

# ROSEBURG PUBLIC SCHOOLS

**Regular Board Meeting**  
**Administrative Office Board Room**  
**1419 NW Valley View Drive**  
**Roseburg, Oregon 97471**  
Available via Zoom

Vol 6 No. 1

July 10, 2024

**Board Members:**

Rodney D. Cotton, Vice Chair   
Keith Cubic   
Steve Hammerson   
Ann Krimetz   
Michael Leone Exc  
Andrea Miner, Chair   
Andrew Shirtcliff Zoom

**Administration:**

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

## REGULAR BOARD MEETING

**TIME/PLACE:** A regular meeting of the Douglas County School District No. 4 Board of Directors was convened on Wednesday, July 10, 2024, 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 for the 2023-24 school year, Rodney D. Cotton called the regular meeting to order at 6:00 p.m. and led attendees in the Pledge of Allegiance. He asked audience members to silence their cell phones and advised that Board meetings are recorded for future viewing.

Outgoing Chair Cotton shared his personal thanks to each member of the current board, sharing that his job this past year has been fun due to his fellow directors and the district’s administration. He added that although he misses Rev. Howard Johnson, whom we lost recently, he will always be with us.

**ATTENDANCE:** Director Michael Leone was excused. Otherwise Board members and Cabinet members attended in person, with Director Andrew Shirtcliff attending via Zoom due to illness.

**ANNUAL ORGANIZATION OF THE BOARD:** Director Cotton asked for nominations to elect a new chair for the 2024-2025 school year.

### ELECTION OF BOARD CHAIR FOR 2024-2025

Director Ann Krimetz submitted her nomination of Director Andrea Miner for the chair position.

Director Steve Hammerson seconded, and with no additional nominations from the floor, the Motion passed unanimously. Chair Miner pledged to do her best to serve and make the Board proud. Former Chair Cotton ceremoniously presented the gavel to Chair Miner and welcomed her as our new Chair.

M6-01 Approved Director Andrea Miner as Board Chair for 2024-2025

## **ELECTION OF VICE-CHAIR FOR 2024-2025**

Newly installed Chair Miner asked for nominations for Vice-Chair. Director Steve Hammerson moved to nominate Director Rodney D. Cotton for Vice-Chair position.

Director Keith Cubic seconded, and with no additional nominations from the floor, the Motion passed unanimously.

M6-02 Approved Director Rodney D. Cotton as Vice-Chair for 2024-2025

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

Superintendent Cordon welcomed everyone attending in person, as well as those who were joining the meeting remotely. He then reiterated now Vice-Chair Cotton's earlier comments, thanking the Board for a great year, and Director Cotton for his leadership. The Board collectively deserves a huge amount of praise for helping shepherd the district through a wonderful year.

Changes since publication include the proposed purchase of chromebooks to wrap up our ESSER fundings, as well as one additional resignation received this morning.

**PUBLIC PARTICIPATION:** There was no one present in person or on Zoom who wanted to address the Board.

## **CONSENT AGENDA:**

The Consent Agenda was presented for consideration, including approval of the Consent Agenda, Minutes from May 8, May 22 regular meetings and the June 5 Budget Hearing and regular meeting; gifts to the district and listing of surplus items, along with Personnel actions including the recommendations for hire and acceptance of resignations as listed below:

### **Recommendations for Hire (licensed staff):**

- **Eastwood Elementary**  
Hollie Shaw, Kindergarten Teacher  
Summer Thomas, Kindergarten Teacher
- **Fullerton IV Elementary**  
Lisa Lyons, First Grade Teacher (long-term substitute)
- **Sunnyslope Elementary**  
Virginia Porter, Fourth Grade Teacher
- **Fremont Middle School**  
Michael Baker, Sixth Grade Teacher
- **Joseph Lane Middle School**  
Leah Fricke, Wellness Teacher

- **Roseburg High School**  
 Rebecca McPheeters, Science Teacher  
 Lauren Reber, Language Arts Teacher  
 Eileen Stanton, Math Teacher  
 Josh Sullivan, Counselor

**LICENSED RESIGNATIONS**

- Cassidy Bell, Wellness Teacher at Joseph Lane Middle School;
- Christina Byrd, Fourth Grade Teacher, Sunnyslope Elementary School;
- Marlyn Heath, Language Arts Teacher, Roseburg High School;
- John Sharp, Math Teacher at Roseburg High School; and
- Janet Smith, Science Teacher at Joseph Lane Middle School.

