

ROSEBURG PUBLIC SCHOOLS

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

Vol 1 No. 16

December 18, 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 Exc.
Cheryl Northam, Chief Operations Officer

SCHOOL BOARD MEETING

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, December 18, 2019, in the Administrative Office Board Room, located at 1419 NW Valley View Drive in Roseburg, Oregon.

CALL TO ORDER: Chairman Garcia welcomed the attendees and called the Board Meeting to order. Vice Chair Patterson led the Pledge of Allegiance.

ATTENDANCE: School Board members and the Superintendent were present, with representatives from the auditing firm of KDP CPAs. Reporter Sanne Godfrey was in attendance.

REVIEW OF AGENDA: Superintendent Cordon shared that there are no changes to the Agenda.

COMMUNICATIONS TO THE BOARD: Superintendent Cordon announced that Teaching and Learning Director, Michelle Knee, was excused this evening. He also reminded the Board of the Policy Committee Meeting on Friday and the invitation to attend the holiday potluck in the Board Room tomorrow afternoon.

STUDENT RECOGNITION: Green Elementary Principal, Amy Rodriguez, introduced fifth grade student, Graham Fisk, a “Green Dragon” since first grade. Graham loves sports such as football and participating in kick ball during recess and is known for his kindness and empathy to all and ability to diffuse tense situations. A true leader and role model, staff believe Graham has the potential to become anything he wants when he grows up. Chairman Garcia acknowledge the Fisk family, sharing that Graham always greets everyone with a huge smile and leaves you with the impression that he is destined to be someone special. He thanked Graham’s mother, a teacher, for her good work. Director Hall also remembered Mrs. Graham, recalling that she was an RHS student leader.

RHS principal, Jill Weber, was very pleased to introduce Leadership Student Isabelle Hervey, who was unanimously selected by RHS division leaders due to her academic achievement, involvement in school and community activities and most importantly because of the character she displays every day. Isabelle exemplifies all the attributes of Indian PRIDE – positive, respectful, involved, determined and encouraging. With plans to

pursue the field of chemical engineering or elementary education, her instructors are confident that she will go far in life and continue to make a difference for others, just as she already has in our community.

RHS LEADERSHIP STUDENT UPDATE: Leadership students Amiya Fulton, Chahaya Hill, Ang Dubon and Alema Norris reported that students are enjoying Spirit Week while preparing for final exams. Student club activities include a ceramics pottery sale this week, FBLA meets tomorrow, FCCLA participated in Christmas for Kids at Walmart and will compete at regionals in February. Partners Club plans to be caroling on Thursday. Vocal Fusion is performing at the elementary schools. RHS Pride lessons are focusing on mental health awareness; Thursday is staff appreciation day; and earthquake and evacuation drills were held today. In winter sports, the wrestling team placed 9th out of 111 teams in a recent national competition. The swim team is getting positive results, placing first in this year's initial home dual meet. Both Boys and Girls Basketball teams are preparing for upcoming tournaments. Residents of a local care center enjoyed our Boys Basketball team joining them to create holiday sweaters.

BRIEF RECESS: Chairman Garcia called for a brief recess at 6:15 p.m. to allow students being recognized to depart for the evening. The meeting was reconvened at 6:20 p.m.

CONSENT AGENDA: Superintendent Cordon presented the Consent Agenda consisting of Approval of the Consent Agenda, Minutes from the November 20th School Board Meeting, Gifts to the District and Surplus Items Listing. One employment recommendation was presented for Dean Friesen, a Special Education Teacher at Roseburg High School, a temporary position for the remainder of the 2019-2020 school year. We have received the following notices of resignation for purposes of retirement:

- Andrea Berggreen, Learning Specialist at Joseph Lane Middle School, is retiring effective June 2020 after 31 years in the District;
- Colleen Fitzgerald, Sixth Grade Language Arts and Social Studies Teacher at Joseph Lane Middle School, is retiring in June 2020 after 33 years in the District;
- Rudy Mayorga, Math Teacher at Roseburg High School, is retiring in June 2020 after 16 years in the district; and
- Robert Freeman, Director of Human Resources, is retiring in June 2020 after five years in the district.

