

Meeting Packet

REGULAR SESSION - AGENDA

7/19/2018

06:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION - AGENDA

PHILOMATH SCHOOL DISTRICT 17J
District Office
1620 Applegate Street, Philomath

7/19/2018 06:00 PM

A. EXECUTIVE SESSION ~ no session this evening

B. REGULAR SESSION ~ 6:00 p.m.

1. Call to Order & Pledge of Allegiance: Jim Kildea, Chair
2. Election of Board Officers for 2018-19

C. REPORTS & CORRESPONDENCE ~

1. Superintendent Report

[Superintendent's Report - 7/18 \(p. 4\)](#)

2. Business Manager Report

[Logo Design for Philomath 17J \(p. 5\)](#)

D. ACTION ITEMS ~

1. Consent Agenda

[Consent Agenda - 7/18 \(p. 6\)](#)

2. Old Business

i. Resolution 1819-01: Adopt the Long-Term Facilities Plan

[Facilities Long Range Projected Costs \(p. 7\)](#)

[Resolution #1819-01 Adopt the Long-Term Facilities Plan \(p. 8\)](#)

ii. MOU Agreement KVCS-OSBA

[MOU Kings Valley Charter School & OSBA \(p. 9\)](#)

iii. Superintendent's Contract

3. New Business

E. MEETING CLOSURE ~

1. Meeting Feedback

2. Next Meeting Agenda Items

[Inservice Schedule \(draft\) \(p. 11\)](#)

3. Board Requests & Adjournment



Date: July 19, 2018
To: Members of the Board of Education
From: Melissa Goff, Superintendent

REPORT TO THE BOARD

Learning and Teaching Update:

- **AVID professional learning/planning:**
 - 29 staff members attended AVID training last month
 - 9 staff members to attend AVID training this month
 - Focus on Writing, Inquiry, Collaboration, Organization and Reading (WICOR) strategies
 - Currently planning for AVID elective classes in grades 7-10 and embedding AVID strategies into schoolwide professional learning
- **Forestry/Natural Resources:**
 - We received a \$79,350 grant from The Ford Family Foundation to be used across the next two years to support our expansion of the use of The Castle Family Forest for K-12 learning within and beyond our school district. These funds will specifically be focused on offsetting personnel costs related to this effort.

Clemens Field Grandstand Update:

1. Walls of storage building raised by student athletes, coaches, and staff last week.
2. Concrete in front of grandstands is complete.
3. Received grant from Pacific Power supporting the project.
4. Amazing amount of in-kind donations and donations of labor from local industry and community partners.
5. Completion date is still prior to first football game; replacement reserved section chairs will not be put in place until later in the 18-19 year.
6. First week of August will be next Stand Grand committee meeting.
 - a. Angry Beaver fundraiser in September
 - b. Celebration BBQ/launch to 1st football game.



CONSENT AGENDA

July 19, 2018

Updated: 7/16/18 2:27 PM

- A. **List of Bills:** to be presented in August
- B. **Minutes:** to be presented in August

C. Personnel Issues:

1. New Hire/Transfers/Change of FTE:

- A. Emily Thomas PMS Art (.17 FTE)
- B. Laura Jabin KVCS Special Education
- C. Marina Castilla-Morser PMS Media Assistant

2. Resignation/Retirement: none at this time

3. Leave of Absence: none at this time

4. Summer Employment

- A. Ruby Ackermann PHS Botany Worker
- B. Jace Carrera Student Summer Work Crew
- C. Hunter Hendrix Student Summer Work Crew

