

**Neah-Kah-Nie School District 56
Board Work Session
August 8, 2016
5:00 p.m. to 6:30 p.m.**

Work Session Notes

Work Session

Present

Board of Directors

Terry Kelly, Chair
Pat Ryan, Vice Chair
Lisa Hooley
JoDee Ridderbusch
Trisha Hixson
Carol Mahoney
Michele Aeder

District Office Staff

Paul Erlebach, Superintendent
Mark Sybouts, Business Manager
Kathie Sellars, Administrative Assistant

Present

Mr. Kelly called to order the work session at 5:00 p.m. Mr. Kelly welcomed all present.

Mr. Erlebach introduced Kate Pattison and explained that Ms. Pattison works with a variety of organizations assisting them in the development of their strategic and long range plans. Mr. Erlebach shared that he and Kate met with the administrators for three hours this afternoon to review the current long range plan as well as each school's continuous improvement plans. She has reviewed the long range plan along-side the school improvement plans and was really pleased at how closely they are aligned.

Ms. Pattison suggested that the current long range plan is exhaustive and could be revised in a way that is more streamlined, manageable and measurable. The Board agreed that the document needs to be revised.

Discussion occurred on the current plan with the 9 goals and 60 objectives and if they are still relevant and have the priorities changed. The board agreed that they would like to see a document that is more streamlined so the board can monitor how goals and objectives are being met. Ms. Pattison will revise the document and present to the board at a yet to be determined meeting. **(Decided after the meeting)** Ms. Pattison will present a revised document at a work session beginning at 5:00 p.m. on October 10th at Nehalem Elementary School.

The work session was adjourned at 6:26 p.m.

**Neah-Kah-Nie School District 56
Regular Board Meeting, 6:30 p.m.
August 8, 2016
Neah-Kah-Nie District Office Board Room**

OFFICIAL MINUTES

I. Call To Order

Call to Order

The regular meeting of the Board of Directors of the Neah-Kah-Nie School District was called to order at 6:33 p.m. by Chairman Terry Kelly. Mr. Kelly welcomed staff and patrons of the district. All present stood for the flag salute.

II. Approve Agenda

Approve Agenda

M-Ryan/2nd Hooley to approve the agenda as presented. Motion carried unanimously.

Motion to Approve

III. Nominations for Chairman

Nomination of
Board Chair

Mr. Ryan nominated Mr. Kelly as board chair, Ms. Aeder provided the second. Vote was 6 yes with Mr. Kelly abstaining. Nomination carried.

Motion to Approve

Nominations for Vice Chairman

Mr. Kelly nominated Mr. Ryan as the vice chair with Ms. Hooley providing the second. The vote was 6 yes with Mr. Ryan abstaining. Nomination carried.

Nomination of
Vice Chair

Motion to Approve

IV. Consent Agenda

Consent Agenda

- A. Approve the Minutes from the June 8, 2016 Board Work Session, June 13, 2016 Regular Board Meeting and the June 27, 2016 Budget Adoption Meeting
- B. Approve Personnel Report

M-Hooley/2nd Mahoney to approve the consent agenda. Motion carried unanimously.

Motion to Approve

Annual Agenda

V. Annual Agenda

A. Designation of the Following:

1. Chief Administrative Officer - Paul Erlebach
2. Business Manager/Deputy Clerk - Mark Sybouts
3. Custodian of Funds - Mark Sybouts
4. Budget Officer - Paul Erlebach
5. Authority to Sign Checks - Paul Erlebach, Mark Sybouts, Board Chair, Board Vice Chair
6. Authority to Sign Student Body Checks - Principal, Head Secretary, Business Manager
7. Official Auditor - Boldt, Carlisle, Smith, LLC
8. Depository of Funds - U.S. Bank, Wells Fargo, LGIP, Umpqua Bank, Columbia Bank, and TLC/Fiber Federal Credit Union
9. Newspaper - The Headlight Herald
10. School Attorney - Hungerford Law Firm
11. Authority to Apply for Federal Funds - Paul Erlebach
12. Agent of Record - Hudson Insurance
13. Regular Monthly Meeting
 - Day: Second Monday of Each Month - Unless Otherwise Noted on Annual Calendar
 - Time: 6:30 p.m. - Unless Otherwise Noted on Annual Calendar
 - Location: District Office Board Room
 - Exceptions as Follows:
 - ° October 2016: Nehalem Elementary School Library
 - ° January 2017: NKN High School Library
 - ° March 2017: Garibaldi Grade School Gymnasium
14. Daily Rate of Pay for Substitute Teachers at \$175.45
15. Mileage Rate of Travel in Private Vehicles on Approved District Business at 54 Cents/Mile or Revised IRS Rate
16. 2016-17 Per Diem Rate: Breakfast \$11; Lunch \$12; Dinner \$23
17. Classified Substitute Rate Increases, effective August 16, 2016
 - Custodians and Head Secretary: from \$12.50 to \$13.00
 - All Others: from \$11.50 to \$12.00

