

# Minutes of Board of Director's Meeting

## The Board of Trustees Estacada School District

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A Board of Director's Meeting of the Board of Trustees of Estacada School District was held Wednesday, November 13, 2019, beginning at 7:00 PM in the Estacada High School Room 35.

**A. General Session-Call to order/Roll call/Pledge of Allegiance 7:00 p.m.**

Directors present: Ben Wheeler, Ken Riedel, Jamie Smith and Joe Behrman. Also present: Superintendent Ryan Carpenter, Business Manager Nick Hogan and Board Secretary Denise Pemberton.

**B. Adoption of Agenda 7:01 p.m.**

Director Smith approves the agenda, Director Behrman seconds.

Motion Carries

4-0

**C. Board of Directors Reports 7:02 p.m.**

Director Smith-Appreciate the communication about the student tragedy, Mr. Blevins did a great job with the situation. There was a good turnout at the candlelight ceremony which was much needed.

Director Behrman-Attended the community meeting on the bond, it was well done. Looking forward to hearing about the follow up on the reunification drill.

Director Riedel-Youth football has wrapped up. Graduated 20 8<sup>th</sup> graders. The high school musical opens next Friday featuring "Freaky Friday". The youth football Milwaukie coach reached out to extend condolences and well wishes regarding the student tragedy.

Chair Wheeler-Lots of things going on. The letter Ryan sent to staff about the student tragedy was well said. Lisa Alves has resigned effective immediately.

**D. Strategic Plan Pillar Reports 7:15p.m**

1. Student Success Report-Scott Sullivan

- Not presented tonight. Superintendent Carpenter gave brief update
- Focused on Student Success Act. Finding out expectations of the state, how to allocate money to underserved students. Working with a steering committee to ask what needs they see that this money could be used for. The work is just beginning.
- Smarter Balance starts in March. HASD was MAPS testing and we have adopted Mastery Manager to replace it.
- What is the transition? The Score Card and Roll out is in place of HASD.

The data is collected and incorporated.

- How is looping at CRE compared to RM? We are still monitoring data, but the advantage of looping is the relationships building and Collaboration with both schools.

## 2. Inclusive Culture Report-Jason Hobson

- Worked with new teacher cohort- with the support of Leah Riedel.
- December 1<sup>st</sup>-Snapshot of every student supported by special education, this number is used as the basis for our IDEA federal grant. Last years count was 322 students district wide. We have an increase of about 10 more this year.
- Professional Development Opportunities-Para Educators are getting training with Columbia Regional; which supports students with social/emotional skills. Secondary Learning Specialists are getting training with Clackamas ESD and other outside agencies.
- Services Roll Out- Overall Mean 4.12 (out of 5) feedback from staff on different services. Attitude and Accessibility was the scored highest. Accuracy and timeliness were lowest, met with group to see how we could do better.

## 3. Communication and Community Report-Maggie Kelly

- SRO video
- Immediate focus has been supporting community and family with the student tragedy, in the process of working with Blevins to have one point person for the family.
- Student Success Act- A survey will be available to the community soon, there will be 3 community meetings providing the same information just different dates available.
- Reunification- Overall very positive feedback, 95 parents signed up for text alert every 15 minutes. We received 60 feedback forms and there were good trends, most wanted it to go quicker. We had a quick debrief with the team which also went out to all schools.
- Family Satisfaction survey has received 300 responses so far 1 week left of survey.
- Continuing to engage families in the bond development, through community meeting. We have met with 95 staff members so far.

## 4. Building and Facilities Report-Mike Waer

Capital Projects:

- Middle School Gym Floor-Complete and happy with results, the

contractor met deadline. The gym is currently being used.

- North Complex- The next phase is now in the grading process.  
Facility/Maintenance/Custodial
- HVAC- We can now control classrooms by an Ipad instead of manually changing it which is more efficient.
  - Facility/Maintenance Data
  - Preventative Maintenance
  - Custodial Services-piloting team cleaning, the goal is to maximize and be more efficient. Overall it has been a positive experience.

Transportation:

- Safestop-We can now track stops easily. How is GPS in outer areas? It is going well, no problems so far.
- Maintenance Data

Nutrition Services:

- Free and Reduced Applications-The goal is to increase FR by 10%. We are close to that goal just waiting for data to be completed.

Reunification Drill:

- Drill Data
- Summary of Findings-Overall happy with results. We reunified 400 students within 2 hours. Communication was positive for pre, during, and post reunification. We do need to be stricter on roles. Radio language was short and to the point.
- Staff and volunteers were walking and thanking parents for patiently waiting.
- North Complex meeting tomorrow
- Updated bus routes- Where do you access them?- Mike will talk with Sara, transportation coordinator.

## 5. Finance and Accountability Report-Nick Hogan

Business Manager Nick Hogan presented the financial summary report for October 2019, including an overview of how this monthly presentation connects to the Finance and Accountability pillar of the School District's strategic plan. One of the actions under the finance pillar is to improve financial trust from our stakeholders by making transparent financial decisions and better financial communications. This monthly financial report is one of the primary tools we use to communicate financial information to our public.