5. Extra Duty/Coaches: none at this time

6. Pool: none at this time

D. Surplus Property:

- 1. Apple Computers, laptops and cameras from PHS Broadcast Media

E. Travel/Field Trips: none at this time

F. Annual Designations:

- 1. Designate Chief Administrative Office – Melissa Goff
- 1. Designate Deputy Clerk/Business Manager – William Mancuso
- 2. Designate Custodian of Funds – Melissa Goff
- 3. Designate Budget Officer – William Mancuso
- 4. Designate Signatories of District Checks (1 of 3 signatures required) – Melissa Goff, William Mancuso and **Jim Kildea**
- 5. Designate Auditor – Accuity, LLC
- 6. Designate Insurance Agent of Record – Zolezzi Insurance
- 7. Designate District Legal Counsel – Fewel, Brewer, Coulombe and/or Garrett, Hemann, Robertson
- 8. Designate Depositories for School Funds - Citizens Bank, Wells Fargo, Local Government Investment Pool
- 9. Designate Confidential Employees –Janet Skaugset, Lillian Edmonds, Jennifer Griffith & Mary Ackermann
- 10. Designate Supervisory Employees – Robert Singleton, Joey DiGiovannangelo & Ellen Luke
- 11. Authorize Superintendent to Apply for Grant Funds

G. Approve Alternative Ed Programs

- 1. GED
- 2. Transition
- 3. Online study
- 4. LBCC – Beyond PHS

Philomath School District

Board of Directors

Resolution #1819-01

WHEREAS, the Philomath School Board has reviewed the Long-Term Facilities Plan 2017-42; and

WHEREAS, this plan currently does and will in the future guide maintenance and capital improvements for the Philomath School District; and

WHEREAS, any additional future capital improvements must be planned in alignment with the Long-Term Facilities Plan 2017-42;

THEREFORE, BE IT RESOLVED, the Philomath School Board approves the Long-Term Facilities Plan, 2017-2042

School Board Chair

Superintendent

Date

**MEMORANDUM OF UNDERSTANDING BETWEEN
PHILOMATH SCHOOL DISTRICT 17J AND KINGS VALLEY CHARTER SCHOOL
REGARDING SERVICES PROVIDED BY THE OREGON SCHOOL BOARDS ASSOCIATION**

This Memorandum of Understanding ("MOU") is between the Philomath School District 17J (School District) and Kings Valley Charter School (Charter), collectively referred to as "Parties". This Agreement is effective upon signature by the Parties and shall remain in effect for the duration of the current charter contract between the Parties, unless terminated as allowed in this Agreement.

RECITALS:

1. The Oregon School Boards Association ("OSBA") will be incorporated as a nonprofit corporation under ORS Chapter 65 beginning July 1, 2018. As a result, OSBA will be prohibited from accepting dues and service fees from entities that are not political subdivisions of the state as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256. Under these definitions, Oregon charter schools are not political subdivisions of the state.
2. Beginning July 1, 2018, OSBA cannot offer associate memberships to charter schools or contract directly with them for services.
3. Charter schools can still access OSBA services through their sponsor, as long as the sponsor is a member of OSBA.

AGREEMENT:

1. School District permits Charter to access services through OSBA for the length of the charter contract. Before scheduling initial services, Charter shall provide a fully executed copy of this MOU to OSBA.
2. When Charter schedules a service with OSBA, OSBA will enter into a service agreement with School District and will invoice School District for the service, according to the MOU.
3. School District will pay the OSBA invoice, and will invoice Charter for the same amount.
4. Charter shall remit payment to School District in full within thirty (30) days of the invoice.
5. Charter's failure to remit payment to School District in a timely manner may result in the termination of this Agreement at the discretion of School District.
6. This Agreement may be terminated or amended only by written approval of both Parties, except as authorized in 5. above.

SIGNED:

Jim Kildea, Board Chair (School District)

, Board Chair (Charter School)

Date

Date

**MEMORANDUM OF UNDERSTANDING BETWEEN
[SCHOOL DISTRICT] AND [CHARTER SCHOOL]
REGARDING SERVICES PROVIDED BY THE OREGON SCHOOL BOARDS ASSOCIATION**

This Memorandum of Understanding (“MOU”) is between [School District] and [Charter School], collectively referred to as “Parties.” This Agreement is effective upon signature by the Parties and shall remain in effect for the duration of the current charter contract between the Parties, unless terminated as allowed in this Agreement.

