

# ROSEBURG PUBLIC SCHOOLS

Regular Board Meeting  
1419 NW Valley View Drive  
Roseburg, Oregon 97471

Vol 1 No. 1

July 10, 2019

## Board Members:

Rodney Cotton   
Joseph Garcia, Chair   
Micki Hall   
Rev. Howard Johnson   
Rebecca Larson   
Charles F. Lee   
Steve Patterson, V. Chair

## Administration:

Jared P. Cordon, Superintendent   
Richard Burton, Director of Student Services   
Robert Freeman, Director of Human Resources   
Michelle Knee, Director of Teaching & Learning   
Cheryl Northam, Chief Operations Officer

## REGULAR SESSION

**TIME/PLACE:** A regular meeting of the Douglas County School District No. 4 Board of Directors was held at 6:00 p.m. on Wednesday, July 10, 2019, in the Administrative Office Board Room, located at 1419 NW Valley View Drive in Roseburg, Oregon.

**CALL TO ORDER:** Director Garcia welcomed attendees and called the meeting to order and asked our new Teaching & Learning Director, Michelle Knee, to lead the Pledge of Allegiance.

**ATTENDANCE:** School Board and Cabinet members were present.

**REVIEW OF AGENDA / ADMINISTER OATH OF OFFICE:** Director Garcia suggested moving immediately to administering the oath of office to our re-elected Board Members, Rod Cotton, Joe Garcia, Micki Hall, Rebecca Larson and Charles Lee. As his first official duty, Superintendent Cordon had the honor of swearing in these esteemed members of our Board of Directors. Mr. Cordon congratulated each member on their successful re-election, commenting that Roseburg Public Schools will benefit from the consistency these incumbents bring back to the Board.

**COMMUNICATIONS TO THE BOARD:** Superintendent Cordon extended his warm welcome to incoming Teaching & Learning Director, Michelle Knee.

**PUBLIC PARTICIPATION:** Director Garcia inquired if there was anyone wishing to address the Board, and there were none. He explained that there would be an additional opportunity at the conclusion of the meeting.

**CONSENT AGENDA:** Superintendent Cordon presented the Consent Agenda consisting of Minutes from the June 12<sup>th</sup> regular meeting and the June 20<sup>th</sup> work session and special meeting; Gifts to the District, Surplus Items, recommendations for hire effective with the 2019-2020 school year, and licensed resignations as listed below:

### Recommendations for Hire

#### Licensed Staff:

- Krystal Alvey, Science Teacher at Roseburg High School;

- Sara Hanberg, Physical Education Teacher at Melrose Elementary School;
- Kristy Hiers, First Grade Teacher at Melrose Elementary School;
- Ashley Hoogenstryd, First Grade Teacher at Fullerton IV Elementary School;
- Jill Kraack, Teaching & Learning Support Specialist, Fullerton IV Elementary School;
- Morgan McLain, Fifth Grade Teacher at Sunnyslope Elementary School;
- Vikki Pennington, Teaching & Learning Support Specialist, Melrose Elementary School; and
- Kathleena Younce, Third Grade Teacher at Green Elementary School

Licensed Resignations:

- Kelsey Dage, Third Grade Teacher at Green Elementary School; and
- Janai Redpath, who had been hired for RHS LRC position, but opted not to relocate

Director Micki Hall moved to approve the Consent Agenda as presented. Director Rebecca Larson seconded, and the Motion passed unanimously.

M1-1 Approved the Consent Agenda
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**ORGANIZATION OF THE BOARD**

Director Garcia opened the floor for nominations for the Board Chair and Vice-Chair positions for the 2019-2020 school year.

**ELECTION OF BOARD CHAIR:**

Director Cotton encouraged his fellow members to reflect on the qualifications suggested for a Board Chair, adding that it is not an easy job. He noted that all board members serving as Chair deserve to have a positive year and expressed that Director Garcia had done a tremendous job during a very challenging year.

Director Cotton moved to nominate Director Joe Garcia for the position of Board Chairman. There were no additional nominations. Director Steve Patterson seconded, and the Motion passed unanimously.

M1-2 Elected Director Joseph Garcia as Chairman of the Board for 2019-2020
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**ELECTION OF BOARD VICE-CHAIRMAN:**

Newly appointed Chairman Garcia asked for nominations for the position of Vice Chair. Director Howard Johnson moved to nominate Director Steve Patterson for Vice Chair. There were no additional nominations. Director Rod Cotton seconded, and the Motion passed unanimously.

