The Board of Education will meet in Special Session beginning at 6:00 p.m. in the Downstairs Conference Room at the District Office, 1417 12th Street, Oregon City.

Please silence all electronic devices before the meeting begins.

Special Session Agenda:

- 1819-423 Appoint Board of Director Position #5

Oregon City School District
School Board Meeting

1819-420 Appoint Board of Director Position #5

Contact: Larry Didway

Discussion:
The Board accepted applications to fill Position #5, due to a vacancy that was created by the resignation of Siobhan Gwozdz, effective January 10, 2019. Fourteen applications were received.

Recommendation:
Approve

1819-420 APPOINT BOARD OF DIRECTOR POSITION #5

WHEREAS, Board of Education Position #5, which expires June 30, 2019, is vacant due to a resignation,

AND WHEREAS, candidates have been interviewed to fill this vacancy,

BE IT RESOLVED that ___________________________ be appointed to fill the vacancy.
Following the Special Session, the Board of Education will meet in Work Session in the Downstairs Conference Room at the District Office, 1417 12th Street, Oregon City to discuss the items below:

**Work Session Agenda:**

- Budget Development:
  - Legislative Update
  - Forecast Update
  - Special Education
  - Operations: Risk Management, Community Ed, Transportation, Food Services, Maintenance

- Licensed Staff Contract Renewal/Non-Renewal Process

Following the Work Session, the Board of Education will meet in Executive Session, in the Downstairs Conference Room at the District Office, 1417 12th Street, Oregon City, to discuss property matters pursuant to ORS 192.660(2)(e).

**NOTICE TO MEDIA:** In accordance with ORS 192.660(4) regarding Executive Sessions, news media representatives shall be allowed to attend executive may not be allowed to attend portions dealing with collective bargaining or consideration of student expulsion. All other matters discussed in Executive Session must remain undisclosed.

**Executive Session Agenda:**

- Property

- March 11, 2019, 5:30pm, Reception for licensed/admin recommended for contract status, Jackson Campus Cafeteria.
- March 11, 2019, 6pm, Work Session
- March 11, 2019, 7pm, Regular Session
- March 18, 2019, 6pm, Work Session
SAFETY & RISK MANAGEMENT

GAIL LOCKARD
SAFETY & RISK MANAGEMENT COORDINATOR

INTRODUCTION...

SRP
SRM
Worker's Comp
OSHA
FIRE AED'S
Healthy & Safe Schools
Emergency Prep
Risk Mgmt
Security
Insurance P&C/Liab
OVERVIEW...

**SRP SRM**
- Provide trainings in Standard Response Protocol and Standard Reunification Method
- Provide SRP/SRM posters and materials as needed to buildings
- Ensure district stays up to date with both programs
- Communicate both programs to staff, students and community through various communication methods
- Manage and update plans

**FIRE AED'S**
- Coordinate annual fire inspections
- Manage AED inspection program
- Manage fire extinguisher program
- Coordinate annual fire alarm, suppression and detector inspections and servicing
- Point of contact for fire department
- State Fire Marshal Hazardous Substance Surveys

**Risk Mgmt.**
- Provide consultation and support to administrators and staff for special projects, trips and events to ensure students, staff and district are protected
- Assist district when issues escalate to legal counsel or interventions are needed
- Represent district at hearings and mediations as needed

OVERVIEW...

**Worker's Comp**
- Manage incident and accident reports
- Administer the Employer at Injury Program (EAFP)
- Ergonomic Assessments
- Manage Return to Work Program
- Follow up on all injury reports for correction of safety issues

**Healthy & Safe Schools**
- Manage Healthy & Safe Schools Plan
- Manage Radon Plan
- Manage Water Testing Program
- Manage AHERA (Asbestos Management Plan)
- Manage Integrated Pest Management—(coordinate w/facilities)
- Complete annual updates of plans

**Security**
- Volunteer/Visitor Tracking System
- Executive Manager for DPSSST Certification Program
- Manage SafeOregon Safety Tip Line
- Assist SRO’s and Campus Supervisors as needed
- Liaison to SRO’s and OCPO
**OVERVIEW...**

