

Board Members:	Greg Miller, President; Duane Pegg, Scott Jones, Debbie Carter-Bowhay, and Hillary Bearden. (Joined via Google Meet.)
Administration:	Heather Sweet, Superintendent (present in portable); Nicholas French, Director of Teaching & Learning/Special Services; Christopher Pollard, Jr/Sr HS Principal; and Dr. Cindy Risher, Elementary Principal. (Board members joined the meeting via Google Meet. Supt Sweet hosted the meeting from Portable #1.)

**Call to Order:** 1.0 The meeting was called to order at 7:00pm and the flag salute was led by President, Greg Miller.

**Approval of Minutes:** 2.0 It was moved and seconded (DP/DC) that the Board approve the minutes of the February 25, 2020 regular meeting as presented thereby ratifying all actions taken.

M/C, unanimous.

**Citizen Comments on Non-Agenda Items** 3.0 None

**Consent Agenda:** 4.0 Board member, Duane Pegg, requested that the board review policy and procedure 3510/3510P for the section discussing fee collection for those over 65. Mr. Pegg stated that the wording was found in the policy, but not the procedure. Supt Sweet stated that she will review the policy and procedure for edits that need to be made for the second reading.

General Fund 4.1  
 ASB Fund 4.2  
 Transportation Fund 4.3  
 Debt Services Fund 4.4  
 Capital Projects Fund 4.5  
 Payroll 4.6  
 Payroll Accounts Payable 4.7  
 Resignations 4.8  
 New Hire 4.9

Board Policy Review – 4.10 It was moved and seconded (DC/DP) that the consent agenda be approved, thereby approving items 4.1 – 4.10, which includes: *(optional reading)*

- The February 2020 General, A.S.B., Transportation, Debt Service, and Capital Projects Fund status reports;
- Payroll Accounts 538573 – 538594 in the amount of \$685,263.76; and
- Payroll warrants Accounts Payable warrants 538566 – 538572 in the amount of \$5,608.92;
- Resignation of Benjamin Jason Quinby as Jr/Sr HS teacher and Emily Brown as Elementary Teacher;
- Hiring of Jessica Tackett as Elementary Paraeducator;
- First Reading of Board Policies and Procedures: 2410, 3424, 3424P, 3510, 3510P, 6700, 6700P on March 24, 2020.

M/C, Unanimous

**Finance Reports:** 5.0  
 General Fund, ASB, and 5.1 It was moved and seconded (DP/HB) that the General Fund, Capital Projects Fund, A.S.B., and Comp Tax Warrants Department of Revenue warrants be approved, thereby certifying that the merchandise and services have been received and/or performed for payment: *(optional reading)*

- General Fund warrants 538604 – 538672 in the amount of \$122,852.82;
- Capital Projects Fund warrants 538603 in the amount of \$228.35;
- A.S.B. Fund warrants 538595 – 538602 in the amount of \$11,112.50; and
- Department of Revenue warrant 538673 in the amount of \$183.45 on March 24, 2020.

M/C, Unanimous

General Fund Void 5.2 It was moved and seconded (DC/DP) that the General Fund warrant void be approved, thereby certifying that the merchandise and services have not been performed for payment: *(optional reading)*

- General Fund warrant 538496 void in the amount of \$150.00 on March 24, 2020.

**Informational Reports:** 6.0

March Enrollment Report 6.1 The official March head count was 592 and the FTE was 582.77. The 2019/20 budgeted FTE was 570.

Principals' Reports 6.2 Dr. Cindy Risher spoke about:

- Dr. Risher is working on completing essential tasks, such as teacher evaluations, prior to going on maternity leave.
- Elementary teachers have district phones at home to communicate with school staff and families. Teachers have been putting a lot of time and effort into providing students with materials to take home.
- Dr. Risher hosted an online elementary staff meeting today to discuss the next steps for instruction. The Google Classroom platform will be used for instructing students during the school closure.

Mr. Christopher Pollard spoke about:

- Jr/Sr HS teachers also have district phones at home and teachers are transitioning to google classroom.
- The building is working on establishing shared expectations for teaching and learning.
- Staff are focus on seniors and making sure they get the instruction they need in order to graduate. Counselor, Rachel Haines, is working on getting students set up with pathways to accomplish this. She will also work on getting students caught up with credits through recovery courses.
- Graduation plans and pathways will likely be shifting for some students,
- The ASB is working on creating a budget for next year for all sports and clubs. Lindsey Quinby is trying to plan ASB officer elections for 2020/21. One idea is to post Facebook live videos of candidates if the school remains closed, otherwise elections will be done when students return to school.
- The building staff are still working on their mission statement.
- The building leadership team met to discuss the needs assessment and the timeline of responsibilities and goals that will be shared with staff.
- Mr. Pollard hosted a staff meeting today through Google Meet. He addressed phone calls to parents, the staff book study, and other professional development.
- Seniors in need have been connected with technology at their homes and now the building is working on the juniors. Mr. Pollard anticipates that the HS students should be ready to begin home instruction by the 30<sup>th</sup>.

Director of Teaching and Learning Report

6.3 Mr. Nicholas French spoke about:

- Mr. French presented statistics regarding the district's social media accounts. The statistics showed that people are following and responding well to posts, especially those that are live and keep the community informed of school closure information and food service available during the closure. Overall, the social media posts have a large outreach to the community. Mr. French concluded that this information shows that Ocosta families are engaged and rely on the school for support and information.
- A Professional Development plan is available for all staff during the closure. Three or four different platforms are being used for training. The PD focuses on instruction, special education, Paraeducator state training, Safe Schools, and book studies.
- Guidelines from OSPI have been posted for what online instruction will look like in order for school districts to be in compliance. Mr. French will try to break it down for staff to provide framework for online instruction.
- Hillary Bearden asked Mr. French about parent/teacher conferences. Mr. French said that as of now there will not be specific conference meetings next week and that teachers are instead reaching out to the parents of students before Spring Break just to check in with students.

