

# ROSEBURG PUBLIC SCHOOLS

## School Board Work Session, Regular Meeting & Executive Session

Sunnyslope Elementary School Library  
2230 SW Cannon Road  
Roseburg, Oregon

Vol 1 No. 18

January 29, 2020

### Board Members:

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

### Administration:

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

## SCHOOL BOARD WORK SESSION

**TIME/PLACE:** A Board Work Session took place at 5:00 p.m. in the Sunnyslope Elementary School Library. Director Steve Patterson and HR Director, Robert Freeman, were both excused.

Chairman Joe Garcia brought the meeting to order at 5:00 p.m. and stated his appreciation for the level of support from our local surveyed voters. The input regarding the “Old Main” building was even more supportive than originally thought and he respects and appreciates the commitment to replacing the 3,900 square feet in that building to meet the future educational and instructional needs of students and staff in this District.

Director Rebecca Larson moved to move forward with replacing the “Old Main” building. Director Micki Hall seconded, and the Motion passed unanimously. Board Chair Garcia noted for the record that Director Patterson was out of town and not able to attend tonight but is fully supportive of moving forward as well.

M1-55 Approved moving forward with replacement of the “Old Main” building on the high school campus

Brian Prawitz of BP Media Solutions expressed his excitement about the decision just made, as this completes the details necessary to move forward on the bond levy. Mr. Prawitz presented a timeline, draft levy handout, proposed G.O. Bond Q & A draft, along with a public employee rules informational sheet to the Board and Cabinet. The timeline reflects where we are after going through the process of the two voter surveys. He has filmed and photographed the district and three Board members and Superintendent Cordon have all contributed interviews for the campaign.

The timeline “refresher” is the same as originally presented to the Board. The draft brochure is very preliminary in context, essentially a sneak peak of what to expect. The creative work will be finalized in February and he will work with district administration on the ballot title. He will assure that we file in a timely manner so that the County and State are informed of the bond measure. March 19<sup>th</sup> is the launch date for videos and content,

kicking off a 60-day campaign. May is the political time period with advertising to continue. Approximately 32,000 mailers will be sent to voters at the time of the ballot issuance and again Thursday prior to the May election date of May 19<sup>th</sup>. The goal is for voters to have necessary information of what they will be considering. Director Johnson did express concern about the date of the second mailing. Mr. Prawitz responded that a large percentage of voters opt to vote on the weekend before an election.

The first meeting of a (pre-) Political Action Committee (PAC) is scheduled for tomorrow night at the Loft, 950 SE Oak beginning at 6:00 p.m. The group will be asked to identify presentation opportunities in the community and potential objections to establish a consistent message. BP Media will help the PAC be organized so that information can be shared within the community via door to door canvassing and phone calls to encourage our community members to vote.

The Public Employee Rules document is from OSBA and will be reviewed at PAC meetings so that everyone is clear on their role.

Chair Garcia thanked Mr. Prawitz for the information and recessed the meeting at 5:36 p.m.

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

### **SCHOOL BOARD REGULAR 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, January 29, 2020 in the Sunnyslope Elementary School Library, located at 2230 SW Cannon Road in Roseburg, Oregon.

**CALL TO ORDER:** Chairman Garcia welcomed the attendees and called the Board Meeting to order. Superintendent Jared Cordon led the Pledge of Allegiance.

**ATTENDANCE:** School Board members and the Superintendent were present, with Board Member Steve Patterson excused, along with Human Resources Director, Robert Freeman. Reporter Sanne Godfrey was in attendance.

**REVIEW OF AGENDA:** Superintendent Cordon shared that a telemedicine RFQ update had been added to the Agenda.

**COMMUNICATIONS TO THE BOARD:** Superintendent Cordon noted that in honor of School Board Recognition Month, RHS Leadership Students had presented wooden crates with photos, tumblers, pens, candy and a small plant; Green students had prepared a fabulous poster, and Sunnyslope students had created wonderful posters for the School Board.

**WELCOME TO SUNNYSLOPE ELEMENTARY SCHOOL:** Principal Don Schrader welcomed everyone to Sunnyslope School and presented a video of students thanking our School Board for their support.

**STUDENT RECOGNITION:** Sunnyslope Principal, Don Schrader, introduced fifth grade student and Sunnyslope Super Star, Kaitlynn Younce. Teachers report that this conscientious student is a leader both in and out of class.

Known for her honesty and integrity, Kaitlynn excels academically, values her friendships and is always willing to help others. She loves math and enjoys basketball, volleyball, softball and dance. This confident young student has the ability to succeed in any future endeavor.

