

Regular Meeting  
Wednesday, August 27, 2025 5:30 PM Pacific

District Office Board Room  
11 N. Royal Ave  
Eagle Point, Oregon 97524

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Agenda Adoption**
5. **Reports and Public Forum**
  - 5.A. **Public Forum**
  - 5.B. **Employee's Association Representative Report**
  - 5.C. **Superintendent Report**



**Superintendent Report: Eagle Point School District  
August 27, 2025**

Find the EPSD9 Community Newsletter [HERE!](#)

**Staff Welcome Back:**

It is my pleasure to welcome many of our employees back to work as they return to our schools and begin the preparations for the upcoming year. Kinder and transition academies have begun as have new teacher orientation and extensive professional development. Everyone is looking forward to our first official student day which will be September 2nd.

Both myself and the [School Board](#) would like to say a special welcome to our employees and especially those employees who are new to our district. We are grateful for your selecting Eagle Point School District and our schools as your place to work. It is our hope you will spend the rest of your career with us.

**D9 Foundation:**

The [D9 Foundation](#) is a non-profit all volunteer organization dedicated to providing scholarships for every Eagle Point graduate. Fundraising is vitally important to keeping the scholarships coming to our students.

This year the '[D9 Weekend](#)' will be **September 26<sup>th</sup> & 27<sup>th</sup>**. **Please take note that this is a change from our traditional weekend.**

The Golf Tournament will be on September 26<sup>th</sup> at the Eagle Point Golf Course. The tournament teams will be in a four person scramble format. All skill levels are welcome and there will be additional prizes and games through the 18 hole course. If you are interested you can register at [d9foundation.com](#). If you have questions, feel free to call Dave Smith at 541.779.5633. Please plan on joining us!

The 25<sup>th</sup> Annual Dinner and Auction will be held on September 27<sup>th</sup> at the Talon Grill. A social hour, silent auction and live music will begin at 5:30 p.m. A steak dinner with all the trimmings will be catered by John Dimick and his renegade crew. Tickets are \$30.00 per person and the theme will be the 'Tropical Island.' You can reserve your table at [d9foundation.com](#)

**2025-2026 Calendar:**

Our student calendar for the coming year can be found [here](#). Parents please note that this year we will be holding 'late-starts' on most Wednesdays with our first day being September 3rd.

**5.D. District Administrator's Report**

**5.D.1. Business Office**

**5.D.2. Human Resources**

Eagle Point School District  
2024-2025 Exit Survey Report  
Prepared for EPSD 9 Cabinet  
Prepared by: Jennifer Durham, HR Director  
Date: July 2025

## Executive Summary: 2024–25 EPSD Exit Survey Report

### Overview

From July 1, 2024, to June 30, 2025, Eagle Point School District (EPSD 9) experienced the departure of 82 employees: 39 certified staff and 43 classified staff. Exit surveys were distributed to all departing employees who were not retiring, terminated, or deceased in order to better understand their reasons for leaving and identify trends to guide retention and organizational improvement efforts.

### Response Rates and Limitations

While surveys were sent to all eligible employees, only 7 certified and 8 classified employees responded, resulting in low response rates that significantly limit the ability to identify statistically reliable trends or prioritize systemwide actions. The small and self-selecting sample raises concerns about bias and representativeness. As such, while themes and recommendations from this data are informative, they should be considered cautiously and not generalized to all employees leaving the district.

To address this limitation, the district is implementing new strategies to encourage participation and improve data quality in future survey cycles (see below).

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### Certified Staff Summary

- Most Frequently Cited Reason for Leaving:
  - Dissatisfaction with co-workers (28.6%)
  - Followed equally by better compensation, better opportunity, career advancement, health/family needs, and lack of recognition (each 14.3%)

- Positive Highlights:  
Staff frequently praised their students, curriculum, and immediate administrators. Responses noted joy in student learning and collaboration.
  - Suggestions for Improvement:
    - Enhanced staffing and dedicated paperwork time (especially for SPED roles)
    - Improved onboarding and building-wide coherence
    - More welcoming environments and clearer supply/resource access
  - Additional Survey Feedback:
    - 57.1% felt their workload was “too much”
    - 42.9% would recommend EPSD as a workplace
    - 71.4% would return to the district under current circumstances
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### Classified Staff Summary

