

BANDON SCHOOL DISTRICT NO. 54  
Regular Meeting of Board of Directors  
November 8, 2021  
MINUTES

The Board of Directors of Bandon School District No. 54, Coos County, Oregon, met in regular session on Monday, November 8, 2021 via Zoom Teleconferencing at 6:30 p.m. Due notice was published and a quorum was present.

**PRESENT:** Board members present were Breanna Quattrocchi, Greg Looney, A.J. Kimball, David Hisel, Ryan Sherman and Stan Avery

**ALSO PRESENT:** Shauna Schmerer, Superintendent; Chris Trevisiol, Director of Operations/Transportation; Melissa Radcliffe, BHS Principal; Becky Armistead, HLMS Principal; Courtney Wehner, OC Principal; Jordan Sammons, AD; Kenny McMillen, BHS Student Rep and Rachel Hernandez, Board Secretary

**ABSENT:** Angela Cardas

The meeting was called to order by Vice Chair David Hisel at 6:31 pm.

**ADDITIONS/DELETIONS**

The following addition was made to the agenda:

**4.09 Amanda Looney, Business Manager**

Ryan Sherman made a motion to approve the agenda as amended. Breanna Quattrocchi seconded and the motion passed unanimously.

**PUBLIC INPUT FOR ITEMS ON THE AGENDA:** None

**APPROVAL OF CONSENT AGENDA:**

**2.01 Approve Regular Board Meeting Minutes of October 11, 2021**

A.J. Kimball made a motion to approve the consent agenda. Breanna Quattrocchi seconded and the motion passed unanimously.

**INFORMATION:**

- 3.01 Hired: Ingrid Wakeley, Baker**
- 3.02 Hired: Amanda Looney, Business Manager**
- 3.03 Hired: Les Anderson, Desktop Support Analyst**
- 3.04 Hired: Jaclyn Brown, Payroll Clerk/Human Resources**
- 3.05 Hired: MacKenzie Findley, HLMS Secretary**
- 3.06 Hired: Raelyn Freitag, 8<sup>th</sup> Grade Girls Basketball Coach**
- 3.07 Hired: Lauren Remy, OC Temporary Educational Asst.**
- 3.08 Resigned: Samantha McDaniel, Payroll Clerk**
- 3.09 Resigned: Sherry Tappert, Bus Driver**
- 3.10 Resigned: Amanda Carlton, 8<sup>th</sup> Grade Girls Basketball Coach**
- 3.11 Resigned: Jordan Sammons, HLMS Track Coach**
- 3.12 Resigned: Daniel Senn, HLMS Track Coach**

## **REPORTS /DISCUSSIONS:**

District enrollment is 619.

Superintendent **Shauna Schmerer**, Director of Operations/Transportation **Chris Trevisiol** and Administrators **Melissa Radcliffe**, **Jordan Sammons**, **Becky Armistead**, **Courtney Wehner**, and **Amanda Looney** provided written reports on what is happening in their respective schools or departments, copies of which are attached and made a part of the minutes.

In addition to **Superintendent Schmerer's** written report, discussion was held regarding the district's purchase of Frontline Human Capital Management Recruiting and Hiring software, which will improve and streamline our hiring practices and attract a larger, better qualified field of applicants. Additionally, she has authorized the transfer of a portion of our HVAC expenses from Bond funds to ESSER funds. This will free up sufficient Bond funds to thoroughly and effectively resurface our track so that it will last significantly longer. The original amount budgeted in the Bond for the track was insufficient for our needs.

BHS Student Representative **Kenny McMillen** reported about the BHS Blood Drive, Leadership, Spirit Activities and the upcoming Pancake Feed for the grade level with the highest GPA at the end of the 1<sup>st</sup> grading period.

## **ACTION ITEMS:**

### **5.01 Bills Paid in the Amount of \$486,997.42**

Breanna Quattrocchi made a motion to approve paying the bills in the amount of \$486,997.42 and Ryan Sherman seconded. The motion passed unanimously.