Hogan presented the October 2019 Financial Summary Report, stating that the report is intended to be a high-level overview of the District's finances, at an understandable level, for board members and the general public. Specifics from the Financial Summary Report:

**Revenues:**

- Beginning Fund Balance is approximately \$750,000 higher than budgeted for this year. The increase was due in large part to the 2018-19 enrollment increase and to not making the budgeted \$500,000 transfer to the PERS reserve fund in 2018-19 following the PERS reform actions taken by the State Legislature. This additional revenue puts us at a projected 11% Ending Fund Balance for the current year, vs the 8% in our adopted budget.
- Property Tax revenues have started coming in for this year. Property taxes are billed by the County to be paid in three installments, with the majority being received in November of each year.
- State School Fund (our largest revenue source) is on budget, with 42% of the budgeted amount having been received so far this year.
- Enrollment is up 52 students from the same time last year, primarily at the Elementary schools.
- The annual financial audit was completed in October. The auditors are preparing the financial report this month, which I expect the auditors to be able to present to the School Board in the December board meeting. There were no audit findings or significant issues; I expect us to receive a clean audit opinion again this year.

**Expenditures:**

- Projected payroll expenses are at 101% of budget (including encumbrances), due to the recent contract settlements with EEA and OSEA and due to the large number of recent staff replacements. The School Board will be asked to approve Resolution 2019-10 during this board meeting to approve a transfer of budget from Contingency to Instruction and Support Services to address this overage.
- "Additional Projected" amounts will be added later in the year to account for expected expenditures outside of encumbrances, such as licensed and classified substitutes.

**Additional Items:**

- Hogan submitted reimbursement request No. 2 to the State several weeks ago for reimbursement of \$861,000 for the Estacada Middle School Seismic and Roofing project that was completed in September. We received a total grant of \$1,065,500 which covered approx 2/3 of the \$1.5 million roofing replacement and seismic project.

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**E. Superintendent's Report 8:05 p.m.**

- The District is making decisions on based data with informed decisions
- It has been tough the last 2 weeks, 3 deaths, and 2 significant arrests. Staff and employees and community have done a tremendous job supporting our kids. Humbled by our teachers and staff caring for our kids. A big thank you

to Colton, Molalla and Canby School District counselors that reported to the EHS library to serve and support students in the grieving process. We have developed a great partnership with them. There is concern for staff members well being and want to make sure we support them. We are reaching out for professional help for staff support.

- Service Survey- This was contingent on our Strategic Plan. Monitoring data how the school district serves its leaders so the leaders can serve its staff. Scored high on attitude and accessibility. Operations and timeliness was lowest, next meeting to report findings of how we can improve.
- Schedule work session with board.
- Adding another survey
- Chair Wheeler and Superintendent Carpenter listened to an OSBA webinar that talked about board superintendent relationship. The biggest take a way was to make sure and give the board clear vision. Plan on an Executive session in the next 2-3 months with the focus of the superintendent serving you as expected.
- Menomonee Falls trip-We are taking 12 staff members and 1 board member to Wisconsin, this district is the poster district of Improvement Science.
- Continue to focus on engaging and informing employees on facilities with a potential bond. Our staff is focused on realistic asks and we want to reflect those values. Estacada has been and upgrading structure and practical things like, led lighting and more outlets etc.
- Discussion: Will there be a report on the Wisconsin trip? Yes.

#### **F. Reports/Presentations 8:15 p.m.**

##### **1. Fall Athletics Report- AD Andy Mott and student athletes**

Just wrapped up fall sports last week, winter starting up next week. Positive season overall.

FB-Sam, Kadin and Nate- Seniors we had a 6-4 record. Our biggest win was against Crook County game. We had 11 all league players, went to playoffs but lost in first round. Valley Catholic is the greatest memory coming back to win. 12 seniors will graduate this year. These 3 students also officiated youth games.

Julia and Mara- Cross Country- A lot of success this season, we ran well at districts, the girl's placed 1st. Mr. Ericson is really knowledgeable and is great at team bonding especially making injured athletes feel important to the team. He

made it fun to run. Mara- We practiced all over town, Timber Park, Range Woods are examples. Our home meets are at McIver Park.

Katy and Meadow- Girls Soccer- Home field is not great we had it deemed unplayable because of how muddy it was. Senior night was held in Sandy because of muddy conditions. Gladstone is the game we played best game even though we lost but a really good game was played. We won against Madras and it was best win of the season. Our soccer banquet tomorrow. We should have the same team next year, because no seniors leaving. The greatest memory would be the team dinners Mr. Franks put on good team bonding.

Riley Canifax- senior- VB-We had a 10-9 season placed 3<sup>rd</sup>. Our biggest accomplishment was taking Corbett to 5 games, we played as a team. We did not go to playoffs sadly. My greatest memory was all of the trips we took like Seaside because we became closer as teammates. Our coach really good.

