

BANDON SCHOOL DISTRICT NO. 54  
Regular Meeting of Board of Directors  
February 14, 2022  
MINUTES

The Board of Directors of Bandon School District No. 54, Coos County, Oregon, met in regular session on Monday, February 14, 2022 via Zoom Teleconferencing at 6:30 p.m. Due notice was published and a quorum was present.

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

**ALSO PRESENT:** Shauna Schmerer, Superintendent; Amanda Looney, Business Manager; Chris Trevisiol, Director of Operations/Transportation; Courtney Wehner, OC Principal; Becky Armistead, HLMS Principal; Kenny McMillen, BHS Student Rep and Rachel Hernandez, Board Secretary, along with Laura Fisher, auditor from HMW CPAs & Associates, LLC

**ABSENT:** Breanna Quattrocchi, Melissa Radcliffe and Jordan Sammons

The meeting was called to order by Chair Angela Cardas at 6:31 pm.

**ADDITIONS/DELETIONS:** None

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

**APPROVAL OF CONSENT AGENDA:**

**2.01 Approve Regular Board Meeting Minutes of January 10, 2022**

Ryan Sherman made a motion to approve the consent agenda. David Hisel seconded and the motion passed unanimously.

**INFORMATION:**

- 3.01 Executive Session Minutes of January 13, 2022**
- 3.02 Board Policy Review Committee Notes of January 26, 2022**
- 3.03 Hired: Laura Nutter, Temporary Custodian**
- 3.04 Hired: Jeffrey Rupert, Director of Transportation**
- 3.05 2022-2023 Budget Calendar**

**REPORTS /DISCUSSIONS:**

**Audit Report**

Laura Fisher advised that the audit measures district compliance in a variety of areas, including payroll, fiscal responsibility, attendance, years of experience and transportation mileage, among others.

District enrollment is 628.

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.

BHS Student Representative **Kenny McMillen** reported about the BHS Leadership activities, including Court warming activities, dress up days and games. Leadership students are working on the Community .01 Grant, and will be sponsoring a Red Cross Blood Drive in March.

**ACTION ITEMS:**

**5.01 Bills Paid in the Amount of \$585,396.79**

Ryan Sherman made a motion to approve paying the bills in the amount of \$585,396.79 and David Hisel seconded. The motion passed with five votes and one abstention by Stan Avery.

**5.02 Accept resignation, Breanna Quattrocchi, Board Position #6**

Ryan Sherman made a motion to accept Breanna Quattrocchi's resignation from the board; David Hisel seconded and the motion passed unanimously.

**5.03 Declare Vacancy, Board Position #6**

David Hisel made a motion to declare board position #6 vacant; Ryan Sherman seconded and the motion passed unanimously.

**5.04 Accept resignation, Patricia Flynn, Budget Committee Member**

David Hisel made a motion to accept Patricia Flynn's resignation from the budget committee; Ryan Sherman seconded and the motion passed unanimously.

**5.05 Declare Vacancy, Budget Committee**

David Hisel made a motion to declare a vacancy on the budget committee; Ryan Sherman seconded and the motion passed unanimously.

**5.06 Consider Budget Committee Applicant**

Ryan Sherman made a motion to table the decision on appointing a budget committee replacement to allow time to build the applicant pool; David Hisel seconded and the motion passed unanimously.

**5.07 Approve Field Trip, BHS Advanced Environmental Science Class**

Ryan Sherman made a motion to approve the proposed field trip; A.J. Kimball seconded and the motion passed unanimously.

**5.08 First Reading, all Section A/B policies, as reviewed and revised by the Board Policy Review Committee**

Ryan Sherman made a motion to approve all Section A/B policies; A.J. Kimball seconded and the motion passed unanimously.

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

- Bandon student Lilian McMillen submitted a letter to the board regarding her opposition to the mask mandate.
- Bandon student Felicia McMillen submitted a letter to the board regarding her opposition to the mask mandate.
- Bandon Pool Committee submitted a letter to the board regarding their proposal to purchase district property for the pool project.

There being no further business for the board, Angela Cardas made a motion to adjourn the session; David Hisel seconded and it passed unanimously. The meeting adjourned at 7:42 pm.

Approved: 3-14-22  
Date

By Angela Cardas  
Board Chair

Rachel Hernandez  
Rachel Hernandez, Board Secretary

Happy Valentine's Day!