<table>
<thead>
<tr>
<th>OSHA</th>
<th>Emergency Prep</th>
<th>Insurance P&amp;C/Liab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Committee Chair</td>
<td>Help coordinate emergency supplies</td>
<td>Coordinate Renewals</td>
</tr>
<tr>
<td>Building Hazard Inspections</td>
<td>Manage district's emergency plan</td>
<td>Investigate Claims</td>
</tr>
<tr>
<td>Lockout/Tagout Program</td>
<td>Manage district's reunification plan</td>
<td>Liaison to insurance carriers</td>
</tr>
<tr>
<td>Hazardous Communication (GHS)</td>
<td>Assist with safety drills</td>
<td>Ensure compliance with liability requirements, (Drone, Playground Safety)</td>
</tr>
<tr>
<td>Fall Protection Program</td>
<td>Coordinate emergency radio communications</td>
<td>Conduct accident investigations</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>Coordinate facility use agreements with emergency partners</td>
<td></td>
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<tr>
<td>Bloodborne Pathogen Program</td>
<td>Coordinate with first responders for emergency plans alignment</td>
<td></td>
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<tr>
<td>Indoor Air Quality</td>
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<tr>
<td>Lead Paint Program</td>
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<tr>
<td>Safety Training</td>
<td></td>
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<tr>
<td>OSHA 300 Logs and BLS injury reporting surveys</td>
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</table>

**DEPARTMENT...**

- 1.00 FTE overseen by the Director of Operations
- Safety & Security are a top priority and many improvements have been made in these areas such as additional SRP trainings, reunification kits and SafeOregon Tip Line
- The time required to focus on safety and security creates a backlog of administrative duties for the compliance of regulated programs and day-to-day safety oversight.
- Oversight functions are necessary, often required by law and/or to meet insurance coverage requirements.
- Additional FTE would greatly improve the compliance of regulatory programs and make the safety and security programs already in place more robust and comprehensive.
If you see or hear about bullying, violence, drugs, or harm to your school or a student, report a tip using SafeOregon.

REPORT A TIP:
ONLINE safeforegon.com
EMAIL tips@safeforegon.com
CALL OR TEXT 844-SAFE-OR (844-723-3677)
APP

DEPARTMENT HIGHLIGHT...

WORKER'S COMPENSATION...
A BODY IN MOTION STAYS IN MOTION...
Worker's Compensation...

**All Claims**

<table>
<thead>
<tr>
<th>Year</th>
<th>Claims</th>
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<tr>
<td>2014</td>
<td>33</td>
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<td>2015</td>
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<td>2016</td>
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<td>2017</td>
<td>25</td>
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<tr>
<td>2018</td>
<td>10</td>
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**Time Loss Claims**

<table>
<thead>
<tr>
<th>Year</th>
<th>Claims</th>
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</thead>
<tbody>
<tr>
<td>2014</td>
<td>12</td>
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<tr>
<td>2015</td>
<td>10</td>
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<tr>
<td>2016</td>
<td>5</td>
</tr>
<tr>
<td>2017</td>
<td>5</td>
</tr>
<tr>
<td>2018</td>
<td>3</td>
</tr>
</tbody>
</table>
WORKER'S COMPENSATION...

MOD RATE

AT THIS TIME, WE ARE PAYING 3.0% LESS FOR WORKER'S COMP INSURANCE COVERAGE.

LOOKING TO THE FUTURE...

• **.5 to 1.0 FTE - Clerical Support**
  
  There is a continuous need for updating the increasing number of safety and emergency programs, which requires data entry, filing, program updating and site visits. There is a need for additional safety presence across the district to assist staff and administrators to prepare for emergencies.

• **.5 to 1.0 FTE - Security & Emergency Management Coordinator**
  
  With today’s need for heightened security measures and emergency preparedness, expanding the Safety & Risk Management Department to include someone who could work closely with our Student Resource Officers on daily security needs, focus on site-based and district-wide emergency drills, continuously inventory and update supplies needed for security threats or natural disasters and who would bring additional support to the district as we proceed with safety and security upgrades during the bond process.
Thank you!

Any questions?
OCCE –
Where School,
Family and
Community Meet

Who We Are:

- Community Education Classes
- Driver Education
- Lego Robotics
- Recreational Activities Pre-K - 8th grade
- Early Education Program for OCSD with Full day Infant care- Pre-School
- ½ day Pre-School @ Holcomb
- On site After School Care at 6 Elementary Schools
- K-5 No School Day & Seasonal Camps
OCCE Celebrates Success in Serving Our Students, Parents and our Schools

- We are the Early Childhood Education Program for OCSD!
- 100 children currently enrolled in ECE, including More @ 4 (Holcomb).
- Providing an Educational Curriculum starting at age two.
- Providing childcare for Teen parents attending school
- Kindergarten Readiness!!
- Providing School Age After School Care & Camps All Year
- Over 500 OCSD students attending ATB, & 295 registered for No School Day Camps & Seasonal Camps.
- Enrichment and STEM programming focused.
- 2018 Summer camp had an all time high enrollment of 166 children.

