

ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

Vol 7, No 1

Work Session and Regular Board Meeting

July 16, 2014

BOARD MEMBERS:

Rodney Cotton	<u>X</u>
Daniel Endicott	<u>X</u>
Joseph Garcia	<u>X</u>
Charles Lee	<u>X</u>
Paul Meyer	<u>X</u>
Steve Patterson	<u>X</u>
Stacy Stiefel	<u>X</u>

ADMINISTRATION:

Dr. Larry C. Parsons, Superintendent	Excused
David Hanson, Assistant Superintendent / HR	<u>X</u>
Cheryl Northam, Chief Operations Officer	<u>X</u>
Matt Brausam, Director of Student Services	<u>X</u>
Dawne Huckaby, Dir. Teaching & Learning	<u>X</u>

BOARD WORK SESSION:

Chair Patterson brought the Work Session to order at 6:00 p.m. with all board members in attendance and asked Director Stiefel to lead the pledge to the flag. He then asked Director Garcia to comment on the need for this organizational meeting. Director Garcia shared his view that the upcoming school year will be very hectic with the planned maintenance projects and upcoming labor bargaining, along with the added task of a superintendent search. There are time commitments and expectations of officers around that work. The board reviewed past processes with superintendent searches, including utilizing national or regional head hunter firms and Oregon School Board Association (OSBA) assistance. The board agreed that having a less experienced board member serving as board chair when we are embarking on a superintendent search is not ideal. The board agreed to partner with OSBA for assistance in defining specifically what we are looking for in our next superintendent as well as guidance in the process to be used. The board also requested that a work session be scheduled during September 2014 if an OSBA representative can meet with us to begin defining objectives and processes.

Adjournment: The Board Work Session was adjourned at 7:00 p.m.

MINUTES OF THE BOARD OF DIRECTORS:

TIME, PLACE: A regular meeting of the Douglas County School District No 4 Board of Directors was held on Wednesday, July 16, 2014, at 7:00 p.m. in the administration Office Board Room located at 1419 NW Valley View Drive.

ATTENDANCE: School Board members in attendance included Rodney Cotton, Daniel Endicott, Joseph Garcia, Charles Lee, Paul Meyer, Steve Patterson and Stacy Stiefel. Administrators in attendance included David Hanson, Cheryl Northam, Matthew Brausam and Dawne Huckaby. Superintendent Parsons was on vacation.

CALL TO ORDER: Chair Patterson called the meeting to order at 7:07 p.m.

REVIEW OF AGENDA: Assistant Superintendent/HR David Hanson noted that revisions to the agenda this evening consist of an additional personnel transaction along with a proposed copy paper bid award.

COMMUNICATIONS TO THE BOARD: Asst. Superintendent/HR David Hanson announced that we have received letters of resignation from Stefanie Gradnitzer, German Teacher at Roseburg High; Kevin Hunt, Science Teacher at Roseburg High; Cynthia Kohler, Special Education Teacher at Roseburg High, and Katrina Scott, Eastwood Elementary Teacher.

We received resignations for the purpose of retirement from William Duffy, Wellness and PE Teacher at Roseburg High for 17 years. Bill plans to continue as "working retired" during the 2014-15 school year; Colleen Gillem, Roseburg High Teacher after 31 years, who is planning to continue as "working retired" for the 2014-15 school year; Rick Weber, Fremont Middle School Teacher after 25 years, who also plans to continue as "working retired" for the 2014-15 school year; Diane Wirth, Fir Grove Elementary Teacher after 25 years, who also plans to continue "working retired" for the 2014-15 school year. We received a resignation for the purpose of retirement for Micki Hall, Roseburg High Teacher

after 26 years. Micki also requested to continue "working retired" for both 2014-15 and 2015-16. Board members agreed to the proposal for 2014-15 and will reconsider the request for 2015-16 next year, declining to approve both school years at one time. These resignations will be acknowledged by Dr. Parsons.

