

# ROSEBURG PUBLIC SCHOOLS

## *Regular Board Meeting and Executive Session*

Vol. 3 No. 1

July 12, 2017

### **BOARD MEMBERS:**

Rodney Cotton	X
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	Excused
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 12, 2017, at 6:30 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 6:30 p.m., and led the Pledge of Allegiance.

**ATTENDANCE:** Director Garcia and Mr. Robert Emerson 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 the Executive Session scheduled for 6:00 p.m. will instead follow the regular meeting as the OSBA bargaining representative, David Turner, had been delayed in another district. Policy JG/JDG/JGE: Discipline-Suspension/Expulsion, has been added for First Reading. The annual school board photograph was also postponed until the August 9, 2017 meeting.

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

- Jacquelyn Bratland, Preschool Teacher at Winchester Elementary, has submitted her resignation after 11 years in the district. Ms. Bratland will be relocating to the Eugene area.
- After four years in the district, Claudia Fauci has resigned from her ELL Teaching position and will be relocating to the Portland area.
- After two years, Lisa Lanza, Credit Retrieval Teacher at Roseburg High School, has submitted her resignation.
- After five years in the district, Amanda Phillips, Language Arts Active Ed Teacher at Roseburg High School, has submitted her resignation to move to the Medford area to be closer to family.

**CONSENT AGENDA:** The Consent Agenda this evening included Minutes from the June 14th 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:

Administrative:

- Deborah Thiessen, Student Services Administrative Coordinator

Licensed:

- Jennifer Childers, Third Grade Teacher at Fullerton IV Elementary School;
- Matthew Crouch, Language Arts Teacher in the LRC at Roseburg High School;
- Matthew Dickson, Math Teacher at Rose Alternative School;
- Amanda Haga, First Grade Teacher at Winchester Elementary (temporary position for 2017-18);
- Kelly Rush, Social Studies Teacher at Rose Alternative School; and
- Kortney Wadsworth, Kindergarten Teacher at Eastwood Elementary School.

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

M3-1 Approved the Consent Agenda

**PUBLIC PARTICIPATION:** There was no one wishing to address the Board.

**ORGANIZATION OF THE BOARD:** Chair Lee opened the floor to nominations for the Board Chair and Vice-Chair positions for the 2017-18 school year.

**ELECTION OF BOARD CHAIR:** Director Cotton moved to nominate Director Charles Lee for the 2017-18 Board Chair position. There were no additional nominations. Director Endicott seconded and the Motion passed unanimously.

M3-2 Appointed Charles Lee as the 2017-2018 Board Chairman

**ELECTION OF BOARD VICE-CHAIR:** Newly reappointed Chair Lee opened the floor to nominations for the 2017-2018 Vice-Chair position.

Director Patterson moved to nominate Director Dan Endicott for the 2017-2018 Vice-Chair position. There were no additional nominations. Director Cotton seconded and the Motion passed unanimously.

M3-3 Approved election of Daniel Endicott as the 2017-2018 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 2017-18. The requests will be considered by the Board Chair who will designate committee assignments that will be presented at the August 9, 2017 Board Meeting.

**RESOLUTION 17-18-1: DESIGNATION OF CLERK AND DEPUTY CLERK AND BONDING OF EMPLOYEES:** Director Endicott moved to adopt Resolution 17-18-1 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 Cotton seconded and the Motion passed unanimously.

M3-4 Adopted Resolution 17-18-1 Designating Superintendent Washburn as District Clerk and Cheryl Northam as the Deputy Clerk, and Bonding of Employees.

**RESOLUTION 17-18-2: DESIGNATION OF CUSTODIAN OF FUNDS, THE USE OF FACSIMILE SIGNATURE AND AUTHORIZATION FOR PAYMENT OF OBLIGATIONS:** Director Patterson moved to adopt Resolution 17-18-2 designating Cheryl Northam as Custodian of Funds; the Use of Facsimile Signature and Authorization of Payment Obligations. Director Endicott seconded and the Motion passed unanimously.

