

DOUGLAS COUNTY SCHOOL DISTRICT #15
BOARD OF DIRECTORS
REGULAR SCHOOL BOARD MEETING MINUTES
August 14th, 2023

The Board of Directors of Douglas County School District #15 convened in regular session at 6:00 p.m. on Monday August 14th, 2023 in Room 215 at Days Creek Charter School.

The following individuals were present:

District Board Members: Clint Thompson, Laura Stufflebeam, Rebekah Sawyer, Todd Vaughn, Charlie Sawyer and Charlie Pritchard.

Staff/Patrons: James Ellis, Shari Ellis, Diane Swingley, Vicky Dozier and Rob McCallum

Superintendent: Joe La Fountaine.

Business Manager: Claire Cotton

Assistant Business Manager: Leah Giles

Board Secretary: Dawna Connor

1) Call to Order and Welcome: Laura Stufflebeam called the meeting to order at 6:02 pm.

2) Pledge of Allegiance: The Pledge of Allegiance was recited.

3) Approval of the Agenda:

Motion: Rebekah Sawyer moved to approve the agenda.

Second: Charlie Pritchard seconded the motion.

Discussion: There was no discussion

Voting in Favor: Laura Stufflebeam, Clint Thompson, Rebekah Sawyer, Todd Vaughn, Charlie Sawyer and Charlie Pritchard.

4) Charter Board Meeting Report: Diane Swingley, Charter Board President

- a) [August 2, 2023, Charter Board Agenda](#) Diane Swingley reported, the charter board met a week early on August 2nd. They appointed Laura Stufflebeam to position 10, as a 3 year term district board representative. The district board agenda was reviewed. They talked about meeting with staff and assigned volunteers. They discussed pre-school grants, the seismic grant, and the upcoming back to school bash. Interim Superintendent, Joe La Fountaine, had mentioned his idea of a principal round table, where he would be meeting with students once a month. Another item that was discussed was the new wolf pack t-shirts. Diane Swingley notes the EA grant award is not on the district board agenda tonight. Joe La Fountaine told her that it is on the new board bulletin that will go out every Friday to keep the boards informed on a regular basis. Diane mentioned that the staff handbook has been updated to 75 pages and Joe La Fountaine went to COSA for the New Superintendent Academy. She mentioned Board training that we will discuss tonight. Diane asked if the assessment calendar was shared with the district board? No, states Joe La Fountaine, Cathy Knapp does this and she is not present this evening. The charter board went over the new math curriculum adoption update, and the 2023 smarter balanced opt out data, noting that there were 5 opt outs. David Brown moved from the publicity committee, he chose to be on the recognition of excellence committee instead. They tabled Matt Giles' capstone (senior project), and noted the date of Sept 8 for professional development training for the new k-5 math curriculum.

5) Public Input:

There was no public input.

6) Discussion Items:

a) [Superintendent Evaluation Workbook - Timeline](#)

Diane Swingley asked if Joe La Fontaine can convert the PDF from google to word? It is already a word document states Joe. Diane would like feedback on the manual at the combined meeting. Joe states our evaluation workbook is a bit outdated per the New Superintendent Academy he recently attended. He would like them to consider not using the outdated portion of the plan. He mentions the 360 evaluation plan, he thinks it should not be used until he has been here 2 or more years. Todd Vaughn asked how does the 360 eval work? Todd says it looks to him like it's based on interaction between the committee and Joe La Fontaine? Todd Vaughn states it seems to be more for Joe's benefit. Joe states he would not know who to pick for the eval committee, as he is not familiar with the staff yet. Todd Vaughn suggests board help pick staff and community members since Joe La Fontaine is unfamiliar with the community. Laura Stufflebeam states that Aug 28 or 29th would work for charter for a combined meeting, after some discussion, the 29th was the date chosen for a special combined board meeting at 6:00 p.m. to discuss the use of the superintendent eval workbook.

b) [Revised 23-24 - School Calendar](#)