CONSENT AGENDA: The Consent Agenda consisted of minutes from the June 18, 2014, Board Meeting along with Personnel Transactions. Recommendations for employment included Lori Gombart, Third Grade Teacher at Eastwood Elementary; Angela Hansen, Special Education Teacher at Roseburg High; Barbara Henneke, Second Grade Teacher at Winchester Elementary; Anthony Hobert, Social Studies Teacher at Roseburg High; Tana Laughlin, Fourth Grade Teacher at Eastwood Elementary; and Larina Warnock, Business Technology Teacher at Roseburg High School. We also received a request for an unpaid leave of absence for up to one year commencing August 2014, for Teresa Skinner, Teacher at Jo Lane Middle School. The request falls under the provisions of Article VIII C4.

It was moved by Director Lee and seconded by Director Cotton to approve the Consent Agenda as presented. Motion passed unanimously.

M7-1 - Approve Consent Agenda

PUBLIC PARTICIPATION: None at this time.

ORGANIZATION OF THE BOARD: Chair Patterson opened the floor to nominations for the Board Chair and Vice-Chair positions for 2014-15.

Director Meyer reminded the board of their earlier suggestion that the incoming Chair be willing to serve for two years as we will have a new superintendent in 2015-16 and Director Cotton's term ends in June 2015.

ELECTION OF BOARD CHAIR: Director Endicott moved to nominate Director Cotton for 2014-15 Board Chair. Director Lee seconded the nomination. Following discussion, the motion passed unanimously. Chair Cotton thanked his fellow board members.

M7-2 - Elect Rod Cotton as 2014-15 Board Chair

ELECTION OF BOARD VICE-CHAIR: Newly appointed Chair Cotton opened the floor to nominations for 2014-15 Vice Chair.

It was moved by Director Patterson and seconded by Director Meyer to nominate and elect Director Lee for 2014-15 Board Vice-Chair. The motion passed unanimously.

M7-3- Elect Charles Lee as 2014-15 Board Vice-Chair

SCHOOL BOARD SUB-COMMITTEE SELECTIONS: Chair Cotton referred to the list of School Board Standing Committees for 2013-14 and requested that school board members share their input regarding committee preferences for 2014-15.

RESOLUTIONS:

RESOLUTION 14-15-1: Designation of Clerk and Deputy Clerk and Bonding of Employees. It was moved by Director Endicott and seconded by Director Meyer to adopt Resolution 14-15-1 to designate Larry C. Parsons, Superintendent, as District Clerk and Cheryl Northam, Chief Operations Officer, as Deputy Clerk of the school district and that the Clerk be bonded for \$20,000; the Deputy Clerk be bonded for \$100,000; and a blanket bond

M7-4-Adopt Resolution 14-15-1 Designating L. Parsons as Clerk and C. Northam Deputy Clerk and bond employees

to cover other employees be issued in the amount of \$10,000. Motion passed unanimously.

RESOLUTION 14-15-2: Designation of Custodian of Funds and the Use of Facsimile Signature and Authorization of Payment Obligations. It was moved by Director Endicott and seconded by Director Meyer to adopt Resolution 14-15-2 to designate Cheryl Northam, Chief Operations Officer, as the custodian of funds, the use of a facsimile signature and authorization of payment of obligations. Motion passed unanimously.

M7-5 - Adopt Resolution 14-15-2 Designating Cheryl Northam as Custodian of Funds; Use of Facsimile Signature; and Authorize Payment of Obligations

RESOLUTION 14-15-3: Designation of Auditor: It was moved by Director Endicott and seconded by Director Stiefel to adopt Resolution 14-15-3 designating the firm of KDCO Piels, CPA's, LLP as official auditors of the school district. Motion passed unanimously.

M7-6 - Adopt Resolution 14-15-3 designating KDCO Piels, CPA's, LLP as Auditors

RESOLUTION 14-15-4: Designation of Depositories: It was moved by Director Garcia and seconded by Director Stiefel to adopt Resolution 14-15-4 to designate Bank of America, American West Bank, Wells Fargo, US National Bank, Umpqua Bank and Cascade Community Federal Credit Union as depositories for 2014-15; and further authorize the Deputy Clerk to make deposits and other transactions in the District's accounts in the Oregon State Local Government Investment Pool. Motion passed unanimously.

