



Regular Board Meeting Minutes

Wednesday, Jan.14, 2025

970 N. Central Blvd.

Coquille, OR 97423

Call to Order

Board Chair Melinda Millet called the meeting to order at 6:0 p.m.

Roll Call

Board Members Present: , Steve Britton, Melinda Millet, Marsha Frost, Luke Taylor, Kayla Pritchett

Board Member Absent: Heather Echavarria and Sharon Nelson

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

1.0 Meeting Business

Motion by Marsha Frost to amend tonight's Agenda, moving the school spotlight to Agenda Item #2 and approving the agenda, and Steve Britton seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Aye
- Marsha Frost – Aye
- Lucas Taylor – Aye
- Kayla Pritchett - Aye
- Sharon Nelson - Aye
- Steve Britton – Aye

Motion by Steve Britton to approve the Regular Board Meeting Minutes for November 12, 2025, and Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Aye
- Marsha Frost – Aye
- Lucas Taylor – Aye
- Kayla Pritchett - Aye
- Sharon Nelson - Aye
- Steve Britton – Aye

2.0 School Spotlight – Coquille Valley Elementary

Principal Ruiz introduced Emma Rostikus, Music Teacher, and Casey Peterson, Science Teacher. They were invited to share updates on the fifth- and sixth-grade music and science programs. Mr. Ruiz noted that this is the first year in several years that fifth graders have had access to music instruction, in addition to sixth grade, and reported strong student participation. He also highlighted the transition to class switching in fifth grade as part of the school's instructional plan. Several fifth-grade science students were present to share their experiences.

Fifth Grade Science Presentation – Casey Peterson

Mr. Peterson explained that this year marks the introduction of a dedicated fifth-grade science class, aligned with the Next Generation Science Standards (NGSS). He described NGSS as an inquiry-based approach that emphasizes exploration, questioning, experimentation, and revision rather than memorization of facts.

Mr. Peterson shared that fifth grade science focuses on broad foundational concepts including engineering, matter, energy, Earth systems, and space systems, which are later explored in greater depth in sixth grade and beyond. He provided an example of how students learn general concepts such as photosynthesis in fifth grade, which are expanded into cellular-level study in sixth grade.

Mr. Peterson reviewed the current science units and explained grading practices, emphasizing participation, experimentation, and learning from failure. He noted that under NGSS, unsuccessful experiments are considered a valuable part of the learning process and help students build resilience and problem-solving skills.

Music Program Presentation – Emma Rostikus

Ms. Rostikus provided an update on the fifth- and sixth-grade music program, including choir and band. She shared that this is only the second year of band, and that the program experienced significant growth this year. A winter concert was held for the first time in two years and was well attended.

Ms. Rostikus reported that band enrollment has nearly doubled, and that an increasing number of students are continuing in choir for multiple years. This has allowed for more advanced instruction, including harmonies, solos, rhythm contrast, counterpoint melodies, and sight-singing.

She noted that many of the current students have been receiving music instruction since second or third grade and have developed strong foundations in music theory, rhythm, and note reading.

Ms. Rostykus emphasized that the music program builds not only musical skills but also a strong sense of community, similar to athletics.

3.0 Presentations

3.1 Local Service Plan Presentation (South Coast ESD)

Paul Peterson, Superintendent of South Coast ESD, addressed the Board and thanked them for the opportunity to present. He provided an overview of the annual Local Service Plan review and approval process, explaining that the LSP is reviewed by the regional superintendent, approved by the South Coast ESD Board, and then approved by each of the ten school district boards within the ESD's service area.

Mr. Peterson noted that the Local Service Plan presented was largely unchanged from the prior year. He shared that the plan was reviewed and approved by the ten district superintendents on November 20, and unanimously approved by the South Coast ESD Board on December 9.

Mr. Peterson explained that the LSP is designed to provide maximum flexibility to districts in how they utilize their ESD resolution funds. Approximately 95% of resolution funds are allocated to Tier 2 services, which districts select from a menu of offerings based on local needs. Approximately 5% support Tier 1 (core) services, which benefit all districts.

Tier 1 services include:

- Homeschool registration
- Psychological testing
- Birth-to-three evaluations
- Safe Schools programming

Mr. Peterson emphasized South Coast ESD's commitment to partnering with districts to provide high-quality, cost-effective services for students.