M-Ridderbusch/2nd Ryan to approve the annual agenda. Motion carried unanimously.

Motion to Approve
Annual Agenda

Communication

VI. Communication

- A. Public Input
None at this time

Public Input

- B. Staff Input
None at this time

Staff Input

VII. Written Communication

Written
Communications

Mr. Kelly reviewed the various written communications.

Mr. Kelly mentioned the letter from NKN Youth Athletics. He stated that they are fundraising for phase 2 of the baseball field project. Phase 2 will include an outfield fence, bleachers and an equipment shed. Mr. Erlebach stated that the Lion's club is going to put a work party together to take care of the weeds on the infield.

VIII. Reports

Reports

A. SPR&I Determination Report 2015-16

1. General Information from ODE for Making 2016 IDEA Determinations
The Board reviewed with Ms. Buckmaster the SPR&I report.
3. Annual Restraint and Seclusion Report, Heidi Buckmaster

Ms. Buckmaster stated that every year the district is required to report the incidences of restraint and seclusion. Ms. Buckmaster stated that we use the MANDT system of Restraint any staff member who may be working with a student where a restraint might be needed is trained each year. We have at least five trained staff members at each building. Ms. Buckmaster reviewed the report, it is attached to these minutes. The report has to be presented to the superintendent and the Board, placed on the district website and notice provided to parents in the student/parent handbooks where they can find the report. Ms. Buckmaster reviewed the report, it is attached to these minutes.

B. New Criteria for Senior Projects, Heidi Buckmaster

It has evolved, projects fall into four different categories:

- ✓ Create something
- ✓ Do a fundraising project
- ✓ Do a job shadow
- ✓ Do investigation for a camp or something similar

Requires at least 40 hours, students must choose a mentor and present the project to the mentor. Students are given a list of the criteria and timelines. Recently added is the public presentation at senior boards. Students will also present their senior projects in their advisory classes. There is also a culminating written project stating what they learned, what they would do differently, it is the student's evaluation of the project. Mr. Kelly asked if there was any consideration to actually grading the project. Ms. Buckmaster stated that has not come up in discussion yet.

C. High School Spanish Curriculum Adoption, Heidi Buckmaster

Ms. Buckmaster stated that they would like the approval of the Board to adopt Spanish curriculum. The high school would like to adopt ML Avancemos 2013 Level 1 & 2 with the digital package. They are requesting the following:

Level 1, 30 textbooks and 70 digital value plus bundle 7-year (interactive),
Level 2, 30 textbooks with digital hybrid value plus bundle print with 7 year (interactive and includes pre AP student resources

The total cost is \$11,183.94. Ms. Buckmaster stated that the Spanish textbooks they are currently using are very old. We have not adopted for the past two cycles.

Mr. Erlebach stated that we have budgeted for textbook adoptions.

Ms. Buckmaster also requested permission to purchase US History 2016 Reconstruction to the Present, 30 classroom textbooks at a cost of \$2,801.63

She also requested the adoption of High School Lab Aids Science. She requested the following:

High School
Curriculum
Adoptions

Physical Science with Earth Science; 60 textbooks
Physical Science with Earth Science Spanish Edition 1 textbook
Chemistry Matter & Change 24 textbooks
The total cost would be \$7,302.42

Biology: Science & Global Issues Biology – 60 textbooks
Total cost of \$13,810.50

Mr. Erlebach stated that with the purchase of the Lab Aids curriculum we will have alignment in our Science curriculum grades 6-12.

M-Mahoney/2nd Ridderbusch to approve the purchase of the textbooks for Spanish, Science, and US History curriculum. Motion carried unanimously.

Motion to Approve

Ms. Buckmaster also shared her Indistar data which is attached to these minutes.