- Most Frequently Cited Reason for Leaving:  
Responses were distributed across a wide range of factors (each 12.5%), including better compensation, opportunity, advancement, career change, and dissatisfaction with co-workers. Notably, 37.5% selected "Other."
- Positive Highlights:  
Respondents praised specific supervisors (e.g., SMT, MTSS teams) and the value of student connections and professional learning.
- Suggestions for Improvement:
  - More preparation time and structured SPED meetings
  - Better leadership support and streamlined attendance tracking

- Increased flexibility (e.g., remote work, 4x10 shifts for eligible departments)
  - Frustration with lack of raises and perceived inequities in leadership behavior was voiced by a small number of respondents.
  - Additional Survey Feedback:
    - 50% felt their workload was “too much”
    - 75% would recommend EPSD to others
    - 62.5% would return to the district without reservation
- 

### Action Plan in Response to Low Participation

To improve future participation and ensure employee voices are captured more equitably and consistently, EPSD 9 will:

1. Include a Resignation Message:  
A standardized statement will be emailed to resigning employees notifying them that their supervisor will complete an exit recommendation and encouraging the employee to complete the exit survey.
2. Hand-Delivered QR Code Cards:  
A physical card containing a QR code that links directly to the exit survey will be personally handed to employees who are leaving the district to promote accessibility and immediate engagement.

These steps are designed to remove barriers to participation and emphasize the value of employee voice in improving the working experience across the district. A more robust data set will allow for more meaningful insights and informed decision-making in future reporting cycles.

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Prepared by Jennifer Durham, with the assistance of ChatGPT, a generative AI model developed by OpenAI. The author provided a report summary, prompts, reviewed, and edited all content and is responsible for its final form.

## Executive Summary

This report provides a neutral analysis of staff leave trends across the 2022-2023, 2023-2024, and 2024-2025 school years. It highlights the growth in protected leave use, the correlation to the implementation of Paid Leave Oregon (PLO), and the resulting need for closer oversight of unprotected and unpaid leave. While the district continues to uphold all employee rights under state and federal leave laws, the rise in leave use has prompted changes to HR processes and supervision strategies. The financial impact of increased protected leave requires additional analysis and will be provided in a future report.

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## Historical Leave Use Trends

Total protected leave cases have increased by approximately 270% from 2022–2023 (43 cases) to 2024–2025 (159 cases), largely coinciding with the statewide implementation of Paid Leave Oregon. The district recorded 115 cases in 2023-2024 and 159 in 2024-2025. This upward trend likely illustrates increased employee awareness and access to leave benefits, particularly for family and medical-related needs.

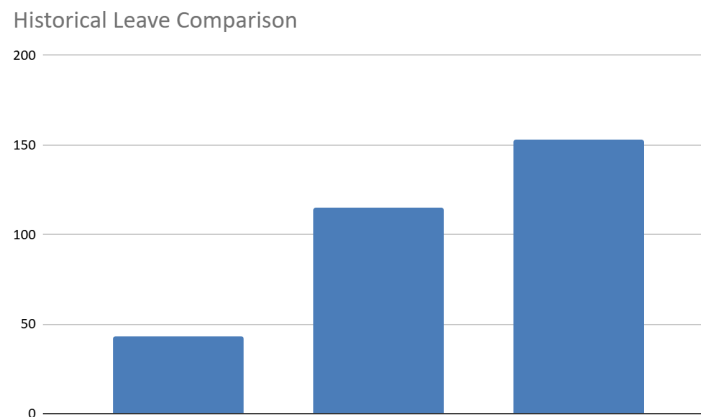


Figure 1. Total protected leave cases from 2022–2023 to 2024–2025. Leave volume increased from 43 to 159 cases, a 270% rise, following the implementation of Paid Leave Oregon.

