

SEASIDE SCHOOL DISTRICT 10  
Regular Meeting of the Board of Directors  
Tuesday, May 15, 2018 — following the 6:00 pm Budget Committee Meeting  
District Administration Office  
1801 South Franklin Street, Seaside, Oregon

**PRESENT:**

Board Members: Chair Steve Phillips, Tom Maltman, Patrick Nofield, Hugh Stelson, Brian Taylor, Mark Truax, Lynn Ulbricht

Administration: Superintendent Sheila Roley, Business Manager Justine Hill, Principals John McAndrews, Jeff Roberts, Robert Rusk, Juli Wozniak, Assistant Principals Natalie Osburn, Steve Sherren. Director of Special Services Jeremy Catt

Others: Jason Boyd, Nancy Ford, Jim Henry, Jeremy Hirsch, R.J. Marx, Nancy McCune Amy Moore, John Meyer, Suzy Roehr, Tamra Taylor, AJ Wahl

**CALL TO ORDER**

Chair Steve Phillips called the May 15, 2018 meeting of the Board of Directors of Seaside School District 10 to order.

**ESTABLISH QUORUM**

A quorum of the Board was present.

**DELEGATIONS/GUESTS**

Chair Steve Phillips welcomed the guests attending the meeting and explained the procedure for bringing a subject before the Board.

**APPROVAL OF MINUTES – Exhibit A**

5-1 A motion to approve the minutes of the April 17, 2018 meeting of the Board of Directors, as presented, was made by Mark Truax and seconded by Hugh Stelson. The motion carried unanimously.

**CORRESPONDENCE – None**

**CHECK LISTING AND APPROVAL – Exhibit B**

5-2 A motion for approval of payment of the bills submitted on the check listing (Exhibit B) was made by Mark Truax and seconded by Brian Taylor. The motion carried unanimously.

**ACTION ITEMS**

Personnel — *Board Member Mark Truax*

Employment: Victoria Keller - Seaside High School English Language Arts Teacher – Exhibit C

5-3 A motion was made by Mark Truax and seconded by Brian Taylor for approval of the recommendation submitted by Seaside High School Principal Jeff Roberts to hire Victoria Keller for the position of Seaside High School English Language Arts Teacher for the 2018-2019 school year. The motion carried unanimously.

Employment: Ann Susee – Seaside High School English Language Arts Teacher – Exhibit D

5-4 A motion was made by Mark Truax and seconded by Lori Lum for approval of the recommendation submitted by Seaside High School Principal Jeff Roberts to hire Ann Susee for the position of Seaside High School English Language Arts Teacher for the 2018-2019 school year. The motion carried unanimously.

Employment: Jason Boyd – Seaside High School Assistant Principal – Exhibit E

5-5 A motion was made by Mark Truax and seconded by Michelle Wunderlich for approval of the recommendation submitted by Seaside High School Principal Jeff Roberts to hire Jason Boyd for the position of Seaside High School Assistant Principal for the 2018-2019 school year. The motion carried unanimously.

Employment: Shelby Gagnon – Broadway Middle School 8th Grade Language Arts Teacher – Exhibit F

5-6 A motion was made by Mark Truax and seconded by Lori Lum for approval of the recommendation submitted by Principal Robert Rusk to hire Shelby Gagnon for the position of Eighth Grade Language Arts Teacher at Broadway Middle School for the 2018-2019 school year. The motion carried unanimously.

Employment: Jane Crater – Broadway Middle School 6th Grade Language Arts Teacher – Exhibit G

5-7 A motion was made by Mark Truax and seconded by Michelle Wunderlich for approval of the recommendation submitted by Principal Robert Rusk to hire Jane Crater for the position of Sixth Grade Language Arts Teacher at Broadway Middle School for the 2018-2019 school year. The motion carried unanimously.

Employment: Robert Evans – Gearhart Elementary School Physical Education Teacher – Exhibit H

5-8 A motion was made by Mark Truax and seconded by Michelle Wunderlich for approval of the recommendation submitted by Principal Juli Wozniak to hire Robert Evans for the position of Physical Education Teacher at Gearhart Elementary School for the 2018-2019 school year, pending board approval of the 2018-2019 budget. The motion carried unanimously.

Employment: Geneva Coelho – Gearhart Elementary School 2nd Grade Teacher – Exhibit I

5-9 A motion was made by Mark Truax and seconded by Lori Lum for approval of the recommendation submitted by Principal Juli Wozniak to hire Geneva Coelho for the position of Second Grade Teacher at Gearhart Elementary School for the 2018-2019 school year. The motion carried unanimously.

Employment: Christina Budiselic – Gearhart Elementary School 1st Grade Teacher – Exhibit J

5-10 A motion was made by Mark Truax and seconded by Lori Lum for approval of the recommendation submitted by Principal Juli Wozniak to hire Christina Budiselic for the position of First Grade Teacher at Gearhart Elementary School for the 2018-2019 school year. The motion carried unanimously.