**STAFF RECOGNITION:** Principal Schrader was very honored to introduce Crystal Apple Nominee, Pam Menzie, a Sunnyslope teacher for 20 years! Her Crystal Apple is inscribed, “Passion – Commitment – Excellence” Sunnyslope Super Star – Pam Menzie”. Understanding how to meet the unique, individual needs of each student, Pam is considered an exceptional instructional leader who helps her students grow.

Chairman Garcia shared that Pam is a huge advocate for Sunnyslope, and they have enjoyed great conversations over the years. On behalf of the Board, we appreciate what you do for your school.

**RHS LEADERSHIP STUDENT UPDATE:** Leadership students Marin Gray, Isabelle Hervey, Chelsea Miller, and Alema Norris shared current activities at the high school. Students made it through Finals Week and are settling into the new semester and schedules. Clubs that include Key Club, Interact and National Honor Society have partnered to establish the new Community Closet to benefit students in need that will be staffed by parent volunteers each Wednesday after school. RHS was recognized as a National Champion School through Unified Partners Sports for meeting standards of excellence in inclusivity. A presentation will be made during half-time at the Boys’ Basketball game this Friday. On Feb. 6th, the Band Bingo Night takes place in the Student Center. FBLA regionals will be hosted at RHS this Saturday. Drama students are preparing for “*Curious Savage*” performances scheduled for late February. Students are also preparing to increase awareness of Mental Health Week by creating positivity in the student center and sharing available resources. Auditions for the Arts Assembly will be held February 5<sup>th</sup>. The Mr. RHS fundraiser will be held later in the spring. Alema Norris reported all the latest sports results and noted that district and state competitions are coming up soon with the seasons wrapping up at the end of February. A book study of “*Legacy vs. Likes*” is being undertaken by students to help build skills and leadership understanding. On behalf of Leadership, Chelsea thanked the Board for their continued support and commitment to every student.

Principal Don Schrader shared his appreciation of the importance of student councils, sharing that Sunnyslope Student Council President, Lillian Hollenbeck has attended a board meeting.

Director Rebecca Larson also announced that there will be a donation box at central office to collect consumables/personal care items such as socks and underwear, for RHS students who are in need. This is a wonderful opportunity to “show some love” for Valentine’s Day.

Chairman Garcia thanked the Leadership students for all they do, as well as the gifts of appreciation.

**BRIEF RECESS:** Chairman Garcia called for a brief recess at 6:26 p.m. to allow students and staff being recognized to depart for the evening. The meeting was reconvened at 6:34 p.m.

**CONSENT AGENDA:**

Superintendent Cordon presented the Consent Agenda consisting of Approval of the Consent Agenda and Minutes from the January 15th School Board Meeting.

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

and the Motion passed unanimously.

M1-56 Approved the Consent Agenda

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

**APPROVE 2020 BUDGET CALENDAR**

Chief Operations Officer, Cheryl Northam, presented the proposed 2020 Budget Calendar. The first committee meeting is schedule for April 15, 2020 and the calendar meets all statutory requirements.

Director Charles Lee moved to approve the proposed 2020 Budget Calendar as presented. Director Rod Cotton seconded, and the Motion passed unanimously. Cheryl responded to Director Howard Johnson that the budget is independent of the proposed ballot measure.

M1-57 Approved the 2020 Budget Calendar

**APPOINTMENTS TO THE BUDGET COMMITTEE**

Chairman Garcia noted that three current members of the Budget Committee, Bernis Wagner, Larissa Hoskin, and John Markovich have each expressed willingness to serve another term as the current term is scheduled to expire in June 2020. Ballots were completed by all Board members, who were unanimous in voting to approve these dedicated and valued committee members for another term.

Director Rebecca Larson moved to appoint the three returning members to the Budget Committee. Director Micki Hall seconded, and the Motion passed unanimously.

M1-58 Approved reappointment of three Budget Committee members

**ACKNOWLEDGE REPORT OF DIVISION 22 STANDARDS FROM TEACHING AND LEARNING AS RQUIRED BY THE OREGON DEPARTMENT OF EDUCAITON PRIOR TO FEBRUARY 1, 2020**

Teaching & Learning Director, Michelle Knee, announced that in the Board Packet, the Board received the summary of compliance with the requirements within Division 22 for the school year 2018-19. Director Charles Lee recalled that we previously had work to do in the area of TAG, and Michelle confirmed that subsequent changes have been made.

Director Micki Hall moved to acknowledge the Report of Division 22 Standards as presented. Director Rebecca Larson seconded, and the Motion passed unanimously.