Staff members Andrea Berggreen, Colleen Fitzgerald and Robert Freeman have all expressed interest in working retired next school year.

Director Rebecca Larson moved to approve the Consent Agenda as presented. Director Micki Hall seconded, and the Motion passed unanimously. Director Charles Lee acknowledged some generous donations to the District.

M1-47 Approved the Consent Agenda

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

PRESENTATION OF THE 2018-19 AUDITED FINANCIAL STATEMENTS

Chief Operations Officer, Cheryl Northam, welcomed KDP Certified Public Accountants, representatives Mark Damon, Managing Partner, and Manager Aria Bettinger from Medford. Cheryl reminded the Board that the

document had been provided to the Board electronically earlier in the week, and printed copies were distributed tonight for ease of reference.

Mr. Damon thanked the Board for inviting them to present the annual audit. He referenced the Schedule of Findings and Questioned Costs on Page 60, a summary of Auditor’s Results, as required by state regulations. Because the district spends more than \$650,000 in federal awards, an audit of a major federal award program (IDEA) was also performed. Mr. Damon summarized that the District was awarded an unmodified opinion, the highest form of assurance that a CPA may award. There were no deficiencies or reports of non-compliance.

The Independent Auditor’s Report is required by the State of Oregon, and auditors look at Local Budget Law, budgeting and expenditures of funds, state school fund factors, average daily student membership and teacher experience. Again, there were no instances of non-compliance.

Mr. Damon noted that the entire Business Operations Department and Superintendent Cordon were great to work with. Aria Bettinger, the audit site manager, indicated that most of the audit relating to seismic grant activities and capital improvements were consistent with prior years. This year there is a GASB 88 disclosure, with the district practices found to be very robust.

Director Howard Johnson inquired if there were any accounts needing to be repositioned or restated to comply with standards, and Mr. Damon confirmed that there were not, as compared to a few years ago when OPERS liability had to be included, creating substantial impacts to district balance sheets. Chairman Garcia commented that after 12 years of being on the Board, the district appears to be doing well from an auditing perspective, and Mr. Damon pointed out that the district has managed challenging times very well; i.e., accelerating PERS payments. The Board took a long-range view long ago and directed administration to effectively manage funds.

Chairman Garcia emphasized that with the plan to move a bond measure forward this year, it is important that our community has assurance that we are good stewards of funding, have a long-term vision, along with great people doing this work. Director Cotton confirmed that KDP has performed our audit for approximately 11 years, and he recognized Chief Operations Officer, Cheryl Northam, for operating a top-notch business office. He congratulated Cheryl’s team and the auditing team for their work and also thanked the auditors for concluding the audit prior to the end of the calendar year.

Mr. Damon also reviewed the Management’s Discussion and Analysis found on Page B-1 through B-8, noting that he is comfortable with the estimates on Page B-7 and how they were developed. He reported that no disagreements arose throughout the course of the audit, and the auditing team expressed appreciation for the opportunity of working again with district staff.

Director Steve Patterson moved to accept the 2018-19 Financial Statements as presented. Director Micki Hall seconded, and the Motion passed unanimously.

M1-48 Accepted the 2018-2019 Financial Statements as presented by the auditing team from KDP Certified Financial Accountants, LLP

PERS UPDATE – PERS SIDE ACCOUNTS AND THE EMPLOYER INCENTIVE FUND

Chief Operations Officer, Cheryl Northam, shared that during the last legislative session, The Oregon legislature established a PERS Employer Incentive Fund. The EIF provides a 25% match (up to the greater of 5% of an

employer's UAL or \$300,000) on qualifying employer lump-sum payments made after June 2, 2018. Qualifying deposits must be made with non-borrowed funds and employers must apply for the match.

