

Meeting Packet

REGULAR SESSION

7/1/2021

06:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

7/1/2021 06:00 PM

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

1. Call to Order & Pledge of Allegiance: Karen Skinkis, Pro Tem Board Chair
2. Swearing in of Newly Elected Board Members
3. Election of Board Officers for 2021-2022
4. Set Regular Board Meeting Schedule for 2021-22
5. Schedule Board Retreat

B. STRATEGY AND DISCUSSION ~

1. Start of School 2021 Update - Superintendent Halliday

C. ACTION ITEMS ~

1. Consent Agenda

[Consent Agenda \(p. 3\)](#)

[Minutes - Regular Session 6/21/21 \(p. 4\)](#)

[Minutes - Board Work Session 6/23/21 \(p. 10\)](#)

2. KVCS Enrollment Increase - Action Required

[KVCS Enrollment Increase \(p. 12\)](#)

D. MEETING CLOSURE ~

1. Next Meeting Agenda Items
2. Board Requests & Adjournment

E. IMPORTANT DATES

July 5
 July 9, 10, 23, 24
 August (TBD)

4th of July Holiday
 OSBA Summer Conferences
 Board Retreat

CONSENT AGENDA

July 1, 2021

Updated: 6/30/21 12:44 PM

1. Minutes:

- a. Regular Session 6/21/21
- b. Work Session 6/23/21

2. Annual Designations:

- a. Designate Chief Administrative Office – Susan Halliday
- b. Designate Deputy Clerk/Business Manager – William Mancuso
- c. Designate Custodian of Funds – Susan Halliday
- d. Designate Budget Officer – William Mancuso
- e. Designate Signatories of District Checks (1 of 3 signatures required) – Susan Halliday, William Mancuso and Board Chair
- f. Designate Auditor – Accuity, LLC
- g. Designate Insurance Agent of Record – Zolezzi Insurance
- h. Designate District Legal Counsel – Garrett, Hemann, Robertson
- i. Designate Depositories for School Funds - Citizens Bank, Wells Fargo, Local Government Investment Pool
- j. Designate Confidential Employees –Lillian Edmonds, Jennifer Griffith, Megan Caputo & Mary Ackermann
- k. Designate Supervisory Employees – Joey DiGiovannangelo
- l. Authorize Superintendent to Apply for Grant Funds

3. Staff New Hires/Reassignments:

- | | |
|--|--------------------------|
| a. PES RTI Teacher | Emily Helpenstell |
| b. PES Instructional Assistant | Jill Watenpaugh-Chambers |
| c. PES Instructional Assistant | Laura Coen |
| d. PES Instructional Assistant | Dawnia Kohn |
| e. PMS Math RTI Teacher | Cristina LeBrun |
| f. PMS Reading RTI Teacher | Adeline Stewart |
| g. District Special Education Director | Don Dorman |
| h. CPS Classroom Teacher | Alyssa Blackstone |

4. Resignations

- | | |
|--------------------------------------|--|
| a. KVCS Instructional Assistant | Dawnia Kohn (moved to PES IA) |
| b. PES Playground Assistant | Jill Watenpaugh-Chambers (moved to PES IA) |
| c. PES 5 th Grade Teacher | Emily Helpenstell (moved to PES RTI) |
| d. PMS Language/Arts Teacher | Adeline Stewart (moved to PMS math RTI) |
| e. District Nurse | Tina Hoch |

5. Extra Duty

- | | |
|---------------------|-----------------------------|
| a. KVCS ESY Teacher | Terrence Sims (August 2021) |
|---------------------|-----------------------------|

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

6/21/2021 07:00 PM

A. EXECUTIVE SESSION ~ 5:30 p.m.

- i. ORS 192.660 (2) (b) to hear a complaint brought against an employee
- ii. ORS 192.660 (2) (d) to discuss labor negotiations

B. REGULAR SESSION ~ 7:00 p.m.

1. The meeting was called to order by board chair, Shelley Niemann, on June 21, 2021, at 7:04 p.m. The meeting was held virtually via ZOOM with streaming on YouTube. In attendance: Directors, Greg Gerding, Shelley Niemann, Anton Grube, Karen Skinkis, and Jim Kildea; Board Elect members, Erin Gudge, Joe Dealy, Rick Wells; Superintendent, Susan Halliday; Director of Finance, Bill Mancuso; Secretary, Lillian Edmonds; Administrators, Tony Matta, Dan Johnson, Abby Couture, Bryan Traylor. The Pledge of Allegiance was led by Shelley Niemann.