M3-5 Adopted Resolution 17-18-2 Designating Cheryl Northam a Custodian of Funds; Use of Facsimile Signature; and Authorization for Payment of Obligations

**RESOLUTION 17-18-3: DESIGNATION OF AUDITOR:** Director Meyer moved to adopt Resolution 17-18-3 designating the firm of KDP, CPAs, LLP, as official auditors of the District. Director Patterson seconded. Director Meyer inquired if the District was satisfied with the performance of the firm, and Cheryl Northam responded affirmatively. The Motion passed unanimously.

M3-6 Adopted Resolution 17-18-3 Designating KDP, CPAs, LLP, as official auditors of the District

**RESOLUTION 17-18-4: DESIGNATION OF DEPOSITORIES:** Director Endicott moved to adopt Resolution 17-18-4 designating Bank of America, Wells Fargo, US Bank, Umpqua Bank and Cascade Community Federal Credit Union as depositories for 2017-2018; 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 Johnson seconded and the Motion passed unanimously.

M3-7 Adopted Resolution 17-18-4 Designating Depositories for 2017-2018

**RESOLUTION 17-18-5: DESIGNATION OF ATTORNEY:** Director Meyer moved to adopt Resolution 17-18-5 designating the firm of Dole, Coalwell, Clark, Mountainspring and Mornarich, PC as the attorneys for the school district through December 2017 at which time current Legal Counsel Dan Clark will be retiring after many years of service to the District. Director Patterson seconded. Chief Operations Officer, Cheryl Northam, noted that Denny Austin has been working on the Request for Qualifications and the results will be reviewed between now and December. The Motion passed unanimously.

M3-8 Adopted Resolution 17-18-5  
Designating the firm of Dole, Coalwell, Clark,  
Mountainspring and Mornarich, PC as  
attorneys for the District through December  
2017

**RESOLUTION 17-18-6: DESIGNATION OF ELECTION OFFICIAL:** Director Endicott moved to adopt Resolution 17-18-6 designating Superintendent Gerry Washburn as the election officer for the school district and giving him the authority and responsibility to affirm election results for 2017-2018. Director Meyer seconded. Chair Lee requested that in the future Superintendent Washburn be referenced specifically in the resolution rather than “the superintendent”. The Motion passed unanimously.

M3-9 Adopted Resolution 17-18-6  
Designating Superintendent Gerry Washburn  
as election officer for the District

**RESOLUTION 17-18-7: DESIGNATION OF BUDGET OFFICER AND NEWSPAPER:** Director Meyer moved to adopt Resolution 17-18-7 designating Cheryl Northam as Budget Officer and The News Review as the newspaper for official publications and notices. Director Endicott seconded and the Motion passed unanimously.

M3-10 Adopted Resolution 17-18-7  
Designating Cheryl Northam as Budget Officer  
and The News Review as newspaper for  
publications

**RESOLUTION 17-18-8: AUTHORITY TO APPLY FOR GRANTS FOR THE 2017-2018 SCHOOL YEAR:** Director Patterson moved to adopt Resolution 17-18-8 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.

M3-11 Adopted Resolution 17-18-8  
Authorizing Superintendent Washburn to  
apply for Grant Funds below \$25,000

**POLICY JFC: STUDENT BEHAVIOR STANDARDS AND EXPECTATIONS:** Director Lee moved to amend proposed Policy JFC: Student Behavior Standards and Expectations by striking the word “unprovoked” from Page 9. Director Patterson seconded and the Motion passed unanimously.

M3-12 Amended Policy JFC

**AMENDED POLICY JFC: STUDENT BEHAVIOR STANDARDS AND EXPECTATIONS for Second Reading and Adoption:** Director Lee moved to approve amended Policy JFC: Student Behavior Standards and Expectations for Second Reading and Adoption. Director Patterson seconded and the Motion passed unanimously.

M3-13 Approved amended Policy JFC: Student Behavior Standards and Expectations for Second Reading and Adoption

**POLICY JG/JGD/JGE: DISCIPLINE – SUSPENSION/EXPULSION:** Superintendent Washburn shared that while updating Policy JFC, he had requested Legal Counsel, Dan Clark, to review our policy on suspension and expulsion to confirm it aligned with Oregon statute and legislation. This revised policy brings us in line with statutes and regulations.

