

# ROSEBURG PUBLIC SCHOOLS

---

## *Regular Board Meeting and Executive Session*

Vol. 2 No. 1

July 13, 2016

### **BOARD MEMBERS:**

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

### **ADMINISTRATION:**

Gerry C. Washburn, Superintendent	X
Richard Burton, Director, Student Services	X
Robert Emerson, Director, Teaching & Learning	X
Robert Freeman, Director, Human Resources	X
Cheryl Northam, Chief Operations Officer	X

## **MINUTES OF THE REGULAR BOARD MEETING**

**TIME/PLACE:** A meeting of the Douglas County School District No. 4 Board of Directors was held on Wednesday, July 13, 2016, at 6:00 p.m. in the administrative office Board Room at 1419 NW Valley View Drive, Roseburg, Oregon.

**CALL TO ORDER:** Board Vice-Chairman, Charles Lee, welcomed attendees and called the meeting to order at 6:00 p.m., and asked Director Meyer to lead the Pledge of Allegiance.

**ATTENDANCE:** Chair Cotton and Director Garcia were both excused for the evening. All other Board members and cabinet members were in attendance. No media representatives were present.

**REVIEW OF AGENDA:** Superintendent Washburn announced that Agenda Item 3, Policy IGAEB: Drug, Alcohol and Tobacco Prevention, Health Education has been postponed for Second Reading and Adoption.

A licensed resignation has also been added for Rhonda Sprague, Fremont School Counselor.

**COMMUNICATIONS TO THE BOARD:** Superintendent Washburn announced receiving resignations from the following licensed staff:

- Shannon Belson, School Psychologist, after six years with the District;
- Kim George, Fourth Grade Teacher at Fir Grove Elementary, after 18 years in the District for health reasons;
- David Hanson, Assistant Superintendent/HR, after 12 years in the District;
- Harmony Klingenmeyer, Elementary Music Teacher at Fir Grove and Sunnyslope Elementary Schools, after one year in the District;
- Drew Mabey, Health and Wellness Teacher at Fremont Middle School, after one year in the District;
- Dustin Pires, Special Education Teacher in the DLC at Fremont Middle School, after three years in the District; and
- Ronda Sprague, Fremont Middle School Counselor, retiring after 20 years in the District.

Mr. Washburn shared that two additional recommendations for hire are included in the Consent Agenda, Erin Duckworth, Music Teacher at Fir Grove and Sunnyslope Elementary Schools, and Danielle Rocco, Kindergarten Teacher at Fir Grove Elementary.

**CONSENT AGENDA:** The Consent Agenda this evening included Minutes from the June 15th Board meeting; personnel transactions; Gifts to the District and a current listing of Surplus Items.

Director of Human Resources, Robert Freeman, presented employment recommendations as follows:

- Jane Barrow, Special Education LRC Teacher at Eastwood Elementary School;
- Erin Duckworth, Music Teacher at Fir Grove and Sunnyslope Elementary Schools;
- Rian Farwell, Third Grade Teacher at Winchester Elementary School;
- Tammy Laakeri, Third Grade Grade Teacher at Winchester Elementary School (temporary position for 2016-2017 school year);
- Danielle Rocco, Kindergarten Teacher at Fir Grove Elementary School;
- Lori Smalley, Special Education LRC Teacher at Green Elementary School;
- Christopher Spencer, Construction Technology Instructor at Roseburg High School;
- Bonnie Wagstaff, Kindergarten Teacher at Eastwood Elementary School;
- Danell Warmouth, First Grade Teacher at Eastwood Elementary School; and
- Lindsey Wilson, Agricultural Science Teacher at Roseburg High School.

The Board was also informed of administration's recommendation to select Tammy Rasmussen as the new Principal of Melrose Elementary School.

Mr. Freeman acknowledged district administrators and teachers who worked hard assisting with interviews to fill those vacancies.

The Board also approved the recommendation to hire Tammy Rasmussen as Principal of Melrose Elementary School.

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

M2-1 Approved the Consent Agenda

**PUBLIC PARTICIPATION:** Superintendent Washburn introduced Randal Olson, the new Alternative Education Coordinator. Mr. Olsen has been working in the District since July 5<sup>th</sup>, and is already making progress on the work needed for the online program. Administrators will be meeting next week to discuss the vision for moving this program forward.

