

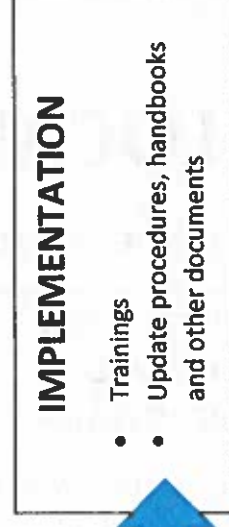
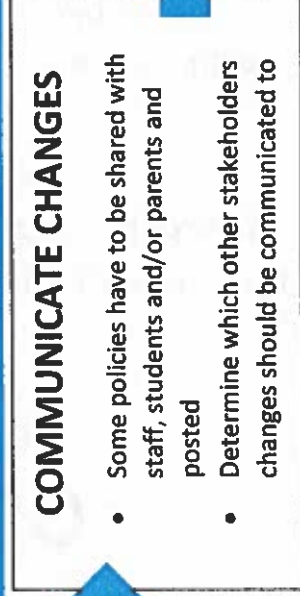
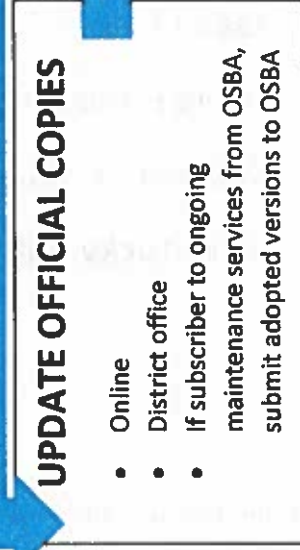
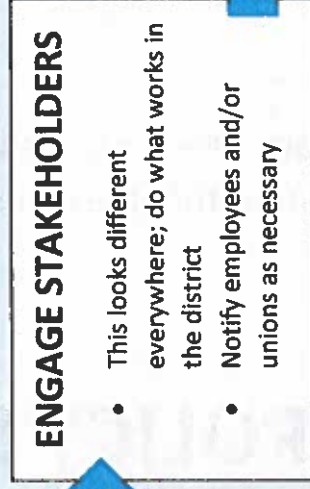
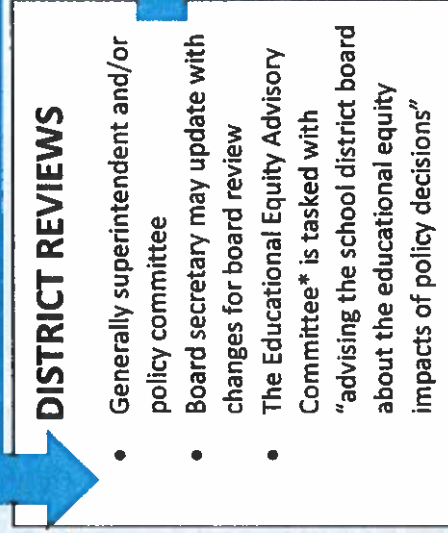
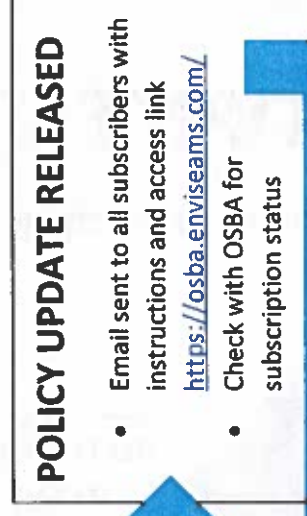
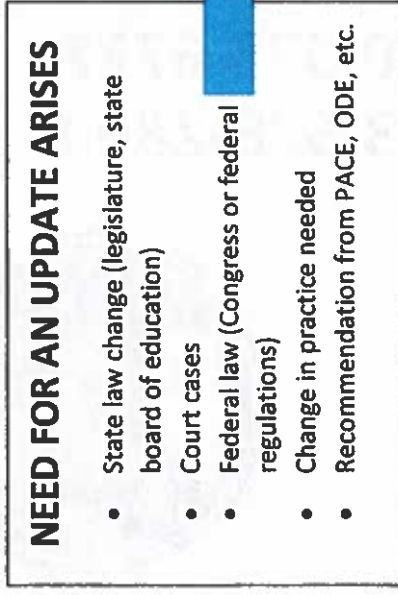
Alsea School Board Meeting
Thursday, July 14, 2022 6:30 PM Pacific

Alsea School Library
301 South 3rd Street
Alsea, OR 97324

Risteen Follett: Present
Deb Lindberg: Present
Linda Montanez: Present
Ryan VanLeuven: Present
Robert Webb: Present
Present: 5.

1. Work Session - OSBA Conference Debrief 6:30PM

THE POLICY PROCESS FROM THE LEGISLATURE TO SCHOOLS



NOTE: Most of these steps are not required, but are included as general best practices.

* School districts with more than 10,000 ADM are required to start this committee by September 2022. Other districts have until 2025.

LOCAL POLICY DEVELOPMENT

CAN BE BASED ON OSBA SAMPLES OR BASED ON NEEDS ARISING IN THE DISTRICT



OSBA POLICY SERVICES

Colleen Allen, callen@osba.org

Jean Chiappisi, jchiappisi@osba.org

Leslie Fisher, lfisher@osba.org

Spencer Lewis, slewis@osba.org

Rick Stucky, rstucky@osba.org

800-578-6722
503-588-2800



2. Call to Order
3. Flag Salute
4. Approval of the Agenda
Approval of Agenda. This motion, made by Deb Lindberg and seconded by Risteen Follett, Carried.
Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea
Yea: 5, Nay: 0

5. Approval of Annual Organizational Resolution 2023-01
 - a. Elect Officers for the 2022-2023 School Year
 1. Board Chair
 2. Vice Chair
 - b. Swear in Newly Elected Officers, Sean Gallagher, Superintendent
 - c. Appoint members of standing committees
Bond Committee
 - a. Cheryl VanLeuven
 - b. Jamie Olsen
 - c. Richard Olsen
 - d. Keenan Elbers
 - e. Shirley Koetz
 - f. Tom Loveday
 - g. Ron Koetz
 - h. Tim France
 - i. Chris Furney
 - d. Approve personnel changes (ORS 332.075)
In Process Part of the HR Reset Project
 - e. Approve contracts for payment. (ORS 332.075(2-3))
In Process Part of the HR Reset Project

"I, _____, do solemnly swear (or *affirm*) that I will support the Constitution of the United States, the constitution and the laws of the state of Oregon, and the policies of _____ School District (ESD or Community College). During my term, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability."