M1-59 Acknowledged Report of Division 22 Standards

**TELEMEDICINE – RFQ UPDATE**

Purchasing Manager, Denny Austin, provided a memo as a result of questions from prospective vendors in response to the RFQ specific to billing responsibility, services, scheduling, etc. The scope of work was too

generalized. Director Charles Lee explained that we were bound by contract law to make the opportunity to bid available to all. A better response may have been a description of what could be offered for a developing program. It was determined to bring the issue back before the Board for guidance. Director Cotton shared that on a positive note, there is interest in this project, but sadly it's apparent the process is going to take longer. He also suggested reaching out to other districts that are already offering this service.

Chairman Garcia reflected that we have not worked through a process in order to move forward. The Board may consider options including remaining with the initial closing date, extending the date, or returning all responses and withdrawing the RFQ. We could then refine our request for qualifications or proceed with an RFP. Director Charles Lee reflected that this idea is a pilot opportunity where you make progress by entering experiences to determine whether it works or not.

Director Micki Hall moved to withdraw the telemedicine Request for Proposals and have a committee investigate this further. Director Rod Cotton seconded, and the Motion passed by majority with Director Charles Lee voting against.

M1-60 Rescinded RFQ for Telemedicine

**NEW POLICY KI: PUBLIC SOLICITATION IN DISTRICT FACILITIES, for Second Reading/Adoption**

There were no suggested changes following the First Reading of Policy KI: Public Solicitation in District Facilities.

Director Rebecca Larson moved to approve Policy KI: Public Solicitation in District Facilities, for Second Reading and Adoption. Director Micki Hall seconded, and the Motion passed by majority with Director Lee voting against.

M1-61 Approved Policy KI: Public Solicitation in District Facilities, for Second Reading and Adoption

**POLICY KJ: COMMERCIAL ADVERTISING, for Second Reading and Adoption**

This policy was approved for First Reading at the January 15<sup>th</sup> Board Meeting. Director Rod Cotton had long advocated for the Board to consider updating policy regarding advertising. There were no suggested changes following First Reading.

Director Micki Hall moved to approve Policy KJ: Commercial Advertising, for Second Reading and Adoption. Director Rodney Cotton seconded, and the Motion passed by majority, with Director Charles Lee voting against.

M1-62 Approved Policy KJ: Commercial Advertising, for Second Reading and Adoption

**KJ-AR: COMMERCIAL ADVERTISING, for Second Reading and Adoption**

The Policy Committee also reviewed this proposed AR to accompany Policy KJ and it was approved for first reading on January 15<sup>th</sup>. Director Charles Lee commented that he was in favor of this AR.

Director Charles Lee moved to approve KJ-AR: Commercial Advertising, for Second Reading and Adoption. Director Rodney Cotton seconded, and the Motion passed unanimously.

M1-63 Approved KJ-AR: Commercial Advertising, for Second Reading and Adoption

**RESCIND POLICY KI/KJ: PUBLIC SOLICITATION/ADVERTISING IN DISTRICT FACILITIES**

This combined policy has now been replaced by separate policies KI and KJ and needs to be rescinded.

Director Rebecca Larson moved to rescind Policy KI/KJ that has been replaced by separate Policies KI and KJ. Director Howard Johnson seconded, and the Motion passed by majority with Director Charles Lee voting against.

M1-64 Approved rescission of Policy KI/KJ which has been replaced by new separate Policies KI and KJ

**POLICY AC: NONDISCRIMINATION, for First Reading**

The Policy Committee also reviewed Policy AC: Nondiscrimination. Director Rebecca Larson reported that it was a good meeting. Director Micki Hall noted that it is being updated at the recommendation of OSBA. Director Charles Lee added that the state has adopted regulations (AR's) setting timelines on complaints. There are 30 days allowed for each step of investigation, or it may be appealed to the State Department of Education.

Director Rebecca Larson moved to approve Policy AC: Nondiscrimination for First Reading. Director Howard Johnson seconded, and the Motion passed unanimously.

M1-65 Approved Policy AC: Nondiscrimination, for First Reading

**POLICY AC-AR: DISCRIMINATION COMPLAINT PROCEDURE, for First Reading**

The Policy Committee also reviewed this AR to accompany the above-noted policy at the last Policy Committee Meeting. Director Charles Lee suggested following OSBA's suggestion that principals or direct supervisors receive complaints so that employees understand who to go to. The complaint form is meant to create a record and establish administrative responsibility for investigations/decisions. Strict timelines must be adhered to. Any formal complaint must be in writing, dated, and if the complainant needs assistance, we will help. Director Howard Johnson pointed out that two individuals from differing racial groups will see something as discrimination and the other person won't. And it doesn't have to be racial. Training is suggested. Chairman Garcia pointed out that to be consistent, all reference to oral complaints should be removed as a formal complaint will now be required to be in written form.

