

# ROSEBURG PUBLIC SCHOOLS

**Regular School Board Meeting**  
**Fremont Middle School Library**  
**850 W Keady Court**  
**Roseburg, Oregon 97471**  
Available via Zoom

Vol 5 No. 5

September 13, 2023

**Board Members:**

Rodney D. Cotton, Chair   
Steve Hammerson   
Rev. Howard Johnson, Vice-Chair   
Ann Krimetz   
Michael Leone   
Andrea Miner   
Andrew Shirtcliff

**Administration:**

Jared P. Cordon, Superintendent   
Michelle Knee, Assistant Superintendent   
Cheryl Northam, Director of Finance and Operations   
Melissa Roberts, Director of Student Services   
Jill Weber, Director of Teaching and Learning   
Chelsea Duncan, Communications Coordinator

### SCHOOL BOARD MEETING

**TIME/PLACE:** A meeting of the Douglas County School District No. 4 Board of Directors was convened on Wednesday, September 13, 2023, at 6:00 p.m. in the Fremont Middle School Library, 850 W Keady Court in Roseburg, Oregon, in person and available via Zoom link.

**CALL TO ORDER / PLEDGE OF ALLEGIANCE:** Board Chair, Rodney D. Cotton, called the regular meeting to order at 6:00 p.m. and invited Director Andrea Miner to lead the Pledge of Allegiance. Chair Cotton also advised the audience that Board meetings are recorded for future viewing. Anyone wishing to be part of Public Participation was asked to complete a card at the back of the room and cards will be collected prior to Public Participation. We appreciate Fremont staff for hosting our meeting this evening. We appreciated the tour, viewing the amazing gym and popular woodshop classroom.

### PRINCIPAL REPORT – FREMONT MIDDLE SCHOOL

Principal, Ben Bentea, is currently in his ninth year at the helm of Fremont MS, overseeing 85 staff members serving over 600 students. He shared the school’s vision for Student Learning and Experience, identifying the three priorities for the 2022-23 school year as follows:

Priority No. 1 this year is for all students to receive the care, support and instruction needed to graduate from high school with plans for their most successful future. Supports include:

- 1. Addressing SEL through the implementation of Second Step Curriculum.
- 2. Utilizing a restorative approach when providing targeted instructions to students that are sent to the Reconnect Office or serving ISS.
- 3. Identify students using Fremont’s Early Warning System to provide intervention time to teach expectations and behavior replacement skills to tier 2 and tier 3 students.

Priority No. 2 this year is that all students will engage, collaborate, think critically, and make connections, as they develop real-world knowledge. Supports include:

1. Using all-staff and department PLC's to work on our Theory of Action for improvement.
2. Instructional planning based on the most current student data.
3. Design and use ongoing checks for understanding, common formative assessments, and student tasks to inform and design intervention and enrichment activities that can be implemented in the classroom.

Priority No. 3 will focus on students taking ownership of their learning, being empowered to take risks, persevere, and build their social-emotional and academic skills as lifelong learners. Supports include:

1. Engage students in complex tasks that require deep level of processing and critical thinking.
2. Demonstrate comprehension through academic discourse and writing using evidence from the text.
3. Integrating technology resources to support advancement of literacy and numeracy skills.

District areas of focus include:

- Strategic Plan
- Integrated Guidance Outcomes and Strategies
  - Graduation
  - SEL
  - Literacy and Numeracy
- 5D+ Rubric for Teacher Evaluation

Last year's professional development model challenged Ben to implement differentiated PD to all staff, including departments, instructional assistants, department heads, teachers new to Fremont, and teachers in years one and two with the school. Groups visit classrooms for observations that have enabled staff to identify areas in which to grow professionally. Mr. Bentea credited the district's visionary leadership, particularly the Strategic Plan and instructional framework that has created a common language for all teachers. Teachers are provided the opportunity to really dig into the work of serving the whole child.

**PUBLIC PARTICIPATION:** Asst. Superintendent Michelle Knee confirmed that there was a single card received from an individual wishing to address the Board, and no viewers on Zoom utilized the "raise your hand" feature.

Fullerton IV Elementary Instructional staff member, Megan Driver, shared her experience recently after being injured by an escalated student on campus.

**BRIEF RECESS:** Chairman Cotton called for a brief recess at 6:23 p.m. The meeting resumed at 6:26 p.m.

## **ACTION / DISCUSSION ITEMS**

**ATTENDANCE:** Board members and Cabinet members attended in person, and News Reporter Drew Winklemaier was present as well.

## **COMMUNICATIONS TO THE BOARD / REVIEW OF AGENDA**

Superintendent Cordon welcomed everyone present in person, as well as those who were joining the meeting remotely. He further noted that since initial publication, the first item has been postponed to allow for additional information to be obtained. We also wish to acknowledge that today is the birthday of our Communications Coordinator, Ms. Chelsea Duncan.

