

**DOUGLAS COUNTY SCHOOL DISTRICT #15**  
**BOARD OF DIRECTORS**  
**REGULAR SCHOOL BOARD MEETING MINUTES**  
**July 11, 2022**

The Board of Directors of Douglas County School District #15 convened in regular session at 6:00 p.m. on July 11, 2022 in Room 215 at Days Creek Charter School.

The following individuals were present:

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

Staff/Patrons: Terri Woods, Joanne Gordon and Diane Swingley

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 6:07 pm

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

**3) Approval of the Agenda:**

**Motion:** V. Anderson moved to approve the agenda with the following additions and corrections:

Line 7) sub-item xii number 2) Budget Committee revised to Rex Fuller, Laura Stufflebeam, John Boling, Clint Thompson, Rebekah Sawyer, Valerie Anderson, Charlie Sawyer, Diane Swingley, Laura Church, Joann Gordon, Pauline Montgomery Borg and Chris Rusch and c) ii) Eric Savage hired as head baseball coach

Line 8) revised to read Monthly Revenue, Expenditure and Voucher Report and all documents linked.

Line 9) addition of sub-item g) Position #9 (District Board Rep-Non Voting) to serve on Charter Board exp.2024 - 3 yr. Term and h) OEA grant approval

Line 10) add sub-item c) Appoint Position #9 (District Board Rep-Nonvoting) to serve on Charter Board

**Second:** C. Thompson

**Discussion:** There was no discussion.

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

**MOTION PASSES**

**4) Election of 2022-23 Board Officers**

a) Chair

**Motion:** V. Anderson nominated R. Fuller

**Second:** J. Boling

**Discussion:**

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

**ABSTAIN:** *R. Fuller*

**MOTION PASSES**

b) Vice-Chair

**Motion:** V. Anderson nominated L. Stufflebeam

**Second:** C. Thompson

**Discussion:**

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

**ABSTAIN:** *L. Stufflebeam*

**MOTION PASSES**

5) **Charter Board Meeting Report:** Diane Swingley, Charter Board President, gave the Charter Board report.

6) **Public Input:** Joanne Gordon expressed concerns regarding the baseball field/program expense.

7) **Consent Agenda Items**

- a) Approval of minutes
  - i) Regular Board Meeting - June 13, 2022
- b) Approval of the following designations for the 2022-23 school year
  - i) Appoint Chief Executive Officer: 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, 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) James Ellis, PT (112 days), Assistant Administrator, Athletic Director, Head BB Coach

**Motion:** L. Stufflebeam moved to approve the listed consent agenda items.

**Second:** V. Anderson

**Discussion:** There was some discussion regarding the absorption of administrative duties since one administrator is moving to half time.

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

**MOTION PASSES**

8) **Monthly Revenue, Expenditure and Voucher Report:** Claire Cotton, Business Manager

a) Fiscal Update

Claire Cotton reported on the June revenue and expenditures. Below is the revenue and expenditure totals reported:

General Fund Budget:	\$4,701,691
Expenditures:	\$3,690,629
Encumbrances:	\$ 12,000
Balance:	\$ 999,062

Claire informed the board of the following: prior to the start of the audit work, revenue and expenditure adjustments and accruals will continue to be posted, a couple of grants need to be closed out, so there will be expenditure transfers from the general fund, 2022.23 tax rate is filed and she is busy complying with other state requirements. There was also some discussion regarding the warming oven that was purchased for the cafeteria.

## 9) Information Items

- a) Enrollment Update: The projected student enrollment is 209.
- b) Facility Upgrades and Plans - AG, Shop, Baseball Field: S. Woods informed the board of the following facility upgrades and plans; the electrical wiring in the shop was not to code, Oregon Trust Fund grant money was used to update the lighting and heating in the shop, an HVAC unit was purchased and installed in-house, local fire departments burned the baseball field and the school is looking for local people to do in-kind labor so the baseball field will be ready for play in the spring.
- c) Campus Safety: S. Woods reported that he wants to make the exterior doors accessible with a card instead of a key. He hopes the state will offer a grant to help finance the changes.
- d) Food Service Updates: There were four applicants for the assistant cook position, but two have already backed out. Interviews are tomorrow, July 12. Steve went on to explain that the goal is to have our own quality food service program but he has talked to South Umpqua about contracting food services in case of an emergency. He also mentioned that there is a comment box in the office and the comments are shared with food service.
- e) District Board Goals: S. Woods asked for district goals - two goals that the board can focus on.
- f) COVID Updates: S. Woods reported that when the case rates rise, the Oregon Health Authority sends out updates with recommendations. S. Woods will continue to allow everyone to choose to wear a mask or not, but if there is a law that must be followed, we will comply.
- g) Position #9 (District Board Rep-Non Voting) to serve on Charter Board exp. 2024 - 3 yr. Term: S. Woods reported that there is a need for a district board member to represent as a non-voting member of the charter board.
- h) OEA Grant Approved: S. Woods informed the board that the 5 year OEA Choice Trust grant for staff only was extended to 6 years due to COVID. This year will be our third year participating.

## 10) Action Items

- a) Baseball Program: Projected cost of field \$45,000 and equipment and uniforms will also need to be purchased. ESSER funds may be used for supplies and the field update would be charged to capital improvement. C. Cotton stated that we have very flexible board dollars.

**Motion:** L. Stufflebeam moved to give administration reign with financials to move forward with the baseball program at Days Creek

**Second:** V. Anderson

**Discussion:** Projected cost of field \$45,000 and equipment and uniforms will also need to be purchased. ESSER funds may be used for supplies and the field update would be charged to capital improvement. C. Cotton stated that we have very flexible board dollars.

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

**MOTION PASSES**

- b) Establish plan to determine district board goals

**Motion:** JB moved to have a working document shared with board members to come up with board goals that will be decided on at the August meeting.

**Second:** L. Stufflebeam

**Discussion:** There was some discussion regarding the possibility of going through policy as a goal, safety was also discussed and the possibility of looking at policies on safety was suggested by S. Woods. V. Anderson will create a document for the board to use in Google Sheets.

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

**MOTION PASSES**

- c) Appoint Position #9 (District Board Rep-Non Voting) to serve on Charter Board

**Motion:** C. Thompson nominated Rebekah Sawyer to fill the position.

**Second:** J. Boling

**Discussion:** If Rebekah is unable to fulfill the duties, R. Fuller offered to fill the position.  
**VOTING IN FAVOR: R. Fuller, L. Stufflebeam, C. Thompson, V. Anderson and J. Boling**  
**MOTION PASSES**

**11) Announcements**

- a) 2022-23 School Calendar
- b) Monday, August 15 - Faculty report to work
- c) Thursday, August 18, 2-8 pm - Family Conference- Meet and Greet - Open House
- d) Monday, August 22 - Students First Day of School
- e) Monday, September 5 - Labor Day

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

**13) Adjournment**

**Motion:** L. Stufflebeam moved to adjourn the meeting at 7:38 pm

**Second:** C. Thompson

**Discussion:** There was no discussion.

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

Dated this July 14, 2022  
Respectfully Submitted by:  
Lisa Hemphill, Board Secretary

**The next regular monthly board meeting is scheduled for August 08, 2022**