

BANDON SCHOOL DISTRICT NO. 54  
Regular Meeting of Board of Directors  
January 13, 2025  
MINUTES

The Board of Directors of Bandon School District No. 54, Coos County, Oregon, met in regular session on Monday, January 13, 2025 in the Bandon High School Library at 5:30 p.m. Due notice was published and a quorum was present.

**PRESENT:** Board members present were David Hisel, A.J. Kimball, Stan Avery, Angela Cardas, Martha Lane, Briana Hutchens and Jon Sullivan.

**ALSO PRESENT:** Shauna Schmerer, Superintendent; Courtney Wehner, OC Principal; Becky Armistead, HLMS Principal; Sam Dockery, BHS Principal; Jim Wright, BHS Asst. Principal/Athletic Director; Brent Robertson, Executive Director of Operations; and Connie Roberts, Board Secretary.

**ABSENT:** Amanda Steimonts, Business Manager.

The meeting was called to order by Chair David Hisel at 5:31 pm.

**ADDITIONS/DELETIONS:**

Martha Lane made a motion to approve the agenda as presented, Angela Cardas 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 December 16, 2024**

Jon Sullivan made a motion to approve the consent agenda. AJ Kimball seconded and the motion passed unanimously.

**INFORMATION**

- 3.01 January is School Board Appreciation Month**
- 3.02 Resigned: Lori James, OC Educational Assistant**
- 3.03 Hired: Mike Lawn, BHS Assistant Baseball Coach**
- 3.04 Resigned: Jessica McClellan, BHS Girls Golf Coach**
- 3.05 BHS Presentation – Megan Kalina**

**REPORTS /DISCUSSIONS:**

Superintendent **Shauna Schmerer**, Administrators **Sam Dockery, Jim Wright, Becky Armistead, Courtney Wehner**, Business Manager **Amanda Steimonts**, Director of Operations **Brent Robertson**, all provided information in the District at a Glance report on what is happening in their respective schools or departments, a copy of which is attached and made a part of the minutes. Student Representative **Rowdy Staatz** spoke about upcoming events including the Blood Drive on January 16th and Winter Court Warming Week February 9-14.

**ACTION ITEMS**

**5.01 Bills in the amount of \$171,794.37**

Martha Lane made a motion to pay bills in the amount of \$165,099.61. Jon Sullivan seconded, and the motion passed unanimously.

**5.02 2nd Reading Revised Policy EBBA, Student Health Services**

Angela Cardas made a motion to approve the 2nd Reading Revised Policy EBBA, Student Health Services, Jon Sullivan seconded and the motion passed unanimously.

**5.03 1st Reading Revised Policy GBN/JBA, Sexual Harassment**

**5.04 1st Reading Revised Policy JBA/GBN, Sexual Harassment**

**5.05 1st Reading Revised Policy EBBB, Injury/Illness Reports**

5.06 1st Reading Revised Policy GBNAA/JHFF, Suspected Sexual Conduct with Students and Reporting Requirements

5.07 1st Reading Revised Policy JHFF/GBNAA, Suspected Sexual Conduct with Students and Reporting Requirements

AJ Kimball made a motion to approve Action Items 5.03-5.07, Martha Lane seconded and the motion passed unanimously.

**5.08 Approve Resolution #3, Surplus Equipment**

Jon Sullivan made a motion to approve Resolution #3, Surplus Equipment, Stan Avery seconded and the motion passed unanimously.

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

None.

There being no further business for the board, David Hisel made a motion to adjourn the session; Martha Lane seconded and it passed unanimously. The meeting adjourned at 6:18 pm.

Approved: 2-10-25

Date

By 

Board Chair

  
Connie Roberts, Board Secretary



Vision for 2024-25 School Year  
#GrowthMindSet  
1-13-25

**Goal 1: Structures and Systems: Develop structures and systems to support student learning in a culture of mutual respect and intellectual engagement.**

