

ROSEBURG PUBLIC SCHOOLS

Public Hearing, Special Board Meeting & Work Session

Central Office Board Room

1419 NW Valley View Drive

Roseburg, Oregon 97471

Available via Zoom

Vol 5 No. 3

August 9, 2023

Board Members:

Rodney D. Cotton, Chair	<input type="checkbox"/>
Steve Hammerson	<input type="checkbox"/>
Rev. Howard Johnson, V Chair	<input type="checkbox"/>
Ann Krimetz	<input type="checkbox"/>
Michael Leone	<input type="checkbox"/>
Andrea Miner	<input type="checkbox"/>
Andrew Shirtcliff	Exc

Administration:

Jared P. Cordon, Superintendent	<input type="checkbox"/>
Michelle Knee, Assistant Superintendent	Exc
Cheryl Northam, Director of Finance and Operations	<input type="checkbox"/>
Melissa Roberts, Director of Student Services	<input type="checkbox"/>
Dr. Jill Weber, Director of Teaching and Learning	<input type="checkbox"/>

PUBLIC HEARING

Proposed findings supporting an exemption from competitive bidding requirements and use of the CM/GC method of procurement for the Winchester Elementary School Seismic Renovation

Pursuant to publication of public notice, a Public Hearing was held via Zoom at 6:00 p.m. on August 9, 2023, to review proposed findings supporting an exemption from competitive bidding requirements and use of the CM/GC method of procurement for the Winchester Elementary School seismic rehabilitation.

Cheryl Northam, Director of Finance and Operations, explained that the School Board, acting as the Roseburg School District Local Contract Review Board, in accordance with ORS 279C.335 has contract review authority to grant specific exemptions from the requirement for competitive bidding upon approval of specific findings.

Roseburg Public Schools has received a \$2,499,915 grant through the Oregon Seismic Rehabilitation Grant program to seismically strengthen the gym and library areas of Winchester Elementary School to meet or exceed the code requirements outlined in ACSE41-06 "Seismic Rehabilitation of Existing Buildings".

The CM/GC contract allows the district to bring a general contractor on board during the initial design phase, providing engineering services and a Guaranteed Maximum Price during the design phase in lieu of during the bid phase after full design documents have been established. The Roseburg School District proposes utilizing the CM/GC contract delivery methodology to obtain proposals for this project. Director Northam confirmed that the district has previously used this method for all seismic rehabilitation projects undertaken to date, reporting that it worked well. The findings supporting the exemption have been reviewed by legal counsel as required by Oregon statute.

PUBLIC PARTICIPATION: There was no one wishing to address the Board regarding the Public Hearing and Proposed findings.

Adjournment: The Public Hearing was adjourned at 6:06 p.m.

SPECIAL BOARD MEETING

TIME/PLACE: A special meeting of the Douglas County School District No. 4 Board of Directors was convened on Wednesday, August 9, 2023, at 6:07 p.m. in the Central 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, Rodney Cotton called the Special Meeting to order at 6:07 p.m. and asked Director Steven Hammerson to lead the Pledge of Allegiance. Chair Cotton reminded attendees that Board meetings are recorded for future viewing and will be available on the District website the next day. Chair Cotton extended a warm welcome to all of the Principals and Vice Principals attending in person and via Zoom.

ATTENDANCE: Board members and Cabinet members attended in person, with Director Andrew Shirtcliff and Assistant Superintendent Michelle Knee excused.

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 noted that since publication of the packet, there had been a new hire of a drama teacher at RHS.

