

PAISLEY SCHOOL DISTRICT BOARD OF DIRECTORS
REGULAR BOARD MEETING
MONDAY, OCTOBER 9, 2023 6:00 P.M.
PAISLEY SCHOOL DISTRICT V-TEL ROOM
& VIA VIDEO CONFERENCE

1.0 CALL TO ORDER/FLAG SALUTE

6:00 p.m. Board Chairperson Glen Newton called the meeting to order. Present were Board Members Glen Newton, David Shanahan, James vanBelle, and Nellie Garner, along with Superintendent Paul Hauder and Business Manager Mollie O'Leary. Distance Learning Program Also in attendance were Principal Emily Cothorn (via Zoom); teacher Mary O'Leary; District Secretary Ruth Robinson; Maintenance Supervisor Travis Way; secretary and Athletic Director Alexa vanBelle; teacher Stu Burgess (via Zoom); teacher Emma Shanahan (via Zoom), and teacher Katie Wolff (via Zoom). Board member Brady Murphy was absent.

2.0 AGENDA APPROVAL

James vanBelle moved to approve the Agenda as presented. David Shanahan seconded the Motion. The Motion carried with four members voting in favor and one member (Brady Murphy) as absent.

3.0 CONSENT AGENDA

3.1 Minutes of September 11, 2023 Regular Meeting.

There was no discussion regarding the minutes.

David Shanahan moved to approve the minutes of September 11, 2023. James vanBelle seconded the Motion. The Motion carried with four members voting in favor and one member (Brady Murphy) as absent.

3.2 September 2023 Invoices

Board members reviewed the September 2023 invoices that were a part of their board packets. There was no discussion regarding the invoices.

James vanBelle moved to approve the September 2023 invoices. Nellie Garner seconded the Motion. The Motion carried with four members voting in favor and one member (Brady Murphy) as absent.

4.0 REPORTS

4.1 Student Body Report

None.

4.2 Distance Learning Program Report

Principal Cothorn read her October 2023 Distance Learning Program Report (attached hereto).

Principal Cothorn answered Superintendent Hauder's questions about the Care Solace training DLP staff will be receiving on Wednesday of this week. She discussed upcoming student field trips, including upcoming outdoor school planning which may give both brick and mortar students and distance learning program students come together.

4.3 Staff Report

Teacher Mary O'Leary reported that preschool started last week with eight attendees and she some of the activities at the start of the program. She said student volunteers assist staff with preschool during 7th period.

Student Enrollment Procedures

Mary O'Leary expressed her concern that some student cumulative files are missing birth certificates, and she said birth certificates are used for legal matters to keep the kids safe and for determination of who can sign for IEPs and other legal documents. She said she contacted both OEA (Oregon Education Association) and the neighboring school district (North Lake School District) who both said school districts are making their own policies because of the legal repercussions of not having birth certificates on hand. She said that North Lake said there is grant funding available to assist parents with obtaining birth certificates, and they help parents order them in the school office.

Mary said she has relied on birth certificates several times in the past for legal reasons. She cited a recent example where a birth certificate was important when she attended one of her student's IEP meetings (Individual Education Plan) and she did not have the adult who was present sign the IEP because the individual's name was not listed on the student's birth certificate. Superintendent Hauder handed Board members a copy of the Oregon Department of Education's (ODE) "Information on the Rights of All Children to Enroll in School (October 2018)" (attached hereto). Referring to the document, both Mary and Superintendent Hauder noted the verbiage includes the words "may have" several times within the text. Mary said OEA is willing to work with ODE to make hard and fast rules (on enrollment). Superintendent Hauder said helping parents order birth certificates is something he could do and a policy on enrollment procedures could be developed.

School secretary Alexa vanBelle said during the student enrollment process parents are either asked for birth certificates or the birth certificates may come in cumulative files from transferring districts. She said the school often relies on yearly registration forms for guardian contact information. A discussion followed about where school registration forms are currently kept. Alexa said birth certificates do not necessarily prove legal guardianship and that there are circumstances where court custody papers are placed in the files and are referred to in order to determine guardianship.

Board member James vanBelle expressed that developing a board policy that requires a birth certificate for enrollment of a student would be ineffectual when ODE's rules contradict the policy. He and Mary expressed differing opinions on who would be liable if an unauthorized individual signs a legal document that pertains to a student's records.

Mary also expressed that there should only be one file per student in the office, and the individual files should include immunization records. She also said there are specific rules pertaining to storing the files in locked, fire safe cabinets, which office staff are not currently practicing. She said school staff need training on how to properly handle student files. Board members expressed that matters concerning office procedures should be handled by the administration and should not be brought before the Board.

Superintendent Hauder said student files could each be labeled where to access the students' immunization records. He noted that immunization records change frequently and are stored on a state website. District Secretary Ruth Robinson responded that student immunization records are kept in a database called "Shot Care" which is synced to the state wide Alert IIS system. Ruth said immunization records may change any time a student's medical provider uploads their shot records directly to the system, or when parents provide the school with updated immunization records. Ruth invited individuals who are interested in the immunization record process to come to the office so she can give a better explanation.

Chairperson, Glen Newton, said the enrollment policy can be reviewed in an upcoming policy review work session.

4.4 Special Education Report

No report.

4.5 Athletic Director's Report

Athletic Director Alexa vanBelle reported that fall sports are coming to an end and preparations for middle school and high school basketball are underway. She confirmed that that we will co-op with North Lake School District for high school basketball and she is recommending one coach (Victoria O'Leary) for Paisley School for both the boys and girls high school teams. The Paisley Coach will run two practices per week in Paisley.