- **Monthly presentations to board** Each Month starting in October a building will present to the board talking about such topics as student data and programs. One building per month:
  - BHS Presentation - Megan Kalina
- **District Level Information:** Comprehensive Needs assessments data has been collected and our team will use it to help develop our Continuous Improvement plan. Working on new curriculum adoption materials for upcoming years to stay in the timelines of compliance for the State.
- **Events, celebrations, professional development** ([click here for the link to the PD calendar](#))
  - **OC** - Our Classified staff completed the verbal training of Crisis Prevention Institute with Becky Armistead. They worked on ways to verbally support students when they are in crisis.
  - **HLMS** - HLMS Certified Staff were very grateful for the professional development day on 1/6/25 and used it to prepare for the end of the first semester. HLMS Classified Staff worked on self-paced training through the CultivatePD portal and worked with their supervising teachers to prepare for the return of Tigers to the building. Our Special Education Team met in the afternoon to have our quarterly check-in, troubleshoot the SynergySE learning curve, have preliminary budget conversations, and plan for professional learning in the Spring (HS Special Educators attending the Transition Conference).
  - **BHS** - Staff at the high school used the PD on 1/6/25 to prepare for the end of the first semester and plan for the second semester. EA's participated in self-paced training and prepared the common areas for the spring semester ensuring that bulletin boards and decorations were current and up to date.
  - **Athletics** - We hosted 24 teams in our annual Bandon Dunes Holiday Invitational tournament January 2-4. Hundreds of players and spectators were in attendance. Our first league game is January 14 at Illinois Valley. The speech team held Sweet Speeches January 9 at the Sprague Theater.
  - **Special Education Professional Development:**
    - We have professional development planned for the year specifically highlighting special education topics for all building-based classified staff including:
      - Intro to Special Education - general overview of legalities, terminology, and logistics (BHS/HLMS) AUGUST
      - Building Relationships with Challenging Children (BHS/HLMS) JANUARY
      - Growth Mindset (BHS/HLMS) JANUARY
      - Supporting Students in General Education Settings (BHS/HLMS) JANUARY
      - Understanding Student Behavior (BHS/HLMS) JANUARY
      - Team Dynamics (BHS/HLMS) FEBRUARY
      - CPI Verbal Intervention Training (OC only; BHS and HLMS trained last year) Virtual modules in NOVEMBER, in person JANUARY

**Goal 2: Align curriculum, instruction, and assessment to engage, inspire, and prepare each student toward their preferred future.**

- **Assessment Calendar for the schools, why we use the assessments we use and how it informs our decisions on teaching and learning, PD, intervention, opening for staff**
  - **District level**
  - **OC** - Click here for our [assessment calendar](#). This month, our data team will meet with Kindergarten, First, and Second grade teams to look over student data to determine which intervention group each student should be in. This includes Title I Reading and Math for the lowest 8 students from each grade, the Strategic Reading group for students that are just below grade level, and the Benchmark group for students that are 'at' or 'above' grade level.
  - **HLMS** - Our fall data conversations have turned into opportunities! HLMS is continuing the planning to incorporate intervention courses for 7th and 8th Grade in ELA, Math, and a General Intervention focused on work completion. Students will be selected for these interventions based on assessment data and missing assignments in line with the end of the first semester. 5th Grade is working to incorporate a math intervention within their self-contained schedule. Our next round of NWEA Reading and Math assessments will happen in January prior to the end of the 1st semester/2nd quarter. Teachers will work to analyze the mid-year data in conjunction with myself, McMonagle, and Stallard to inform our new intervention placement.
  - **BHS** - As semester exams approach teachers are looking back on MAP data to analyze the data to ensure that students have mastered content and are prepared to begin the second semester. Ms. Kalina is pulling students individually and meeting with them one-on-one to ensure that they are on track to graduate, review transcripts, and discuss plans for after graduation. Letters will also be sent home.

**Goal 3: Develop intentional partnerships and relationships to support student learning.**

- **Community in the classroom, Volunteers**
  - **OC**- Our new library aide has partnered with the Bandon Public Library as she is new in this position and wants to be able to support our students the best she can. Our SMART Reading program is going strong. Community volunteers come to our school once a week and read one on one with our Kindergarten students.
  - **HLMS** - Our FACS (Family and Consumer Sciences) class, led by Ms. Sheila Po'oi, is working with Sara Kimball and Umpqua Bank to bring our students financial literacy learning with the Level 1 Financial Foundations course. Topics include budgeting, credit, investments, and managing fiscal risk. As students currently work on budgeting within the FACS course with the culinary projects, this is a wonderful opportunity to extend the learning and collaborate with a community partner!
  - **BHS** - We have re-established our partnership with the Coos Forest Protective Association for our fire science class which will be an ongoing elective opportunity for our students. BHS is officially partnered with TRIO through a partnership with SWOCC. Board Member Jon Sullivan met with Dr. Dockery and toured the campus on 12/18/24.
  - **Special Education** - We currently (as of 1/7/25) only have 3 responses to our parent survey regarding potential information nights regarding special education topics. The deadline for submission was 1/6/25. I will contact those three families directly in January to determine if they would prefer a small group meeting to discuss the topics indicated or a more personalized one-on-one focused on the specific circumstances impacting their child.
- **Nutrition Program and Bond Projects**
- **Board Visits to buildings** - We would like the board to make arrangements with the building principals to schedule walkabouts during the school year.

