

DOUGLAS COUNTY SCHOOL DISTRICT #15
BOARD OF DIRECTORS
REGULAR SCHOOL BOARD MEETING MINUTES
July 12, 2021

The Board of Directors of Douglas County School District #15 convened in regular session with an option to join virtually via Google Meet at 6:00 p.m. on July 12, 2021.

The following individuals were present:

District Board Members: Rex Fuller, Laura Stufflebeam, Clint Thompson, Rebekah Sawyer, Valerie Anderson, John Boling and Charlie Sawyer

Staff/Patrons: Boo Hooker, Joanne Gordon, Terri Woods and Janice Daniels

Superintendent: Steve Woods

Business Manager.: Claire Cotton

Board Secretary: Lisa Hemphill

- 1) **Call to Order and Welcome:** R. Fuller called the meeting to order at 6:03pm.
- 2) **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- 3) **Oath of office new board members:** The following board members were sworn in: Clint Thompson, Position 3; Rebekah Sawyer, Position 4; Valerie Anderson, Position 5 and Charlie Sawyer, Position 7.

4) **Approval of the Agenda:**

Motion: L. Stufflebeam moved to approve the agenda with the following additions: Line 10, item f) Timeline and Long-Range Planning - Facility Update; item g) RV Trailer; h) Bell Schedule 2021-22 SY and Line 11, item a) Approve Bell Schedule 2021.22 SY.

Second: J. Boling

Discussion: There was no discussion.

VOTING IN FAVOR: R. Fuller, L. Stufflebeam, C. Thompson, R. Sawyer, V. Anderson, J. Boling and C. Sawyer

MOTION PASSES

5) **Election of 2021-22 Board Officers**

a) Chair:

Motion: V. Anderson nominated R. Fuller.

Second: L. Stufflebeam

Discussion: There were no further nominations.

VOTING IN FAVOR: R. Fuller, L. Stufflebeam, C. Thompson, R. Sawyer, V. Anderson, J. Boling and C. Sawyer

MOTION PASSES

b) Vice-Chair

Motion: V. Anderson nominated L. Stufflebeam

Second: J. Boling

Discussion: There were no further nominations.

VOTING IN FAVOR: R. Fuller, L. Stufflebeam, C. Thompson, R. Sawyer, V. Anderson, J. Boling and C. Sawyer

MOTION PASSES

- 6) **Charter Board Meeting Report:** Diane Swingley, Charter Board President gave a lengthy explanation of the district and charter board roles and then gave the Charter Board report from July 7, 2021. She also stated that there are three open positions on the Charter Board.

- 7) **Public Input:** There was no public input.

8) Consent Agenda Items

- a) Approval of minutes
 - i) Regular Board Meeting - June 14, 2021
- b) Approval of the following designations for the 2021-22 school year
 - i) Appoint Chief Executive Officer: Mr. Steve Woods
 - ii) Appoint Business Manager: Claire Cotton
 - iii) Appoint Custodians of Funds/Signatures: Steve Woods, Lisa Hemphill, Claire Cotton
 - iv) Appoint Budget Officer: Steve Woods
 - v) Appoint School Legal Council: GHR Lawyers, Salem, Oregon
 - vi) Appoint Official Auditor: Umpqua Valley Financial
 - vii) Appoint Bank of Record/Depository of School Funds: Umpqua Bank/Local Government Investment Pool
 - viii) Appoint Insurance Agent of Record: Craig Zolezzi of Zolezzi Insurance
 - ix) Appoint Federal and State Grant Official: Steve Woods
 - x) Appoint Newspaper of Record: *The News-Review* of Roseburg, OR
 - xi) Confirm Regular Meetings and Work Sessions of the Board of Directors: 6:00 pm on the second Monday of the month at Days Creek Charter School
 - xii) Appoint Standing Board Committees
 - (1) Negotiations: (Valerie Anderson and Clint Thompson)
 - (2) Budget Committee: Rex Fuller, Laura Stufflebeam, John Boling, Clint Thompson, Rebekah Sawyer, Valerie Anderson, Charlie Sawyer, Diane Swingley, Chelsie Hopkins, Leah Giles, Joann Gordon, and Chris Rusch
 - (3) Ad hoc committees as needed may be formed
- c) Employment of licensed, classified, or coaching personnel
 - i) Jonathan Lopez-Valadez - AG FFA Teacher
- d) Accept the resignation of Holly Michaels, Secondary Teacher

Motion: C. Thompson moved to approve the consent agenda items as listed above with the correction to line 5 of the June 14 minutes - Straightline changed to Straightline.

Second: V. Anderson

Discussion: V. Anderson pointed out that in item 5 of the June 14, 2021 minutes, the (t) was missing in Straightline.

VOTING IN FAVOR: R. Fuller, L. Stufflebeam, C. Thompson, R. Sawyer, V. Anderson, J. Boling and C. Sawyer

MOTION PASSES

- 9) **Monthly Financial Summary Report, Capital Improvement Fund, Voucher Report:** Claire Cotton, Business Manager, reported that all of the information is from June of the last fiscal year. The 2020.21 school year has not been audited, so changes may still need to be made. She also reported that she is working on a different version of the Capital Improvement Fund report that will include the balance of the fund. There was some discussion regarding the following items on the Voucher Report: Amerigas heating fuel, utility credit on First Student's bill and the IPM (Integrated Pest Management) training cost.