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## Leave by School Site (2023-2024 and 2024-2025)

### 2023-2024 School Year

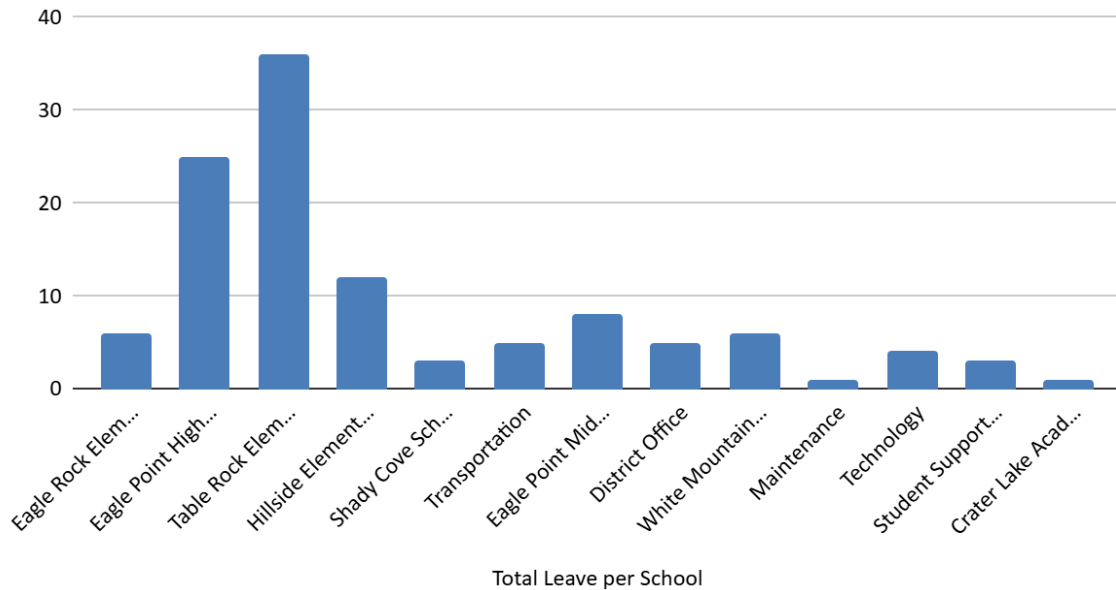
- Table Rock Elementary (TRE): 31% of all leave; 20% of staff
- Eagle Point High School (EPHS): 21.7% of all leave; 21% of staff
- Hillside Elementary (HES): 10% of all leave; 11% of staff

### 2024-2025 School Year

- TRE: 23% of all leave; 20% of staff
- EPHS: 14.3% of all leave; 21% of staff
- Eagle Point Middle School (EPMS): 9% of all leave; 7% of staff

While TRE continues to have the highest proportional leave use, the disparity between staff size and leave use has narrowed in some buildings. HES and EPMS, for instance, showed leave use closely aligned with their staffing ratios in 2024-2025.

### 2023-2024 School Totals



## 2024-2025 School Totals

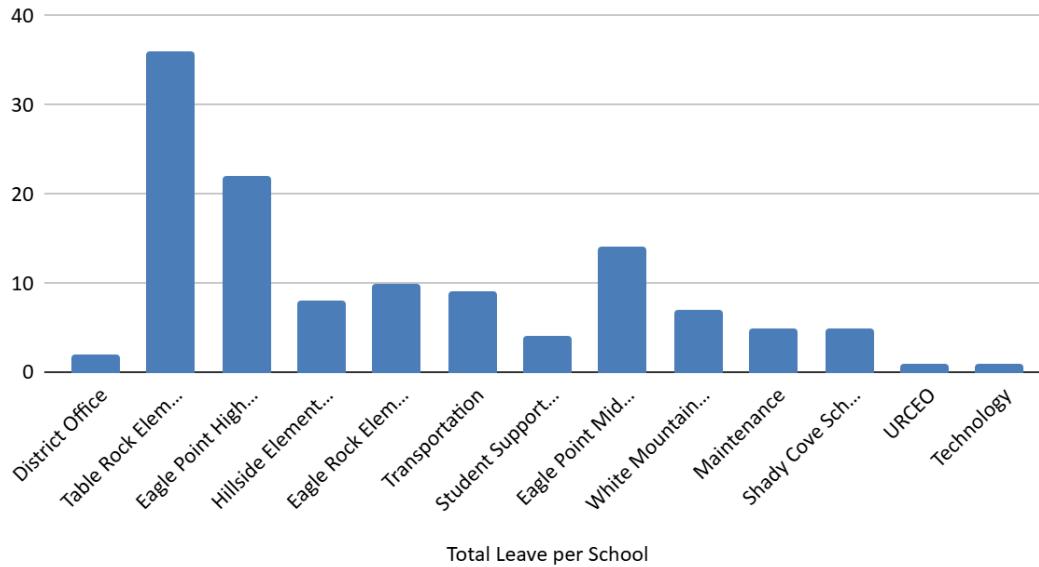


Figure 2. Comparison of staff leave usage percentage 2023-2025.

