

ROSEBURG PUBLIC SCHOOLS

Regular Board Meeting and Executive Session

Administrative Office Board Room

1419 NW Valley View Drive

Roseburg, Oregon 97471

Available via Zoom

Vol 5 No. 1

July 12, 2023

Board Members:

Rodney D. Cotton, Chair



Steve Hammerson



Rev. Howard Johnson, V Chair



Ann Krimetz



Michael Leone



Andrea Miner



Andrew Shirtcliff



Administration:

Jared P. Cordon, Superintendent



Robert Freeman, Director of Human Resources

Abs

Michelle Knee, Assistant Superintendent



Cheryl Northam, Director of Finance and Operations



Melissa Roberts, Director of Student Services



REGULAR BOARD MEETING

TIME/PLACE: A regular meeting of the Douglas County School District No. 4 Board of Directors was convened on Wednesday, July 12, 2023, at 6:04 p.m. in the Administrative Office board room, 1419 NW Valley View Drive in Roseburg, Oregon, in person and available via Zoom link.

CALL TO ORDER / PLEDGE OF ALLEGIANCE: Board Chair for the 2022-23 school year, Rev. Howard Johnson called the regular meeting to order at 6:04 p.m. and led the Pledge of Allegiance. Director Johnson explained how to use the microphones and advised the audience that Board meetings are recorded for future viewing.

ATTENDANCE: Board members and Cabinet members attended in person, with the exception of Director Robert Freeman, who was absent.

SWEARING IN OF NEW BOARD MEMBERS: As District Clerk, Superintendent Cordon individually delivered the Oath of Office to incoming Board members, returning Director, Rodney D. Cotton, and newly elected Directors Steve Hammerson, Michael Leone and Andrea Miner. Director Johnson shared his expectation that these new members will enjoy serving our community over the next four years.

REVIEW OF AGENDA / COMMUNICATIONS TO THE BOARD

Superintendent Cordon welcomed everyone present in person, as well as those who were joining the meeting remotely. He also welcomed the newly sworn board members, noting that service brings an enrichment to the lives of those who serve.

PUBLIC PARTICIPATION: Asst. Superintendent Michelle Knee confirmed that there were no cards received from individuals wishing to address the Board, and no viewers on Zoom utilized the “raise your hand” feature.

CONSENT AGENDA:

The Consent Agenda was presented for consideration, including approval of the Consent Agenda, Minutes from

the June 30 Budget Hearing and Regular Meeting; and Personnel actions including the recommendations for hire and acceptance of resignations as listed below:

Recommendations for Hire:

Licensed Staff:

- Department of Student Services
 - Samuel Aley, School Psychologist

- Roseburg High School
 - Zackaryiah Mander, Wellness Teacher

LICENSED RESIGNATIONS

- Timothy Hammett, First Grade Teacher at Winchester Elementary, is resigning after one year in the District effective June 9, 2023, and will be relocating;
- Scott Greenhow, Second Grade Teacher at Green Elementary, has submitted his resignation for PERS retirement purposes after 15 years in the District, and would like to continue in his position for the 2023-24 school year;
- Anita Pacheco, Child Development Specialist at Sunnyslope Elementary, is resigning after 11 years in the District, effective June 9, 2023, to take a position in another district;
- Sarah Wersal, Language Arts Teacher at Fremont Middle School, is resigning after two years in the District effective June 9, 2023, and will be relocating; and
- Conner Yegge, Wellness Teacher at Roseburg High School, is resigning after two years in the District effective June 9, 2023, and will be relocating.

Director Steve Hammerson moved to approve the Consent Agenda. Director Andrea Miner seconded, and the Motion passed unanimously.

M5-02 Approved the Consent Agenda

ORGANIZATION OF THE BOARD FOR 2023-2024

Superintendent Cordon opened the floor for nominations for the position of Board Chair for the 2023-2024 school year.

SELECTION OF BOARD CHAIR FOR 2023-2024

Director Steve Hammerson nominated Director Rodney D. Cotton for Board Chair for 2023-24. Director Ann Krimetz seconded. There were no further nominations from the floor. The Motion passed unanimously.

