

# ROSEBURG PUBLIC SCHOOLS

## Regular Board Meeting

Vol. 1 No. 5

October 14, 2015

### BOARD MEMBERS:

|                     |   |
|---------------------|---|
| Rodney Cotton       | X |
| Daniel Endicott     | X |
| Joseph Garcia       | X |
| Rev. Howard Johnson | X |
| Charles F. Lee      | X |
| Paul E. Meyer       | X |
| Steve Patterson     | X |

### ADMINISTRATION:

|  |               |
|--|---------------|
| Gerry C. Washburn, Superintendent            | X             |
| David W Hanson, Assistant Superintendent/HR  | X             |
| Richard Burton, Director, Student Services   | X             |
| Dawne Huckaby, Director, Teaching & Learning | X             |
| Cheryl Northam, Chief Operations Officer     | X (6:50 p.m.) |
| RHS Student Representative: Julia Weiss      | Excused       |

## MINUTES OF THE REGULAR BOARD MEETING

**TIME/PLACE:** A Regular Meeting of the Douglas County School District No. 4 Board of Directors was held on Wednesday, October 14, 2015, at 6:00 p.m. in the administrative office board room at 1419 NW Valley View Drive, Roseburg, Oregon.

**CALL TO ORDER:** Chair Cotton welcomed attendees and called the meeting to order promptly at 6:00 p.m., asking Director Charles Lee to lead in the Pledge of Allegiance to the flag.

**ATTENDANCE:** All cabinet members and our seven board members were present. There were no media representatives present. RHS Student Representative Julia Weiss was excused.

**REVIEW OF AGENDA:** Superintendent Washburn announced that the Fir Grove student scheduled to be honored this evening has been rescheduled to December 16, 2015. He also noted that Julia Weiss, our RHS Student Representative, was unable to attend this evening.

**COMMUNICATIONS TO THE BOARD:** Superintendent Washburn shared that we have no personnel transactions to report to the board this evening.

**CONSENT AGENDA:** The Consent Agenda this evening consisted of Minutes from the September 23<sup>rd</sup> regular Board Meeting and a current list of Gifts to the District.

Director Endicott moved to approve the Consent Agenda. Director Patterson seconded and the motion passed unanimously.

M1-32 Approved the Consent Agenda

**STUDENT RECOGNITION:** Director Joe Garcia shared a letter from Eastwood Principal, Nicki Opp, and her staff celebrating the achievements of Fifth Grade Student, Hunter Fullerton, who is being recognized as Eastwood's Student of the Month. Hunter was nominated for the recognition due to his eagerness to accept a challenge, his love for learning, self-motivation and respectful and caring relationships with others. The staff at Eastwood believe that Hunter's quest for knowledge will serve him well in his future endeavors.

Chair Cotton asked for a brief recess at 6:06 p.m. to allow the family of the student being recognized to depart for the evening. The meeting resumed at 6:08 p.m.

**PUBLIC PARTICIPATION:** There were no audience members wishing to address the board.

**POLICY BD/BDA: BOARD MEETINGS/REGULAR BOARD MEETINGS, FOR FIRST READING:** Superintendent Washburn explained that as part of the decision to adjust board meeting times from 7:00 p.m. to 6:00 p.m., we will need to amend the current board policy. He further pointed out that there is an email disclaimer that should be part of our normal e-mail communication with board members, reminding them of the public meetings law.

Director Patterson moved to approve Policy BD/BDA: Board Meetings/Regular Board Meetings, for First Reading. Director Endicott seconded and the motion passed unanimously.

M1-33 Approved Policy BD/BDA: Board Meetings/Regular Board Meetings, for First Reading

**POLICY IKH: CREDIT FOR PROFICIENCY, FOR SECOND READING/ADOPTION:** Teaching and Learning Director Dawne Huckaby explained that this policy is being revised pursuant to state recommendations to reflect language of “shall” vs. “may” in granting credit for students who demonstrate proficiency through means other than coursework. She has received no questions from board members since the first reading of the policy on September 23<sup>rd</sup>.