Our UAL as of December 31, 2017 was \$34,373,688. The maximum that we could contribute that would qualify for the match is \$6,874,738. In September 2018, the district did open a new PERS side account and deposited \$6,000,000. In December 2019 the District had enough reserves in the PERS debt service fund to add to the side account the remaining \$874,738 to qualify for the maximum match amount. A supplemental budget process will need to be completed later this year to increase appropriations in that fund group. On December 4th, the application window was opened on a first come, first serve basis and the District did apply for, and receive, the full match amount of \$1,718,684 from the State of Oregon. This amount will be added to our side account and will offset the UAL.

Cheryl indicated that this is an exciting opportunity and was made possible due to the Board's guidance in the past as they knew that PERS increases were coming. Chairman Garcia echoed those sentiments and noted that some decisions in the past may have been questioned, but this seems to have paid off over time – kudos to our long-time members of the Board.

APPROVAL OF PROPOSED 2020-2021 SCHOOL YEAR CALENDAR

Human Resources Director, Robert Freeman, shared that the Calendar Committee consisting of administrators, licensed, classified and union representatives, met last week to review the draft calendar proposal for the 2020-2021 school year. Mr. Freeman outlined that both the 2020-2021 and the 2021-2022 school years are problematic as Labor Day falls later than normal in the month of September. Typically, our District's school year follows Labor Day, but beginning in 2020-21, that would result in pushing the instructional year out to late June.

As a result, the Calendar Committee is proposing that students start prior to Labor Day. This will allow teachers to end their year on a Friday in June instead of having to come back the following Monday. In addition, the Wednesday before Thanksgiving will again be a non-contract day, an option that proved to be popular this year. The remainder of the proposed calendar is very similar to this year. The Friday preceding Spring Break will be a make up day to use in the event we lose a day due to weather. We also held to the Board directive that we return to 177 student contact days. Mr. Freeman reminded us that the State of Oregon allows districts to count conference days as instructional days. This calendar reflects 192 teacher contract days.

Director Micki Hall moved to approve the proposed 2020-2021 school year calendar. Director Rod Cotton seconded, and the Motion passed unanimously.

M1-49 Approved 2020-2021 school year calendar
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DISTRICT STRATEGIC PLAN - DRAFT

Superintendent Cordon shared his proposed District Strategic Plan as a follow up to one of his Board approved goals to develop a Strategic Plan. Mr. Cordon expressed that this is a mission-critical document to help plan/vision/budget going forward. Jared thanked his Cabinet members for their assistance in creating the document, as well as the Board for their confidence in asking him to move forward with this initiative. Jared noted that the plan is the result of many conversations following research of high-quality organizations, both public and private, and expressed his belief that the plan will help both he and the District meet expectations

the Board has set forth. The document will help prioritize the things that matter the most in student learning.

The five areas reflected in the infographic evolved from high functioning districts across the nation that have resulted in high levels of student learning. He expressed his belief that the document will be beneficial as we develop a marketing campaign and new website platform. The objective is to provide insight relative to appropriate and timely instruction, short and long-term focus areas, along with the budgeting/staffing process that will aid in decision making relative to the General Fund, Title budgets and the Student Success Act.

Director Steve Patterson commented that the plan is very well done and easy to understand. He appreciates the time and effort that went into the development of the plan, which might not be obvious to most, adding that the format will be helpful in assuring that we are aligning our priorities and initiatives.

Director Micki Hall pointed out that we still lack a Mission Statement, but Director Patterson noted that we can use this to back into the mission work. Superintendent Cordon assured the Board that the plan will help us have targeted conversations about mission/vision. Each of the five areas will have associated measures to provide clarity to leaders in every building and help us assure accountability.

In response to Director Lee's request for clarification around scaffolding, the superintendent explained that scaffolding is important in considering timely and appropriate instruction, and can move a student both down and up in making sure a student receives a year's worth of growth within a year of instruction. This will also strengthen our investment in TAG, not just grade level standards and could change some of our instructional investments.

