

ROSEBURG PUBLIC SCHOOLS

Vol. 3 No. 13		<i>Regular Board Meeting and Executive Session</i>	December 13, 2017
BOARD MEMBERS:		ADMINISTRATION:	
Rodney Cotton	X	Gerry C. Washburn, Superintendent	X
Daniel Endicott	X	Richard Burton, Director, Student Services	X
Joseph Garcia	X	Robert Emerson, Director, Teaching & Learning	X
Rev. Howard Johnson	X	Robert Freeman, Director, Human Resources	X
Charles F. Lee	X	Cheryl Northam, Chief Operations Officer	X
Paul E. Meyer	X		
Steve Patterson	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, December 13, 2017, 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 Director Paul Meyer to lead in the Pledge of Allegiance.

ATTENDANCE: All Board members and cabinet members were in attendance. News Review sports reporter Sanna Godfrey was present.

REVIEW OF AGENDA: Superintendent Washburn announced that Action Item No. 7 had been added to the agenda and the first Executive Session was cancelled at the request of the parent.

COMMUNICATIONS TO THE BOARD: Dr. Washburn also announced the notice of resignation of Sunnyslope Elementary Second Grade Teacher, Stephen Buckley, after 17 years in the District to be effective at the conclusion of the 2017-18 school year.

STUDENT RECOGNITION: Certificates of achievement and gift certificates from McDonalds were presented to the following deserving students:

Tyler Rietmann, Fifth Grade Student at Hucrest Elementary, was introduced by Principal Freeman, who honored Tyler for challenging himself with the reading and math curriculum. An excellent work ethic and high standards are commendable, as well as his ability to make other believe they truly matter. Tyler most enjoys math, PE and wrestling, but most of all, his fifth grade teachers!

Maria Robelo, a senior at Roseburg High School, was introduced by Principal Weber, who shared that Maria was unanimously selected by RHS division leaders. A Roseburg student since kindergarten, Maria was a student of Mrs. Weber's while teaching at Eastwood Elementary. Maria maintains a 4.0 GPA while taking advanced courses, and hopes to eventually become a physician or physician's assistant. A quiet leader who gets things done, Maria exhibits every aspect of Roseburg PRIDE.

RHS STUDENT LEADERSHIP REPORT: Leadership students Sarah Brock, Isabelle Hervey and Stephen Lake reported on activities at the high school. Stephen shared recent sporting event results, noting that the swim

team is currently competing at the local YMCA. The wrestling team placed second behind Crook County last weekend, are currently in Medford at a dual meet, and will be travelling to a tournament in Reno, Nevada. Sarah Brock shared Winter Week activities, including a different “dress up” day throughout the week. During the holiday break, leadership students created positivity notes for classmates. Isabelle Hervey reported that students performed in the production of *Arsenic and Old Lace* six times over a two-week period. They are now preparing for the spring musical, *The Sound of Music*. The band performed last night and the choir is performing this evening. Recent CTE grants will provide for CTE summer camps, computers and the purchase of new books. Today, awards were presented to students who have consistently demonstrated “positivity”. A disaster earthquake drill took place this morning. Students enjoyed “snow ball” contests with DLC students.

CONSENT AGENDA: The Consent Agenda this evening included Minutes from the November 15, 2017 Board meeting, Gifts to the District and Surplus Items.

Director Endicott moved to approve the Minutes of November 15th, Gifts to the District and Surplus Items. Director Patterson seconded and the Motion passed unanimously.

M3-69 Approved November 15 th Minutes, Gifts to the District and Surplus Items
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Human Resources Director, Robert Freeman, shared his employment recommendations of Grace Goodson, Music Teacher at Fir Grove and Winchester Elementary Schools; Jennifer Sprague, Alternative Education Teacher at the River Rock Shelter; and Shelby Shaw, Special Education Teacher at Fremont Middle School. Ms. Shaw is currently working toward her Special Education certification.

Mr. Freeman also presented a Leave of Absence Request for Joseph Lane Middle School Custodian, Loren Fisher.

Director Endicott moved to approve the hiring recommendations and Leave of Absence request as presented. Director Patterson seconded and the Motion passed unanimously.

M3-70 Approved hiring recommendations and Leave of Absence Request

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

Recess: At 6:20 p.m. there was a brief recess while members of the audience departed. The meeting resumed at 6:22 p.m.

APPROVAL OF THE OREGON SCHOOL BOARD ASSOCIATION RESOLUTION TO REORGANIZE THE OSBA AS A NON-PROFIT CORPORATION AND ADOPT THE PROPOSED 2017 BYLAWS:

Superintendent Washburn presented the proposed Oregon School Board Association Resolution to reorganize the OSBA as a Non-Profit organization and adopt the proposed 2017 Bylaws to facilitate their political and legislative lobbying efforts. OSBA is requesting that Districts support that effort.