Director Lee moved to adopt Policy IKH: Credit for Proficiency for Second Reading and Adoption. Director Endicott seconded and the motion passed unanimously.

M1-34 Approved Policy IKH: Credit for Proficiency – for Second Reading and Adoption

**POLICY JHCDA: PRESCRIPTION MEDICATION FOR FIRST READING:** Student Services Director Rick Burton explained that this policy revision is related to OSBA’s recommendation that staff be strongly encouraged to get CPR and medical protocol training with regard to the administration of medication. Mr. Burton added that we are experiencing more and more students coming to us with diabetes or allergy conditions. Our objective is to avoid students having to leave school in order to receive their medications. While larger districts have health nurses on site, our district relies on a county health nurse, Barb Hofford, to come in to train our staff as we cannot deny a student participation in school when they qualify under Section 504 (any disability that substantially limits life activities). Students are now allowed to self-administer an Epi-Pen. Our athletic coaches are asked to have both CPR and EPI-Pen training.

Director Endicott moved to approve Policy JHCDA: Prescription Medication for First Reading. Director Garcia seconded and the motion passed unanimously.

M1-35 Approved Policy JHCDA: Prescription Medication, for First Reading

**POLICY DJ-AR: PROCUREMENTS – Discussion Item:** Purchasing Supervisor Denny Austin shared that administration wanted to share proposed changes to our AR for procurements. This change is number 21 out of 25 “cutouts” in the procurement rules. In researching band uniforms and investigating bidding out those items, Denny has discovered that districts typically utilize substantial portions of the required funds from donors such as booster or parent clubs, with the districts funding only a relatively small portion of the purchase, with

those amounts falling within the district discretionary spending caps.

Rule 137-47-0288 (21) permits identifying a specific brand when purchasing athletic and physical education equipment. It is suggested that we include band equipment and musical instruments and uniforms in this same category (21) as it makes little sense to go through an RFP process when we ultimately need to use a specific vendor for specific specs. Our donors are doing fundraising in order to help us purchase a better grade product, and the district sees a tremendous benefit to making this special rule.

The band uniforms are scheduled to be ordered in January so that they are available for next season, and the design preferences are already decided. Only three manufacturers provide the uniforms, and some of the unique components are proprietary, such as using specific mills for fabrics. The ornamentations and embellishments are very difficult to clean on the present uniforms. The vendor of choice is able to produce uniforms with ornamentations that are easily removed when the uniforms are cleaned. The band desires a very unique product with art driven components, and it's difficult to have vendors compete.

Director Garcia noted that our policy is a parallel of the Attorney General's model rules. The ORS's are the statutes that guide the rules.

Mr. Austin confirmed for Director Endicott that this is similar to our football shoulder pads and helmets that are not subject to RFP. The proposed uniform is the result of a stylistic and artistic choice within the budget parameters of trying to get a uniform that has a particular appearance.

Mr. Austin explained that ORPIN has dropped the \$2,500 annual membership fee and many smaller districts have now joined. However, there were no postings in ORFIN, with the exception of Oregon State University, that have used the proposed vendor. Our district cannot piggy-back on that purchase because of the sheer volume the university was able to use, which enabled them to discount their purchase. Other districts used some district funds and a large portion of booster club funds, with no formal process. Our policy allows up to a \$50,000 cap in discretionary purchases. Other districts use informal \$5,000 caps and an intermediate level cap for purchases up to \$150,000.

The district's recommendation is to modify the current "cutout" for athletics and add music. Mr. Austin pointed out that within a year, we will be looking to purchase some very specialized musical instruments, and again there are artistic opinions on which models should be considered. Those decisions are better left to the staff with expertise in those matters.

Director Garcia expressed concern that the booster club was driving the purchase, resulting in a lack of district control. Director Patterson offered that the parent group was only shown the potential product because they were involved in the fund raising upon recognizing that district would have a very hard time coming up with the \$80,000 in uniform expense.