### Leave by Position (2023-2025)

Teachers remained the highest-utilizing group for protected leave across both years, representing just under 40% of total leave in 2024–2025. This aligns closely with their share of the overall staff population, indicating proportional usage.

Instructional Assistants accounted for nearly one-third of all leave cases each year. This rate is approximately 10 percentage points higher than their representation among staff, reflecting a proportionally greater reliance on protected leave.

Custodians demonstrated the most significant increase in leave use, rising from 10 cases in 2023–2024 to 24 in 2024–2025, more than doubling in volume and marking a sharp upward trend in utilization.

Analysis of leave usage by job classification further illustrates the impact of leave trends:

Position	2023-2024 Leave Cases	% of Total (2023-2024)	2024-2025 Leave Cases	% of Total (2024-2025)
Teachers (General + SPED)	46	40.0%	63	39.6%
Instructional Assistants	35	30.4%	49	30.8%

Custodians	10	8.7%	24	15.1%
Bus Drivers	9	7.8%	13	8.2%
Other	15	13.0%	10	6.3%

## Future Financial Impact Analysis

Substitute coverage costs, potential overtime costs, and impact to student instructional time will be analyzed in collaboration with the Business Director and included in a subsequent report.

## Administrative Response to Leave Trends

With the increase in protected leave, the HR department has adopted a more structured and equitable approach to managing unprotected unpaid leave to maintain operational integrity and equity:

### Key Measures

1. Unpaid Leave Denial Policy: Requests that do not meet criteria outlined in the Collective Bargaining Agreement (CBA) are generally denied. Some exceptions may be granted which are in line with the CBA.
2. Non-Disciplinary Meetings: Since February 2025, HR has conducted 35 informational meetings with staff to clarify leave balance status and expectations.
3. Corrective Action: When necessary, letters of reprimand or termination for job abandonment are issued only for repeated or egregious violations of unprotected leave policies.
  - 4 Letters of Reprimand issued
  - 1 Termination executed (2025)

These actions are not in response to employees who lawfully utilize protected leave, including under PLO, OFLA, or FMLA. The district remains committed to honoring all employee leave rights while maintaining fair and consistent oversight.

## Proactive HR Strategies

- Centralized HR Approval: All unpaid leave requests now flow through the HR Director or Superintendent upon appeal.
- Low Balance Alerts: Employees with under 2 days of sick/personal leave receive automatic notices.
- Frontline Automation: Leave Without Pay (LWOP) requests trigger an automated policy reminder email.
- Tracker Continuity: Staff with prior warnings do not reset at the start of a new year.
- PLO Coordination: PLO is now internally tracked to run concurrently with OFLA/FMLA when allowed, reducing leave stacking.

## Contractual Considerations (CBA References)

- Protected Leave: Supported under Articles 11 and 12, including sick leave, discretionary leave, OFLA/FMLA, and unpaid leaves for qualifying events.
- Unpaid Leave Oversight: Requests for unpaid discretionary leave beyond the contract limits are not guaranteed and require HR review.

## Closing Remarks

The district remains aligned with state and federal law regarding leave protections, while enforcing fair procedures related to discretionary, unpaid, and unprotected leave. Continued data collection and financial review will further support staffing decisions and policy refinements in future Board discussions.

Prepared by Jennifer Durham, with the assistance of ChatGPT, a generative AI model developed by OpenAI. The author provided an analysis report, prompts, reviewed, and edited all content and is responsible for its final form.