Employment: Brett Duer - Seaside Heights Elementary School 5th Grade Teacher – Exhibit K

- 5-11 A motion was made by Mark Truax and seconded by Brian Taylor for approval of the recommendation submitted by Principal John McAndrews to hire Brett Duer for the position of Fifth Grade Teacher at Seaside Heights Elementary School for the 2018-2019 school year. The motion carried unanimously.

Employment: Chelsea Archibald – Seaside High School Culinary Arts/Hospitality Teacher

A letter of recommendation was distributed to the Board at the meeting.

- 5-12 A motion was made by Mark Truax and seconded by Patrick Nofield for approval of the recommendation submitted by Seaside High School Principal Jeff Roberts to hire Chelsea Archibald for the position of Seaside High School Culinary Arts and Hospitality Teacher for the 2018-2019 school year, pending board approval of the 2018-2019 budget. The motion carried unanimously.

Graduation List – Class of 2018 – Exhibit L

Superintendent Sheila Roley reported that Exhibit L is the current list (86 seniors) of possible graduates. Principal Jeff Roberts explained that the goal is to keep all of the students on the list but there are a couple in question at this time. Board members were invited to participate in the graduation ceremony if they wish.

- 5-13 A motion to approve the list of graduates for the Class of 2018 (Exhibit L) was made by Mark Truax and seconded by Brian Taylor. The motion carried unanimously.

Interdistrict Transfer 2018-2019 – Exhibit M

Superintendent Roley explained that in compliance with Oregon law, the Board must set the number of students it will accept from other school districts each year. Due to large class sizes, the District will not accept out of district students in kindergarten through eighth grade and will accept a maximum of twenty students in grades nine through twelve. She further explained this is a continuation of the District's practice over the past few years.

- 5-14 A motion to accept the 2018-2019 Interdistrict Transfer (Exhibit M) as presented was made by Mark Truax and seconded by Hugh Stelson. The motion carried unanimously.

Memorandum of Understanding: Cannon Beach Academy – Exhibit N

Superintendent Roley explained that the Oregon School Boards Association recently incorporated as a non-profit corporation and as a result, beginning July 1, 2018, OSBA can no longer offer associate memberships to charter schools or contract directly with them for services. She further explained that this agreement will allow Cannon Beach Academy to access OSBA services through Seaside School District as their sponsoring district. OSBA will invoice the District for services rendered to Cannon Beach Academy and the District will invoice the Academy.

- 5-15 A motion to accept the Memorandum of Understanding between the Seaside School District and Cannon Beach Academy (Exhibit N) was made by Patrick Nofield and seconded by Hugh Stelson. The motion carried unanimously.

Policies — Board Member Hugh Stelson

Second Reading/Adoption: Policy AC – Nondiscrimination – Exhibit O

Second Reading/Adoption: Policy AC-AR – Discrimination Complaint Procedure – Exhibit P

Second Reading/Adoption: Policy GCDA/GDDA – Criminal Records Check and Fingerprinting – Exhibit Q

Second Reading/Adoption: Policy IGBAC – Personnel Development – Exhibit R

Second Reading/Adoption: Policy IGBAK – Special Education – Public Availability of State Applicants – Exhibit S

Second Reading/Adoption: Policy IGBC – Title IA/Parental and Family Involvement – Exhibit T

Second Reading/Adoption: Policy IGBI – Emerging Bilinguals – Exhibit U

Second Reading/Adoption: Policy IKF – Graduation Requirements – Exhibit V

Second Reading/Adoption: Policy JGAB – Use of Restraint and Seclusion – Exhibit W

Second Reading/Adoption: Policy JHFE-AR – Reporting of Suspected Abuse of a Child – Exhibit X

Hugh Stelson explained that this is the second reading of the policies and he has received no questions from the Board regarding the changes which are primarily language revisions required by changes in State and Federal law. Superintendent Roley explained the policy on Graduation Requirements had a substantial change allowing students who are homeless, in foster care, and several other qualifying conditions, to be exempted from any graduation requirements beyond what the State requires.

5-16 A motion was made by Hugh Stelson and seconded by Mark Truax for approval of the Second Reading/Adoption of Policies: AC, AC-AR, GCDA/GDDA, IGBAC, IGBAK, IGBC, IGBI, IKF, JGAB, JHFE-AR (Exhibits O through X). The motion carried unanimously.