Chair Cotton noted that this has been a learning experience and we need to move forward. Director Endicott expressed that we are an educational community and we are going to be looking to the business community much more in the future. Many patrons have a passion for supporting particular programs, and Mr. Endicott shared his preference to lean toward a welcoming disposition when approached with offers of assistance.

Director Meyer summarized that it appears that the specifications for the uniforms are such that the quality, performance and functionality required can only be provided by one entity. In that instance, he does not have a problem with the purchase. Mr. Meyer would be concerned with a rule that would diminish competition. He indicated that he has no problem with the Purchasing Supervisor bringing proposals to the board for

consideration. Director Lee noted that he is sympathetic to the need for quality uniforms or musical equipment, but concurs with Director Meyer.

Chair Cotton stated that for the time being, we will leave this AR as is and have more discussion later on.

**2016-17 SCHOOL CALENDAR:** Assistant Superintendent/HR David Hanson explained that the Calendar Committee met on October 5<sup>th</sup> to discuss the proposed 2016-17 school calendar. In the past, the district has alternated starting school before or after Labor Day in part due to when the ESY and summer school programs begin and when the prior school year ended. Director Patterson moved to adopt the 2016-2017 school calendar as proposed. The motion was seconded by Director Garcia.

The Calendar Committee considered a recommendation to start school every year after Labor Day, and this was discussed at both the committee and building level. There was also discussion regarding moving the annual RHS graduation ceremony from Sunday to Saturday starting in 2017.

Chair Cotton expressed concern that some of the smaller surrounding districts hold graduation on Saturday. Director Patterson commented that many individuals have approached him regarding their preference for a Saturday ceremony. South Umpqua School District has their graduation on Friday. Director Johnson noted that many families either miss altogether or have to leave Sunday church service early due to concerns about parking and seating availability at the Sunday ceremony.

Superintendent Washburn shared that the Calendar Committee meets annually to discuss the upcoming school calendars. When Labor Day falls differently, we can look again at the start date of school. Chair Cotton shared that he would be voting 'no' due to his belief that it's not about staff, it's about family and kids. He would like to get input from families and other districts.

The motion passed by majority vote (5-1-1) with Chair Cotton voting 'No' and Director Lee abstaining, and all others voting 'Yes'.

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| M1-36 Adopted 2016-17 School Calendar |
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**SUPERINTENDENT REPORT:** Superintendent Washburn reported that in response to the UCC shooting, we elected not to lock down based upon communications with the Sheriff's Department. We advised parents our sites were not in danger. School release times were at regular times due to requests that we not have buses on the road earlier. Parents shared that they appreciated the quick notification that their children were safe, but would also have liked notification that all games and practices were being cancelled through the weekend. It became obvious to everyone that we need a clear communication plan and ways to alert office managers what is going on so that they can get information to our teachers. Mr. Washburn shared that the Office of Student Services staff did a magnificent job of quickly putting supports in place for students and staff. We had an overwhelming response of volunteers and help in our buildings.

The superintendent also explained that Denny Austin had been working on emergency preparedness for over a year and had coordinated a meeting with community first responders prior to this tragic event. We will continue moving forward with establishing standardized response. In addition, we have authorized the purchase of what are referred to as "Columbine" locks for the high school that will enable teachers to lock down a room by simply flipping a lever. It is the only school building without that lock style. There is also a plan to install a buzzer door system at the high school once bids are received. Similar systems will be expedited at the middle schools. It is

essential that our local community be assured that safety is very important to us and we have been working on this for an extended period of time. These safety measures were already in process. The event at UCC just resulted in an acceleration of the process. Our school parents need to know that students are safe at school, that we are addressing security short-falls, putting communication systems in place and making plans for the future.

In response to the request for our President to meet with the families of the UCC victims, Mr. Washburn noted that the high school and maintenance staff did an incredible job getting the site ready for the visit. It was an honor for the district to be able to help those families. There are things we will need to address with how we got there, but this is not the appropriate time. It's important to acknowledge that our district staff did everything they could to make the event go as well as it could have.