M7-7 - Adopt Resolution 14-15-4 designating Depositories for 2014-15

RESOLUTION 14-15-5: Designation of Attorney: It was moved by Director Endicott and seconded by Director Garcia to adopt Resolution 14-15-5 to designate the firm of Dole, Coalwell, Clark, Mountainspring and Mornarich PC as the attorneys for the school district. Motion passed unanimously.

M7-8 - Adopt Resolution 14-15-5 designating Dole, Coalwell, Clark, Mountainspring and Mornarich PC as Attorneys

RESOLUTION 14-15-6: Designation of Election Official: It was moved by Director Patterson and seconded by Director Garcia to adopt Resolution 14-15-6 designating the superintendent as the election officer for the district and giving him the authority and responsibility to affirm election results. Motion passed unanimously.

M7-9 - Adopt Resolution 14-15-6 designating Larry Parsons Election Official

RESOLUTION 14-15-7: Designation of the Budget Officer and Newspaper: It was moved by Director Garcia and seconded by Director Patterson to adopt Resolution 14-15-7 to designate Cheryl Northam as the Budget Officer and the News Review as the newspaper for official publications and notices. Motion passed unanimously.

M7-10 - Adopt Resolution 14-15-7 designating Cheryl Northam as Budget Officer and The News Review as Newspaper

RESOLUTION 14-15-8: Authorization to Apply for Grants: It was moved by Director Patterson and seconded by Director Garcia to adopt Resolution 14-15-8 authorizing Larry C. Parsons, Superintendent, as the district's representative to apply for Grant Funds below \$25,000 that do not fund regular positions or obligate the district beyond the life of the grant. Motion passed unanimously

M7-11 - Adopt Resolution 14-15-8 authorizing Larry Parsons to apply for Grant Funds below \$25,000

BID AWARD - WHITE COPIER PAPER: Chief Operations Officer Cheryl Northam referred to a memorandum detailing the eight bids received to supply two truckloads of white copier paper to the district. Based on the summary of bids, the board is asked to approve the proposal to award the bid to Contract Paper Group (CPG) for \$39,295.20 (\$2.339 per ream).

It was moved by Director Meyer and seconded by Director Endicott to approve the proposal to award the white copier paper bid to Contract Paper Group (CPG) as presented. Motion passed unanimously.

M7-12 - Award white copy paper bid to Contract Paper Group (CPG) for \$39,295.20

POLICY JHCB: IMMUNIZATION AND VISION SCREENING/EYE EXAMINATION (FIRST READING): Assistant Superintendent/HR David Hanson presented Policy JHCB: Immunization and Vision Screening/Eye Examination for First Reading.

The legislature is now requiring that students new to our district provide proof of vision screening. This impacts all kindergarten students, First Grade students who didn't attend kindergarten, and those students who have not attended class in the district previously. Superintendent Parsons has been working with the Lions Club to arrange for the required certified personnel to administer vision screenings for those students who do not have the necessary proof of examination.

It was moved by Director Endicott and seconded by Director Meyer to approve Policy JHCB: Immunization and Vision Screening/Eye Examination for First Reading. Motion passed unanimously.

M7-13- Approve Policy JHCB: Immunization and Vision Screening/ Eye Examination for First Reading

RESOLUTION 14-15-9: IN SUPPORT OF THE AMICUS BRIEF FILED BY THE WINSTON-DILLARD SCHOOL DISTRICT RELATED TO LITIGATION SURROUNDING THE ELLIOTT STATE FOREST: Assistant Superintendent/HR David Hanson presented Resolution 14-15-9. Director Patterson reminded the board that it was agreed at the previous board meeting to place the proposed resolution on this meeting agenda for discussion. Director Patterson moved to adopt Resolution 14-15-9 in support of the Amicus Brief. Director Stiefel seconded the motion.

Director Lee stated his preference that the district not be involved in what is perceived as a divisive issue. Director Stiefel expressed that the situation with the Elliott State Forest will continue to cost the State School Fund money because of some of the decisions being made by the State Land Board. Director Meyer agreed with Director Lee that it's not central to the mission of educating kids.