**ORGANIZATION OF THE BOARD:** Vice-Chair Lee opened the floor to nominations for the Board Chair and Vice-Chair positions for the 2016-17 school year.

**ELECTION OF BOARD CHAIR:** Director Patterson moved to nominate Director Charles Lee for the 2016-17 Board Chair position. There were no additional nominations. Director Endicott seconded and the Motion passed unanimously.

M2-2 Appointed Charles Lee as the 2016-2017 Board Chairman

**ELECTION OF BOARD VICE-CHAIR:** Newly appointed Chair Lee opened the floor to nominations for the 2016-2017 Vice-Chair position.

Director Patterson moved to nominate Director Dan Endicott for the 2016-17 Vice-Chair position. There were no additional nominations. Director Meyer seconded and the Motion passed unanimously.

M2-3 Approved election of Daniel Endicott as the 2016-2017 Board Vice-Chair

**SCHOOL BOARD SUB-COMMITTEE SELECTIONS:** Chair Lee referred to the list of School Board Standing Committees for 2016-17 and requested that board members share their input regarding committee preferences for 2016-17. The requests will be considered by the Board Chair who will designate committee assignments that will be presented at the August 10, 2016 Board Meeting. Director Johnson expressed his preference to remain in the alternate position for one more school year.

**RESOLUTION 16-17-1: DESIGNATION OF CLERK AND DEPUTY CLERK AND BONDING OF EMPLOYEES:** Director Meyer moved to adopt Resolution 16-17-1 Designating Superintendent Gerry Washburn as District Clerk and Chief Operations Officer Cheryl Northam 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 to cover other employees in the amount of \$10,000. Director Johnson seconded and the Motion passed unanimously.

M2-4 Adopted Resolution 16-17-1 Designating Superintendent Washburn as District Clerk and Cheryl Northam as the Deputy Clerk, and Bonding of Employees.

**RESOLUTION 16-17-2: DESIGNATION OF CUSTODIAN OF FUNDS, THE USE OF FACSIMILE SIGNATURE AND AUTHORIZATION FOR PAYMENT OF OBLIGATIONS:** Director Endicott moved to adopt Resolution 16-17-2 designating Cheryl Northam as Custodian of Funds; the Use of Facsimile Signature and Authorization of Payment Obligations. Director Patterson seconded and the Motion passed unanimously.

M2-5 Adopted Resolution 16-17-2 Designating Cheryl Northam a Custodian of Funds; Use of Facsimile Signature; and Authorization for Payment of Obligations

**RESOLUTION 16-17-3: DESIGNATION OF AUDITOR:** Director Johnson moved to adopt Resolution 16-17-3 designating the firm of KDCO Piels, CPAs, LLP, as official auditors of the District. Director Endicott seconded. Director Meyer inquired if the District was satisfied with the performance of the firm, and Cheryl Northam indicated that the District went through a formal bid process for this contract, and the firm was the low bidder and the most experienced of responding firms. The Motion passed unanimously.

M2-6 Adopted Resolution 16-17-3 Designating KDCO Piels, CPAs, LLP, as official auditors of the District

**RESOLUTION 16-17-4: DESIGNATION OF DEPOSITORIES:** Director Patterson moved to adopt Resolution 16-17-4 designating Bank of America, Wells Fargo, US Bank, Umpqua Bank and Cascade Community Federal Credit Union as depositories for 2016-2017; and further authorizing the Deputy Clerk to make deposits and other transactions in the District's accounts in the Oregon State Local Government Investment Pool.

Director Endicott seconded, and Director Endicott noted that there is no longer a local presence of Bank of America in Roseburg. Director Johnson inquired if any account exceeds the FDIC guarantee loss limit, and Cheryl Northam responded that balances exceeding \$10,000 each day are swept into the investment pool. The majority of business is conducted through Umpqua Bank, which does maintain a local presence.

The Motion passed unanimously.

M2-7 Adopted Resolution 16-17-4  
Designating Depositories for 2016-2017

**RESOLUTION 16-17-5: DESIGNATION OF ATTORNEY:** Director Patterson moved to adopt Resolution 16-17-5 designating the firm of Dole, Coalwell, Clark, Mountainspring and Mornarich, PC as the attorneys for the school district. Director Endicott seconded and the Motion passed unanimously.