The superintendent reported that this year's RHS Booster Club banquet is scheduled for March 9, 2016. This is not a board meeting night.

The superintendent attended a presentation on the "Farm to School" program. He learned that planning grants are available from ODE and USDA for starting school farms. We plan to apply for those grants to facilitate using our property at Charter Oaks and near UCC for land labs and farms. The program model in Bethel School District utilizes a year around farm with classes during the school year and students hired to maintain the farm during the summer months. School families are engaged in a family activity to visit the farm to pick vegetables at no cost to them. If we are successful in the grant funding for the start up, we are confident the program can become sustainable.

Mr. Washburn advised that he will be coming to the board with recommended changes to our Public Records Request policy. The district policy is outdated and DD Bixby has suggested an alternative version. The goal is to make it easier to respond to public records requests.

The superintendent has crafted an article on the subject of marijuana and related student attendance issues and discipline that he intends to submit to The News Review. This is directly related to the significant issues we are experiencing with accelerating discipline and attendance problems. Mr. Washburn intends to encourage the community to be involved with discipline and support policies to be able to work with students on these issues.

A meeting has been scheduled with Tom Nelson and Lee Paterson next Friday to begin discussing the establishment of a foundation to support our schools.

The superintendent announced that we have selected Mr. Jeff Plummer to serve as the Interim Director of Teaching and Learning for the remainder of the 2015-16 school year. Mr. Plummer managed to stay retired for an entire three months, but will be coming back part time in this role. Jeff gives us someone knowledgeable about our district and will be able to facilitate tasking various individuals with specific duties.

With regard to the earlier discussion regarding procurement, Mr. Washburn noted that Nike has approached the school district with a proposal to sponsor our athletic uniforms. This would result in all of our sports teams wearing Nike. The district would receive between \$10 and \$15 thousand dollars to outfit teams. We would also benefit from a 40% discount on athletic footwear. Once we have expended the initial purchase for uniforms, we would receive a 45% discount on future uniform purchases. Only three of our teams at RHS are not currently outfitted in Nike. The Superintendent acknowledged that some board members have opinions regarding individual sponsors, but he would like to take the company up on their offer as he finds it difficult to see a downside. Director Endicott expressed the concern if an individual student desired to wear footwear other than

the Nike brand. Director Meyer suggested that Attorney Dan Clark review the proposal. Chair Cotton noted that other districts throughout the state are already doing this. There is also a structure in place at the high school for students whose families are unable to afford the purchase of athletic team apparel.

The agreement would put us in a good position to save money for the majority of our kids by making uniform purchases at a significantly discounted level. In addition, the kids want to wear Nike. The contract would provide a 60-day termination clause. Director Endicott questioned if the same benefit could be had with another company such as Adidas or Under Armour. Mr. Washburn explained that it would be incredibly expensive to shift to another vendor as our large sports teams are already in Nike. Districts in the Portland and Springfield have already accepted similar agreements. Eugene has tabled a similar proposal.

Director Patterson saw no issues with the proposal, particularly in light of the fact that we are looking for funds for nearly everything. We need to at least take a look. Director Lee expressed suspicion of any percentage off deals from vendors in relation to how their prices compare to other companies. Director Meyer would be curious to hear Attorney Clark's opinion, but financially it's a good idea. Chair Cotton concurred.

Superintendent Washburn noted that we will draft new language regarding advertising on district facilities. We may be looking for sponsorships for scoreboards, etc., so that we can allow people to sponsor major capital projects and get them appropriate recognition for doing so. Director Patterson added that a new sound system is needed for the renovated gymnasium.

**ENROLLMENT REPORT:** Superintendent Washburn stated that as of September 30<sup>th</sup>, we are down 65 students from last year at this time, and up 98 from the end of the previous school year. We are quite close to Cheryl Northam's enrollment projections, at 23 below. Mr. Washburn discussed transfers in and out of the district. We are still seeing kids moving to the online academies, highlighting the need to accelerate our online offerings.