Chairman Garcia reflected that this plan is important for the superintendent in aligning expectations with Board goals. Once this year reaches conclusion, we will have an opportunity to assess if this is the right time for mission/vision as he develops measures to be accountable to the Board. This plan is a path to assure he is meeting his stated goals/standards and will help the Board in creating a mission/vision as we move forward.

BOND COUNSEL

Chief Operations Officer, Cheryl Northam, referenced an engagement letter from bond counsel, Hawkins, Delafield & Wood LLP, explaining that we are approaching the point in time when we may require the services of bond counsel. Services are paid directly from bond sales proceeds only when a bond is approved by voters. Ann Sherman is a senior partner with Hawkins, Delafield & Wood LLP. This firm brings many years of experience with municipal bond offerings and the District has used Ms. Sherman's services in prior bond issues. Ms. Sherman is an attorney frequently asked to present at Oregon Association of School Business Officials workshops, with respect to bond levies as she is an expert in her field. Superintendent Cordon will provide more specificity regarding fees once more is known about dates of sale, series, etc., that all impact resulting fees.

SUPERINTENDENT'S REPORT

Superintendent Cordon reported that we have been involved with the Student Success Act and submitting documents since July. The District Continuous Improvement Plan (CIP) has been approved by ODE. We anticipate additional direction from the state next week. Our grant application must come before the Board in March or early April for approval prior to submission to ODE. A draft of the Telehealth RFQ has been provided to the Board for review. The most current financial and student enrollment reports were provided.

Our District recently moved in partnership with Douglas ESD with the Dept. of Human Services and Douglas County Juvenile to support foster youth served in Douglas County. These youth have experienced a variety of situations resulting in a variety of needs. The program is being designed to meet the educational and social/emotional needs of these children in order for them to become contributing members of society. We are responsible for these students and believe this partnership provides a unique opportunity to be a replicable program and therefore has garnered a lot of attention at the legislative level and outside the state. We are excited to see student outcomes.

Building & Sites Committee: We plan to bring forward recommendations regarding a facility use fee schedule in the near future.

Polling Update: Jared thanked the Board for the time spent focusing on our bond work. The poll was in the field as of Monday and 120 responses have been received already. We will now plan for the next update from Melissa Martin of The Nelson Report at the January 15th Board Meeting.

Safety Coordinator Position: Fourteen applications from in and out of state were screened, with six individuals moving forward for the first round of interviews on January 7th. Jared thanked Robert Freeman and his team for putting this together, explaining that there is significant endorsement and experience needed for the position. It would be beneficial to bring in community partners who have experience in the safety realm for the interviews.

INDIVIDUAL REPORTS BY DIRECTORS

Director Howard Johnson shared that the Building & Sites Committee Meeting earlier today included a report on security cameras, a project that has nearly reached completion. Additional security equipment determinations will potentially wait until the new Safety Coordinator position is filled.

Vice Chair, Steve Patterson thanked the superintendent for the lovely poinsettia and holiday cards. On a personal note, Steve wished everyone a happy holiday season and safe travels and hope that there is time allowed to relax and enjoy friends and family.

Director Micki Hall announced that Instructional Leadership Coordinator, Dani Jardine, requested her to represent our District's School Board on the Regional Educational Network (REN). She attended an 8-hour training session today facilitated by a specialist from North Carolina and was assigned homework. The focus on the funding for REN is equity (safety/instruction) and she is very excited to represent this School Board.

Director Charles Lee wished everyone a Merry Christmas.

Chairman Garcia thanked the Board for their hard work this year, and Director Hall thanked Superintendent Cordon for his work as well.

ADJOURNMENT: With business before the Board concluded, Chairman Garcia adjourned the Regular Session at 7:26 p.m.

Jared P. Cordon, Superintendent
JPC/jlk