Directors Cotton, Endicott, Garcia, Lee and Meyer voted no, with Director Patterson and Director Stiefel voting yes. Resolution failed to obtain a majority vote.

M7-14- Resolution 14-15-9 Supporting the Amicus Brief filed by the Winston-Dillard School District. Motion Failed 5 (N) -2 (Y)

SUPERINTENDENT'S REPORT: Assistant Superintendent David Hanson reported that Teaching and Learning staff are working to complete the summer reading and math project. Human Resources will have completed the hiring process for fifty new teachers before school begins. David added that it has been especially difficult filling math and science positions as we are receiving very few applications.

INDIVIDUAL REPORTS BY DIRECTORS: Director Endicott observed administrators providing school tours for new staff members over the summer and appreciated their extra efforts in making new teachers feel welcome.

Director Garcia had opportunities to be at the high school on separate occasions this summer, and each time the custodial and maintenance personnel were seen working extremely hard on summer projects and were

observed being very friendly to visitors even though they were hard at work. He also expressed his desire for the district to move forward with technology, stating that this must be incorporated at a higher level. He shared that it's important to be progressive rather than reactive to technology staffing needs. David Hanson responded that we are funding a position at Fremont and the high school has recommended a half-time tech person to work with ninth graders in the house program, so he believes that administrators are responding to the need. Director Garcia requested that a report from the technology department be provided no later than September.

Director Endicott questioned whether internet access is available for all students and advocated a board level conversation about how to integrate technology. We need to determine whether to be progressive or "safe" and lag behind progressive districts.

Director Stiefel added his compliments for the staff working over the summer at the high school and elementary schools to make the grounds attractive.

BOARD COMMITTEE REPORTS:

Building and Sites - July 14, 2014: Director Garcia shared that the proposed location for the new Eastwood Elementary modular has been changed. Tracy Grauf, Facilities Manager, is hoping the building will arrive by the end of August. The Fremont multi-purpose room floor is in poor condition and needs to be replaced. A new athletic rubberized floor is scheduled for installation over Christmas break. Floor tile in two classrooms at Hucrest Elementary is being replaced prior to the start of school. Tracy has recommended a very durable replacement tile that should not develop gaps between tiles as we are currently experiencing. The hot water heating system at Eastwood Elementary has been updated and repairs made to the siding on modulares at Green Elementary. Painting projects are also underway. An engineer is monitoring the high school gym roof on a regular basis. Director Garcia shared that he is proposing that summer gym usage be reevaluated to accommodate both community and district needs. These facilities are potential activity hubs for our community. Directors Stiefel and Cotton both shared their support for providing space for kids to participate in positive activities over the summer months.

PUBLIC PARTICIPATION: Judy Kulluson, 480 SE Leland, Roseburg, shared her appreciation for board members acknowledging the hard work of our classified staff during the summer. She expressed that the staff takes a great deal of pride in their work. Morale seems to be improving now that budget cuts are not a yearly event. Tim Stoelb has been re-elected as OSEA president for another two years. Judy has been elected to a two-year term in the Association for Classified School Employees where she will join with representatives from 41 states who lobby for education funding. She shared the group is Washington DC oriented and she will be traveling there in September.

ADJOURNMENT: With no further business, the meeting adjourned at 8:29 p.m.

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

**DESIGNATION OF CLERK AND DEPUTY CLERK
AND BONDING OF EMPLOYEES**

RESOLUTION 14-15-1:

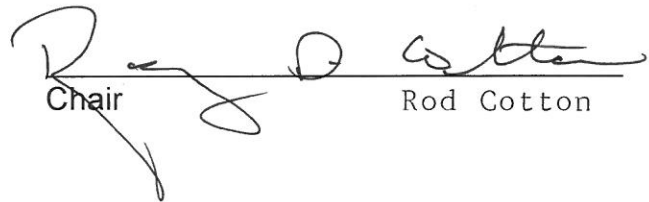
BE IT RESOLVED, that the Board of Directors of Douglas County School District No 4, designates Dr. Larry C. Parsons, Superintendent, as the Chief Administrative Officer of the School District, and therefore, the District Clerk; and designates Cheryl Northam as the Chief Operations Officer and Deputy Clerk of the School District, and;

BE IT FURTHER RESOLVED, that the Clerk shall be bonded for \$20,000, the Deputy Clerk shall be bonded for \$100,000, and a blanket bond shall cover other employees to the amount of \$10,000.

