

## SWEET HOME SCHOOL DISTRICT NO. 55

Sweet Home, Oregon

Board Chairman Mike Reynolds called the **regular meeting** of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m. on September 12, 2022.

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### **Board Members in Attendance**

Mike Reynolds, Sara Hoffman, Jim Gourley, Debra Brown, Mike Adams, Dale Keene, Kevin Hill  
Absent: Jason Redick, Jason Van Eck

### **Staff Members in Attendance**

Superintendent: Terry Martin; Administrators: Kevin Strong, Barbi Riggs, Thad Holub, Debbie Philips, Luke Augsburger, Todd Barrett, Josh Dargis, Mark Looney, Ralph Brown, Aaron Huff, Darel Bidwell, Josh Darwood  
Certified: none; Classified: Michelle Bidwell, Velma Canfield; Board Recording Secretary: Julie Emmert

**Other Attendance:** Benny, New Era, Nathan Rehart, Linda Cutright, John Murrell

### **1. Call the meeting to order/pledge**

### **2. Agenda Approval/Changes**

Chairman Reynolds called for changes and/or approval of the agenda.

***Motion No. 22-44: Board Member Jim Gourley moved to approve the agenda as presented. Board Member Debra Brown seconded the motion. The motion passed unanimously***

### **3. Public Comments:** John Murrell - Curriculum, Library - shop

### **4. Student & Personnel Reports/Comments**

- A. Certified & Classified Representatives: Velma Canfield shared that the school year started a bit rocky but has gotten much better, things feel normal again.

Student High School Representative -Max Klump, Brooke Burke gave a report on sports and school happenings- The first school dance was awesome. All students and staff handled the power outage situation very well. Cheer raised \$4,000 dollars and all sport teams did great during the power outage. Raised up and own it! That is their new motto at the High School.

- B. Superintendent's Report:

Emergency operations from the weekend. When Pacific Power notified us of a Public Safety Power Shutdown, the district leadership team began walking through our protocols for student safety. The city invited us to join their Incident Command meetings, so Kevin Strong and the Superintendent joined them.

The School District worked hand and hand with the city on a multitude of issues from placement of the cooling station to working to ensure emergency vehicles had adequate fuel resources with the pending power outage. Josh Darwood and district electricians set up a generator on our transportation pumps and worked with SHFD Chief Nick Tyler on getting emergency vehicle access to the fuel. In our first meeting at City Hall SHPD Chief Jeff Lynn ran the meeting. It was a roundtable discussion and planning, and set up meetings for the following Thursday, Friday, and Saturday.

It was nice to have the City, Police Dept, Fire Dept., and school district all working on the same page together. Closing school, which was ultimately what we had to do with the specific circumstances we had, is not taken lightly. Lagea Hull, outgoing Public Information Officer

for the city stated in her final comments at the meeting how nice it was to have the City and School District working hand in hand. This is how it should be, and I'm happy to report this is how it was.

Another good piece to come out of this was not a single student showed up to any building at opening time, so our messaging worked and people received the information.

**1. Opening Operations:** We have all foundational systems and programs in place in alignment with our strategic plan. Our Transportation Department reports they are driving students 900 miles per day currently, and our Nutritional Services department has provided 1,486 meals per day (breakfast and lunch combined) last week.

**2. Enrollment Update:**

ENROLLMENT 9/12/2022

2022		2021	
Grade	Current	Grade	Current
ALL	2340	ALL	2131
KG	171	KG	182
1	192	1	124
2	153	2	156
3	196	3	129
4	170	4	144
5	195	5	164
6	189	6	165
7	205	7	176
8	178	8	180
9	197	9	176
10	175	10	195
11	183	11	150
12	136	12	190

**Strategic Plan Progress (handout)**

**Pillar 1-Outstanding Achievement:** Superintendent Martin is very pleased our instructional teams have reviewed student performance indicators from last year (assessments, graduation rate, freshman on track, growth scores). Our teams have reviewed our Strategic Plan (handout) and have refined our Professional Learning Community, and RTI processes. We are ready for the year for continuous academic achievement.

Our PLC Wednesdays are being held sacred this year for the teams to work on student performance issues, and we have scheduled time monthly for vertical alignment (what are the higher/lower grades doing) and also time for grade band discussions (2nd grade staff meet together, 3rd grade together, etc.) Building staff have been given the opportunity to select areas of focus for their Danielson Framework system to focus on areas of teacher performance as part of the evaluation process. In addition, our classified staff will be receiving focused training this year through our Teaching and Learning Department on Wednesdays to help them be even more effective in helping our students learn. This has been identified district wide as a critical need from our staff, so we are stepping up and answering the call.

**Pillar Two: Thriving Citizen–School reports regarding the start of the school year:** All Administrators gave a school report on how the start up is going.

**Pillar Three: Thriving Community:** Holley Elementary and Hawthorne Elementary had wonderful Open Houses on September 1, Superintendent Martin was able to stop into both, and was impressed with the staff and Parent Teacher Councils at each school. The Holley Hawk mascot was visiting students, and a highlight at Holley was the “Plinko for Ice Cream” game families were encouraged to play. Foster Elementary and Sweet Home Junior High held their open houses on 9/2, and as of this writing Oak Heights is planned for September 15, 2022. The HS is working on theirs.

