

**DOUGLAS COUNTY SCHOOL DISTRICT #15**  
**BOARD OF DIRECTORS**  
**REGULAR SCHOOL BOARD MEETING**  
**MINUTES**  
**June 10, 2019**

The Board of Directors of Douglas County School District #15 convened in regular session at Days Creek School at 6:17 pm on June 10, 2019.

The following individuals were present:

School Board Members: Troy Michaels, Dana Stone, Rex Fuller, Lance Kruzic, Laura Stufflebeam and Michael Doolittle

Staff/Patrons: Diane Swingley, Boo Hooker, Joanne Gordon, Louis Calvert and Terri Woods

Superintendent: Steve Woods

Business Services: Racheal Aiken and Rachel Amos

Human Resources: Holly Hill

Board Secretary: Lisa Hemphill

**1) Call to Order and Welcome:** T. Michaels called the meeting to order at 6:15pm.

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

**3) Approval of the Agenda:** L. Stufflebeam moved, seconded by M. Doolittle to approve the agenda with the following additions: Addition of Line 6) item d) sub item iii) .5 Ag Teacher and Line 8) item g) OSBA 360 Degree Pilot and item h) Board Officers elected at July meeting

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Kruzic, L. Stufflebeam and M. Doolittle***  
***MOTION PASSES***

**4) Public Input:** Due to time constraints, public input was taken at this time. Joe Stever shared a concern that student work being done in some classrooms does not have a paper trail. Joe spoke with the teacher and was told workbooks were completed before computer time, but this was not the case for his kids; their workbooks had minimal pages done. Joe is concerned that students are just putting in an answer and not showing their work.

Boo Hooker thanked everyone for the digital reading board.

**\*\*Travis Fuller joined via telephone 6:25pm\*\***

Joanne Gordon made the following community announcements: Canyonville Farmers' Market is hosting "Food Heroes" program for kids. Every week children get \$2 worth of vouchers to spend at the market and they get to try something new; July 6, Tiller Art Fair at South Umpqua Community Church and she also thanked Terri Woods for the community dinner.

5) **Charter Board Meeting Report:** Jim Docherty, Charter member, gave the report from the June 5, meeting.

6) **Consent Agenda Items**

- a) Approval of the minutes from the May 13 - Regular Board Meeting
- b) Approval of the minutes from OSBA Training Meeting - May 21
- c) Approval of minutes from OSBA Training Meeting - June 3
- d) Employment of licensed, classified and coaching personnel
  - Rachel Whetzel, in the position of Instructional Assistant, Elective Teacher
  - Tiffany Hendrickson, in the position of AG FFA Teacher
  - Need for shop teacher and/or AG Assistant - add .5?

\*S. Woods requested the board vote on approval of items a, b and c and then move to Financial Report and then vote on line d) items i, ii and iii after Holly Hill presents on teaching licensure. M. Doolittle moved, seconded by R. Fuller to approve consent agenda items a, b and c as listed above.

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7) **Monthly Financial and Voucher Report:** T. Michaels introduced Rachel Amos as the Business Manager taking over July 1, 2019 for Racheal Aiken. Racheal Aiken went over the monthly financials and the voucher report.

8) **Information Items:**

- a) Steps to Teacher Licensure: Holly Hill, Human Resources, gave a slide show presentation to explain the changes TSPC has made due to a shortage of teachers. The following highlights were presented:
  - Preliminary Teaching License: Bachelor's Degree + Teaching program (3 Year Bachelor + (Gone through Teaching program)
  - Reciprocal: Teaching License from another state. This license is good for 1 year and candidate must satisfy Oregon requirements within one year. (There are 3 teachers in the 2019-20 school year that fall under this licensure. They are from Minnesota, Arizona and California)
  - Restricted Teaching License: Bachelor's degree, but has not gone through a teaching program. Candidate must have a letter of sponsorship from school district, substantial prep (college classes) or work experience in subject matter and be on the path to get teacher license. Also, a content knowledge test will need to be passed. This license is for 1 Year and is renewable 2 times.
  - \*CTE Teaching License: Must be an approved ODE program and candidate must have an Associates Degree or equivalent and a waiver may be needed. Candidate must have a letter of sponsorship from the district. This is a 1 year license that is renewable 2 times.
  - Limited Teaching License: Must have an Associates Degree or equivalent. Candidate must have a letter of sponsorship from the district. This license is good for 3 years.

- Charter School Registry: 18 years old, education or other relevant experience and qualification, letter of sponsorship from the district 3 year license (not core subject matter)
- License for Conditional Assignment - Candidate has a license but will teach a different subject that is not endorsed by their license. The endorsement is purchased while they meet requirements to get endorsed. Candidate must have a letter of support from the district.
- American Indian Languages Teaching License: Candidate must be 18 years old and have a letter of sponsorship from the district and one from an American Indian tribe.

**\*S. Woods returned the board to Line 6) Consent Agenda: Item d)** Employment of licensed, classified and coaching personnel:

- Rachel Whetzel, in the position of Instructional Assistant, Elective Teacher
- Tiffany Hendrickson, in the position of AG FFA Teacher
- Need for shop teacher and/or AG Assistant - add .5?

i) Rachel Whetzel - IA and elective teacher - possibly art or photography

S. Wood explained that Tiffany Hendrickson is not comfortable with shop classes and so there is a need for an Educational Assistant to be assigned to help with shop or for the district to hire a .5 shop teacher. D. Stone asked if money was in the budget for this position. R. Aiken explained that there is money in the budget. There was also discussion of this position being temporary, measure 98 monies used for this position, benefits, PERS and an improvement in grading and communication with parents and students. L. Kruzic stated approving a .5 teacher seems in line with the last 3 month discussion of the Ag program being too large for one teacher. L. Stufflebeam moved, seconded by L. Kruzic to approve consent agenda item d) as listed above.

