

***Unofficial Minutes**

Jefferson School District

BOARD OF DIRECTORS' MEETING

September 9, 2013 – 6:30 PM

PURPOSE: The Board of Directors of Jefferson School District 14J, Marion County, Oregon, met on Monday, September 9, 2013 at 6:30 PM to conduct school business.

PRESENT: Tracy Roe, Kaye Jones, Terry Kamlade, Ron Cairns, and Anita Mendiola, Board Members; Kent Klewitz, Superintendent, Karen Wusstig, Secretary, Principals, Staff and Patrons

1. **CALL TO ORDER/FLAG SALUTE:** The meeting was called to order by Kaye Jones at 6:30 and then recessed.
2. **RECEPTION/WELCOME:** During a brief reception, new staff was welcomed to the district by the board and others present.
3. **RECONVENE MEETING:** The meeting was reconvened at 6:45 PM.
4. **REVIEW/ADJUST AGENDA:** Spotlight on Education was removed from the agenda. The November board meeting was added as item 11.6 and enrollment was moved to 11.7, both for discussion under New Business. Mr. Klewitz added an email from Betsey Miller-Jones to his report.
5. **APPROVE AGENDA & CONSENT ITEMS:** MOTION, Mendiola; SECOND, Kamlade *to approve the modified agenda and consent items: July & August Bills Lists; Interdistrict Transfer Agreements; Resignations: Olivia White, Primary Teacher; Tony Miller, BBX Coach; Shelley Starkey, School Psychologist; Ranae Quiring, Instructional Coach/Online Director; New Hires: Jennifer (Jenny) Boyd, ES Bilingual Instructional Assistant; Amy Elza, Therapeutic Intervention Coach; Ruth Whitnah, ES Structured Learning Program Teacher; Katrina Beranek, MS Math Teacher; Alan Beebe, Boys Soccer Head Coach; Mary Haven, Food Service Assistant/Meal Program Secretary; Stacey Phillips, Food Service Assistant; Patrick (Pat) Clark, MS PE/Health Teacher; Virginia (Gina) Baez, Primary Bilingual/ESOL Teacher.* VOTE: 5 in favor. Motion carried.
6. **MINUTES:** MOTION, Kamlade; SECOND, Mendiola *to approve the July 22 Meeting Minutes as presented.* VOTE: 5 in favor. Motion carried.
7. **AUUDIENCE TIME:** Wendy Brown expressed concern that student planners are required at the middle and high schools; however their use is not required.

8. **POLICY REVIEW:** Mr. Klewitz briefly reviewed the policies pending approval, stating that they are either new and required, or existing and require updating. Administrative Rule JO/IGBAB-AR was added for consideration. MOTION, Mendiola; SECOND, Kamlade **to approve Policies: CCG – Licensed Evaluation -Administrators; DH – Bonded Employees and Officers; GCA – Licensed Requirements; GCBDA/GDBDA-AR (1) Federal Family & Medical Leave/State Family & Medical Leave; GCBDA/GDBDA-AR (2) Request for Family & Medical Leave; GCBDA/GDBDA-AR (3)(D) Military Family Leave; GCBDA/GDBDA-AR (4) FMLA/OFLA Eligibility Notice to Employee; IGBAB/JO-AR & JO/IGBAB-AR Education Records/Records of Students w/Disabilities Management; IGBAG-AR Special Education: Procedural Safeguards; and IGBAJ-AR Special Education: Free & Appropriate Public Education (FAPE).** VOTE: 5 in favor. Motion carried.

9. **UNFINISHED BUSINESS:**

10.1 The Collective Bargaining Agreement (CBA) and Memorandum of Understanding (MOU) between the classified association and the district was presented for Board approval. It reflects classified staff's agreement to two furlough days for 2013/14; those days to be determined by the agreement with licensed staff. MOTION, Kamlade; SECOND, Mendiola **to approve the CBA between the OSEA and JSD for the 2013/14 school year.** VOTE: 5 in favor. Motion carried.

10.2 The Memorandum of Understanding between the district and the teachers association for 2013-2014 was reviewed by the Board. It reflects agreement to two furlough days if needed. MOTION: Mendiola; SECOND, Roe **to approve the MOU between JEA and JSD for 2013-14.** VOTE: 5 in favor. Motion carried.

Mr. Klewitz remains hopeful that additional funding arising from a special session requested by the Governor could make moot these agreements and the impending furlough days.

10. **NEW BUSINESS:**

11.1 The upcoming OSBA Elections were discussed briefly. Mr. Klewitz urged members of the board to get involved. No nominations were forthcoming.

