

**COOS BAY PUBLIC SCHOOLS**  
**BOARD OF DIRECTORS**  
MILNER CREST EDUCATION CENTER  
1255 HEMLOCK AVE., COOS BAY, OR 97420  
September 11, 2017, at 6:00 PM

**REGULAR BOARD MEETING AGENDA**

1. **CALL TO ORDER** Welcome and Pledge of Allegiance
2. **APPROVE AGENDA**
3. **APPROVE CONSENT AGENDA**
  - A. \*Approve Minutes of the July 6, 2017, Special School Board meeting
  - B. \*Approve Minutes of the August 16, 2017, Special School Board meeting
  - C. \*\*Temporary Hire and Leave of Absence
4. **SPECIAL PRESENTATION**

Instrument Donation – Gloria Mittleman
5. **BUILDING AND STAFF PRESENTATIONS**
  - A. Highlighted Departments – Facilities and Information Technology
  - B. MHS Student Update: Kodee Harwood
  - C. OSEA Business: Sandy Reiber
  - D. CBEA Business: Becky Crane and Melia Jasso
6. **PUBLIC INPUT**

Speakers may offer objective criticism of school operations and programs, but the board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for board consideration and disposition of legitimate complaints involving individuals. (Board Policy BDDH)
7. **DISTRICT STAFF PRESENTATIONS**
  - A. Superintendent Bryan Trendell
    1. District Update
    2. ODE Grant
    3. Measure 98
  - B. Special Programs – Lisa DeSalvio
    1. Grant Updates
  - C. Personnel & Business Services - Candace McGowne
    1. \*\*Enrollment Report

**8. BOARD ITEMS**

- A. **\*\*Board Member Highlights**
- B. Board Chair
  - 1. Board Self Evaluation
  - 2. Superintendent Evaluation
  - 3. Data Review Schedule
  - 4. New Board Member Orientation
  - 5. \*Board and Superintendent Agreement
- C. Oregon School Board Association Region Meeting & Fall Convention Dates
- D. Board Committees
  - 1. Policy Committee Schedule
  - 2. Budget Committee Openings Position #5, #6, and #7

**9. ACTION ITEMS TO CONSIDER**

- A. Approve Budget Committee Position
- B. Announce opening of Budget Committee Position
- C. Approve Board and Superintendent Agreement

**10. ADJOURN MEETING**

**CALENDAR**

<b>Date</b>	<b>Event</b>
9/25	Special School Board Meeting, 5:30 PM at Milner Crest Education Center
10/9	Regular School Board Meeting, 6:00 PM at Milner Crest Education Center
10/26	OSBA Regional Meeting, 6:00 PM at Bandon High School Cafeteria

Visit the District’s Webpage at [www.cbd9.net](http://www.cbd9.net)

**\* Available in the packet    \*\* Available at the meeting**

The meeting location is accessible to persons with disabilities. Request for other accommodations should be made to Peggy Ahlgrim at 541-267-1310, 541-269-5366 (fax) or [peggya@coos-bay.k12.or.us](mailto:peggya@coos-bay.k12.or.us)

COOS BAY PUBLIC SCHOOLS  
COOS BAY, OREGON

July 6, 2017

### **SPECIAL SCHOOL BOARD MEETING**

The Board of Directors of Coos Bay Public Schools met on July 6, 2017, at Milner Crest Education Center, 1255 Hemlock Ave. in Coos Bay, Oregon, for a special school board meeting.

Chair Adrian DeLeon called the meeting to order at 5:31 p.m. and led in the Pledge of Allegiance.

Board members present: \*Adrian DeLeon, Mary Fields, Jill Christiana, Jill Vandehey, James Martin, \*James LaBine, and Dustin Clarke.

Others present included: Superintendent Trendell, Peggy Ahlgrim, Renee Sessler from Oregon School Board Association, and Jillian Ward of *The World*. Joe Slack from HGE, Inc. joined the meeting later in the evening.

