REEDSPORT SCHOOL DISTRICT 105
www.reedsport.k12.or.us * 100 Ranch Rd., Reedsport, OR 97467 * 541-271-3656

Jon Zwemke, Superintendent
Kim Clardy, Board Chair
Cindy Phillips, Vice Chair
Brianna Ekelund, Board Member
Jennifer Tymchuk, Board Member
Chris Vaughn, Board Member

BOARD MEETING MINUTES
Wednesday, September 9, 2026

Kimberly Clardy (Chair):	Present
Brianna Ekelund:	Present
Cindy Phillips (Vice Chair):	Present
Jennifer Tymchuk:	Present
Chris Vaughn:	Present

Present: 5.

District staff in attendance:
Jon Zwemke, Superintendent
Tosh Tipton, Technology Director
Sharmen Tipton, Executive Assistant / Board Secretary

I. CALL WORK SESSION TO ORDER
@ 5:02 PM

I.A. Board Governance Essentials — Vince Adams, Board Development Specialist, Oregon School Board Association (OSBA)

I.A.1. Superintendent Evaluation Services Proposal

- Vince Adams, OSBA Board Development Specialist, reviewed two separate service options: a Stakeholder Climate and Experience Study focused broadly on district climate and a Targeted Feedback Survey designed to provide stakeholder feedback for the Superintendent evaluation.
- Adams explained that the Targeted Feedback Survey is aligned with the COSA/OSBA superintendent performance standards and gathers anonymous feedback from individuals who work closely with the Superintendent.
- The Board discussed survey participants, confidentiality, methods for gathering feedback, timelines, and the distinction between district climate data and Superintendent evaluation data.
- Adams advised that the Board should establish the evaluation standards and process before beginning the 2026-27 Superintendent evaluation cycle.

I.A.2. Board Work Session with Vince Adams, OSBA

Board Governance Training Series

Saturday, September 26, 2026, from 9:00 AM - 12:00 PM

- The Board discussed the upcoming OSBA governance training, intended to support a common understanding of the Board's governance role and provide training for new Board members.
- The Board agreed to proceed with the September 26, 2026, 9:00 AM-12:00 PM governance work session, subject to Board member availability.

I.B. Agenda Review

- The Board reviewed the regular meeting agenda and submitted questions.
- The Superintendent informed the Board that staff and students would no longer be required to attend Board meetings for awards presentations and monthly reports. Requested reports will be provided through the Superintendent, with staff attending when necessary for a specific presentation.
- The Superintendent explained that the change was based on concerns regarding adherence to established Board meeting procedures and personnel matters being discussed in the presence of staff and students.
- Board members requested additional information regarding the policy basis for the change.

II. ADJOURN WORK SESSION

@ 5:31 PM

III. CALL REGULAR SESSION TO ORDER

@ 5:32 PM

IV. PLEDGE OF ALLEGIANCE

V. ESTABLISH A QUORUM

VI. CHANGES TO THE AGENDA

- The Superintendent noted that the revised agenda corrected the titles of the survey proposals; the substance of the agenda items remained unchanged.

VII. REPORTS

VII.A. Champions After School Program - Presentation by Debbie Herzog, Regional Leader

- Debbie Herzog, Champions Regional Leader, presented an overview of the proposed Champions before/after-school childcare program, including programming, staffing, licensing, curriculum, enrollment requirements, and family costs.
- The proposed program would operate using district facilities, with Champions responsible for program staffing, enrollment, licensing requirements, and program materials.

- An initial family-interest survey showed potential interest; additional family outreach would be needed based on the proposed tuition rates before determining program viability.
- The Board discussed facility use, security/custodial considerations, scheduling, minimum enrollment requirements, and potential impacts on district operations.
- The Board requested follow-up regarding insurance requirements/impacts associated with the Champions program and the effect of enrollment falling below minimum participation levels.

VII.B. Superintendent Report

VII.B.1. Financial Report

- The Superintendent reviewed the July 2026 financial reports and provided Business Office responses to questions submitted by Board members.
- The General Fund reported $991,425 in year-to-date revenue and $404,231 in expenditures through July 31, 2026, with a projected year-end fund balance of $852,693, or approximately 8% of forecast revenue.
- The Superintendent clarified that the $351,000 budgeted transfer from the General Fund supports capital projects, technology, curriculum, food service, and the District scholarship fund.
- Additional Board questions were addressed regarding newspaper-of-record expenses, employee retirement contributions, Heavy Equipment Rental Tax (HERT) revenue, and the cost and funding source of the District's strategic planning work.