2. FAQs and Public Comments/Requests

- i. Director Niemann read a letter of recognition from the Philomath High School Educators to acknowledge the incredible support that Kim St Clair has given to staff and students in a very challenging year.
- ii. Chloe Jurva, PHS student, addressed the board regarding the importance of recognizing the girls' tennis team and their first place finish in the Championship Showcase. A banner should be hung, in the gym, along with the other sports championships banners. This was an unusual year and the Showcase was not sanctioned by OSAA, however, for this year, it would be equivalent to a state championship. A petition was circulated and around 600 signatures were collected in support of a tennis championship banner. She also stated that girls' sports are not recognized in the same way that boys' sports by PHS administrators. Director Niemann congratulated the girls' tennis team and mentioned that this topic will be addressed at a later point in the meeting.
- iii. Director Niemann read a letter from Izabella Nanoski. She is the team manager for the girls' varsity basketball team and the letter was on behalf of the team. The team is in agreement that fully vaccinated players, should not have to wear masks when competing. She cited guidelines from Governor Kate Brown, OSAA and OHA that support this stance. There is a petition signed by the team and supporters in favor of this change in mask wearing. Superintendent Halliday will be addressing this issue in her report.

3. PAUSE - Close Regular Session – 7:15 pm

- i. Budget hearing: Finance Director, Bill Mancuso, stated that budget law requires adoption of the budget by June 30, 2021. On May 24th the budget committee adopted a 42 million dollar budget. The legislature changed the support for public education from 9.1 to 9.3 million in funding. The proposed budget has been adjusted for this change.

4. 2021-22 BUDGET ACTIONS

- i. Re-opened Budget Session – 7:18 p.m.

- ii. Director Grube made a motion to approve resolution 2021-07 to adopt the 2021-22 budget and make appropriations as presented in the packet. Second: Director Gerding. Motion passed: 5-0
- iii. Director Skinkis made a motion to approve resolution 2021-08 in imposing and categorizing the tax as presented in the packet. Second: Director Gerding. Motion passed: 5-0

C. REPORTS & CORRESPONDENCE ~

1. Association Reports

- i. PEA – No report
- ii. OSEA – No report

2. Student Government Report

- i. No report

3. Superintendent Report

- i. Welcomed incoming board members, Erin Gudge, Joe Dealy and Rick Wells.
- ii. Superintendent Halliday thanked the outgoing board members, Jim Kildea, Shelley Niemann and Greg Gerding, for their service and dedication to our students and staff. They were presented with myrtle wood plaques as a thank you for their years of service.
- iii. Oregon Schools Board Association is offering their summer conferences virtually. Board members are encouraged to attend and to notify Lillian to register.
- iv. This is the culminating week of winter sports. Girls basketball players will not need to wear face coverings if they are vaccinated during the June 22nd game. Masks will be required on the bench. Future games will up to the discretion of the host facility.
- v. Graduation was a success at both PHS/PA and for KVCS.
- vi. Full district end of year event was replaced with each school providing food and celebrating.
- vii. Full guidance for 2021-2022 school year will come in mid-July. The administrators will have Plan A and Plan B available to address the guidance.
- viii. Philomath Academy will offer online school for those students wishing to stay in CDL.
- ix. A survey will be sent to parents to request information about current plans for children for this fall.
- x. School is scheduled to start on September 7, 2021. Early release will be on Fridays.
- xi. There are some licensed and classified positions still to be filled. Superintendent Halliday acknowledged the departure of Krista McGuyer and noted her contributions to the district.
- xii. Benton County Health Department will be holding COVID vaccination clinics in the PHS parking lot:
 - 1. July 6 and July 27 – 4:00-7:00 pm
- xiii. Technology Update: Intercom and bell systems have been installed at CPS, PES and PMS.

4. Director of Finance Report

- i. The auditors will be on site, June 22nd, for initial work. We are down by 72 students from a year ago. The physical year will end in good shape and close to budget. Revenues were lower. Summer learning grants are being used for summer programs.