Attendance numbers are not good. Chronic attendance is any student missing 10% of the days they are enrolled. Chronically absent numbers for September were 1,189, representing an increase of 506 kids since 2014. However, of particular note is the start of school before Labor Day, and some students did not report until after the holiday.

The superintendent shared that the other contributing factor to chronic attendance is that 100% of the referrals for attendance issues at RHS are directly related to marijuana. While he supports the democratic process, using the term "recreational" is equating marijuana with fishing or something else you do for fun. Kids are getting a mixed message. The district needs to communicate with our local community. We will need to consider drug testing in schools in an effort to keep marijuana off our campuses and get kids the counseling needed to support them in getting an education and moving forward with their lives.

Director Johnson commented that the increase in numbers could be partially attributed to keeping better statistics. Superintendent Washburn responded that the high school administrators are aware that marijuana has always been a problem, but it just "feels" worse now. Of additional concern are the new marijuana oils and vapor cigarettes, theoretically not available to kids under age 18, but neither are beer and recreational marijuana. The vapor pens put significant levels of THC in a kid's body, much more than a joint. Director Johnson agreed that we should consider a media blitz to increase school and community awareness that if your child is using these drugs, we are here to help. Programs are needed to help kids and keep them in school.

Student Services Director Rick Burton shared that part of declining enrollment is parental perception of what is going on in the schools. In addition, there have been 3,000 kids move out of Douglas County. There is also an acceleration of people moving in to the county, but are large percentage of those are retirees.

**FINANCIAL REPORT:** Board members reviewed the most recent financial report provided by Chief Operations Officer, Cheryl Northam.

### **INDIVIDUAL DIRECTORS' REPORTS:**

Director Endicott shared two success stories related to his coaching. Two athletes tested positive for drugs, received counseling and are now on a corrective pathway. Unfortunately, those athletes are in a home environment with different rules than at school regarding drug use. Mr. Endicott emphasized that this is not only occurring in our area, but the entire Far West League is experiencing the same thing. He hopes that the district considers establishing a policy for these situations.

Director Garcia shared that the age of students using marijuana has become dramatically younger. Kids in the fifth and sixth grades are now using. Some parents believe that marijuana makes things easier and have no guilt about smoking. Mr. Garcia commented that the district did a good job responding to the chaos and fear the day of the UCC shooting, and he gave kudos to the district and staff. This was a terrible tragedy for the victims and many believed that this could never happen here. Mr. Garcia echoed the superintendent's comments regarding the importance of the communications with some of our community partners. Communications need to flow through the Superintendent and Board Chair. Director Garcia attended his 12-year-old's conference at Fremont Middle School, where he observed school staff putting in great effort. He observed teachers spending time after school with students working on homework and reflected that it was his most positive conference experience since his children have been in the district. He now has a good sense of why kids are doing so well there.

Director Patterson echoed the sentiments expressed by Director Garcia, sharing that he was impressed with the district's handling the day of and after the tragedy. The situation was handled extremely well for uncharted and hopefully never seen again territory. Mr. Patterson shared that the band was unable to attend a scheduled competition on Saturday, but were determined to do something for their fellow band members and help the community. Impromptu concerts were conducted at Fred Meyer, Ross, JC Penny and Costco. The band collected \$2,500 in donations over a four-hour period. Some of the band members and parents traveled to the band competition to watch. The competing bands presented Roseburg with a banner and special award. Director Patterson shared that it was impressive to watch our students first contribute to others and then be the recipients of others wanting to give back to Roseburg in whatever way they could. The band is scheduled to travel to Grants Pass this weekend to compete.

Director Johnson announced that his granddaughter was one of the victims who was shot and survived. He felt blessed to be able to share that she survived. His daughter in law's family had decided to keep her name private and out of the media focus. This granddaughter, who was shot in the leg, is the only child of Howard's third child, who died at the age of 31.

