

# ROSEBURG PUBLIC SCHOOLS

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

Vol 6 No. 2

August 14, 2024

**Board Members:**

Rodney D. Cotton, Vice Chair	<input type="checkbox"/>
Keith Cubic	<input type="checkbox"/>
Steve Hammerson	Zoom
Ann Krimetz	<input type="checkbox"/>
Michael Leone	<input type="checkbox"/>
Andrea Miner, Chair	<input type="checkbox"/>
Andrew Shirtcliff	Zoom

**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"/>
Dr. Jill Weber, Director of Teaching and Learning	<input type="checkbox"/>

## REGULAR BOARD MEETING

**TIME/PLACE:** A regular meeting of the Douglas County School District No. 4 Board of Directors was convened on Wednesday, August 14, 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:** Madam Chair Andrea Miner called the regular meeting to order at 6:00 p.m. and asked Director Michael Leone to lead in the Pledge of Allegiance. She asked audience members to silence their cell phones and advised that Board meetings are recorded for future viewing.

**ATTENDANCE:** Directors Hammerson and Shirtcliff were both attending via Zoom link. Otherwise Board members and Cabinet members attended in person.

### REVIEW OF AGENDA / COMMUNICATIONS TO THE BOARD

Superintendent Cordon welcomed everyone attending in person, as well as those who were joining the meeting remotely, reminding us of our two board members attending via Zoom, Director Steve Hammerson and Director Andrew Shirtcliff. He announced that since initial publication, one new hire has been added to the Consent Agenda.

### CONSENT AGENDA:

The Consent Agenda was presented for consideration, including approval of the Consent Agenda, Minutes from July 10th; 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):

- **Sunnyslope Elementary**  
Nichelle Ellis, Fourth Grade Teacher
- **Fremont Middle School**  
Megan Simons, Science Teacher
- **Joseph Lane Middle School**  
Jennifer Fischer, Science Teacher
- **Roseburg High School**  
Carly Hunt, Social Studies Teacher  
Kathleen Walton, Language Arts Teacher (a temporary position)

**NOTICES OF RESIGNATION:**

- Lisa Dickover, Student Services Administrative Coordinator, resigning after 12 years in the District;
- Amy Guy, Seventh and Eighth Grade Math and Science Teacher at Roseburg Virtual School, resigning after 19 years with the District;
- Virginia Porter, now declining the Fourth Grade position at Sunnyslope Elementary School that she had accepted in July; and
- Ed Villarreal, District Safety Coordinator, resigning after five years in the District.

Director Keith Cubic moved to approve the Consent Agenda. Director Ann Krimetz seconded, and the Motion passed unanimously.

M6-09 Approved the Consent Agenda

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

**BOARDSMANSHIP - REFRESHER**

Madam Chair Andrea Miner provided an overview of effective boardsmanship, emphasizing that at RPS we work in coordination with the District’s Strategic Plan, with a focus on students receiving the care, support and instruction needed to graduate from high school with plans for their most successful futures.

This past year, we have done our best to serve our students while making tough decisions. As stated in the OSBA Manual, effective board members are challenged to:

- Suspend judgement until the facts are available.
- Develop alternative solutions to problems.
- Wait until all the evidence is in and the discussion is completed before making a decision.
- Identify the significant problem from the evidence presented.
- Differentiate between problems that require board action and those that require administrative action.
- Support the superintendent in authorized functions.
- Share responsibility for board decisions.
- Weather criticism calmly.
- Continuously learn more about the job of being a board member.
- Participate in Oregon and National School Boards Association-sponsored conferences, workshops and in-service programs.

Chair Miner encouraged her fellow directors to:

- ✚ Read all board packets and information from the superintendent’s team as they work to keep us continually appraised.
- ✚ Continue to ask questions, especially of the leadership team. Remember that it’s helpful to ask questions prior to the board meeting to allow personnel time to research answers.
- ✚ Avoid dropping in to central office. Staff are more than happy to help, but it’s helpful to give them a call first so that they are better equipped to help you.

Mrs. Miner noted that we have great decisions ahead of us and we all need to remain vigilant.

Director Ann Krimetz reflected that as she reviewed the materials, it served as a good reminder that this work takes all of us and there is a lot coming that we need to pay attention to. She appreciates the information she receives from cabinet members that adds confidence when it’s time to make decisions. The team is already doing a lot of these things well, but we need to continue to do so, maintaining full throttle momentum.

### **DESIGNATION OF SUPERVISORY AND CONFIDENTIAL EMPLOYEES FOR 2024-2025**

Assistant Superintendent Michelle Knee explained that Collective Bargaining Law requires public employers to designate supervisory employees as those individuals who have authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees or having responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Each year we also ask the board to approve the designation of confidential employees who work in a confidential capacity in the area of collective bargaining.