**6. Board Action Items**

**6.A. Consent Agenda**





# Eagle Point School District 9

*Every Student, Every Class, Every Day!*

## MONTHLY PERSONNEL REPORT – JULY/AUGUST 2025

### RECENT RESIGNATIONS, RETIREMENTS, DISMISSALS, LAY-OFFS

Name	FTE	Assignment	Location	End Date
Trina Ash	1.0	Registrar	EPHS	7/7/2025
Raymond Connell	0.25	Substitute Bus Driver	Transportation	6/24/2025
Rebecca Samuel	1.0	Administrative Assistant	EPHS	7/8/2025
Kobi Bernal	1.0	Administrative Assistant	Transportation	8/1/2025
Nicole Kahawai	1.0	Teacher - Grade 3	HES	6/12/2025
Scott Carle	1.0	Teacher - Grade 5	TRE	6/30/2025 (working back)
Pamela "Izzy" Hillock	1.0	Teacher - Grade 4	HES	6/30/2025 (working back)
Rachel Lasky	1.0	Teacher - Arts/Music	WMMS	6/23/2025
Steve Gilmore	1.0	Teacher - Grade 5 Dual Lang	TRE	6/26/2025
Yorjan Herrera-Avila	1.0	Teacher - Grade 4 Dual Lang	TRE	7/16/2025
Celene Patino-Garcia	0.875	Instructional Asst - Title I	TRE	7/16/2025
Virginia Jarvis	0.875	Instructional Asst - 1st Grade	TRE	7/16/2025
Tamara McMahan	0.875	Instructional Asst - SPED	EPMS	8/1/2025
Daniel Rankin	0.875	Instructional Asst - SPED	WMMS	6/11/2025
Monika Hoppes	0.875	Instruct Asst - Student Success	WMMS	7/1/2025
Megan Rutherford	0.875	Instructional Asst - SPED	TRE	8/8/2025
Ashley Denton	.47	Instructional Asst - Title I PT	ERE	8/20/2025
Jesse Clark	1.0	Teacher - Math	WMMS	8/22/2025

6.A.1. July-Aug 2025 EPSD9 Board Personnel Report





# Eagle Point School District 9

*Every Student, Every Class, Every Day!*

## MONTHLY PERSONNEL REPORT – JULY/AUGUST 2025

RECENT RESIGNATIONS, RETIREMENTS, DISMISSALS, LAY-OFFS				
Name	FTE	Assignment	Location	End Date
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Rebecca Samuel	1.0	Administrative Assistant	EPHS	7/8/2025
Kobi Bernal	1.0	Administrative Assistant	Transportation	8/1/2025
Nicole Kahawai	1.0	Teacher - Grade 3	HES	6/12/2025
Scott Carle	1.0	Teacher - Grade 5	TRE	6/30/2025 (working back)
Pamela "Izzy" Hillock	1.0	Teacher - Grade 4	HES	6/30/2025 (working back)
Rachel Lasky	1.0	Teacher - Arts/Music	WMMS	6/23/2025
Steve Gilmore	1.0	Teacher - Grade 5 Dual Lang	TRE	6/26/2025
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Celene Patino-Garcia	0.875	Instructional Asst - Title I	TRE	7/16/2025
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Tamara McMahan	0.875	Instructional Asst - SPED	EPMS	8/1/2025
Daniel Rankin	0.875	Instructional Asst - SPED	WMMS	6/11/2025
Monika Hoppes	0.875	Instruct Asst - Student Success	WMMS	7/1/2025
Megan Rutherford	0.875	Instructional Asst - SPED	TRE	8/8/2025
Ashley Denton	.47	Instructional Asst - Title I PT	ERE	8/20/2025
Jesse Clark	1.0	Teacher - Math	WMMS	8/22/2025