**Goal 4: Students and families from all backgrounds access and share relevant information to ensure**

## student success.

- **OC-** We have a monthly Site Council meeting that consists of 2 parents, 2 Certified staff, 2 Classified staff, and 1 administrator. The Parent Teacher Organization (PTO) holds monthly meetings to discuss fundraising and monthly engagement activities. These meetings are open to all parents.
- **HLMS** - We have monthly Site Council meetings, PTO meets regularly, and we are opening up lines of communication to our Special Education families to ensure that everyone has the opportunity to have their voices heard. Parents are invited to reach out to the HLMS Office directly to schedule time should they have questions or concerns that are not addressed through other avenues.
- **BHS-** We held our third SITE council meetings on December 12, 2024, and plan to hold a meeting each month with the SITE team. The SITE team consists of our SITE chair, Mrs. Hawthorne, Dr. Dockery, Mr. Hatfield, and Mrs. Senn. We have reached out to a couple of parents who have shown interest in participating. CTE Pathway Application process has been completed. We continue to have parents fill out background checks to volunteer with fundraising efforts for specific classes/clubs.
- **Communication to families..how does each department and/or school building communicate.. Platforms.....**
  - **District Level**
    - **Transportation** calls and emails families directly with transportation answers. Also uses Facebook to inform on (routes) as well as list of routes and pick up times on the School website.
    - **The Nutrition Program** uses printouts of monthly menus and posts them on social media.
    - **Maintenance** will use a social media post and/or email when needed.
    - **HR/Payroll:** Uses email to inform employees and will use social media postings when needed.
    - **Fiscal:** Email to staff, reports posted to website and social media when needed.
  - **OC-** We continue to use Seesaw to share all of our information with families. We also post things on our school Facebook page. Teachers print off the information from Seesaw and send home a paper copy to any of the families that are not connected to Seesaw. All of this information is also shared on the district newsletter (S'more).
  - **HLMS** - Email continues to be our main source of communication. We are also using Facebook and our S'more newsletter to share information in multiple modes. We have weekly announcements for students that had been shared in Advisory, but we moved to a "live reading" of the announcements over the intercom system to ensure that all students are hearing the same information. (And at least one week, the announcements were heard by the neighborhood as we have not yet mastered silencing zones in our new intercom system! Haha!) Safety calls (morning phone calls to verify student absences) happen daily.
  - **BHS** - Facebook, email, daily announcements, our S'more Newsletter, for athletics we use SportsYou, and letters mailed home as needed. As of 9/9, we have been translating information into Spanish for our bilingual families.
- **Tiger Beat Changes....**We put out our first Tiger Beat on September 27th. We will be putting them out on the last school Friday of each month.

## Past Happenings:

- **District Level**
  - **Fiscal** - Our main audit is complete and has been submitted to ODE and filed with the Secretary of State. Our auditor will be working on a few other items over the next week or so, but doesn't anticipate any issues. The auditor will hopefully be able to virtually attend our next Board Meeting and go over audit details.

- **Maintenance:** The district has updated the fire and intruder alarm system at all 3 schools over the holiday break. The old system was an old analog system which will no longer be used by our fire and security monitoring company starting this year, so an update was very necessary, along with us constantly having to fix it because of its age.
- The district received a grant from the Keiser foundation to put in a new outside walk-in freezer! Bids have been acquired and the contract award given to Douglas county refrigeration out of Roseburg.  
THE BUS BARN!! By the day of the Board meeting the official contract should be signed  
And demolition scheduled!