M1-3 Elected Director Steve Patterson as Vice-Chairman of the Board for 2019-2020
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**SCHOOL BOARD SUB-COMMITTEE INPUT**

Chairman Garcia distributed copies of the committee roster for 2018-2019 and requested that his fellow members indicate any preferences they might have for the 2019-2020 school year. Submitted requests will be taken into consideration by the Board Chair who will designate committee assignments that will be presented at the August 14, 2019 Board Meeting.

**RESOLUTION 19-20-1: DESIGNATION OF CLERK AND DEPUTY CLERK AND BONDING OF EMPLOYEES:** Director Steve Patterson moved to adopt Resolution 19-20-1 Designating Superintendent Jared Cordon 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 Rebecca Larson seconded, and the Motion passed unanimously.

M1-4 Adopted Resolution 19-20-1 Designating Superintendent Jared Cordon as District Clerk and Cheryl Northam as the Deputy Clerk, and Bonding of Employees

**RESOLUTION 19-20-2: DESIGNATION OF CUSTODIAN OF FUNDS, THE USE OF FACSIMILE SIGNATURE AND AUTHORIZATION FOR PAYMENT OF OBLIGATIONS:** Director Micki Hall moved to adopt Resolution 19-20-2 designating Cheryl Northam as Custodian of Funds; the Use of Facsimile Signature and Authorization of Payment Obligations. Director Rebecca Larson seconded, and the Motion passed unanimously.

M1-5 Adopted Resolution 19-20-2 Designating Cheryl Northam as Custodian of Funds; Use of Facsimile Signature; and Authorization for Payment of Obligations

**RESOLUTION 19-20-3: DESIGNATION OF AUDITOR:** Director Rodney Cotton moved to adopt Resolution 19-20-3 designating the firm of KDP, CPAs, LLP, as official auditors of the District. Director Steve Patterson seconded, and the Motion passed unanimously.

M1-6 Adopted Resolution 19-20-3 Designating KDP, CPAs, LLP, as official auditors of the District

**RESOLUTION 19-20-4: DESIGNATION OF DEPOSITORIES:** Director Rebecca Larson moved to adopt Resolution 19-20-4 designating Bank of America, Wells Fargo, US Bank, Umpqua Bank and Cascade Community Federal Credit Union as depositories for 2019-2020; 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 Micki Hall seconded, and the Motion passed unanimously.

M1-7 Adopted Resolution 19-20-4 Designating Depositories for 2019-2020

**RESOLUTION 19-20-5: DESIGNATION OF ATTORNEY:** Director Rodney Cotton moved to adopt Resolution 19-20-5 designating the firm of Dole Coalwell Attorneys as the attorneys for the school district for the 2019-2020 school year. Director Micki Hall seconded, and the Motion passed unanimously.

M1-8 Adopted Resolution 19-20-5 Designating the firm of Dole Coalwell Attorneys as attorneys for the District for the 2019-2020 school year

**RESOLUTION 19-20-6: DESIGNATION OF ELECTION OFFICIAL:** Director Steve Patterson moved to adopt Resolution 19-20-6 designating Superintendent Jared Cordon as the election officer for the school district and giving him the authority and responsibility to affirm election results for 2019-2020. Director Micki Hall seconded, and the Motion passed unanimously.

M1-9 Adopted Resolution 19-20-6  
Designating Superintendent Jared Cordon as  
election officer for the District

**RESOLUTION 19-20-7: DESIGNATION OF BUDGET OFFICER AND NEWSPAPER:** Director Charles Lee moved to adopt Resolution 19-20-7 designating Cheryl Northam as Budget Officer and The News Review as the newspaper for official publications and notices. Director Micki Hall seconded, and the Motion passed unanimously.

M1-10 Adopted Resolution 19-20-7  
Designating Cheryl Northam as Budget Officer  
and The News Review as newspaper for  
publications

**RESOLUTION 19-20-8: AUTHORITY TO APPLY FOR GRANTS FOR THE 2019-2020 SCHOOL YEAR:** Director Steve Patterson moved to adopt Resolution 19-20-8 authorizing Superintendent Cordon 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 Rodney Cotton seconded, and the Motion passed unanimously.

M1-11 Adopted Resolution 19-20-8  
Authorizing Superintendent Cordon to apply  
for Grant Funds below \$25,000

**APPROVAL OF INTERCOM AND CLOCK SYSTEMS FOR WINCHESTER AND GREEN ELEMENTARY SCHOOLS**

Chief Operations Officer, Cheryl Northam noted that the recommended system was previously installed successfully as a trial project at Fullerton IV. Facilities Manager, Tracy Grauf, responded to Director Johnson that battery back-up systems are incorporated.