Annual Organizational Resolution

Be it resolved that the Alsea School District Board of Directors authorized the following appointments, identifications and designations for the **2022-2023** school year as per state statute as follows:

- | | | |
|--|---|-------------|
| 1. Chief Administrative Officer | Sean Gallagher | ORS 332.515 |
| 2. District School Clerk | Sean Gallagher | ORS 332.515 |
| 3. Deputy Clerk/Business Manager | LaRae Sullivan – Contracted Through
Linn Benton Lincoln ESD | ORS 332.515 |
| 4. Budget Officer | Sean Gallagher | ORS 294.331 |
| 5. Custodian of Funds | Sean Gallagher / LaRae Sullivan – Contracted Through
Linn Benton Lincoln ESD | ORS 328.441 |
| 6. Depository of Funds | Citizens Bank and LGIP | ORS 328.441 |
| 7. Signors on Accounts | Sean Gallagher | |
| 8. Fidelity Bond covered by PACE Crime | Sean Gallagher | ORS 322.525 |
| 9. Auditor Designation | Pauly Rogers and Co., P.C. | ORS 297.405 |
| 10. Contract Review Board | Alsea School Board | ORS 279.055 |
| 11. Federal and State Grant Officer | Sean Gallagher | |
| 12. Insurance Agent of Record | William White | |
| District Insurance | WHA Insurance: \$20,000,000 aggregate liability | |
| 13. Borrowing Limit | \$300,000 plus \$100,000 option | |
| 14. Posting Assignment | Albany Democrat-Herald and Corvallis Gazette Times | |
| 15. Substitute Licensed Teacher Pay Rate | \$226.14 per day | |
| OAR 581-005-0001 | 1/190 base teacher pay per day after 8th consecutive day for same teacher | |
| 16. Board Meeting Schedule | Second Thursday at 7:00PM Set District Calendar
As per adopted District Calendar | |
| 17. Attorney of Record | Nancy Hungerford, The Hungerford Law Firm, LLP | |
| 18. Athletic Participation Fees | None | |
| 19. Food Service Rates | Lunch Breakfast | |
| | K-5 Free Free | |
| | 6-12 Free Free | |
| | Adult \$4.25 \$4.25 | |
| | Milk Rate = \$.60 | |

Date: _____

Board Chair

Date: _____

Clerk

6. Administrative Reports and Information
 - a. Comments from the Superintendent
Presenter: Sean Gallagher
 - b. HR Reset Update
Presenter: Christina Parra and Sean Gallagher
 - c. Staff Survey Data
Presenter: Sean Gallagher, and Nicole Davis
 - d. Office Relocation Plan
 - e. Financial Report
Presenter: LaRae Sullivan - LBLESD
- District Reports
 - a. Eric Clendenin - K-12 Administrator
 - b. Tim France – Online Administrator
 - c. Cheryl Doe – SPED Administrator
 - d. Carman Martin/Rich DuBord – Transportation Management.
 - e. Keenan Elbers - Maintenance Supervisor
 - f. Bart Rothenberger – Athletic Director
 - g. Bond Project Update
Presenter: Scott Marshall – Architect
Sean Gallagher – Superintendent



Nicole Davis

301 S 3rd St

PO BOX B

Alsea, OR 97324

Office: 541 487-5626

Fax: 541 487-4089

Cell: 541 207-2772

Email: nicole.davis@alsea.k12.or.us

www.alsea.k12.or.us

MEMO

*OK for
board packet
[Signature]
7/7/22*

Date: 7/5/2022

To: Sean Gallagher

From: Nicole Davis

Re: Teacher Survey: Classroom size

Dear Esteemed Board Members,

I was given the opportunity to create the teacher survey you requested. I asked the teachers what their ideal class size would be both with an aide in the classroom and without. We found that the current class size and the ideal class size with an aide were similar. However, if there was no aide available the ideal class size would be much lower than what our current enrollment provides.

The question was also posed as to how helpful the aides were to the teacher in the classroom to help gauge areas for training that can be improved. The teachers find that it's much more manageable in the current configuration having another adult in the classroom, however, some of the teachers have expressed that training the aides as to what they should be doing or what they are expected to do would be much more helpful. This is a great place to start a more comprehensive onboarding process for our substitutes and aides moving forward.

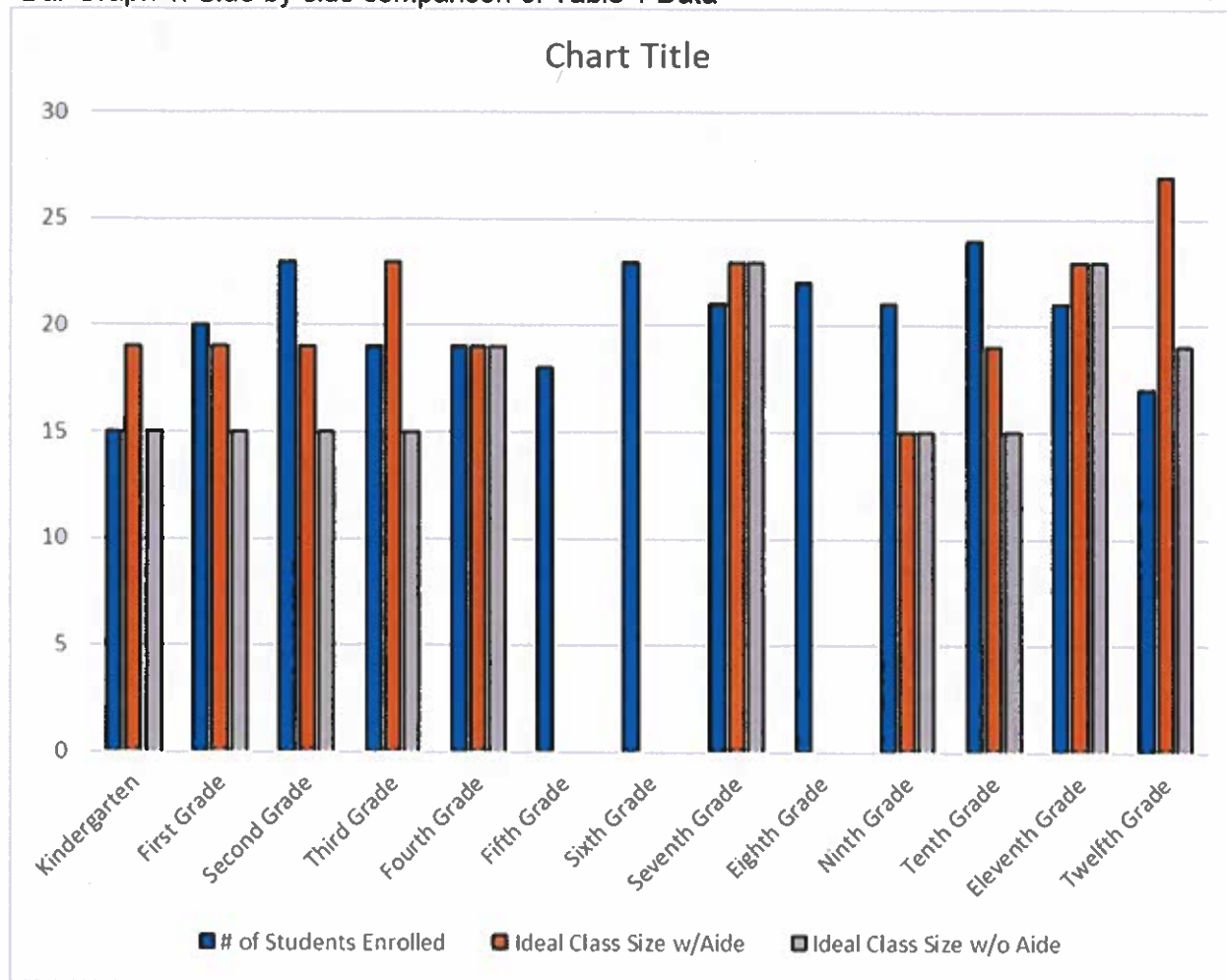
Please see the attached graphs and pie charts for the visual representation of the teachers' responses.