M5-03 Approved the selection of Director Rodney D. Cotton as Board Chair for 2023-24

SELECTION OF BOARD VICE-CHAIR FOR 2023-2024

Newly appointed Board Chair Rodney D. Cotton opened the floor for nominations for the position for Board Vice-Chair for the 2023-2024 school year.

Director Andrea Miner nominated Director Howard Johnson for Board Vice-Chair for 2023-24. There were no

further nominations from the floor. Director Steve Hammerson seconded and the Motion passed unanimously.

M5-04 Approved the selection of Director Howard Johnson as Board Vice-Chair for 2023-24

RESOLUTION 23-24-01: DESIGNATION OF CLERK AND DEPUTY CLERK AND BONDING OF EMPLOYEES:

Director Ann Krimetz moved to adopt Resolution 23-24-01 Designating Superintendent Jared Cordon as District Clerk and Director of Finance and Operations 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 Steve Hammerson seconded, and the Motion passed unanimously.

M5-05 Adopted Resolution 23-24-01 Designating Superintendent Jared Cordon as District Clerk and Cheryl Northam as the Deputy Clerk, and Bonding of Employees

RESOLUTION 23-24-02: DESIGNATION OF CUSTODIAN OF FUNDS, THE USE OF FACSIMILE SIGNATURE AND AUTHORIZATION FOR PAYMENT OF OBLIGATIONS:

Director Andrew Shirtcliff moved to adopt Resolution 23-24-02 designating Cheryl Northam as Custodian of Funds; the Use of Facsimile Signature and Authorization of Payment Obligations. Director Steve Hammerson seconded, and the Motion passed unanimously.

M5-06 Adopted Resolution 23-24-2 Designating Cheryl Northam as Custodian of Funds; Use of Facsimile Signature; and Authorization for Payment of Obligations

RESOLUTION 23-24-03: DESIGNATION OF AUDITOR:

Director Andrea Miner moved to adopt Resolution 23-24-03 designating the firm of KDP, CPAs, LLP, as official auditors of the District. Director Steve Hammerson seconded, and the Motion passed unanimously.

Chair Cotton received confirmation that we have utilized this auditing firm for two cycles. As is now common in Oregon, we discovered that firms are not interested in responding to RFPs for school district auditing services. Vice-Chair Johnson added that with the new standards holding firms accountable, we are blessed to have an auditing firm that is qualified according to GAAP.

M5-07 Adopted Resolution 23-24-3 Designating KDP, CPAs, LLP, as official auditors of the District

RESOLUTION 23-24-04: DESIGNATION OF DEPOSITORIES:

Director Ann Krimetz moved to adopt Resolution 23-24-04 designating Bank of America, Wells Fargo, US Bank, and Umpqua Bank as depositories for 2023-2024; 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 Andrea Miner seconded, and the Motion passed unanimously.

M5-08 Adopted Resolution 23-24-4
Designating Depositories for 2023-2024

RESOLUTION 23-24-05: DESIGNATION OF ATTORNEY:

Director Andrea Miner moved to adopt Resolution 23-24-5 designating the firm of Dole Coalwell Attorneys as the attorneys for the school district for the 2023-2024 school year. Director Michael Leone seconded, and the Motion passed unanimously.

Director Miner inquired how long the law firm has been legal counsel for the district, and Cheryl Northam shared that it has been longer than a decade. Chair Cotton added that as noted earlier in the auditor appointment, legal expertise tends to be specialized and therefore limited for school districts. Superintendent Cordon shared that this local firm's services are outside counsel of those offered through PACE.

M5-09 Adopted Resolution 23-24-5
Designating the firm of Dole Coalwell
Attorneys as attorneys for the District for
the 2023-2024 school year

RESOLUTION 23-24-06: DESIGNATION OF ELECTION OFFICIAL:

Director Steve Hammerson moved to adopt Resolution 23-24-6 designating Superintendent Jared Cordon as the election officer for the school district and giving him the authority and responsibility to affirm election results for 2023-2024. Director Andrea Miner seconded, and the Motion passed unanimously.

As deputy clerk, the superintendent is the main point of contact for the county elections office, and as election officer for the district, has responsibility for verifying election results following special elections specific to the school district.