RECITALS:

1. The Oregon School Boards Association (“OSBA”) will be incorporated as a nonprofit corporation under ORS Chapter 65 beginning July 1, 2018. As a result, OSBA will be prohibited from accepting dues and service fees from entities that are not political subdivisions of the state as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256. Under these definitions, Oregon charter schools are not political subdivisions of the state.
2. Beginning July 1, 2018, OSBA cannot offer associate memberships to charter schools or contract directly with them for services.
3. Charter schools can still access OSBA services through their sponsor, as long as the sponsor is a member of OSBA.

AGREEMENT:

1. [School District] permits [Charter School] to access services through OSBA for the length of the [charter contract or school year(s)]. Before scheduling initial services, [Charter School] shall provide a fully executed copy of this MOU to OSBA.
2. When [Charter School] schedules a service with OSBA, OSBA will enter into a service agreement with [School District] and will invoice [School District] for the service, according to the MOU.
3. [School District] will pay the OSBA invoice, and will invoice [Charter School] for the same amount.
4. [Charter School] shall remit payment to [School District] in full within thirty (30) days of the invoice.
5. [Charter School]’s failure to remit payment to [School District] in a timely manner may result in the termination of this Agreement at the discretion of [School District].
6. This Agreement may be terminated or amended only by written approval of both Parties, except as authorized in 5. above.

SIGNED:

[Charter School][Director][Board chair]

[School District][Superintendent][Board chair]

Date

Date

DRAFT

Philomath School District 17J
Professional Learning Calendar
2018-19

Month	Date	Professional Learning Type	Focused Topic <i>(aligned with Learning and Teaching Long-term Plan)</i>
August	10	Principals' Academy	Data Reporting Tools (Rob) LRE/Eligibility; Principal role in IEP; Overview of RtI and Referral Process (Krista) Data Improvement Cycle Protocols (Melissa) Potential list of non-negotiables to be discussed as collective agreements by teachers (ALL)
	21	New staff orientation training (AM) New teacher specialized orientation (PM)	AM: Payroll, business services, HR, technology PM: Small group and 1:1 technology training to help new teachers be "classroom ready"; PEA planned orientation work
	22	Teacher Inservice Day – teachers in classrooms	
	23	<u>ALL STAFF Welcome Back and Look Forward</u> (AM) School Board hosted luncheon for <u>ALL STAFF</u> <u>All school staff</u> @ school-based PL (PM)	<ul style="list-style-type: none"> • Welcome back • Learning & Teaching Plan overview • MAC Survey/Nursing training • Social Emotional Learning <ul style="list-style-type: none"> ○ Caring for students ○ Caring for ourselves
	24	<u>All school staff</u> @ school-based PL (AM) <u>All school staff</u> in classrooms (PM)	
	31	School PL day	TBD
Sept	7	District PL day	K-5 easy CBM training; 6-12 data training
	11	Special Education Team PL day	LBL ESD training (12:00 to 3:30, Board Room)
	14	Personal PL day	
	21	Team PL day	
	28	District PL day	Data Teams <ul style="list-style-type: none"> • K-5 100% meetings • 6-12 training and/or PL
October	5	District PL day	AVID @ school sites
	12	Statewide Inservice Day	
	26	Team PL day	
November	9	School PL day	TBD
	16	Personal PL day	
	30	District PL day	AVID @ school sites
December	7	School PL day	TBD
	14	District Winter PL Celebration	AVID Implementation Update by site

	21	Personal PL day	
January	11	Team PL day	
	18	Team PL day	
February	1	District PL day	Data Teams <ul style="list-style-type: none"> • K-5 100% meetings • 6-12 training/PL/Data Teams in action
	8	School PL day	TBD
	22	Assessment PL day	Training on State Assessments
March	1	School PL day	TBD
	15	District PL day	AVID @ school site
April	5	Personal PL day	
	26	School PL day	TBD
May	3	School PL day	TBD
	10	School PL day	TBD
	17	Team PL day	
	31	District PL day	Data Teams <ul style="list-style-type: none"> • K-5 100% meetings • 6-12 training/PL/Data Teams in action
June	7	District End of Year PL Celebration	<i>Review of progress, based on Learning and Teaching Long-Term Plan, Key Success Factors, and Personal Stories</i>
	17-19	<i>Summer Staff Back to School Conference (TBD)??</i>	<i>Social Emotional Learning</i>