11.2 OSBA's fall meeting schedule was discussed. Members Jones, Kamlade, and Roe committed to attend at LBLESD September 19 with Mr. Klewitz.

11.4 Kaye Jones expressed interest in attending the Annual OSBA Convention November 14-17. Others will notify Karen if they wish to attend.

11.5 Mr. Klewitz sought guidance concerning the Consent Agenda and what the Board anticipates being included there. The Consent Agenda was deemed appropriate for policies that have been thoroughly reviewed and tabled for a vote by the full board. In addition, the board approved placing the minutes and other routine items under the Consent Agenda since the Superintendent and Board Chair work together to develop the agenda. It was noted that items can always be pulled for separate discussion.

- 11.6 The board discussed the fact that the November meeting is scheduled on Veterans Day. MOTION, Kamlade; SECOND, Roe **to move the meeting to the 4th of November**. VOTE: 5 in favor. Motion carried.
- 11.7 Current enrollment totals were compared to those from the start and end of last year. This year's beginning enrollment is down just one from the start of last year, but eight up from the end of year.

Class sizes (31-33 students) due to increased enrollment in fourth and fifth grades were discussed, as well as the potential of adding support staff or a 4/5 teacher. By consensus, the board directed Mr. Klewitz to begin the process of recruiting a 4/5 teacher, but postpone hiring until a clearer funding picture is available. Mr. Klewitz pointed out that needs exist at all levels and that, should the district receive additional funding, it is slated to replace furlough days first.

12. REPORTS:

- 12.1 Principals' Reports – Michael Knudson announced the shift to Pinnacle Gradebook, electronic grading system, at the elementary school. He also reported receiving positive feedback after holding open house before the start of school. The new, required kindergarten assessment has been completed and the data will soon be submitted to the Department of Education.

Scott Linenberger reported that attendance was down slightly at this year's open house, held on the first day of school. He attributed lower attendance to the misunderstanding that it was meant for 6th grade only. He also reported that Kaye Jones is working with Mr. Clark, the new middle school PE teacher, to provide swimming instruction.

Cathy Emmert said she has already looked into the concern about student planners, and was encouraged to learn that seven teachers require its use every period. She encouraged the others to do as well. She said an emphasis is being placed on spelling and vocabulary in every class this year. And, she has begun to implement the new Professional Growth and Accountability System with individual goal-setting sessions.

- 12.2 Financial Report: Dave Coleman was not present, however his written financial report was provided. It evoked no questions.
- 12.3 Superintendent's Report:
- 12.3.1 Bids are being collected for the pending district office remodel.
 - 12.3.2 Mandatory training for volunteers was tabled until October.
 - 12.3.3 Mr. Klewitz shared an email from Betsey Miller-Jones of the OSBA urging board members to sign the e-letter supporting the request for a special session to address school funding.
 - 12.3.4 Mr. Klewitz shared his concern regarding a change in the law around how interdistrict transfer requests are handled. He will

return to the October meeting with additional information he hopes to receive during an upcoming superintendents meeting.

- 12.3.5 Mr. Klewitz said five first and second year teachers and one administrator are participating in a Mentoring Program administered by Mid-Willamette Valley Consortium Mentor Project.
- 12.3.6 All licensed staff has received the new Professional Growth and Accountability System.
- 12.3.7 New “School Zone” signs have been installed in front of the high school as a result of a tragic accident involving a Cascade High School Student in that district last spring.

13. **BOARD GOALS:** In preparation for setting 2013/14 goals, the board reviewed goals established for last year. Discussion identified the need for little change:
- Remove the word “Fall” from Goal One, and hold the priority planning meeting at the best possible time prior to the start of the budget process.
 - Retain Goal Five even though funding has not supported attending the Annual NSBA Convention in recent years. Since the Leadership Institute occurs in odd years only, incorporate a board self-evaluation process in off years. Ms. Jones and Mr. Klewitz will work on new language for this.

The Achievement Compact Advisory Committee will meet again in the new year. The Priority Planning Meeting should take place before that, in early January or February.

14. **BOARD COMMENTS:** Mr. Kamlade inquired about assessment requirements. He referred to comments heard on the radio indicating some states do not require them. Mr. Klewitz clarified that districts are required to provide some form of assessment for their students annually. He said Jefferson is moving from the Oregon Assessment of Knowledge and Skills (OAKS), and current November–May testing window, to the Smarter Balance Assessment Consortium (S-BAC) with a May test only. Parents are required to sign a waiver and provide a valid reason if they wish for their child to be excluded from testing.
15. **ADJOURN:** With no further business before the board, the meeting was adjourned at 8:10 PM.

Board Representative

Recorder

**Unofficial until signed by a Board representative and the recorder.*