

## COQUILLE SCHOOL DISTRICT 8

Wednesday, January 17, 2024  
Minutes Regular Board Meeting  
CSD Board Room  
970 N Central Blvd., Coquille, OR 97423

### ORDER

Melinda Milette called the meeting to order at 6:00 p.m. Board members present were Steve Britton, Cliff Wheeler, Melinda Millet, Marsha Frost, Heather Echavarria. Julie Nighswonger and Lucas Taylor were absent. Others present were Superintendent Wayne Gallagher, Fiscal Director Rachel Amos, Assistant Business Director Denese Hale, and Board Secretary Julie Simpson. *A list of people in the audience is included as part of the minutes.*

### MEETING BUSINESS

Steve Britton made a motion to approve the agenda. Heather Echavarria seconded the motion; and it unanimously passed. Cliff Wheeler made a motion to approve the minutes from the Regular Board Meeting on October 18, 2023, and Marsha Frost seconded the motion; it passed unanimously. Next Policy Committee, January 31, 2024, at 9:00 am. Next Board Meeting will be February 21, 2024, at 6:00 pm and there will be a Special Board Meeting March 13, 2024, at 6:00 pm.

Melinda Millet, Board Chair thanked the six board members that attended the OSBA board training on December 4, 2023.

### SCHOOL SPOTLIGHT

CVE – Armando Ruiz, Angela Dixon, & Amber Cannon. Hunter 3<sup>rd</sup> grade student. Presentation was a showcase of the new curriculum the district purchased for this school year. Showing both the student and teacher's side.

### SCHOOL BOARD GOAL REPORTS

Three-year Plan to Reimagine CTE at CJSHS – Paige Yi. Students in CTE programs have a higher-than-average high school graduation rate. CTE enrollment compared from 2022 vs. 2024 80 in the 2021-2022 school year. 263 in the 2023-2024 school year, 88 Shop, 121 agriculture, and 54 simulator students.

- Success
  - FFA District Ag Sales Beginning – 2<sup>nd</sup> Place
  - FFA District Food Science Beginning – 2<sup>nd</sup> Place
  - FFA District Vet Science Beginning – 4<sup>th</sup> Place
  - Five members have placed in the top ten in their respective competitions

Student Engagement in the use of Technology – Midyear = Tanya Sinko, Paige Yi, and Sean Wirebaugh.

- Curriculum
  - Math – Into Math and Cengage (Grades K-12), contains diagnostics and interventions/acceleration

- ELA – Into Reading, AMIRA
  - IXL – Diagnosis and acceleration
  - Rosetta Stone for our new arrivers
- Instructional
  - Smart Boards/Monitors
  - Presentational and Organizational
  - Google Classroom
  - PEAK/STRIDE
- DATA – SYNERGY
  - 24/7 Gradebook Access
  - Progress Reports/Report Cards
  - State-Required Reporting
  - Attendance/Behavior Monitoring - MTSS
- Technology at CJSHS
  - Six additional interactive classroom displays
  - One additional Truck Driving Simulator
  - Implementation of SimScholars Curriculum w/CAT Simulators
  - Continual use of technology for curriculum, instructional support, and engagement.
- District Data Usage – Please user count of 260 users and a peak usage of about 95 Mbps. (Includes, CVE, LSEL, WLE, and some from CJSHS)

## **PRESENTATION**

### **Audit – Koontz, Blasques Associates, PC – Peter Gelser**

Koontz Blasques is a new auditing firm that the District used to audit the 2022-2023 years. Since this is the first year for the firm and there are new people in the business office there were more processes. Financially there has been a drop of money from the state and federal government. The COVID funds are going away. New standards which require all of the copiers into assets and be recorded as an asset and a liability. We asked management if the district may want a new policy on capital assets and put a threshold. Findings, general controls, due to a shift in staff in the business office. The new staff are implementing the controls and process. We will be back next month to test whether the staff is using the internal controls. Some object codes were not correct. This does not change revenue or expenses; it just moves them around. Budge adjustments were passed and in the beginning of the budget cycle they all were not tracked. Recommended a few more policies to be put in place with software and parties. In such a small community you want to make sure that there are not any conflicts. The auditors are here to be of help. If anyone wants to call with questions, I am happy to talk with you.