3.2 Integrated Programs / Student Investment Account (SIA)

Tanya Sinko presented information regarding the **Student Investment Account (SIA) Grant Agreement** as part of the district's integrated programs. Ms. Sinko reminded the Board that integrated programs and grant funding were discussed previously in October. She explained that the Oregon Department of Education (ODE) requires districts to make grant agreements public, present them in a public meeting, and post them on the district website to allow for community review and discussion.

For the **2025–2027 biennium**, the district is projected to receive **just over \$2.3 million** in Student Investment Account funding. These funds primarily support personnel, including:

- Career and Technical Education (CTE) teachers
- Academic and social-emotional learning counselors
- Equity team staff, which is now required by law
- Speech-language pathologists and assistants (services now provided in-district rather than through the ESD)

- Educational assistants

SIA funds also support **curriculum adoptions**, with social studies identified as an upcoming adoption area.

Ms. Sinko emphasized that, similar to the High School Success grant, these funds are used to support **student-facing positions** that directly benefit students.

4.0 Board Goal – Increase Opportunities for Student Academic Advancement

The Board moved to Agenda Item 4.0, focused on increasing opportunities for student academic advancement. Tiffany Clapper and Paige Yi presented.

Ms. Clapper and Ms. Yi reviewed the district's progress in expanding academic opportunities, particularly through dual credit, expanded options, college visits, and community partnerships.

Dual Credit Expansion

Ms. Clapper explained that the district has significantly expanded its dual credit offerings in partnership with SWOCC . Previously, students primarily had access to College Writing (WR 121 and WR 122). This year, additional dual credit courses were added, including:

- College Chemistry
- College Biology
- College U.S. History
- College Mathematics
- College Literature

These courses were selected based on teacher credentials, student interest, and alignment with transfer degree requirements. The district currently offers 54 transferable college credits, all of which apply toward students' transfer degrees.

Enrollment data was shared:

- College Math: 21 students
- College Writing: 25 students
- College Biology: 11 students
- College Literature, History, and Chemistry: 17 students each

Ms. Clapper noted that all students completed their first trimester successfully, with passing grades and primarily A's and B's.

Expanded Options Courses

Ms. Clapper explained that students also participate in **expanded options courses**, primarily online college classes taught by SWOCC instructors. Students are scheduled for a dedicated period during the school day to work on these courses.

During the first and winter terms, students enrolled in **19 different expanded options courses**, all selected to align with individual career goals or transfer degree pathways. Students are performing well academically in these courses.

College Visits

The presenters shared that the district has expanded **college visit opportunities**, ensuring that **every student in grades 7–12** will have the opportunity to participate in at least one college visit during the school year. Juniors and seniors are prioritized for visits aligned with their interests, based on student surveys.

Community Partnerships and Work Experience

Ms. Clapper highlighted the district's efforts to strengthen **local partnerships** and expand **work experience opportunities**. The academic counselor, **Ms. Allred**, manages the work experience program and is actively working with community businesses to develop internships and career-connected learning opportunities.

Plans include hosting a **community business luncheon** to engage local partners, identify internship opportunities, and gather feedback on workforce skills needed for graduating students.

CTE and Rural Pathways

Ms. Clapper shared updates on collaboration with SWOCC to better align **CTE agriculture programs**, transitioning toward a more robust **agricultural industry and animal science focus**. This alignment is intended to support students who plan to remain in the local community while gaining advanced skills.

She also discussed ongoing work on **rural career pathways**, including upcoming collaboration meetings and a planned trip in March with SWOCC and regional school leaders to further coordinate opportunities for students.

Additionally, partnerships with **SOIB** were noted, including support for internships, paid work experiences, and career pathways curriculum.

Ms. Clapper noted that while the district has made strong progress at the high school level with career pathways and curriculum, additional development is still needed at the **junior high level** to further expose students to a wider range of career options.

Ms. Paige shared appreciation for the collaboration between campuses, noting that shared access to dual credit, expanded options, and elective opportunities benefits students across Winter Lakes and Coquille Jr./Sr. High School. She highlighted that this collaboration has strengthened instruction in **science, English, math, and social studies**.

Ms. Paige reported that last year, **five students graduated with both a high school diploma and an Associate of Arts (AA) degree**. Currently, **11 students** are enrolled in expanded options through SWOCC, pursuing pathways including:

- Diesel Mechanics
- Pre-Nursing
- Welding
- Early Childhood Education
- Paramedicine

- General AA coursework

Students have earned between **3 and 24 college credits**, depending on progress.