Joe La Fontaine said, after the board approved the calendar, it was noticed that there were a lot of inaccurate dates. The October 13th inservice was not on calendar, November 10th, Veteran's Day was not noted as a federal holiday. Those dates have been changed to what they should be. They moved a spring inservice day forward to October 13th to fill that day, and free up the spring. Most of the rest of the changes were small items that were corrected or added, such as grading days and the first day of school. They added finals week, adding a midpoint warning date for parents of struggling students. Last year's calendar had 4 less day's than the required amount, this calendar has the correct amount of days. Rebekah Sawyer asked if seniors are getting enough instructional minutes with their graduation date being 2 weeks before the end of the school year. Joe La Fontaine will double check.

c) Launching a DCCS Pre-school in Fall of 2024

Joe La Fontaine states that a \$35,000.00 grant was received to start an early learning center here at Days Creek Charter School. We currently have no pre-k here or close by, the closest one is in Myrtle Creek and is run by Seven Feathers. Our kinders are at a disadvantage coming in with no skills. We would need to discuss where this could be done, possibly the teacherage? Joe mentioned the ESD also has 2 funding streams that would give us additional funds and the Ford Family Foundation is also willing to provide monies. Is this something the board would be interested in pursuing? He can get more information on the topic as needed. Todd Vaughn asked if the Seven Feathers director would be a mentor? Joe States he has spoken with her about that very thing and she is willing to help in any way she can. Todd also asked if we can reach out to the community to find out the demand for this? Todd states maybe ask parents at back to school night? Joe will also ask k-5 teachers to ask their parents. Todd Vaughn asked what the cost would be? Joe La Fontaine states the state would pay the instructor, a fenced in play area would be required, as well as additional restrooms if we used the teacherage. Todd asked if we will provide lunch? Joe said yes, and breakfast too. Diane Swingley noted a privacy fence would be needed as well. Todd asked what the building is currently in use for. Joe responded, nothing, Steve Woods moved out and it has been empty ever since. Todd states we are losing a rental value on that property if we create a pre-k. Can we come up with any ideas to create revenue? Joe says we could also consider purchasing a modular instead. Todd suggests looking into funding for a

modular. Joe La Fountaine will look into it. Claire Cotton noted we are also in a pre-grant stage for another \$45,000.00 grant for early learning. Joe states we fit all the criteria to qualify for that second grant. Laura Stufflebeam states this is a service the community has needed for a long time.

d) DCCS Family Leave Policy [GCBDA](#)

Claire notes this is the existing policy, the business office is working on implementing the New State Act, administrative regulation has been provided, that will attach to this policy. Suggesting no changes but to attach the policy on the next line. We have a 3rd party admin, American Fidelity, that will make this operate more smoothly. This takes effect on September 3rd, although employees can apply now. This will be covered tomorrow at inservice, so the employees know how to apply. This is meeting the requirements of the program, states Claire Cotton. Rebekah Sawyer asked if we are going to provide a poster advertising the leave policy and comply if anyone goes through proper channels to apply? Claire states there are specific qualifications to qualify. The Policy pays a percent and school pays the rest, Clint Thompson asked how much is covered? The policy covers 60% for classified employees Leah Giles answers. There are 52 weeks of coverage from the approval date of the claim. Todd Vaughn asked about coverage over the summer, Leah answered, it will only cover absences during the school year, when an employee is already scheduled to be off there won't be any coverage, but it doesn't have to be consecutively used. Clint Thompson asked if there is an option to appeal a denied claim? Joe La Fountaine states the appeal would go to the labor board. Leah said we will be informed right away when someone applies. Todd Vaughn asked how much is the max leave a person can use? Leah Giles answered, 12 weeks. Todd asked if this is a state law? Leah Giles says yes. Todd asked if we use American Fidelity for other reasons? Claire Cotton answered yes. American fidelity gave us an extension by paying into this for us, moving our deadline to implement it to September 3rd. Todd asked, what is the annual cost of the policy? Claire noted it is in the budget and has already been approved.

e) Recommend Administrative Rule for GCBDA [AR Policy](#) (9)

f) Board Training Options

Joe La Fountaine would like the members of both boards to have some board training, and Claire Cotton's husband offered to do a 45 min class. Joe made OSBA binders for each board. The board is interested, and Joe suggested this training happen in September before the board meeting. Rebekah Sawyer said, not during policy updates, those meetings are too busy already. Leah Giles states she has not received any policy updates yet so next month should be ok. Todd Vaughn suggested that we do it on the 29th at the special combined board meeting. Everyone agrees to begin the training at 6:00 pm on the 29th of August if it works for Mr. Cotton.

