

# ROSEBURG PUBLIC SCHOOLS

## *Regular Board Meeting and Executive Session*

Vol. 2 No. 6

October 12, 2016

### **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
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, October 12, 2016, at 6:00 p.m. in the administrative office board room, located 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 Student Services Director, Richard Burton, to lead the Pledge of Allegiance.

**ATTENDANCE:** Board members and Cabinet members were all in attendance. News reporter, Mike Henneke, was present.

**REVIEW OF AGENDA:** Superintendent Washburn announced that the RHS student leadership members were not in attendance to make their monthly report to the Board. He also shared that we have one employment recommendation to add to the Consent Agenda

**COMMUNICATIONS TO THE BOARD:** Superintendent Washburn announced that we have received two notifications of intent to resign from two licensed employees:

1. Lacey Avery, Winchester and Sunnyslope Elementary School Music Teacher, after one year with the District; and
2. Carol Sherwood, Sunnyslope Elementary School Fifth Grade Teacher, who will be retiring at the conclusion of the 2016-17 school year, after twenty years with the District.

Superintendent Washburn reflected that Carol Sherwood's classroom is a vital representation of what we do well in our District, and invited Board members to visit her room before she retires next June.

**RHS STUDENT LEADERSHIP REPORT:** RHS Leadership students were not in attendance.

**CONSENT AGENDA:** The Consent Agenda this evening included Minutes from the September 28th Board meeting, licensed resignations noted above, and a recommendation of employment for Curtis Ray, Teacher in the Turnaround Program at Fullerton IV. Elementary School.

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

M2-42 Approved the Consent Agenda
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**PUBLIC PARTICIPATION:** There were no audience members wishing to address the Board.

**RECOGNITION OF VENICE ANDERSON FOR THE OREGON EDUCATORS BENEFIT BOARD PIONEER AWARD:** Chief Operations Officer, Cheryl Northam, announced that Budget and Accounting Manager, Venice Anderson, is the recipient of the Pioneer Award from the Oregon Educators Benefit Board (OEBB). Board members congratulated Venice in her well-deserved nomination and award, and Venice responded that she considers it an honor to have been nominated by her co-workers, and to represent Roseburg Public Schools state-wide.

**FUND FOR TEACHERS GRANT RECIPIENTS:**

Teaching and Learning Administrative Coordinator, Kris Kelso, introduced three teachers from Winchester Elementary School, all of whom have benefited from this grant program and are enthusiastic about sharing the positive learnings they have gained through trainings. Barbara Henneke attended an Eric Jensen conference in San Diego. Barbara credits teachers with her ultimate success, as her family moved 37 times before she reached adulthood. The Jensen focus on how to keep kids in school is research-based and emphasizes the fostering of a growth mindset; building a working memory; student engagement and maintaining positive relationships with students. Teachers consider this work to be very important and worthwhile. Barbara complimented the work being done by Cary Cermak-Rudolf during math instruction in not letting kids quit. Children in general, and particularly those in poverty, may live with constant stress manifesting itself in the “fight-or-flight” mode or “freezing up”. These children are hyper-vigilant and defensive and may feel that they don’t have anything to lose by not trying or not attending school. Barbara noted that everyone is two factors away from poverty.

Teachers Mandy Young and Meghan Pirtle shared that they attended a Solution Tree PLC at Work Institute, and explained that working with students is an ongoing process and everyone must work collaboratively. The two wrote a mission and vision statement for Winchester Elementary that has been agreed upon by everyone. The intended result is that student discipline is handled consistently and staff use a common language in working together to create a safe place for children to learn. Principal, Melissa Locke-Warnicke, created Wiki documents for staff to access, starting with why staff are there. Each staff member’s “why” is posted in the staff room. This is intended as a constant reminder to staff of what brings them together in their common efforts. Instructional aids went through the same process. Mandy and Meghan reported that student attendance has improved and referrals are down. Staff believe this is partly a result of the morning meetings where teachers sit down with their students each day to share experiences and connect before instruction begins. The teachers reflected on their excitement to go to work at Winchester each day. Teaching and Learning Coordinator, Kris Kelso, expressed that this is part of the school’s culture change to make sure that all students are learning, and recognizing that you can’t move forward without collaboration and teamwork.