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Kruzic, L. Stufflebeam and M. Doolittle  
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- b) Enrollment Update: S. Woods reported that there were 196 students enrolled as of May 31. There was some discussion regarding the possibility of lower than projected enrollment in 2019-20 due to significant moves out of district and about estimated Kindergarten enrollment.
- c) Facility Update, report and heat pump bid: Louis Calvert, Maintenance Supervisor, gave a brief history of the bid process and explained that the bid went out as two phases with a requirement to start work within 3 to 4 days of notification of bid award.
- Phase 1: Classrooms - 18 heat pumps for all classrooms, including Room 215
  - Phase 2: Gymnasium - 4 heat pumps for gym, weight room and classrooms. He explained that the locker rooms would have to be added as an addendum so moist air is not introduced into the system.

L. Calvert reported the results of the bids as follows:

- Addcox Heating: Phase 1 \$63,800 Phase 2: 57,800
- Mahalo: Phase 1 111,000 Phase 2 \$91,796
- Roseburg Refrigeration: Phase 1: \$66,000 Phase 2: \$53,000 + 7,0000
- Umpqua Sheet Metal: Phase 1: \$83,00 Phase 2: \$75,000

There was further discussion about the cost to upgrade the boiler, possible rebates offered for switching to heat pumps, possible consolidation of power meters, salvaging and

selling the boiler. A motion was made and rescinded because we are still under information. L. Calvert will send the board members a cost of maintenance for the heat pumps.

- d) Continuous Improvement Plan - Update, Current Draft: S. Woods informed the board that the Charter Board approved the Mission and Vision Statement and goals.
- e) Insurance coverage for Summer coaches: There was discussion regarding summer programs being able to use the school's equipment and how to insure them. Some of the highlights of the discussion were: having a contract with individual, use of their own equipment instead of the district's, volunteers vs. employees, wages, district responsibility to keep up the grounds, equipment competency check-off, BOLI law and PACE insurance. D. Stone suggested using the same system that was used for the public's use of the weight room. It was agreed to use the Facility and Equipment Use Application Form that was established through PACE.
- f) Superintendent/Executive Director Evaluation - First Read: T. Michaels told the board members to be prepared to vote next month.
- g) Opportunity to pilot 360 degree evaluation with Steve Kelley: T. Michaels wanted other board members and S. Wood's feedback regarding this opportunity. There was discussion regarding district input on the evaluation questions and the fact that being in the pilot program removes the flexibility of not doing a 360 degree survey with the evaluation.
- h) Board officer elections at July meeting: S. Woods reminded the board that officers will be elected in July and that we're losing the vice chair with Travis leaving. T. Michaels stated he would be happy to pass the gavel if anyone else wants to be chair.

**9) Action Items:**

- a) Consider Summer Maintenance Stipend for operating equipment: R. Aiken stated that the waiver for weight room use, Equipment/Facility Use Form, will cover using school equipment. M. Doolittle moved, seconded by L. Krucik to approve use of Facility and Equipment Use Application Form, to cover volunteers using district equipment.  
Discussion about training to use equipment.

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Krucik and M. Doolittle***

***ABSTAIN: L. Stufflebeam***

***MOTION PASSES***

- b) Approve proposed budget and adopt resolution for 2019-20 SY: L. Krucik moved, seconded by L. Stufflebeam to approve the proposed budget and adopt Resolution No. 2018-19-10, adopting the 2019-20 budget in the total amount of \$5,977,131 and allocating appropriations within and imposing the permanent tax rate.

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Krucik, L. Stufflebeam and M. Doolittle***

***MOTION PASSES***

***\*\*T. Fuller ended his phone call\*\****

- c) Determine path forward regarding Heating/Cooling system: M. Doolittle moved, seconded by L. Stufflebeam to award bid to Addcox for Phase 1 and Phase 2 with an additional 10% added to phase 2 for dependent units in locker rooms

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Kruzic, L. Stufflebeam and M. Doolittle***  
***MOTION PASSES***

- d) Approve District Board Meeting Schedule for 2019-20 SY: M. Doolittle moved, seconded by L. Kruzic to approve district board meeting schedule for 2019-20. District meetings will be held the second Monday of each month at 6pm in Room 215.

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Kruzic, L. Stufflebeam and M. Doolittle***  
***MOTION PASSES***

- e) Reinforce District Mission, Vision, Goals (approved by Charter Board): D. Stone moved, seconded by L. Stufflebeam to support and reinforce district mission, vision and goals that were created in the CIP meetings and approved by charter board.

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***MOTION PASSES***

- f) Vacation Rollover D. Stone moved, seconded by M. Doolittle to approve vacation rollover hours requested by Lisa Hemphill (92 hours), Cheryl Arp (55 hours), Louis Calvert (60 hours) and Steve Woods (15 days).

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Kruzic, L. Stufflebeam and M. Doolittle***  
***MOTION PASSES***

**10) Announcements:**

- a) June 24, OSBA Joint Boards Training Meeting, 6 pm room 215
- b) Self Evaluation Assessments - due by June 18

**11) Public Input: None**

**12) Adjournment: L. Stufflebeam moved, seconded by M. Doolittle to adjourn the meeting at 9:10pm**

***VOTING IN FAVOR: T. Michaels, D. Stone, R. Fuller, L. Kruzic, L. Stufflebeam and M. Doolittle***  
***MOTION PASSES***

Dated this July 2, 2019  
Respectfully Submitted by:  
Lisa Hemphill  
Board Secretary