#### **I. APPROVE THE AGENDA**

Motion made by Jill Christiana and seconded by Mary Fields, "I move we approve the agenda." The motion passed unanimously.

#### **2. ACTION ITEMS**

##### **A. Oath of Office for School Board Position #2 and #6:**

Chair Adrian DeLeon administered the Oath of Office to Jill Vandehey for Position #2 and Dustin Clarke, for Position #6.

##### **B. Elect Board Chair and Vice-Chair for 2017-2018:**

Jill Christina nominated Adrian DeLeon as Board Chair and was seconded by Mary Fields. There were no other nominations and James Martin moved for nominations to be closed. \*The motion passed unanimously.

Jill Christiana nominated Mary Fields as Vice Chair and was seconded by James Martin. There were no other nominations. \*The motion passed unanimously.

##### **C. Establish Regular Monthly Meeting Day, Time, and Place:**

Mary Fields moved and James LaBine seconded to keep the regular meetings on the second Monday of the month at 6:00 p.m. and special meetings on the fourth Monday of the month at 5:30 p.m. Meeting location is at Milner Crest Education Center, 1255 Hemlock Ave. in Coos Bay. \*The motion passed unanimously.

#### **3. LIGHTHOUSE PROJECT WORKSHOP**

Renee Sessler from Oregon School Board Association led the Board in a Lighthouse Project overview. She and the board reviewed *The Lighthouse Phase Overview, Key Areas of Board Performance and the Knowledge, Skills, and Beliefs of Board Members Associated with Each*

\*Adrian DeLeon and James LaBine were previously members of the board and were re-elected in the May 2017 election. However, the oath was not administered to them at this meeting, so their votes did not count during this meeting.

*Performance Area, Role of the Board – the Focus Framework, What Does a Lighthouse Board Look Like?, Conditions and Indicators, and The Singular Power of One Goal.*

**4. NOVEMBER FACILITIES BOND**

James Martin reported the deadline for applying for the state matching grant for a bond measure on the November election is July 15<sup>th</sup>. It requires the district to say yes, they intent to pursue the bond, and list a dollar amount for the bond. Various options were shared with the board.

- If the district were to go out for a bond with the original design, it would now cost just over \$68M or \$1.81 per \$1,000.
- If the district did all the needs assessment work and removed the remodel work and addition work at Sunset and Millicoma, it would cost approximately \$62.5M or \$1.66 per \$1,000.
- If the district removed the needs assessment, remodel work, and addition work but kept the roof and mechanical heating and ventilation upgrades, it would cost approximately \$56.5M or \$1.50 per \$1,000.
- If the district did nothing at Millicoma and Sunset and built a new Eastside (\$20M), new Harding Learning Center (\$19.2M), and the work needed at Madison (\$12M), approximate cost would be \$51.5M or \$1.37 per \$1,000.

Facilities Manager Rick Roberts asked Superintendent Trendell to share that his first preference would be to go forward with the original bond. His second preference would be to include the immediate needs of the roofs and HVAC systems at Millicoma & Sunset. The seismic upgrades to Millicoma were not in the original bond proposal (est. cost of \$3.2M). The board discussed the options for what amount to propose.

**5. COMMITTEE AND SCHOOL ASSIGNMENTS**

Board assignments for 2017-2018 are as follows:

<b><u>Board Committee</u></b>	<b><u>Board Member(s)</u></b>
Administrative Compensation	Christiana, LaBine, Vandehey
Facilities Planning	Clarke, LaBine, Martin
Negotiations- Classified	Christiana, DeLeon, Martin
Negotiations-Licensed	Christiana, DeLeon, Martin
Policy	Christiana, Fields, Martin
Superintendent Evaluation	Clarke, Fields, LaBine
<b>Representative</b>	
Professional Services Evaluation	Christiana
Resource Link Advisory Council	Fields
Scholarship Committee	LaBine
ESD Budget Committee	DeLeon
Licensed Evaluation Committee	Fields
Administrative Evaluation Committee	Martin
Student Loan Committee	Christiana
<b>School Assignment</b>	TBA

\*Adrian DeLeon and James LaBine were previously members of the board and were re-elected in the May 2017 election. However, the oath was not administered to them at this meeting, so their votes did not count during this meeting.