- 10) **Information Items:** S. Woods took this opportunity to welcome the new board members to the family. He also went over the New School Board Orientation document and emphasized that the district board is the oversight for rules and regulations and that district policies are their responsibility. S. Woods encouraged them to look over the policies and for the board to come up with ways to revise to fit the DC family. The Boards and Superintendent/Executive Director Operating Agreement was read out loud and all members were asked to sign. S. Woods emphasized the following points from the document:

- Collaborative Governance: #4 - The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district or school administrative matters, unless so authorized by board vote.
- Communication Agreement: Steve summed this up with two words "no surprises". He explained that the board members should not be surprised and neither should Steve.
- Board Expectations of the Superintendent/Executive Director: S. Woods pointed out that these are the board's expectations of him. If he is not living up to the expectations, please let him know.

- Superintendent's expectation of the board: S. Woods is the educational leader of the district and wants the board's support.
- a) Enrollment Update: The estimated enrollment is 193 students.
 - b) COVID Updates
 - i) Ready Schools, Safe Learners guidance, County Metrics, Dashboard, Metrics Table
 - ii) Sector Risk Level Chart and quarantine mandate

S. Woods gave the following COVID updates:

 - COSA meeting in June that laid out their initial leanings:
 - given that there is not a variance of COVID, it will be left up to the individual superintendents for masks and social distancing.
 - They have not addressed quarantining.
 - Later in July, a new Ready Schools Safe Learners document will be released
 - Some of the COVID guidelines will be discretionary - there is no policy.
 - Once the document is finalized, the boards will be able to decide if policy is needed.
 - Quarantine will be governed by the Oregon Health Authority.
 - Dr. Bob Dannenhoffer will still meet with superintendents every Wednesday.
 - OSAA is waiting for the new mandates before they give their requirements.
 - The district is planning to move forward as if it is a pre-COVID situation with in-person learning, no masks and no social distancing requirements.
 - c) 2021 Legislative Recap: S. Woods encouraged the board to look over the Recap of the 2021 Legislative Session document and there was some discussion regarding the following: ESSER monies being used for district responsibility, goal to spend monies by September 30, 2021, van purchase, Senate Bill 580 making class size a bargaining unit agreement, SB 744 pausing state essential skills requirements through 2024 - district can still have requirements locally and SB 732 and establishing the charter board as the educational equity advisory committee to ensure the disenfranchised are being served. He also stated the CIP and SIA plans already address the issues of equal access.
 - d) AG happenings: S. Woods reported that the district has hired a new Ag teacher but his contract does not start until August 16. Holly Michaels is serving as the Ag Advisor for the summer months. He also reported that a market hog that was housed in the barn died and the owner took it to Oregon State for a full report on cause of death. He also informed the board that the owner may or may not choose to share results with the district.
 - e) Business Services Update: S. Woods stated that Claire Cotton is the business manager for the district, replacing the Douglas ESD. Payroll and HR will be done by Paychex and he informed the board that ramp up and onboarding has been very stressful and that the district is responsible for the logistics and ground work and Paychex does oversight. S. Woods also let the board know that there may be a need to return to the Douglas ESD for HR services.
 - f) Timeline and Long-Range Planning - Facility Update: S. Woods reported that Straightline will look at the facility and give us focus areas and long range plans based on input from community and staff. The district may then choose to float a bond for improvements. The report is 80% complete and has already identified the cafeteria and athletic practice space as areas that need improvement.
 - g) RV Trailer: S. Woods reported that due to lack of housing, he may offer the open field by the superintendent's house as a place for a staff member to place an RV. The district has lost a number of hires due to the lack of housing. There was also some discussion regarding the possible closing of the Tiller Ranger Station, possible housing availability on the compound and the creation of an Ad Hoc committee to look into the possibility of housing.
 - h) Bell Schedule 2021-22 SY: S. Woods informed the board that this is also an action item and that he needs board approval for contractual agreements. The schedule is a modified block schedule: Monday and Thursday are normal 7 periods and Tuesday and Wednesday are block schedules. Tuesday will be periods 1 -3 and Wednesday will be periods 4-7. School start time will be 8:05am and school will be released at 3:25pm. The early release follows the collective bargaining agreement in case of quarantines. The schedule meets the minimum requirements, but there is little wiggle room for inclement weather and/or emergencies days; days may need to be made up by adding days to the school calendar or asking for a waiver.

11) Action Items

- a) Approve Bell Schedule 2021-22 SY:

Motion: L. Stufflebeam moved to approve the 2021-22 SY Bell Schedule as presented.

Second: C. Thompson

Discussion: None

VOTING IN FAVOR: *R. Fuller, L. Stufflebeam, C. Thompson, R. Sawyer, V. Anderson, J. Boling and C. Sawyer*

MOTION PASSES

12) Announcements

- a) 2021-22 School Calendar
- b) Tuesday, July 13 - Summer Library returns, 5:00 - 7:00 p.m.
- c) Monday, August 16 - Faculty report
- d) Thursday, August 19, 2-8 pm - Family Conference- Meet and Greet - Open House
- e) Monday, August 23 - Students First Day of School
- f) Monday, September 6 - Labor Day

13) Public Input: There was no public input.

14) Adjournment:

Motion: V. Anderson moved to adjourn the meeting at 7:46pm

Second: L. Stufflebeam

Discussion:

VOTING IN FAVOR: *R. Fuller, L. Stufflebeam, C. Thompson, R. Sawyer, V. Anderson, J. Boling and C. Sawyer*

MOTION PASSES

Dated this July 22, 2021
Respectfully Submitted by:
Lisa Hemphill, Board Secretary

The next regular monthly board meeting is scheduled for August 9, 2021