Director Patterson moved to approve the OSBA Resolution to Reorganize the OSBA as a non-profit corporation and adopt the proposed 2017 Bylaws. Director Endicott seconded. Director Cotton questioned if they succeed in becoming a non-profit organization, would they consider reducing the fees they charge districts. Chair Lee noted that could be addressed with our regional representative.

The Motion passed by majority with Director Cotton abstaining.

M3-71 Approved the OSBA Resolution to Reorganize the OSBA as a Non-Profit Corporation and Adopt the 2017 Bylaws

POLICY CCG: EVALUATION OF ADMINISTRATORS, for Second Reading and Adoption:

Human Resources Director, Robert Freeman, explained that this policy brings us up to date with statutory regulations and also aligns with our current practice.

Director Endicott moved to approve Policy CCG: EVALUATION OF ADMINISTRATORS, for Second Reading and Adoption. Director Patterson seconded. Director Garcia requested that Mr. Freeman prepare an abbreviated sample version for the Board. The Motion passed unanimously.

M3-72 Approved Policy CCG: Evaluation of Administrators, for Second Reading and Adoption

POLICY GBEB: COMMUNICABLE DISEASE – STAFF, for Second Reading and Adoption:

Director Freeman explained that this policy revision updates current policy language. As discussed during First Reading, as part of the District’s emergency plan, we intend to follow the directives of Dr. Robert Dannenhoffer and the Health Department.

Director Endicott moved to approve Policy GBEB: COMMUNICABLE DISEASE – STAFF, for Second Reading and Adoption. Director Garcia seconded and the Motion passed unanimously.

M3-73 Approved Policy GBEB: COMMUNICABLE DISEASE – STAFF, for Second Reading and Adoption

POLICY GCDA/GDDA: CRIMINAL RECORDS CHECKS AND FINGERPRINTING, for Second Reading and Adoption:

Director Freeman related that the revised policy was shared with principals during the recent Leadership Team Meeting. Adults working without direct supervision from the teacher must be fingerprinted and a background check completed. This reflects our current practice and brings us in line with state statute.

Director Patterson moved to approve Policy GCDA/GDDA: CRIMINAL RECORDS CHECKS AND FINGERPRINTING, for Second Reading and Adoption. Director Endicott seconded and inquired if this applies to preschool programs. Dr. Washburn explained that we do not participate with the PROMISE Grant. The Motion passed unanimously.

M3-74 Approved Policy GCDA/GDDA: CRIMINAL RECORDS CHECKS AND FINGERPRINTING, for Second Reading and Adoption

POLICY GCN/GDN: EVALUATION OF STAFF, for Second Reading and Adoption:

Human Resources Director, Robert Freeman, presented this revised policy due to changes in state statute, and indicated it does reflect our current practices in evaluation of licensed staff. Superintendent Washburn

previously noted that in June of 2017, the Oregon Board of Education revised the OAR to remove requirements generated by the expired NCLB waiver to comply with requirements of Senate Bill 290.

Director Endicott moved to approve Policy GCN/GDN: EVALUATION OF STAFF, for Second Reading and Adoption. Director Garcia seconded. The Motion passed unanimously.

M3-75 Approved Policy GCN/GDN:
EVALUATION OF STAFF, for Second Reading
and Adoption

ADMINISTRATION AND PERSONNEL COMMITTEE MEETING REPORT:

Committee Chairperson, Rod Cotton, reported on the findings of the December 11th A & P Committee Meeting. The committee reviewed proposals for legal services due to the impending retirement of long time District Legal Counsel, Dan Clark. After reviewing the two proposals that were received, the committee's recommendation was to re-appoint the legal firm of Dole Coalwell Attorneys to function as legal counsel for the District. This annual appointment is effective through June 30, 2018.

RESOLUTION 17-18-13: DESIGNATION OF ATTORNEY:

Dr. Washburn presented Resolution 17-18-13 reappointing the law firm of Dole Coalwell Attorneys as legal counsel for the District as recommended by the Board A & P Committee as noted above.

Director Patterson moved to adopt Resolution 17-18-13 designating the firm of Dole Coalwell Attorneys as Legal Counsel for the School District. Director Garcia seconded. The Motion passed unanimously.

M3-76 Approved Resolution 17-18-13
re-appointing the firm of Dole Coalwell
Attorneys as Legal Counsel for the District

RESOLUTION 17-18-14: ADOPTING NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):

Dr. Washburn explained that this proposed adoption is a requirement of acceptance of the Homeland Security Grant. Chief Operations Officer, Cheryl Northam, shared that what has emerged as the greatest need is to obtain an expert who is experienced in guiding decision-making for emergency preparedness. NIMS is a formal protocol in incident command and essentially the very first step in a long process.

