Alsea School Board Meeting

Thursday, July 14, 2022 6:30 PM
Alsea School Library, 301 South 3rd Street, Alsea, OR 97324

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

THE POLICY PROCESS
FROM THE LEGISLATURE TO SCHOOLS

NEED FOR AN UPDATE ARISES

- State law change (legislature, state board of education)
- Court cases
- Federal law (Congress or federal regulations)
- Change in practice needed
- Recommendation from PACE, ODE, etc.

OSBA REVIEWS AND UPDATES

- Team discusses potential changes
- Specialist writes
- Legal review
- Final review by director

POLICY UPDATE RELEASED

- Email sent to all subscribers with instructions and access link https://osba.enviseams.com/
- Check with OSBA for subscription status

DISTRICT REVIEWS

- Generally superintendent and/or policy committee
- Board secretary may update with changes for board review
- The Educational Equity Advisory Committee* is tasked with "advising the school district board about the educational equity impacts of policy decisions"

ENGAGE STAKEHOLDERS

- This looks different everywhere; do what works in the district
- Notify employees and/or unions as necessary

POLICIES TO THE BOARD

- Discussion, if necessary
- Amendments, if necessary
- Legal Review, if necessary
- Adoption, see board policy BFC – Adoption and Revision of Policies. Many districts complete first and second read (no requirement to read policies aloud in the meeting) and use a consent agenda

UPDATE OFFICIAL COPIES

- Online
- District office
- If subscriber to ongoing maintenance services from OSBA, submit adopted versions to OSBA

COMMUNICATE CHANGES

- Some policies have to be shared with staff, students and/or parents and posted
- Determine which other stakeholders changes should be communicated to

IMPLEMENTATION

- Trainings
- Update procedures, handbooks and other documents

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



The order of these steps vary widely among boards, but these are the general steps that are included.

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

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503-588-2800

OREGON SCHOOL BOARDS ASSOCIATION

Nothing in this handout is intended as legal advice. If legal advice is needed, please contact an attorney.

2. **Call to Order**
3. **Flag Salute**
4. **Approval of the Agenda**
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**

Alsea School District 7J
Alsea, Oregon

Resolution: # 2023-01

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

ok for board packet
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.