- 5.02 1<sup>st</sup> Reading Policy ACB – Every Student Belongs**
- 5.03 1<sup>st</sup> Reading ACB-AR – Bias Incident Complaint Procedure**
- 5.04 1<sup>st</sup> Reading AC – Nondiscrimination**
- 5.05 1<sup>st</sup> Reading AC-AR – Discrimination Complaint Procedure**
- 5.06 1<sup>st</sup> Reading BBAA – Individual Board Member's Authority and Responsibilities**
- 5.07 1<sup>st</sup> Reading BD/BDA – Board Meetings**
- 5.08 1<sup>st</sup> Reading BDDH – Public Comments at Board Meetings**
- 5.09 1<sup>st</sup> Reading BDDH-AR – Public Comments at Board Meetings**
- 5.10 1<sup>st</sup> Reading GBA – Equal Employment Opportunity**
- 5.11 1<sup>st</sup> Reading GBEA – Workplace Harassment**
- 5.12 1<sup>st</sup> Reading GBNAJ-JHFF – Suspected Sexual Conduct Report Procedures and Form**
- 5.13 1<sup>st</sup> Reading GBNAJ/JHFF-AR – Suspected Sexual Conduct with Students and Reporting Requirements**

Ryan Sherman made a motion to approve items 5.02 – 5.13 and Breanna Quattrocchi seconded. Discussion was held regarding symbols of hate as defined in ACB – Every Student Belongs. The motion passed unanimously.

### **5.14 2021-22 Resolution No. 1 Adopting the Budget – Revised to comply with Oregon Local Budget Law**

Breanna Quattrocchi made a motion to approve Resolution No. 1, Revised and Stan Avery seconded. The motion passed unanimously.

**5.15 2021-22 Resolution No. 23 – Designating Deputy Clerk**

Breanna Quattrocchi made a motion to approve Resolution No. 23 and Ryan Sherman seconded. The motion passed unanimously.


**Public Input for items not on the Agenda**

None

There being no further business for the board, Ryan Sherman made a motion to adjourn the session; A.J. Kimball seconded and it passed unanimously. The meeting adjourned at 7:24 pm.

Approved: 12.13.21  
Date

By   
Board Chair

  
Rachel Hernandez, Board Secretary



**Enrollment: attachment**

**Vaccination:** 100% compliant 83% Vaccinated (paid employees) Student Vaccinations will continue to be up to the families to decide what is best for their children.

**On-line Curriculum:** Looking to join a cooperative with the ESD that BSD families can be a part of in the future if they want. (Home school, COVID related, etc).

**Title 1-A Improving Basic Programs: \$236,992** pays for a teacher and 3 paras. Used to help with learning gaps, early reading struggles, reset stations, and classroom support.

**Title II-A Supporting Effective Instruction.** This is part of Title grants that we were allowed to carry over from the previous year. Approx. \$30,000 was not spent so we carried that over to add to this year's grant amount of approx \$29,000. This will pay for a part-time program director to get our federal programs (like Title) to be compliant. This will also pay for BSD to contract with Frontline to update our hiring process so that we can be completely on-line with applications and paperwork.. This will help us to retain and recruit highly qualified applicants for district positions. This grant will help put systems in place.

**Title IV-A gives us a little over \$17,000 for student support and academic enrichment.**

**MUSIC, ART, Math, Science Technology.** We dedicated 90% of the funds to our K-12 Music Programs. Instruments, sound systems, and registration fees.

**Keiser Grant: We applied with students' wellness and safety as our focus.**

**SIA (Student Investment Account) Plan:** Report is on web-site for annual report for 20-21 and also the 1st Qtr update for 21-22 school year. We will need to put out surveys and do a better job of engaging our community.

**ESSER (Elementary and Secondary School Emergency Relief Fund):** Plan is on the website and will be updated as needed.

**The District focus is:**

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Putting systems in place to help organize District and Building level needs, expenditures and production to better serve our students. The WELLNESS of our students and of our staff are a priority. 11/12/21 is a Wellness day for those scheduled to work in the buildings that day. #valued

**Big THANK YOU** to our Administration team:Our DO team! Our BSD STAFF :)) We are willing to step up and be #OneTeamOneMission and a united #CommUnity!