**6. SUPERINTENDENT UPDATE**

- A. Extra-Curricular Code of Conduct: Superintendent Trendell reviewed the draft of the Extra Curricular Code of Conduct. The changes were proposed by a committee comprised of three teachers, athletic secretary, and the athletic director. The draft language includes changes to the timeline for grade checks, study hall requirements, and reflect the change to proficiency grading. The board wants to make sure there are still high expectations of student athletes. OSAA guidelines and requirements are still in place.

**7. CONSENT AGENDA**

- A. Approve Minutes of the June 12, 2017, Regular School Board meeting  
B. Approve Minutes of the June 26, 2017, Special School Board meeting  
C. Approve New Hires and Resignation  
D. Designate Superintendent Bryan Trendell as Chief Administrative Office/District Clerk/Budget Officer for 2017-2018  
E. Designate Personnel and Business Services Director Candace McGowne as Deputy Clerk for 2017-2018  
F. Designate Special Program Director Lisa DeSalvio as the district's Titles 1-A, I-D, III, and X Representative for 2017-2018  
G. Designate Teaching and Learning Director Chad Putman as the district's Titles II-A and VI-B Representative for 2017-2018  
H. Designate Travis Howard as the district's Title I-C Carl Perkins Representative for 2017-2018  
I. Designate Facilities Manager Rick Roberts as Asbestos Designate for 2017-2018 and as Integrated Pest Management Coordinator for 2017-2018  
J. Designate CBSD Board of Directors as the Local Contract Review Board  
K. Authorize Use of Facsimile Signature for Superintendent, Personnel and Business Services Director and Board Chair for 2017-2018  
L. Designate Hough, MacAdam, Wartnik, Fisher & Gorman LLC as the district's Financial Auditors for 2017-2018 School Year Audit  
M. Designate David A. Dorsey P.C. as the district's Legal Counsel  
N. Designate Huggins Insurance as the district's Insurance Agent of Record  
O. Designate The World Newspaper as Newspaper of Record

Motion made by Jill Christiana and seconded by James LaBine, "I move to approve the consent agenda." \*The motion passed unanimously. The new hire approved is Garrett Kink, MHS social studies. The resignation is Heidi Banks, school nurse.

**8. ACTION ITEMS TO CONSIDER**

- A. November Facilities Bond: Motion made by Mary Fields seconded by Dustin Clarke, "I move we go out for a bond measure in November of 2017 with the maximum limit of \$63M." The bond would include the needs assessment work, including the roofs and HVAC but would remove the remodel work and addition work at Millicoma and Sunset Schools. James Martin will find out the deadline for bond submission. Bond members involved with the BEST Committee will back to the committee to determine exact

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projects and dollar amount. They will also get a formal estimate from Piper Jaffray. \*The motion passed unanimously.

**B. Policy Second Reading and Adoption**

1. EFA – Local Wellness Policy
2. EFA-AR – Local Wellness Policy
3. EFAA – District Nutrition and Food Service
4. EFAA-AR – Reimbursable Meals
5. JEA-AR – Compulsory Attendance Notices and Citations
6. KGB – Public Conduct on District Property
7. LBE – Public Charter Schools

Mary Fields reviewed a change in JEA-AR from the first reading in 2.b.(1). The sentence would now read, “The student is required to regularly attend a school full-time during the school year.”

Motion made by Mary Fields and seconded by Jill Christiana, “I move to approve the policies with the change to JEA-AR.” \*The motion passed unanimously.

**9. ADJOURN MEETING**

The meeting was adjourned at 8:42 p.m.

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Adrian DeLeon  
Board Chair

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Peggy Ahlgrim  
Board Secretary

COOS BAY PUBLIC SCHOOLS  
COOS BAY, OREGON

August 16, 2017

### **SPECIAL SCHOOL BOARD MEETING**

The Board of Directors of Coos Bay Public Schools met on August 16, 2017, at Milner Crest Education Center, 1255 Hemlock Ave. in Coos Bay, Oregon, for a special school board meeting.