# Eagle Point School District 9

*Every Student, Every Class, Every Day!*

## TRANSFER AND CHANGE OF ASSIGNMENT REPORT – JULY/AUGUST 2025

TRANSFERS AND CHANGE OF ASSIGNMENTS				
Name	Transferring From	Assignment	Transferring To	Assignment
Amber Harris	ERE	Teacher - Kindergarten	ERE	Teacher - Kinder/Grade 1
Kaylin Carpenter	TRE	Teacher - Grade 3	HES	Teacher - Grade 3
Jaisha Reddick	TRE	Instructional Asst - SSR	ERE	Instructional Asst - SSR
Katie Weyers	EPMS	Instructional Asst - SPED	EPHS	Administrative Asst.
Elizabeth Fregoso	TRE	Instruct Asst - Basic Supp	TRE	Instructional Asst - SSR
Lindsey Bivens	DO	HR Specialist I	DO	HR Specialist II
Melissa Cleveland	WMMS	Instructional Asst- SPED	EPMS	Instructional Asst- SPED
Shawna Taylor	SCS	Teacher - Kindergarten	SCS	Teacher - Kinder/Grade 1
Lisa Hedlund	EPHS	Instructional Asst - Security	EPHS	Instructional Asst - SSR
Sheila Hinkle	EPHS	Instructional Asst - SSR	EPHS	Instructional Asst - Security

6.A.2. Board Policy JHCCF Pediculosis (Head Lice)

# Eagle Point School District 9

Code: JHCCF  
Adopted: 08/07/25

## Pediculosis (Head Lice)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment.

[Suggested school measures for head lice provided in [Communicable Disease Guidance for Schools](#) issued by the Oregon Department of Education and Oregon Health Authority will be consulted.]

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

6.A.3. Board Policy GBDA - Expression of Milk or Breast-feed  
in the Mother-Friendly Workplace

# Eagle Point School District 9

Code: **GBDA**  
Adopted: 7/09/08  
Revised/Readopted: 7/10/13; 5/13/15; 6/12/19;  
10/09/19; 9/23/23; 8/20/24; 8/27/25

## Expression of Milk or Breast-feed in the Mother Friendly Workplace

The district recognizes that a normal and important role for mother is to have the option and ability to express milk or breast-feed in the workplace. Unless otherwise agreed upon by the district and the employee, the district shall provide the employee a 30-minute rest period to express milk or breast-feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee’s work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. “Close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee’s work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

<b>School/Department.....</b>	<b>Designated room</b>
Eagle Point High School .....	EC 9.5
Eagle Point Middle School.....	Private office in Library
Eagle Rock Elementary .....	Rm 102
Hillside Elementary.....	Private Conference Room
Lake Creek Learning Center .....	Health Room
Shady Cove School.....	FRO #1
Table Rock Elementary .....	B5 (upper) Back Office (lower)
White Mountain Middle School .....	Office #4
URCEO.....	27A
District Office.....	Room #26
Maintenance .....	Key room office #1
C-TAK/Technology.....	Meeting Room Supply Room
Transportation.....	Computer Room Upstairs

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee’s cooler or insulated food container.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 653.077](#)

[ORS 653.256](#)  
[OAR 839-020-0051](#)

**Cross Reference(s):**

GCBDD/GDBDD - Sick Time

**6.B. Unfinished Business**

**7. New Business**

**7.A. Annual Alternative Education Program Approval - Policy IGBHA**

**Eagle Point School District 9**  
Board of Directors

Date: 8/27/2025 Presented By: Mrs. Shehorn  
Subject: Alternative Education Program Attachment(s): no  
Approval

## Information

**BACKGROUND INFORMATION:**

[Board Policy IGBHA](#) Alternative Education Programs states: The Board is dedicated to providing educational options for all students. It is recognized there will be students in the district whose needs and interests are best served by participation in an alternative education program. A list of alternative education programs will be approved by the Board annually.”

2024-2025 Approved Alternative Education Programs:

- The Upper Rogue Center for Educational Opportunities (URCEO) serves as the District’s alternative education program for grades 6-12.
- Learn at Home Oregon (Alsea School District) serves as an alternative education program for grades K-5.

**RECOMMENDATION:**

Approval to continue the following programs as Eagle Point School District 9’s designated alternative education options for the 2025–26 school year:

- **Upper Rogue Center for Educational Opportunities (URCEO) – grades 6–12**
- **Learn at Home Oregon (Alsea School District) – grades K–5**

**BOARD ACTION REQUIRED**

**Suggested Resolution:** *“I move the Board approve the Upper Rogue Center for Education Opportunities and Learn at Home Oregon to serve as Eagle Point School District 9’s Alternative Schools for the 2025-26 school year.”*

**8. Acknowledgments**

**9. Future Board Meeting Agenda Items**

**9.A. Work Session**

**9.B. Regular Meeting**

**10. Adjournment**