CONSENT AGENDA:

The Consent Agenda was presented for consideration, including approval of the Consent Agenda, Minutes from the July 12 and 19, 2023 Regular Meetings, and Personnel actions included the recommendations for hire and acceptance of resignations as listed below:

Recommendations for Hire:

Administrative Staff:

- Roseburg High School
 - William “Jason” Lipe, Assistant Principal

Licensed Staff:

- Department of Student Services
 - Luree Hayes, School Psychologist
- Fremont Middle School
 - Will Emigh, Language Arts Teacher
 - Adam Kopf, Social Studies Teacher
- Melrose Elementary School
 - Kylie Meyers-Merlino, Third Grade Teacher
- Roseburg High School
 - Troy Pennington, Drama Teacher
- Sunnyslope Elementary School
 - Joseph Ausdemore, Special Education Teacher, LRC
 - Hugh Heinrichsen, Child Development Specialist
- Winchester Elementary School
 - Jannell Wallace, First Grade Teacher

LICENSED RESIGNATIONS

- Stephanie Newman, Kindergarten Teacher at Hucrest Elementary, is resigning after three years in the District effective June 9, 2023, and will be relocating;
- Amber Roth, who previously accepted the Drama teacher position at Roseburg High School and was approved at the April 26, 2023 board meeting, has declined the position;
- Kerby Thompson, Music Teacher at Eastwood Elementary, is resigning for PERS retirement purposes after 12 years in the district and would like to continue his position for the 2023-2024 school year; and
- Austin Wersal, Science Teacher at Fremont Middle School, is resigning after two years in the District effective June 9, 2023, and will be relocating.

LEAVE OF ABSENCE

- Olivia King, First Grade Teacher at Green Elementary, has requested a waiver of required years of service to allow for a leave of absence for the 2023-2024 school year for childcare leave.

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

M5-19 Approved the Consent Agenda

CONSIDER APPROVAL OF PROPOSED FINDINGS SUPPORTING AN EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS AND USE OF THE CM/GC METHOD OF PROCUREMENT FOR THE WINCHESTER ELEMENTARY SCHOOL SEISMIC RENOVATION

Director of Finance and Operations, Cheryl Northam, shared that generally speaking, 5-7 companies will attend the mandatory pre-bid meeting and 1-2 will submit a bid. In the case of this project, we had 5 attendees and received 2 bids; one from S+B James and one from H3 General Contractors. Director Northam provided a list of the contractors the district has used for recent construction projects. Chair Cotton inquired about recent seismic grants and Mrs. Northam reported that we have received approximately \$17 million in seismic grants in the last two decades.

Director Andrea Miner moved to approve the Findings supporting an Exemption from competitive bidding requirements and Use of the CM/GC Method of Procurement for the Winchester Elementary School. Rev. Howard Johnson seconded. The Motion passed unanimously.

M5-20 Approved Findings Supporting Exemption from competitive bidding and Use of the CM/GC Method of Procurement for the Winchester Elementary School Seismic Rehabilitation

CONSIDER APPROVAL OF CONTRACT FOR BATHROOM SERVICES FOR HUCREST ELEMENTARY

Director of Finance and Operations, Cheryl Northam, presented a proposal for the construction of additional restroom facilities at Hucrest Elementary, to be paid for from ESSER funding. Director Northam explained that this project was put out for competitive bid as a design-bid-build project on Oregon Buys where all contractors have access to the information. and while S+B James has been the successful bidder recently, at this time the District requests approval to contract with H3 General Contractors in the amount of \$668,655 to add a restroom facility to the back portion of Hucrest Elementary that will include staff and student restrooms and a fully accessible ADA compliant restroom.

Director Michael Leone moved to approve the recommendation for approval of a contract for bathroom facilities at Hucrest Elementary. Director Steven Hammerson seconded. The Motion passed unanimously. Director Krimez confirmed that we are still using S+B James for other projects, both Jo Lane and Eastwood. Chair Cotton inquired about the reason the district is undertaking this project. Director Northam noted that all of the bathrooms for this school are located on the front side (Kline Street) of the building and with the new DLC and Emerging Kindergarten classes being put in a modular building outside of the main building, access for these students is not going to be simple. Superintendent Cordon noted that our buildings are safe, secure and inclusive, but the facilities do not match the needs of the occupants.

M5-21 Approved the contract for H3 General Contractors for bathroom services at Hucrest Elementary.