Superintendent's Report

6.4 Superintendent Sweet spoke about:

- The community and the school board appreciate everything the staff and the district has done to create stability and support for the families.
- Supt Sweet explained that OSPI recently answered questions regarding state apportionments. OSPI will go back to February 2020 enrollment and use an adjustment rate to determine April's enrollment and apportionment. The adjustment rate may be based off of 2018/19 enrollment changes at this time last year.
- **Goal 1 – Academic Achievement:** The administrative blue print was shared with staff during the last late start. Not many comments were received. Some new information has been added to the guide. Supt Sweet stated that this is a fluid document where things will be added and removed as needed.
- OSPI released guidance on instruction and learning. It stated that districts should provide students with instruction during the emergency closure, not just educational resources.
- Supt Sweet asked Christopher Pollard to develop Senior Success Plans and what students need to accomplish in order to graduate.
- Students working on credit recovery through Edmentum are encouraged to finish classes during the school closure. Seniors failing classes when school closed on March 16<sup>th</sup>, should contact their teachers to get caught up.

- **Goals 2 & 3 – Professional Development and Climate/Culture:** District staff are working from home. Some of the PD is focused on climate and culture. All staff currently have a work plan.
- There will be two staff meetings each week on Tuesdays and Thursdays at 1pm.
- Certificated teachers are providing materials to students from home. The district is working on getting students Chromebooks, but some families haven't responded to inquiries regarding their need for technology.
- The high school leadership is having a virtual "Spirit Week" this week to help connect with students.
- **Goal 4 – Community Partnerships:** On Monday, March 16<sup>th</sup>, Supt Sweet held a community leadership meeting with various leaders from Westport/Grayland/Tokeland. The goal was to organize services that would be offered during the pandemic among the south beach.
- Supt Sweet continues to read books to students live via Facebook at 7:30pm each night. Information regarding the school closure is also provided to families during the live feed.
- **Goal 5 - Governance:** At the next board meeting, Supt Sweet will be asking the school board to waive the community service requirement for 2019/20. She is concerned that the school closure will impede graduation requirements.
- Until the school reopens, Supt Sweet will be hosting board meetings online from the board room. If others want to join the meeting via the internet, they can request a link for the Google Meet session from Supt Sweet.
- Starting today, Supt Sweet and Carrie Forrest are the only ones working full days at the district. Brian Saul and Steve Schmeling may also return to work on campus full-time as essential personnel.
- At this time, teachers will be expected to work until June 19<sup>th</sup>.

**Old Business:** 7.0 None

**New Business:** 8.0

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| Resolution #505-2020, 1320R Emergency Suspension of Policy      | 8.1         | <i>Hillary Bearden motioned to approve Resolution #505-2020, 1320R Emergency Suspension of Policy, Duane Pegg seconded the motion. M/C, unanimous.</i>  |
| Resolution #504-2020, Out of Endorsement Waivers                | 8.2         | <i>Hillary Bearden motioned to approve Resolution #504-2020, Out of Endorsement Waivers for the 2019/20 school year, Debbie Carter seconded the motion. M/C, unanimous.</i>   |
| Twin Harbors Branch Skills Center Interdistrict Co-op Agreement | 8.3         | <i>Debbie Carter-Bowhay motioned to approve the Twin Harbors Branch Skills Center Interdistrict Co-op Agreement as presented, Scott Jones seconded the motion. M/C, unanimous.</i>  |
| Technology Surplus (Saul)                                       | 8.4         | Duane Pegg had questions for Brian Saul regarding condition of the IT supplies for surplus. Mr. Saul stated that the phones have some use left, but are no longer needed by the district. The wireless modems have some use left, but not for district use. The old laptops and iPad 2s are no longer able to be updated, so apps are likely unusable on them. They could possibly be used for internet browsing or as readers.<br><br><i>Debbie Carter motioned to approve the surplus of technology supplies as presented, Scott Jones seconded the motion. M/C, unanimous.</i> |
| Senior Trip Request   | 8.5         | Supt Sweet presented the planned senior trip schedule on behalf of Peter Gallo. The ice skating activity needs board approval. Supt Sweet emphasized that the trip may only happen if the state's stay-at-home order is lifted and school resumes.<br><br><i>Duane Pegg motioned to approve the activities for the senior trip as present by Supt Sweet, Hillary Bearden seconded the motion. M/C, unanimous.</i>   |
| Leave Without Pay Request                                       |             | <i>Hillary Bearden motioned to approve the request for leave without pay for Kate Iseminger, Scott Jones seconded the motion. M/C, unanimous.</i>   |
| <b>Questions or Comments:</b>                                   | <b>9.0</b>  | Scott Jones, and the rest of the board, appreciate everything the staff is has done during this trying time and they commend everyone for their efforts.  |
| <b>Executive Session:</b>                                       | <b>10.0</b> | Board President, Greg Miller, stated that the Board would recess into executive session to discuss negotiations RCW 42.30.110(1)(d). No action will be taken upon the return to the open session.<br><br>The Board recessed into executive session at 8:00pm stating that they would return within 15 minutes.  |

The Board came out of executive session at 8:34pm.

**Adjournment:**            **11.0**    There being no further business, the meeting was adjourned at 8:34pm.

Respectfully submitted,

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Greg Miller, President

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Heather Sweet, Board Secretary

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Kristin Griffith, Board Clerk