The teachers expressed their appreciation of the local Ford Foundation for helping to make these training opportunities possible.

**POLICY JN: STUDENT FEES, FINES AND CHARGES, for Second Reading and Adoption:**

Chief Operations Officer, Cheryl Northam, presented this policy for First Reading at the September 14<sup>th</sup> Board meeting. This revision allows us to waive fees for students who qualify for free and reduced lunch.

Director Patterson moved to approve Policy JN: Student Fees, Fines and Charges, for Second Reading and Adoption. Director Endicott seconded the Motion.

Director Endicott inquired if waiving fees to increase participation had been considered. Dr. Washburn indicated

that some districts with high free and reduced student population have gone to no fees. He also pointed out that our administrators have worked hard to be sure that students are allowed to work off fees so that no one misses out, adding that waiving all fees would result in a significant impact on school budgets. Mr. Endicott noted that he would like to see the numbers. Chief Operations Officer noted that we do not waive athletic fees, and there is a \$300 family maximum. She added that we utilize Synergy to make sure that families don't overpay. Director Endicott emphasized that we want to be sure that fees aren't stopping kids from participating.

Superintendent Washburn reflected upon the concerted efforts at schools to engage kids and create relationships and connections as we want students to be engaged, as these connections are what ties them to school. He also recalled that in his youth, students did not have to pay to attend games. With our basic commitment to have all students engaged at school, priorities must be established and decisions made how to fund those priorities. Director Garcia noted his preference that all fees be waived and a review be made of user group agreements for entities who utilize our spaces and charge their participants. Director Cotton suggested asking kids why they are not participating to determine if money is indeed a factor. Student Services Director, Rick Burton, shared that declining participation is not only in sports, but also reflected in the number of fishing and hunting licenses being purchased.

The Motion passed unanimously.

M2-43 Approved Policy JN: STUDENT FEES, FINES AND CHARGES, for Second Reading and Adoption

**POLICY BBC: BOARD MEMBER RESIGNATIONS, for second First Reading:** At the August 10<sup>th</sup> Board meeting, it was suggested that this policy be brought back for First Reading at a later date to allow for research through the OSBA. Superintendent Washburn shared that there is not a lot available statutorily to respond to Director Meyer's earlier questions. The proposed language is to help boards establish policy to ensure that board vacancies can be filled. Resignations are to be in writing, not verbal, and include an effective date which may be in the future. Including a date allows boards to move forward with replacement, and also allows for a cooling off period that may range from 3-10 days depending on the board.

Director Garcia moved to approve Policy BBC: BOARD MEMBER RESIGNATIONS, for second First Reading. Director Patterson seconded and the Motion passed unanimously.

M2-44 Approved Policy BBC: BOARD MEMBER RESIGNATIONS, for second First Reading.

**POLICY BDC: EXECUTIVE SESSIONS, for Second Reading and Adoption:** This policy was reviewed and amended at the August 10<sup>th</sup> Board meeting. Superintendent Washburn shared that the list of ORS criteria for executive sessions is comprehensive for school-related purposes. There are many others for other non-school entities.

Director Garcia moved to approve Policy BDC: EXECUTIVE SESSIONS, for Second Reading and Adoption. Director Patterson seconded and the Motion passed unanimously.

M2-45 Approved Policy BDC: EXECUTIVE SESSIONS, for Second Reading & Adoption

**VOLUNTEER HANDBOOK:** Superintendent Washburn presented the proposed Volunteer Handbook that reflected modifications suggested at the March 16, 2016 First Reading. The handbook defines levels of volunteers, with Level Two volunteers likely working with children and required to submit to a background check. Incidental visitors invited to the school by the principal or teachers, such as speakers or Battle of the Books judges, are not volunteers. The document addresses confidentiality expectations, and Mr. Washburn noted that staff need to be aware when volunteers are in the building, and student and staff information is not to be discussed in their presence. The document also contained a sample Volunteer Handbook Agreement Form, a sample Criminal Background Check Form, Application and Liability Release Form.

