



Special Board Meeting Minutes

Tuesday, July 1, 2025

970 N. Central Blvd.

Coquille, OR 97423

Order

Melinda Millet called the meeting to order at 6:00 pm. Board Members present were Steve Britton, Melinda Millet, Marsha Frost, Heather Echavarria, and Kayla Pritchett. Luke Taylor was present via the telephone. Others present were Superintendent Wayne Gallagher, Business Manager Denese Hale, and Board Secretary Julie Simpson.

1.0 Meeting Business

Motion by Heather Echavarria to approve the Agenda and the Meeting Minutes for June 16, 2025, and Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Aye
- Marsha Frost – Aye
- Heather Echavarria – Aye
- Kayla Pritchett - Aye
- Sharon Nelson - Aye
- Steve Britton – Aye
- Luke Taylor – Aye

1.2 Swearing in of new Board Members

Kayla Pritchett

Sharon Nelson

2.0 Discussion/Action Annual Business

2.1 Elect Board Chair

Heather Echavarria moved to nominate Marsha Frost as Board Chair. Steve Britton moved to nominate Melinda Millet as Board Chair.

Called for a vote:

Steve Britton – Melinda Millett

Sharon Nelson - Melinda Millett

Kayla Pritchett – Melinda Millett

Heather Echavarria – Marsha Frost

Marsha Frost – Melinda Millett

Luke Taylor (Via Telephone) – Marsha Frost

Melinda Millett – Melinda Millett

Melinda Millett Board Chair for 2025 – 2026. Steve Britton stated his appreciation for the long hours Melinda has put in this last year as Board Chair.

2.2 Elect Vice Chair

Sharon Nelson moved to nominate Marsha Frost as Board Vice Chair. Called for a vote:

- Melinda Millet – Aye
- Marsha Frost – Aye
- Heather Echavarria – Aye
- Kayla Pritchett – Aye
- Sharon Nelson – Aye
- Steve Britton – Aye
- Luke Taylor – Aye

2.3 Establish a set day for regular board meetings each month – Second Wednesday

2.4 August and December meetings – No Board Meetings for August & December

2.5 Appoint members of standing committees:

- Facilities – Heather Echavarria, Sharon Nelson, & Steve Britton
- Policy – Melinda Millet, Marsha Frost, & Luke Taylor
- Superintendent Evaluation – Work Session in September

2.6 OSBA Conference:

- Summer Conference – Salem (August 8th – 10th) – Kayla Pritchett, Sharon Nelson, & Marsha Frost
- Annual Convention – Portland (November 6th – 8th) - Skip

2.7 Appoint Superintendent Wayne Gallagher as Chief Administrative Officer and District Clerk.

2.8 Authorize Superintendent Wayne Gallagher to apply for Federal Funds, Special Grants, and sign the statement of assurance for State and Federal Programs.

2.9 Authorize Superintendent Wayne Gallagher to sign all District Contracts

2.10 Authorize Superintendent Wayne Gallagher, Human Resource Director Rachel Price, and Fiscal Director Denese Hale to sign checks on behalf of the District.

2.11 Appoint Fiscal Director Denese Hale as Budget Officer for the District.

2.12 Appoint WHA as the insurance company of record.

2.13 Designate *The World* as the newspaper of record for all official publications by the District.

2.14 Name Banner Bank, the Local Government Pool (LGIP), Umpqua Bank Depository, and the PayPal Money Market account as depositories of record.

2.15 Name the Coquille School District Board of Directors as its own LCRB (Local Contractors Review Board).

2.16 Authorize the legal requirements for fidelity bonds to be met by the District's insurance coverage, which provides a comprehensive crime policy (which covers all district employees) in the amount of \$100,000 per occurrence.

2.17 Appoint Garrett, Hemann, Robertson PC, the Oregon School Board Association, and others as needed as the attorneys of record.

2.18 Reauthorize all existing copier and postage machine leases.

2.19 Appoint Koontz, Blasquez & Associates as District Auditors.

2.20 Appoint HGE as Architect on behalf of the District.

2.21 Authorize Fiscal Director Denese Hale to Assign Portion of the Ending Fund Balance for all Funds.

Motion by Heather Echavarria for 2.1 Melinda Millet as Board Chair; 2.2 Marsha Frost as Vice Chair; 2.3 Set regular board meeting schedule as the second Wednesday of the month; 2.4 No board meetings for August and December; 2.5 Committee Members: Facility Committee Heather Echavarria, Sharon Nelson, & Steve Britton. Policy Committee Members: Melinda Millet, Marsha Frost, & Luke Taylor. Superintendent Evaluation work session before the September board meeting. 2.6 OSBA Conference: Summer Conference Marsha Frost, Sharon Nelson, & Kayla Pritchett attending. No one is attending the Fall Conference. Also, items 2.7 above through 2.21. Second by Marsha Frost, it passed unanimously with the following votes:

- Melinda Millet – Aye
- Marsha Frost – Aye
- Heather Echavarria – Aye
- Kayla Pritchett - Aye
- Sharon Nelson - Aye
- Steve Britton – Aye
- Luke Taylor – Aye

3.0 Fiscal Report

Business Manager Denese Hale - The projected ending fund balance is **\$2,229,423**. While the estimate carries a June date, the majority of the revenue side has been updated and is considered accurate, with only minor changes anticipated.