Bandon School District #54  
Maintenance, Operations and Transportation  
NOVEMBER 2021

1. Working with McKinstry on HVAC improvements District wide.  
Framing is complete, Electrical upgrades ongoing at BHS. Delays in master switch gear parts. HLMS gym outside wall done ductwork done.
2. Ocean Crest, waste pipe under the gym rotten. Replaced! Gym to street needs replaced.
3. Continued scheduled cleaning and sanitizing of all buildings and high traffic areas, in between shared classes following Covid protocols.
4. Continued collaboration on sports, events, for transportation, equipment set up and cleaning schedules.
5. Utilities located for modular BCCC.
6. Damage to bathrooms being estimated, parts ordered.
7. OC fire alarm systems reworked. Gold Coast. System now is functioning.
8. Continued work on the heat situation at OC with Comfort Flow. Ongoing issues. New control unit and service. Change order for wiring approved to rewire heating units. One unit has a leak at the pump, looking into cost of replacement VS repair with McKinstry. Repair is cost effective and now functioning. Programming and final work set up for 2-3 weeks out.
9. Online maintenance request form success. Maintenance requests are prioritized and underway.
10. Rolling out an online Transportation request form. Working on a parent volunteer driver authorization form.
11. Continued scheduling and maintenance of bus fleet and equipment. Replacement first aid kits and spill kits installed in buses. Deep cleaning buses and vans. Certifications done. Stocking Buses with PPE. All children are required to wear masks during Transportation. ODE was on site for a follow up audit October 29, successful follow up visit with ODE on Transportation.



12. HLMS Gym and stage will be used through the winter for a staging area for contractors. Scheduled fire up of HVAC in HLMS Gym 12-1DELAY!! Due to switchgear delivery delays, the Gym floor is open for use!
13. The West half of Pod is set up as Office for the Project Supervisor for McKinstry Tom Bonin through the summer into Winter season.
14. Water heater is installed and fired up at BHS, Thank you Taylor from Avery Plumbing. Also need the plumber to move some piping in the janitor closet for room for power upgrades to BHS for HVAC. Water main valve at BHS rotten and unable to shut off, Dug up found the City must have paved over the shut off valve, Waiting on the City to locate the valve so we can shut off the water at the street to change the valve on our side of the meter. Scheduled for 11/8/21 with Taylor from Avery. City found and dug up the shut off. Thank you to Daniel Senn and Kim Boston.



## Ocean Crest School Board Report November 2021

### November Events:

- Thurs. the 11th - NO SCHOOL- Veterans Day
- Fri. the 12th - NO SCHOOL- Report Card Day
- Tues. the 16th - Picture Retakes
- Thurs. the 18th - Evening Conferences
- Fri. the 19th - Morning Conferences
- Wed. the 24th - Fri. the 26th - NO SCHOOL - Thanksgiving

### Professional Development:

- Character Strong professional development - October focus: Discipline versus Punishment.
- Trauma Informed Systems of Support (TISS) training with the ESD on Nov. 9th
  - Will support the Student Support Specialist position (Our Reset Station position)
  - Will be an effective way to ensure all staff are trained
  - Will allow teams from different districts and schools to hear from each other and learn from each other.

### What's New at the OC?:

- We hired a full time educational assistant for kindergarten- Lauren Remy!
- We will be participating in a Reforestation Event with the Bandon Parks and Recreation Commission - planting trees at the city park - still in coordinating phase
- Purchasing a new slide for our playground to replace an older one
- Our book fair has been going on since Oct. 25th. It will run through Nov. 7th.

### Fall Parent/Teacher Conferences:

Our Fall conferences will be held the evening of Nov. 18th from 5:00pm to 8:00pm and the morning of Nov. 19th. from 8:00am to 12:00pm.

Our conferences this year can be in-person, zoom, or over the phone.

A Google Form link was sent out to all families through Seesaw to sign up for a conference



slot. The deadline was Nov. 1st. If they didn't fill out the Google Form, they will still be assigned a timeslot. Each slot is 15 minutes long and masks are required for any in-person conference.

**Big Thanks To:**

Mr. Kitchin and the kitchen staff for their hard work in providing plentiful meals to our students.

Chris Trevisiol for helping me find and purchase the perfect slide (in our price range).  
My entire staff for being so flexible during a time where we are short on substitutes.

**OC Needs:**

SMART Reading will be virtual this year and we are still in need of a site coordinator.