James Martin called the meeting to order at 5:40 p.m. and led in the Pledge of Allegiance.

Board members present: Adrian DeLeon, Jill Christiana, Jill Vandehey, James Martin. James LaBine arrived at 5:44. Dustin Clarke and Mary Fields were absent.

Others present included: Superintendent Trendell, David Dorsey, Candace McGowne, Peggy Ahlgrim, Joe Slack from HGE, Inc., Melia Jasso, and Becky Crane.

#### **I. ACTION ITEMS**

##### **A. Oath of Office for School Board Position #1 and #5:**

James Martin administered the Oath of Office to Adrian DeLeon for Position #5 . Adrian DeLeon administered the Oath of Office to James LaBine for Position #1.

#### **2. APPROVE THE AGENDA**

Jill Christiana made the motion and was seconded by James Martin, to approve the agenda. The motion passed unanimously.

#### **3. APPROVE THE CONSENT AGENDA**

James Martin made the motion, Jill Christiana seconded, to approve the consent agenda, Approve New Hires and Temporary Hire. New hires are Brandon Rodriguez, Structured Learning Center, Millicoma; Jessica Antonellis-John, Alt Ed teacher, Destinations; John Lemmons, Alt Ed teacher, Destinations; Emily Parkhurst, district nurse; Bradley Burnett, PE teacher, Sunset; Laura Johnson, 6<sup>th</sup> grade, Sunset; Robert Marshall, Alt Ed teacher, Destinations. Temporary hire is Les Willett, math teacher, Resource Link. The motion passed unanimously.

#### **4. BOND BALLOT MEASURE**

James Martin gave a recap on the bond measure. He and Joe Slack reviewed options that could be proposed.

- If the district were to go out for a bond with the original design, it would now cost just over \$68M or \$1.81 per \$1,000.
- If the district did all the needs assessment work and removed the remodel work and addition work at Sunset and Millicoma, it would cost approximately \$62.5M or \$1.66 per \$1,000.

- If the district removed the needs assessment, remodel work, and addition work but kept the roof and mechanical heating and ventilation upgrades, it would cost approximately \$56.5M or \$1.50 per \$1,000.
- If the district did nothing at Millicoma and Sunset and built a new Eastside (\$20M), new Harding Learning Center (\$19.2M), and the work needed at Madison (\$12M), approximate cost would be \$51.5M or \$1.37 per \$1,000.

Facilities Manager Rick Roberts asked Superintendent Trendell to share that his first preference would be to go forward with the original bond. His second preference would be to include the immediate needs of the roofs and HVAC systems at Millicoma & Sunset. The seismic upgrades to Millicoma were not in the original bond proposal (est. cost of \$3.2M). The board discussed the options for what amount to propose.

## 5. **COLLECTING DATA FOR REVIEW**

There is a data review session coming up early in the school year. Board members are asked to let Adrien DeLeon know what type of data they would like to review. Items discussed included an update on Professional Learning Teams, student readiness for next grade level benchmarks, review student and district report cards, and report on the math training. Adrian DeLeon reminded the teachers to let the board know what supports they need that the board can provide.

## 6. **ACTION ITEMS TO CONSIDER**

- A. Adopt Resolution 2018-07 – Bond Ballot Measure: James Martin made the motion, Jill Christiana seconded, to approve Resolution 2018-07 as written with the amount of authorized bonds to be entered at \$59,995,000. The board thanked Joe Slack for the work he has done. The motion passed unanimously.

## 7. **ADJOURN MEETING**

The meeting was adjourned at 6:39 p.m.