Boys Soccer- Andy Mott-It was a very competitive season, we had very young team but took a big step in competitiveness and drive. Exciting to see the future. Game called with 10 minutes left because of muddy conditions. Officials are getting used to turf becoming more of a thing.

## 2. EHS Vice Principal- Jocelyn McIntire

- Superintendent Carpenter- We were fortunate to acquire Jocelyn at the time right before school started, her quality and caliber is well versed. She is doing a great job engaging students and families.
- Excited to make connections at a faster rate with students, staff and parents. Came from a bigger district where it was harder to meet and connect with staff and students and parents.
- Typical day-Cross walk duty is everyday in the morning and managing tardy students and lunch detentions. Never the same day twice which is great. Enjoy supporting the needs of students and teachers helping connect those two.
- The drive is amazing, coming from NE Portland, it is a good time to reflect. Like what is going on in The Estacada School District and Improvement Science. Excited to see how it looks and apply it at school.

**G. Discussion 8:30 p.m.**

1. District's school bus replacement plan- Buses before 2007 need to be replaced. We have 14 busses to replace by 2025. State reimburses us 70% .We are still lease to buy 4 busses. The cost is \$120 thousand per bus. We have spent \$329 thousand on buses this year. If we buy 2 busses each year we will still be 2 short by 2025. We are exploring new options.  
Add an additional bus? We need to start the conversation of what we want to do. Director Riedel-Want to be clear not to buy too many too soon, get as much life out of them as possible. Is there any talk of lowering the reimbursement? Have we retired any of the 14 busses? 4 total gone, 2 exist on the lot. How can we put our self in a better position? How does ridership look? How many students ride the bus in the 1 mile radius? How many rides the bus now? About 1150 total students ride the bus.

**H. Hearing of Citizens (Action Items Only) 8:40 p.m.**

None

**I. ACTION ITEMS: 8:43 p.m**

**1. Consent Agenda**

- a. Approval of October 9, 2019 School Board Meeting Minutes
- b. Approval of Personnel Actions as presented in "Staff Reports"
- c. **Second Reading of OSBA Policies**
  1. AC Nondiscrimination
  2. AC AR Discrimination Complaint Procedure
  3. EFAA AR Reimbursable Meals and Milk Programs
  4. GBDA Expression of Milk or Breast-Feed in the Workplace
  5. GCDA/GDDA Criminal Records Check and Fingerprinting
  6. GCDA/GDDA AR Criminal Records Check and Fingerprinting
  7. IGAI Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
  8. IGBBA Talented and Gifted Students
  9. IGBBC Talented and Gifted
  10. IICC Volunteers
  11. IKF Graduation Requirements
  12. JED Student Absences and Excuses

13. JFCF Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence
14. JFCJ Weapons in School
15. JGAB Use of Restraint or Seclusion
16. JGAB AR Use of Restraint or Seclusion
17. JHFDA Suspension of a Students Driving Privileges DELETE
18. JHFDA AR 1 Request for Suspended Driving Privileges DELETE
19. JHFDA AR2 Notice of Student Withdrawal from School DELETE
20. KL Public Complaints
21. KL AR Public Complaints Procedure

Director Riedel approves the consent agenda as presented, Director Behrman seconds.

Discussion-change title of #4 back to Mother Friendly and remove item 4 to be voted on at the December board meeting.

Director Behrman makes a motion to remove #4 from consent agenda

Director Riedel seconds.

Motion Carries

4-0

**J. Approve replacement of the Estacada High School Track not-to-exceed \$350,000. 8:45 p.m.**

Director Riedel approves the replacement of the Estacada High School Track not-to-exceed \$350,000. Director Smith seconds.

Motion Carries

4-0

Discussion: Director Behrman- happy we are at this stage, for safety. We need to protect district assets, how we take care of it and maintain it but still, keeping some community access? We need to comply with policy and with consistency. Would like to see options on configuration and access control. Director Riedel- Approve to look at hard numbers. Chair Wheeler- What is the lifespan of track for proper use and improper use? Superintendent Carpenter- Right now we are unable to host track meets because of the unsafe track and it also is imposing on fundraising possibilities. Next steps, pending approval is to seek bids, and then come back with proposal and scope of work. Chair Wheeler- We should explore options to get done asap to host end of year meet.

**K. Resolution 2019-10 for School Board approval of a requested budget appropriations transfer. 8:48 p.m.**

Director Smith approves Resolution 2019-10 for School Board approval of a requested budget appropriations transfer, Director Behrman seconds.

Motion Carries



4-0

**L. Hearing of Citizens (Non- Action Items) 8:51 p.m.**

Shawn Brewster

- Concussion protocol at Estacada High School
- Impact testing of helmets

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**M. Adjournment 9:26 pm**

Ben Wheeler  
Board Chair

Ryan Carpenter  
Superintendent

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Date

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