- **Transportation**

- **Nutrition Program**

- **OC-** Our holiday concert was a huge success with standing room only for our Kindergarten through Second Grade concert, and most of our chairs taken during our Third through Fourth Grade concert. We incorporated something new at this concert; a Papparazzi Call. This is where families for each grade level were invited up to the front before the concert started so they could get that 'perfect' picture. We also used brave 4th grade students to recite a Concert Etiquette poem which helped make for a better audience.
- **HLMS** - Mr. Weston and Mrs. Sylvester continued in the tradition of wonderful winter concerts, although I was not able to attend either due to illness. I heard rave reviews from staff and families who were in attendance!
- **BHS** - Mr. Weston and his band/choir students performed for the staff and students at Ocean Crest, and HLMS the last day before the winter break. They also performed for the residents of Heritage Place Assisted Living.

#### Future Happenings:

- **District Level**

- **Early Release Days-** January 17, 2025
- **Holiday** - January 20, 2025 Martin Luther King Day
- **Inservice** - January 6, 2025 and January 13, 2025
- **Fiscal** - We are beginning to look into projections for our next fiscal year and start some rough budget planning. We should begin collecting income through our Construction Excise Tax in January or February.
- **Maintenance:** We are kicking off the construction phase of the Bus Barn Project! There are lots of little details that will be addressed at our upcoming pre construction meeting, the biggest of which is the safety of our kids around the site. We will have a construction schedule put together as to what phase is happening when, at that time also. Demo will start soon after the final contract is signed.
- The outside freezer for the kitchen/cafeteria is to be delivered and put up in the next 6 to 8 weeks. We are looking forward to having that in place.
- Continuing to work on Athletic fields as we look forward to spring sports.
- **Transportation: WE HAVE THREE BUS DRIVERS POTENTIALING RETIRING BY THE END OF THE SCHOOL YEAR. WE NEED HELP GETTING NEW DRIVERS.**
- **Nutrition Program**
- **Bargaining Team for Certified - January 27th at 4PM in the HS Library**
- **Superintendent Self Evaluation is due to the Board by February 1st.**
- **OC-** During our Inservice day on January 17th, staff will participate in a Science of Reading training from Oregon Response to Intervention. On the January 31st inservice day, teachers will work on report cards and participate in iReady data dive and planning with their team teachers.
- **HLMS** -
  - Jan 16-17 NWEA Winter Testing
  - Jan 17 EARLY RELEASE - Prof Development (PM)

- Behavior Team, AI for Educators
- Jan 20 NO SCHOOL - MLK, Jr. Day
- Jan 31 NO SCHOOL - Report Cards (AM) and Prof Development (PM)
  - iReady Math training; planning/preparation for 2nd semester including new intervention offerings
- **BHS** - MOY MAP testing Jan 16-17. Dr. Dockery will attend CPI training on Jan 13-14. Jan 31 teachers will finalize grading and report cards for the end of the first semester.