Director Micki Hall moved to approve the recommendation to purchase and install intercom and clock systems for Green and Winchester Elementary Schools in the amount of \$106,651 from SMEED Communication Services. Director Rebecca Larson seconded, and the Motion passed unanimously.

M1-12 Approved purchase and installation  
of intercom and clock systems for Green and  
Winchester Elementary Schools in the  
amount of \$106,651 from SMEED  
Communication Services

**NUTRITION SERVICES CONTRACT RENEWAL WITH SODEXO**

Chief Operations Officer, Cheryl Northam, noted that 2019-20 will be the fifth and final year of the current nutrition services contract with Sodexo and we will be soliciting proposals this fiscal year. Director Charles Lee reported that he was told that children visiting one of the Lunch Box Express locations are also taking advantage of available library books. Director Howard Johnson noted the publicized increase in produce costs, and

Nutrition Services Director, Kyle Micken, responded that our District was actually ahead of the current push by ODE to buy local produce, and we continue to do so. The Board also reflected on the approximately \$70,000 outstanding in unpaid lunch balances.

Director Steve Patterson moved to approve the extension of the Sodexo nutrition services contract for the 2019-2020 school year with an increase from \$1.90 per meal or meal equivalent price to \$1.95 in accordance with the annual escalator provision in the original contract. Director Rodney Cotton seconded, and the Motion passed unanimously.

M1-13 Approved extension of the Sodexo nutrition services contract for 2019-2020

### **APPROVAL TO SPEND UP TO \$150,000 ON SECURITY CAMERAS**

The District is proposing a purchase in the amount of \$150,000 for security cameras from REECE Complete Security Solutions. Installation and upgrades are recommended for the high school, with additional cameras to be installed at both middle schools, and an initial installation of cameras at the elementary schools including a central recording system. Camera systems are suggested for installation at Sunnyslope, Green, Winchester, Eastwood and Fullerton IV Elementary Schools. Those sites will receive additional cameras in future years, along with systems to be installed at the three remaining elementary schools.

Director Micki Hall moved to approve the recommendation to spend up to \$150,000 for the purchase and installation of new and replacement security cameras to be provided by REECE Complete Security Solutions. Director Rebecca Larson seconded, and the Motion passed unanimously.

M1-14 Approved purchase up to \$150,000 for purchase and installation of new and replacement security cameras to be provided by REECE Complete Security Solutions

### **APPROVAL OF PURCHASE OF WONDERWORKS K-3 INSTRUCTIONAL MATERIALS**

The Wonderworks K-3 instructional materials are the intervention component of Wonders that seamlessly connects strategies for intervention with the content of the Wonders core classroom program to drive student achievement. Teaching and Learning Director, Michelle Knee, explained that this will provide online access to materials for six years.

Director Steve Patterson moved to approve the recommendation to purchase Wonderworks K-3 instructional materials from McGraw Hill Education in the amount of \$52,653.60. Director Rebecca Larson seconded, and the Motion passed unanimously.

M1-15 Approved purchase of Wonderworks K-3 instructional materials from McGraw Hill Education in the amount of \$52,653.60

### **ADOPTION OF MIDDLE SCHOOL HEALTH INSTRUCTIONAL MATERIALS**

Teaching and Learning Director, Michelle Knee, recapped the recommendation that was presented at the June 5<sup>th</sup> Curriculum & Instruction Committee Meeting. Middle school health curriculum should have been adopted two years ago. Health and PE teachers from the middle schools researched available programs and recommend the purchase of digital and class sets of hard copies from McGraw Hill Education. With 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade

resources covered in one textbook, 90 books would be purchased for each school and 450 licenses to cover the number of students taking the class in any given semester between both middle schools.

Director Micki Hall moved to approve the recommendation to adopt Middle School Health Instructional Materials in the amount of \$53,014.50 from McGraw Hill Education. Director Steve Patterson seconded, and the Motion passed unanimously.

M1-16 Approved purchase of middle school health instructional materials in the amount of \$53,014.50 from McGraw Hill Education
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Recess: There was a brief recess from 6:59 – 7:05 p.m. at which time the meeting was reconvened.

