

# ROSEBURG PUBLIC SCHOOLS

## *Regular Board Meeting and Executive Session*

Vol. 2 No. 4

September 14, 2016

### **BOARD MEMBERS:**

Rodney Cotton	X
Daniel Endicott	Excused
Joseph Garcia	X
Rev. Howard Johnson	X
Charles F. Lee	X
Paul E. Meyer	Excused
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, September 14, 2016, at 6:00 p.m. in the administrative office Board Room at 1419 NW Valley View Drive, Roseburg, Oregon.

**CALL TO ORDER:** Board Chairman, Charles Lee, welcomed attendees and called the meeting to order at 6:00 p.m., and asked Chief Operations Officer, Cheryl Northam, to lead the Pledge of Allegiance.

**ATTENDANCE:** Vice Chairman, Daniel Endicott and Director Paul Meyer were both excused. The remaining Board and Cabinet members were in attendance. No media representatives were present.

**REVIEW OF AGENDA:** Superintendent Washburn announced the addition of Agenda Item 1 – Request Rent Reduction and Agenda Item 3 – Attendance Update. The ALICE training overview has been postponed to the next Board meeting so that the full Board can be present.

**COMMUNICATIONS TO THE BOARD:** Superintendent Washburn announced that there are no licensed resignations to report to the Board.

**CONSENT AGENDA:** The Consent Agenda this evening included Minutes from the August 35th Board meeting; and employment recommendations.

Human Resources Director, Robert Freeman, presented the following employment recommendations:

- Codi Berggreen, Health & Wellness Teacher at Joseph Lane Middle School;
- Tiffany Carter, Third Grade job-share Teacher at Green Elementary School (temporary for 2016-17);
- Sharon Gow, Third Grade job-share Teacher at Green Elementary School (temporary for 2016-17); and
- Kourtney Wadsworth, Fourth Grade Teacher at Eastwood Elementary School (temporary for 2016-17).

Director Patterson moved to approve the Consent Agenda. Director Garcia seconded. The Motion passed unanimously.

M2-30 Approved the Consent Agenda

**PUBLIC PARTICIPATION:** Two individuals wished to address the Board, Kenneth Kippes, 120 Sara Lane and Josh Bashford, 757 NE Clover Avenue, Roseburg. Both patrons wished to address the Board regarding a bus stop in their neighborhood, expressing concern with the location of the stop, lack of lighting and sidewalks and covered areas. Mr. Kippes indicated that the school doesn't allow students to have umbrellas. Children ages five and eight wait at the intersection of Kerr and Clover Streets and the parents feel that safety is an issue. This 200 foot strip between Meadow and Clover was annexed into the city six years ago, but has yet to be paved. They have been told that buses may not travel on gravel roads for the safety of children. This bus stop is one of the first that collects 70 students. Yesterday there were two students on board when it arrived. After speaking with both the Transportation Coordinator and First Student, they believe they heard various excuses. The road is well maintained by the city. Mr. Bashford stated that the city grades and fills holes two time per year. Mr. Kippes and his spouse must be at work by 6:00 a.m., leaving the five and eight year old to get to the bus. The day care provider has to remain at the home with other children. The two families would like the stop changed to the top of an adjacent hill where most of the children live. Chair Lee thanked both men for coming in and assured them that the district will review the request.

### **REQUEST FOR RENT REDUCTION – HEAD START**

Chief Operations Officer, Cheryl Northam, shared that we have received a request for a rent reduction from the Head Start organization. Board members have been provided with a copy of the request from UCAN Head Start Child Services Director, Maureen Short.

Mrs. Short addressed the Board, noting that Head Start has been occupying the former Rose School facility upper floor for the past two years with administration and preschool classes. Their lease had provided for parking in the lower lot with the exception of four spaces. The majority of the organization's approximately 55 member staff occupy the site and parking is at a premium both on the site and in the general area. Buses remain at the site overnight. Meals for all Head Start classes are prepared at the site and transported to various locations.

The District's expansion of their alternative education programs results in the need for the parking spaces. Mrs. Short is requesting rent relief in the amount of \$3,972 for 2016-17. With the Soft-Start Program starting today, employees are parking further away to accommodate families. The relief amount is based on the lower average of \$18 per vehicle and \$22 for buses. They are in negotiations with Tim Allen who has a lot off of Pine Street. The expectation is that Head Start's capitol campaign will be successful and a building will be available in 2018.

Chair Lee asked for the District's recommendation. Superintendent Washburn responded that administration is working with Head Start on a blended-environment with their staff in some of our schools. There will be a lot of discussions prior to the fourth year including delivering preschool in a blended model in our Title 1 schools. We would like to cooperate with the agency as they have been gracious with our expanding alternative education space needs. He did add that the District has been very clear with Head Start regarding our program needs.