## HLMS School Board Report – November 2021

### November /December Events:

- 11/3 Bus Evacuation Drills
- 11/11 NO SCHOOL - Veterans Day
- 11/12 NO SCHOOL - INSERVICE: Grade Day /PD
- 11/16 Picture Retakes
- 11/18 PM Conferences
- 11/19 NO SCHOOL - AM Conferences
- 11/24- 26 NO SCHOOL - Thanksgiving Break
- 11/30 Dental Screening - Round 1
- 12/7 Site Council @ 3:30pm
- 12/17- 1/2 NO SCHOOL - Winter Break

### Special Events @ HLMS in October:

- **ROCK YOUR SCHOOL:** Your HLMS Tigers were a bit surprised on Thursday, October 21 when they arrived to a school decorated with a Rock'n'Roll theme and guest musician Josh Meredith shredding on his electric guitar in the breezeway! The day continued with virtual field trips and "rock" inspired lessons including finding the theme in song lyrics in Mrs. Guzman's Language Arts class and literal stacking of rocks in Mrs. Kraynik's science classroom. It was a great way to spark some excitement and shake things up a bit - on the same day we had our Earthquake/Tsunami drill...shake things up...see what I did there?!?
- **HALLOWEEN:** The halls of Harbor Lights were filled with the undead zombie staff adults who seemed so full of life just a day before! Staff dressed in theme and greeted students in the breezeway with the haunting tunes of Michael Jackson's "Thriller" ringing out through the breezeway. Many students were dressed in costume and ALL were excited to have a day of spirit. It warms my heart to see our middle school students experiencing the joys of youth after 19 months of COVID weirdness!

### Special Education Update:

- We are planning for our SPR&I (Systems Performance Review & Improvement) File Review at the end of the month per state expectations. This entails pulling randomly selected (by ODE) files for compliance review and making adjustments/amendments, as needed. In my years as Special Education Director, we have always been in compliance with ODE expectations and I am confident this will continue with this year's review! THANK YOU to the outstanding Special Education Team for their hard work serving our students and managing the paperwork mountain that is required to document such efforts!

### HLMS Building Needs:

- Continued bond work on HVAC and Gym. *UPDATE: The gym is partially available and Mr. Godsiff is so grateful! We are currently waiting on electrical panels which is resulting in a 1 month delay of HVAC completion in the gym. Luckily, we are at a point in the project where the gym floor area is available for student use. The stage should be available early 2022.*
- Expanded playground options (some are in process, others are in visionary development) *UPDATE: This has been included in a district grant request submitted in October and I am looking into other funding options, should the grant not be accepted. Mr. Trevisiol and I are planning for the installation of a rope pyramid climbing apparatus that is already purchased and on site. Hopeful installation date - likely spring once the rains abate.*
- New intercom/bell system that will accommodate our current needs (multiple schedules, clarity in communication in event of emergency, etc); *UPDATE: This has been included in a district grant request submitted in October!*
- Possibly wishful thinking, but a new key system that would allow for more consistent access and sure knowledge that we don't have keys out in the world? All of the outside access to our classrooms has me thinking about safety - especially as we review our ALICE protocols! *UPDATE: Mr. Trevisiol says that plans are in the works on this!*



## BHS School Board Report November 2021

### November/December Events:

- 11/10 End of First Grading Period
- 11/11 No School- Veterans' Day
- 11/12 No School- Inservice Day
- 11/18-19 Parent/Teacher Conferences
- 11/24-26 No School- Thanksgiving Break
- 12/2 BHS Winter Concert

### **Speech information from Coach Tyler Curtis:**

Fourteen members, five returning and nine new speakers, of the 2021 Bandon High School Speech Team represented Bandon at the South Coast Virtual Invitational Speech and Debate Tournament held October 23rd at Marshfield High School.

Bandon's team competed head-to-head with speakers from Westview HS, Catlin Gabel HS, Mountainside HS, Marshfield HS, Lake Oswego HS, Hood River Valley HS, Cleveland HS, Crater HS, Neah-Kah- Nie HS, Lakeridge HS, Wilson HS, Crescent Valley HS, La Salle Catholic College Prep, Clackamas HS, Summit HS, South Eugene HS, and South Medford HS.