*Table 1: Comparison of current enrollment and ideal class size with and without an aide

	# of Students Enrolled	Ideal Class Size w/Aide	Ideal Class Size w/o Aide
Kindergarten	15	19 - 22	15 - 18
First Grade	20	19 - 22	15 - 18
Second Grade	23	19 - 22	15 - 18
Third Grade	19	23 - 26	15 - 18
Fourth Grade	19	19 - 22	19 - 22
Fifth Grade	18	N/A	N/A
Sixth Grade	23	N/A	N/A
Seventh Grade	21	23 - 26	23 - 26
Eighth Grade	22	N/A	N/A
Ninth Grade	21	15 - 18	15 - 18
Tenth Grade	24	19 - 22	15 - 18
Eleventh Grade	21	23 - 26	23 - 26
Twelfth Grade	17	27 - 30	19 - 22

-Please note that there are some teachers that did not respond to the survey-

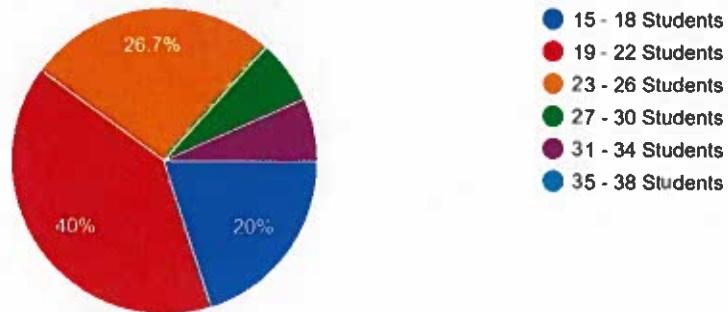
*Bar Graph 1: Side by side comparison of Table 1 Data



*Pie Graph 1: With an Aide in the classroom, teachers ideal class size.

With an Aide in your classroom, what is your ideal class size here at Alsea?

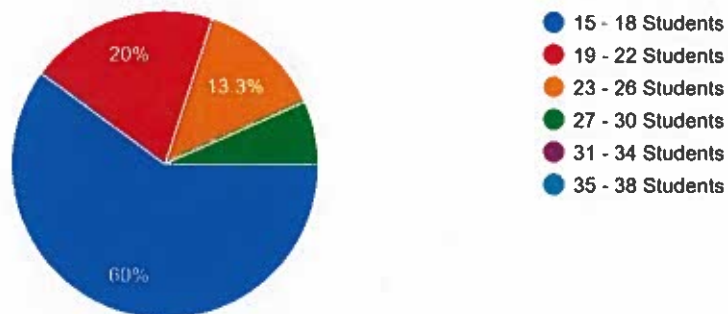
15 responses

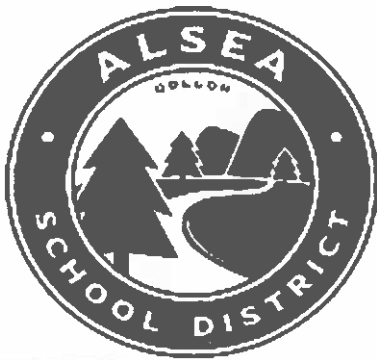


*Pie Graph 2: Without an Aide in the classroom, teachers ideal class size.

Without an Aide in your classroom, what is your ideal class size here at Alsea?

15 responses





Sean Gallagher, Superintendent

301 S 3rd St

PO BOX B

Alsea, OR 97324

Office: 541 487-5643

Fax: 541 487-4089

Email: sean.gallagher@alsea.k12.or.us

www.alsea.k12.or.us

MEMO

Date: July 6, 2022

To: Alsea School Board

From: Sean Gallagher

Re: Staff Relocations

The Cabinet spent a significant amount of time during their meeting discussing where support staff could be housed. Since the business office on Market Street was sold and we have discontinued leasing the Corvallis Farm School, we are finding space at a premium. Several staff members have been working from home which is not ideal.

Major factors to consider are:

- 1) Availability to staff and students
- 2) Privacy to maintain confidentiality,
- 3) Functionality of space.

The current design of the facilities are not ideal. The plan that the cabinet has determined meets the above criteria the best way possible.

The following is what the Cabinet established would work best for our staff.

1. The business office will move to the leased modular.
2. LaHO will move into the large back-office space formally known as the storeroom. This room provides space they need for their desks, files and all their supplies.
3. K-12 Principal and the new part-time Counselor will share the office next to LaHO.
4. Registrar will remain in the present office.
5. The new AD/VP will occupy the next office currently occupied by the Superintendent.
6. The annex off the science room will be a flexible office space.

7. The district instructional coach will be in the front office ½ time, and the K-12 principal will also be in that office part time when needed in the Elementary.

8. The Family Liaison will be in the old reception area next to the present receptionist. The district will be walling it in and adding a full door. The Family Liaison needs privacy to be able to speak to students and families in crisis.

9. The Speech & Language Pathologist (SLP) will be in the room off the fifth-grade classroom which has a private entrance on the northside of the building.

10. The Superintendent and Executive/Board Secretary will be in a room in the library that is under construction at this time. See attached drawings.

2x6 @ 16" oc

18' x 10' wall ~~with~~

36" RH swing door

insulated

Acoustic Board on 1 side

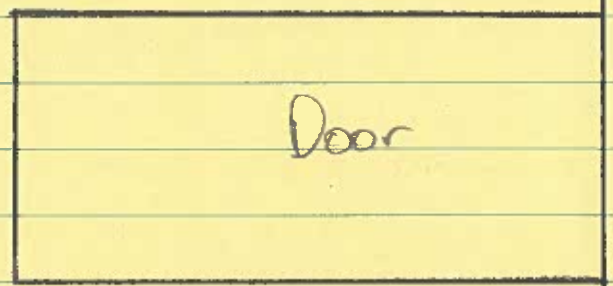
Sheet rock both sides

Elevation

Celling

5' 3"
2

10' Ext. wall



Door

18'

2x6 16" oc
12'x10' wall
36" LH Swing Door
insulated
Acoustic Board 1 side
sheet rock both sides

Elevation

5
3
2

Ceiling

10'

12'

14' 3"

Alsea School District 7J

Code: **FK**
Adopted: 5/12/93
Readopted: 7/12/10; 11/18/15
Orig. Code(s): FK

Facilities Renovation

The Board's priorities for funding renovation of facilities are as follows:

1. Protection of life and health; compliance with mandated requirements governing construction codes and fire safety requirements;
2. Direct support of the educational program;
3. Urgently required to comply with the priorities set forth in the district's comprehensive planning program for facilities and sites;
4. Other priorities as identified by the Board.