For purposes of discussion, Director Cotton moved to approve the rent reduction proposal. Director Patterson seconded.

Director Garcia expressed concern that the request was not discussed at Building & Sites. Cheryl Northam added that the original lease agreement was for a two-year period with the potential of an additional year. There is no agreement for the third year. Mrs. Short expressed that she and Director Mike Feldman hope to place children elsewhere next fall. Mrs. Short expressed her confidence that the organizations can collaborate in

designing innovative programs that will benefit families, the District and Head Start.

With discussion concluded, the Board voted to approve the Motion, with all members voting Yes with the exception of Mr. Garcia, who voted No.

M2-31 Approved request for rent reduction for Head Start for the 2016-17 school year.
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### **ATTENDANCE UPDATE**

Teaching and Learning Administrative Coordinator, Mrs. Kristina Kelso, updated the Board on the District's attendance initiatives. Kris thanked the Board for signing the Attendance Initiative and Proclamation. The District's focus on attendance is due to 17-33% of our students who are chronically absent. Efforts are ongoing to educate parents that chronically absent students (those missing more than 10% or 18 days of school) can put themselves at risk of not graduating. To increase community awareness, Mrs. Kelso shared a Proclamation signed by the Roseburg City Council in support of Attendance Awareness Month (September 2016). Ms. Kelso shared samples of posters being shared within the Roseburg community. Student absences of 11-17 days are warning signs. Research indicates that students who have good attendance in September are more likely to retain that throughout the school year.

School principals are being encouraged to share attendance information on school web sites, Face Book and letters home to families. The District web page posts "Every Minute Matters" with the assistance of DD Bixby and ESD's Tricia Jones. We are utilizing the Peach Jar tool as well.

With the need to be present so critical to student success, Mr. Washburn shared that the administrative team has established a goal of 90% attendance for both staff and students. Kris explained that parents taking kids away from school for a day of shopping or a birthday can really add up. The more absences students have decreases their chances to graduate. She recommended the Attendance Works.org website as an additional resource. Photographer, Gary Leif, will be coming to Hucrest to take pictures of kindergarten students wearing graduation caps. The picture will be made into a poster that will follow along with them to the Fifth grade. Other companies are interested in the project as well.

The high school is focusing on early warning systems that include attendance, behavior and grades, to aid in identifying students needing support. Teachers are focusing on calling homes and reaching out when students are absent. Kris emphasized that the key is working with families, engaging them and making connections. Through the poverty work with Eric Jensen and book studies, we learn strategies to build relationships so that students want to come to school and their families feel engaged and part of our schools.

Chair Lee and Superintendent Washburn shared that the District values life experiences that expand background knowledge, and the real issue is making everyone aware of absenteeism and students becoming further and further behind academically. Director Garcia expressed that some families work different shifts and weekends (or two jobs) or may have only one vacation week annually, and we need to also recognize some of the challenges these families face. Director Cotton encouraged everyone to read a recent article regarding attendance incentives in the Oakland School District. Superintendent Washburn noted that our District's Leadership Team has established a 90% attendance goal for both staff and students, emphasizing that presence is absolutely important.

Mrs. Kelso would love to be invited to come and speak to community organizations to help increase awareness.

**POLICY JFCB: ACADEMIC HONESTY for First Reading:** Dr. Washburn presented proposed Policy JFCB: Academic Honesty, crafted by Attorney Dan Clark, that addresses students cheating, explaining that this is the first of several policies to be brought forward as we are re-writing the student behavior handbook that will be retitled, “Responsibilities and Expectations”.

Director Garcia moved to approve Policy JFCB: ACADEMIC HONESTY, for First Reading. Director Cotton seconded and the Motion passed unanimously. Chair Lee pointed out that some behavior may result in appropriate discipline.

M2-32 Approved Policy JFCB: ACADEMIC HONESTY, for First Reading

**POLICY BFC: ADOPTION AND REVISION OF POLICIES for Second Reading and Adoption:** Superintendent Washburn presented Policy BFC: Adoption and Revision of Policies. The Board approved the First Reading including updated language from OSBA at the August 10<sup>th</sup> Board Meeting.

Director Patterson moved to approve Policy BFC: ADOPTION AND REVISION OF POLICIES, for Second Reading and Adoption. Director Cotton seconded and the Motion passed unanimously.

M2-33 Approved Policy BFC: ADOPTION AND REVISION OF POLICIES, for Second Reading & Adoption

**POLICY KGB: PUBLIC CONDUCT ON DISTRICT PROPERTY for Second Reading and Adoption:** Superintendent Washburn presented OSBA’s proposed revised policy KGB: Public Conduct on District Property. Modifications to proposed language made at the August 10<sup>th</sup> Board meeting reflect the removal of drone language as the FFA is the overseer of that. The other concern by our Board was that we train staff to identify the presence of gangs in our county, and we are working on that.

