

# ROSEBURG PUBLIC SCHOOLS

**School Board Work Session**  
**Central Office Board Room**  
**1419 NW Valley View Drive**  
**Roseburg, Oregon 97471**  
Available via Zoom

Vol 5 No. 6

September 27, 2023

## Board Members:

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

## Administration:

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

## SCHOOL BOARD WORK SESSION

**TIME/PLACE:** A meeting of the Douglas County School District No. 4 Board of Directors was convened on Wednesday, September 27, 2023, at 6:00 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 D. Cotton, called the regular meeting to order at 6:00 p.m. and invited Director Ann Krimetz to lead the Pledge of Allegiance. Chair Cotton also advised the audience that Board meetings are recorded for future viewing.

**ATTENDANCE:** Board members and Cabinet members attended in person, with Director Leone excused. No members of the media were present.

## 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 further noted that since initial publication, no changes to the agenda have been made.

Superintendent Cordon announced that we are wishing our Board Vice-Chair, Rev. Howard Johnson, a belated but very sincere Happy Birthday as that special day fell on a Sunday earlier this month.

## **PHOENIX CHARTER SCHOOL CHECK—IN**

Phoenix Charter School Executive Director Thomas McGregor and Principal Kat Bierkens addressed the School Board in their periodic check-in to update the RPS Board on their three goals. Principal Bierkens noted that this is her second year with Phoenix, coming from a position as Special Education Director at Days Creek Charter School. Executive Director McGregor shared that it is a pleasure working with staff who are totally on board with the Strategic Plan. They also shared their board-adopted Mission Statement.

Principal Bierkens reviewed the dashboard, pointing out that students are attending more frequently, but would

like to see an increase in the number of students on track for graduation. She reflected that students were highly impacted by COVID. Many became comfortable staying at home, and the school has implemented strong boundaries and rules to create a secure environment to encourage students to attend.

Director Shirtcliff was encouraged by the increase in the number of students being assessed, stating that they are moving in the right direction. Superintendent Cordon inquired if they are seeing a high correlation with OSAS data in students passing ELA/Math benchmarks at grade levels. Principal Bierkens responded that students are struggling across the board and the data is hard to trust. She feels that it would help to better prepare them for testing to establish what they really know. Chair Cotton asked about enrollment, and Mr. McGregor

Goal 1: Phoenix will maintain supports and systems with a goal of demonstrating post-secondary readiness of students via the school increasing student attendance rates of those not attending 90% or more.

For the third trimester of 2022-23 for all students, 16% of students were attending 90% of the time; 38% of all students were attending 89-50% of the time; and 46% of all students were attending less than 50% of the time.

Goal 2: Phoenix School's education plan will increase completion rates for students earning High School Success via a Diploma, Modified Diploma or GED. For the same period, third quarter of 2022-23, 41% of all students were on track for graduation; 25% were less than 3 credits behind; and 34% of all students were 3 or more credits behind.

Phoenix graduated thirty-four students for the 2022-23 school year.

Goal 3: Curriculum and Instructional supports will increase and improve student growth in academic ability with positive trending grade—level interim assessment report scores for English Language Arts (ELA) and Mathematics annually for all charter students.

Data was based on 92.07% of all students enrolled, tested as of February 2023.

26.8% of students were at/above benchmark; 25.1% were "on watch"; 22.4% were "intervention"; and 25.7% were rated at "urgent intervention".

Phoenix Charter School serves students in grades 8-12. They are dedicated to the RPS Strategic Plan to ensure all students receive the necessary care, support, and instruction to graduate with plans for their most successful futures.

## **FINANCE 101**

Cheryl Northam, Director of Finance and Operations provided an overview of funding at RPS including where funds are held; how purchases are approved; revenue sources; 2023-24 budget; important items to know about revenues; 2022-23 expenditures; school allocations; and important items to know about district expenditures.

### *Where Funds are Held –*

District funds are held primarily in the local government investment pool (LGIP) including state school funds, state and federal grant funds and local property taxes which are all directly deposited. When needed, funds are transferred to the district's Umpqua Bank checking account. Compshare and Wells Fargo are utilized for

collection and processing of pension obligation bonded debt.

*How are Purchases Approved?*

Staff creates requisitions for purchases within the Tyler ERP accounting system. Building principals or director department heads provide additional approval depending on source of funding. Purchases exceeding \$2,500 will be authorized by the purchasing manager and business office. The Board is typically asked for approval of purchases in excess of \$50,000 with the exception of utilities, annual software expenditures and warehouse stock as these are included within the annual budget document.

*All Revenue*

General Fund:	\$73,163,946 (57% of total budget)
Grants and Projects Fund:	\$31,812,207 (25% of total budget)
Debt Service Fund:	\$12,664,683 (10% of total budget)
Major Maintenance Fund:	\$9,770,000 (8% of total budget)
Total District Budget:	\$127,410,836

*From the 2023-24 Budget –*

General Fund Revenue comes from the State School Support Fund, local property tax collections, beginning fund balance, federal forest fees, common school fund, and miscellaneous (1%).

Total General Fund Budget: \$73,163,946

Grants and Projects Fund revenue (4%) comes from ASB funds, Driver Ed fees and local grants. 1% comes from the Douglas ESD. State sources (30%) includes High School Success, SIA, and Driver Ed Reimbursement. Federal Sources (48%) includes ESSER, Title grants, IDEA and Child Nutrition Funds. Grant beginning fund balances are 17%.