College visits were reviewed, including trips as far north as **Lane Community College**, with additional visits planned based on student interests. A visit to **Klamath Falls Community College** was conducted for cosmetology students.

Ms. Paige also shared updates on the **Cosmetology Program**, noting that the district is now approved through the **Oregon Health Licensing Agency** to offer **practical exams on campus**. This allows students who have completed their required hours to complete hands-on licensing exams locally. She added that the district is working toward offering the **written licensing exam**, now that the site is a **Pearson testing center**.

A Board member asked whether the cosmetology exams were available to community members. Ms. Paige explained that while the service is primarily for district students, community members who have completed required hours may also test locally, reducing the need to travel to Salem. There were no further questions, and the Board thanked the presenters.

5.0 School/Program Written Reports

The Board reviewed written reports from schools and departments.

- **Winter Lakes High School:** No questions were raised. Appreciation was expressed for the detailed report.
- **Winter Lakes Elementary / Curriculum Director (Tanya):** Board members noted the volume of activity and praised the informative newsletter and photos included in the report.
- **Coquille Junior High School (Albert Dixon):** No questions were raised. Clarification was provided that a separate junior high showcase is scheduled for a future meeting.
- **Coquille Jr./Sr. High School (Paige):** No questions were raised.
- **Coquille Valley Elementary (Armando Ruiz):** No questions were raised. A Board member commented on upcoming calendar dates, noting two Mondays off in observance of Martin Luther King Jr. Day and a scheduled break.
- **Early Learning (Amy May):** No questions were raised.
- **Athletics (Tony Jones):** A Board member asked about junior high basketball schedules. Mr. Jones confirmed that schedules were recently received and distributed.
- **Technology (Sean):** A Board member asked about progress on moving systems. Sean reported that approximately **80–90%** of the work is complete, with remaining items requiring removal or final adjustments.
- **Food Services (Marcy):** No questions were raised.
- **Transportation:** A Board member raised concerns about recent bus route changes affecting junior high and high school students' ability to eat breakfast before class. The issue was noted for follow-up.

- **School Resource Deputy (John Owens):** Board members noted that Deputy Owens has been busy. A question was asked regarding Driver's Education; Deputy Owens indicated the next session is scheduled to begin in **February**.
- **Assistant Superintendent (Jeff):** No questions were raised regarding special programs or the maintenance report. A brief comment was made acknowledging the upcoming civil rights audit.

6.0 Business Manager's Report

The Board moved to Agenda Item 6.0, the Fiscal Director's Report. Denise Hale, Fiscal Director, presented.

Ms. Hale reported that the district is currently projected to be approximately \$16,000 over contingency, based on financial data through the end of November. She noted that this projection does not yet include expenses incurred in December and January, including utility and boiler-related costs, which will be reflected in future reports. Ms. Hale explained that minor adjustments were made to projected expenditures for the remaining months of the fiscal year, based on updated information regarding spending patterns. She noted that Board members may notice small changes when comparing reports from month to month.

She directed Board members to the Year-to-Date Activity and Forecast page, noting that this format provides a clearer summary than month-by-month detail.

Ms. Hale reported that the district's annual audit was completed and submitted to the state by the December 31 deadline, with submission occurring on December 31 in the afternoon. She stated that the audit process went smoothly and that auditors complimented the department on preparedness and timely responses. Only minimal follow-up documentation was required after the auditors' onsite visit.

Ms. Hale reported one audit finding, related to Oregon Budget Law, noting that the law is complex and that compliance can be challenging even with careful planning. She stated that she and the Superintendent have agreed to consult with legal and fiscal advisors prior to future budget actions to prevent similar findings. The issue has been identified and addressed. Printed copies of the full audit report will be provided to the Board once received.

7.0 Superintendent's Report

The Superintendent reported that there were **no email communications** to present to the Board. He reviewed the **November and December enrollment reports**, noting that enrollment decreased by **seven students in December**, bringing total enrollment to **1,182**, which is **18 students below the budgeted enrollment of 1,200**. He expressed concern regarding the impact on the budget.

An updated **mid-January enrollment count** showed an increase to **1,188 students**, following several enrollments after winter break. The Superintendent stated that enrollment will continue to be monitored through the end of January to determine trends.

Board Appreciation Month

The Superintendent noted that **January is School Board Appreciation Month** and presented appreciation gifts to Board members. Appreciation was expressed for the Board's service and dedication.