Director Patterson moved to approve Policy KGB: PUBLIC CONDUCT ON DISTRICT PROPERTY, as revised, for Second Reading and Adoption. Director Cotton seconded and the Motion passed unanimously.

M2-34 Approved Policy KGB: PUBLIC CONDUCT ON DISTRICT PROPERTY, for Second Reading & Adoption

**POLICY JN: STUDENT FEES, FINES AND CHARGES for First Reading:** Chief Operations Officer, Cheryl Northam, presented revised policy JN: STUDENT FEES, FINES AND CHARGES, sharing that this update is need to comply with federal law. OSBA has recommended updated policy language describing conditions to be met for student fees to be waived.

For purpose of discussion, Director Cotton moved to approve Policy JN: STUDENT FEES, FINES AND CHARGES, for First Reading. Director Paterson seconded.

Director Garcia inquired if students who qualify for free and reduced meals are eligible, and Mrs. Northam responded that there is a process to receive a waiver form from someone other than personnel involved in the

Free and Reduced program. Athletic and year book fees are not waived, but there are processes for working off those fees. Director Garcia expressed his opinion that the system seems unbalanced, potentially with 20% of people paying the fees. Mr. Washburn indicated that as we build the new budget, we will need to evaluate how to budget to meet the needs of programs in our schools.

The Motion passed unanimously.

M2-35 Approved Policy JN: STUDENT FEES, FINES AND CHARGES, for First Reading

**RECOMMENDATION FOR APPROVAL OF INSURANCE CAP AND OPT-OUT AMOUNT FOR ADMINISTRATORS, MANAGERS, SUPERVISORS AND CONFIDENTIAL STAFF**

Human Resources Director, Robert Freeman, presented the recommendation for approval of the insurance cap and opt-out amount for administrators, managers, supervisors and confidential staff.

Director Garcia moved to approve the recommendation. Director Cotton seconded the Motion. Chair Lee inquired if this agreement is putting in place the same arrangements as was done for teachers, and that was confirmed.

The Motion passed unanimously.

M2-36 Approved Insurance Cap and Opt-Out Amount for Administrators, Managers, Supervisors and Confidential Staff

**CABINET MEMBER REPORTS:**

**STUDENT SERVICES DIRECTOR, RICK BURTON,** reported that Alternative Education Coordinator, Randal Olsen, will have approximately 19 enrollees in the ACES program once five scheduled intakes are completed. Families are informed of the program requirements and the commitment needed for student success. Mr. Washburn added that Principal Weber has provided the opportunity for two super seniors to enter that program and move toward diploma, reflecting that the program is already accomplishing what we wanted it to do. Principal Weber shared her appreciation for having options for non-traditional students. Mr. Burton added that we are dealing with severely credit deficient youth.

Mr. Burton attended a meeting at Ford Foundation regarding the ADAPT/CHA merger. The process has been slow but the entities are trying to get services back into districts. It appears that leadership at ADAPT is having more success in staff recruitment and retention. Being one year out from one of the biggest tragedies in our community, this continues to be an area of concern.

Approximately 200 participants attended a Conscious Discipline training arranged by the District, UCAN and Douglas ESD. The program layers PBIS with Conscious Discipline to teach adults to better interact with kids through understanding that self-control and connectedness governs behaviors. District staff including Kris Kelso, our CDS, Skills Trainers and early childhood education staff attended the event.

Mr. Burton shared that we successfully hired an Autism Specialist and have redirected the school psychologist position to this new position. Alison is working on a referral basis trying to address individual student needs.

Our DLCs continue to grow, and a fence is being installed at the Fremont site due to the need for protective supervision. Both Tracy Grauf and Denny Austin have been instrumental in making this program work.

A due process complaint is being addressed, and Rick complimented the high school staff for doing good work related to this issue.

Director Garcia questioned if the District has established what our mental health needs are. Mr. Burton responded that we have viewed it as a community need, universally looking at how to serve kids with community resources, skills trainers, etc. Mr. Garcia suggested communicating what our community partnerships should look like. Mr. Burton shared that administration is contemplating drafting a letter to the Governor itemizing the number of services that have either diminished or disappeared, pointing out that public education is the largest public service agency.

Director Patterson communicated that a Leadership Council consisting of community leaders and representatives from the Governor's office and ESD have already requested additional funds for resources. His understanding is that the State, while not moving quickly, is committed to an ongoing commitment. Mr. Burton shared that public schools are mandated to provide social, emotional and behavioral services. Director Patterson again suggested talking with the Governor's office rather than starting at square one. Director Garcia added that conversations will be very different now with the change at CHA and expansion of OHP. He suggested that there is potential to help them determine what services for youth are going to look like moving forward.