The superintendent will establish procedures for requesting, approving and scheduling facilities renovation.

Plans for new and remodeled buildings will be designed and offer accommodations to make them accessible to persons with disabilities. The Board will review construction plans to assure that new and remodeled buildings are made fully accessible.

END OF POLICY

Legal Reference(s):

ORS 195.110
ORS 197.295 - 197.314
ORS 332.107
ORS 332.155

OAR 437-001-0760
OAR 437-002-0020 to -0081
OAR 437-002-0180 to -0182
OAR 437-002-0360

OAR 437-002-0368
OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

FIVE STAR.
★★★★★

FIVE STAR.
★★★★★

FIVE STAR.
★★★★★

FIVE STAR.
★★★★★

Supt

Exec Sec
strateggy
Planning
Room

Library
Board Room

ATI
MTSS

Library
Entrance

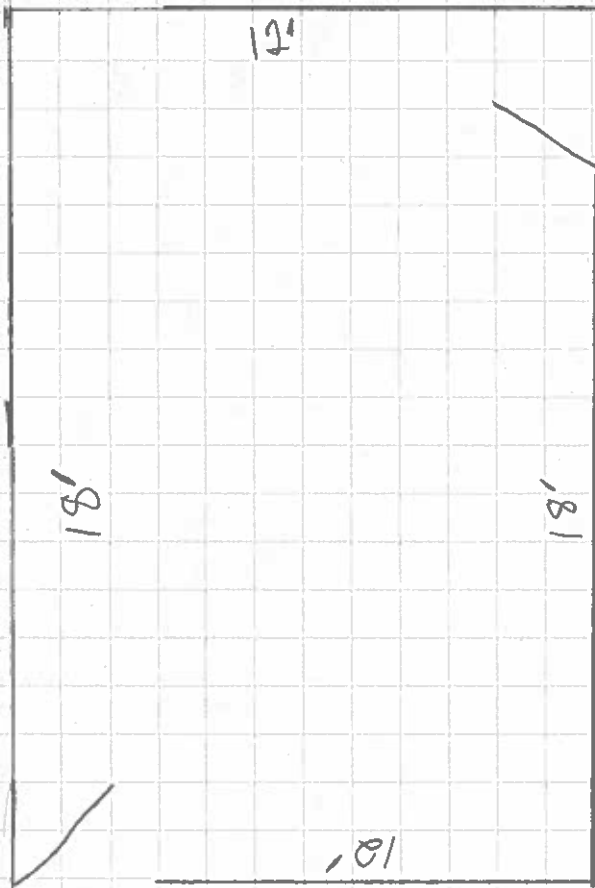
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Library Office





MEMORANDUM

July 6, 2022

TO: Alsea School District Board of Directors
FROM: LaRae Sullivan, LBL-ESD Assistant Business Manager
RE: June 30, 2022 Financial Statements

Board Members,

Attached you will find the 2021-22 financial statements through June 30, 2022. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2021 through June 30, 2022. The estimated General Fund Ending Fund Balance is \$1,106,430. Contingency and Unappropriated Ending Fund Balance make up \$1,093,755 of the Fund Balance total.

The latest economic forecast was released and the Oregon economy continues to boom. The 2022 personal income tax filing grew sharply. This surge in income tax collections was not unique to Oregon, as all states that depend on income taxes saw collections that were higher than projections. Along with large personal income tax collections, corporate and estate tax collections continue to see records as well. As a result, Oregon's General Fund resources have continued to expand in recent years despite large kicker credits being issued. As projected early in the biennium, the personal and corporate kicker are still projected to be in effect. While the personal kicker will be returned to taxpayers the corporate kicker will be retained for education spending. At this time there are still no additional funds being released to the State School fund for next fiscal year.



Enrollment:

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Budget	10	9	13	11	10	19	16	13	18	14	12	12	10	167
As of 09/01/21	16	21	24	23	22	19	20	19	21	17	22	22	21	267
As of 10/01/21	16	21	23	21	21	19	20	17	20	17	21	20	21	257
As of 11/01/21	16	21	23	21	21	19	21	17	20	16	22	20	20	257
As of 12/01/21	15	21	24	20	21	20	21	18	19	15	22	20	20	256
As of 01/01/22	15	21	24	20	21	19	21	18	19	16	23	20	19	256
As of 02/01/22	15	23	23	20	21	21	21	20	19	18	23	21	17	262
As of 03/01/22	15	21	24	20	20	23	21	20	20	18	21	20	18	261
As of 04/01/22	16	21	24	19	20	23	21	20	21	18	22	20	16	261
As of 05/01/22	16	22	24	24	20	22	22	20	21	18	20	18	16	263
As of 06/01/22	15	22	23	19	19	21	21	19	21	18	20	18	15	251

As of 06/01/22	Greenways	139
As of 06/01/22	LAHO	470
As of 06/01/22	Alsea Options Online	38
As of 06/01/22	Creswell Farm School	16

Total Enrollment for all schools equals 914 for the month of June 2022.

All of Alsea School District 7J investments are held in the Local Government Investment Pool. Investments total \$2,511,091.65 and are yielding an annualized interest rate of 0.93% through June 30, 2022.

Please let me know if you have any questions or concerns regarding these statements.

Alesea School District 7J
General Fund: Statement of Revenue Budget Vs. Actual
For the Fiscal Year 2021-2022
As of 06/30/2022