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Adrian DeLeon  
Board Chair

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Peggy Ahlgrim  
Board Secretary



Board Action	Position / Description	Name
<b>Leave of Absence</b>		
9/11/2017	Title 1 & 4th Grade Teacher Millicoma School	Ashcraft, Karen
<b>Temporary Hire</b>		
9/11/2017	4th Grade Teacher Sunset School	Walker, Rebecka
9/11/2017	Structured Learning Center Millicoma School	Rodriguez, Brandon

**Student/Teacher Ratios 2017/18**  
Based on 9/11/2017 active enrollments

**Blossom Gulch**

	Bdgt Est	Tchr	Avg Size	9/11/17	Tchr	Avg Size
K	149	6	24.8	137	6	22.8
1	149	6	24.8	145	6	24.2
2	138	6	23.0	135	6	22.5
3	155	6	25.8	149	6	24.8
PE Teacher		1		0	1	0.0
Tot	591	25	23.6	566	25	22.6

**Madison**

	Bdgt Est	Tchr	Avg Size	9/11/17	Tchr	Avg Size
K	93	5	18.6	91	5	18.2
1	93	5	18.6	96	5	19.2
2	95	4	23.8	97	4	24.3
3	98	4	24.5	100	4	25.0
PE Teacher		1			1	
Tot	379	19	19.9	384	19	20.2

**Millicoma**

	Bdgt Est	Tchr	Avg Size	9/11/17	Tchr	Avg Size
4	145	5.5	26.4	135	5	27.0
5	121	5	24.2	123	5	24.6
6	132	4.5	29.3	135	5	27.0
7	112	4	28.0	113	4	28.3
Music Tchr		0.5			0.5	
PE Tchr		1			1	
	510	20.5	24.9	506	20.5	24.7

**Sunset**

	Bdgt Est	Tchr	Avg Size	9/11/17	Tchr	Avg Size
4	99	4	24.8	107	4	26.8
5	120	4	30.0	114	4	28.5
6	105	4	26.3	102	4	25.5
7	108	4	27.0	116	4	29.0
Music Tchr		0.5			0.5	
PE Tchr		1			1	
	432	17.5	24.7	439	17.5	25.1

**Marshfield**

	Bdgt Est	9/11/17
8	219	215
9	214	209
10	202	204
11	191	204
12	144	163
T	970	995
Core Subj Tchr	24	24
Elective Tchr	14	13.5
	38	37.5
Ratio	25.5	26.5

**Harding Learning Center**

	Bdgt Est	Tchr	Avg Size	9/11/17	Tchr	Avg Size
Dest	60	4	15.0	54	3.8	14.2
Bell	23	0	24.0	16	0	0.0
GED	42	0.45	93.3	34	1	34.0
R.Link	77	4	19.3	76	4	19.0

GED enrollment unavailable at press time

	Bdgt Est	Tchr	Avg Size	9/11/17	Tchr	Avg Size
Lthse	218	0	0	212	0	0
BG	591	25.00	23.6	566	25.00	22.6
MD	379	19.00	19.9	384	19.00	20.2
ML	510	20.50	24.9	506	20.50	24.7
SN	432	17.50	24.7	439	17.50	25.1
MHS	970	38.00	25.5	995	37.50	26.5
HLC	202	8.45	23.9	180	8.80	20.5

\* Core subjects include, Language Arts, Math, Social Studies  
Science

# COOS BAY PUBLIC SCHOOLS BOARD AND SUPERINTENDENT WORKING AGREEMENT

2017-2018

## **A. PURPOSE OF AGREEMENTS**

The Board of Directors is the policy making body for the School District. To effectively meet the District's challenges, the School Board and Superintendent must function together as a leadership team. To ensure accord among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

## **B. THE BOARD JOB DESCRIPTION AND RELATIONSHIP WITH SUPERINTENDENT**

1. Set the long-term direction of the District through the mission, vision, goals, and priorities.
2. Focus on policymaking, planning and evaluation.
3. Maintain effective two-way communication with students, staff and the public.
4. Understand that as an individual, a Board member has no authority. It is when acting as a body that a majority of the Board has influence.
5. Be accountable for the financial stewardship of the District, including aligning resources with goals and priorities, setting expectations, and monitoring progress.
6. Manage Board processes, including operating agreements. Actively pursue opportunities to give and receive feedback regarding Board member performance as responsible communicators. Participate in an annual self-assessment of the Board's performance.
7. Deliberate and make decisions in accordance with public meeting law.
8. Set priorities for Board to engage in ongoing professional development.
9. Supervise the hiring, performance evaluation and other personnel management processes related to the Superintendent.
10. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
11. Respect the Superintendent's responsibility to manage the day-to day operations of the District and to direct employees in District and school matters.
12. Integrity of the highest order.