Volunteering is intended to be a mutually beneficial opportunity for both the school and volunteer. The Board discussed how to resolve complaints about volunteers, and the school principals are in charge of all volunteers at their site. Director Garcia expressed concern about the potential of volunteers disciplining students. Director Endicott also noted that the restriction on volunteer cell phone use creates a problem when volunteers are helping on field trips and instructed to remain in contact with school staff via cell phone. Director Cotton suggested allowing college students under age 18 to volunteer.

The District currently has no Volunteer Policy in place, and a proposed Policy KM was also presented for review. The superintendent's office will make adjustments and bring the proposed handbook and policy back for consideration at a future board meeting.

**ENROLLMENT AND ATTENDANCE REPORT:** Superintendent Washburn shared the most recent student enrollment report. Total enrollment as of September 30<sup>th</sup> was 5,960 students, 33 fewer than the same time last year. However, the rate of decline is much less than last year. Mr. Washburn acknowledged the work being done by our high school administrative team in making connections with our students, emphasizing regular attendance and resulting academic success. The District's chronic non-attendance rate for September was 16.21% as compared to 20.80% for the previous year at the same time. All of our schools saw a decrease from last year's rates, with Green, Hucrest and Melrose reaching non-attendance rates under ten percent.

The District's overall attendance rate increased to 85.81% from 81.51% last September. The superintendent emphasized the efforts being made by our staff is positively impacting student attendance. Students and parents are also making attendance a priority. Our challenge going forward is to sustain and improve these September results. Our District goal is 90% attendance for both staff and students and we will report back to the Board on our progress in this area. Director Endicott requested that the 90% goal be indicated on the attendance report to keep this goal in the forefront.

#### **CABINET MEMBER REPORTS:**

**STUDENT SERVICES DIRECTOR, RICHARD BURTON,** provided the following update:

- **Transportation for Homeless Students:** We have been working with our student transportation provider, First Student, to meet transportation needs of this student population. This work had previously fallen to Homeless Liaison, Juliana Marez, and is now more appropriately assigned to the bus carrier. Many of these students are living in campgrounds, camping near the river, staying in shelters, living in substandard housing or couch surfing. First Student has taken an active role in providing service and are communicating well with the District.

Mr. Burton shared that one of the difficulties involves foster children who are placed in foster care outside of our district boundaries, but must be transported to their resident school. This creates logistical challenges. Director Garcia and Director Patterson explained that our county is experiencing an extreme shortage of families willing or able to provide foster care services for children. Social workers are having to arrange space in hotel rooms or in county offices for children to sleep. Douglas County has a high volume of foster children. There is new legislation that adds .25 ADMw per student to help with the cost of this transportation. However, it is extremely difficult for districts to track children efficiently in order to apply for this additional funding. Mr. Burton shared that the Creekside Center is an actual foster care site.

- Mental Health Update: Mr. Burton has met with Bill Shobe, and he shared that the merged mental health agencies will now be known as Compass Mental Health. Diminished services for kids are being provided by different vendors. Services tend to be inconsistent without ease of accessibility. The organization struggles to find qualified therapists, but now has eleven skills trainers. Nurse practitioners can prescribe medications, along with a medical director who is available one day per week. Al Springer continues to be located at the high school. Director Garcia inquired if the District had considered providing needed services and billing OHP. Student Services Director, Rick Burton, noted that behavior is the biggest issue other than attendance in a student's ability to achieve.
- Due Process Complaint: Rick commented that the high school has done an extremely good job in remedying the parent complaints, and Mr. Burton is now working with the Hungerford Law firm as this work moves forward.
- The superintendent, Principal Jill Weber, Alternative Education Coordinator, Randal Olsen and Mr. Burton have met to discuss enlarging our alternative education capacity to meet student needs. He shared that Mr. Olsen is doing an exceptional job building relationships with both the families and students involved in these programs.