**Enrollment report: attachment** we are up from last count!

**Sharing some of the money donations BSD has received this month so far:**

*First Presbyterian Church donation of \$900 :))) Thank you :))*

**Distinguished Tiger Award :**

*The Distinguished Tiger Award is something the Administration Team has come up with to show value and to recognize Bandon School District's exemplary school employees for their achievements in advancing excellence in education*

*A contribution to the Distinguished Tiger Award Program is a commitment to an ongoing partnership with public education by helping recognize excellence within our school district.*

*Thank you for the current donations from Bandon Dunes, Bandon Sweets and Treats, Bain Insurance, Bandon Coffee Cafe, Cranberry Sweets and the Human Bean for our Distinguished Tiger Award!*

*Mask Mandate is to be lifted for public schools in Oregon no later than March 31st. The administration team is working on plans so that each student and staff member can feel safe in the ever changing pandemic situations.*

**BSD continues to put systems in place so that we follow a plan with goals for how the district can be more efficient and continue to do great things for our students.**

*By putting systems in place, the district is starting to see the financial advantages (through efficiency) and new possibilities for future opportunities for students. By being diligent, we are becoming more efficient and even catching errors. For example, the ESD had been over charging the district for the Life Skills program. At this time, we were not able to recover prior year's overage, but were able to recover \$175,000 this year. We continue to revise plans for HSS (High School grant), SIA (Student Investment Act), Title grants, and Special Education. This is not possible without the coordination and teamwork from our administrators (HR, Principals, AD, Transportation, Maintenance, Business Manager, Nutrition, and Director of Programs).*

*Administration team is meeting more frequently to start preparing for the budget and needs planning for the 2022-23 school year. BSD's goal this year is to put systems in place and to get data/input from staff, parents, and the community.*

Projected Cash Flow

FISCAL YEAR 2021-2022		Cur Yr		Revenue		Projected		Anticipated		Proj Exp		Cur Exp	
REVENUE		BUDGET		As of 01/31/22		Projected		Anticipated		%		%	