Something new and exciting this year that is starting up in cooperation with the Sweet Home Police Department is inviting our Law Enforcement Officers (LEOs) into our buildings to have lunch in our cafeterias during their shift when they are on duty and in uniform. This is a great opportunity for our students to interact in a positive way with LEO’s in a non-threatening setting and get a chance to get to know them as individuals.

**Pillar Four: Safe and welcoming facilities and services:** As noted previously we have upgraded our safety vestibules at all elementary schools and the middle school. We have increased both the number and quality of our cameras throughout the district, as well. We are using key cards for building access across the district, and they are easy to use and can be turned on or off in a minute. We are in the process of updating our school radios to increase our emergency preparedness around communication and student safety.

In technology, new touch screen one to one laptops are being deployed across the district. In addition, brand new short throw smart boards continue to be installed across the district as they arrive, with the latest installations (to my knowledge) happening at Hawthorne Elementary the very week prior to school start up. Teachers had their boards on during open house (Aug. 31) with important information being shared with families on their first day of installation.

### **Policies:**

We are nearing completion of our comprehensive review of our policies, and all policies are being listed whether there are changes or not per Board request.

Finally–to end his report, Superintendent Martin felt he would be remiss if he didn’t state for all to hear what an incredible honor it is to lead such a wonderful district. Our people make the difference. We have an incredibly caring and professional staff, all the way through. We have good people here, and that is part of what makes Sweet Home a great place for our students.

### **5. Consent Agenda**

- A. Approved minutes from the August 8, 2022 School Board Meeting
- B. Approved hire of Jesse Fipps, 2nd grade teacher at Oak Heights for the 2022-2023 school year
- C. Approved hire of Michelle Bradley, Temporary PE Teacher at Oak Heights for the 2022-2023 school year
- D. Approved hire of Haley May, Counselor at the High School for the 2022-2023 school year
- E. Approved hire of Kirsten Marin, Temporary Kindergarten teacher at Oak Heights for the 2022-2023 school year
- F. Approved hire of John Mithen .50 PE teacher at Holley Elementary for the 2022-2023 school year
- G. Accepted resignation from Caryn Wise, 6th grade teacher at Holley Elementary effective June 30, 2022

***Motion No. 22-45: Board Member Jim Gourley, moved to approve the revised consent agenda as presented. Board Member Adams seconded the motion. The motion passed unanimously.***

**6. Information/Discussion**

- A. Budget Update- Kevin Strong gave a brief budget update - Insurance and classified wages have increased higher spending compared to last year at this time
- B. Maintenance Update- Josh Darwood gave a report on future projects and start up events.
- C. Board Policies 2nd read
  - GC Licensed Staff Positions
  - GCA License Requirements
  - GCAA Standards for Competent and Ethical Performance of Oregon Educators
  - GCAB Personal Electronic Devices and Social Media – Staff
  - GCB Licensed Staff Contracts and Compensation Plans
  - GCBA/GDBA Initial Placement on Salary Schedule
  - GCBAC/GDBAC Death of an Employee
  - GBCA/GDBCA Continuation Coverage Health Benefits
  - GCBD/GDBD Personal Illness and Injury Leave
  - GCBDA/GDBDA Family Medical Leave
  - GCBDA/GDBDAAR(1) Federal Family Leave /State Family Medical Leave
  - GCBDA/GDBDAAR(2) Request for Family and Medical Leave
  - GCBDA/GDBDAAR(3)(A) Certification of Health Care Provider
  - GCBDA/GDBDAAR(3)(B) Certification of Health Care Provider
  - GCBDA/GDBDAAR(3)(C) Military Family Leave
  - GCBDA/GDBDAAR(3)(D) Military Family Leave
  - GCBDA/GDBDAAR(4) FMLA/OFLA Eligibility Notice to Employee
  - GCBDA/GDBDAAR(5) FMLA/OFLA Sample Designation Letter to Employee FMLA/OFLA GCBDA/GDBDAAR(6) - Designation Notice
  - GCBDA/GDBDAAR(7) Fitness-for-Duty Certification
  - GCBDA/ GDBDA COVID-19 Related Leave
  - GCBDA/ GDBDA-AR(1) COVID-19 Related Leave
  - GCBDA/ GDBDA-AR(2) COVID-19 Related Leave 67
  - GCBDB/GDBDB Early Return to Work
  - GCBDB/GDBDBAR Early Return to Work
  - GCBDC/GDBDC Domestic Violence, Harassment, Sexual Assault, or Stalking Leave
  - GCBDC/GDBDCAR Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave
  - GCBDD/GDBDD Sick Time
  - GCBDE/GDBDE Military Leave of Absence
  - GCBF Break in Service
  - GCC/GDC Staff Recruiting
  - GCD Hiring of Licensed Staff
  - GCDA/GDDA Criminal Records Checks and Fingerprinting
  - GCDA/GDDA Criminal Records Checks and Fingerprinting
  - GCEA Substitute Teacher Salaries
  - GCEC/GDEC Job Sharing
  - GCEC/GDEC-AR Licensed Staff/Classified Staff Job Share
  - GCL Assignments and Transfers GCI/GDI Staff Development - Licensed
  - GCL-AR(1) Staff Development GCL/GDL Staff Development - Licensed
  - GCL-AR(2) Professional Development Plan.
  - GCMA Teacher Grade Books and Lesson Plans
  - GCN/GDN Evaluation of Staff
  - GCPA Layoff - Licensed Staff
  - GCPA-AR Layoff/Recall - Licensed Staff
  - GCPB/GDPB Resignation of Staff
  - GCPC/GDPC Retirement of Staff
  - GCPD Suspension and Dismissal of Licensed Personnel
  - GCPD Discipline and Dismissal of Licensed Staff
  - GCPD-AR Discipline and Dismissal of Licensed Staff
  - GCQA/GDQA Nonschool Employment
  - GCQAB Private Tutoring for Pay
  - GCQB Research
  - GCQBA Copyrights and Patents
  - GCQC Exchange Teaching
  - GD Classified Staff Positions
  - GDA Instructional Assistants
  - GDC Recruitment of Classified Staff