M5-10 Adopted Resolution 23-24-6
Designating Superintendent Jared Cordon as
election officer for the District

RESOLUTION 23-24-07: DESIGNATION OF BUDGET OFFICER AND NEWSPAPER:

Director Steve Hammerson moved to adopt Resolution 23-24-7 designating Cheryl Northam as Budget Officer and The News Review as the newspaper for official publications and notices. Director Andrea Miner seconded, and the Motion passed unanimously.

Mrs. Northam confirmed for Director Miner that in order to be transparent, the district bases their selection of entities for official publications and notices based upon general circulation.

M5-11 Adopted Resolution 23-24-7
Designating Cheryl Northam as Budget Officer
and The News Review as newspaper for
publications

RESOLUTION 23-24-08: AUTHORITY TO APPLY FOR GRANTS FOR THE 2023-2024 SCHOOL YEAR:

Director Andrew Shirtcliff moved to adopt Resolution 23-24-8 authorizing Superintendent Cordon as the District’s representative to apply for grant funds for the 2023-2024 school year. Director Steve Hammerson seconded, and the Motion passed unanimously.

M5-12	Adopted	Resolution	23-24-8
Authorizing Superintendent Cordon to apply for Grants for the 2023-24 school year			

SCHOOL BOARD SUB-COMMITTEE INPUT

School Board members were provided with copies of the draft committee roster for the upcoming school year, and asked to indicate their preferences for committee membership for the 2023-2024 school year, and return the forms to Janet. Submitted requests will be taken into consideration by the Board Chair who will designate committee assignments that will be presented at an upcoming Board Meeting.

SUPERINTENDENT REPORT

Superintendent Cordon extended a warm personal welcome to our incoming Board members, including Steve Hammerson, Michael Leone, and Andrea Miner. Congratulations to Director Rodney Cotton for his re-election to the Board as well.

Mr. Cordon reported that Summer Learning is completing the final year of this grant-funded summer program at Winchester Elementary. Student Services Director Melissa Roberts was acknowledged for heading up the work necessary in making the Extended School Year district-wide program available. More than 100 students are taking advantage of the ESY Program. In addition, we have summer learning happening with Measure 98-funded summer classes also currently underway at RHS.

This fall’s incoming ninth-grade students are being supported through the eighth-grade transition program.

The Board was made aware of an upcoming proposal to partner with the Douglas County Sheriff’s Office to contract for two School Resource Officers (SRO’s) to be assigned at Green / Sunnyslope and Melrose / Winchester Elementary Schools to enhance safety in the event of an active aggressor situation. They will also have a presence at all district schools, adding anti-drug curriculum and safety services. The Board will be considering that proposal at a July 19th Special Board Meeting. We appreciate the efforts of both Sheriff John Hanlin and Undersheriff Jeff Frieze for working together with us in this enhancement to staff and student safety.

Also to be considered on the 19th is a bid for civil site work related to the RHS softball field. Heartwood Resources was able to repurpose usable materials from the Transition House demo, and Roseburg firefighters used the home for training purposes prior to demolition. Bids for the site work are due July 17th and expected to be ready for Board approval on the 19th. Jared expressed gratitude for Cheryl Northam’s project management of this endeavor, complicated by the short timeline.

Board approval will also be requested on July 19th to move forward with purchasing 24 student handwashing stations for schools around the district that are expected to reduce our current operational costs. The units being replaced date back to original construction of the schools. This purchase is made possible through ESSER funding that must be utilized by September of 2024.

Superintendent Cordon updated the Board that our Free and Reduced Lunch numbers have increased as much as twenty percent within our District, illustrating that families are continuing to struggle to put food on the table.

DIRECTOR REPORTS

Chair Cotton pointed out that incoming RHS Principal, Dave Vickery, is present tonight. He noted that Dr. Weber, his predecessor, has attended nearly every board meeting since he came on the board.

Jared explained that during a previous board/superintendent check-in, he was asked to identify what he needed to move the work forward in terms of improving student achievement, and he offered the importance of hiring a Director of Teaching and Learning, as Michelle Knee was then serving as both asst. superintendent and director. We needed a talented and dedicated person to assume the Teaching & Learning position. As RHS Principal over the past 8 years, Dr. Jill Weber has a rich history in Roseburg Public Schools, having also previously served as Teaching & Learning Coordinator. Jill will make sure that kids have the care, support and instruction they need. Tonight is her first meeting attending as the Director of Teaching and Learning.

