



Regular Board Meeting Minutes

Wednesday, Nov. 12, 2025

970 N. Central Blvd.

Coquille, OR 97423

Call to Order

Board Chair Melinda Millet called the meeting to order at 6:03 p.m.

Roll Call

Board Members Present: Sharon Nelson, Steve Britton, Melinda Millet, Marsha Frost, Heather Echavarria, Kayla Pritchett

Board Member Absent: Luke Taylor

Others Present: Superintendent Wayne Gallagher, Business Manager Denese Hale, Board Secretary Julie Simpson

1.0 Meeting Business

Motion by Steve Britton to approve tonight's Agenda, 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

Motion by Heather Echavarria to approve the Regular Board Meeting Minutes for October 8, 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

2.0 Board Goals – Improve Student Achievement Across All Curriculum Areas

Administrators Armando Ruiz and Tanya Sinko presented a comprehensive update on the district's Board Goal to improve student achievement across all curriculum areas. Districtwide Oregon State Assessment data from English Language Arts (ELA), mathematics, and science was reviewed, showing modest but positive gains overall, including increases in the percentage of students exceeding proficiency standards. While proficiency rates remain an area of focus, administrators noted that trends indicate progress in the right direction.

The presentation emphasized that student achievement begins with effective classroom instruction and highlighted the importance of teacher quality, professional collaboration, and data-driven instructional decisions. Professional Learning Communities (PLCs) were identified as a key structure across schools, allowing grade-level and content-area teams to review student data, align curriculum, and plan targeted supports.

At Lincoln School of Early Learning, administrators reviewed early literacy and readiness strategies, including student study teams, phonics-based instruction, and early childhood curricula designed to build foundational skills. Title I push-in support and instructional assistant services were discussed as additional strategies to support early intervention.

At Coquille Valley Elementary School, administrators highlighted gains in fifth-grade science and sixth-grade mathematics, noting the impact of daily science instruction, curriculum alignment, and the transition to specialist teaching. Targeted Title I interventions, after-school academic supports, and progress monitoring were also discussed.

At the secondary level, Coquille Jr./Sr. High School data reflected gains in ELA, math, and science across multiple grade levels. Administrators discussed the implementation of an advisory period to support academic intervention, college and career readiness, and social-emotional learning. Expanded options and project-based learning opportunities were identified as strategies to increase engagement and rigor.

Winter Lakes Elementary and Winter Lakes High School administrators discussed instructional supports implemented to address student needs in both in-person and virtual settings. These included small-group interventions, direct instruction in core content areas, expanded access to instructional materials, and additional student support through scheduled office hours.

Administrators cautioned that assessment results represent a snapshot in time and that small cohort sizes at some schools can impact data interpretation. The district continues to rely on frequent formative assessments to guide instruction and provide real-time support for students.

The presentation concluded with a discussion of ongoing improvement efforts, continued monitoring of student progress, and alignment with districtwide initiatives, including Senate Bill 141.

3.0 School/Program Written Reports

The Board reviewed School and Program Written Reports as included in the board packet.

- **Winter Lakes High School:** Hiring efforts for a posted teaching position were discussed.
- **Winter Lakes Elementary / Curriculum:** The Board acknowledged receipt of a **Youth Development Re-Engagement Grant** in the amount of approximately **\$134,000** to support students ages 16–24.
- **Coquille Junior High School:** No questions were raised.
- **Coquille Senior High School:** Board members commented on recent school activities.
- **Coquille Valley Elementary School:** Upcoming events were discussed, including the Turkey Trot and scheduling of a planned drill.
- **Lincoln School of Early Learning:** No questions were raised.
- **Athletics:** Recent athletic achievements were acknowledged, including a state championship. Coaching vacancies and proposed athletic redistricting were briefly discussed.
- **Technology:** The Board thanked staff for meeting support; no questions were raised.
- **Food Services:** High field trip activity during the reporting period was noted.
- **Transportation:** Certification training was acknowledged.
- **School Resource Deputy:** The concise report was acknowledged.
- **Facilities/Maintenance:** The report was included in the packet; the supervisor was not present.

4.0 Business Manager's Report

The Board reviewed the Fiscal Director's report. Projections as of September indicate the district is expected to end the school year approximately **\$14,000 above the \$1 million contingency**. Administration noted projections will continue to be monitored.

5.0 Superintendent's Report

The Superintendent reported no correspondence to the Board. Enrollment was reported at 1,194 students, which is below the budgeted enrollment of 1,200. Administration shared concerns regarding enrollment trends and will continue monitoring.

6.0 Discussion / Action Items

Motion by Steve Britton regarding **Agenda Item 6.1** OSBA Legislative Policy Committee Ballot – Position 9. Approve Stephen Hammerson as the district's selected candidate, and Kayla Pritchett 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

Agenda Item 6.2 Committee Meeting Process

The Board discussed changes to Oregon public meeting law and impacts to Board committees, including policy, facilities, and agenda meetings. **No action was taken.**

Agenda Item 6.3 Booster Club Proposed Covered Structure. Motion by Steve Britton regarding Agenda Item 6.3 approving the Booster Club's proposed covered structure near the concession stand. Marsha Frost seconded the motion. Motion carried unanimously with the following votes:

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

7.0 Consent Agenda

- 7.1 Cash Donations
- 7.2 Approval of out-of-state travel for (Seattle) Shawn Bridges and 4 students
- 7.3 Hired Lia Johnson - CJSHS – Resource Room EA
- 7.4 Hired Mikayla West (high school student) – District Office lobby (4 hours a week)
- 7.5 Surplus #V1-2014 Dodge Grand Caravan (Vin# 2C4RDGCG1ER202517)
- 7.6 **First Reading**
 - JHCA – Immunization, School Sports Participation, Concussions and other Brain Injuries
- 7.7 **Second Reading**
 - DBEA – Budget Committee
 - DJ-AR – Expenditures of District Funds for Meals, Refreshments and Gifts
 - GCBDE/GDBDE – Military Leave of Absence
 - IF – District Curriculum
 - IF – District Development – DELETE
 - IGBHD – Program Exemptions
 - II/IIA – Instructional Materials
 - II/IIA-AR – Procedures for Reviewing and Handling of Challenged Materials
 - JOA – Directory Information
 - LBEA – Denial for Virtual Public Charter School Student Enrollment

Heather Echavarria moved to approve Consent Agenda items 7.1–7.7 as presented.

Marsha Frost seconded the motion. Motion passed unanimously, with the following votes:

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

8.0 Staff and Public Comment

No staff or public comments were submitted.

9.0 Adjournment

Board Chair adjourned the meeting at 6.56 p.m.



Approved