D. STRATEGY AND DISCUSSION ~

1. Girl's Tennis 4A Showcase Championship - Tony Matta and Gary Quandt

- i. Tony Matta recognized girls' tennis team for their first place regional championship and their 4A Showcase championship at an assembly in the stadium. The regional banner has been ordered and will be put up in the gym. Coach Gary Quandt noted that Mike Bussard and Tony Matta have both been supportive of boys and girls teams. He thanked the board for their support in bringing the new tennis courts to fruition. He would like to see tennis curriculum in PMS and PHS to help build the tennis program. It was a great season and he is proud of the players.

- ii. 4A schools were the only ones doing a culminating week due to OSAA declining to hold state championships. If board members would like to support the push for OSAA to recognize the Showcase Championship results, they could send letters to OSAA. If OSAA does not change their stand on this issue, Director Niemann would like to see something done at the local district to recognize these teams. Director Grube noted that there should be something done to recognize our championship teams even if OSAA does not choose to do this.

2. CPS Data Update - Abby Couture

- i. Seesaw was the platform used for online learning and packets were also provided for students during August - February. In Feb-April they moved to Hybrid learning. May-June was full in-person learning.
- ii. Kindergarten data: In fall 46% of students were in the green for reading. In winter, 71% were in the green, then in Hybrid learning they moved to 80% in the green.
- iii. First grade data: 34% of students were in green, in winter on seesaw they moved to 49% in the green, in the spring it was 61%.
- iv. Every time they moved to a different learning model, the team met and looked at the most important things for the students to learn. Big kudos to teachers and to parents.
- v. Pre-school: This gives students a boost to enter kindergarten.
- vi. Enrollment for next year is looking good with 73 kindergarten and 85 first grade so far.
- vii. K'Lynn Coleman and Molly Bell were able to continue the RTI program with students.

3. PES Data Update - Bryan Traylor

- i. EasyCBM reading data: Second grade struggled with moving to a new school and dealing with different learning models. Third grade and Fourth grade kept their at risk levels low. Fifth grade had less students in the grade level group.
- ii. EasyCBM math data: Showed low percentage in the at risk groups. There will be an RTI teacher for math next year.
- iii. Changes in staff for 2021-22: New counselor, Lexi De Vicq; New PE teacher, Jake Craig; Emily Helpenstell will move to RTI 4th/5th teacher; Elaine Hall is moving to BES 3rd/4th teacher. There are a couple of instructional assistant positions to fill as well as a 5th grade teacher position.

4. Summer School Update

- i. Literacy camp will be for K-5. It will run through August for 3 hours per day with up to 60 students.
- ii. Jump start for K-1 will have around 40 students
- iii. PMS and PHS are conducting Summer school for credit recovery in June with 32 students registered.
- iv. Enrichment camps: Many areas of interest. The camps will be held for a week with some courses having more than one session.
- v. There are no fees for any of the summer programs. The idea is to make learning fun.
- vi. There may be some programs available with PYAC and Maxtivity. The pool may be an option for classes.

5. Coarse Schedule Options - Discussion

- i. Superintendent Halliday noted that discussions with PEA have started around moving to semester scheduling for the 2022-23 school year. The 2021-22 school year would be used to collaborate and look at what option works best for students. Take into consideration students that are struggling and students exceeding expectations. What are the opportunities in a day? A 5 period day doesn't allow as many options for classes as a 7 period day.
- ii. Director Kildea shared that past approaches to this discussion have shut down conversation. This keeps coming up because it has not been resolved. There needs to be continuity of curriculum especially in math. Half of our graduates are not proficient in math. Adjusting the schedule has not

resolved the issue. Schedules are limited by the trimester system. It is difficult to be involved in performing arts when the schedule limits the ability for students to participate. There is an inability to embrace a continuous improvement process at PHS.

- iii. Superintendent Halliday: Data can be used to support either the trimester or semester model. She is trying to establish as much information as she can get for what makes sense for our kids. She is interested in investigating and deciding on the best option. Director Skinkis spoke to her experience with her children not being able to include band and other electives in their schedule, due to the trimester schedule.

6. Salary Agreement: Administrators & Unrepresented

- i. Superintendent Halliday: An agreement has been reached with administrators to bring back a two year agreement. This is also true of the unrepresented staff. Used comparisons from other districts and COSA to construct the salary ranges. 1.5% COLA will take place for each year.

