue to monitor the numbers.

2016-17 Enrollment		2017-18 Enrollment	
Kindergarten	144	Kindergarten	132
First Grade	143	First Grade	142
Second Grade	150	Second Grade	149
Third Grade	164	Third Grade	147
Fourth Grade	166	Fourth Grade	169
Fifth Grade	150	Fifth Grade	169
Sixth Grade	153	Sixth Grade	140
Seventh Grade	181	Seventh Grade	161
Eighth Grade	169	Eighth Grade	167
Ninth Grade	173	Ninth Grade	161
Tenth Grade	185	Tenth Grade	179
Eleventh Grade	164	Eleventh Grade	167
Twelfth Grade	148	Twelfth Grade	160
Alternative Placement	25	Alternative Placement	30
<b>TOTAL</b>	<b>2,115</b>	<b>TOTAL</b>	<b>2,073</b>

c. Regular/Alternate Budget Committee Members

Superintendent Stewart went over the process for appointing budget committee members. Two vacancies exist for regular members on the 2018-2019 Budget Committee due to term expiration. Therefore, the appointment for the vacant positions will be for three years, expiring on June 30, 2020. Alternate members are appointed for one year; hence, seven vacancies exist in this classification of membership. Board members shall make an appointment to the Budget Committee where there are openings. Ms. Soliday challenged board members to fill spots by November.

Position	Board Member	Regular	Status	Alternate	Status
1	Nicole Vera Vera Couzens	Chris Lodolini	6-30-2019	Open	Open
2	Jay Schmidt	Sarah Sanderson	6-30-2018	Open	Open
3	Steve Stewart	Teresa Farrington	6-30-2018	Open	Open
4	Sharon Soliday	Amy Lowry	6-30-2019	Open	Open
5	Kristin Eaton	Todd McKee	6-30-2018	Open	Open
6	Greg Lind	Open	Open	Open	Open
7	Tracey Grant	Open	Open	Open	Open

d. Board Policies – Second Reading

The following policies were presented as a second reading. The changes reflected in the legislature's changes and to ensure compliance with State and Federal mandates. There have been no comments since the first reading. Jeremiah Patterson, assistant superintendent, asked for any questions. There were none. These policies will be brought to the board next month for adoption.

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

e. Second 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

f. Personnel – Information Only

Ashley Browning has been hired as the Student Center Coordinator at Gladstone High School. Laura Gilmore has been hired as the Special Services Secretary at the District Office. Allison Maddox and Rebecca Guthner resigned their positions as instructional assistants. Adelene Nelson and Heather Smith have been hired as instructional assistants. Sandra Worth has been hired as a cook's helper and Lisa Lee as the Campus Monitor at Kraxberger Middle School.

g. Measure 98 (added item)

Superintendent Stewart reported he has meet with Mr. Schmidt regarding high school graduation rates and connection to college and careers. They also spoke about enhancing CTE programs. At the next meeting, Mr. Taylor and Mr. Patterson will bring to the board an explanation and the plans for using Measure 98 funds.

8. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

Superintendent Stewart said the district would be presenting at the 2017 Annual OSBA Convention in Portland. The topic is Culture of Care. The presentation is scheduled for the afternoon on Friday, November 10. He asked board members to let Mrs. Weninger know if they would like to attend.

Mr. Lind was really moved at the district welcome back in-service. He is very proud of the district. He thanked all the staff for the work they do.

Mr. Schmidt said this is his fifth time seeing school start up. It was the smoothest he has seen. As a parent entering the building he knows it's a huge task to open those doors the first day. It feels different this year. He thanked all of the staff for their hard work.

Ms. Grant commented she also appreciates the hard work. The schools look great. It's a great place to be. She told the staff to take care of themselves and know that they are appreciated.

Mrs. Vera-Vera Couzens commented that she is hearing middle schoolers say it's been a great start. She shared a story about our students doing good things. She asked the board members to donate to a basket for the education foundation auction.

Mr. Stewart echoed his fellow board members. He is looking forward to more.

Ms. Eaton invited everyone to attend the Gladstone Education Foundation Auction. She said it's very social and always a good time. She appreciates the high school staff asking about students who have graduated. She said it's fantastic to continue those relationships.

Ms. Soliday said she thinks the district is swell. It's tremendous and it spills over to other people and kids. She said the board wants you to be kind to yourselves and thanked everyone for the hard work opening the schools. She shared a story about Salem School District using beads to encourage kid friendly language first.

a. OSBA Elections

The Oregon School Boards Association Board of Directors is seeking nominations for positions on the OSBA Board. The deadline for submitting recommendations is 5:00 pm on September 29, 2017.

b. OSBA Fall Regional Dinner

The OSBA Fall Regional Dinner Meeting is scheduled for Tuesday, October 3, 2017, beginning at 6:00 p.m., at the Clackamas ESD. Invitation was enclosed.

c. OSBA's 2017 Annual Convention

The convention is scheduled for Thursday, November 9 through Sunday, November 12, 2017, at the Portland Marriott Downtown. Please contact Mrs. Weninger know if you wish to attend. Conference information is available: [http://www.osba.org/Calendar/Events/Annual\\_Convention-2017.aspx](http://www.osba.org/Calendar/Events/Annual_Convention-2017.aspx)

d. NSBA 2018 Annual Convention

The annual convention is scheduled for Saturday, April 7 through Monday, April 9, 2018, in San Antonio, Texas. Registration begins in October. Please let Mrs. Weninger know if you wish to attend. <https://www.nsba.org/conference>

9. PUBLIC PARTICIPATION

There were no public comments.

10. ADJOURNMENT

Board Chair, Sharon Soliday adjourned the regular session at 8:26 pm.

ATTEST:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date