Source	Adopted 2021-22 Budget	Actual YTD Rev. 6/30/2022	Projected through 6/30/2022	Total Estimated 2021-2022	(Over)/Under Budget	Total Actual* 6/30/2021	Adopted 2020-21 Budget
SSF Funding							
1111 Current Year Property Taxes	\$ 425,000	457,085	1,854	\$ 458,939	\$ (33,939)	438,281	\$ 395,317
1112 Prior Year's Property Taxes	5,000	2,024	-	\$ 2,024	2,976	4,768	13,729
1190 Pentalties & Interest	1,500	894	-	\$ 894	606	1,333	5,954
2101 County School Funds	2,400	5,859	-	\$ 5,859	(3,459)	3,450	2,000
3101 State School Support Funds	7,548,592	10,732,474	-	\$ 10,732,474	(3,183,882)	7,669,343	3,875,790
3101 SSF- High Cost Disability Payment	-	4,518	-	\$ 4,518	(4,518)	(1,855)	2,884
3101 SSF- May Adjustment	-	-	-	\$ -	-	-	-
3103 Common School Fund	26,000	24,354	24,354	\$ 48,709	(22,709)	25,344	20,709
Total SSF Funding	8,008,492	11,227,209	26,208	11,253,417	(3,244,925)	8,140,664	4,316,383
Non State School Support Formula Sources							
Local Sources							
1412 Transportation Fees from Other Dist.	-	-	-	\$ -	-	-	-
1510 Interest on Investments/Taxes	20,000	23,623	-	\$ 23,623	(3,623)	20,401	12,000
1710 Admissions	100	-	-	\$ -	100	-	100
1920 Donations from Private Sources	1,000	800	-	\$ 800	200	-	1,000
1940 Services Provided to Other Ed.- General	50,000	-	-	\$ -	50,000	-	33,503
1940 Services Provided to Other Ed.- KVCS	66,000	28,775	-	\$ 28,775	37,225	27,192	-
1940 Services Provided to Other Ed.- Greenway	-	-	-	\$ -	-	-	257,760
1940 Services Provided to Other Ed.- WLA	120,000	22,984	-	\$ 22,984	97,016	18,610	-
1960 Recovery of Prior Year Exp.	-	-	-	\$ -	-	424	-
1980 Fees Charged to Grants	-	3,695	-	\$ 3,695	(3,695)	2,148	-
1990 Miscellaneous Local Revenue	15,000	19,406	-	\$ 19,406	(4,406)	33,437	9,000
1991 Misc. Erate	20,000	-	-	\$ -	20,000	-	20,000
2102 Education Service District Resources	40,000	-	25,640	\$ 25,640	14,360	11,538	18,000
2199 Other Intermediate Source	-	66	-	\$ 66	(66)	17	-
Total Non Formula Local Sources	332,100	99,349	25,640	124,989	207,111	113,766	351,363
State/Federal Sources							
3199 Other Grants-In-Aid	-	-	-	-	-	-	8,087
3203 Special Ed	-	8,125	-	8,125	(8,125)	11,921	-
Total State/Federal Sources	-	8,125	-	8,125	(8,125)	11,921	8,087
Other Sources							
5160 Lease Purchase	-	-	-	-	-	116,800	-
5300 Sale/Loss of Fixed Assets	5,000	-	-	-	5,000	5,927	-
5400 Beginning Fund Balance	2,100,000	1,696,388	-	1,696,388	403,612	2,300,055	1,100,000
Total Other Sources	2,105,000	1,696,388	-	1,696,388	408,612	2,422,782	1,100,000
Total Non SSF Revenue	2,437,100	1,803,861	25,640	1,829,501	607,599	2,548,469	1,459,450
Total Resources	\$ 10,445,592	13,031,070	\$ 51,848	\$ 13,082,918	\$ (2,637,326)	\$ 10,689,133	\$ 5,775,833
				Less Estimated Requirements	\$ (11,976,489)		
				Estimated Ending Fund Balance	\$ 1,106,430		
				Less Contingency & UEFB	\$ 1,093,755		
				Estimated Ending Fund Balance	\$ 12,675		

Alsea School District 7J
General Fund: Statement of Expenditures Budget Vs. Actual
For the Fiscal Year 2021-2022
As of 06/30/2022

Function	Adopted 2021-22 Budget	Actual YTD Exp. 6/30/2022	Projected through 6/30/2022	Total Estimated 2021-2022	(Over)/ Under Budget	% Committed	Total Actuals* 6/30/2021
Instruction							
1111 Elementary, K-6	2,026,282	1,826,868	15,979	1,842,847	183,435	90.95%	1,567,742
1112 Learn at Home (LAHO)	-	4,074	-	4,074	(4,074)	0.00%	-
1113 Elementary Extracurricular	-	9,502	-	9,502	(9,502)	0.00%	413
1121 Middle/Junior High Programs	715,357	707,122	8,254	715,376	(19)	100.00%	504,520
1122 Middle/Junior High School Extracurricular	40,051	16,673	444	17,116	22,935	42.74%	19,311
1131 High School Programs	427,238	554,842	3,280	558,122	(130,884)	130.63%	493,653
1132 High School Extracurricular	114,943	123,448	3,622	127,069	(12,126)	110.55%	104,952
1140 Pre-K	217	13,343	90	13,433	(13,216)	6190.17%	3,780
1210 Programs for the Talented and Gifted	109	12,430	-	12,430	(12,321)	11403.28%	-
1250 Programs for Students w/Severe Disabilities	859,845	1,243,506	26,586	1,270,092	(410,247)	147.71%	667,374
1280 District Alternative Programs	1,503	68,699	9,615	78,314	(76,811)	5210.52%	6,008
1288 Charter School Payments	859,200	1,460,172	125,000	1,585,172	(725,972)	184.49%	1,547,253
1291 ELL	-	54,412	74	54,486	(54,486)	0.00%	-
Total Instruction	5,044,745	6,095,092	192,943	6,288,034	(1,243,289)		4,915,006
Support Services							
2113 Family Support Liaison	106,925	54,194.35	-	54,194	52,731	50.68%	83,172.54
2114 Staff Accounting Services	-	278,937.71	-	278,938	(278,938)	0.00%	0.00
2120 Guidance Services	113,449	0	-	-	-	0.00%	0
2152 Speech Pathology Services	4,768	149,178	49,706	198,884	(194,116)	4171.21%	63,454
2160 Other Student Treatment Services	-	15,877	-	15,877	(15,877)	0.00%	-
2190 Service Direction, Student Support Services	128	88,792	-	88,792	-	69368.51%	25562.92
2222 Library/Media Center	39,106	-	-	-	39,106	0.00%	-
2240 Staff Development	1,063	34,426	-	34,426	(33,363)	3238.56%	3,785
2310 Board of Education	63,450	132,549	26,150	158,699	(95,249)	250.12%	174,641
2321 Office of the Superintendent Services	250,574	339,237	117	339,354	(88,780)	135.43%	113,014
2410 Office of the Principal Services	924,651	1,261,609	336	1,261,944	(337,293)	136.48%	1,024,032
2520 Fiscal Services	349,773	390,855	6	390,861	(41,088)	111.75%	314,708
2540 Operation & Maintenance of Plant	697,202	671,082	18,490	689,572	7,630	98.91%	475,851
2544 Maintenance	6,553	12,178	476	12,654	(6,101)	193.10%	8,782
2550 Student Transportation Services- Alsea	486,820	1,297,098	4,714	1,301,812	(814,992)	267.41%	652,312
2550 Student Transportation Services- KV	371,241	1,570	-	1,570	369,671	0.42%	185,342
2550 Student Transportation Services- WLA	319,550	-	-	-	-	0.00%	182,783
2558 Special Ed Transportation Services	11,267	15,299	-	15,299	(4,032)	135.79%	1,560
2572 Purchasing Services	17,109	-	-	-	17,109	0.00%	15,466
2660 Technology	110,464	419,208	3,593	422,801	(312,337)	382.75%	386,997
Total Support Services	3,874,093	5,162,089	103,588	5,265,677	(1,735,919)		3,711,462
Other Requirements							
5110 Bus	151,499	141,278	-	141,278	10,221	93.25%	141,278
5200 Transfers of Funds	281,500	281,500	-	281,500	-	100.00%	225,000
6000 Contingency	93,755	0	-	-	93,755	0.00%	0
Total Other Requirements	526,754	422,778	-	422,778	103,976		366,278
Total Requirements	\$ 9,445,592	\$ 11,679,958	\$ 296,531	\$ 11,976,489	\$ (2,875,232)		\$ 8,992,745