Director Ann Krimetz moved to approve the designations of supervisory and confidential employees for 2024-2025 as proposed. Director Michael Leone seconded, and the Motion passed unanimously.

M6-10 Approved designations of supervisory and confidential employees for 2024-2025

### **APPROVE BOARD SUB-COMMITTEE ASSIGNMENT ROSTER FOR 2024-25**

Chair Andrea requested approval of the proposed committee assignments as follows:

Administration and Personnel:	Andrew Shirtcliff, Committee Chair
Building and Sites:	Rodney D. Cotton, Committee Chair
Curriculum and Instruction:	Ann Krimetz, Committee Chair
Employee Bargaining (Classified):	Michael Leone, Committee Chair
Employee Bargaining (Licensed):	Rodney D. Cotton, Committee Chair
Finance:	Keith Cubic, Committee Chair
Policy:	Steve Hammerson, Committee Chair
Student Services:	Andrea Miner, Committee Chair

Director Keith Cubic moved to adopt the 2024-2025 School Board Sub-Committee roster as proposed. Vice-Chair Rodney Cotton seconded, and the Motion passed unanimously.

M6-11 Adopted the 2024-2025 Board Sub-Committee Roster

## **BOARD MENTORSHIP PROGRAM**

Chair Andrea Miner reported that she supports a continuation of the mentorship program begun by Director Rodney D. Cotton and former Vice-Chair Howard Johnson. It is good experience to introduce board members to the inner workings of setting the board agenda, etc. for individuals interested in furthering their board expertise. For the 2024-25 school year, the following has been proposed:

Director Ann Krimetz -	August 15, 2024 through January 23, 2025
Director Michael Leone -	January 24, 2025 through June 5, 2025

Director Rodney D. Cotton moved to approve the time frames and participation as presented. Director Michael Leone seconded, and the Motion passed unanimously.

M6-12 Approved participants for the 2024-2025 school board mentorship program
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## **REPORTS**

### **ESSER-FUNDED FACILITIES UPDATE**

Director of Finance and Operations, Cheryl Northam, informed attendees that this update is focused on ESSER-funded projects. In September, we will be updated on facilities in general.

Summer projects included the security vestibules at 8 elementary schools and one additional project at Hucrest. All are anticipated to be essentially complete in time for the start of the 2024-25 school year. This means that while they will be functional, they could require some final painting, etc. Most will be finished by the end of next week. Sunnyslope is substantially complete. Projects at both Green and Hucrest were worked on through the summer months, while students were not in school. The brick wall at Green was moved 7 feet to allow an interior walk-in space and additional office space. The tiny office space at Melrose has a much more welcoming reception space and expanded office space. The Fullerton IV space changed dramatically as the vestibule has been moved into the breezeway with move-in expected next week.

Hucrest has changed dramatically with a new copy room and small meeting space being configured. Work on the new bathroom is turning out to be a very nice, functional, facility with polished concrete floors. Walkways are to be added between buildings next week. Mr. Grauf will schedule asphalt repair as well. The security fencing is 100% complete. All projects are due for completion within the specified time frame allowed by ODE.

### **ENGLISH LEARNERS IN OREGON – ANNUAL REPORT FOR 2022-2023**

Asst. Superintendent Michelle Knee presented the mandatory 2022-2023 English Learners in Oregon report as required by ODE. ORS 327.016 directs the Oregon Dept. of Education to prepare an annual report on this population of students that districts then present to their boards by September 1 of each year.

In Roseburg, we have 28 languages spoken with 170 students identified. Sixty students actively receive English language development instruction daily from one of our ELD teachers, 38 in elementary and 22 in secondary. All 60 students receive one period per day of English Language Development instruction. One teacher at the high school serves the 22 students, and the two teachers at the elementary level each go between three schools and teach one period. Students are instructed based on where they are with language acquisition rather than specific grade level. We continue to monitor 110 students who have exited the program. Four current students are considered migrant-ed.

Mrs. Knee also confirmed for the board that all ELD instructors have an ESL endorsement and that we have sufficient staff to meet our current needs, but constantly evaluate and monitor. A language line that covers the vast majority of languages is utilized to assist with interpreter needs for our families who do not speak English.

## **SUPERINTENDENT REPORT**

Superintendent Cordon began by thanking our Board of Education. It's important for the public to know about the hours these volunteers put in to make sure our district is moving in the right direction. We have such great staff and kids here and are excited to capitalize on the momentum begun last year. We hope to speed up our progress and that would not be possible without the alignment between our board, this district, and the children. While it's exciting to see the building projects over the summer, it's even more exciting to see the things happening for students. Approximately 220 kindergarten through fourth grade students participated in the summer reading program to help them read at their grade level. A special thank you to Melissa Roberts and her team for Extended School Year "ESY" learning opportunities provided for students receiving special education services throughout the summer. At the high school, our 2024-25 incoming ninth grade students were supported, along with credit retrieval opportunities being available.