Jared continued that this transition created the need for a new principal at RHS. Mr. Vickery is a great find for us, having graduated from RHS. Recently he served as Principal of Hillsboro High School, where students speak 25 different languages and there exists high levels of poverty and mobility. However, under his watch, the school's graduation rate reached 90%.

Director Andrea Miner shared that today she learned how to operate the microphone. She expressed gratitude for working with the people in the district, and is excited to do her part in moving kids forward, keeping them safe, and 'being the head and not the tail'. She is pleased that districts are reaching out to RPS to find out what we are doing to make the district so great.

Director Ann Krimetz welcomed the newest members of the Board, advising that they will find it a learning experience. She believes each of them bring strengths in differing areas that we need, and looks forward to working with all of them to do our best work possible.

Director Steve Hammerson admitted to some hesitation in joining the board. This was alleviated when he attended a Board Meeting at Winchester and found it to be a welcoming and incredible experience. He is finding it inspiring to work with these people and similar to Andrea, hopes to continue to be an example for other boards in the state. He feels fortunate to be with this group of individuals.

Director Michael Leone shared that he too became accustomed to the microphones tonight. In agreement with his colleagues' comments, he shared his belief that it's a great opportunity to be here, never having run for a public office previously. During his career he never attended a board meeting, and now finds that the people are amazing and the work is exciting. He is thankful for this opportunity.

Director Andrew Shirtcliff welcomed our newest members and looks forward to serving with them.

Director Cotton shared that he too is looking forward to the work. He also thanked his fellow board members for supporting he and the vice-chair. He noted that Director Johnson is interested in mentoring the new members. Rod welcomed both the new and veteran members, and shared his optimism that this will be a good year for this team and district to accomplish good work.

RECESS REGULAR SESSION: With scheduled business before the Board concluded, Chair Cotton recessed the regular meeting at 6:55 p.m. He thanked everyone for their time and participation.

Executive Session

Pursuant to ORS 192.660(2)(i)

Chairman Cotton convened Executive Session pursuant to ORS 192.660(2)(i) at 7:05 p.m. to begin the annual process of evaluating the superintendent's performance and board expectations. All Board members were present, along with Superintendent Cordon. The Board reviewed the evaluation process, the proposed check-in schedule and proposed Board/Superintendent Operating Agreement.

RECESS EXECUTIVE SESSION: With discussion concluded, the Executive Session was recessed at 7:35 p.m.

RECONVENE REGULAR SESSION

The regular session was reconvened at 7:35 p.m.

BOARD / SUPERINTENDENT CHECK-IN SCHEDULE FOR 2023-2024

Chair Cotton stated that he would entertain a Motion to approve the Board / Superintendent Check-in Schedule for 2023-2024.

Director Ann Krimetz moved to approve the proposed Board / Superintendent Check-in Schedule for 2023-24. Director Michael Leone seconded, and the Motion passed unanimously.

M5-013 Approved Board / Superintendent
Check-in Schedule for 2023-2024

BOARD / SUPERINTENDENT OPERATING AGREEMENT FOR 2023-2024

Chair Cotton stated that he would entertain a Motion to approve the proposed Board / Superintendent Operating Agreement for 2023-24.

Director Andrea Miner moved to approve the proposed Board / Superintendent Operating Agreement for 2023-24. Director Steve Hammerson seconded, and the Motion passed unanimously.

M5-014 Approved Board / Superintendent
2023-2024 Operating Agreement

ADJOURNMENT: With business before the Board concluded, Chair Cotton stated that the Board was adjourning at 7:43 p.m. He announced that the next meeting will be held July 19, 2023, at 6:00 p.m. He thanked the board and especially Vice-Chair Johnson.

Jared P. Cordon, Superintendent
JPC/jlk

Next Meeting: School Board Special Meeting, July 19, 2023, at 6:00 p.m. in the administrative office Board Room located at 1419 NW Valley View Drive in Roseburg, Oregon and available via Zoom.