Although this was Bandon's first virtual tournament, Bandon did well. Madeleine Pahls got first with her Novice Radio piece on the first all civilian space crew. Bandon captured one Dual Interpretation award this time around: the Dual team of Madeleine Pahls and Peyton Simonds got first at the tournament performing "*All I really Need to Know I Learned in Kindergarten*" by Robert Fulghum. Tristan Radcliffe got third in Dramatic Interpretation with *RFK* by Jack Holmes. In Open Informative, Hallie Minkler earned third place with a presentation about electric cars and third in Humorous Interpretation with a piece called *Acceptance* by Caroline West. Riley Cook made finals in impromptu. Daniel Cabrera managed to place second in Dramatic Interpretation with *Inferno* by Katherine Raul and first in both a Humorous Interpretation *Dueling Doormen* by John C. Havens and a prose reading of *E-Baby* Celeste LeBeaux.

This year's team consists of 14 diverse and dedicated students, who have the unique opportunity to represent Bandon while competing head to head virtually with speakers from the largest schools in Oregon and even teams from outside the state and the country. Seven freshmen have been accepted onto the team this year: Madeline Greenlee, Cristopher Kilkoyn, Felicia McMillen, Madeleine Pahls, Peyton Simonds, Benjamin Stufflebeam and Maya Tulles. The captains this year are Daniel Cabrera and Hallie Minkler. Other team members include seniors Tristan Radcliffe, Riley Cook, and Mackenzie Williams, and returning juniors are Emma Killough and Kenny McMillen.

- 30 students participated in the PSAT last month. Erin Robertson did a great job taking care of the testing for these students. Their results will help them prepare for their future studies...
- Culinary Class is feeding the school community and learning how to cook for themselves and their families. There are six kids who work with Mariah McMonagle, Stephanie Freitag and Gary Remy to plan, shop for, cook and serve lunches once a week. The meals are delicious!



## BSD Athletics School Board Report – November 2021



### Bandon High School Athletics-Fall Sports

- BHS Football (See OSAA)
- BHS Volleyball- Complete
- BHS Cross Country (See Athletic.net)
- BHS/Pacific Soccer- Complete

### Winter Sports

- BHS Basketball- Nov. 15th - First Game Dec. 1st (See OSAA- Typed schedule will be included in December Board Report)

### Harbor Lights Middle School Athletics - Winter Sports

- HLMS Girls Basketball- Oct. 25- Dec. 18-- First Game Nov. 8th (See Attached Schedule)
- HLMS Boys Basketball- TBD- After Christmas Break either 1/03 or 1/10 start date

### Important Dates:

- Nov. 5th- State Send-Off for Cross Country and Football- 9:00 AM
- Nov. 5th- Home Football Playoff Game- VS Oakland- 7:00 PM
- Nov. 6th- State Cross Country Meet- Girls 10:00 AM Boys- 10:30 AM- Lane CC

### Important Information:

- BHS Cross-Country - Boys and Girls- District Champions- Brent Hutton Coach of the Year
- BHS Football- 7-2- #6 Seed in OSAA State Playoffs
- Please check OSAA for the most updated information as contests will be changed regularly due to the lack of officials, schools with transportation issues, and air quality issues that are arising.- <https://www.osaa.org/schools/18>

### Covid Update Overview:

- No Changes since September
  - Masks are required indoors at all times for all spectators, coaches, officials and players when not actively practicing or playing. Officials and Players only may take their mask off while actively on the court practicing or playing.
  - Masks are required outdoors at all times for all spectators, coaches, officials and players when not actively practicing or playing and when 6 ft of social distance can not be maintained. Officials and Players only may take their mask off while actively practicing or playing.
  - All sports are going smoothly following the protocols necessary to be able to continue to play.