ATTEST.



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Dan Endicott

Seconded by: Paul Meyer

July 16, 2014

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

**DESIGNATION OF THE CUSTODIAN OF FUNDS,
THE USE OF FACSIMILE SIGNATURE AND AUTHORIZATION
PAYMENT OF OBLIGATIONS**

RESOLUTION 14-15-2:

BE IT RESOLVED, that the Board of Directors of Douglas County School District No 4, designates Cheryl Northam, as custodian of funds of the School District, and;

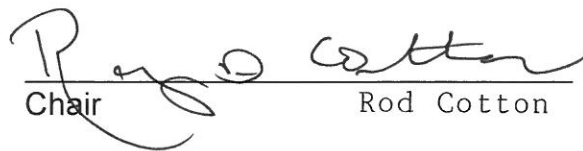
BE IT FURTHER RESOLVED, that designated depositories of the District be used and it is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the School District's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature of Cheryl Northam and the designated depository shall be entitled to honor and to charge the District for all such checks, drafts or other orders, regardless of by whom or what means the facsimile signature thereon, may have been affixed thereto, if such facsimile signature resembles the facsimile specimen, duly certified to or filed with the depository by the District, and;

BE IT FURTHER RESOLVED, that the Deputy Clerk is hereby authorized to make payments in a timely manner of all obligations entered into by the District, in accordance with the budget as adopted and appropriated by the Board of Directors.

ATTEST:



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Dan Endicott

Seconded by: Paul Meyer

July 16, 2014

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

DESIGNATION OF AUDITOR

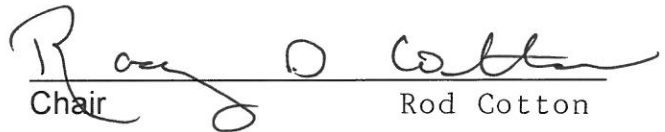
RESOLUTION 14-15-3:

BE IT RESOLVED, that the Board of Directors of Douglas County School District No 4,
designates the firm of KDCO Piels, CPAs, LLP, as official auditors of the District.

ATTEST:



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Dan Endicott

Seconded by: Stacy Stiefel

July 16, 2014

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

DESIGNATION OF DEPOSITORIES

RESOLUTION 14-15-4:

BE IT RESOLVED, that the Board of Directors of Douglas County School District No 4, authorizes the Deputy Clerk or designee to deposit and make other transactions of District funds, in the following branches or offices of Roseburg Banks in accordance with the requirements of ORS 328.441:

Bank of America
American West Bank
Wells Fargo
US National Bank
Umpqua Bank
Cascade Community Federal Credit Union

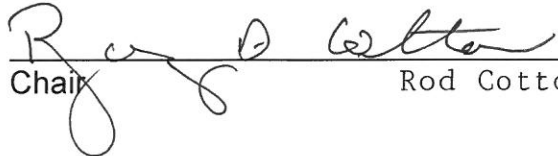
BE IT FURTHER RESOLVED, that the Board authorizes the Deputy Clerk or designee of the District, to make deposits and other transactions in the District's accounts in the following investment pool.

Oregon State Local Government Investment Pool

ATTEST:



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Joe Garcia

Seconded by: Stacy Stiefel

July 16, 2014

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

DESIGNATION OF ATTORNEY

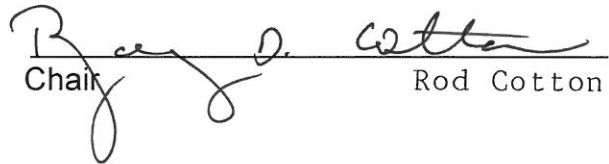
RESOLUTION 14-15-5:

BE IT RESOLVED, that the Board of Directors of Douglas County School District No 4, designates Dole, Coalwell, Clark, Mountainspring, and Mornarich, PC as the attorneys for the school district.