1111	CURRENT TAXES	\$	4,033,062.00	\$	3,887,630.08	\$	145,431.92	\$	4,033,062.00	100.0%		96%	
1112	PRIOR TAXES	\$	158,858.00	\$	165,234.45	\$	(20,673.67)	\$	144,560.78	91.0%		104%	
1311/1312	TUITION FROM INDIV/Other Dist.	\$	100.00	\$	-	\$	100.00	\$	100.00	100.0%		0%	
1510	INTEREST	\$	92,000.00	\$	9,649.61	\$	36,350.39	\$	46,000.00	50.0%		10%	
1710	ADMISSIONS	\$	10,000.00	\$	9,557.95	\$	(4,557.95)	\$	5,000.00	50.0%		96%	
1740	FEES-PAY TO PLAY	\$	10,000.00	\$	-	\$	-	\$	-	0.0%		0%	
1910	RENTALS	\$	19,000.00	\$	18,100.00	\$	900.00	\$	19,000.00	100.0%		95%	
1920	DONATIONS-PRIVATE	\$	20,000.00	\$	84,350.00	\$	(48,350.00)	\$	16,000.00	80.0%		322%	
1960	RECOVERY OF PRIOR YR EXPENSE	\$	50,000.00	\$	315.00	\$	24,685.00	\$	25,000.00	50.0%		1%	
1980	FEES CHARGED TO GRANTS	\$	35,205.00	\$	3,589.33	\$	28,095.17	\$	31,684.50	90.0%		10%	
1990	MISCELLANEOUS	\$	25,000.00	\$	32,224.60	\$	(7,224.60)	\$	25,000.00	100.0%		129%	
1994	FINGERPRINTING FEES	\$	700.00	\$	796.50	\$	(229.50)	\$	567.00	81.0%		114%	
2101	COUNTY SCHOOL FUNDS	\$	11,000.00	\$	11,600.97	\$	(600.97)	\$	11,000.00	100.0%		105%	
2199	HEAVY EQUIP. RENTAL TAX	\$	-	\$	7,112.85	\$	-	\$	7,112.85	0.0%		0%	
3101	BASIC SCHOOL SUPPORT	\$	3,425,313.00	\$	2,026,743.00	\$	1,398,570.00	\$	3,425,313.00	100.0%		59%	
3103	COMMON SCHOOL FUND	\$	67,332.00	\$	28,399.58	\$	22,099.42	\$	50,499.00	75.0%		42%	
3199	OTHER RESTRICTED GRANTS	\$	50,000.00	\$	-	\$	50,000.00	\$	50,000.00	100.0%		0%	
3204	DRIVERS ED	\$	4,200.00	\$	2,955.00	\$	1,245.00	\$	4,200.00	100.0%		70%	
3299	OTHER GRANTS	\$	1,000.00	\$	15,123.36	\$	-	\$	15,123.36	100.0%		1512%	
4202	FEDERAL MEDICAID REVENUE	\$	-	\$	1,893.16	\$	-	\$	1,893.16	0.0%		0%	
4500	FEDERAL THRU STATE	\$	20,941.00	\$	5,326.03	\$	15,614.97	\$	20,941.00	100.0%		25%	
4801	FOREST FEES	\$	4,000.00	\$	-	\$	2,800.00	\$	2,800.00	70.0%		0%	
5160	PROCEEDS FROM LEASE	\$	100.00	\$	-	\$	100.00	\$	100.00	100.0%		0%	
5200	INTERFUND TRANSFERS	\$	-	\$	-	\$	-	\$	-	0.0%		0%	
5300	SALE OF FIXED ASSETS	\$	3,000.00	\$	-	\$	-	\$	-	0.0%		0%	
5400	BEGINNING FUND BALANCE	\$	2,163,264.00	\$	4,299,600.92	\$	-	\$	4,299,600.92	100.0%		199%	
Sub Total Revenue		\$	10,204,074.00	\$	10,590,202.39	\$	1,644,355.18	\$	12,234,557.57	16.1%		103.8%	
Additional Beg. Fund Balance		\$	-	\$	-	\$	-	\$	-	0.0%		0%	
Total Revenue		\$	10,204,074.00	\$	10,590,202.39	\$	1,644,355.18	\$	12,234,557.57	16.1%		103.8%	

