



# Roseburg Public Schools

Roseburg, Oregon

## Administration & Personnel Committee

11:30 AM

November 1, 2019

Excused	Joe Garcia, Committee Chair	X	Jared Cordon, Superintendent
X	Steve Patterson	X	Cheryl Northam, Chief Operations Officer
Excused	Rod Cotton	X	Michelle Knee, Director of Teaching & Learning
X	Rebecca Larson (Alternate)		Robert Freeman, Director of Human Resources Richard Burton, Student Services Director

Summary of the Administration and Personnel Committee meeting held on Friday, November 1, 2019 at 11:30 a.m. in the District Office Board Room.

Committee members present were Director Steve Patterson and Director Rebecca Larson. Chair Joe Garcia and Director Rod Cotton were excused. Administrators present included Superintendent Cordon, Chief Operations Officer, Cheryl Northam and Director of Teaching and Learning, Michelle Knee. Director of Human Resources, Robert Freeman was excused. Evergreen Family Medicine Administrators, Dr. Tim Powell and Heather Hernandez were in attendance as guests.

**Call to Order:** Director Patterson called the meeting to order at 11:35 a.m.

**Review of Agenda:** There were no requested additions to the agenda.

### Telehealth

Dr. Tim Powell, CEO of Evergreen Family Medicine, reported that for the 2018-19 school year there were 46 public schools in Douglas County serving 14,000 students with only two nurses provided through the ESD serving that population. He noted that Roseburg High School has a school-based health clinic staffed by Umpqua Community Health Center, being the only such clinic in the county. Due to our county's high poverty rate and high unemployment many children lack access to regular health care. He stated that their main goal is to reach all Douglas County Schools and reduce the student to nurse ratio and to provide care for children through a virtual interaction called Telemedicine.

Dr. Powell then presented a video which explained the definitions and components of Telehealth and how it would benefit our children. Benefits could include: Increased access to acute care, improved management of chronic diseases, improve education and access to vaccinations and behavioral and mental health. He noted that it would potentially decrease student absenteeism and would improve staff education, training and support.

Dr. Powell shared that Evergreen Family Medicine's goal is to start a first-year Telehealth pilot in January 2020 by selecting strategically chosen schools for initial services. Ideally for logistics, the schools would be located within one district and in close proximity. He then noted that the pilot might be considered a benefit to the Roseburg School District's Elementary Schools. He indicated a willingness to work with the school district to arrange transportation if needed.

After further discussion it was the Committee's decision to invite Dr. Powell and Ms. Hernandez to the November 20, 2019 School Board Meeting to present the proposal to the full Board.

### **District Safety Coordinator**

Superintendent Cordon shared the proposed District Safety Coordinator's job description with Committee Members noting our collective interest in keeping our students and staff safe which is part of the Board's Mission as well as part of the Superintendent's Mission and Goals. Establishment of a Safety Coordinator is a critical need within the district. He then reported that Chief Operations Officer, Cheryl Northam, being a great steward of funds, has reserved \$40,185 from SAIF rebates to fund this position.

Jared expressed that the proposal for a Safety Coordinator should move forward quickly as it would be beneficial in defining safety issues in the upcoming Bond Levy.

It was the Committee consensus to bring the proposed position description to the November 20, 2019 Building and Sites Committee Meeting for further discussion.

### **Working Retired**

Superintendent Cordon reported that Senate Bill 1049, Working after Retirement for General Service, was passed and signed into Oregon law as part of PERS reform. Changes in working after retirement limitations are effective January 1, 2020. For employees retiring at or after "normal retirement age" or after 30 years of service, there are no limitations on the number of hours they can work if employed by a PERS-participating employer as a PERS retiree in calendar years 2020-2024. He then noted that employers who choose to employ a PERS retiree will still be required to make retirement contributions. Chief Operations Officer, Cheryl Northam explained that these PERS contributions would vary depending on the employee's tier status. The District would not pay the employee 6% pick up but would still have to pay the employer contribution. Jared then shared that districts are not required to participate in "Working Retired", but administration and REA have worked to draft a proposed Memorandum of Understanding between the Roseburg Education Association and the Douglas County School District if the Board sees benefit in pursuing such an agreement.

Superintendent Cordon then referred to the proposed Memorandum of Understanding (MOU) between the Roseburg Education Association and the Douglas County School District No.4 agreeing to Article XV. Re-Employment of Oregon PERS Working Retirees as suggested by the Labor Management Team. It was the direction of this committee to bring Senate Bill 1049 and the proposed MOU to the School Board for further discussion at the November 4, 2019 School Board Work Session.

**Staff Handbook and Employee Code of Conduct**

Superintendent Cordon shared the proposed Staff Handbook and Employee Handbook for Conduct & Annual Notices, in draft form, which was presented to the A & P Committee at the October 16, 2019 meeting. He shared that the District does not have a specific reference for staff to review policies and staff conduct and these handbooks would be a good resource for that purpose. The Committee reviewed the Staff and Employee Handbook for Conduct & Annual Notices.

**ADJOURNMENT:** The meeting was adjourned 1:03 p.m.

**Prepared by:**

**Debra Beckley, Administrative Assistant**