OCCE Celebrates Serving Our Community

- Providing Community Education Classes for Adults and Youth:
- Taking over 300 registrations for Community Ed classes each year.
- Driver Education classes for 150-200 high school Students each year.
- Creating excitement with Lego Robotics-registrations have tripled since 2015!
- Keeping the Community Moving with Recreational Activities for Youth & Adults
- Cheer and Dance program for 100 K-8th graders
- 1500-2300 registrations each year for youth Soccer, Volleyball, basketball, and more.
- 😊😊😊
Community Ed, General Fund (100)

**Staffing:**

**OCCE** – (4.5 FTE)
- .25 Admin. (Supervisor)
- 1.25 (Classified) Office Support
- 1.00 Sports & Facilities Coordinator (Supervisor)
- 1.00 Community Ed. Drivers Ed. Coordinator (Supervisor)
- 1.00 Custodian

Budget Expectation: Cost Neutral
Special Revenue Fund: Extended Day

- After the Bell (ATB) includes Camps For No School Days & Seasonal Camps
- Staffing:
  - .50 Administrator
  - 1.0 Early Childhood and School Age Coordinator
  - .75 ATB Assistant Coordinator
  - .75 Secretarial Support
  - 1.0 Custodian (divided between 6 Elementary schools)

30 Part time, hourly wage staff

June 30, 2020: OCCE Special Revenue Funds projected positive fund balance

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Special Revenue Fund: Nursery Services

- Holcomb’s More @ 4 Pre-school Class (1/2 day program, M-Thurs – no childcare)
- Eastham’s Childcare Program, Infant through 2yrs old rooms

- Staffing:
  - .25 Administrator
  - 17 full time/part time hourly wage staff

- June 30, 2020: OCCE Special Revenue Funds projected positive fund balance
Facility Rentals

- Year-Round facility use requests from Oregon City and outside of District users
- Assess needs of community user and identify board policy
- Determine the impact on the school district, the building and staff, the costs, and manage terms of usage (contracts)
- Activity/Facility Scheduler Software Maintenance Billing and payment processing

- Rental Revenue included in OCCE- General Fund Budget

OCCE Projections for Growth & Sustainability 2019/20

- **Driver Education:** Continues to have a wait list. Our goal is to save for the purchase of a new vehicle and to hire additional staff to allow for more student participation each term.

- **Youth and Adult Rec. Program** – Each year we try to offer multiple recreational opportunities for youth and adults. *We strive to keep our sports program fees affordable, and offer sponsorships through Kids on the Block when possible.*
OCCE Projections for Growth & Sustainability 2019/20

- **After the Bell and Camps** - Continues to grow and has met capacity at some sites. The ATB Program also meets or exceeds revenue goals while keeping costs affordable for working parents in our community.

- **Early Childhood Program** - At capacity at Eastham (100). More @ 4 Holcomb is at Capacity (15). Trend shows that families are remaining in the Eastham ECE program. New families requesting tours of the site weekly.

Thank You Oregon City School District Supporters! 😊
TRANSPORTATION

WHAT WE DO

- We support student achievement and graduation by providing safe, friendly, and efficient transportation service to over 4,000 OCSD students per day.

- Last school year our vehicles traveled a total of 1,068,598 miles. This is 11,753 miles more than the previous school year. Of the additional miles, 11,179 were home to school miles for our special circumstance students.
  - 975,488 miles - Home to school/school to home transportation
  - 93,110 miles - Field trips and athletics
WHAT WE HAVE

- We have 3 office support staff, 2 mechanics and 1 open position, 2 supervisors, 1 training and safety lead, 69 school bus drivers, and 5 van route drivers on our team.

- We have 39 regular education routes, 28 special education routes, and 5 van routes for students with special circumstances.

- We have 89 buses and 9 vans. Four of the vans are used daily by other school district programs.

- The average age of our fleet is 8 years.

WHAT WE NEED

- We need an additional office staff position for routing, billing, and cross training. Currently, the 3 office staff members are assigned to the additional work. However, they aren’t able to keep up with the demands of their positions and these additional tasks because they also drive bus routes when we are short on bus drivers. Driving bus routes takes between 3 to 5 hours a day from their regular job duties.

- We need at least 10 more bus drivers in order to be fully staffed. We currently only have 2 substitute drivers. This is why our office staff members have to drive bus routes so often.
WHAT WE NEED

- We need to provide competitive wages so that we can attract skilled professionals for all of our positions in Transportation. Especially school bus drivers. The current school bus driver wage scale for North Clackamas is $16.29-$23.64. An experienced school bus driver starts at $17.96. Our starting wage is $14.21. North Clackamas also pays the PERs pick up. We do not!