CONSIDER APPROVAL OF PROPOSED STUDENT FEES FOR THE 2023-2024 SCHOOL YEAR

Superintendent Cordon explained that we have been using ESSER funds to bring down the cost of fees to families. The approval of fees is one the responsibility of the Board and the timing is important as we are preparing to start the school year and this information is shared with parents. In the same way as every other business, school districts are not immune to inflation and we also experience increased costs. This year's fee schedule has very few changes and we are doing our best to limit potential barriers for our families. Superintendent Cordon noted that there are virtually no increases to fees for families, with the exception of late orders for high school yearbooks, which will be an increase of \$5.00 and Driver's Education, while not a course requirement, is considered a community asset, as students become safe drivers. The increase in fees would still keep the cost of this program lower than other providers in the county, but bring this program back in the black.

Director Steven Hammerson moved to approve the proposed student fees for the 2023-2024 school year, Director Andrea Miner seconded, and the Motion passed unanimously. Director Miner inquired about the absence of fees for sports. Superintendent Cordon noted that this is correct and that the Oregon CAT tax has been used to take the burden off of parents

M5-22 Approved Student Fees for 2023-2024 School Year.

RECESS: With business for this Special Board Meeting concluded, Chair Cotton announced that we would be recessing this meeting and moving into a Board Work Session. The regular session recessed at 6:24 p.m.

BOARD WORK SESSION

Board Chair Cotton reconvened the meeting at 6:25 p.m.

Chair Cotton opened the work session noting that the Board held an orientation session for the Board in early July. Vice-Chair Johnson opened the discussion explaining where the orientation left off, explaining the different types of job descriptions, task oriented and results oriented. Rev. Johnson shared the details on the development of the Strategic Plan, which is the focus of the Board's work. Vice-Chair Johnson noted that prior to Superintendent Cordon's arrival, Roseburg Public Schools did not have a strategic plan. The districts is committed to bringing staff, community and students from stage A to Z, meaningfully. The Board evaluates the Superintendent, at least quarterly, and this constant feedback is critical for the work of the organization. Without that, we get off track. The Strategic Plan is a living document and the Board will review it every three years to ensure we are still on track and determining what we need to do to move forward.

Vice-Chair Johnson turned the conversation over to Superintendent Cordon who noted that the Strategic Plan is a key document and that the success of our community is dependent upon our kids; our focus must be on the kids, using all possible resources to get them to graduation and a successful future. In the beginning there were five focus areas, but we have narrowed it down to four; Appropriate & Timely Instruction, Leadership Development, Safe & Inclusive, and Effective Operations. In looking at each of these areas, each one is critically important in order to become the organization we need to be for our community and for our children. Instruction: teachers, principals, students and families need to have support and resources. Superintendent Cordon shared that in an average 60-minute literacy block, students only have 7 minutes of reading time. When he joined the district, he posed two questions regarding our Return on Investment and what is good teaching? We are making strides towards our goals, and will continue working. The second focus area, Leadership Development requires our leaders to be exceptional leaders, not just managers. We are working to ensure they understand what it means to lead. In the next focus area, Safe and Inclusive, our students need to feel safe, heard and respected. We need to know our kids by their name, strengths and needs. Jared acknowledged that every day he worries about the safety of our district. In the final focus area, Effective Operations, we need to focus on all departments working together; we cannot have silos. Our work is data driven and we are continuing to move forward. Our key priorities for 2023-2024 are Literacy and Math; our outcomes have to improve. We have set a goal of 80-85% proficiency. We know that there is a moral and systemic imperative that needs to be addressed when our early education levels are not proficient in reading and math. Our students desire and deserve one year of growth for every year of learning. We have a goal of 90% four-year graduation rate and we are not lowering the bar. Vice-Chair Johnson shared that school districts around the country have acknowledged our work and are asking how we accomplished it.

Chair Cotton noted that the Strat Plan this is the District's North Star; the community needs to be aware of it and how we incorporate it into our documentation. Superintendent Cordon shared that we will be getting this out to everyone. Director Miner inquired about incorporating this into the District logo, to keep it on everyone's mind. Director Krimetz agreed that we need to get this out to the community. This is vital that they understand the importance of education. Director Hammerson suggested that we look into patches on our athletic uniforms.