# Harbor Lights Middle School

## **GIRLS BASKETBALL SCHEDULE**

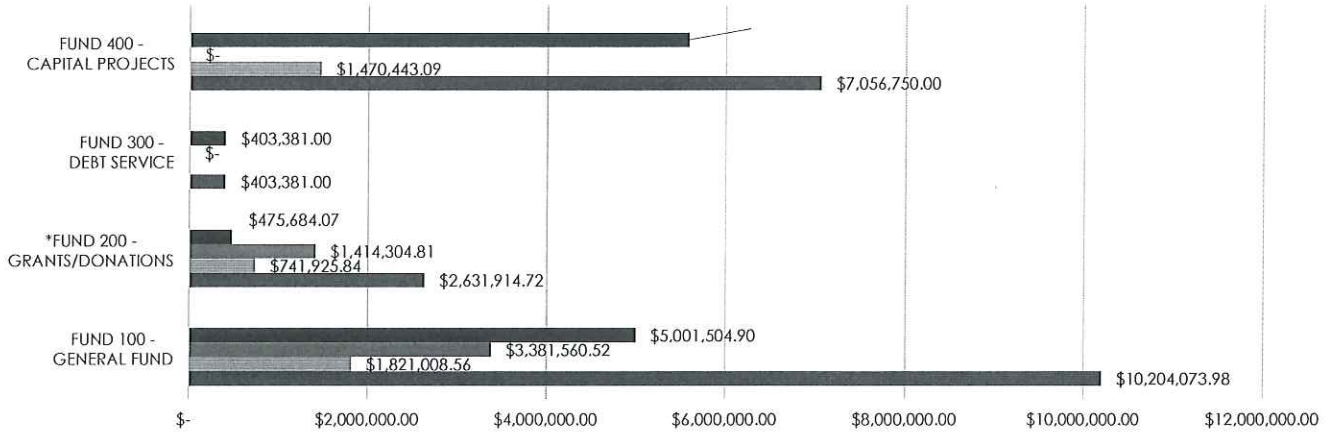
### Fall 2021



Date	Location	Start time	Release time
Monday 11/8/21	@Myrtle Point	7th - 4:00 pm 8th - 5:15 pm	Release- 2:30 PM Depart- 2:45 PM
Wednesday 11/10/21	Home vs. Driftwood	7th - 4:00 pm 8th - 5:15 pm	N/A
Monday 11/15/21	Home vs. Waldport	7th - 4:00 pm 8th - 5:15 pm	N/A
Wednesday 11/17/21	@ Powers	7th - 4:00 pm 8th - 5:15 pm	Release- 1:45 PM Depart- 2:00 PM
Friday 11/19/21	Bandon Invitational	Time TBD	N/A
Saturday 11/20/21	Bandon Invitational	Time TBD	N/A
Monday 11/22/21	7th vs Reedsport (@ Riley Creek) 8th @ Riley Creek (@Riley Creek)	7th - 4:00 pm 8th - 5:15 pm	Release- 2:15 PM Depart- 2:30 PM
Monday 11/29/21	Home vs. Myrtle Point	7th - 4:00 pm 8th - 5:15 pm	N/A
Thursday 12/2/21	@Driftwood (Pacific High School)	7th - 4:00 pm 8th - 5:15 pm	Release- 2:45 PM Depart- 3:00 PM
Wednesday 12/8/21	@Waldport	7th - 4:00 pm 8th - 5:15 pm	Release- 12:15 PM Depart- 12:30 PM
Monday 12/13/21	7th - Home vs. Reedsport 8th - Home vs. Riley Creek	7th- 4:00 pm 8th - 5:15 pm	N/A
Thursday 12/16/21	Home vs. Coquille	7th - 4:00 pm 8th - 5:15 pm	N/A



**Bandon School District #54  
2021/2022 Expenditure Update 10/31/2021**



\* Student Body/Donation Funds are not reflected in #200 fund totals

	FUND 100 - GENERAL FUND	*FUND 200 - GRANTS/DONATIONS	FUND 300 - DEBT SERVICE	FUND 400 - CAPITAL PROJECTS
■ BALANCE As of 10/31/2021	\$5,001,504.90	\$475,684.07	\$403,381.00	\$5,586,306.91
■ ENCUMBERED As of 10/31/2021	\$3,381,560.52	\$1,414,304.81	\$-	\$-
■ YTD - EXPENDED As of 10/31/2021	\$1,821,008.56	\$741,925.84		\$1,470,443.09
■ FY 2021/2022 ADOPTED BUDGET	\$10,204,073.98	\$2,631,914.72	\$403,381.00	\$7,056,750.00