



BOARD OF EDUCATION
August 10, 2015
Administration Center Boardroom
525 Mill Street
Springfield, OR 97477

7:00 pm Board Meeting

AGENDA	TAB
1. Call Meeting to Order and Flag Salute	Board Chair Nancy Bigley
2. Oath of Office • Laurie Adams • Sandra L. Boyst	Nancy Bigley
3. New Administrator Introductions	Superintendent Sue Rieke-Smith
4. Public Comments (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)	
5. Consent Agenda	
A. June 22, 2015 Board Meeting Minutes	1
B. Board Policies, First Reading	Sue Rieke-Smith 2
C. Restraint & Seclusion Report	Brian Megert 3
D. Personnel Action, Resolution #15-16.001	Michael Henry 4
E. Nutrition Services Supplies, Res #15-16.002	Brett Yancey 5
F. Dairy Products Bid, Resolution #15-16.003	Brett Yancey 6
G. Bakery Products Bid, Resolution #15-16.004	Brett Yancey 7
H. Fresh Produce Products Bid, Resolution #15-16.005	Brett Yancey 8
6. Reports and Discussion	
A. Administration Building Report	Brett Yancey
B. Bond Update	Brett Yancey
C. Superintendent Communication	Sue Rieke-Smith
D. Board Communication • 2015-16 Board Committee Representation	Nancy Bigley
7. Other Business	
8. Next Meeting: August 19, 2015, 4:00 pm, Summer Planning Meeting September 14, 2015, 7:00 pm, Business Meeting	
9. Adjournment	Board Chair Nancy Bigley

MINUTES

23/ The Lane County School District No. 19 Board of Education was held a work session/training with Oregon School Boards Association (OSBA) on roles and responsibilities and appropriate boundaries for Board Members on June 22, 2015.

Board Chair Nancy Bigley welcomed those in attendance and called the meeting to order at 4:05 pm, in the First Floor Conference Room, of the District Administration Center, 525 Mill Street, Springfield.

Attendance

Board members present included Chair Bigley, Laurie Adams, Sandra Boyst, Al King, and Jonathan Light.

Others in attendance included Superintendent Sue Rieke-Smith, Brett Yancey, Tom Lindly, Karen Lewis, Linda Henry, Yvonne Atteberry, Anne Goff, and Spencer Lewis, Board Development and Policy Services Specialist from Oregon School Boards Association (OSBA).

Spencer Lewis, Board Development & Policy Services Specialist with OSBA, provided a training on School Board Roles and Responsibilities. Mr. Lewis offered a PowerPoint presentation entitled *Roles and Responsibilities*. The presentation focused on three areas: Board Meetings, Ethics and Common Issues. The legislative responsibilities of the Board included conducting meetings and developing policies. The judicial responsibilities of the Board included fact finding and serving as an appellant body for the District. He noted the behavior modeled by the leader and management profoundly shaped the culture and practices of the organization.

Mr. Lewis facilitated a discussion on the roles and goals of the Board in the areas of budget and resources, community engagement and advocacy, operations, regulations and personnel, the purpose of regular, special and emergency meetings held in regular and executive session, ethics, conflicts of interest, gifts and other topics of interest to the Board. He noted Boards were comprised of individuals who wanted to make a positive difference, that were committed to and invested in kids, and were willing to sacrifice their time for the good of the kids. He was concerned that Board members who were so interested in helping kids did not understand the laws, found in Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) that governed their work. He asked Board members to introduce themselves and share what they loved about Board work and what concerned them about Board work.

Ms. Adams said what she loved about Board work was being an advocate for kids, especially for kids who did not have advocates. She especially liked being an advocate for kids in Springfield. What concerned her about Board work was that she did not see many people stepping up to serve on the Board, noting that she and Board member Boyst ran unopposed in the May 2015 election.

Mr. Lewis opined lack of interest in serving on school boards was a common concern throughout the State of Oregon as well as the county.

Mr. King said Springfield was one of the best places to participate in community service. He was concerned when issues brought to Board members could not be discuss with members of the public due to confidentiality laws related to personnel issues or discussions that occurred during Executive Sessions.

Chair Bigley said Board work was a way to have an impact of the future of the community by focusing on kids and their futures. She was concerned that the general public knew what the Board's responsibilities and

roles were. The public thought the Board knew what was going on at every school in the District in detail, whereas the Board had a broad, overview perspective of the District, with some details that supported Board decisions.

Mr. Light said as a Board member, he appreciated the opportunity to change a system that he thought often did not serve its stated purposes. He was concerned, as he saw well-meaning Board members around the State who were not fully informed, due in part to the amount of time required, to be knowledgeable about the Board's role.

Ms. Boyst said what she loved about being on the Board was being able to advocate for students and staff in Springfield schools, and to support a better community and education system in Springfield, through bringing change. She was concerned that change was hard and, although everyone said they wanted changes, they were not willing to fund those changes. This resulted in doing more of the same, with expectations there would be different outcomes.

Mr. Lewis iterated people expected something different with new and additional requirements, with no additional funding to pay for those changes. He found this to be particularly frustrating, as the current Oregon Legislative Session would soon end. He noted the early 1990's and the passage of Ballot Measure 5 had significant impacts on education.

Staff members in attendance shared what they loved about their roles in education and what concerned them about education.