7. Superintendent Contract - Action Required

- i. The contract is a three year agreement, starting July 1, 2021 through June 30, 2024. On or before March 15, 2023 the board may notify the superintendent in writing of the District's intention to:
 - 1. Issue a new three-year contract
 - 2. Extend the current contract
 - 3. Provide, in writing, notice that this contract will not be renewed
 - 4. Language around mutual agreement of both parties (See actual contract for details).
- ii. The salary range was approved by the board during the superintendent search last year. The first year will be \$135,000 with a yearly COLA of 1.5%.
- iii. There will be 20 days of vacation available each year. Holidays will be those approved by the district. 5 days of vacation may be carried over. For this year there will be a one-time exception to carry over an additional 5 days to be used in July.
- iv. Housing: The board agreed to allow her to continue to live in Corvallis.
- v. Director Kildea made a motion to approve and adopt the superintendent's contract with Ms. Halliday as presented in the board packet. Second: Director Gerding. Motion Passed: 5-0

8. Philomath City Requests Update - Action Required

- i. Superintendent Halliday shared that if the area by the track needs to be torn up, who would be fiscally responsible for the repairs. The easements should have been in place at the time of installation. The city is looking at these easements now and the district needs to make sure that the language is correct. She suggested that we table this until all language is correct. Legal counsel will review those areas that currently have structures on top of the easements. The superintendent and Joey DiGiovannangelo will review the maps, which may require the city to provide better maps of the areas. The big question is which entity is responsible for costs incurred if needed. This will be on the agenda for the board work session on June 23, 2021

9. KVCS Enrollment Increase – Discussion

- i. The proposed increase in enrollment starting the 2021-22 school year at KVCS is for 10 students in the middle school. This would do away with the blended classes in the middle school. Classroom space is available, dependent on septic approval.
- ii. Elementary increase will be under review for 2022-23 school year, so no request at this time.
- iii. The board would like to know the long term impact of increasing the enrollment. This will be tabled until the work session on June 23, 2021.

E. ACTION ITEMS ~

1. Consent Agenda

- i. Director Kildea made a motion to approve the consent agenda as presented in the packet. Second: Director Grube. Motion Passed: 5-0

2. Complaint Against an Employee

- i. This complaint was discussed during Executive Session
- ii. Director Skinkis made a motion to not proceed with an investigation. Second: Director Kildea. Motion Passed: 5-0
- iii. Director Kildea made a motion to deny the complaint and to authorize the board chair to respond to the complaint per board policy. Second: Director Gerding. Motion Passed: 5-0

3. Policies (Second Reading)

- i. Director Kildea made a motion to approve the policies in the packet with removal of italicized text. Second: Director Gerding. Motion Passed: 5-0

F. MEETING CLOSURE ~

1. Board Reports & Thanks –

- i. Director Skinkis thanked the senior parents for their work on celebration events. She thanked the outgoing board members, Shelley, Jim and Greg, you will be missed. Director Kildea thanked entire district staff to him as a board member and to his kids. Thanks to community members to being allowed to serve on the board in a great school district. Director Gerding echoed the thoughts stated previously. He thanked the current board members and welcomed the new board members. Director Grube thanked Shelley, Jim and Greg and appreciated working with them. They put the students first in their decisions. Acknowledged Kim St Clair for her recognition from her peers. Thanks to student athletes. Director Niemann congratulated all graduates and thanked everyone who worked to pull off a great graduation. Thank you for being able to serve on the school board. She will continue to support the board as a parent.

2. Next Meeting Agenda Items

- i. City Easements
- ii. KVCS Enrollment Increase

3. Board Requests & Adjournment – The meeting was adjourned at 9:30 p.m.

Board Chair

Superintendent

Date

WORK SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

6/23/2021 06:00 PM

A. Work Session ~ 6:00 p.m.

1. The Philomath School Board of Directors held a Work Session on June 23, 2021. The meeting was called to order by Board Chair, Shelley Niemann, at 6:05 p.m. Director Gerding led the Pledge of Allegiance.
2. In Attendance: Board of Directors, Shelley Niemann, Greg Gerding, Karen Skinkis, Anton Grube; Board Elect, Erin Gudge, Joe Dealy, Rick Wells; Superintendent, Susan Halliday; Board Secretary, Lillian Edmonds. Director Jim Kildea was absent.