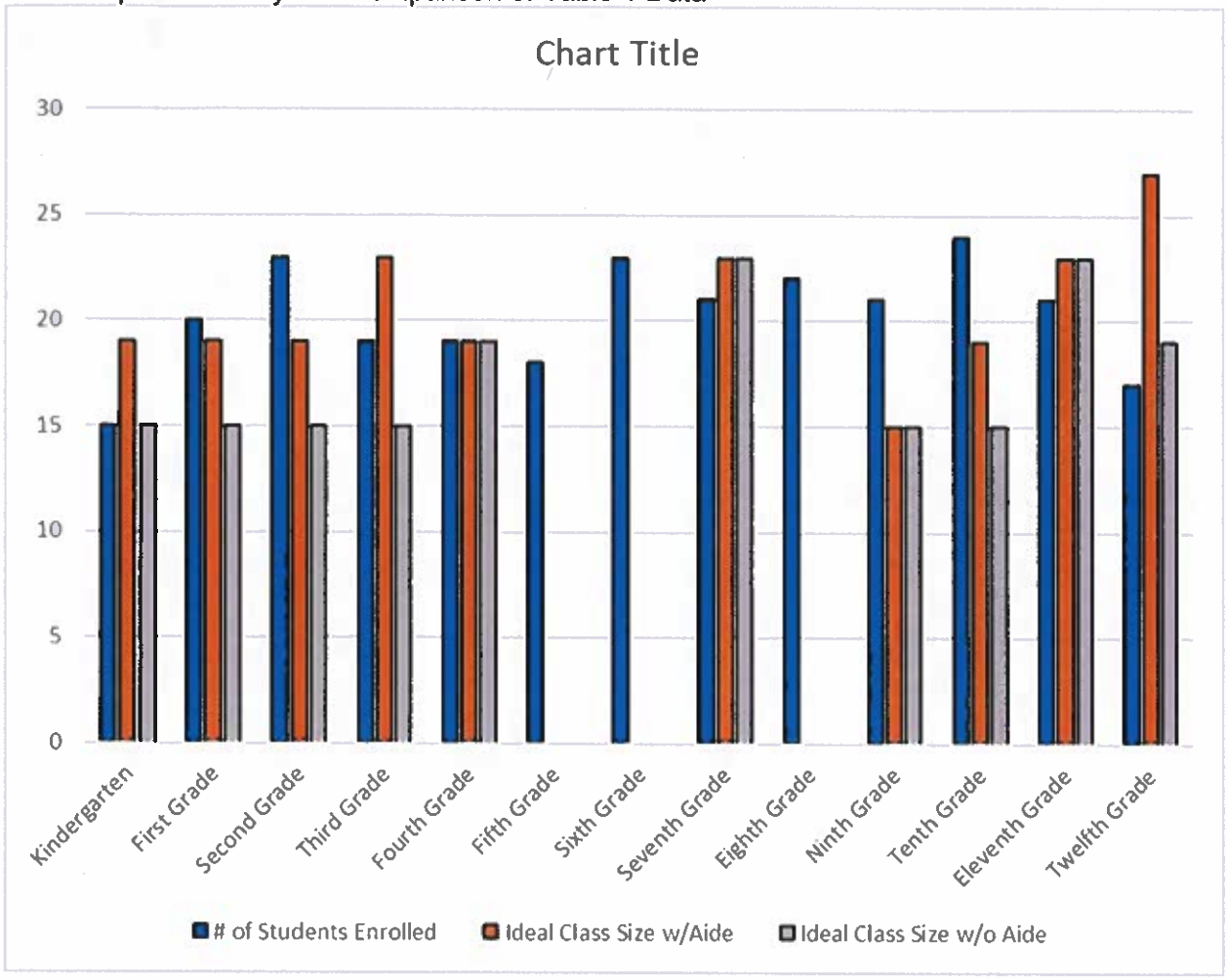
Please see the attached graphs and pie charts for the visual representation of the teachers' responses.

*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

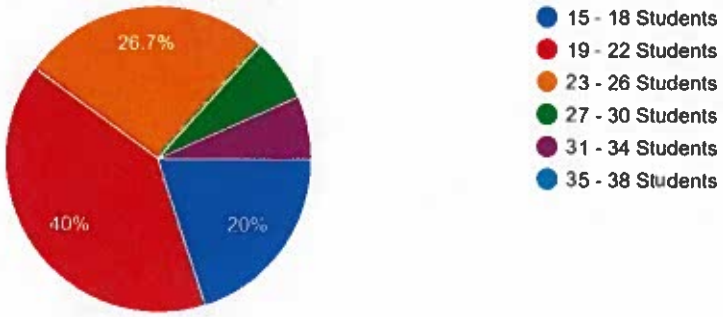
-Please note that there are some teachers that did not respond to the survey-

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



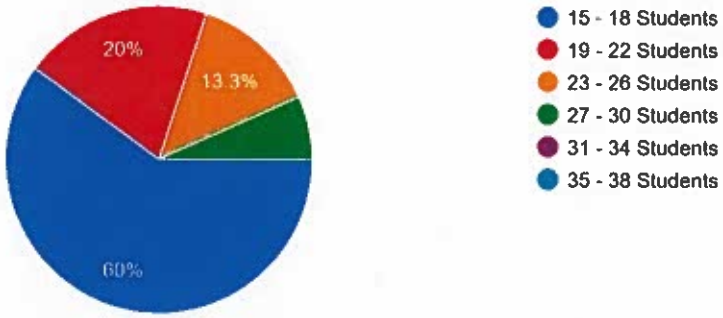
*Pie Graph 1: With an Aide in the classroom, teachers ideal class size.