M2-8 Adopted Resolution 16-17-5  
Designating Dole, Coalwell, Clark,  
Mountainspring and Mornarich, PC as  
attorneys for the district.

**RESOLUTION 16-17-6: DESIGNATION OF ELECTION OFFICIAL:** Director Endicott moved to adopt Resolution 16-17-6 designating Superintendent Gerry Washburn as the election officer for the school district and giving him the authority and responsibility to affirm election results for 2016-17. Director Johnson seconded and the Motion passed unanimously.

M2-9 Adopted Resolution 16-17-6  
Designating Superintendent Gerry Washburn  
as election officer for the district

**RESOLUTION 16-17-7: DESIGNATION OF BUDGET OFFICER AND NEWSPAPER:** Director Endicott moved to adopt Resolution 16-17-7 designating Cheryl Northam as Budget Officer and The News Review as the newspaper for official publications and notices. Director Johnson seconded and the Motion passed unanimously.

M2-10 Adopted Resolution 16-17-7  
Designating Cheryl Northam as Budget Officer  
and The News Review as newspaper for  
publications

**RESOLUTION 16-17-8: AUTHORITY TO APPLY FOR GRANTS FOR THE 2016-2017 SCHOOL YEAR:** Director Patterson moved to adopt Resolution 16-17-8 authorizing Superintendent Washburn 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. Director Endicott seconded and the Motion passed unanimously.

M2-11	Adopted Resolution 16-17-8 Authorizing Superintendent Washburn to apply for Grant Funds below \$25,000
-------	--------------------------------------------------------------------------------------------------------------

**SUPERINTENDENT'S REPORT:** Superintendent Washburn had been out of the district for two weeks visiting family and enjoying his vacation. He has been invited to join a group who will be touring timber harvesting tomorrow, an opportunity to become familiar with timber operations in our area.

The management team has been assembled, and the superintendent recognized Mr. Robert Emerson, the new Director of Teaching and Learning. Mr. Emerson is learning about our District and evaluating our data perspective. Robert has already assembled a team including himself, Richard Burton, Robert Freeman and Randal Olsen to assure that our instructional efforts are in line with our district goals. Principals and teachers will be invited to join the group in order to share perspectives. Mr. Emerson explained that a similar group worked well in his former district. Two meetings have proven to be productive so far. The Board will be updated as the work moves forward, particularly as it involves policies. The group is already looking at chronic attendance and non-attendance. One of his first objectives is to determine if we are collecting and recording data consistently across the district. It's important to determine why kids are not attending school.

Superintendent Washburn noted that Mr. Emerson will be taking a team to attend a workshop on digital learning and utilizing technology for curriculum. We are looking forward to taking advantage of Robert's experience in those types of initiatives. The district's goal is to reach 100% graduation, remembering that any child not included in that percentage is not just a number, but a real child. Our challenge is to make sure that all kids have opportunities.

Mr. Washburn also introduced Robert Freeman, Director of Human Resources. Robert started his work with the District only eight days ago, and it's been an exciting time so far as he learns about the District.

Superintendent Washburn shared his intention to bring a State of the District report to the Board at a meeting in August, when we will hopefully have the presence of the full board. One focus continues to be student enrollment.

Chair Lee voiced a concern from Director Garcia, who was unable to attend this evening, with regard to the appointment of Larry Rich to the Principal Support position. This position will support our principals by allowing them to get into classrooms to build instructional staff. The full time vice principal position Larry will be vacating will be posted as a full time position.

**INDIVIDUAL DIRECTOR'S REPORTS:** Director Patterson shared that twenty returning collegienes from Roseburg are attending a week-long leadership camp out of Noti, near Eugene. Also this Friday, the new Coastal Farm and Ranch store is holding a grand opening and current and former members of the RHS marching band have been invited to perform. A few years ago the band had performed in a commercial for the company.

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

**EXECUTIVE SESSION:** The Board convened into Executive Session pursuant to ORS 192.660(2)(d) to discuss labor negotiations at 6:40 p.m.

**REGULAR SESSION:** The Board reconvened into Regular Session at 7:40 p.m.

**ADJOURNMENT:** With no further business before the Board, Vice-Chair Lee adjourned the regular meeting at 7:40 p.m.

**Gerry C. Washburn, Superintendent**

GCW/jlk

**NEXT MEETING:** The August 10<sup>th</sup> School Board meeting will be held at the administrative office Board Room.