Alsea School District 7J
YTD Appropriations - General Fund
For the Fiscal Year 2021-2022
As of 06/30/2022

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
General Fund, 100						
1000 Instruction	\$ 5,044,745	\$ 1,500,000	\$ 6,095,092	\$ 192,943	\$ 6,288,035	\$ 256,710
2000 Support Services	\$ 3,874,093	\$ 1,500,000	\$ 5,162,089	\$ 103,588	\$ 5,265,677	\$ 108,416
5100 Debt Service	\$ 151,499		\$ 141,278	\$ -	\$ 141,278	\$ 10,221
5200 Transfers	\$ 281,500		\$ 281,500	\$ -	\$ 281,500	\$ -
6000 Contingency	\$ 93,755		\$ -	\$ -	\$ -	\$ 93,755
Sub Totals	\$ 9,445,592	\$ 3,000,000	\$ 11,679,958	\$ 296,531	\$ 11,976,489	\$ 469,103
Totals	\$ 9,445,592	\$ 3,000,000	\$ 11,679,958	\$ 296,531	\$ 11,976,489	\$ 469,103



**Eric Clendenin,
K-12 Principal**

301 S 3rd St

PO BOX B

Alsea, OR 97324

Office: 541 487-5643

Fax: 541 487-4089

Email: eric.clendenin@alsea.k12.or.us

www.alsea.k12.or.us

MEMO

*Ok to
board
Principal
7/7/22*

Date: July 6, 2022

To: Alsea School Board

From: Eric Clendenin

Re: K-12 Principal Report

Highlights/Kudos:

Coaching an All-Star basketball team! It was an excellent group of Athletics. Finally hiring a guidance Counselor.

Accomplishments to focus on:

- Hiring a 1st grade teacher
- Finalizing our Master Schedule
- Updating parts of our Student Handbook
- Collaborating with my peers to plan In-Service

Personnel Highlights:

The end of Basketball season with a basketball camp in Newport. The team learned a lot about basketball and team building but also had a wonderful time. Looking for a great basketball season this fall and winter. GO WOLVERINES!

Program Updates:

Getting new staff settled in and ready for a great 2022-2023 school year.

ALSEA SCHOOL DISTRICT BOARD REPORT

Tim France On-Line Principal

DATE: July 6, 2022

Highlights/Kudos:

We finished the year with two Kindergarten graduations and an 8th grade graduation. Our students really enjoyed the year.

Accomplishment:

Budget:

Assessments: LAHO is also going with MAPS assessments for next year and will make this a district wide assessment.

Personnel Highlights: Hired Heather Shunk as .5 Asst Principal and .25 DW TAG, .25 DW Special Programs.

We also made recommendations to hire Erin Wills for our 7-8 Math Science teacher to replace Art Gould.

Curriculum/Classroom:

Program Vision Updates:

Summer Enrichment is going well, we have 73 online students participating in the online options, and currently look to have 71 Brick and Mortar students participating in our field trips. So far we have had three wonderful trips and the feedback has been very positive.

ALSEA SCHOOL DISTRICT BOARD REPORT

Name: Cheryl Doe

Position: Special Education Director

BOARD MEETING DATE: 7/14/2022



Highlights/Kudos:

The special education teachers finished the year strong. They were able to complete all appropriate IEP paperwork and goal reporting in a timely manner. This was huge progress for the department. They were able to document special education student growth in the program. Families were happy with their student's progress towards IEP goals and the relationships that were built with their teachers.

Accomplishment:

Hiring of the speech and language pathologist

Successful special education Audit with no corrections.

Budget:

We are working to gain access to Infinite Vision Software for budget tracking for the 22-23 school year.

Assessments:

All ODE reports were due June 1 and we were able to successfully complete and submit these by the due date.

Personnel Highlights:

Crystal Frandsen had multiple year end reports to review, fine tune and submit in a timely manner. This meant working with many staff and multiple systems and she did a phenomenal job on this.

Curriculum/Classroom:

The special education team worked to select supplemental curriculum ideas for next year and review which were successful and which we would like to replace. Supplemental materials will be selected for classes in the new year.

Program Vision Updates:

Professional development for all staff, including instructional assistants

Full access to all special education and special program student files in shared google drives

Continued relationship building with ESD staff



**Keenan Elbers,
Maintenance Supervisor**

301 S 3rd St
PO BOX B

Alsea, OR 97324

Office: 541 487-5643

Fax: 541 487-4089

Email: Keenan.elbers@alsea.k12.or.us

www.alsea.k12.or.us

MEMO

*OK for
board packet
[Signature]
7/6/22*

Date: July 6, 2022

To: Alsea School Board

From: Keenan Elbers

Re: Maintenance Report

Highlights/Kudos:

Janitors are doing an excellent job and are moving ahead of schedule.

Accomplishments:

Getting the grounds prepared for bond project. Remodeling and building new offices for staff. Disposing of last years surplus items. (old non-working appliances from kitchen and other large trash items).

Budget:

Purchased board approved door locks.

Assessments:

Building new office space in the library for Superintendent and Executive Secretary/Board Secretary. Remodeling the reception office space so it will have a full door. Leveling the business office after it has settled.

Personnel Highlights:

Received FCC license for our new intercom and bell system.

Program Vision Updates:

Remodel High School reception office. Build a 12'x18' office in library. Remodel the Elementary School reception area to have a more private space.



ALSEA SCHOOL DISTRICT BOARD REPORT

Name: Bart Rothenberger, Position: VP/AD

BOARD MEETING DATE: 7/14/2022

Highlights/Kudos:

Both the Men's and Woman's programs have finished their "Summer League" and will continue to do weight training/conditioning through July.

Accomplishment:

Budget:

Assessments:

Working on getting a procedure in place for coaching evaluations moving forward.

Personnel Highlights:

Still looking for MS Fall coaches, have a few conversations going with individuals.