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

MEMO

Date: July 6, 2022

To: Alsea School Board

From: Sean Gallagher

7/6/22

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

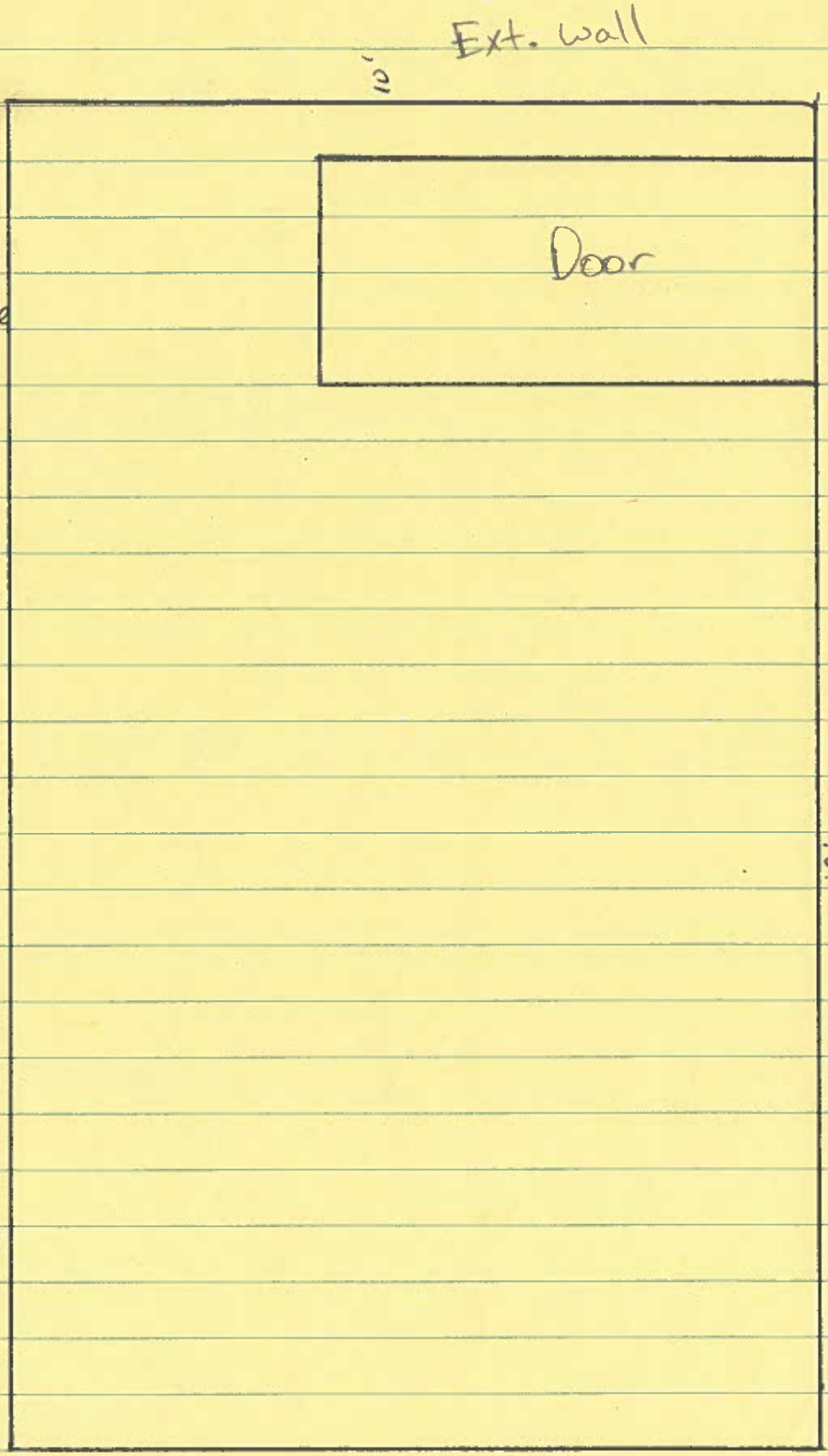
18' x 10' wall

36" RH swing Door

insulated

Acoustic Board on 1 side