## **RECESS**

Board chair called for a five-minute recess at 7:00 pm. January is Board Appreciation Month and the CEA Union provided cupcakes; the five schools had cards of appreciation for the board members. Lincoln students made cards for each of the board members. And the District handed out certificate of appreciation and a special certificate to board member Steve Britton for his 25 years of service on the school board.

## **SCHOOL PROGRAM WRITTEN REPORTS**

- Winter Lakes High School – Some issues with the new online curriculum. Weekly standing meeting with the company to work through any of the issues.
- Winter Lakes Elementary School – Five-day schedule first last week. Last Friday we had 18 students show up. Requirement from SB819
- Coquille Jr. High School
- Coquille High School – Big thanks to all the teachers that have stepped up to fill in some gaps with some junior high classes.
- Coquille Valley Elementary School
- Lincoln School of Early Learning
- CTE/Special Programs Director
- Curriculum Director
- Athletic Director
- Maintenance Supervisor
- Technology Supervisor – Chromebook 6-year cycle
- Food Services Supervisor
- Transportation Supervisor
- School Resource Deputy – increase supervision. Bond new bathroom

## **FISCAL DIRECTOR'S REPORT**

- Appropriations by Fund & Function
- Monthly Summary Report
- Object Summary Report

## **SUPERINTENDENT'S REPORT**

Population report December we declined 12 students. Good news we are back up to 1279 today. December, we had a dip but still 39 above the number we budgeted for. Emails were received from nine parents; Board Chair Millet will be responding to each of those emails.

## **DISCUSSION/ACTION**

8.1 **Early Literacy Plan** – Tanya Sinko -New grant (non-competitive) from Governor Kotek targeting 3-year-old to third grade. HB 3188 basis for grant. This grant is for reading, writing, listening, speaking, and storytelling. Storytelling is important for our students with tribal heritage. That oral tradition is very important and is a very important part in early literacy. We will be targeting the children in our daycare, pre-k, kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, and 3<sup>rd</sup> grade. First year we will receive approximately \$84,000 and our next year we are projected to receive \$87,000. Amounts were calculated by number of students and the size of our district. They are very specific on what we can use the funding. The grant can be used on high dosage tutoring (not after-school tutoring), additional support to our interventionist, extended program, transportation support, and PD to the ELA teachers and the EA staff. We will be hiring an EA for Lincoln School of Early Learning. Will find out in early March if our application is approved. Once the State approves, I will be bringing that back to the board. What I look for tonight is an approval from the Board on our Plan.

**8.2 SIA/HSS Budget Template/Plan** – Tanya Sinko. A requirement from the State that the Board approves what the budget is and how we are spending the funds. High School Success Act, main goal is for us to have 100% of 9<sup>th</sup> graders on track to graduate, 75% of our seniors completing collage and career readiness activities. Equitable access to students in focal groups, these groups would include students in Indian Education, Special Education, and McKenny Vento Students. And to improve attendance, critical absenteeism is 10 or more days a school year. Financials, \$444,000 for this grant. The monies will be allocated to provide positions to support our students 5.61 FTE and of those positions we have Ms. Allred and Ms. Snively, both academic counselors, one social emotional counselor, one CTE teacher, one cosmetology teacher, one CTE teacher. The student investment account we are targeting pre-school to 3<sup>rd</sup> graders being at grade level in math. Also to provide social and emotional support for the students. Designs for rounded education for all students. Financials, slightly above 1.27 million 8.06 employees, which include our two paraprofessionals, a pre-k EA, two social and emotional counselors, one of the 1<sup>st</sup> grade teachers, one CTE teacher, one school nurse, and half of Tanya Sinko's salary for writing the grants. The next grant is the Early Indicator and Intervention System, we receive \$3640 this is used for the tech team stipends for each building. These grants we need to have longitude growth goals.

**8.3 English Language Development Curriculum Adoption** - Tanya Sinko. The district didn't adopt ELD curriculum in the 21-22 school year. The state said we were not in compliance. We work with the ESD and work in a consortium. The recommendation we are making to the board is the National Geographic – Digital curriculum. We are looking to adopt that curriculum, these funds to purchase will not be from general funds.