**HUMAN RESOURCES DIRECTOR, ROBERT FREEMAN:** Mr. Freeman shared that remaining open staff positions are currently filled. He again informed the group that this is an education issue nationally, not just in our county. There are three positions currently posted as retirees are stepping in until qualified recruits can be found. There are four classified positions remaining to be filled, all in the DLCs. We have also posted openings for head coaching positions in both swimming and softball.

We continue to monitor classes in three classrooms including Fir Grove, Winchester and Melrose. Open enrollment and existing boundaries were discussed. Superintendent Washburn shared that we encouraged families to apply for transfers in the spring. Students are accepted when adequate space exists. A teacher will be added at both Winchester and Fir Grove to keep class sizes comparable to the rest of the district. A 5.5 hour IA will be added at Fifth Grade at Melrose by reallocating funding from Title 1. Temporary IA positions will be added to kindergarten classrooms exceeding 20 students in order to establish a solid foundation. Class sizes increase as children grow older.

Administration is hopeful of bringing a ratified classified employee agreement to the next Board meeting.

**SUPERINTENDENT'S REPORT:** Superintendent Washburn shared that the startup of school has been going extremely well this year, and he was able to visit classrooms in all elementary schools but Hucrest, and will continue on next week. Highlights this week included the Fremont Open House and the Boys Soccer Game last night that was highly contested through the final moments. Mr. Washburn continues to be impressed by the quality of support from our staff as he has noted the presence of district administrators and staff who have been observed as they strive to support and connect with students both during the school day and at after-school activities. Principal Weber commented that this is actually the result of an organized effort of staff coming together in support of students.

Upcoming activities include a Melrose Open House, Volleyball vs. South Eugene, Jo Lane Open House, a Boys and Girls Club orientation, a cross country meet and five elementary Open Houses next Thursday.

Cabinet members plan to meet with UCC President, Dr. Debra Thatcher on October 3rd.

Dr. Washburn reviewed enrollment, noting that budgetarily we are over what we based our budget on. This year we have one of our smallest senior classes with 370 seniors. We don't expect to have solid middle and high school numbers until the 11<sup>th</sup> day when students who haven't appeared will be dropped from the rolls.

The RHS graduate, Westie Adams, who graciously and bravely sat on the stage at the Back to School event in the Rose Theater sent a very nice note reflecting on her experience and thanking us for letting her participate.

**INDIVIDUAL DIRECTOR'S REPORTS:** Director Garcia attended the Fremont Open House, sharing that it was well attended. He commended the tremendous work being done by Principal Bentea, commenting that when we trust the process, things tend to work out and things are working well at Fremont. The huge greeting line for students arriving on the first day of school was terrific and there is great energy in the building. He further noted that he continues to hear nothing but great things about Jill Weber and the high school. Hearing of staff getting out to events supporting students comes from her leadership.

Director Patterson stopped in at RHS during his vacation and it happened to be Freshman Day and he observed the "Invitation to Graduation" event on the field, complete with a stage and microphones. This event sets a great precedent and gets students looking toward the future. Mr. Patterson reflected that it never ceases to amaze him the enthusiasm teachers and the administration are showing to kids. He reflected that many parents don't understand that to be a teacher is more of a lifestyle than a profession due to the time and dedication to kids after hours.

Director Cotton shared insight regarding the band fundraiser and invited Kris Kelso to meet with him to help get businesses involved in the attendance initiative.

Director Johnson shared that he celebrated his 75<sup>th</sup> birthday this weekend. Congratulations, Howard!

**PUBLIC PARTICIPATION:** Owen Dykema, 3264 Normandy, Roseburg, shared that he was a teenager in WWII, reflecting that latchkey kids resulted from dads going off to war and moms going to work. He indicated that studies show that if parents don't feel part of a group in their first five years of life, they believe they have to run everything. This happens before the child even starts school. Mr. Dykema has been sending the book to family groups trying to help them see the parallel to causes of school problems today, and encouraging them to form large parent groups that recognize the challenges of single parents. He has not yet received any response to his outreach, but is hoping that some will believe in the concept enough to carry on his work. He also reported the passage of his 77.5 years.

**ADJOURNMENT:** The Regular Meeting was adjourned 8:03 p.m.

**EXECUTIVE SESSION:** The Board convened into Executive Session pursuant to ORS 192.660(2)(d) to discuss labor negotiations at 8:08 p.m.

**REGULAR SESSION:** The Board reconvened into Regular Session at 8:33 p.m.

**ADJOURNMENT:** With no further business remaining, Board Chairman Lee adjourned the regular meeting at 8:33 p.m.

**Gerry C. Washburn, Superintendent**

GCW/jlk

**NEXT MEETING:** The September 28th School Board meeting will be held in the Media Center at Roseburg High School.