Total Grants and Projects  
Fund Budget: \$31,812,207

Debt Service Fund Revenue comes from all pension obligation bonded debt payments. One hundred percent comes from payroll charges across all payroll accounts in all funds.

Total Debt Service  
Fund Budget: \$12,664,683

Major Maintenance Fund Revenue comes from local revenue, including energy efficiency funds and parking fees (2%). State sources (61%) includes seismic grants. Transfers in from the General Fund and fund balances are 37%.

Total Major Maintenance  
Fund Budget: \$9,770,000

*Three things to remember about district revenue -*

1. Grants are always for a specific purpose and must be used for the stated purpose stated in the grant. Child Nutrition Program revenue can only be used for specific child nutrition programs and not for related expenditures such as utilities for the entire building, air conditioning units for the building or instructional salaries.
2. The district has some hard decisions to make for the 2024-25 school year. With ESSER funds ending, there are paid positions that will either need to be absorbed by the General Fund, or those positions will

not be funded. There are approximately 17 FTE with payroll costs of just under \$1 million.

3. The State School Fund is appropriated on a biennial basis. 49% of funding is allocated in the first year in the biennium and 51% is allocated in the second year. 2023-24 is the first year of this biennium. Estimates can be made for 2024-25 but funding cannot be estimated reliably after that. Additionally, State School Funds depend on student enrollment, which can fluctuate from year to year.

*2022 – 23 Expenditures (unaudited)*

	General Fund Only	All Funds
Salaries and wages, benefits and PERS debt service	\$48,506,880 (78%)	\$65,763,106 (72%)
Purchased services including Student transportation and utilities	\$10,266,995 (17%)	\$12,814,693 (14%)
Capital outlay includes equipment over \$5,000 and major maintenance such as seismic rehabilitation work	\$1,715,738 (3%)	\$6,232,321 (7%)
Supplies, child nutrition food, software, and curriculum	\$1,255,622 (2%)	\$6,175,909 (7%)
Liability Insurance	\$471,842 (1%)	\$471,842 (1%)

*Allocation*

Cheryl explained that each school is provided with a per-student allocation by the district to pay for discretionary supplies and library books. For 2023-24 that allotment at the elementary level is \$129 per student. At the middle school level, it is \$160.50 and at the high school it is \$220.50. The district budgets outside this allocation for payroll and benefits, utilities, and copier rental fees. The SIA grant is funding supply purchases at the building level; those funds are specifically to offset the financial burden of families and guardians.

*District Support*

This includes maintenance, warehouse and purchasing, student transportation, Office of Student Services, Office of Teaching & Learning, the Business Office, District Security, Office of the Superintendent, Human Resources, and Technology. Child Nutrition expenditures are included in the Grants and Projects Fund.

*Transfers*

Funds that are receipted into the General Fund and transferred to other funds to save for and reflect major purchases. Major maintenance, technology and curriculum purchases are examples of transfers we budget for. Funding the Debt Services Fund is not technically a budgeted transfer, rather a percentage is expenses to all salary and wage lines in the district and receipted into the Debt Service Fund. Grants that pay for employees along with the employees in the Child Nutrition Program pay their share of the pension obligation expense.

*Cheryl shared the top three things to know about district expenditures:*

1. The financial statement given to the board is for the General Fund only. The statement reflects the actual and estimated inflows and outflows for the district on an annual basis. The estimates can change depending on changing district needs, changing school funding, or ADM increases and decreases. It is separated by major sources of funding and by expenditure categories.

2. Phoenix School is funded according to the ORS and OAR related to charter schools. The average daily membership or ADMr is added to the district's ADMr, and the district flows through to Phoenix 95% of the funds for students in grades 9-12 and 90% for students in grade 8. Sometimes, that per student amount is the same as the district receives, and sometimes it is a different amount, and that amount can be higher than what the district receives. Additionally, the district pays an annual amount, around \$20,000 to Phoenix in addition to the above formula to pay for certain special education services.
3. Special education grant funds are given to supplement, not replace or supplant. All districts must maintain Maintenance of Effort (MOE). That is, we must spend at least as much on qualified expenditures out of the General Fund in a year as we did in the prior year with a few exceptions. Exiting a high-cost student or a highly paid staff member retiring or leaving the district are two of those exceptions.

### **BOARD TRAINING, *continuation***

Chair Rodney D. Cotton reviewed the OSBA Public Meetings Law, Board Meetings and Executive Sessions guide for public schools with the Board.

**ADJOURN REGULAR SESSION:** With work session presentations and discussion concluded, Chair Cotton adjourned the regular meeting at 7:13 p.m. He explained that the Board would be meeting in another room for Executive Session pursuant to ORS 192.660(2)(d).

#### **Executive Session**

Pursuant to ORS 192.660(2)(d)

Chairman Cotton convened Executive Session pursuant to ORS 192.660(2)(d) at 7:20 p.m. All Board members were present, with the exception of Director Leone, who was excused. Superintendent Cordon and his Cabinet were present, along with Budget and Accounting Manager, Danielle Littlefield. Asst. Superintendent Michelle Knee was excused. The Board is conducting deliberations with persons designated by the governing body to carry on labor negotiations.

**ADJOURN EXECUTIVE SESSION:** With discussion concluded, the Executive Session was adjourned at 8:04 p.m.

**Jared P. Cordon, Superintendent**

JPC/jlk

**Next Meeting:** Board Meeting, October 11, 2023, at 6:00 p.m. in the Fir Grove Elementary School Library, 1360 W Harvard Avenue, Roseburg, Oregon and available via Zoom.