Diane Sawyer notes, at the special combined board meeting they would like to see Joe La Fountaine's superintendent goals. Todd Vaughn asked if we are going to articulate a vision? Joe states we already have a vision, it is on the website. Diane Sawyer states, you can also see the vision on the charter board agentagenda linked in tonight's agenda (item d) Todd Vaughn asked when was this adopted and is there any value in updating it? Joe La Fountaine says that can be discussed at a later date.

g) Removing/reducing athletic player fees

Joe La Fountaine noted that we only pull in about \$2500.00 annually on sports fees. Sometimes, the school struggles to fill teams, he thinks the fee may restrict students' involvement in sports. He says we are currently pretty strong fiscally and this would not affect the school negatively.

Motion: Rebecca Sawyer moved to present this topic as an action item

Second: Charlie Pritchard seconded the motion

Discussion: There was no discussion

Voting in Favor: Laura Stufflebeam, Clint Thompson, Rebekah Sawyer, Todd Vaughn, Charlie Sawyer and Charlie Pritchard.

7) Interim Superintendent Report:

- a) [FFA Fair Highlights](#) - Joe notes Mallory Walter had the grand champion swine.
- b) Track, baseball and softball Fields - James reported he is working on getting electrical to the softball field, and getting the granite laid on the warning track and the track around the football field. James noted he is using the same contractor that has previously done work on the baseball field.
- c) Math Curriculum Update - Cathy Knapp was not present.
- d) [Summer STEAM Summary](#) - Joe read a summary of the summer Steam Camp written by Sarah Hooper.
- e) Seismic Grant Update - Committee Suggestion Joe mentioned the RFP is in review, he asked the board if there are any members willing to work on a subcommittee, there was no comment.
- f) Water Supply Issues - Joe La Fontaine shared his concern about potentially running out of water this fall, he wants the board to be aware of the concern, he has some water saving strategies that could be considered, such as purchasing a new 15000 gal tank, or looking into tapping into the unused well on the property. Pumping from the river and filtering the water could also be considered. Joe explained there was a 600 gal a day leak that was since repaired. It appears the water levels have stabilized. Joe is waiting to see if we end up with low levels this fall. He notes that we use about 1500 gallons a day when students are present.
- g) Back to School Bash (August 17 @ 4-7 PM) - Joe mentioned that the back to school bash is coming up this Thursday on the 17th. All Board members are welcome to attend!
- h) Wolf Pack T-Shirts - Joe explained the school has purchased shirts to raise enthusiasm in students and staff. Everyone will have a wolf pack t-shirt by Christmas.
- i) Staff Breakfast - August 14 - Joe thanked the board for their participation in serving the staff breakfast this morning.
- j) Staff Handbook update - Joe explained he worked with James Ellis and Cathy Knapp and they revised the staff handbook, reducing 30 pages that were duplicate or out of date. The handbook is now up to date and in alignment with policy.
- k) Master Schedule Change - Joe notes we went away from the block schedule to a 7 period day everyday. Changing from the block schedule frees up time for instruction. By the second semester we will have developed more things of interest for the students in that time.
- l) Music Instruction - Joe told the board he is looking to hire a music teacher. He has someone in mind who has previously worked here.
- m) Uniserve Communication - Joe mentioned he had been in contact with Bob Sconce to discuss evaluation and matters in general on how the year is going. Bob was receptive and reminded him this is a negotiation year for licensed staff, pitched a roll over in the language and negotiations for financial scales. Joe said we should look more carefully at contracts before making any decisions.
- n) Curriculum Mapping PD - IRRE - Joe explained the staff will be engaged in curriculum mapping using IRRE to support them will be a critical component in the work in instructional improvement.

- o) SOU College credit summary - We got 188 college credits last year from SOU. UCC did not have a number yet but the total was significantly less. Joe met with UCC dual credit staff and expressed his interest in better alignment with our school for our students' access in the future.

8) Consent Agenda Items

- a) Approval of minutes [District Board Minutes 2023 07-10](#)
 - i) Regular Board Meeting
- b) Approval of Contracts
 - i) Contract - James Ellis - Dean of Students
 - ii) Contract - James Ellis - Athletic Director
 - iii) Contract - David Hunt - Head Football Coach

Joe La Fontaine noted he needs to be trusted to make those decisions in hiring. That is a big component of his job.