Director Patterson moved to approve Policy JG/JGD/JGE: Discipline – Suspension/Expulsion for First Reading. Director Endicott seconded for discussion. Director Meyer reflected that it would be helpful if the policy provided direction as to whether the Board is to make a decision independent of the Hearings Officer or defer to the decision unless it is deemed to be clearly wrong. Dr. Washburn shared that the Hearings Officer is constrained by policy, and the Board can override the decision due to extenuating circumstances. Director Patterson commented that it should be a very rare occasion to override Board policy. Dr. Washburn noted that some districts have an intermediary step where an appeal can go to the superintendent for review of any possible technical errors before the appeal is presented to the Board. Chair Lee referred to in-school suspension wording, and Dr. Washburn shared that our intent is to move to an in-school suspension model for anything other than the most serious offenses such as weapons or drugs. This would provide the opportunity to keep students in school and put staff in a position to develop relationships and mentoring to help the students modify their behavior. This ties in with the work that RHS Principal Weber and her staff have been doing for some time now. The point is to not reward the behavior with time off from school.

The Board requested that the policy be tabled and brought back in August for review.

M3-14 Tabled Policy JG/JGD/JGE: Discipline—Suspension/Expulsion for further review in August

**CUSTODIAL PARENT RELATIONS, For First Reading:** Superintendent Washburn shared that this proposed policy came about as a result of the number of foster children and step parents that schools deal with on a regular basis. Many students come from non-nuclear families and staff need guidance on who has access to educational records. In some instances, a step parent might be the only parent of record, but have no official authority to make decisions for the child. Director Lee confirmed that the proposed policy was developed in-house. Dr. Washburn explained that problems tend to occur when the biological parent and step parent divorce or separate and the step parent has no rights regardless of always having cared for the child. Director Johnson pointed out there can be problems when a biological parent doesn't have visitation rights. Director Lee added that in No. 3, a child in foster care due to intervention by the State, the rule isn't clear that the State (DHS) might be the custodian, trumping biological rights under Nos. 1 and 2. There needs to be a fourth bullet reflective of statutory language so that staff have a point of reference for guidance. Under divorce rules, it is possible for custody decisions to take up to six or eight months.

The Board requested that this proposed policy also be tabled and brought back in August for review.

M3-15 Tabled Custodial Parents Relations Policy for further review in August
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**APPROVE BID FOR REPLACEMENT OF CAFETERIA TABLES AT FIR GROVE AND GREEN ELEMENTARY SCHOOLS:** Chief Operations Officer, Cheryl Northam, reported that the cafeteria tables at both Fir Grove and Green Elementary Schools are now quite old. While staff do their best to keep them in good repair, eventually they begin to lose their "springiness" creating increased potential for injury. The proposed replacement units are both pocket and surface mounted.

Director Cotton moved to award the bid for cafeteria table replacement to Nelson Adams Company in the amount of \$74,875.36 pursuant to Bid 17-650. Director Endicott seconded and the Motion passed unanimously.

M3-16 Award Bid 17-650 for replacement of cafeteria tables at Fir Grove and Green Elementary Schools to the Nelson Adams Company
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**SUPERINTENDENT'S REPORT:** Superintendent Washburn updated the Board that the District is allowed to make changes to the adopted 2017-18 budget up to \$5.49 million through the Supplemental Budget Process. The Supplemental Budget will be considered at the August 9<sup>th</sup> Board Meeting. Budget Committee members will be invited to the meeting so that they can hear the recommendations. The resulting Resolution must state any appropriations. Director Cotton received clarification that the District expects to receive \$2.9 million over what had been budgeted for the biennium based on 3<sup>rd</sup> Quarter ADM. The State is now distributing funding 50/50 over the biennium rather than the 49/51 percentage as had been done in the past.

**INDIVIDUAL DIRECTOR'S REPORTS:** None

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

**ADJOURNMENT:** The regular meeting was adjourned at 7:22 p.m.

**EXECUTIVE SESSION:** The Board convened into Executive Session pursuant to ORS 192.660(2)(d) to discuss labor negotiations at 7:28 p.m.

**REGULAR SESSION:** The Board reconvened into Regular Session at 8:10 p.m.

**ADJOURNMENT:** With no further business before the Board, Chairman Lee adjourned the regular meeting at 8:10 p.m.

**Gerry C. Washburn, Superintendent**

GCW/jlk

**NEXT MEETING:** The August 9<sup>th</sup> School Board meeting will be held at the administrative office Board Room.