Curriculum/Classroom:

Getting an Athletic handbook together and will be looking at discussing recommendations with Sean and the Admin team

Program Vision Updates:

Looking into getting the Coops back in place with PHS, will be talking with Sean when I find out more information



District Administration Office
Mr. Sean Gallagher – Acting Superintendent

301 S 3rd St

Alsea, OR 97324

Office: 541 487-4305

Fax: 541 487-4089

Cell: 541 417-0326

Email: sean.gallagher@alsea.k12.or.us

www.alsea.k12.or.us

MEMO

Date: 6/13/2022

To: Board of Directors

From: Sean Gallagher – Superintendent

Re: District Priorities for 2022-23

Board Development

- Board **Policy Development**
 - OSBA Policy Revision
- **Efficient and Effective** Board Meetings
 - OSBA Professional Development & Training
 - Regional
 - State Conferences
 - OSBA Board Chair Development & Training Network
- Guide, evaluate, and supervise the Superintendent
 - Restore **Supt Evaluation Process**

Superintendent

- School Improvement
 - Create a district Continuous Improvement Plan (**CIP**)
 - Aligning for Student Success (AFSS) – ODE
 - OSBA sponsored **charter review**
- Increase **communications** to Board of Directors, Staff, & Community
 - Board Weekly Notes
 - Regular attendance at staff meetings
 - Fireside Chats
 - Public Information Officer generated press releases
 - Implementation of BoardBooks

- Personnel
 - Restructure ASD **Hierarchical Chart**
 - **HR Reset** Project (COSA)
 - Salary schedule rebalancing & comparison analysis
 - Job Descriptions
 - Contracts
 - Leaves and accountabilities
 - Restore **clear expectations** for all HR related issues
 - Reauthor job descriptions
 - Hires:
 - Necessary positions with **natural attrition** of non-necessary positions
 - Restore **Staff Evaluations** Process in accordance with state law
 - Author **Faculty Handbook** – Nicole & Annastazia
 - Leaves
 - Processes
 - Expectations
 - Position classifications
 - Hiring process
 - **Teacher Mentoring** Program with LBL ESD
 - Training for substitutes and instructional aides – Annastazia & Nicole
 - **Negotiations** with Certified Union
- Budget
 - Restore a 10-15% **cash carryover**
 - Target = \$1.8-2.0M
 - Current Cash Carryover = \$1.3M
 - Restore **checks and balances**
 - Restore a **sustainable budget**
- Programs
 - Refocus district on priority programs that meet Division 22 Standards
 - AHS Accreditation Project
 - **Oregon Records Management System (ORMS) Implementation**
 - **Conversion from SIS to Synergy**
- Curriculum
 - Lead district in restoring curriculum cycles and curriculum that meets state standards and are effective tools for classroom instruction
 - **ELA Textbook Adoption K-12**
 - **Math Textbook Adoption 7-12**
- State/Federal Reports
 - **Restore** a system of gathering and reporting accurate data
 - **Reassign** appropriate personnel to be in charge of certain state reports that align with job descriptions
 - **Aligning for Student Success project**
- Charter
 - **Revisit current charter**, ensure that language in the charter clearly states expectations (OSBA)

- Facilities
 - Bond Project
 - Restore order and checks & balances in the process for the district and community
 - Ensure that the community garners the best value for their tax money
 - Seismic Application
- Superintendent Services
 - Assist the district in securing a new Superintendent that is a good match after my tenure
- Other

ALSEA SCHOOL DISTRICT: MONTHLY BOND REPORT – JULY 2022

DATE OF ISSUE: July 14TH, 2022

GENERAL PROGRAM UPDATE & PROJECT ADMINISTRATION:

Straightline will be addressing design and process related efforts. CB Construction will be addressing construction related activities.

COMPREHENSIVE CONDITIONAL USE: Done and approved, the official letter was sent to the school district. A condition of approval was to complete work from the Pre-School project which includes painting a crosswalk from the new pre-school to the adjacent corner and modifying an existing sidewalk for ADA compliance. The required work has been designed and submitted for approval with the county.

BUILDING PERMITS:

All submitted plans are reviewed and ready for issuance once the crosswalk and sidewalk modifications are done.

HVAC UPGRADE:

The Mechanical engineer needs to field verify the existing gym unit configuration and ductwork over the stage. Using the existing ductwork will save bond funds. He is planning on making a site visit next week. The plans will be wrapped up immediately thereafter and will be ready for bidding.

DESIGN ACTIVITIES SCHEDULED DURING THE NEXT MONTH:

- Obtain County Engineering approval of crosswalk
- Complete HVAC upgrade drawings

HIGHLIGHTS, CHALLENGES, SOLUTIONS

- CPI indicated that the updated transformer delivery date is November 17th in lieu of the end of December.

EXPENDITURES:

CONSTRUCTION COSTS (To Date)

1b.4	Student Toilet Room Remodel	\$ 237,557
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SOFT COSTS (To Date)

	Permits, Fees, Utilities, Engineering	\$ 163,733
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TOTAL TABULATIONS

Total Bond Fund Expenditures to Date:	\$ 401,290
Estimated Bond Funding:	\$ 4,389,477
Remaining Bond Funds	\$ 3,988,187

ALSEA SCHOOL DISTRICT: MONTHLY BOND REPORT – JULY 2022

DATE OF ISSUE: July 14TH, 2022

GENERAL PROGRAM UPDATE & PROJECT ADMINISTRATION:

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LaRae Sullivan, Business Manager – LBL ESD

301 S 3rd St
PO BOX B
Alsea, OR 97324
Office: 541 487-5643
Fax: 541 487-4089
Cell: 907-227-6803

Email: larae.sullivan@blesd.k12.or.us

MEMO

Date: 07/12/2022

To: Sean Gallagher

From: LaRae Sullivan

Re: Change in Proposed Classified 2022-2023 Salary Schedule

The Proposed Classified Salary Schedule FY22-23 has been changed. The changes are as follows:

Tier I Aide –	Step I: increased to \$13.50, from \$13.32
Custodian –	Step I: increased to \$13.50, from \$13.32
Students –	Step I: increased to \$13.50, from \$12.75

The reason for this change: As of July 1st 2022, Benton County is under the base minimum wage rate of \$13.50.

LaRae Sullivan
7/12/22

2022-2023 PROPOSED Classified Salary Schedule

Position/ years	1	2	3	4	5	6	7	8	9	10+
Regular Bus Route/ Athletics/Field Trips	\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.67	\$ 29.81	\$ 31.00	\$ 31.93	\$ 32.89	\$ 33.55	\$ 34.22
Type 10 Driver	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00
Substitute Route/ Field Trip Bus Driver	\$ 26.25	\$ 26.25	\$ 26.25	\$ 26.25	\$ 26.25	\$ 26.25	\$ 26.25	\$ 26.25	\$ 26.25	\$ 26.25
Bus monitor	\$ 15.83	\$ 15.83	\$ 15.83	\$ 15.83	\$ 15.83	\$ 15.83	\$ 15.83	\$ 15.83	\$ 15.83	\$ 15.83
Bus Driver Trainer	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Position/ years	1	2	3	4	5	6	7	8	9	10+
Tier 1 Aide	\$ 13.50	\$ 13.71	\$ 14.40	\$ 14.97	\$ 15.57	\$ 16.20	\$ 16.68	\$ 17.18	\$ 17.52	\$ 17.88
Tier 2 Aide	\$ 13.75	\$ 14.43	\$ 15.16	\$ 15.91	\$ 16.55	\$ 17.21	\$ 17.73	\$ 18.26	\$ 18.62	\$ 19.00
Custodian	\$ 13.50	\$ 13.71	\$ 14.40	\$ 14.97	\$ 15.57	\$ 16.20	\$ 16.68	\$ 17.18	\$ 17.52	\$ 17.88
Substitute Aide	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71
Substitute Custodian	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71	\$ 13.71
Students	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50	\$ 13.50

Tier 1: Assisting classroom instruction, playground supervision, or lunch duty.

