

**DOUGLAS COUNTY SCHOOL DISTRICT #15**  
**BOARD OF DIRECTORS**  
**COMBINED BOARD MEETING MINUTES**  
**APRIL 13, 2020**

*The agenda and the link to join the meeting is as follows: [meet.google.com/aqf-wnch-awp](https://meet.google.com/aqf-wnch-awp)  
Phone Numbers (US)+1 559-418-0448 PIN: 816 782 552#*

**District Board Members:**

**Present:** Troy Michaels, Laura Stufflebeam & Rex Fuller

**Remote:** Dana Stone & Lance Kruzic

**Phone:** John Boling & Michael Doolittle

**Charter Board Members:**

**Present:** Jim Docherty, Diane Swingley & Valerie Anderson

**Remote:** Cheryl Silva, Matt Giles, Cathy Knapp & Jame Ellis

**Public:** Bruce & Joanne Gordon(Remote), Terri Woods(Present)

**Superintendent:** Steve Woods (Present)

**Business Manager:** Rachel Amos/Corrie Peachey Briggs (Remote)

**Board Secretary:** Lisa Hemphill (Present)

1) **Call to Order and Welcome:** S. Woods went over some housekeeping for remote joining. Troy Michaels called the meeting to order at 6:05pm.

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

3) **Approval of the Agenda:**

**Motion:** To approve the agenda with the following modification: Removal of line 4) Approval of Agenda and Addition of Line 6, item b, sub item iii: Travis Fuller in position of Head Coach

**Charter Board:            Move:** V. Anderson            **Second:** J. Ellis            **Unanimous Vote**

**District Board:        Move:** L. Stufflebeam            **Second:** D. Stone:

**Voting in Favor: T. Michaels, D. Stone, L. Stufflebeam, L. Kruzic, R. Fuller, M. Doolittle and J. Boling**

4) **Public Input:** There was no public input.

5) **Consent Agenda Items:**

a) Approval of minutes

i) Regular District Board Meeting - March 09, 2020

ii) Regular Charter Board Meeting - March 04, 2020

b) Employment of licensed, classified or coaching personnel

i) Sarah LeFever in the position of Elementary Teacher (replaces Elementary teacher that is leaving - from South Umpqua

ii) Hailey Collins in the position of Secondary Teacher: In process of securing certification - major in English - graduate of Eastern Oregon Univ. Secondary English

iii) Travis Fuller in the position of Head Football Coach

**Charter Board:**

**Motion:** To approve the March 4, 2020 Regular Charter Board Minutes.

**Move:** V. Anderson

**Second:** C. Knapp

**Unanimous Vote**

**District Board:**

**Motion:** To approve the listed consent agenda items.

**Move:** L. Stufflebeam

**Second:** R. Fuller

**Voting in Favor:** *T. Michaels, D. Stone, L. Stufflebeam, L. Kruzic, R. Fuller, M. Doolittle and J. Boling*  
**MOTION PASSES**

- 6) **Monthly Financial Summary, Overview, Capital Improvement Fund, and Voucher Report:** Rachel Amos, Business Manager, and Steve Woods, Superintendent, gave the report and financial update. There were no questions from the board regarding financials.