ATTEST:



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Dan Endicott

Seconded by: Joe Garcia

July 16, 2014

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

DESIGNATION OF ELECTION OFFICIAL

RESOLUTION 14-15-6:

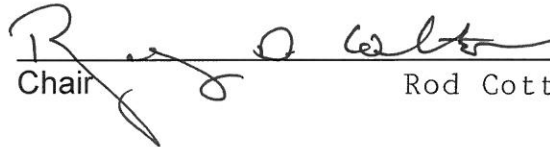
WHEREAS, ORS 255.295 requires that not later than the 30th day after receiving the abstract of the votes for an election involving the District, the District election authority shall determine from it the result of the election.

BE IT RESOLVED, that the Superintendent be appointed election officer for Douglas County School District No 4 and that the superintendent has the authority and responsibility to affirm election results in accordance with ORS 255.295.

ATTEST:



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Steve Patterson

Seconded by Joe Garcia

July 16, 2014

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon


RESOLUTION DESIGNATING THE BUDGET OFFICER AND NEWSPAPER

RESOLUTION 14-15-7:

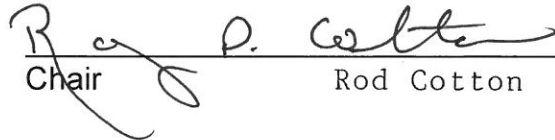
BE IT RESOLVED that the Board of Directors of Douglas County School District No.4 designates Cheryl Northam as the Budget Officer, and;

BE IT FURTHER RESOLVED that the Board of Directors of Douglas County School District No.4 designates The News Review as the newspaper for official publications and notices.

ATTEST:



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Joe Garcia

Seconded by Steve Patterson

July 16, 2014

DOUGLAS COUNTY SCHOOL DISTRICT NO. 4
ROSEBURG PUBLIC SCHOOLS
Roseburg, Oregon

**AUTHORITY TO APPLY FOR GRANTS
2014-15 School Year**

RESOLUTION 14-15-8:

WHEREAS The Congress of the United States and the State of Oregon have provided funds to be used by local education agencies (LEA) to supplement, enrich, initiate or maintain educational programs, and;

WHEREAS applications for these grants require formal approval of the LEA's Board of Directors.

THEREFORE BE IT RESOLVED that Superintendent Larry C. Parsons acts as the District's Authorized representative in applying for grant funds as listed below and to implement the grants as approved.

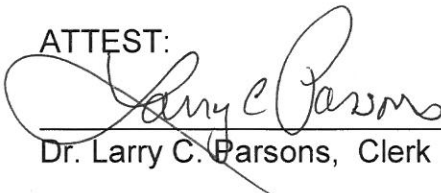
No Child Left Behind (ESEA) Title IA (Improving Basic Programs Operated by LEA's), Title ID (Prevention and Intervention Programs for Neglected, Delinquent or At Risk Youth), Title IIA (Preparing, Training and Recruiting High Quality Teachers and Principals), Title IID (Enhancing Education Through Technology), Title III (Language Instruction for Limited English Proficient and Immigrant Students), Carl Perkins (Vocational Education Programs - Secondary Students), Title VI-B (Rural and Low Income Schools), Title X (Homeless)

Title VII - Federal Grant Indian Education

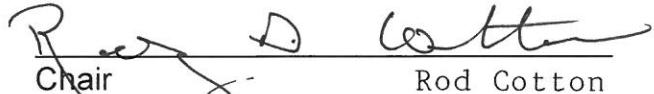
P.L. 108-446, IDEA Students with Disabilities

The Superintendent has the authority to approve applications for grants below \$25,000 that do not fund regular positions or obligate the District beyond the life of the grant.

ATTEST:



Dr. Larry C. Parsons, Clerk



Chair Rod Cotton

Moved by: Steve Patterson

Seconded by: Joe Garcia

July 16, 2014