Attendance Recognition

The Superintendent recognized **Coquille Valley Elementary** for achieving **90% student attendance**, commending students and staff for this accomplishment.

Enrollment Projections and Budget Impact

The Superintendent reported that the district completed **three enrollment projections** for the upcoming school year:

- First projection: **1,150 students**
- Second projection: **1,140 students**
- Final projection submitted to the state: **1,130 students**

Based on current enrollment trends, he stated that **1,130 students is an optimistic estimate**. This figure reflects a reduction of **70 students** compared to the prior year's budgeted enrollment of 1,200.

The district currently receives **\$11,048 per student**, resulting in a projected **revenue reduction of approximately \$773,000** for the next school year.

The Superintendent explained that enrollment projections submitted to the state will be used for all fiscal estimates prepared in **March and May**.

Roll-Up Costs

The Superintendent reviewed estimated **roll-up costs**, which include mandatory and operational increases such as:

- New interim assessment requirements under **Senate Bill 141**
- Required purchase of a new diagnostic assessment system, as the district's current tool was not among the state-approved options
- Staff training associated with new assessments
- PERS contributions, totaling approximately **33% of salary costs** (27% base rate plus up to 6% pickup)
- Anticipated increases in insurance costs related to recent facility claims

Estimated roll-up costs are currently projected at approximately **\$1.25 million**, subject to adjustment as final figures are received.

Based on enrollment losses and roll-up costs, the Superintendent reported that the district is currently projecting a need to **reduce the budget by approximately \$1.8 million** for the next school year.

He noted that similar reductions have been announced by districts across Oregon and emphasized that these impacts are driven primarily by **declining enrollment**, not yet by

legislative actions. He stated that the administrative team is developing a plan to address these reductions and will present options to the Board at the **February board meeting**.

Legislative Advocacy

The Superintendent reported that district leadership participated in legislative advocacy efforts, encouraging lawmakers to access the **Education Stability Fund** to prevent further reductions for the upcoming school year.

Law Enforcement Appreciation

The Superintendent recognized **January as Law Enforcement Appreciation Month** and thanked **School Resource Deputy John Owens** for his dedication and service to students and staff. He highlighted Deputy Owens' consistent presence and responsiveness.

The Superintendent also noted the success of the **Driver's Education Program**, with **40 students** completing coursework, contributing to improved community safety.

Facilities Updates

Coquille High School Water Leak

The Superintendent provided an update on a significant underground water leak at Coquille High School. After initial difficulty locating the source, the leak surfaced and caused extensive flooding.

Costs incurred to date include:

- **Tri-County Plumbing** repairs: approximately **\$11,000**
- Stair and railing erosion repairs: approximately **\$33,000**
- Replacement of failed sump pumps: approximately **\$7,300**
- Negotiated city water bill: approximately **\$23,000** (equivalent to five years of typical water usage)

Insurance claims are still under review, and the district is awaiting confirmation of coverage amounts.

Boiler Update

The Superintendent reported that the **high school boiler remains inoperable**, resulting in no heat in approximately half of the building. Replacement parts have been ordered, with anticipated arrival in the coming week. Repairs will proceed upon delivery.

Audit and Business Office Recognition

The Superintendent commended **Fiscal Director Denise Hale** and the Business Office for their work during the audit process and for ongoing efforts with the IRS. He reported that the district recently received a **\$16,000 refund from the IRS**, recovering fees previously paid in 2023. He also thanked **Assistant Superintendent Jeff** and high school staff for their extensive preparation related to the **civil rights audit**, noting the significant volume of documentation gathered and submitted.

The Superintendent concluded his report and invited questions.
There were none.

8.0 Discussion/Action

Agenda Item 8 (Local Service Plan) required formal approval. A motion was made by Steve Britton to approve the Local Service Plan. The motion was seconded by Marsha Frost.
Motion carried unanimously.

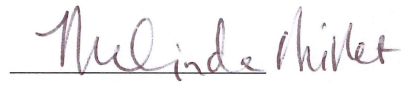
9.0 Consent Agenda

10.0 Staff and Public Comment

Carrie Tafiely addressed the Board regarding student transitions.

11.0 Adjournment

Board Chair adjourned the meeting at 7:06 p.m.

A handwritten signature in dark ink, appearing to read "Melinda Miller", is written over a horizontal line.

Approved