## CONSENT AGENDA:

The Consent Agenda was presented for consideration, including approval of the Consent Agenda, Minutes from the August 23rd Board Meeting; Surplus Items listing and Gifts to the District, as well as Personnel actions including the recommendations for hire and acceptance of resignation as listed below:

### Recommendations for Hire:

#### Licensed Staff:

- Eastwood Elementary School
  - Joge “Anne” Thomas, Kindergarten Teacher (temporary position for 2023-2024)
- Joseph Lane Middle School
  - Kimberli Holmquist, Science Teacher (temporary position for 2023-2024)

#### Resignations

One notification was received this afternoon:

- Jessie Palacios, Language Arts Teacher at RHS, has submitted her resignation after nine years in the district, effective November 9, 2023, or a suitable replacement is found, whichever occurs sooner.

Director Ann Krimetz moved to approve the Consent Agenda as presented. Director Steve Hammerson seconded, and the Motion passed unanimously.

M5-026 Approved the Consent Agenda
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## CONSIDER APPROVAL OF 2023-2024 STRATEGIC PLAN MESSAGEING AND COMMUNICATIONS

District Communications Coordinator, Chelsea Duncan, presented the proposed poster drafts and communication plan with the Board of Directors. She explained the importance of sharing our Strategic Plan and goals with staff, parents and patrons. The information needs to be visible everywhere from employee staff rooms, the central office board room, vestibules, offices, etc. The information has been include in regular communications with staff through our district newsletters with updates in the Board Bulletin. The graphics highlight each element explaining how we are moving the work forward.

Chelsea outlined the proposed plan as follows:

1. Creation and distribution throughout our facilities of Strategic Plan posters.
2. Inclusion of our Strategic Plan design in our staff and community newsletters.
3. Regular reference to our Strategic Plan throughout our messaging.
4. Regular updates about Strategic Plan progress in Board Bulletins.
5. Articles about our Strategic Plan with specific examples of its applications throughout our schools and progress (for publication on district website, submission to local media, etc.)

Director Steve Hammerson moved to approve the 2023-2024 Strategic Plan messaging and communication plan as presented. Director Ann Krimetz thanked Chelsea for preparing the materials. She explained that she had used one of the examples in a meeting recently with a group of citizens in our community. She was very proud to share the message, appreciating the simplicity and focus on the children. It’s important to share our message so that people understand what we are endeavoring to do here at the district in focusing on the best outcomes for kids. Director Andrea Miner added that she appreciated the variations that highlight various aspects, with the center illustration highlighting the entire Strategic Plan. Chelsea clarified for Director Hammerson that all three options would be used in the proposed posters that will be enlarged and installed in

lobbies and vestibules. Director Michael Leone seconded, and the Motion passed unanimously. Chair Cotton pointed out that this is one of the things the Board suggested this summer, keeping the information in sight and not sitting on a shelf. If the information is obvious when you walk into a building, folks will likely take the time to read it. This is exactly why we have Chelsea on our staff, and he feels fortunate that she is here.

M5-027 Approved Strategic Plan messaging and communication plan for 2023-24

## **ENGLISH LEARNERS IN OREGON – ANNUAL REPORT FOR 2021-2022**

Assistant Superintendent, Michelle Knee, shared that in accordance with ORS 327.016, the Oregon Department of Education prepares an annual report of English Learners, program funding and student outcomes to the State of Oregon. Districts are required to share this report with their boards on a yearly basis. Our report covers the 2021-2022 school year regarding English learners in the State of Oregon. There are approximately 100,000 English Learners in Oregon who are in English Language Development programs. English is not their first language and they are overrepresented in Special Education and underrepresented in Talented and Gifted programs. When ELL students come to us early, they are likely to be on track for English language proficiency compared to older students who come to our schools.

Currently, RPS has 53 active students, 38 elementary and 15 secondary. Of the 20 languages spoken, the most common include Spanish, Italian, Chinese, Nahuatl, Arabic, Thai, Punjabi, and Tagalog. Of 167 identified English Learners, 114 have achieved proficiency but will continue to be monitored.

Board Chair Cotton reminded the Board that this is a report only, requiring no action on the part of the Board.

## **DIRECTOR REPORTS – OPERATIONS**

Director of Finance and Operations, provided a Finance and Operations overview including the business office staff and responsibilities; Facilities; Purchasing and Transportation. Nutrition Services will be included at a future date.