7) **Information Items:**

- a) Enrollment Update: S. Woods reported the current enrollment is 190 students, there has been no change since March 13, 2020 due to COVID 19.
- b) The Facility, Maintenance, and Security Update: S. Woods gave the following update:  
House: Completed  
Classroom Expansion: The remodel of the maintenance shop to classrooms started today.  
Boiler: The district is still looking for a buyer.  
Science Room Update will be done in-house and will start soon. Projected cost for chairs, desks and equipment is \$10,000 and may be reimbursable with a grant.
- c) Educators Appreciation Week May 4 -8, 2020: S. Woods shared the Resolution 2020-002 and stated appreciation for instructional staff will be posted on social media.
- d) Distance Learning Protocols and Overview: There was discussion regarding online classroom links and schedules, tutoring, IEP services, classes that ended March 13, estimate of students using online vs packets or jump drives and the various platforms being used.
- e) 2019-20 Budget Preparation Calendar for 2020-21 SY  
The budget meeting is scheduled for May 5, 2020 @ 5pm. The notice will be posted on the school website on April 21; the link for the meeting will be posted on the agenda and on the website.
- f) COVID-19 Updates: S. Woods reported that Governor Brown's Executive Order was extended, so schools will not be back in session this year.
  - i) Graduation Guidance for 2020 Seniors: S. Woods reported that the March 13, 2020 grades will be used to give credit for seniors. Students failing will have until August 31 to bring their grade up to passing. Seniors are also allowed to take classes if they wish.
  - ii) Clarifications: This was covered above.
  - iii) OSAA Cancellation: OSAA has cancelled all practices, meetings and events until further notice.
  - iv) Distance Learning for All: Distance Learning rolled out today and the teachers are busy adjusting to a new way of teaching and connecting with students.
  - v) Plans for Days Creek: The graduation ceremony is up to districts, but must adhere to social distancing. There has been conversation regarding this, but no decision has been made.
- g) Student Success Act (SSA) -Student Investment Account (SIA) - Update S. Woods presented and there was some discussion regarding the following: school culture, student social and emotional support and financial impact of closure.
- h) Superintendent/Executive Director Completed Evaluation for 2019-2020 SY: S. Woods gave floor to T. Michaels. A summary of the evaluation is attached to the minutes and is also on the school website.
- i) Schedule Joint Board Meeting in May:
  - i) Review Superintendent/Executive Director Evaluation Workbook 2020-2021
  - ii) Establish Superintendent/Executive Director Goals for 2020-2021 School Year

There was some discussion regarding the need to have a joint meeting for Superintendent goal planning and changes to the evaluation workbook. A tentative meeting date was set for Wednesday, May 27 at 6pm.

8) **Action Items:**

- a) Approve Board Policy Updates November 2019 - Condensed Policy Updates with Corrections

**Motion:** To table policy vote until the May board meeting.

**Move:** L. Stufflebeam

**Second:** J. Boling

**Voting in Favor: T. Michaels, D. Stone, L. Stufflebeam, L. Kruzic, R. Fuller, M. Doolittle and J. Boling**

**MOTION PASSES**

- b) Coaching Stipends: S. Woods stated that part of COVID 19 shutdown was spring sports and the business office would like to know if stipends will be paid. There was discussion regarding practice time and meeting times with coaches, cost of each contract and the fact that coaches put in a lot more work than just during their season.

**\*\*Michaell Doolittle left the meeting at 8pm\*\***

**Motion:** To pay the Spring coaches 50% of stipend or contracted amount.

**Move:** L. Stufflebeam

**Second:** R. Fuller

**Voting in Favor: T. Michaels, D. Stone, L. Stufflebeam, L. Kruzic, R. Fuller and J. Boling**

**MOTION PASSES**

9) **Announcements:**

- a) Online - <http://dcffaplants.square.site/> FFA Plant Sale or pickup at 105 Days Creek Rd.  
b) Tuesday, 5:00 pm, May 5 - Budget Committee Meeting, Room 215

T. Michaels opened the floor for "Good of the Order": L. Kruzic shared that the distance learning today cheered his kids up and gave them some hope - it was great!!

Close public session/Charter Board close:

Charter: J. Docherty moved to adjourn Charter Board portion of meeting, second by V. Anderson @ 8:07pm  
Unanimous (J. Ellis had left) D. Swingley adjourned.

**EXECUTIVE SESSION**

***The school board will meet in executive session to review and evaluate the employment-related performance of the chief executive officer. The executive session is held pursuant to ORS 192.660 (2)(i) which allows the board to meet in executive session for this purpose. All members of the audience are asked to leave the room. No decision will be made in the executive session. At the end of the executive session, the Board will return to open session.***

**Reconvened: 9:24pm**

10) **Action Item:**

- a) Use of the campus house:

**Motion:** For the district to supply a salary supplement to Superintendent Woods, in the amount of the fair market value of the district house, that would be reimbursed to the district by Mr. Woods if he chooses to reside on campus. The district and the superintendent would be responsible for their portion of associated payroll and PERS taxes.