B. STRATEGY AND DISCUSSION ~

1. Director Niemann went over several documents to orient the new board members.

2. Board Operating Agreement

- i. The primary goal of the board is governance. This includes District policies, goals, labor contract, budget, school calendar, etc.
- ii. Policy BBF – Board Member Standards of Conduct was reviewed. Item 11 about confidentiality needs to be clarified in regards to emails and social gatherings. The suggestion was made to use blind copy on emails.
- iii. Policies: BBAA, BBF, BD/BDA, BDC, BC/BCA were reviewed.
- iv. Policy BBF. Once the board has made a decision, it is up to the whole board to support that decision. The role of the board is to set policy and not to micro manage day to day operations of the district.
- v. The question was asked about whether board members are Mandatory Reporters. As of January 1, 2020, school board members are considered Mandatory Reporters of child abuse.
- vi. Board meetings are observed by the public, but the board is not required to entertain public comment.
- vii. Policy BDC: Executive sessions. There are subjects allowed by statute to be discussed in an Executive Session, which is not open to the public. Each board member should familiarize themselves on these rules and statutes.

3. 2021-2022 District Calendar

- i. A copy of the district calendar was given to the board elect members

4. Board Planning Documents

- i. Board Goals and Objectives: New goals and objectives will need to be drafted.
- ii. The consensus is to move the board retreat to August to do goal planning and board calendar.
- iii. The Key Success Factors will remain the same. Use these to form goals and plan for how to measure progress.
- iv. Superintendent Evaluation: The superintendent is an employee of the board. The board will do an evaluation. Using input from administrators, staff and community are important in this evaluation
- v. Work on planning calendar and update.
- vi. Board Roles and Responsibilities: These will be assigned.

5. Superintendent Halliday brought up the discussions to come regarding Blodgett Elementary and if any changes need to be made. This will be the year to engage in conversations around the student population and the expenses to continue operation. This will be presented to the board after recommendations are made at the district level.
6. Technology is in transition. This year will be a time to look at options. The new media specialist will bridge the gap between technology and media.
7. Joey DiGiovannangelo, Facilities Director, will be giving a tour, this fall, of the district facilities and updating the board on facility needs.
8. Director Gerding mentioned that it is important to build a good relationship with the community. Director Skinkis stated that the board should be good liaisons to community organizations.
9. Liaison roles will be assigned to board members at the Board Retreat.

C. ACTION ITEMS ~

1. Philomath City Requests Update - Action Required

- i. Superintendent Halliday stated that the board could approve the PES waterline and PES drainage easements. The other easements still need some clarification. The district has asked the city to provide more detailed maps and descriptions of sites. The board agreed to hold off on all approvals until all questions are answered and details worked out to the agreement of both parties. Director Niemann expressed concerns about pushing Cedar Street through as proposed by the city. She requested that the board take each section separately. There are three sections: 1. Easements, 2. 16th St up grade, and 3. Cedar Street extension.

D. Adjourned: The meeting was adjourned at 7:49 p.m.

Board Chair

Superintendent

Date



Kings Valley Charter School

38840 Kings Valley Highway
Philomath, Oregon 97370
541.929.2134
fax: 541.929.8179
www.kvschool.org

June 21, 2021

Re: Proposal for Enrollment Increase at KVCS

Increase in enrollment due to middle school class changes

The proposed increase in enrollment starting the 2021-22 school year at KVCS is for 10 students in our middle school. We have made adjustments to separate our blended grades in middle school and now can increase the number of students from 50 students to 60 students while decreasing the class sizes from 24 students to 20 students. This would increase our overall enrollment from 208 students to 218 students (includes 1 foreign exchange student). General criteria to ensure increase in enrollment is successful.

Facilities – 1 pending

- Classroom space available – Through scheduling, we have the needed number of classrooms and space available to accommodate this change. - complete
- Septic system - Preliminary review of our water usage and attendance shows increase is within the system design and approval. – Pending - We will be working with the county to ensure increase is within previous Authorization Notice.

Systems/staffing - Complete

- Addition for 2021-22 school year for Dean of Students supporting student needs and improving outcomes.
- Increasing for 2021-22 school year FTE for Reading Specialist/interventionist to support student needs K-8
- Improving behavioral support systems (PBIS)
- Increased teaching staff and adjustments in mathematics and language arts curriculum to improve student outcomes.

Elementary enrollment increase of 10 students is under review for 2022-23 school year – No request at this time.

Executive Director
Jamon Ellingson

SCHOOL BOARD MEMBERS 2020-21

Sally Lammers, Chair 929-4376 Bill Mahr Vice Chair 541-929-5376 Diana Barnhart, Treasurer 929-4111, Beth Hoinacki, Secretary