Jared acknowledged our district staff who stepped up to participate in these programs, pointing out that many districts couldn't find staff who were willing to work. Our classified and licensed staff want to be here to help meet student needs, knowing that the "summer slide" is a real issue. Otherwise, it can take until October to reach where we left off in June. A special thank you to Melissa Roberts and her team for supporting extra services to kids. The majority of our staff positions are filled, both classified and licensed. The school year is already busy, packed with professional development sessions to help our staff support students. Increasing outcomes for all students will be a strong focus this year for our entire district leadership team.

We continue to follow the Strategic Plan prioritizing reading, math and graduation with social-emotional learning supports. Our Teaching & Learning has leaned into this work well in advance of students returning. Thank you to Michelle Knee, Dr. Jill Weber and Melissa Roberts, who have led this work, including 5D. New personnel in Teaching and Learning this year are Ben Bentea and Tim Weber as we believe that when our staff are supported, they are better able to support our kids. Communications Coordinator, Chelsea Duncan, is currently working on yearly updates to our Strategic Plan graphic materials.

Upcoming Board Work Sessions will include the status of current construction projects, long-range facilities planning, and the Douglas ESD's Local Service Plan overview. We will keep an eye on our student enrollment as the year progresses, but we are optimistic about the future with our CTE programs, medical pathways, and vocational opportunities such as mechatronics. We continue to work closely with our city and county partners.

We all share in the excitement and anticipation of our staff, students and parents as we prepare for the first week of school.

**Welcome Back, everyone!**

## **DIRECTOR REPORTS**

Director Keith Cubic viewed construction projects at schools over the past few weeks. He admired the metal figures on the Fir Grove fence and expressed hope that similar projects could be done at other sites. Restrooms are coming along well at Hucrest Elementary. The secure vestibule is in progress at Fullerton IV, but the fencing installation is now complete. Director Cubic expressed concerns regarding open campuses and fencing structures, which were later addressed by Vice-Chair Cotton. He was impressed with all the concurrent projects

happening at Winchester, where the unique site creates a challenging campus. The seismic retrofit at Eastwood is nearly complete and Mr. Cubic appreciated the staff names and contact information provided on business cards. Roseburg Virtual School (RVS) is projecting positive energy evident from the moment you walk in the door, and staff are clearly focused on student success. He would enjoy updates on the programs at Rose as the year progresses.

Vice-Chair Rodney Cotton thanked the superintendent and his team for maintaining district buildings, such as cleaning the rooftop area of the Rose Theatre. He gave a shout out to the contractors who have done a great job over the last several months, particularly S+B James Construction. Director Cubic added that the company has made a practice of subcontracting with local contractors on their projects. Director Cotton encouraged the district to increase public awareness of Roseburg Virtual School (RVS) as he noticed some recent advertising that communications staff Chelsea Duncan and Tanisha Reed did that was very well done, and he is interested in growing that program. Director Cotton added that much thought was given to determining fence color and height, etc., and that protecting those investments has unfortunately been necessary pursuant to vandalism. Director Ann Krimez is pleased that school started a bit later this year in light of previous experiences with high temperatures and smoke. It also worked out well for the summer construction projects. She looks forward to seeing some of the construction projects in person during the August 28<sup>th</sup> work session. Cheryl Northam confirmed that she is always available to act as a tour guide and provide insights into questions that any directors might have of our current projects.

Director Michael Leone was encouraged by Director Cubic's observations and is looking forward to seeing what's happening at the schools. He is excited for the 2024-25 school year, and thanked Cheryl Northam for all the hard work that's been happening throughout the district over the last several months. It's incredible what's happening here at RPS.

Director Steve Hammerson shared his recent experiences at the Oregon School Board Association Summer Conference. He believes it's important for board members to attend conferences due to the many issues facing schools. He particularly enjoyed the sessions focused on artificial intelligence and effective leadership and cultural responsiveness. He appreciated learning more about AI from a teacher's perspective and using it as a tool rather than a punishment. He reflected that it should be viewed as a tool that can either be misused or to meet students where they are and enhancing their learning experience. Had the technology been available when he was in school, he believes his learning experience would have been improved. Sessions also included presentations on school law and policy fundamentals, including information on senate and house bills.

Chair Andrea Miner expressed enthusiasm for the field trip coming up on the 28<sup>th</sup>. She reminded everyone that the meeting on the 28<sup>th</sup> will begin earlier, 4:00 p.m., to allow time for both the brief meeting and work session.

**ADJOURNMENT:** With business before the Board concluded, Chair Miner indicated that with no objection, the meeting was adjourned at 7:05 p.m.

**Jared P. Cordon, Superintendent**  
JPC/jlk

**Next Meeting:** School Board Regular Meeting, August 28, 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.