Chair Cotton shared that from this meeting forward, Directors should be making use of their iPads rather than paper copies. He also announced that we will begin holding the second board meeting of each month at a school site. The October 28<sup>th</sup> meeting will be held in the library of Eastwood Elementary School beginning at 6:00 p.m. Principal Nicki Opp and her staff will be provided time for a presentation. Board members will hopefully have an opportunity to tour the school after the meeting. Chair Cotton shared that he had a good conversation with the superintendent regarding goals. It was agreed that no formal goals would be set until Superintendent Washburn has been here for 18 months. Mr. Washburn plans to check in with the board formally every quarter. The superintendent is currently working on issues such as school security/safety, establishment of a foundation, a farm project and school boundaries. Director Endicott expressed some concern with waiting 18 months to formalize goals. Chair Cotton responded that the superintendent has been keeping the board extremely informed. Superintendent Washburn explained that he envisions quarterly reports that

Identify his areas of focus, what has been and will be done, along with a vision for the next 90 days. He shared that he believes in timelines in helping to stay on track. Once Mr. Washburn reflected on his current areas of focus, Director Garcia stated that it appears that goals have been set. Chair Cotton noted that according to the contract, there will be need to be an evaluation in March of 2016. Director Johnson commented that doing something on a quarterly basis minimizes what you are doing on an annual basis and keeps things fresh as to where you are and where you need to be.

#### **COMMITTEE REPORTS:**

**Building & Sites:** Director Patterson reported on the October 14th Building & Sites Committee Meeting earlier today where the committee received an update on the RHS gym roof. The project remains a week ahead of schedule and the cut-ins have been made for the HVAC equipment. Director Meyer inquired why the gym floor will have an “R” in the middle instead of a feather. Superintendent Washburn stated that we have the capacity to put a feather in the floor at a later date since the design is not etched into the flooring material. Pictures were taken of all the art work formerly in the building interior so that any pieces can be incorporated later. Superintendent Washburn shared that the only issue with the gym project is convincing the students to leave the temporary locker room accommodations that were installed in the Vo-Tech Building. The maintenance staff will evaluate the showers in the gym building to assure that shower and faucet fixtures are functional.

The committee received an update on the proposed Stanton Street access for school buses. The project would require a 20-foot power pole relocation that would also necessitate an easement from HADCO as the project would impact a very small section of their property.

**PUBLIC PARTICIPATION:** Judy Kulluson of 480 SE Leland, Roseburg, Oregon, noted that she was a member of the Calendar Committee, and noted that parents appreciate when our high school graduation date is not the same as the two Oregon universities. She also shared that the Douglas County 4H-FFA Lamb Show does not conflict with the Saturday graduation dates for the next several years. As the OSEA representative, Judy was able to travel to Washington DC in September to speak with our elected representatives to request robust funding for the Healthy Kids Program. Judy explained that it takes a whole school to make kids feel good about eating. Roseburg is doing a good job with school lunch and the kids love the salad bars. The Farm to School project is quite exciting, and Judy shared that our district is lucky to have Nutrition Services Director Kyle Micken working in our district.

Mr. Owen Dykema, 3264 W. Normandy, Roseburg, Oregon, reflected that his grandson was originally scheduled to be in the classroom at UCC that was struck by the deranged gunman, but had decided to defer to another quarter. Mr. Dykema has lived in the area over the 20 years that his grandsons have attended Roseburg schools. He expressed his concern that the assailant lived with a single parent, and his belief that the family should have been alarmed at the young man’s behavior before he harmed others. Mr. Dykema was instructed to contact our Student Services Department regarding his concerns regarding single parent families. Superintendent Washburn expressed that he would be happy to discuss district support programs with Mr. Dykema, noting that many parents in our community face challenges, not just single parents. There are other issues including children with parents who have multiple marriages and blended families. Many families face the added challenge of poverty. Helping to address those challenges is part of our PBIS system and our staff works very hard to provide supports for all our families.

**ADJOURNMENT:** With no further business, Chair Cotton adjourned the meeting at 8:17 p.m.

Gerry C. Washburn, Superintendent

GCW/jlk