- c) Approval of the following designations for the 2023-24 school year
 - i) Move from temporary to permanent employment status -Susan Jenks
 - ii) Move from temporary to permanent employment status -Chris Dubie
 - iii) Move from temporary to permanent employment status -Gabriel Ingwerson
 - iv) Move from temporary to permanent employment status -Makenzie Whetzel
 - v)

Joe La Fontaine states these employees have worked part or full time for over 6 months and deserve to be hired on as permanent employees, they will be eligible for benefits.

- d) Employment of licensed, classified, or coaching personnel
 - i) Accept the resignation letter: Carrie Jenkins
- e) District Surplus Designation
 - i) Used dishwasher ([Surplus Designation Policy DN](#))

Joe noted that the old dishwasher will be surplus in auction.

Motion: Rebekah moved to approve the consent agenda items.

Second: Todd Vaughn seconded the motion.

Discussion: There was no discussion

Voting in Favor: Laura Stufflebeam, Clint Thompson, Rebekah Sawyer, Todd Vaughn, Charlie Sawyer and Charlie Pritchard.

9) Monthly [Financial Summary Report](#); [Revenue-Expenditure Voucher Report-June](#); [July Voucher Report](#):

Claire Cotton, Business Manager

- a) [Lunch Fee Changes](#) - Claire updated the board with the needed changes to increase the lunch fees for the school to help cover the cost of the food.
- b) The board moved to add the lunch changes to the action items
- c) EDC Fit OEA Grant Award - Leah let the board know that the OEA Grant miscalculated the amount for the school. The amount is about \$20,000 less than previously stated. The school

district is sending back some money to the grant. It was the error on the grant and not the school district.

- Leah updated the board from the financial summary report - She went over the increase in the SSF and the increase in some of our expenses for HR, Workers Comp and PACE insurance. They should offset each other. Leah updated the board on Paid Leave Oregon and that when an employee applies for leave this starts their 52 weeks. The school received notice about the increase in the SIA Funds for about \$75k and the decrease in our HSS of about \$20,000. The Oregon State Treasury dept announced an increase in the interest rates starting in August. The board was also notified that the auditor was here doing some preliminary work and Claire and Leah are working closely with the auditors and sending them all the information they need. Leah attended the OASBO conference and was able to gain lots of knowledge and insight in the year to come.
- The board looked over the financial reports but had no questions
- The board looked over the voucher report:
 - Question that was asked was what is Tyler Technologies and purpose. Leah informed the board that Tyler is the company we use for our accounting system and gets track of all the important information.

10) Information Items

- a) [Enrollment Update](#)

11) Action Items

- a) [Approve revised 23-24 - School Calendar](#)
- b) Removing/reducing athletic player fees
- c) Lunch Fee Changes

Motion: Rebekah Sawyer moved to approve the action items.

Second: Charlie Pritchard seconded the motion.

Discussion: There was no discussion.

Voting in Favor: Clint Thompson, Rebekah Sawyer, Todd Vaughn, Charlie Sawyer and Charlie Pritchard.

12) Announcements

- a) Staff "Thank You" for the breakfast
- b) Tuesday, August 15 - Open Enrollment Begins
- c) Thursday, August 17, 4 - 7 PM - Family Conference-Open House- Back to School Bash
- d) Monday, August 21 - Students First Day of School
- e) Thursday, August 31, 4 PM - First Home Volleyball match
- f) Friday, September 1, 4 PM, First Home Football game vs. Riddle
- g) Monday, September 4 - Labor Day

13) Public Input

There was no public input.

14) Adjournment

Motion: Rebekah moves to adjourn the meeting.

Second: Todd Vaughn seconded the motion.

Discussion: There was no discussion.

Voting in Favor: Laura Stufflebeam, Clint Thompson, Rebekah Sawyer, Todd Vaughn, Charlie Sawyer and Charlie Pritchard.

The meeting adjourned at 8:00 PM.

Dated this August 14, 2023

Respectfully Submitted by:

Dawna Connor, Board Secretary

The next regular monthly board meeting is scheduled for September 11, 2023