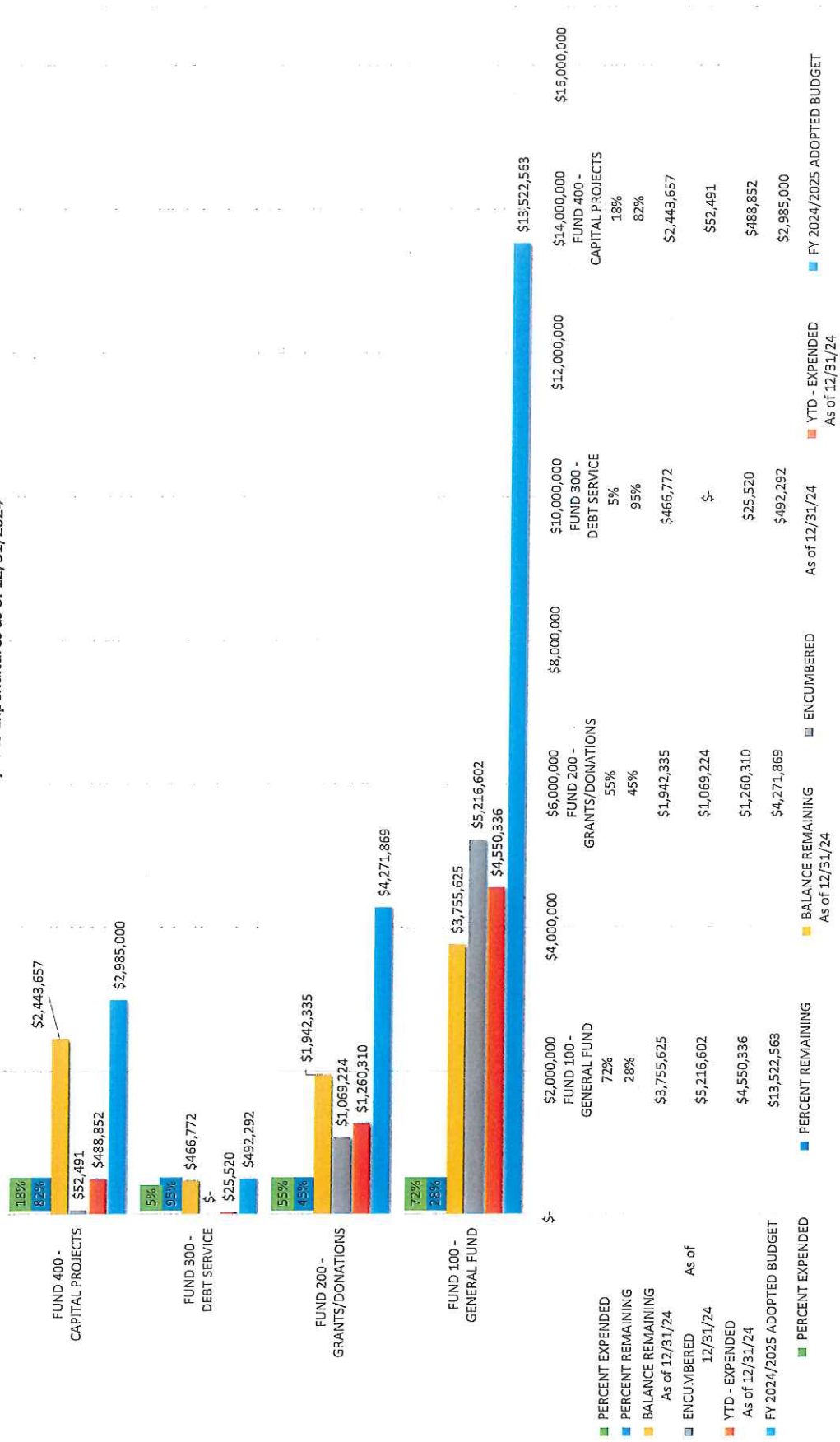
# Bandon School District #54

## Revenue Update 12/31/24

	FUND 100 - GENERAL FUND	FUND 200 - GRANTS/DONATIONS	FUND 300 - DEBT SERVICE	FUND 400 - CAPITAL PROJECTS
<b>FY 2024/2025 ADOPTED BUDGET</b>	\$ 13,522,563	\$ 4,271,869	\$ 494,292	\$ 2,985,000
<b>Year To Date RECEIVED as of 12/31/24</b>	\$ 11,999,043	\$ 2,487,464	\$ 536,458	\$ 2,833,286
<b>Remaining Revenue to Collect as of 12/31/24</b>	\$ 1,523,520	\$ 1,784,405	\$ (42,166)	\$ 151,714
<b>PERCENT REMAINING</b>	11%	42%	-9%	5%
<b>PERCENT COLLECTED</b>	89%	58%	109%	95%