### ***Finance by the Numbers for 2022-23:***

- Six FTE in staff in the business office
- Accounts Payable issued \$1,624 printed checks and \$1,500 direct deposits
- Payroll printed 745 checks and made 9,700 direct deposits, paying nearly 800 employees
- Spending included-
  - \$59,267,725 in salary and benefits for staff
  - \$12,814,528 for contracted services including substitutes, Sodexo (Food Service) management, student transportation, utilities and repairs/maintenance not done by district staff.
  - \$6,843,210 in consumable and non-consumable supplies
  - \$6,175,909 in capital outlay, including equipment purchases over \$5,000 and major maintenance projects such as some of our seismic work
  - \$471,842 in liability insurance

**Facilities by the Numbers included:**

- 16 FTE staff
- Properties / Assets:
  - 105.46 acres of bare land
  - 202.83 acres of school properties
  - 847,022 school building square feet
  - 4.76 acres of rental properties
  - 18 units (28,824 square feet) rental home property
  - 40 vehicles
- 5,037 work orders were filled in 2022-23
  - Staff frequently take care of incidental repairs when they are already at a school

**Purchasing by the Numbers included:**

- Approximately 3 FTE
- 470 requisitions pulled since July 1, 2023, of which 121 sales were made to outside districts and schools at a markup to cover internal administrative costs. This helps them to enjoy our bulk discounts. In the 2022-23 school year 235,400 items were purchased. So far this year, that number is 156,000 making us well on our way to a record-breaking year. For example,
  - The team has distributed nearly 7 million sheets of copy paper
  - Over 54,000 #2 Ticonderoga pencils
  - 3,100 boxes of Kleenex
  - More than 2,700 boxes of 24-count Crayola crayons

Cheryl explained that we ask vendors to honor their bid prices for a minimum of 365 days so that we can place additional orders at the lower-awarded prices. This year through this one simple requirement, we have been able to save thousands of dollars that would have otherwise been spent shopping the open market.

**Transportation by the Numbers included:**

- Just over 1 FTE, including .5 manager and .53 FTE support staff
- 2022-23 School Year:
  - 1,043,790 annual miles, home to school
  - 25,229 annual miles, academic field trips
  - 55,978 non-academic trip miles
  - 1,124,997 total annual mileage – all transportation
- 2023-24 Year to Date:
  - 14 special education routes
  - 2 van routes
  - 41 routes on the large buses
  - 57 total routes each day
  - Currently transporting 2,432 students. That number is expected to grow closer to 3,000 by the middle of the school year as winter temperatures grow cooler.

Chairman Cotton reminded the Board that Cheryl is working on a “Finance 101” presentation for the work session on September 27<sup>th</sup>. She will include a section on finances and sources of school funding.

## **COMMITTEE REPORT**

### **Administration and Personnel (A & P)**

A & P Committee Chair Andrew Shirtcliff provided a synopsis of the September 6<sup>th</sup> A & P meeting to review potential solutions to position vacancies in the Human Resources Department.

## **SUPERINTENDENT REPORT (slide deck follows)**

Superintendent Cordon shared that we have incredible staff and students, and the 2023-24 school year is off to a great start! Staff are working hard to build connections to help prepare students for successful learning.

The Board's Strategic Plan is guiding the work of supporting students and staff, and remains our anchor as we focus on care, support, instruction and graduation. Schools are more secure thanks to their vision. Using available resources, we are finding ways to continue to grow opportunities for students.

To operationalize the Strategic Plan, our Leadership Team works with their staff to develop Theory of Action plans to improve results.

A special thanks to our Board of Education for continuing to invest in safety at our schools.

## **BOARD OF EDUCATION REPORTS**

The Board wished Director Leone a safe trip to Italy.

Director Andrea Miner shared that she thoroughly enjoyed the tour of Fremont MS. Hearing the vision for the school from Principal Bentea was enlightening.

Director Ann Krimetz also shared her appreciation for the facility tour preceding the meeting. She especially liked the school's mission statement shared by Principal Bentea. She noted that there is a Bible verse that essentially states that without a vision people perish, and Mr. Bentea painted a vision for the staff. She foresees good things happening based on this investment and hopes we can help to support that vision.

Chair Cotton reflected that he also enjoyed the tour and was most impressed by the music and band rooms. He is thankful that the district has remained committed to those electives for students. Chair Cotton was on the RHS campus last week and reported that the students he observed were very respectful and we should all be proud of them.

**ADJOURNMENT:** With business before the Board concluded, and with no objections, Chair Cotton stated that the meeting was adjourned at 6:56 p.m.

**Jared P. Cordon, Superintendent**

JPC/jlk

**Next Meeting:** Board Work Session, September 27, 2023, at 6:00 p.m. in the central office board room, 1419 NW Valley View Drive Roseburg, Oregon and available via Zoom.