4.6 Boarding Facility Report

Superintendent Hauder reported that he is in the process of scheduling substitute dormitory supervisors to fill the time off schedule contained in the dormitory supervisor's contract. He said substitute Tonya Stratton has already worked one three-day weekend, with good results.

4.7 Committee Reports: Safety, Transportation, Technology, Facilities Planning

Safety Committee

No report.

Transportation Report

Superintendent Hauder reported that the Transportation Committee will meet soon to review purchasing another Type-10 or Type-20 vehicle with some of the remaining ESSER III dollars. He said the remaining funding would come from the Transportation Fund. He said the 2009 Type-20 bus has high to moderate mileage and he is recommending we trade it in.

Superintendent Hauder and Transportation Supervisor Travis Way said there are planning to have some staff members as Type-20 drivers this year. Additionally, Craig DeLarm will soon have his commercial bus driver license.

Technology Committee

No report.

Facilities Report

Superintendent Hauder reported that the Facilities Committee met before this meeting and discussed priorities for building improvements this year. They also discussed renovations that should be made to the recently vacated Mill Street House. The Mill Street House project would include having the electrical wiring inspected for safety compliance by an electrician. If the electrical is to code or can be reasonably brought to code, the Committee recommends painting the interior and replacing the carpeting. He said the exterior of the house needs to be painted this coming summer. Superintendent Hauder said the committee is recommending blocking off the second story of the house for safety and energy conservation purposes.

4.8 Board Report

Mollie reminded the Board that the Oregon School Board's Association's Regional Legislative meeting will take place on October 18th at the Paisley Community Center, with dinner starting at 6:00 p.m.

4.9 Financial Report

Mollie reported that the audit is still underway and she hopes to see the finalized document by the end of November. She said in the month of November she will be preparing a supplemental budget to account for the State's new, early literacy grant.

4.10 Superintendent's Report

Division 22 Standards Assurances

Superintendent Hauder presented the Board with a report of the 2022-2023 Division 22 Standards for Public Elementary and Secondary Schools Assurances (attached hereto). Superintendent Hauder reported that the District has met all of the assurances within the checklist. Board members received copies of the checklist in their October 9, 2023 packets. Superintendent Hauder shared a summary of the Division 22 Standards with the Board. Superintendent Hauder said the District is out of compliance in one area because he has not developed a Talented and Gifted policy for the Board to approve. He said he will have a TAG policy for the Board to review in the December, 2023 meeting.

Early Literacy Grant

Superintendent Hauder reported that ODE has recently released information about the new, Early Literacy Grant. He said the grant is directed at elementary grades, and he is working with elementary staff to develop a plan that will be part of the supplemental budget. He said the grant amount is approximately \$40,000.

5.0 PUBLIC INPUT

None

6.0 CORRESPONDENCE

None.

7.0 EXECUTIVE SESSION

6:42 p.m. ORS 192.660(2)(a) "To Consider Employment". Present were Chairperson Glen Newton and Board Members David Shanahan, James vanBelle, and Nellie Garner, along with Superintendent Paul Hauder, Business Manager Mollie O'Leary, and Distance Learning Program Principal, Emily Cothorn (via Zoom). Board Member Brady Murphy was absent.

8.0 ACTION ITEMS

8.1 Ratify Secretary's 2023/2024 Activities Advisor Contract (vanBelle)

David Shanahan moved to ratify Alexa vanBelle's 2023/2024 Student Activities Advisor Contract. Nellie Garner seconded the Motion. The Motion carried with three members voting in favor, one member as absent (Brady Murphy) and one member abstaining from voting, declaring a "conflict of interest" (James vanBelle).

8.2 Approve 2023/2024 Division 22 Standards Assurances

David Shanahan moved to approve the Paisley School District 2022-2023 Standards

Assurances Report as presented by Superintendent Paul Hauder. James vanBelle seconded the Motion. The Motion carried with four members voting in favor and one member (Brady Murphy) as absent.

8.43 Set Board Policy Work Session Date and Time

It was the general consensus of the Board members who were present to set a board policy work session on Wednesday, October 25th at 6:00 p.m. Mollie said she will order pizza for board members for that day.

8.54 Ratify Co-FFA Advisors' Employment Contracts

James vanBelle moved to ratify co-FFA advisors, Emma Shanahan's and Victoria O'Leary's FFA Advisor contracts. Nellie Garner seconded the Motion. The Motion carried with three members voting in favor, one member as absent (Brady Murphy) and one member abstaining from voting, declaring a "conflict of interest" (David Shanahan).

8.65 Approve Hire and 2023/2024 Contract of Head High School Boys & Girls Basketball Coach

James vanBelle moved to hire Victoria Branch as the 2023/2024 Head High School Boys & Girls Basketball Coach. David Shanahan seconded the Motion. The Motion carried with four members voting in favor and one member as absent (Brady Murphy).


8.76 Approve Hire and 2023/2024 Contract of DLP Administrative Assistant

James vanBelle moved to approve the 2023/2024 Contract of Clarissa Baker as Distance Learning Program Administrative Assistant. Nellie Garner seconded the Motion. The Motion carried with four members voting in favor and one member as absent (Brady Murphy).

8.0 ADJOURNMENT

7:00 p.m. Board Chairperson, Glen Newton, adjourned the meeting.

 11-13-23
Signature of Board Chairperson / Date

 11/13/23
Signature of Business Manager / Date