**HUMAN RESOURCES DIRECTOR, ROBERT FREEMAN,** reported on the following:

1. During Leadership Team, members discussed licensed staff evaluations, and concluded that the current system does little to encourage teachers to perform beyond the status quo. There is a good deal of information available about developing growth mindset; setting individual goals; and the philosophy of supporting kids to get better. Mr. Freeman is doing a book study with the team, "Making Teachers Better, Not Bitter" and will keep the Board updated on their progress.
2. Transitioning from NCLB to ESSA will require a mass update of policies as many things put in as requirements no longer exist. NCLB is more restrictive to hiring processes than ESSA. Chair Lee added that there is a lessening of highly qualified standards. We are awaiting direction on ESSA and at some point will bring several policies forward to change.
3. Cabinet members have been reviewing safety responsibilities and putting together a flow chart that will be brought to the Board.
4. Mr. Freeman has met with high school administrators to review the student activity salary schedule. He reflected that the sheer amount of extra-curricular activities that our District offers to students is commendable. There have been no changes to the schedule since 2014 and review is needed due to varying responsibilities and length of seasons in order to meet expectations and legal requirements.
5. Mr. Freeman was invited to join a Douglas County recruitment strategy group at the Douglas ESD. He will be representing our District as the group considers ideas for promoting our area for potential employees.
6. There is an upcoming conference put forth by the Oregon Employer Council, "Negotiating with Influence and Getting to Win-Win" that comes highly recommended that Mr. Freeman will attend.

**SUPERINTENDENT'S REPORT:** Superintendent Washburn noted that Mr. Burton had already reported on progress of our Alt Ed Program, but did add that discussions are moving forward to consider what our alternative high school would look like. The Board will be updated on the progress in January 2017.

Nutrition Services Director, Kyle Micken, attended a Blue Zone meeting with Dr. Washburn this week. This national organization focuses on improving community health through being physically active, having the right outlook, balancing work and life, eating wisely, and maintaining a sense of belonging. The program advocates healthy social networking, connections with religion and prioritizing family. Mr. Washburn noted that this is quite similar to a student wellness wheel and indicates that we are moving in the right direction with the work we are currently doing in our District.

Mr. Washburn was joined by Director Garcia, RHS Principal, Jill Weber and Teaching and Learning Director, Robert Emerson in meeting with the Cow Creek Band of Umpqua Tribe of Indians Board this week regarding the Memorandum of Understanding between our organizations relating to the high school mascot. Superintendent Washburn stated that the meeting was extremely productive and he is hopeful of bringing an agreement to the Board for consideration in November. The group spent time discussing how to implement curriculum into our schools.

**INDIVIDUAL DIRECTOR'S REPORTS:** Director Garcia shared that he was very appreciative of the meeting today with members of the Cow Creek Band of the Umpqua Tribe of Indians. He commented that work on the Memorandum of Understanding between the District and the Tribe has been a long process, and Mr. Garcia is now excited to get hear more about their local history as we work on the curriculum piece.

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

**ADJOURNMENT:** With no further business remaining, Board Chairman Lee adjourned the regular meeting at 7:45 p.m.

**EXECUTIVE SESSION (Cancelled):** An Executive Session had been scheduled pursuant to ORS 332.061 to discuss an Expulsion Appeal. The family requesting the appeal still had not arrived by 8:00 p.m., and the Board members excused themselves as there had been no contact from the family.

**Gerry C. Washburn, Superintendent**  
GCW/jlk

**NEXT MEETING:** The October 26<sup>th</sup> School Board meeting will be held in the Media Center of Joseph Lane Middle School, located at 2153 Northeast Vine Street in Roseburg, Oregon.