## **C. ROLE OF BOARD LEADERSHIP (CHAIR)**

1. Manage the Board's process; convene meetings; develop the Board agenda with the Superintendent, seek Board member input; and execute documents, as appropriate.
2. Serve as the authorized spokesperson for the Board with regard to Board policy, processes and decisions. The Chair may delegate this responsibility to other Board members and/or the Superintendent.
3. Communicate with individual Board members concerns shared with the chair by other Board members regarding issues agreed to in the working agreements or group operating norms.
4. Facilitate the orientation of new Board members.

5. Assist the Superintendent in communicating important information to the full Board. Keep Board members apprised of information exchanged with the Superintendent.
6. The Vice Chair will perform these duties when the Chair is not available.

#### **D. ROLE OF THE SUPERINTENDENT**

1. Manage the day-to day operations of the District.
2. Work as a team with Board members.
3. Collaborate with the Board to set annual District goals.
4. Provide data to the Board members so that data driven decisions can be made.
5. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
6. Communicate with Board members promptly and effectively. Treat all Board members professionally.
7. Work with the Chair and Vice Chair to effectively bring information and issues to the Board so that it can make proactive data driven decisions on policy and budget/revenue issues.
8. Represent the school district by being visible in the community.

#### **E. MEETING OPERATIONS AND DECISION MAKING**

1. Respect the schedule starting and ending times for meetings.
2. Attend regularly scheduled Board meetings unless prevented by sickness or an unavoidable cause.
3. Uphold the legal requirement for confidentiality on all matters arising from the Board meeting in Executive Session.
4. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
5. Prepare for Board meetings by reading materials ahead of the meeting and asking questions that you have of the Superintendent or Board chair prior to the day of the meeting if possible.
6. Make it a goal to make no new proposals on the night that the Board is schedule to make a decision or take action. Communicate concerns or questions to Board Chair and the Superintendent prior to a public meeting.
7. Cast a vote on all matters except when a conflict of interest arises.
8. Uphold decisions that have been made by the Board.

#### **F. COMMUNICATION**

1. Communicate openly and honestly.
2. Respect differences and listen well and for positive intent.
3. Operate as representatives and make decisions in the best interest of the whole District.
4. Focus on the situation, issue, or behavior, not the person.
5. When a Board member receives a complaint or concern, listen carefully and empathetically. Direct the person to solve the problem at the level of which is occurred..
6. Complaints must be processed according to Board policy. Complainant may appeal the Superintendent's decision to the School Board.

7. When the Board receives communication from the community, the chair will respond or will delegate that responsibility to another Board member. A “footnote” statement will be added to the bottom of the chair’s email so that patrons understand that it is the practice of the Board that the chair will be responding on behalf of the Board. The footnote will state, “The Board Chair responds to communications sent to the full Board. School Board members only deliberate when gathered as a quorum as outlined in the Public Meeting Law. To assure that Board conversations and deliberations do not occur on communications, the Board Chair will respond on behalf of the Board. All Board members receive communications that come from the community and the response given by the Board Chair.”
8. When a single Board member receives a communication from a member of the public she/he may respond to that patron as an individual. The Board member may elect to forward the email and his/her response to the Board chair if she/he wishes.
9. Responses to community communications should occur within three working days of receipt of the communication. The chair will delegate if he/she is unable to meet this time frame.

September 11, 2017

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Superintendent

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Board Chair

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Board Member

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Board Member

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