VII.B.2. Oregon Department of Education (ODE) Grant #38434 Amendment No. 1 – High School Success (HSS), 2025-2027, adding $208,115.01 in Year 2 funding for a total grant award of $403,696.77.

- The Superintendent reviewed the High School Success grant amendment, adding $208,115.01 in Year 2 funding for a total grant award of $403,696.77. The grant primarily supports ongoing district staffing/program expenditures and required Board acceptance.

VII.B.3. ODE Grant #39288 Amendment No. 1 – Student Success Act (SSA) Student Investment Account (SIA), 2025-2027, increasing the 2026-27 allocation by $5,957.43 to $709,594.28

- The Superintendent reviewed the Student Investment Account grant amendment, increasing the 2026-27 allocation by $5,957.43 to $709,594.28. The grant primarily supports ongoing district staffing/program expenditures and required Board acceptance.

VII.B.4. Strategic Plan

VII.B.4.a. Stakeholder Climate and Experience Study (Option)

- The Superintendent reviewed the Strategic Plan goals and measures related to stakeholder feedback and climate/culture data and explained that the District will need methods for gathering this information as part of Strategic Plan implementation and monitoring.
- The Board reviewed OSBA's proposed Stakeholder Climate and Experience Study and discussed available components, stakeholder groups, confidentiality, methods for gathering feedback, costs, and timelines. The study is separate from the Superintendent evaluation and is intended to support district-wide strategic improvement.
- The Board directed the Superintendent to further explore three components: the Staff Climate Survey, Current Parent and Guardian Household Survey, and Former and Transfer-Family Study. The Superintendent will obtain more specific cost estimates and timelines from OSBA and bring the information back to the Board in October.

VII.B.5. Superintendent Evaluation Services Proposal (Option)

- The Board reviewed OSBA's Superintendent Evaluation Services Proposal and discussed the optional Targeted Feedback Survey (TFS) as a potential source of stakeholder feedback regarding Superintendent performance.
- The Board discussed the existing COSA/OSBA evaluation process, performance standards, stakeholder feedback, and the timeline for completing the Superintendent evaluation. The TFS is not a stand-alone service and, if selected, requires related OSBA evaluation services.
- Due to the compressed timeline for the current evaluation cycle, the Board agreed to continue with the established Superintendent evaluation process and not add the Targeted Feedback Survey at this time.

VIII. COMMUNITY COMMENTS

Community Comments Instructions: Comments during the meeting must address agenda items only. For non-agenda topics, please submit written or emailed comments for the Board to review. These topics may be considered for a future agenda.

To speak at the meeting:

1. **Sign in** at the table and indicate the agenda item you wish to address
2. **Read, Complete and SIGN a Community Comment form** (available at check in table)
3. **Limit** your remarks to 3 minutes

- **Comments Regarding Staff Members:** Public comment may include objective criticism of district programs or operations; however, the Board will not hear comments about individual staff members; *whether identified by name, position, role or description*. The Board Chair will direct speakers to **District Policy KL-AR (Public Complaint Procedure)** for any personnel-related concerns.

- If you cannot attend in person, written or emailed comments will be accepted until **3:00 PM** on the day of the meeting. Comments received after that time will be held for the next meeting.

Submit written comments to: Reedsport School District, 100 Ranch Rd, Reedsport OR 97467
Submit emailed comments to: stipton@reedsport.k12.or.us

- Jim Bunch provided community comment regarding future agenda organization, the proposed Champions program, and consideration of District costs associated with Board decisions.
- The Board requested administrative follow-up regarding Champions insurance requirements/impacts and minimum enrollment provisions.

IX. CONSENT AGENDA

Routine actions that typically require no discussion, such as the approval of previous meeting minutes and the acceptance of donations, are frequently addressed collectively in a single vote by the Board.

I move to approve the Consent Agenda A-E as presented. This motion, made by Jennifer Tymchuk and seconded by Brianna Ekelund, Carried.
Kimberly Clardy (Chair): Yea, Brianna Ekelund: Yea, Cindy Phillips (Vice Chair): Yea, Jennifer Tymchuk: Yea, Chris Vaughn: Yea
Yea: 5, Nay: 0

- The Board recognized with appreciation the $2,000 donation from Chris and Renee Vaughn in memory of their daughter, Emily Vaughn, designated to support Board training and professional development.
- The Board recognized with appreciation the $400 donation from Pat and Korrie Turner to provide shoes for Reedsport School District students.