## **REPORTS, DISCUSSION, AND INFORMATION**

### Strategic Planning Committee Report

Superintendent Sheila Roley reported the Strategic Planning Committee held their first meeting in November, 2017, and worked with consultant Jerry Colonna, who is leading the committee through the Strategic Planning process. The group has continued to meet monthly. She explained that Board members Mark Truax and Lori Lum are on the committee representing the Board and introduced Suzy Wintjen, one of the teacher representatives from Seaside Heights Elementary, to update the Board on the committee's progress. Ms. Wintjen explained the first meeting in November was spent creating the questions that would be used for the upcoming focus groups which included members from the health profession, non-profit groups, school staff, community members, students, parents, business owners, and public safety officers. The purpose of the survey was to collect feedback from the groups regarding how they feel the District is performing, and receive suggestions for improvements. The responses from the focus groups were used as a guide for the committee to formulate the District's Belief and Value Statement as follows: "The Seaside School District is dedicated to providing equitable, safe learning environments; an engaging, well-rounded education; and a focus on collective wellness and community partnerships." The committee's next step was to write the following Mission Statement to state the District's purpose: "The Seaside School District is committed to ensuring opportunity, strengthening community, and inspiring possibility." Ms. Wintjen further explained that the committee met in May to formulate the Vision Statement, which will indicate the direction the District is moving toward over the next five years. The Vision Statement is still in the draft phase and will be finalized at the June committee meeting. The final step in the process will be to set the District goals, which will guide future decision-making regarding programs and budgeting. Superintendent Roley explained there will be an extended presentation and the opportunity for the Board to adopt the Strategic Plan when it is completed.

## New School Construction Project

Project Manager Jim Henry reported the District received unanimous approval for the Conditional Use Permit at the Seaside Planning Commission meeting on April 17. Site work bids were due on April 26 and the District received bids from Coffman Excavation and Kerr Contractors. Coffman was the successful bidder and the District is on budget for this scope of work. Seaside Public Works is currently working with the District on site utilities, water reservoir, foundation and overall building permits. Meetings are scheduled with the City of Seaside to discuss construction phasing and with the Division of State Lands and Corp of Engineers to discuss land use with July 1, as the target date for approval. The District has received and responded to comments from The Department of Environmental Quality regarding site disturbance and erosion control and should receive notification within a few weeks to be followed by a two-week public comment period. The plan is to break ground sometime in June.

## Seaside High School Report

Principal Jeff Roberts presented the Seaside High School Safety Plan: What students, staff and parents need to know. He explained the Standard Response Protocol (SRP) is an action-based, plain language response protocol for use in any given scenario. It was developed after September 27, 2006, in response to the Platte Canyon High School shooting and developed in conjunction with law enforcement and emergency planning agencies. There are four SRP actions: lockout, lockdown, evacuate, and shelter. "Lockout" occurs when there is a threat in the area. Students remain in the building, the staff recovers students from outside, and roll-call is taken. The outside doors are locked, no one is allowed to enter or exit and there is increased situational awareness with school continuing as usual. "Lockdown" means "Locks, Lights, Out of Sight." Students are to move away from windows, stay out of sight, and maintain silence. The staff locks classroom doors, turns off lights, and takes roll to account for all students. When safe to do so, students and staff should run and exit the building leaving belongings behind. "Evacuate" means leave belongings behind except cell phones, form a single file line, and exit the building at which time staff will lead students to the pre-planned evacuation site and take roll to account for students. "Shelter" is for a hazard using a safety strategy. "Reunification" is the process by which parents and students are reunited after evacuation. Students are held in a staging area out of sight of parents and guardians. Parents and guardians complete a reunification card and runners recover students from the staging area. The location is not disclosed until it is safe to do so, and parents and guardians will need to show photo identification before their child will be released. Mr. Roberts further explained that several measures have been taken at Seaside High School to increase security such as; keeping all exterior doors locked during the school day except the main entrance, requiring all staff to wear identification badges, requiring all visitors to check-in at the school office, purchasing radios for communication, posting clarifying posters with the protocol information in every classroom and on the District website, and joining the "Safe Oregon" tip line. It was explained that the new middle school/high school and the elementary school remodel will be equipped with security doors and entryways.

*Administrator Reports* — Principals Jeff Roberts, Robert Rusk, John McAndrews, Juli Wozniak, and Special Services Director Jeremy Catt reported on various school activities and other subjects.

*Cannon Beach Academy Report* — Director Amy Moore reported Cannon Beach Academy received approval to install a playground structure and the American Legion is sponsoring a Memorial Day Barbeque fundraiser.

*Chartwells Report* — Chartwells Manager Tamra Taylor reported the Summer Lunch Program will be held at Broadway Middle School and children from ages one through eighteen will be eligible to participate in the program.

*Seaside Education Association Report* — President John Meyer reported the association is currently recruiting new officers.

*Northwest Regional ESD Report* — ESD Representative Nancy Ford reported the Early Childhood Special Education program is looking forward to temporarily housing the ECSE classroom at Broadway Middle School during the new school construction period.

**OTHER**

There being no further business, the regular Board meeting was adjourned.

Sally Francis  
Executive Assistant