Tier 2: Delegated responsibility to manage and oversee programs, instructional setting, or account(s). (ex. Library, computer lab, online courses, office, food service coordinator)

To qualify for insurance, employees must be scheduled to work a minimum of 20 hours per week.

Qualifying classified employees earn a \$1250 monthly insurance stipend - Approved 9/17/2020

7. Patron Comments:

Visitors wishing to address the board, please fill out a blue card, give it to the board secretary. You will be allowed 3 minutes to speak in person. All comments must be made in person.

No Comments.

8. Consent Agenda

1. Approve Minutes, June 9, 2022, May 17, 2022 Special Board Mtg.

2. Approve Bills, June, July, 2022

Motion to accept the minutes for May 17, 2022, June 9, and to pay the bills for June and July as presented; Seconded: All in Favor, Passed Unanimously. This motion, made by Deb Lindberg and seconded by Robert Webb, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0

9. Action Items:

- a. Paradigm Learning Systems Contract Renewal
- b. Kings Valley Transportation Contract Approval
- c. Summer Academic Grant K-6 Approval
- d. Library MOU Approval
- e. Adjoining Land possible Purchase/Lease Consideration
- f. Presence Learning Contract Approval
- g. Psychologist Contract Approval
- h. Seismic Grant RFP Approval
- i. First Reading of Policies (Personnel Policy Revisions)
 - i. GAA Personnel Definitions
 - ii. GAB Job Description
 - iii. GB General Personnel Policies
 - iv. GD Classified Staff/Classified Positions
 - v. GCN/GDN Evaluation of Staff

Move to approve the Paradigm Learning Systems Contract Renewal: seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Linda Montanez, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to approve the King Valley Transportation Contract; Seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to approve the Summer Academic Grant K-6; Seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Linda Montanez, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to approve the MOU with Corvallis - Benton County Library; Seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Robert Webb, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to possibly Purchase/Lease) Adjoining Land; Seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Robert Webb, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to approve the contract for Presence Learning; Seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to approve the contract for a Psychologist; Seconded, All in Favor, Passed. This motion, made by Linda Montanez and seconded by Deb Lindberg, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to approve the permission for the Superintendent to request an RFP for some to do Seismic Grant application;; Seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Robert Webb, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Move to approve the First Reading of Policies (Personnel Policy Revisions) GAA, GAB, GB, GD, GCN/GDN); Seconded, All in Favor, Passed. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0

a. Paradigm Learning Systems Contract Renewal is our contract for curriculum for our LaHO students. We had to make some adjustments after we ran the contract by our attorneys. The contract has the green light and we are ready to sign.

b. Kings Valley Transportation Contract Approval, Sean Gallagher stated that this has taken sometime to get adjusted to be satisfactory for both Alsea and Kings Valley. After much discussion and give and take, it is ready for board approval.

c. Summer Academic Grant K-8th grade, Sean Gallagher explained that this is the grant for our summer school. He reported that things are going great so far with the field trips which are divided up into small groups with what would be of interest to each age group.

d. Library MOU approval, Mr Gallagher explained how we would partner with the Benton County Library to enhance our library. The Library will deliver books boxes to each class room on a weekly basis. There will also be fun activities that our students can participate in as well. Our school library is not going away. This is just a way to enhance what we have here in our own library. Linda Montenez had some concerns about working with Benton County due to past experiences. They were discussed and the board asked that they get a report from both the county and elementary teacher in November to see how things are going for both parties.

e. Adjoining Land possible purchase/lease considerations. Sean Gallagher said he had gotten an inquiry from Mimi Stout about whether the school was still interested in her land. The board asked that he have a conversation and see what it was that she was wanting.

f. Presence Learning Contract Approval. Sean Gallagher explained this is a contract for services for LaHO for support in testing and helping with needs of our SPED students.

- g. Psychologist Contract approval. Sean Gallagher explained this is for LaHO and needed to serve those students who aren't in the building.
- h. Seismic Grant RFP approval. Sean Gallagher asked the board to approve issuing a new RFP to find a different source to use for developing a new Seismic grant submission. We have used Derek Howard the last two times and it has not been awarded to us. He feels that a person with a new perspective will get us the grant.
The discussion as to the following policy readings and how we will conduct policy reviews in the future. Sean Gallagher stated that we need to review and approve these Personnel Policies before we finish with the HR reset. This will make us compliant with our position descriptions, employee contracts and policies.
- i. First Reading of Policies
 - i. GAA Personnel Definitions
 - ii. GAB Job Description
 - iii. GB General Personnel Policies
 - iv. GD Classified Staff/Classified Positions
 - v. GCN/GDN Evaluation of Staff

10. Board Business:

- a. School Board Training Retreat, July 19th and 20th 5:00pm to 9:00pm
- b. Board Chair Cafe July 13th 12:00 pm
- c. OSBA Legislative Roadshow

The Board will have a training retreat on July 19th and 20th from 5:00pm until 9:00pm each day. Topics will be how to hold a board meeting, ethics, public comments. How to perform Superintendent evaluations, and more. The board is looking forward to this training.

Passed out information on the OSBA Legislative Roadshow, this is the board's chance to let the legislators know how you feel and what you need them to do for our community..

11. Personnel Consent Agenda:

- 1. New Hire - Sarah Harris - 6th Grade Teacher, Alsea Brick and Mortar
- 2. New Hire - Erin Wells - 7th/8th Grade Math and Science, LaHO.
- 3. New Hire - Haylie Rose - 0.5 FTE, K-12 Counselor
- 4. Resignation - Rhonda Kay - Online Teacher, LaHO

Move to approve the hiring of Sarah Harris - 6th Grade Teacher, Erin Wells - 7th/8th Grade Math and Science, Teacher LaHO, Haylie Rose - 0.5 FTE, K-12 Counselor; Seconded, All in Favor, Passed. This motion, made by Ryan VanLeuven and seconded by Linda Montanez, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0

We would like to hire the following staff: Sarah Harris as our 6th grade teacher, brick and mortar. Erin Wells, 7th and 8th grade Math and Science teacher for LaHO. Haylie Rose as our 0.5 K-12 Guidance Counselor. We have one resignation, Rhonda Kay, an online teacher who is returning to a Brick and Mortar School in her area.

- #### 12. Key Dates and Calendar Updates:
- August 16-18, 8:00am - Teacher Inservice
 - August 16, 7:30 am - Kick-off Breakfast (Board is Invited)
 - August 19, 8:00 am - Teachers Workday
 - August 22, 8:00 am - First Day for Students
 - September 5, - Labor Day No School

- #### 13. Next Meeting Date: July 19th and 20th - Board Workshop
- Next Regular Board Meeting August 11, 2022

Adjournment:

14. Executive Session:

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

Risteen Follett, Board Chair
Superintendent Date

Date

Sean Gallagher,