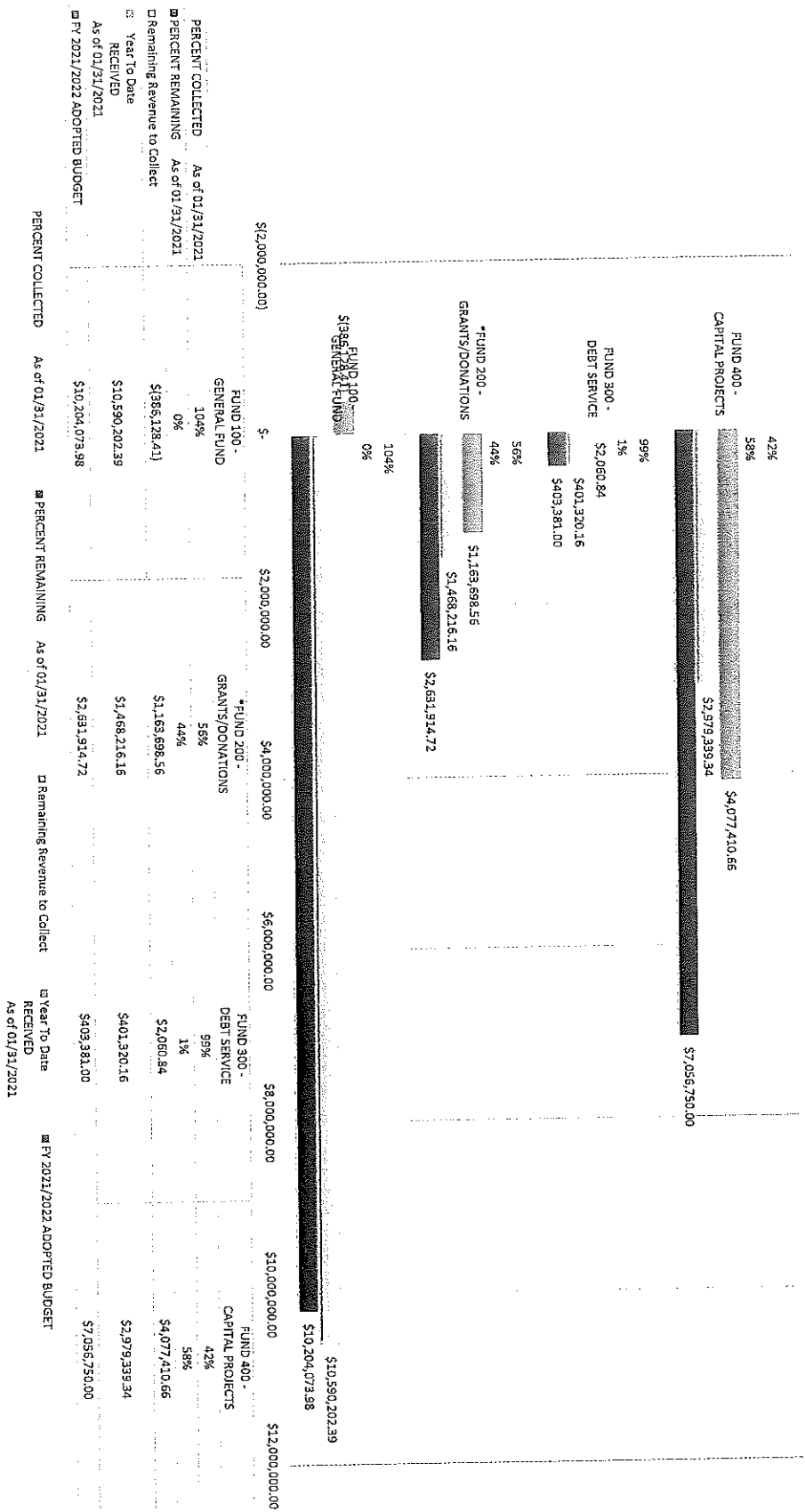
Fiscal Year: 2021/2022		Cur Yr		Expended		Projected		Anticipated		Proj Exp		Cur Exp	
EXPENDITURES		BUDGET		As of 01/31/22		Projected		Anticipated		%		%	
100'S	SALARIES	4,440,118		1,705,891	\$	1,648,943.12	\$	3,354,833.79		76%		38.42%	
200'S	PAYROLL BENEFITS	3,255,606		1,115,811	\$	335,340.22	\$	1,451,151.10		45%		34.27%	
300'S	PROFF. SERVICES	1,104,172		323,389	\$	493,698.47	\$	817,087.47		74%		29.29%	
400'S	SUPPLIES	720,893		159,677	\$	179,142.96	\$	338,819.73		47%		22.15%	
500'S	CAPITAL OUTLAY	98,471		1,530	\$	9,301.76	\$	10,831.76		11%		0.00%	
600'S	OTHER	176,967		159,912	\$	17,054.77	\$	176,966.53		100%		90.36%	
700's	TRANSFERS	174,153		0	\$	174,153.29	\$	174,153.29		100%		0.00%	
800'S	CONTINGENCY	233,694		0	\$	-	\$	-		100%		0.00%	
		10,204,074		3,466,209		2,857,635		6,323,844				61.97%	

