

**Regular Board Meeting
September 23, 2019
Upper West Shore School District #33**

CALL TO ORDER

Board Chair Jessi Wood called the Board Meeting to order at 5:30 PM. In attendance, were Board Chair Jessi Wood, Trustee Ben Adams, Trustee Ron Tjaden, Lake Co. Superintendent Carolyn Hall, Principal Dr. Darlene Hartman, and Board Clerk/ Business Manager Deb Anderson, other attendees available upon request.

TRUSTEE & COMMUNITY COMMENT ON NON-AGENDA ITEMS: N/A

OLD BUSINESS:

1. Approve August 19, 2019 Regular Board Meeting Minutes:

- a. Trustee Tjaden made the motion to approve the minutes of the August 19, 2019 Regular Board meeting minutes, Trustee Adams seconded the motion passed uncontested.

2. Approve Warrants and PO's:

- a. Trustee Tjaden was concerned about the high cost of the water testing. Superintendent Hall explained that it is required each month because of EPA regulations pertaining to schools. She indicated it is a very complicated system and qualified water operators are needed. Trustee Tjaden then inquired about urinal repairs and furnace repairs. After further discussion Trustee Tjaden made the motion to approve the Warrants and PO's and Trustee Adams seconded the motion passed uncontested.

IEC REPORT: Principal Hartman reported no meeting was held.

PTO REPORT:

1. Amanda Adams reported on the \$5000.00 Dayton Elementary After School Program Award from the Headwaters.
2. She also reported that the Washington Foundation would award another \$5000.00 if a \$2500.00 match was met by the PTO. The PTO will ask the Lakeside Community Club for a donation as well as fundraise via cookie sales. She indicated that once the PTO raises the \$2500.00, then the remaining \$2500.00 will be allocated from Washington Foundation.
3. Amanda also reported that Fall Frenzy is scheduled for Wednesday November 6th, 2019 from 5:00 PM to 7:00 PM. Board Chair Wood said she would bring beans and rice.
4. Amanda also explained the new PTO Hierarchy:
 - a. President: Karyn Thornton
 - b. Vice-President / Treasurer: Amanda Adams
 - c. Secretary: Carrie Ramsay
5. Carrier Ramsay reported that the PTO will provide one Hot Lunch meal per month, and will expand if help and funding becomes available. It will be held the first Thursday every month.

PRINCIPAL REPORT - Dr. Darlene Hartman reported on the following:

- 1. Enrollment:** 73 Students
- 2. Parent Communication:** School Dojo, personal calls
- 3. Teacher Communication:** Text messages, email, individual and small group meetings, team- building activities.
- 4. MAP Testing:** Begins September 25th with ELA, continues through October 17th.
- 5. Infinite Campus:** Principal Hartman reported that sample report cards are being reviewed by teachers, she explained further that all grades can be entered into the computer, no more totaling by hand.
 - a. Trustee Tjaden asked if the process was to have each Teacher input the grades for their subject. Principal Hartman indicated that would be the case, for example Ms. Norman would input all grades for English, as the Teacher of Record, but all teachers of Writing collaborate, and all teachers input at least 1 grade per week for their subject area.
 - b. Trustee Tjaden also inquired if these report cards will be opened up for parent access. Principal Hartman explained the report cards are not open to parents yet, she wants to go over rubrics to verify it's solid before opening up to parents.
 - c. Trustee Adams inquired about movement between classes.
 - i. Principal Hartman explained that some students like the change and some do not; Trustee Adams explained a student told him his feet were tired. Principal Hartman also explained that some teachers feel it gives the students a reset; But some teachers have scheduling concerns: Principal Hartman explained some ways to address these concerns were to adjust Para hours and music schedules, to create less confusion for students.
 - ii. Trustee Tjaden asked if Teachers like the new schedule, and Principal Hartman replied "Some do like the schedule and some do not". She further explained that some teachers would prefer to have their own classroom, and feel it has more consistency, but research says that there is in fact more consistency in the current structure. She also made note that the students are settling into the new schedule and support is provided by Paras.
 - iii. Trustee Tjaden wanted to stress that it's important that teachers are on board, Principal Hartman responded that they actually voted for this structure.
 - d. Principal Hartman also wanted to update the board on Map testing, and that it would start in Ms. Norman's room through 10/08/19, but the testing won't be on days that Mission Valley Live is scheduled or the Bison Capture. They are allowing for extended time for testing.
 - i. Trustee Adams inquired about computers needed for testing, and their conditions. Superintendent Hall reported she was able to get 12 additional laptops from OPI which is allocated for the library.
- 6. Common Curriculum:**
 - a. Principal Hartman reported that Common Curriculum is in place for Teachers to begin using for lesson planning.
- 7. Sheri Abernathy** reported her concerns about the need for two fulltime Paras. Principal Hartman explained in the interim Jen and Brittany are helping with the overlap.