Bandon School District #54  
2024/2025 Expenditures as of 12/31/2024



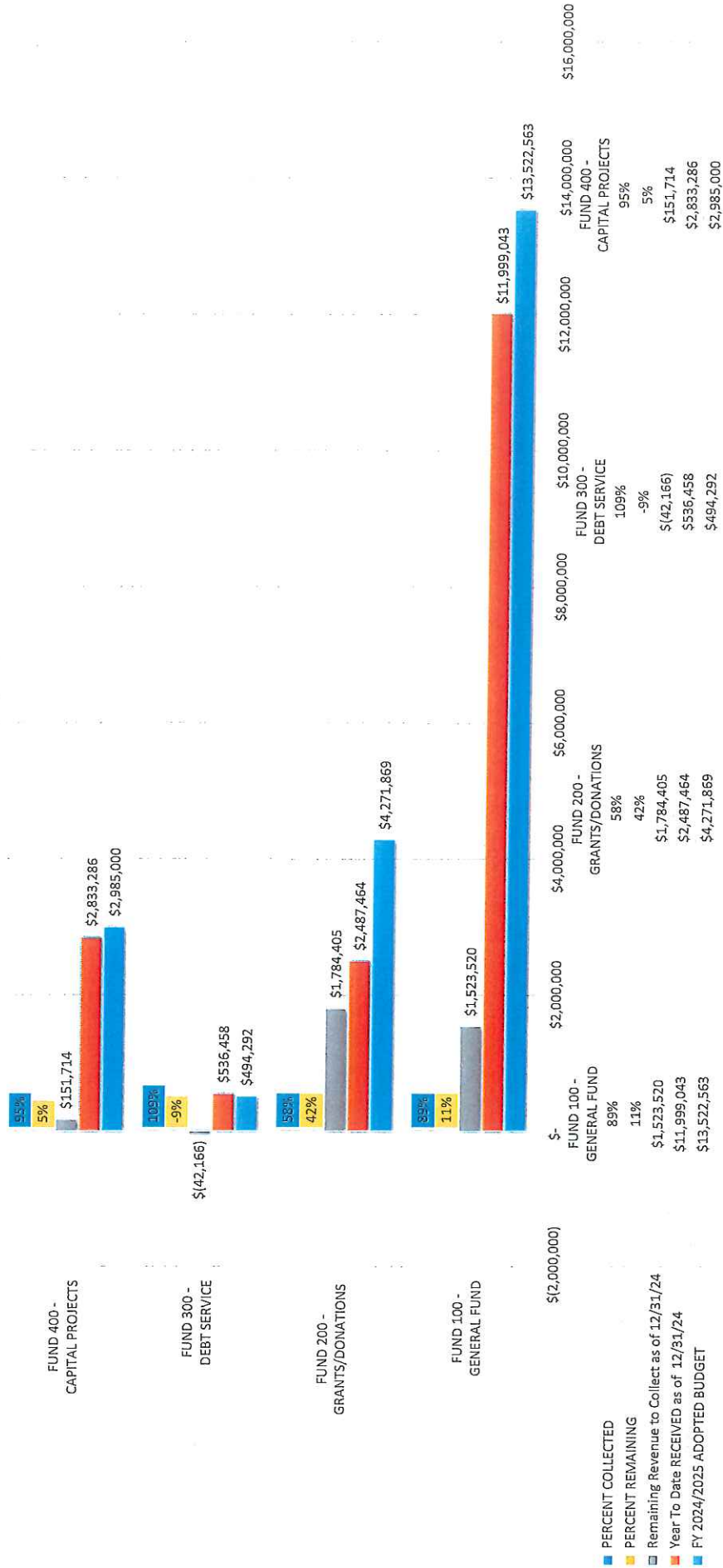
Legend:  
■ PERCENT EXPENDED  
■ PERCENT REMAINING  
■ BALANCE REMAINING As of 12/31/24  
■ ENCUMBERED  
■ YTD - EXPENDED As of 12/31/24  
■ FY 2024/2025 ADOPTED BUDGET

# Bandon School District #54

## Expenditure Update 12/31/24

EXPENDITURES	FUND 100 - GENERAL FUND	FUND 200 - GRANTS/DONATIONS	FUND 300 - DEBT SERVICE	FUND 400 - CAPITAL PROJECTS
FY 2024/2025 ADOPTED BUDGET	\$ 13,522,563	\$ 4,274,869	\$ 492,292	\$ 2,985,000
YTD - EXPENDED As of 12/31/24	\$ 4,550,336	\$ 1,260,310	\$ 25,520	\$ 488,852
ENCUMBERED As of 12/31/24	\$ 5,216,602	\$ 1,069,224	\$ -	\$ 52,491
BALANCE REMAINING As of 12/31/24	\$ 3,755,625	\$ 1,942,335	\$ 466,772	\$ 2,443,657
PERCENT REMAINING	28%	45%	95%	82%
PERCENT EXPENDED	72%	55%	5%	18%

**Bandon School District #54**  
**2024/2025 Revenue as of 12/31/2024**



■ PERCENT COLLECTED      ■ PERCENT REMAINING      ■ Year To Date RECEIVED as of 12/31/24      ■ FY 2024/2025 ADOPTED BUDGET