PROJECTED 6/30/2022 Cash Carryover As of 01/31/22  
Less restricted dollars in donations  
Estimated ending fund balance As of 01/31/22

\$ 5,910,713.91  
(\$431,842)  
\$ 5,478,871.68

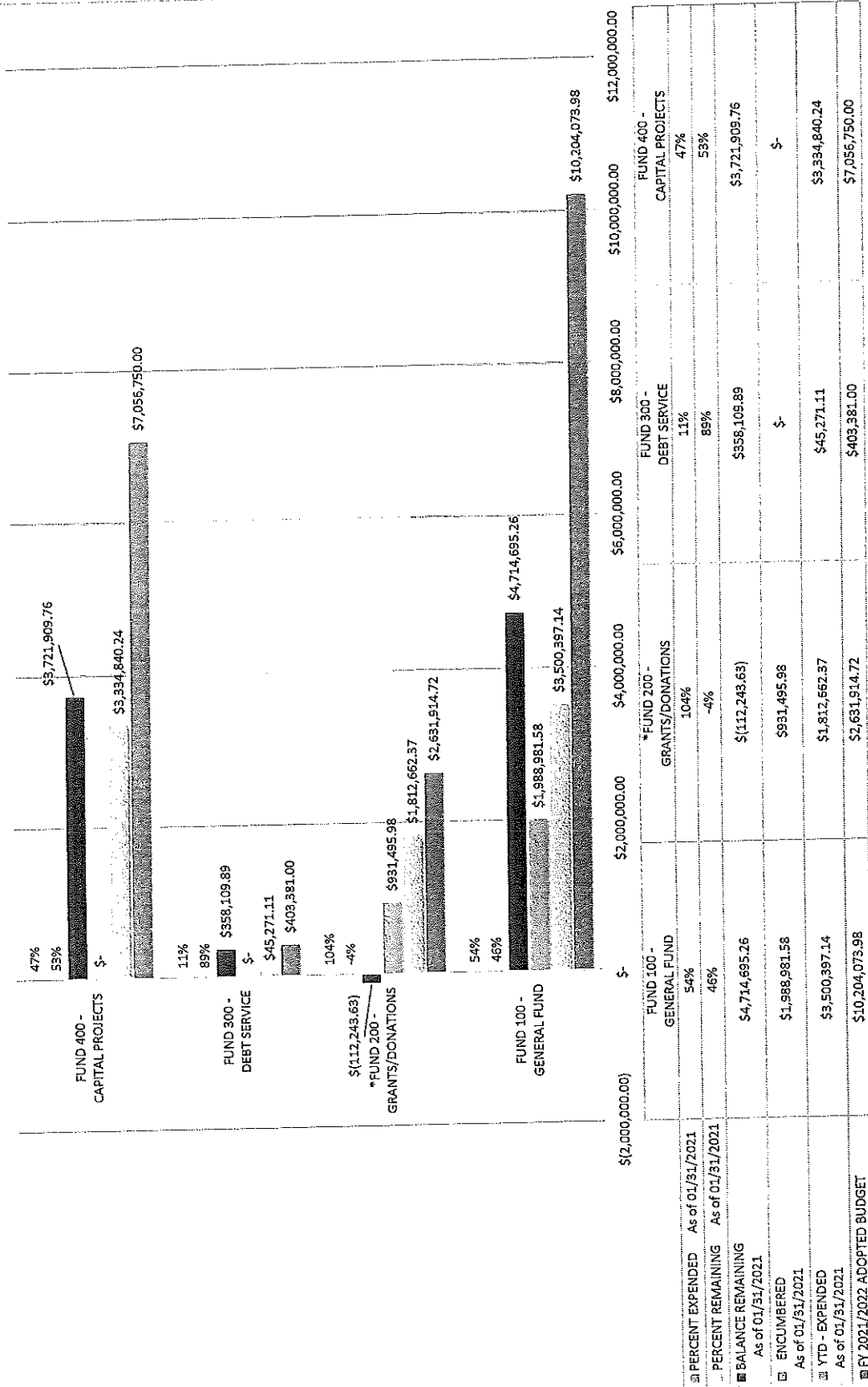
Important note: The estimated ending fund balance reflects the large grant amounts we have received from ESSER I, II & III along with SIA. We are currently funding 9 Classified positions & 15 Certified teacher positions along with a few others with these funds. The Esser and SIA grants will expire so we are planning ahead by building our savings to fund those positions out of our general fund once these funds are no longer available to us.

## 2021/2022 Revenue 01/31/2021





# **Bandon School District #54** **2021/2022 Expenditure Update 01/31/2021**



<input type="checkbox"/> PERCENT EXPENDED	As of 01/31/2021	<input type="checkbox"/> PERCENT REMAINING	As of 01/31/2021	<input type="checkbox"/> BALANCE REMAINING	As of 01/31/2021	<input type="checkbox"/> ENCUMBERED	As of 01/31/2021	<input type="checkbox"/> YTD - EXPENDED	As of 01/31/2021	<input type="checkbox"/> FY 2021/2022 ADOPTED BUDGET
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Bandon School District #54  
Maintenance, Operations and Transportation  
FEBRUARY 2022