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

M6-03 Approved the Consent Agenda

**2024-2025 ANNUAL RESOLUTIONS:**

- 24-25-01: DESIGNATION OF JARED CORDON AS CLERK AND CHERYL NORTHAM AS DEPUTY CLERK, AND BONDING OF EMPLOYEES**
- 24-25-02: DESIGNATION OF CHERYL NORTHAM AS CUSTODIAN OF FUNDS & USE OF FACSIMILE SIGNATURE AND AUTHORIZATION FOR PAYMENT OBLIGATIONS**
- 24-25-03: DESIGNATION OF KDP CPA’S LLP AS OFFICIAL AUDITORS**
- 24-25-04: DESIGNATION OF BANK OF AMERICA, WELLS FARGO, US BANK, UMPQUA BANK AND THE OREGON STATE LOCAL GOVERNMENT INVESTMENT POOL AS DEPOSITORIES**
- 24-25-05: DESIGNATION OF DOLE COALWELL ATTORNEYS AS DISTRICT LEGAL COUNSEL**
- 24-25-06: DESIGNATION OF SUPERINTENDENT JARED CORDON AS ELECTION OFFICIAL**
- 24-25-07: DESIGNATION OF CHERYL NORTHAM AS BUDGET OFFICER AND THE NEWS REVIEW AS NEWSPAPER FOR OFFICIAL PUBLICATION NOTICES; AND**
- 24-25-08: DESIGNATED SUPERINTENDENT JARED CORDON AS THE REPRESENTATIVE AUTHORITY IN APPLYING FOR GRANTS**

Director Steve Hammerson moved to approve Resolutions 02-08 and then amended the motion to include the overlooked Resolution 01 in his motion. Director Cotton again seconded, and the Motion passed unanimously. In response to questions concerning renewal cycles for some of the firms, the Director of Finance and Operations shared that school district business officials have discovered that most accounting firms are not currently accepting new audit clients. Some districts are also reporting that their audits were not completed by the December 31 deadline, and their district funds were delayed until April or May of the subsequent year. Superintendent Cordon noted that in addition to the local legal firm of Dole Coalwell, the district utilizes liability expertise through PACE, property-casualty liability risk-pool coverage for education entities, as well as the Oregon School Boards Association. In response to Director Hammerson’s concern with local media, Cheryl Northam explained that districts utilize newspapers with the largest general circulation. Business officials within Oregon are discussing alternative methods considering current available avenues for distributing information. Oregon statute governs how we publish information, and Director Cubic suggested that the legislature be encouraged to consider changing. He further cautioned changing outside legal counsel due to the importance of working with firms knowledgeable about public education law and labor issues.

M6-04 Adopted Resolutions 24-25-01-08 for the 2024-2025 school year

## **PURCHASE OF CHROMEBOOKS**

Assistant Superintendent Michelle Knee explained that in accordance with our technology device replacement cycle, we periodically replace broken and/or end-of-life equipment. As they age, we lose the ability to update the devices with the latest technology. RPS is currently 1:1 with student/device allocation. Staff are requesting a proposed purchase of 600 Chromebook devices/bundles at a cost of \$171,000 from CTL Corporation. This purchase would be purchased with the remaining district ESSER grant funds.

Director Ann Krimetz moved to approve the \$171,000 purchase of Chromebook device bundles from CTL Corporation. Director Steve Hammerson seconded, and the Motion passed unanimously.

M6-05 Approved the request to purchase 600 Chromebook devices/bundles at a cost of \$171,000 from CTL Corporation

## **ADOPTION OF THE 2024-25 BOARD / SUPERINTENDENT OPERATING AGREEMENT**

Chair Miner explained that the Board/Superintendent Operating Agreement outlines the collaborative governance and communication expectations between the Board of Education and the Superintendent. She suggested that this should be applauded, and perhaps adopted by all boards in the state, as it is not something that they all do. She also noted that once this commitment to collective governance is approved, all parties are asked to sign the agreement. This agreement sets a standard of high expectations of each other.

Director Steve Hammerson moved to adopt the 2024-2025 School Board/Superintendent Operating Agreement. Vice-Chair Rodney Cotton seconded, and the Motion passed unanimously. Director Keith Cubic added that he is very impressed with the document as it establishes respect between the elected officials and superintendent.

M6-06 Adopted the 2024-2025 Board / Superintendent Operating Agreement

## **OSBA CHARTER RENEWAL EVALUATION SERVICES**

Superintendent Cordon shared his recommendation to consider using OSBA's charter renewal services as we move into the final year of the current five-year contract with Phoenix Charter School. This would ensure that we follow statutes related to this agreement.

Director Steve Hammerson moved to approve contracting for charter renewal services through the Oregon School Board Association (OSBA). Director Ann Krimetz seconded, and the Motion passed unanimously. Director Hammerson expressed that he sees value in utilizing unbiased, outside sources who would view the agreement through an objective lens. Director Cubic shared that the outline of proposed services is thorough and objective, and he believes this would be a good tool in assuring we continue educational success in the district. Director Krimetz shared that in reviewing the proposal, she was reminded of the Strategic Plan and the goal for kids to have a successful future. The charter school is under the RPS umbrella; therefore, these are our kids. We take it very seriously that we want them to succeed. A strong educational foundation is key for them unlocking their potential, and she would like us to ensure that. For kids attending this charter, building their potential for educational success is part of that puzzle to give them their most successful future.

M6-07 Approved obtaining OSBA charter renewal services as requested

## **SUPERINTENDENT REPORT**

Superintendent Cordon spent time this week checking on the many construction projects underway throughout the district, including vestibules, seismic work, the new bathroom at Hucrest, and the RHS storage facility. He was extremely happy to report that these projects are on time and on budget! A huge thank-you is due to Finance and Operations Director, Cheryl Northam, and her team, including Tracy Grauf, for their tireless shepherding of these essential tasks in monitoring costs and quality of construction.