IX. Unfinished Business

Unfinished
Business

- A. Update on District-wide Lead Testing, Steve Baertlein
Mr. Baertlein reported that we performed Lead testing all buildings except the middle school. We tested water fountains and the kitchens. At Garibaldi, the high school and district office there were non-detectable units. At Nehalem the test showed low but detectable units. Mr. Baertlein shared that we will be filtering all water and conducting annual testing.
- B. Update on Neah-Kah-Nie High School Community Track Project, Steve Baertlein
Mr. Baertlein shared that we are still in the process of having a contract signed. We awarded the contract to the Landscape Architect, but are still waiting on the contract document.
- C. Update on Seismic Upgrades to Nehalem Elementary School, Steve Baertlein
Mr. Baertlein shared that we are currently advertising for an architect/engineer. The ad will come out in the Headlight Herald this week. There will be a mandatory walk-through on August 16th with the Request for Proposal (RFP) due by September 1st. We will ask the Board to award a contract at the September board meeting.
- D. Update on Summer Projects, Steve Baertlein
- ✓ Mr. Baertlein shared that the parking in the front of the District Office was becoming a safety issue. That is what prompted the removal of the grass and creating off street parking. Parking lots at all the buildings were sealed and striped this year.
 - ✓ We installed new flooring in the Preschool and the Quonset hut. The summer work in all the buildings is on-going. Having an extra person this summer has really helped. We are incurring an unexpected refrigeration unit replacement at the high school as well as one of the warmers at Garibaldi has failed and must be replaced. That unit has been repaired on four separate occasions
 - ✓ The gym at Nehalem has been re-painted
 - ✓ Garibaldi will have a new field, he will have it ready to seed by the time the rain comes
 - ✓ We have emergency water storage tanks waiting at the Tillamook Farmers Co-Op to be placed at each elementary school and the MS/HS complex
 - ✓ He and John Wheeler are working on the track shed as they have time
 - ✓ At Nehalem the developer's contractor has begun installing the storm drain behind the school so they can put the street in next year.

X. New Business

- A. Meeting with Olympic Resource Management (ORM) Regarding Land Swap - Is Board Interested in a Work Session to Discuss?

New Business
Meeting with
Olympic Resource
Management –
Land Swap
Proposal

Mr. Erlebach explained to the Board that Olympic Resource Management has proposed a land

swap with the district to mitigate the very large log jam on the 40 acres that the district owns in Lake Lytle. Mr. Erlebach mentioned that the District has told Olympic to remove the log jam.

Mr. Erlebach stated that he is going to talk to the state to determine where the current tsunami line is. He further explained that the land swap is contingent upon ORM getting the first cut of timber, and then the district would receive the second cut, which would be in about 100 years. Mr. Erlebach asked the members if they had any interest in pursuing this any further? The members did not see any benefit to the district by doing the land swap.

M-Hooley/2nd Ryan to reject the land swap proposal from Olympic Resource Management. Motion carried unanimously.

Motion to Reject
Land Swap
Proposal

B. Emergency Contract with 4 C's Environmental Inc. to Replace Garibaldi Grade School Fuel Tank

Mr. Sybouts explained that the fuel tank at Garibaldi has failed. This is a new and unexpected issue that became known after the budget was approved. We tried to have the fuel tank repaired but it is unrepairable. He asked the board to approve the emergency contract with 4 C's Environmental Inc to replace the fuel tank.

Emergency
Contract with 4
C's Environmental

M-Ryan/2nd Ridderbusch to approve the replacement of the fuel tank at Garibaldi Grade School. Motion carried unanimously.

Motion to Approve
Awarding Contract

Fiscal

XI. **Fiscal**

A. Check Register

1. June 2016 Check Register
2. July 2016 Check Register

No Board member raised a concern with the check register.

B. Fiscal Summary Sheet

Mr. Sybouts stated that our preliminary ending fund balance is approximately \$9.2 million dollars. We will find out what our first state timber turn over will be in one week.

Suggestions and
Comments
Superintendent

XII. **Suggestions and Comments**

A. Superintendent

Mr. Erlebach shared the following:

- ✓ Satanic Temple contacted us desiring to use our building once a month for their group to meet. We have posted our press release on our Facebook page and on our website. Since 1931 students have been allowed to be released for religious instruction. We are not going to create schedules around the release of any students. We have to allow equal access. Discussion occurred.
- ✓ All staff breakfast on Wednesday August 31st from 8-9 a.m.
- ✓ The Leadership team did rails to trails from Bay City to Tillamook
- ✓ NCRD provides a lot of services to Nehalem Elementary students. He is suggesting that we discuss some sort of enhancement to clear up the disparity between the two opportunities between the two elementary schools.