IX.A. Approve Board Minutes from August 12, 2026.
IX.B. Accept Certified/Licensed Separation
IX.B.1. Eric Hamner - Teacher - Elementary
IX.C. Accept ODE Grant #38434 A1 HSS, 2025-2027, as awarded.
IX.D. Accept ODE Grant #39288 A1 SSA SIA, 2025-2027, as awarded.
IX.E. Accept Donations
IX.E.1. Accept with sincere appreciation a generous $2,000 donation from Chris and Renee Vaughn, given in loving memory of their daughter, Emily Vaughn. The District will designate the donation to support Board training and professional development.
IX.E.2. Accept with appreciation a generous $400 donation from Pat and Korrie Turner to provide shoes for Reedsport School District students.
X. ACTION

X.A. DJC Policy and AR Update

- The Board conducted a second reading of the proposed DJC policy update, which would consolidate existing bidding, procurement, and personal services contract provisions into a new DJC - Bidding Requirements policy.
- The Board discussed competitive bidding and procurement requirements, the Board's role as the Local Contract Review Board, contract renewal/renegotiation, procurement exemptions, and the relationship between the proposed DJC and existing Policy DJ - District Purchasing. The Superintendent clarified that Policy DJ's existing $75,000 limit on Superintendent contracting authority would remain in effect and is not being amended by the proposed DJC update.
- Board members requested additional clarification regarding how the proposed policy would apply to existing contracts, contract renewals/renegotiations, and procurement requirements. The Superintendent indicated that additional specialized/legal guidance was needed to fully answer the questions.
- No action was taken on Items X.A.1-4. The Board requested a third reading in October, including review of Policy DJ and additional information from legal counsel regarding the outstanding procurement and contracting questions.

X.A.1. DJC - Bidding Requirements - DELETE

X.A.2. DJC-AR - Special Procurements and Exemptions from Competitive Bidding - DELETE (No AR Required for DJC).

X.A.3. DJCA - Personal Services Contracts - DELETE (Replace with New DJC).

X.A.4. DJC - Bidding Requirements — NEW — Replacing DJC and DJCA

X.B. GBN/JBA and JBA/GBN Policy Update

I move to approve GBN/JBA and JBA/GBN policy as presented in Action item B.1-2. This motion, made by Brianna Ekelund and seconded by Jennifer Tymchuk, Carried.

Kimberly Clardy (Chair): Yea, Brianna Ekelund: Yea, Cindy Phillips (Vice Chair): Yea, Jennifer Tymchuk: Yea, Chris Vaughn: Yea

Yea: 5, Nay: 0

- The Board conducted a second reading of the proposed updates to GBN/JBA - Sexual Harassment and JBA/GBN - Sexual Harassment.
- The Board discussed whether the policy's examples of sexual harassment adequately encompass AI-generated or computer-generated images and video. The Superintendent explained that the policy uses inclusive, nonexclusive language ("including but not limited to") and that sexual harassment is addressed regardless of the means used to create or distribute the material.
- The Board approved GBN/JBA and JBA/GBN with the Superintendent's recommended changes. The vote was unanimous.

X.B.1. GBN/JBA - Sexual Harassment - REQUIRED (Mirror Policy with JBA/GBN)

X.B.2. JBA/GBN - Sexual Harassment - REQUIRED (Mirror Policy with GBN/JBA)

X.C. GCDA/GDDA Policy and AR Update

I move to approve Action item C.1-3 for policy GCDA/GDDA as presented. This motion, made by Jennifer Tymchuk and seconded by Cindy Phillips (Vice Chair), Carried.

Kimberly Clardy (Chair): Yea, Brianna Ekelund: Yea, Cindy Phillips (Vice Chair): Yea, Jennifer Tymchuk: Yea, Chris Vaughn: Yea

Yea: 5, Nay: 0

- The Board conducted a second reading of the proposed updates to GCDA/GDDA - Criminal Records Checks/Fingerprinting and the related administrative regulation.
- The Board discussed background-check requirements for employees, contractors, and volunteers, including circumstances in which employment or volunteer service may begin while a background check is pending. The Superintendent explained the District's practice of considering the nature of the position, level of supervision, and student safety when applying these provisions.
- The Board also discussed the distinction between volunteers or other individuals participating in school-day activities and members of the public attending larger optional events such as athletic events or graduation.
- Following discussion, Board members indicated their questions had been sufficiently addressed and approved the GCDA/GDDA policy updates as presented.