Director Charles Lee moved to approve Policy AC-AR with "oral complaint" wording removed. Director Micki Hall seconded, and the Motion passed unanimously.

M1-66 Approved Policy AC-AR: Discrimination Complaint Procedure, for First Reading

## **STUDENT SUCCESS ACT – MONTHLY UPDATE**

Teaching and Learning Director, Michelle Knee, reported that districts received preliminary funding estimates and our District is to be awarded approximately \$4.6 million to be used for the 2020-21 school year. Michelle reminded everyone that funds are to be used for the following:

- Reducing academic disparities;
- Meeting students' mental and behavioral health needs;
- Provide access to academic courses;
- Allowing teachers and staff sufficient time to collaborate, review data, and develop strategies to help students stay on track to graduate;
- Establishing and strengthening partnerships.

Michelle shared that a Student Investment Account Committee consisting of administrators and union representatives met this week and are scheduled to meet next week to provide input on strategies for application. The District's Application is to be ready for Board consideration by March 11<sup>th</sup>, prior to submission to ODE. Schools boards must approve applications and then ODE either approves or returns them to districts for revisions. Superintendent Cordon expressed that we are excited about the investment committee discussions and confirmed that the approval process for SSA will run outside of the District's budget process. The state is still trying to clarify their processes.

## **COMMITTEE REPORTS**

### **Student Services Committee – January 22, 2020**

Director Rebecca Larson reported that Student Services Director, Rick Burton, provided an extensive overview of active support systems in place for students. Essentially, we are doing a lot; but there is always more to do. The group discussed the possibility of adding bus attendants at the elementary level to assist bus drivers in managing medical needs for some kids who are severely impaired. A couple of IAs may need to be added to make sure transportation to and from school is safe.

## **SUPERINTENDENT'S REPORT**

Superintendent Cordon gave a brief report in consideration of the Executive Session following this meeting. The financial report is found on Pg. 31. Jared thanked the Board for partnering with him during his first year of superintendency and embarking on the work of supporting a bond measure to ensure our students have adequate facilities well into the future. Future professional learning community work (PLC) at the Board level will be tied directly to the five areas within the District's Strategic Plan. An Open House to celebrate Eastwood Elementary School's Pre-K program is scheduled from 3-5:00 p.m. on Wednesday, February 5<sup>th</sup>. The Superintendent is working with COO, Cheryl Northam, to develop an RFP for construction management. The goal is to secure a firm prior to filing of the bond so that those experts can provide efficiencies throughout the process of reviewing contracts, etc. Jared also thanked Janet for her work behind the scenes in managing the work that sometimes develops late in the day when preparing for these meetings. His Cabinet team, including Teaching & Learning Director, Michelle Knee, is coordinating the huge effort required by the Student Success Act; COO, Cheryl Northam, is assuring that our future budget provides for an academic return on our investment; and Student Services Director, Rick Burton, has partnered with the Douglas ESD in developing the program for our foster youth, while overseeing Student Services programs. Their work is much appreciated.

## **INDIVIDUAL REPORTS BY DIRECTORS**

Director Micki Hall noted that while it's nice to receive tokens of appreciation, the public likely doesn't realize that the Board has the ability to do what they do as a direct result of the assistance provided from District Office, the administrators in the school buildings, and staff who provide them with requested information.

Director Howard Johnson noted his preference for a "skip" agenda process to allow adequate time for review.

Director thanked everyone for their patience and tolerance as we embark on the work ahead of us.

**RECESS:** With regular business before the Board concluded, Chairman Garcia recessed the Regular Session at 7:30 p.m. Cabinet members were excused.

**EXECUTIVE SESSION:** Chairman Garcia convened an Executive Session pursuant to ORS 192.660(2)(i) at 7:40 p.m. to review goals and priorities in preparation for the Superintendent's evaluation in February 2020. Board members, except for Director Patterson, who was excused, and Superintendent Cordon were present. Discussion concluded at 8:50 p.m.

**ADJOURNMENT:** With all business before the Board finished, Chairman Garcia reconvened the regular meeting at 8:50 p.m. and called for adjournment. There were no members of the public present.

**Jared P. Cordon, Superintendent**

JPC/jlk

**Next Meeting(s):** February 12, 2020 at 6:00 p.m. in the Administrative Office Board Room, located at 1419 NW Valley View Drive, Roseburg.