Director Patterson moved to adopt Resolution 17-18-14 adopting the National Incident Management System (NIMS). Director Garcia seconded. Director Meyer commented that nearly all first responders in our local area have adopted this system. The Motion passed unanimously.

M3-77 Approved Resolution 17-18-14
Adopting the National Incident Management
System (NIMS)

COMMUNICATION PROTOCOL TO PARENTS IN EVENT OF THREATS TO SCHOOLS:

Dr. Washburn summarized recent events such as a threat at the high school that was not announced until after the weekend due to parents posting on social media. The Superintendent explained that to clarify for the community, we can't always respond in the way the public would prefer due to investigative processes and student confidentiality. Oftentimes a threat is to the student themselves. Director Garcia inquired if other districts have Communication Officers, and Dr. Washburn confirmed that many do. Mr. Garcia suggested that

the administration research what other districts are doing, and determine how much time District staff devotes to handling these situations. Director Johnson added that the community doesn't necessarily understand the definition of "threat". There are different levels of threat which could be defined for the community. He pointed out that most parents haven't had the experience of being concerned about what color clothing their children wore to school and becoming a target of gangs.

Director Patterson concurred that the service that Douglas ESD currently provides is good in getting stories into social media. However, it seems the District now could utilize a person to respond to rumors, new information, etc., who could be engaged full time in the District. Dr. Washburn shared the importance of communicating the positive things happening in our schools. Director Patterson stated that there is enough work to keep such a person busy in leading communications to the community and media.

Chairman Lee explained that responding to the public about threats, dangers or incidents requires an awareness of confidentiality with students and staff. Director Patterson suggested a Public Information Officer who would be very familiar with policies and protocols and trained accordingly. Director Garcia pointed out that Roseburg is supposed to receive 40 percent of the ESD's media relations person's time. Twenty hours per week is not adequate to manage the flow of information, resulting in school principals and staff serving that function.

Director Endicott commented that there is benefit in having school leaders become more comfortable with communications and observed that technological expertise varies widely amongst our schools.

Dr. Washburn stated his impression that the real issue is that our community continues to heal from the tragedy at UCC. Each time there is a rumor, anxiety levels escalate. The district will investigate the cost of a communications officer and what other districts are doing in this area.

Director Cotton reflected that in light of the threat at RHS, his preference as a parent would be to be made aware and then make the decision for his child to attend or not. He concurred with Director Johnson that one person's perception of a threat can be different from other's perceptions. Superintendent Washburn advocated for parents to be proactive in making an informed decision by communicating with building administrators and establishing a level of trust rather than using social media.

Director Meyer shared that the County just hired a Public Information Officer last month. Director Patterson noted that the Sheriff's Office and UCC each have one as well.

STUDENT ENROLLMENT/ATTENDANCE: Superintendent Washburn shared that while down a little from the prior month, enrollment remains above 6,000. The high school has lost 28 students, but Principal Weber reports monthly on their current status, whether it be Rose School, online instruction, moving from our area, etc. Rose School currently has 42 students enrolled. Coordinator Randal Olsen anticipates another 8-9 students enrolling after the start of the New Year. Student transfers in and out of the district are now equal at 255 both ways. Enrollment at Deer Creek and River Rock are very transient, but are a part of our enrollment.

REPORTS BY CABINET MEMBERS:

Teaching and Learning Director, Robert Emerson, reported on an Instructional Team Project, 90-Day Plans that was initiated this year. This process of identifying short-term goals and measuring success has proven to be a valuable tool in other districts. RHS was not required to participate due to accreditation priorities.

The project was based upon work out of the University of Virginia and is the target program for turning around a school. It has been used with success in New Mexico and elsewhere. 90-Day plans are more useful than

traditional models where data is input and then not reviewed until the next year. By dividing the school year in half and looking at data in terms of semesters, teachers can focus on what will best impact the students in the first 90 days of school. The principal holds staff accountable for doing a few things really well. Mr. Emerson cautioned that his previous district needed three years to get the plans fully functioning. The weakest portions of the plan are indicators as they are hard to quantify. Principals are encouraged to create a “Quick Win” goal, something that can be accomplished in the first 30 days of the school year. Instructional Team members deploy to the schools to meet every two weeks with principals to review plan progress, challenges and determine if specific District support is needed. This provides opportunity for professional conversations in a non-evaluative environment. Classroom teachers attend a morning meeting to maintain progress toward goals.

Before the end of the semester, it will be determined if it’s time to move on to the next plan or if a different approach is needed to meet the current goal. The instructional coaches have been alternating with cabinet members in meeting with principals. Director Freeman expressed his appreciation for getting into the buildings. Director Cotton noted that 90-Day plans are good to have.