CLERK – Deb Anderson reported on the following:

1. Lease Agreement for Rollins School:

- a. Board Clerk Deb Anderson reported that she made the edits to the Lease agreement between Upper West Shore School District and Women of Rollins.
 - i. Trustee Tjaden and Board Chair Wood would like some adjustments to the agreement before approving the Lease for Women of Rollins. I assured them I will make those changes and bring back to the Board for approval at the October meeting.

2. Student Attendance Agreement:

- a. Board Clerk asked the Board to approve a Student Attendance agreement of current student.
- b. Trustee Adams made the motion to approve the Student Attendance agreement and Trustee Tjaden seconded, the motion passed uncontested.

COUNTY SUPERINTENDENT- Superintendent Carolyn Hall

1. Contracted Services:

- a. Cleaning service contract: Superintendent Hall reviewed the cost savings between employing a fulltime custodian vs. a Part time cleaning service. She indicated it has been very difficult to find a full time custodian and that the candidate pool has been very slim. The cost savings would allow for possibly adding snow removal to the current contract as well.
- b. Trustee Tjaden made the Motion to Contract with the Cleaning service and Trustee Adams seconded the motion passed uncontested.
- c. Trustee Tjaden mentioned we may need to contract out snow blowing
- d. Trustee Adams asked that Bids for Snow removal be added to the October 21st Board Agenda.
- e. Superintendent Hall also asked that other services be bid out would include: Tile floors, carpets etc. When we reach those seasons we will Post bids.

2. Personnel Report:

- a. Para coverage:
 - i. C Coxen – Full time Para- professional
 - ii. J Nelson – Part time Para- 4.75 hours
 - iii. B Hortin- Admin Assistant – but helps cover currently
- b. Budget was set for 2 Full- time additional para- professionals at \$10.00/ hr.
 - i. J Nelson has been a continued employee and doesn't want a reduction in pay, and C. Coxen is a certified teacher.

- c. Trustee Tjaden made the motion to increase the wages of the following employees from Budgeted rate to as follows:
 - i. B. Hortin increase to \$12.00 / hour
 - ii. C. Coxen increase to \$11.00 / hour
 - iii. J. Nelson- increase para rate to \$12.25 / hour
 - iv. Trustee Adams seconded and motion passed uncontested
- d. Board Chair Jessi Wood made the motion to re-evaluate C.Coxen rate of pay after 90 days probationary period has past. Trustee Adams seconded and motion passed uncontested.
- e. Superintendent Hall asked about possibly increasing their schedule from 8 hours a day to 10 hours a day to encompass a Full time schedule 32 hours to 40 hours. Also, possibly adding a 12:00 – 5:30 pm para to include ASP. Board Chair Wood asked if only one person would stay after 4:10 release?
- f. Trustee Tjaden asked if C. Coxen could adjust her schedule to 9:30 AM to 5:30 PM. Principal Hartman was concerned that would not work, because she is needed first thing in the morning. Sheri Abernathy likes ASP until 4:10. Board Chair Jessi Wood really misses the 5:30 pick up time. Trustee Adams asked if this was another position.
- g. Trustee Tjaden made a motion to post for a Para position from 12:30 pm to 5:30 pm, no second, motion failed.
- h. Superintendent Hall asked for Clarification regarding extending C. Coxen day till 5:30 PM or Hire a para for 5 hours.
- i. Deb Anderson asked for a Motion to Hire the Personnel report. Trustee Adams made the motion and Trustee Tjaden seconded, the motion passed uncontested.

TRUSTEES

1. Negotiations Update: Trustee Tjaden

- a. Trustee Tjaden reported that there have been no meetings since last negotiation session. Heather Diehl is retiring so no new date has been scheduled.

2. Non – Agenda Item-

- a. **Insurance for Classified:** Deb Anderson wanted to clarify that the Board will offer insurance to the classified staff, but will not offer an in- lieu of insurance payment option. The board confirmed.
- b. At the request of Trustee Tjaden, Board Chair Wood exited the Regular session and entered into executive session at 6:49 pm
- c. Board Chair Wood exited the executive session at 7:19 pm

3. Motion to Adjourn:

- a. Trustee Adams made a motion to adjourn the meeting, Trustee Tjaden seconded the motion passed uncontested.

After no further discussion, the meeting was adjourned at 7:20 PM.

Jessi Wood - Board Chair

Deb Anderson—Board Clerk