**Move:** L Kruzic

**Second:** L. Stufflebeam

**Voting in Favor: T. Michaels, D. Stone, L. Stufflebeam, L. Kruzic, R. Fuller and J. Boling**

**MOTION PASSES**

b) Salary Increase:

**Motion:** To increase the superintendent's salary, based on the performance evaluation of 2019-20 school year, by \$2500.

**Move:** L. Kruzic

**Second:** L. Stufflebeam

***Voting in Favor: T. Michaels, D. Stone, L. Stufflebeam, L. Kruzic, R. Fuller and J. Boling***

***MOTION PASSES***

**11) Adjournment:**

**Motion:** To adjourn the meeting at 9:41pm.

**Move:** L. Stufflebeam

**Second:** M. Doolittle

***Voting in Favor: T. Michaels, D. Stone, L. Stufflebeam, L. Kruzic, R. Fuller and J. Boling***

***MOTION PASSES***

**\*\* 2019-20 Superintendent Evaluation Summary On Next Page\*\***

Dated this April 30, 2020

Respectfully Submitted by:

Lisa Hemphill, Board Secretary

## 2019-2020 Evaluation Summary

### Steve Woods Superintendent/Executive Director

The Board of Directors of the Days Creek School District #15, with input from the Days Creek Charter School Board has completed the annual evaluation of Superintendent/Executive Director Steve Woods for 2019-2020. The past year has brought with it many positive outcomes along with several challenging situations for education in our school district. Which is what we would normally expect for any educational institution.

The evaluation focused on: 1) nine professional standards; 2) goals; and 3) a 360-degree review of the superintendent/executive director's performance by representatives of the staff and community.

Regarding the nine professional standards, we determined that Superintendent/Executive Director Steve Woods performance was exemplary in the areas of visionary leadership, curriculum planning and development and instructional leadership. We recognize his efforts on developing and completing the Continuous Improvement Plan and emphasizing the importance of standards based curriculum and quality teaching and learning. There has been a lot of change throughout the school that has been hard for some staff, but the shared vision is developing and progressing in the right direction. In the areas of policy and governance, communications and community relations, effective management and ethical leadership the Board felt the performance was strong. Mr. Woods continues to develop and understand the district's and state's public and charter school laws and policies. He has shown a commitment for communication and community relations through the new reader board, social media postings and attendance at sporting events. He has demonstrated effective management in the district by holding all staff accountable for a job well done, developing creative solutions and plans to ensure the school is safe and students are given opportunities to succeed. Labor relations and resource management both received a rating of average. Mr. Woods continues to become more familiar with the licensed and classified bargaining agreements to gain a better understanding of employee rights and responsibilities. He has generally managed the district's resources well and is active in seeking grants and other funding sources to improve facilities and enhance the learning environment. There have also been significant improvements made to the facilities. He is working to become more aware of the budget constraints of a small school that has to be run in a fiscally sound manner.

The Board determined that Superintendent/Executive Director Steve Woods has accomplished the goals set by the Boards last year. We appreciate how "ahead of the curve" he is with both the work on the CIP and the Student Success Act grant. He has developed a strong accountability system, using various assessment methods for teachers and students, and technology focused on improving student learning and increasing teacher professional growth. By creating the Discover U program and block scheduling, Mr. Woods has enhanced educational opportunities for students and enabled staff to have more prep time for their classes.

The Boards chose to distribute a 360-degree survey to members of the staff and community for feedback on the Superintendent/Executive Director's performance. Comments from the survey were incorporated into the evaluation process.

The Boards appreciate the positive working environment that we have with Superintendent/Executive Director Steve Woods. We look forward to working together to make our district successful. To that end, we have offered Mr. Woods a 1 year extension to his existing contract, through the 2021-2022 school year. We want to thank Mr. Woods for his many hours of service to the district and anticipate accomplishing many great things together.