X.C.1. GCDA/GDDA - Criminal Records Checks and Fingerprinting - DELETE

X.C.2. GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting - DELETE (No new AR required for GCDA/GDDA)

X.C.3. GCDA/GDDA - Criminal Records Checks and Fingerprinting - NEW

X.D. KNA Policy Update

I move to approve Policy KNA as presented in Action item D.1. This motion, made by Brianna Ekelund and seconded by Cindy Phillips (Vice Chair), Carried.

Kimberly Clardy (Chair): Yea, Brianna Ekelund: Yea, Cindy Phillips (Vice Chair): Yea, Jennifer Tymchuk: Yea, Chris Vaughn: Yea

Yea: 5, Nay: 0

- The Board conducted a second reading of KNA - Immigration Enforcement on District Property, incorporating the revisions requested during the August meeting.
- The Board adopted Policy KNA with the Superintendent's recommended revisions.

X.D.1. KNA - Immigration Enforcement on District Property - NEW (Policy adoption deadline 09/30/26)

XI. DISCUSSION

XI.A. OSBA Regional Legislative Roadshow

- The Superintendent reviewed the upcoming OSBA Regional Legislative Roadshow at South Coast ESD, including transportation and attendance plans. Board members were asked to confirm attendance with the District Office.

XI.A.1. Tuesday, September 22, 2026

South Coast Education Service District Offices

XI.A.1.a. 4:30 PM - Board Carpool - meet @ DO parking lot

5:30 PM - School Board Training: Public Meeting Law

6:30 PM - Dinner

7:00 PM - Legislative Roadshow

XI.B. Oregon School Board Association (OSBA) Annual School Board Convention

- The Board discussed attendance and registration for the OSBA Annual School Board Convention in Portland. The District Office will complete registration and lodging arrangements for Board members planning to attend when registration opens.

XI.B.1. Thursday, November 12 through Saturday, November 14, 2026

Portland Marriott Downtown Waterfront

Registration: September 15, 2026

XII. COMMUNITY COMMENTS

Reference Community Comments guidelines previously stated on the agenda.

- The Board was advised that RFPs for transportation, seismic retrofit, RCCS security gates, and RCCS shop roof are anticipated for the October meeting. Board members requested that RFP materials be provided electronically as soon as they are available to allow adequate review time.
- No additional community comments were received virtually.

XIII. BOARD MEMBER COMMENTS

- The Board asked about the first week of school and received an enrollment update. Current enrollment was reported at 499 students, compared with the 510 student budget assumption. The Superintendent reported that the Business Office was reviewing whether to adjust the enrollment projection to 500 students.

XIV. FUTURE AGENDAS

XIV.A. Friday, September 11, 2026 - Friday School

XIV.B. Sunday, September 13, 2026 @ 1:00 PM - Annual Reedsport Education Enrichment Foundation (REEF) Benefit Golf Classic

XIV.C. Tuesday, September 22, 2026, from 5:30 PM - 8:00 PM - Regional Legislative Roadshow at South Coast ESD, Coos Bay *(Carpool will meet @ 4:30 PM in the DO parking lot)*

XIV.D. Saturday, September 26, 2026, from 9:00 AM - 12:00 PM - OSBA Governance Work Session in the Boardroom at the District Office. *(Work Sessions are open to the public to observe in-person or virtually)*

XIV.E. Wednesday, October 14, 2026 – 5:00 PM Work Session / 5:30 PM Regular Board Meeting

XIV.F. Wednesday, November 11, 2026 - NO SCHOOL - Veterans Day

XIV.F.1. Due to holiday conflict, the November Board Meeting will be moved to the third Wednesday, November 18, 2026 @ 5:30 PM.

XIV.G. Thursday, November 12 through Saturday, November 14, 2026 - OSBA Annual School Board Convention in Portland

XIV.H. Wednesday, **November 18, 2026** – 5:00 PM Work Session / 5:30 PM Regular Board Meeting *(This meeting will take place on the **third Wednesday** due to schedule conflict)*

XV. ADJOURN REGULAR SESSION

@ 7:40 PM

Next School Board Meeting: Wednesday, October 14, 2026 @ 5:30 PM

Submitted by Sharmen Tipton, Reedsport School District Executive Assistant / Board Secretary

Kimberly Clardy, Board Chair — 10/14/26 Date

Jon Zwemke, Superintendent — 10-14-26 Date