Sheetrock both sides

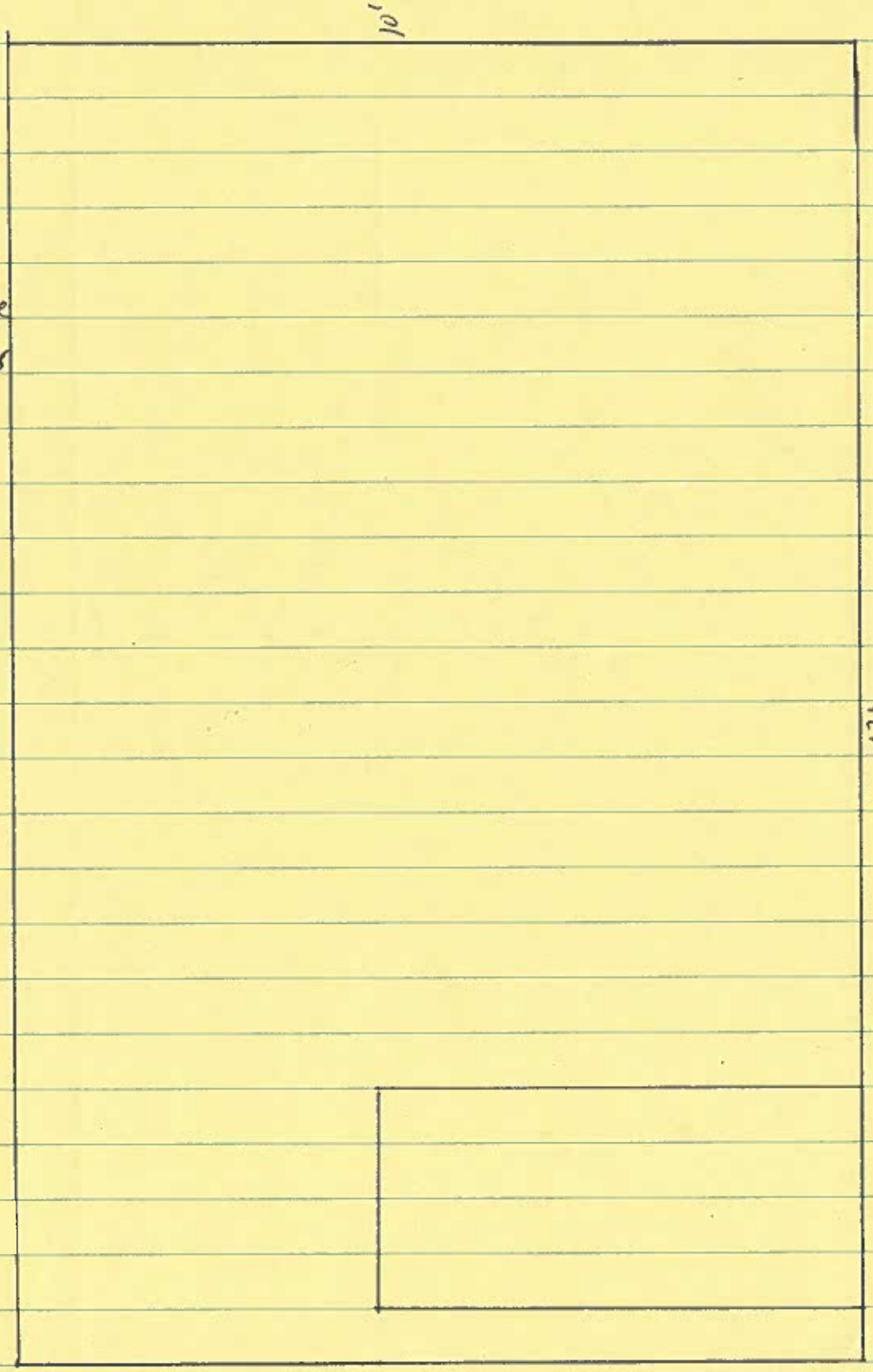


Elevation

Ceiling

2 1/2 + 3

2x6 16" oc
12'x10' wall
36" LH swing Door
insolated
Acoustic Board 1 side
sheet rock Both sides



Ceiling

5 3/4 2

Elevation

#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.