1. Continued scheduled cleaning and sanitizing of all buildings and high traffic areas, in between shared classes following Covid protocols.
2. Continued collaboration on sports, events, for transportation, equipment set up and cleaning schedules.
3. Ocean Crest There is still an issue with the main waste water pipe that needs replaced.
4. Continued work on storm damages.
5. Damage to bathrooms. Ordering parts.
6. BHS Fire alarm systems scheduled for inspection in March.
7. Comfort Flow Heating, met with Lantz Ward to gather information and a quote for biannual maintenance on our HVAC systems.
8. Online maintenance request form success. Maintenance requests are prioritized and underway.
9. Dialing in temperatures on unit ventilators.
10. Continued scheduling and maintenance of bus fleet and equipment. Regular cleaning buses and vans.
11. Paint for interior and exterior ordered for where unit ventilators were installed.
12. Demo old concession stand at softball field, build rv style hookup for concession trailer.
13. Reworking dugouts at baseball, new siding and paint.
14. Reworking pump house at baseball.
15. Working on gathering quotes for facade work on BHS, HLMS.
16. Working on quotes for Bus Barn. Gable Steel Buildings.
17. Longer term planning on summer projects underway.
18. Interview candidates for the position of Transportation Director.
19. Planning for a vault to house main BHS water valves.



## Ocean Crest School Board Report February 2022

### February Events:

- Thurs. the 3rd: NO SCHOOL- Teachers working on Report Cards
- Fri. the 4th: NO SCHOOL- Teacher Training day
- Wed. the 9th: Report cards sent home
- Mon. the 14th: Valentine Parties in classrooms
- Thurs. the 17th: Kids Healthy Heart Kickoff!
- Mon. the 21st: NO SCHOOL- Presidents Day
- Wed. the 23rd: 100th Day of School - Wear 100 things to school
- Wed. the 23rd: Early Release at 1:15pm.

### Professional Development:

- Character Strong professional development - February Focus: Managing Intense Negative Emotions and Cultivating Positive Ones
- Teacher Vertical Alignment meetings
- SBAC Training for State Testing
- Trauma Informed School Systems professional development with our ESD.

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

- We are participating with the American Heart Association to raise funds through their Kids Healthy Heart Challenge. These challenges will take place when the students are in PE. There is a fundraising opportunity that families can participate in at home. Our goal is to raise \$1500. For every \$250 raised, the Site Council has come up with fun incentives that involve ALL students.
  - \$250- School-wide Hat/Wacky Hair day
  - \$500- School-wide Dance Party on Zoom
  - \$750- Tape Principal to the Wall
  - \$1000- Pie in the Face of select staff



- \$1250- Dunk Tank of select staff (Thank you pool committee!)
- \$1500- Teacher Obstacle Course
  - The class that raises the most money will get to have PE with a special guest.

**Big Thanks To:**

Shawn Boehm for all of his hard work to keep our school clean and ready for students each day.



## HLMS School Board Report – February 2022

### February /March Events:

- 2/14 SPIRIT WEEK @ HLMS
- 2/15 8th Grade NAEP
- 2/21 NO SCHOOL - Presidents' Day
- 2/23 Middle School Choir Festival  
SBAC Training
- 3/2 Middle School Band Festival
- 3/8-6/3 SBAC Window is open (testing schedules determined by building)
- 3/21-25 NO SCHOOL - Spring Break

### HLMS Update:

- STAR Reading and STAR Math assessments were completed in January for the Fall Benchmark screening. Using this data, we can see trends in class cohorts and grade-level cohorts. Our general goal is to have MORE students achieving at the "At/Above Grade Level" category and to move students UP from the "Urgent Intervention," "Intervention," and "On Watch" categories. We know that the impact of COVID-19 and distance learning will show with fewer students achieving "At Benchmark" due to missed instruction during 18 months of interrupted learning, but we are looking for forward movement from our Fall scores. With a number of students moving into and out of our school since the September /Fall screening, the cohort data is used for trends, while individual student data is used for instructional and supplemental support decisions. The impact of COVID on our data collection specifically can not be missed, however, as we had quite a few students out due to quarantine requirements. That said, I am pleased to report that as a building, we are making progress in the right direction!