**8.4 Sabbatical request for next school year** – Amanda Nichols

**8.5 Surplus Technology Items**

Heather Echavarria made a motion to approve the following items on the Discussion/Action items numbered 8.1 through 8.5 and, Steve Britton seconded the motion; it passed unanimously.

**8.6 Bond Amount** – Superintendent Gallagher, we need to set the amount of the Bond. We did receive the Awesome Grant, which is six million dollars if we pass the Bond. The Board received three options and the recommendation is that the Board choose the middle-proposed option which would be fourteen million dollars and cost the taxpayers \$0.98 per thousand. This doesn't include a second gym; the second gym would be an additional seven million dollars. Steve Britton stated that he agreed with the middle amount, which would cost a homeowner which a home valued around \$350,000 a dollar a day. Chair Millet asked if there were any other discussions? Heather Echavarria stated that we would be hard-pressed to pass a bond with the current environment with everything going on. Superintendent Gallagher stated that we could also receive a 2.5-million-dollar Seismic Grant. Marsha Frost asked if there was a

deadline for the seismic grant? We would apply for the grant next September if we passed the Bond this May.

Cliff Wheeler moved for the Bond to be in the amount of \$14,533,419, Steve Britton second, Vote Yes, Steve Britton, Cliff Wheeler, Marsha Frost, and Melinda Millet. Heather Echavarria voted no.

**8.7 Approve the Audit**

**8.8 Approve the Corrective Action Plan**

Superintendent Gallagher explained with the audit there were three findings, and the corrective action plan needs to be turned into ODE. Heather Echavarria had issued with internal control, and we discussed when we had problems originally and I know we don't have any and our plan of action seems weak. We still have that issue. Rachel Amos, Business Manager, yes and no, if you recall what Peter said in the first six months the person who was in charge of those internal controls is not here. Peter stated that since he was not here, they could not ask about those internal controls. In addition, the other two staff members in the business office at that time were no longer employed with the district. When we came to the district in March we implemented and are continuing to move forward. The testing was the first six months. Superintendent Gallagher we introduced the internal controls to the board last March or April and they were approved. Rachel Amos the addition with the internal controls and the corrective action plan and in addition we are having Peter come back next month to test to make sure these internal controls are being used.

Steve Britton moved to approve 8.7 and 8.8, Heather Echavarria seconded the motion; it passed unanimously.

**CONSENT AGENDA**

- 9.1 Cash Donations
- 9.2 Non-Cash Donations
- 9.3 Hire – Jessica McNair, Cook's Helper – LSEL
- 9.4 Hire – Ericka Hays, Secretary - WLE
- 9.5 Hire - Nate Leslie, SLC/SpEd Teacher - WLE
- 9.6 Hire – Alber Dixon, Vice Principal - CJSBS
- 9.7 Out-of-State Travel – Pasadena, CA, SoCal Kinder/Conf, Amy May & Cassie

Green

- 9.8 Policies – Second Reading
  - AC-AR
  - GCBDF/GDBDF
  - GCBDF/GCBDF – AR
  - GCPC/GDPC

Cliff Wheeler moved to approve 9.1 to 9.8 from the Consent Agenda, Marsha Frost seconded the motion; it was unanimously.

### **STAFF PUBLIC COMMENT**

Heather Echavarria read a prepared statement.

### **BOARD MOVED INTO EXECUTIVE SESSION**

Board Chair Millet moved the meeting into Executive Session at 8:13 pm. With a five-minute recess.

**ORS192.660(2)(b)**To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open hearing. See Mandatory Prerequisites in OAR 199-040-0030:


**ORS192.660(2)(d)**To conduct deliberations with persons you have designated to carry on labor negotiations.

**ORS 192.660(2)(e)**To conduct deliberations with persons you have designated to negotiate real property transactions.

Board Chair Millet moved back into the regular board meeting at 9:39 pm.

### **ADJOURNMENT**

Melinda Millet adjourned the meeting at 9:39 pm.

  
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Approved