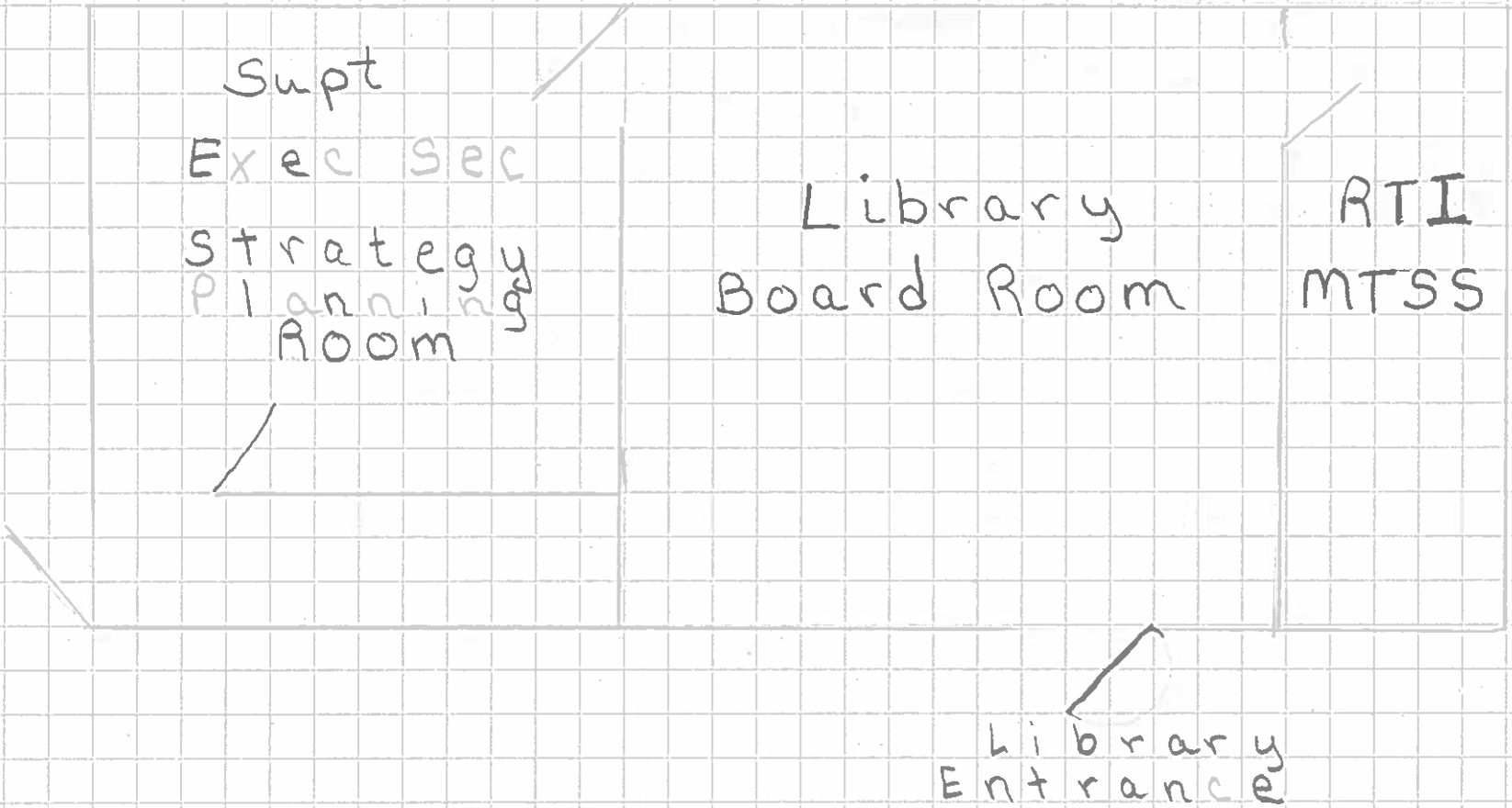
Plans for new and remodeled buildings will be designed and offer accommodations to make them accessible to persons with disabilities. The Board will review construction plans to assure that new and remodeled buildings are made fully accessible.