Director Garcia questioned if this is taking additional time and effort on the part of principals. Mr. Emerson responded that he is very cognizant when pushing any initiative out that it is making an existing system better or replacing it with something more effective; i.e., if we do this, we can remove that. The 90-Day plans are compliance work done by the instructional team. Mr. Emerson concurred that such an evaluation would be good at the Admin Team level; are there things we are doing that are no longer needed? Jennifer Thompson (RHS Media Center) noted that Mr. Freeman has advocated for “organized abandonment”. Dr. Washburn noted that we are being purposeful in what we are asking staff to do.

Mr. Emerson concluded that our technology systems are supposed to make things more efficient. Is it the fault of the system or not enough training if people don’t use them efficiently? Technology is supposed to make our jobs easier.

Chief Operations Officer, Cheryl Northam, presented the most current Financial Report.

SUPERINTENDENT’S REPORT: Superintendent Washburn reported that he spent Tuesday at Rose School. An Instructional Assistant at the school had cut out leaves and students recorded what they were most grateful for. Being alive was one response. Students have a “Wall of Honor” where each credit or half-credit is recorded and celebrated. One student has been instrumental in building the Rose School web site.

Food Service Director, Kyle Micken, will be running the Lunch Box Express over the holiday break to reduce stress for food-insecure kids.

Approximately 200 people attend the Blue Zone Kick-Off meeting on Monday. Dr. Washburn is participating on the steering committee. Our schools were well-represented with the RHS band playing and a drum group invited by Juliana Marez performing.

Dr. Washburn continues to meet with various health professionals such as Matt Newey, Compass/ADAPT and Dr. Robert Dannenhoffer, Umpqua Community Health, working to enhance supports in our schools. One obstacle is the current restriction on mobile clinics. Students and families would greatly benefit from health services in addition to the current dental and vision screenings.

The Washburns attended the unbelievable RHS band concert recently and will attend the Fremont concert Thursday, with a basketball game on Friday. They are looking forward to a long-awaited visit with grandchildren.

COMMITTEE REPORTS – Building & Sites (November 29, 2017)

Committee member, Steve Patterson, reported that the committee met to review proposals for CM/GC for the Green and Fullerton IV Elementary School Seismic Rehabilitation projects. No proposals were received, apparently due to a lack of preparation time. Proposals were again solicited with a new deadline of December 20th with a request for separate proposals for the two sites.

Committee members reviewed facility rentals and the lack of consistency in space rentals between sites. There will be further discussion in January. Director Meyer noted that policy was developed approximately six years ago that was intended to avoid inconsistent application of policy. Requesting non-school groups to pay for use of buildings is unpopular. Director Patterson suggested inviting a building administrator to the January meeting. Cheryl Northam pointed out that calendaring is not part of policy. Rose School is unique in that they do not have full-time custodial staff. Director Patterson encouraged consistency in procedure throughout the District.

Mr. Grauf also provided an update of a Project Leadership endeavor at Fremont Middle School.

The group discussed timelines for the RHS turf and track project that is on track for summer of 2018. Mr. Grauf is obtaining estimates. Dr. Washburn suggested that we explore a consortium with other districts who are also considering turf replacement. Director Johnson commented that the existing materials are to be recycled rather than just becoming part of our landfill. Director Patterson noted that he has been impressed with how well the turf held up on what is essentially our largest outdoor classroom.

INDIVIDUAL DIRECTOR'S REPORTS:

Director Meyer noted that Board members have the 2016-17 audit report at their places following the Finance Committee review earlier today.

Director Garcia wished everyone a great Christmas. Director Patterson wished staff and building administrators in the room a happy holiday, Merry Christmas and Happy New Year.

PUBLIC PARTICIPATION: Mr. Owen Dykema, 1970 W. Harvard Blvd, Riverview Terrace #330, Roseburg, Oregon, updated the Board on his project concerning the importance of positive experiences for children ages 0-5. Mr. Dykema expressed his disappointment that the local Kiwanis Club has determined that this work is not something they feel they can take on. Mr. Dykema continues to receive help from Student Services Director, Rick Burton, and remains determined to continue on with his objective of preventing negative experiences for this most vulnerable age group.

ADJOURNMENT: With no further business before the Board, Chairman Lee adjourned the meeting at 8:00 p.m.

EXECUTIVE SESSION: Chairman Lee called an Executive Session to Order at 8:10 p.m. pursuant to ORS 192.660(2)(h). With discussion concluded at 9:30 p.m., Chairman Lee reconvened the Regular Session and adjourned both at 9:30 p.m.

Gerry C. Washburn, Superintendent

GCW/jlk

NEXT MEETING: The January 10th School Board Meeting will be held at 6:00 p.m. in the Administrative Office Board Room located at 1419 NW Valley View Drive in Roseburg.