While many folks are on summer vacation, we have staff going full steam ahead on providing literacy instruction, credit retrieval and additional academic support programs for our students. Cabinet members are directly involved with supporting summer learning, and Jared's own daughter is helping with summer school. Our kids are loving coming to school.

Each Wednesday throughout the month of July, the RHS library is keeping its doors open for students of all ages to explore and participate in art projects. Thank you!

Our summer food service staff are busy providing meals to children ages 0-18 via the Lunchbox Express with meal deliveries around the district and in several school cafeterias. Nutritional needs don't take a hiatus over the summer break, so a special thank you to nutrition services staff who dedicate time during the summer taking care of our children!

We are also grateful to our Board for creating strong contracts for employees that is helping to build a culture where talented people want to be here. We are currently 95% staffed in classified positions, and 98.5% staffed in our licensed positions! Thank you to Asst. Superintendent Knee and the Human Resources team.

Jared reflected on five stories that were shared with our leadership over the past school year.

- ✚ The first was Director Cotton's often told story about the impact a school employee by the name of Dorothy Wilson who played a pivotal role in his school experience. This emphasizes the importance of every child having a person who cares and knows them.
- ✚ The second concerned a famous architect, Christopher Wren, who designed St. Paul's Cathedral. As he anonymously visited the construction site, he asked workers what they were doing. One answered that he was building a beautiful cathedral with the help of Christopher Wren. This serves as a reminder to focus on our purpose and make sure we are all on the same page.
- ✚ The third is about President John F. Kennedy and his visit to Cape Canaveral during the moonshot era. During a visit to the site, he interacted with employees. When asked about his job, a custodian explained that he was helping put a person on the moon. Everyone at the site was mission conscious.
- ✚ The fourth story relates to the redwoods, trees that should not even exist because of their super shallow root system but do so due to their roots forming what is essentially the largest organism on earth, tethering them together as they battle to withstand wind and draughts. They don't flourish in silos, but instead work together to survive.
- ✚ Finally, Jared shared the story about football coach Pete Carroll when he left the USC Trojans for the Seattle Seahawks. A reporter asked him if he was going to rent or buy a home? It's important to live in the community where you work. The district used that same premise during the most recent contract negotiations. Our hope is for our employees to want to be a part of RPS.

In Leadership Team meetings this year, the team also heard about the "Boys in the Boat", based on the University of Washington rowing team who ultimately proved that a well-synchronized team can always outpace individual effort. Working together in coordination is a goal of our Leadership Team and Cabinet.

The team also learned about Sir Dave Brailsford, who coached the British cycling team to a gold medal, the

beginning of many successes. His theory about the aggregation of marginal returns, improving 1 percent every day, proves that small daily improvements over time lead to stunning results.

Jared summarized that while our district results are not stunning, they are trending. He is hopeful that by getting 1% better each day and focusing on how we coach, support, hire and deliver instruction, we can see stunning results in this organization. He challenged us all to become addicted to constant, never-ending self-improvement, and not to be overly patient!

## **DIRECTOR REPORTS**

Director Steve Hammerson expressed appreciation for the informative stories Superintendent Cordon shared during his reports. This was a great school year, and he looks forward to the next one.

Director Ann Krimetz suggested that Supt. Cordon missed his calling as he could have been a motivational speaker. She expressed her appreciation for Jared’s positivity and forward momentum, noting that when you ease back you tend to slip back. Constantly moving forward is appreciated by the Board. She likened the story of Tiny Gains, and if she were a teacher she would be thinking about how to incorporate it into the classroom. That’s a story all staff members should be able to relate to. After hearing the facility update, she looks forward to seeing the schools and the various improvements and hopes the community will be inspired to do so.

Director Rodney Cotton shared that he loved the stories tonight as they are based on actual events. In looking at our district improvement plan posters, he suggested that the last slide of Jared’s report be incorporated into that group. He reported being impressed when he passes by the high school at how nice it looks and thanked everyone involved in those efforts. He also mentioned that he would appreciate hearing updates on enrollment throughout the upcoming school year as it is important to understand its relationship with our funding. He also looks forward to Chair Miner’s year, thinking it will be a great one.

Director Shirtcliff and Director Cubic had no reports.

Chair Andrea Miner noted that this year’s RHS commencement was her first attending with the Board, and it was a wonderful experience. She thanked RHS Principal David Vickery, who was present, for the efficiency of the ceremony, adding that was very meaningful and she is now looking forward to graduation 2025.

**ADJOURNMENT:** With business before the Board concluded, Chair Miner asked for a Motion to adjourn the meeting at 6:59 p.m.

Director Steve Hammerson moved to adjourn the meeting. Director Ann Krimetz seconded, and the Motion passed unanimously.

M6-08 Meeting adjourned
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**Jared P. Cordon, Superintendent**

JPC/jlk

**Next Meeting:** School Board Regular Meeting, August 14, 2024, 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.