Some projects originally scheduled for the 2024–25 school year were moved into 2025–26. This adjustment explains why the beginning fund balance is higher than previously forecast.

A supplemental budget is required for the 2025–26 school year, as approved by the Board last month. The district recently transitioned its Paid Leave Oregon (Paid Family Medical Leave) program to a third-party administrator. This change will streamline processes for employees by consolidating tax reporting into a single W-2 and eliminating the need for both a W-2 and a 1099. The third-party administrator will also manage employee claims with district input, providing smoother annual and claims processing.

To accommodate this change, a new **Fund 600** must be established so that contributions flow through a dedicated account, since these funds are restricted for employee services. This adjustment does not increase or decrease the district's overall budget, but reallocates funds that would have previously gone into Fund 100.

A **supplemental budget hearing** and Board action are required before the July payroll. The Board discussed scheduling the hearing for **Monday, July 21, 2025, at 10:00 a.m.** to ensure compliance with notice requirements. At least four Board members confirmed availability for that time, which will allow the district to move forward.

4.0 Superintendent's Report

Superintendent Wayne Gallagher - Since the last meeting, no new correspondence has been received.

The Superintendent reported on Senate Bill 141, which has been signed into law by the Governor. The district is awaiting interpretation and guidance from the Oregon Department of Education.

The Board was also informed that the federal government has placed a hold on certain education program funds. An emergency statewide superintendent Zoom meeting has been scheduled for tomorrow, which the Superintendent will attend. Updates will be provided to the Board as new information becomes available.

The current hold impacts funding under Title II, Title IC, and Title IV, but not Title IA. While the district had anticipated being financially stable for 2024–25 with greater concern in 2025–26, this unexpected funding freeze raises immediate concerns for the coming school year. The stated reason for the federal hold is to investigate potential fraud, waste, and abuse.

The Superintendent committed to sending Board members an update following the statewide meeting and to continue providing monthly updates during the August recess.

Facilities & Summer Projects

The Superintendent reported that summer projects are actively underway across the district:

- Daycare Center: Fully repainted to refresh heavily used spaces.
- Coquille Valley Elementary: Walls framed in the former home classroom to create a new staff room.
- Coquille Jr./Sr. High School: Removal of glass block and windows completed, including asbestos abatement.
- Winter Lakes Elementary: Relocated to the new office; security doors and the new entry/exit system are operational.

Board members were invited to tour the sites informally, and a formal district tour will be arranged in the fall to showcase completed projects.

5.0 Discussion/Action

- 5.1 Surplus of Old Food Service Truck
- 5.2 Purchase of New Maintenance Truck up to \$30,000
- 5.3 Approve installation of Ventilation System at WLHS for Dishwasher
- 5.4 Resolution #26-01
- 5.5 Approve the installation of the electrical connection to the oven at CHS, not to exceed \$10,000

Motion by Heather Echavarria to approve Discussion/Action Items 5.1 through 5.5, seconded by Marsha Frost, passed unanimously with the following votes:

- Melinda Millet – Aye
- Marsha Frost – Aye
- Heather Echavarria – Aye
- Kayla Pritchett – Aye
- Sharon Nelson – Aye
- Steve Britton – Aye
- Luke Taylor – Aye

6.0 Consent Agenda

- 6.1 Approve Out-of-State Travel for the Northwest Math Conference (Tacoma, WA) Paige Yi, John Dudley, Mike Wallis, and Shane Boyd.
- 6.2 Hired – Lisa Downing – LSEL, Teacher
- 6.3 Hired – Jeri Ramsey – CVE, Resource Room Teacher
- 6.4 Hired – Jeannette Dascomb – WLE, Teacher
- 6.5 Hired – Susanna Bemetz – Assistant Supervisor, Food Service
- 6.6 Resignation – Bethany Watts – CJSHS, Teacher
- 6.7 Resignation – Jolene Harris - WLSH, Teacher
- 6.8 **First Reading**
GCBDF/GDBDF-AR – Paid Family Medical Leave (Paid Family Medical Leave)
- 6.9 **Second Reading**
JECBB-AR – Intradistrict Transfers
JG – Student Discipline

Motion by Heather Echavarria to approve Consent Agenda Items 6.1 through 6.9, seconded by Marsha Frost, passed unanimously with the following votes:

- Melinda Millet – Aye
- Marsha Frost – Aye
- Heather Echavarria – Aye
- Kayla Pritchett – Aye
- Sharon Nelson – Aye
- Steve Britton – Aye
- Luke Taylor – Aye

7.0 Public Comment

None

Adjournment

Melinda Millet adjourned the meeting at 6:37 pm


Approved