○

AT/ABOVE BENCHMARK	FALL	WINTER
STAR READING	77/171 = 45%	91/178 Tigers = 51%
STAR MATH	68/148 = 44%	80/168 = 48%

○

URGENT/INTERVENTION	FALL	WINTER
STAR READING	63/171 = 37%	64/178 = 36%
STAR MATH	66/158 = 42%	61/168 = 36%

- COVID protocols are continuing to change, but we are happy to be implementing the updated 5-day quarantine expected by our local public health authority, Coos Health and Wellness. This new protocol allows students to return to school with "enhanced masking" for the remaining 5 days of the original 10-day quarantine. Enhanced masking at HLMS includes lunch with other

"enhanced mask" peers in the Reset Room so that we can ensure adequate distance while eating (unmasked) and it has been quite successful to date, although I am confident we are all looking forward to the days when these protocols are merely a memory! :)

- We are looking forward to welcoming a new school nurse through our partnership with Southern Coos Hospital Foundation! I am hopeful that by the time we meet, we will have someone officially hired and ready to go! The impact of COVID on our school offices can not be understated as our secretaries have become the front lines for quarantine information, materials collection /management /distribution, tracing support, and testing support. While we knew that school secretaries had a huge and impactful role before the pandemic, their importance is only more highlighted as they have taken on a lot of responsibility in the COVID-zone. It will be incredible to have an honest-to-goodness medical professional available to help us navigate the nuances of the ever-changing pandemic impact on schools.

### **HLMS Building Needs:**

- New intercom /bell system - in planning for implementation next year!
- New key system for the district - in planning stages for implementation in next 2 years!
- Expanded playground options - continued work with Mr. Trevisiol for a spring implementation of new break options in front and back break areas.
- Time! I am working on how to provide the kind of regular professional development I would like to my staff with very little time available. One of the benefits of the 4-day on-site school week was the opportunity to come together as a staff to learn and grow and specifically address concerns that were presented. While I know that we have no plan to return to that schedule, I am hoping that I can get creative in finding a way to bring my educational and behavioral philosophy (largely influenced by Conscious Discipline) to HLMS!

## BHS School Board Report February 2022

### February/March Events:

- 2/12 Decade Dance (Friday 8-10:30pm)
  - 2/23 Early Release 1:25 for BHS students
  - 3/5 Solo Ensemble at NBHS
  - 3/9 Red Cross Blood Drive
  - 3/11 Gold Rush Fundraiser- Booster Club
  - 3/12 Gold Rush Fundraiser- Booster Club- CONCERT
- 
- We had a productive Inservice at the Semester break. Our staff discussed our Curriculum Maps and how we are going to incorporate additional standards needed due to Distance Learning the last few years.
  - Also during Inservice, HLMS and BHS teachers worked together to discuss Vertical Alignment of curricula for eighth and ninth grades. This will help us intentionally transition our new Freshmen next year (the Class of 2026!)
  - Additional intervention classes have been added for Second Semester to support students including Algebra Interventions taught by Mr. Angove and a High School Success class led by Mr. Curtis.
  - We had a successful Court Warming Week Feb 7th through the 12th!
    - Dress up days included Tacky Tourist, Dress like a Staff Member, Anything but a backpack and, of course, Tiger Spirit Day!
    - The Decade Dance was on Saturday and the kids had a great time getting down to the groovy jams played on the boombox! :o)
  - The Leadership class, led by Mr. Haan, is having another Blood Drive on March 9th. If you would like to sign up, please contact him and he will get you on the list.
  - We also want to welcome Ken Duval back to BHS! It is wonderful to have him around during the day working hard to keep the place in tip-top shape.
  - Gold Rush Booster Club Fundraiser. They need volunteers to help! Please contact them directly at [bandonboosters@yahoo.com](mailto:bandonboosters@yahoo.com)
  - Needs: Hot water system is still giving us fits, but Mr. T is on it.



## BSD Athletics School Board Report – Feb 2022



### Bandon High School Athletics - Winter Sports

- BHS Basketball (See OSAA)
  - Both Varsity teams are ranked inside the Top 8 in the state
  - Both tied for 1st in League

### Harbor Lights Middle School Athletics - Winter Sports

- HLMS Boys Basketball - Season ends at the end of Feb
  -

### Important Dates:

- Feb. 14-19th - Sunset Conference League Playoffs
- Feb. 25/26 - OSAA State Playoffs 1st Round
- March 3-5 - OSAA 2A State Tournament - Pendleton, Oregon
- Feb. 14 - 1st Day for Baseball and Softball Pitchers and Catchers
- Feb. 28 - First day of Spring Sport Practice

### Important Information:

- 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 indoors 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 now not required outdoors.
  - All sports are going smoothly following the protocols necessary to be able to continue to play.
  - Will update how the new CDC quarantine guidelines of 5 days will affect high school athletics as new information is presented