Chair Cotton began discussing Section 4 of the orientation materials regarding Boardmanship and discussed the Code of Conduct, reminding the entire group that being a member of the Board is not about being seven people working separately, but rather about being part of a team. Also, members were reminded that decisions should only be made after you have all of the facts. Any questions about packet materials, should be asked before the meeting.

Mr. Cotton reminded the members that the Superintendent is the Board's employee and the schools and day-to-day operations are not the Board's responsibility. If Board members wish to meet with Administrators, make an appointment. Director Krimetz clarified that if Board members want to go out to schools arrangements should be made with the Superintendent. Chair Cotton went on to clarify that Human Resources matters are not within the Board's purview and if members are concerned and do not wish to approve a new hire the vote during the Consent Agenda portion of the meeting is when this should be addressed. Clarifications were made for Directors Krimetz and Leone that a 'No' vote or Abstention are acceptable. Superintendent Cordon requested that Board Members heed caution as specific details cannot be released about employees due to labor laws and civil rights issues.

Chair Cotton went on to detail information on Executive Sessions, sharing that these meetings are not open to the public, with the exception of the media who may attend, except when the topics of discussion include: information about labor and negotiation matters; expulsion hearings; student medical records; and legal matters that media outlets are involved in. Additionally, members were reminded that information addressed in Executive Session must stay on topic per the ORS that it is published prior to the meeting and that no decisions can be made during these sessions. Chair Cotton requested that Board Members read section 4, he wants to run clean meetings and staff to be able to do their jobs.

Superintendent Cordon shared that during Board Meetings this year, Principals will be presenting what their sites are doing to move the work forward with regard to the Strat Plan. Director Krimetz expressed her appreciation of this; hearing the information firsthand from the schools. Chair Cotton also shared that the meetings at the school sites will begin with a tour of the site at 4:45 p.m., followed by dinner and then the meeting. Also, Board Committees will be scheduled, with the Building & Sites meetings to be held at school sites.

Chair Cotton turned the meeting over to Superintendent Cordon to share an update on the sports complex, including the new softball field and Finlay Field. Kudos to Cheryl Northam for doing a great job keeping the project on track. It was decided that we will be utilizing the Corporate Advertising policy in effect for sponsorship opportunities for the complex. Following this meeting, a press release will be sent out to notify the community of this intent. With the community voting down Capital Improvements Bonds three times, our district needs to be thinking of creative ways to fund the work we need to complete, including the artificial turf for the fields. Jared noted that with the Board's approval, he will be bringing forth potential sponsors in the next couple of months.

Director Miner expressed her approval for looking to the community and thinking ahead about how we are going to fund the fields. Director Krimetz sought clarification on the renaming and if we are going with this option over just giving the field a new name. Superintendent Cordon noted that if the group wanted to bring a proposal forward, it would be considered. Director Hammerson acknowledged that while he has had limited involvement with this, he is in agreement with Director Miner's thoughts that this is forward thinking and a fantastic idea; listening to what the community has to say. Director Leone expressed his agreement with Directors Hammerson and Miner. Vice-Chair Johnson had no comment. Chair Cotton noted that there was a consensus among the group for Superintendent Cordon to proceed.

Chair Cotton opened the discussion of the Board Subcommittee assignments, noting that if there are concerns, please send an email to Rod and/or Janet for assistance.

Prior to closing the meeting, Chair Cotton shared that the new Board Member Mentor Program will begin with the first session running September through January with Director Miner and the second session will run February through June for Director Hammerson.

ADJOURNMENT: With business concluded, Chair Cotton adjourned the meeting at 7:16 p.m. and announced that the next regular Board Meeting would be held August 23, 2023, at 6:00 p.m. at the Central Office Board Room.

Jared P. Cordon, Superintendent

JPC/sdt

Next Meeting: Board Meeting, August 23, 2023, at 6:00 p.m. in the central office Board Room located at 1419 NW Valley View Drive in Roseburg, Oregon and available via Zoom.