Board

B. Board

Lisa Hooley welcomed Stacey Dills

Personnel

XIII. **Personnel**

A. Hiring - Licensed

1. Jenna Angelini as ESY Service Provider for Remainder of Summer

2. Beth Gienger as NKN HS Math Teacher - Retiree, One-year Contract Unless Highly Qualified Teacher is found by December 31st

B. Resignation

1. Ali Duer as NKN MS Cross Country Coach

C. NON LICENSED PERSONNEL INFORMATION

1. Hiring

- a. Betsy Cross as 7 hour Instructional Assistant at Garibaldi Grade School
- b. Val Zwald as 7 hour Instructional Assistant at Garibaldi Grade School
- c. Lyssy Scovel as 7 hour Instructional Assistant at Nehalem Elementary School
- d. Sadie Huntley as a 7 hour Instructional Assistant at Nehalem Elementary School

2. Resignation

- a. Brittney Wentzell as Summer ESY Instructional Assistant

XIV. Adjourn

Adjourn

Hearing nothing more to come before the Board the meeting was adjourned at 8:12 p.m.

Annual Report on the use of physical restraint and seclusion

Neah-Kah-Nie School District # 56

School Year 2015/2016

In compliance with ORS 581-021-0559:

1. Total number of incidents involving physical restraint
2. Total number of incidents involving seclusion
3. Total number of seclusions in a locked room
4. Total number of students placed in physical restraint
5. Total number of students placed in seclusion
6. Total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion
7. The number of students who were placed in physical restraint or seclusion more than 10 times in the course of the school year

6
0
0
4
0
0
0

If a student was physically restrained or secluded more than ten times, provide an explanation of the steps taken by the public education agency to decrease the use of the physical restraint and/or seclusion for each student.

Student # 1	
Student # 2	

- | | |
|--|---|
| 8. The number of incidents in which the restraints or seclusion was administered by personnel not trained in a program approved by ODE | 0 |
|--|---|

9. Demographic characteristics of students who were restrained or secluded:

ETHNICITY 4 Non-Hispanic 0 Hispanic **Gender** 4 Male 0 Female

RACE: 1	Asian	0	African American	3	White
0	American Indian/Alaskan Native	0	Native Hawaiian/Other Pacific Islander		

DISABILITY:	10		20		40		43		50	2	60		70		74		80	1	82	1	90		PRE	
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MIGRANT STATUS	0	YES	4	NO
ENGLISH PROFICIENCY	0	YES	4	NO
ECONOMICALLY DISADVANTAGE STATUS	3	YES	1	NO

10. Annual Training in The Mandt System provided:

Initial Certification in Restraint and De-escalation; Date – 8/18/14 and 8/19/14

(GGS)
(NES)
(MS)
(HS) NA

11. Recertification Training in Restraint and De-escalation : Date- 8/20/14

(GGS) Justin Ryland, Tami Jonsson, Jaimie Nugent, Shannon
(NES) Stacey Dills, Jamie Dorsey, Amy Cram, Jill Schneider, Shari Scholerman
(MS) Jake Shipman, Nicole Norwold, Jodie McVay, Karen Ryan,
(HS) Kelly Werner, Hannah Green, Carrie Blaser, Jaimie Simpson

This annual report provided to:

☒ Superintendent

○ Date: 08-15-2016

☒ School Board

○ Date: 08-15-2016

☒ Posted to www.neahkahnle.k12.or.us

○ Date: 08-15-2016

☒ Notice to parents provided in student handbooks

○ Date: 08-15-2016

Prepared by: Heidi Buckmaster, Special Education Director Date: _____

Signature

Detailed Report of Objectives Included in Plan

A list of all objectives, index scores, target dates, and team members assigned, as well as a description of what the fully implemented objectives will look like.