GDCA Posting of Vacancies  
GDEA Substitute Classified Salaries  
GDIA Notice of Employment  
GDPD Suspension and Dismissal of Classified Personnel

***Motion No. 22-46: Board Member Jim Gourley, moved to put the board policies on the action item. Board Member Dale Keene seconded the motion. The motion passed unanimously.***

7. Action Items

M. Reynolds Action

A. Approve Board Policies

GA Personnel Policies Goals  
GAA Personnel: Definitions  
GAB Job Descriptions  
GB General Personnel Policies  
GBA Equal Employment Opportunity  
GBA-AR Veterans' Preference  
GBB Staff Involvement in Decision Making  
GBC Staff Ethics  
GBC-AR Staff Ethics  
GBCA Staff Religious Dress  
GBCA-AR Staff Religious Dress  
GBCB Staff Conduct  
GBCB-AR Staff Conduct  
GBCBA Alcohol/Controlled Substance Use  
GBCBB Employee Assistance  
GBD Board-Staff Communications  
GBDA Expression of Milk in the Workplace  
GBE Staff Health and Safety  
GBEA Workplace Harassment  
GBEA-AR Workplace Harassment Reporting and Procedure Staff Protection  
GBEAA GBEB Communicable Diseases – Staff  
GBEB-AR Communicable Diseases – Staff  
GBEBA Staff - HIV, AIDS, and HBV  
GBEC Drug-Free Workplace  
GBEC Drug-Free Workplace  
GBED Medical Examinations and Drug Testing  
GBEDA Drug and Alcohol Testing - Transportation Personnel  
GBEDA-AR Drug and Alcohol Testing - Transportation Personnel  
GBF Staff Participation in Community Activities  
GBG Staff Participation in Political Activities  
GBH/JECAC Staff/Student/Parent Relations  
GBHB Student Management  
GBI Gifts and Solicitations  
GBI-AR Internet-Based, Crowd Funding Solicitation  
GBJ Weapons in Schools - Staff  
GBK/JFCG/KGC Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems  
GBL Personnel Records  
GBLA Disclosure of Information  
GBMA Staff Complaints GBM Whistleblower  
GBN/JBA Sexual Harassment  
GBN/JBA-AR(1) Sexual Harassment Complaint Procedure  
GBN/JBA-AR(2) Federal Law (Title IX) Sexual Harassment Complaint Procedure  
GBNA Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying - Staff  
GBNA-AR Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Procedures - Staff  
GBNA/JFCF Cyberbullying  
GBNAA/JHFF Suspected Sexual Conduct with Students and Reporting Requirements  
GBNAB/JHFE Suspected Abuse of a Child Reporting Requirements  
GBNAB/JHFEAR(1) Reporting of Suspected Abuse of a Child  
GBNAB/JHFEAR(2) Abuse of a Child Investigations Conducted on District Premises

***Motion No. 22-47: Board Member Dale Keene, moved to approve the first section of board policies (GA-GBNAB/JHFEAR(2)). Board Member Debra Brown seconded the motion. The motion passed unanimously.***

- B. Approve Board Policies

***Motion No. 22-48: Board Member Debra Brown, moved to approve the second portion of board policies (GC-GDCA). Board Member Dale Keene seconded the motion. The motion passed unanimously.***

**8. Board Comments:**

**9. Late Items** – No late items

**10. Future Agenda Items**

- A. Next Board Officers Meeting October 3, 2022 at 3:30 p.m. Superintendent's Office
- B. Next Board Meeting October 10, 2022 at 6:30 p.m. in DO Boardroom
- C. OSBA's 2022 Annual Convention, November 11-13, 2022, Portland Marriott Downtown Waterfront

**12. Adjournment**

The meeting adjourned at 7:28 p.m.

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*Signature, Board Chairman*

Julie Emmert, Board Recording Secretary  
(This meeting was also recorded and saved supt/board/audio)