**PROFESSIONAL LEARNING COMMUNITY (PLC): ACCREDITATION REPORT FOR ROSEBURG HIGH SCHOOL**

RHS Principal Jill Weber explained that the high school views accreditation as a pathway to review their collective work and confirm their ability to impact improvement. Students benefit from being able to transfer credits to colleges and other schools. The review team examined the entire school, evaluating classrooms, hallways, school culture, student behavior and gathering input from stakeholders to gain a complete picture of the school.

The extensive review process was a learning experience for staff, challenging them to look at themselves differently and validated what the RHS instructional team is doing well within the three domains of leadership, learning and resource capacity. The report confirmed that the school is doing a good job providing services across all learners with the available resources. We can do a better job in the area of adoption of instructional materials.

Director Hall celebrated the positive evaluation of Jill’s leadership, and Chairman Garcia thanked both Jill and her staff for the wonderful work happening at the high school. Director Hall added that the positive results are reflective not just of the work at RHS, but are truly the culmination of efforts being made at the elementary and middle school levels.

**SUPERINTENDENT’S REPORT:** Superintendent Cordon shared that he is thrilled, honored and humbled to have the opportunity to work in Roseburg Public Schools, where great work is happening. He expressed his deep belief and conviction that our schools play an essential and critical role in the success of our community. The Board and staff have all helped to make the transition positive and Jared will work hard to ensure that each student experiences joy in learning, discovery, success and fulfillment. With a focus on the “B’s and C’s” of district leadership, Jared is paying attention to buildings, budget, books, communication, connections, child advocacy and curricular choices to strengthen and improve classroom instruction, and is looking forward to working with the Board on planning and vision for the future.

The superintendent is also looking forward to working with Director Micki Hall at Summer Conference. Community ‘Listening Sessions’ are being scheduled to allow the community stakeholders a voice in what we are doing well as a district as well as areas where we can do better, along with their input of what an ideal school should look like. Cabinet members met with Dr. Tim Powell earlier today and had a fascinating conversation about providing health care in our schools to reduce factors that cause children to be absent. Telemedicine may be a topic for an A & P Committee Meeting. Continued discussion regarding corporate and patron donations will be referred to the Finance Committee. Building & Sites will keep working on a Long-Range Facilities Plan.

### **INDIVIDUAL REPORTS BY DIRECTORS:**

Director Steve Patterson welcomed our new superintendent, acknowledging that it feels like he has been here for months – even attending this year’s graduation ceremony. Steve also congratulated the newly reinstated Board members. He noted that he was part of the RHS accreditation team process and confirmed that the high scores came as no surprise and were a validation of the quality of work at RHS. Director Johnson participated in the accreditation process at Rose School.

Director Rebecca Larson also took part in the accreditation team and explained that most of the areas named as needing improvement had already been identified and are being addressed. Mrs. Larson shared her appreciation of the work Principal Weber is doing and the positive culture she is cultivating and is proud to send her own children to RHS. Becky suggested that the Board participate in activities for incoming freshmen to let them know we are looking forward to shaking their hands again at graduation in four years and are available to help them overcome obstacles they may encounter.

Director Micki Hall stated that it’s great to be back on the Board; she welcomed Jared and commented that Principal Weber has changed the atmosphere at the high school and brought joy back to the staff. She explained that there is a magic in that and it takes a special person.

Director Charles Lee shared that he is happy to be back on the Board and observed that the number of expulsions at the high school have decreased. Charles reflected that the work done by the Board is both important and difficult, and encouraged everyone to keep up the efforts, as progress is being made.

Director Rod Cotton stated his belief that it really all starts in Pre-K and creating a firm foundation. Our middle schools are doing well. He recalled when Jill was named principal of RHS, adding that it has turned out even better than we ever thought it would. Rod welcomed Jared and noted that he is looking forward to a Board Retreat and creating time to plan together. He also commented that while we are accused sometimes of ‘getting into the weeds’ this has worked out better than we had thought.

Chairman Garcia welcomed his fellow board members back to the Board. He reflected that he has been in contact with Jared for some time as we understand this transition is important. Individual Board members will be scheduling time with Jared to share philosophy and goals. A work session is being scheduled with Renee Sessler of OSBA to continue our work on Board/Superintendent roles and responsibilities. There will also be further conversation regarding extra-curricular activities and direction/vision/philosophy.

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

**ADJOURNMENT:** With no further business, Chairman Garcia adjourned the meeting at 7:55 p.m.

**Jared P. Cordon, Superintendent**

JPC/jlk

**Next Meeting:** The August 14th School Board Meeting will be held at 6:00 p.m. in the Administrative Office Board Room, located at 1419 NW Valley View Drive, Roseburg, Oregon.