END OF POLICY

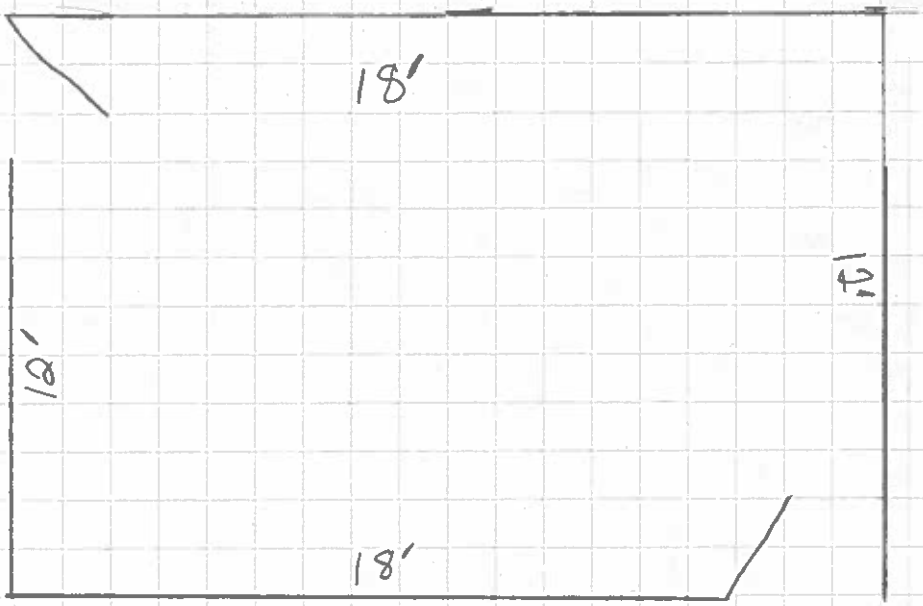
Legal Reference(s):

ORS 195.110	OAR 437-001-0760	OAR 437-002-0368
ORS 197.295 - 197.314	OAR 437-002-0020 to -0081	OAR 437-002-0377
ORS 332.107	OAR 437-002-0180 to -0182	OAR 437-002-0390
ORS 332.155	OAR 437-002-0360	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.


Supt
Exec Sec
Strategy
Planning
Room
Library
Board Room
RTI
MTSS
Library
Entrance

Library Office



Linn Benton Lincoln Education Service District • 905 4th Avenue SE • Albany, Oregon 97321 • Phone: 541-812-2600 • Fax: 541-926-6047 • www.lblesd.k12.or.us

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.

Tonja Everest, Superintendent
Frank Bricker, Board Member
Miriam Cummins, Board Member
David Dunsdon, Board Member
Roger Irvin, Board Member
Jean Wooten, Board Member

Linn Benton Lincoln Education Service District • 905 4th Avenue SE • Albany, Oregon 97321 • Phone: 541-812-2600 • Fax: 541-926-6047 • www.lblesd.k12.or.us

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.

Tonja Everest Superintendent
Frank Bricker Board Member
Miriam Cummins Board Member
David Dunsdon Board Member
Roger Irvin Board Member
Amy Vetor Board Member
Jean Wooten Board Member
Penny York Board Member

Alsea 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			

7/6/2022

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 Contigency	$ 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
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MEMO

Ok for board packet
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

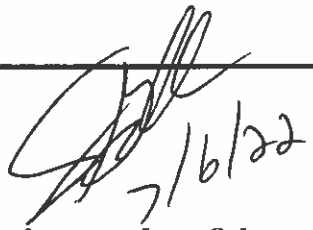
Personnel Highlights:
The end of Basketball season with a basketball camp in Newport. The team learned a lot about basketball and team building but also had a wonderful time. Looking for a great basketball season this fall and winter. GO WOLVERINES!

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

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MEMO

Ok for board packet
7/7/22

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

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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

SOFT COSTS (To Date)

Permits, Fees, Utilities, Engineering	$ 163,733

TOTAL TABULATIONS

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

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LaRae Sullivan, Business Manager – LBL ESD
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for board approval

7/12/22

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 1: increased to $13.50, from $13.32
Custodian – Step 1: increased to $13.50, from $13.32
Students – Step 1: 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.

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

Updated 07/12/2022

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.

8. **Consent Agenda**
   1. **Approve Minutes, June 9, 2022, May 17, 2022 Special Board Mtg.**
   2. **Approve Bills, June, July, 2022**

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**

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**

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**

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))