- We need to update our GPS tracking system. Our current system is out of date and is designed for the trucking industry, not for school buses. A new GPS system would be specifically for school buses and would also integrate with our routing program for even more efficient bus routes.

NEW VEHICLES

- We have been able to consistently purchase new buses and vans which has helped us in the process of upgrading our fleet.

- We will need to continue to order new buses to upgrade the fleet and to add to the fleet to plan for future student growth.

- We are in the process of ordering 5 new buses. We have 2 new vans already on order.
Oregon City School District Nutrition Services

Schools & Programs That We Support:
- Beavercreek, Candy Lane, Gaffney Lane, Holcomb, Jennings Lodge, John McLaughlin & Hedland Elementary Schools
- Gardiner & Ogden Middle Schools
- OCHS, CAIS, DCSLA, Jackson Prep & Clack ESD
- Eastham Pre-school
- Heron Creek Eastham & Heron Creek CRD ESD

Administrative Support:
- Free & Reduced Applications
- Paper, On-Line, Direct Certifications
- Household Assistance
- Benefit Communication
- Menus & Program Compliance
- Production Records
- Nutritional Data Base
- Recipes
- Food Safety & Physical Safety
- Ecorese-3rd Party Inspections
- Providing Safe Work Environments
- State Reporting and Claiming
- Preparing State & Federal Reimbursement Reports
- ODE Administrative Reviews
- New Every 4 Years

Our Staff:
- Office (All Sodexo)
  - 1 Nutrition Services Director
  - 1 Food Manager
  - 1 Administrative Assistant
- Kitchen Staff
  - 57 District Employees
  - 11 District Subs
  - 2 Sodexo Employees

Oregon City School District Nutrition Services

Programs & Innovations
- Student Engagement
- Taste 4 – New High School Format
- Captured- Visual Survey
- So Happy App- Alexa Capabilities
- Farm to School Grant
- NW Region CET (Culinary Enhancement Team)
- Milk Dispenser Grants- Clackamas Co. Refuse & Recycling Ass.
- USDA DOD Fresh Produce Program
- Sodexo Backpack Grant- $1,000 to Backpack Buddies
- Family Focus Forum Board Member & Sponsor

So Happy
2016-2017 SY / 2017-2018 SY

2017-2018 Revenue: $2,074,183.28
2018-2019 Projected Revenue: $2,113,293.66

Meal Count Comparison

<table>
<thead>
<tr>
<th>2017-2018</th>
<th>2018-2019 Projected</th>
</tr>
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<tbody>
<tr>
<td>Breakfast- 135,502</td>
<td>Breakfast- 150,731</td>
</tr>
<tr>
<td>Lunch- 472,517</td>
<td>Lunch- 480,178</td>
</tr>
<tr>
<td>CACFP- 7,586</td>
<td>CACFP- 9,313</td>
</tr>
<tr>
<td>SFSP Breakfast- 3,818</td>
<td>SFSP- 4,009 (5% increase)</td>
</tr>
<tr>
<td>SFSP Lunch- 12,002</td>
<td>SFSP Lunch- 12,602 (5% increase)</td>
</tr>
</tbody>
</table>

Free & Reduced Trend

OCSD Approved Free & Reduced Students

<table>
<thead>
<tr>
<th>Year</th>
<th>Free &amp; Reduced Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>2,000</td>
</tr>
<tr>
<td>2017</td>
<td>2,499</td>
</tr>
<tr>
<td>2018</td>
<td>2,418</td>
</tr>
</tbody>
</table>

Oregon City School District Nutrition Services

Equipment / Facilities Needs
- Serving line upgrades
  - Middle and Elementary service lines are outdated and inefficient.
  - Limited hot holding serving space
  - Limited cold holding serving areas
  - Access points create longer lines
- Dishwasher repair/replacement at Jackson Campus kitchen.
- Additional students for CA/S 2019-2020 SY
- Self service hot holding warmers (Middle & High School)

Support with significantly increased student negative balances due to HB3454
- OCSD is still averaging roughly $7,500 each month for students that charge meals.
- Carried over roughly $300,000 from 2017-2018 SY.
- Currently $1,607 in negative balance district wide.

Collaboration with building Administrators to develop school lunch schedules that would increase efficiency of food service labor hours.

Support with Communication to parents and students
- New and exciting menu offerings
- New features and tools for students and parents

Sodexo

Quality Life Services