August 08, 2016

Neah-Kah-Nie High NCES - 410865001081

Neah-Kah-Nie SD 56

Comprehensive Achievement Indicators

Key Indicators are shown in **RED**

Comprehensive Achievement Indicators

Technical and Adaptive Leadership

LDR5.10 - School leadership facilitates a needs assessment based on student achievement and the key

Plan: Index: 9 (Priority Score x Opportunity Score)
Assigned to: Heidi Buckmaster
Target Date: 06/16/2016
How it will look when fully met: Our School Improvement goals should be reflective of our highest

Tasks:

1. Create an agenda for the meeting on June 16th.
Assigned to: Kathryn Harmon
Target Completion Date: 05/19/2016
Comments: Draft of the agenda by May 19th.
2. Introduce draft School Improvement activities to staff at first staff meeting during in-service
Assigned to: Heidi Buckmaster
Target Completion Date: 09/01/2016
Comments:
3. Create a end of trimester student class evaluation (Survey Monkey/ Google Forms) to collect
Assigned to: Esther Troyer
Target Completion Date: 10/01/2016
Comments:

Implement: Percent Task Complete: 0%

LDR5.2 - School leadership ensures that classroom observations and other observations of teacher

Plan: Index: 9 (Priority Score x Opportunity Score)
Assigned to: Heidi Buckmaster
Target Date: 06/13/2016
How it will look when fully met: Administrator and peer evaluations provide meaningful feedback and

Tasks:

1. During a staff meeting at the beginning of the school year, school and district evaluation data will
Assigned to: Heidi Buckmaster
Target Completion Date: 09/30/2016
Comments:
2. Teachers will visit each others classrooms once per trimester using the peer observation feedback

Assigned to: Heidi Buckmaster

Target Completion Date: 06/01/2017

Comments:

3. Create a end-of-trimester student class evaluation (Survey Monkey/ Google Forms) to collect

Assigned to: Esther Troyer

Target Completion Date: 10/01/2016

Comments:

4. Develop an end-of-trimester student survey for teachers.

Assigned to: Heidi Buckmaster

Target Completion Date: 11/28/2016

Comments:

Implement: Percent Task Complete: 0%

LDR5.5 - School leaders actively promote a shared vision for equity, cultural competence, and high

Index: 9 (Priority Score x Opportunity Score)

Plan: Assigned to: Kathryn Harmon

Target Date: 06/12/2017

How it will look when fully met: Look at survey data in the categories (Governance and Leadership

Tasks:

1. Expand Freshman orientation to highlight diverse extracurricular activities at NKN, and share

Assigned to: Esther Troyer

Target Completion Date: 08/17/2016

Frequency: once a year

Comments: This is already partially implemented, how can we do this more

2. Identify barriers to participation in extracurricular activities through a student survey in June.

Assigned to: Esther Troyer

Target Completion Date: 06/10/2016

Comments: Many students have to work.

3. Take a minimum of 30 students (focus on targeted populations) to the Forest Grove Expo (career

Assigned to: Esther Troyer

Target Completion Date: 10/20/2016

Frequency: once a year

Comments: This could be a very large field trip for many students, will probably

4. Student Council will collaborate on creating one "Mix it up day" at lunch, encouraging people to

Assigned to: Samuel Holm

Target Completion Date: 09/27/2016

Comments: Samuel Holm will bring this to Student Council, and see if they will

Implement: Percent Task Complete: 0%

LDR5.9 - School leadership facilitates an annual evaluation of the implementation and results

Index: 9 (Priority Score x Opportunity Score)

Plan: Assigned to: Kathryn Harmon

Target Date: 09/30/2016

How it will look when fully met: As a part of regular Site Council School Improvement planning

Tasks:

1. Analyze student achievement data (smcIAP, F & P, writing, SBAC, on track to graduate, Work

Assigned to: Esther Troyer

Target Completion Date: 06/16/2016

Frequency: once a year

Comments:

2. Use the results from Student Achievement data and survey data to cross-reference with our SIP

Assigned to: Jaime Simpson

Target Completion Date: 06/16/2016

Frequency: once a year

Comments: Did we meet our school improvement goals? The following evidence

3. Analyze survey data (Tell, PBIS, NWAC parent, student, staff, Gear Up Survey) to create a focus

Assigned to: Heidi Buckmaster

Target Completion Date: 06/16/2016

Frequency: once a year

Comments:

4. Develop the end-of-trimester student survey for teachers.

Assigned to: Heidi Buckmaster

Target Completion Date: 11/28/2016

Comments: Heidi will work with Student Council to create this document.

Implement: Percent Task Complete: 0%