Superintendent Rieke-Smith said what she liked about her role in education was that each Board member helped her to see a slice of the community and its constituents, as the District thought about how to move forward. What concerned her was that many of the decisions made on a day-to-day basis could be fluid or urgent, and presented a challenge in communicating to Board members, who would be approached by the community, in a timely manner.

Yvonne Atteberry, President of the Oregon School Employees Association, said she loved kids and books. She was concerned that employees were asked to do so much with so little, and the employees did so because it involved kids. She was concerned that the District was losing good people because they were burning out.

Anne Goff, President of Springfield Education Association, loved working with kids, teachers, families and the community, which provided a huge impact on children and their families, and made a difference in children's lives in many ways. She iterated Ms. Atteberry comments that all employees were asked to have so many more responsibilities piled on their plates, with fewer resources and mandates from State. There were employees who were leaving the field of education because the work was not joyful.

Tom Lindly, Director of Technology and Transportation, said he had worked in the technology field in several organizations. He felt he was doing something good and helping kids and families in his work for the District. He was concerned about the budget, stretching resources, and not having sufficient resources to do things right.

Brett Yancey, Director of Business Operations, said some of his friends had chosen to put their kids in private school or alternatives. However, he liked the fact that public education was a system that was built on a foundation and served as an equalizer. The USA was about growth and educating and providing an opportunity for any child to participate. He was concerned that the District had only one opportunity to get it right the first time with every kid. As parents, Board members and staff understood they had only one opportunity, and they had to work hard to provide those opportunities for the kids.

Karen Lewis said she loved working with the School Board. She loved the work the Board did, and how they tried to do the best work for every student in the District. Dealing with people who did not understand some of the hard decisions that the Board had to make was difficult for her. Staff could not share confidential information with members of the public, and the public often did not understand that.

Linda Henry said her son was a teacher in Juneau, Alaska, and her granddaughter was a student in Washington. The conversations at the Board meetings helped her be in touch with what was going on in their lives. She was concerned about the changes that had occurred with education funding since the passage of Ballot Measure 5.

Mr. Lewis distributed a handout and asked the Board to answer this question, in one or two words: What does the School Board do? Board members offered the following responses:

- Policy.
- Speak for kids.
- Community voice.
- Communicate.
- Listen.
- Policy with oversight.
- Impacts lives.
- Guide.

Mr. Lewis reviewed the words and noted the Board members were here because they truly believed that what they did made a difference and they would not be here if they were unable to impact the lives of the kids. The School Board was a unique group that had the responsibilities of each of the three branches of government:

- Legislative—Board meetings were similar to legislative sessions at the State Capitol in Salem, Oregon. Boards adopted policies, took action and made decisions that impacted the District.
- Executive—The Board hired the superintendent and delegated many of its responsibilities to the superintendent. The Board set goals, which it passed on, to the superintendent for implementation. The Board also had executive roles in finance through adopting budgets. The Board also approved contracts and was involved in the collective bargaining process.
- Judicial—The Board assumed its judicial role when complaints reached the Board. The Board could serve in a fact-finding role, or hire investigators to undertake fact finding. The Board also served as the appellate board in some situations and had to make final decisions.

Mr. Lewis read the following: “The behavior that is modeled by the leader and the management profoundly shapes the culture and practices of the organization.” Thus, the actions of the Board made a difference. The superintendent and Board, in their leadership roles, made a difference. Each of the Board members had individual strengths. Superintendent Rieke-Smith noted this when she said the Board members represented different slices of the community. Each Board member had individual strengths, backgrounds, and education. Individual Board members and their strengths transitioned into the Board’s work, which ultimately became the Board culture. The Board culture would find its way into the District work, which implied how all District employees worked, which eventually reached classroom instruction, which allowed students to achieve.

Mr. Lewis facilitated a Board discussion about five key roles of the Board:

- Set direction and establish goals.
- Establish the structure through adopting policies to enable the District can do what it needs to do.
- Provide support to the District and superintendent, providing resources to enable the District to reach it is goals.
- Evaluate the work of the District to ensure accountability.
- Be community leaders through community engagement and advocacy.

Mr. Lewis said there was not always a clear line between the responsibilities of the superintendent and the Board, but it was important for Board members to clearly understand what their responsibilities were and what responsibilities were the purview of the superintendent.

Mr. Lewis facilitated a discussion on *What is a Board Meeting?* According to ORS, a Board meeting was the convening of the Board, with a quorum, to make a decision or to deliberate.

The Board took a short break.

In response to Mr. Light, the definition of a meeting, *The convening of the Board as a governing body of the district in order to make a decision or to deliberate toward a decision on any matter* was clearly stated in ORS. For the most part, ORS did not call out specific Board roles.

The Board viewed a video about electronic correspondence/meetings for school board members. He emphasized Board members to make sure email correspondence was not deliberation or working towards a decision. If communication was related to deliberation, Board members should request that the superintendent send the communication. He cautioned that Board members should not “Reply All” to email correspondence, but rather reply to the superintendent.

Mr. Lewis stated ORS 192.630.690 provided requirements for all types of public board and commission meetings, including public notice, minutes, accessibility, district boundaries and translation. He directed Board members to a publication of the Oregon School Boards Association (OSBA) entitled *Public Meetings Law, Board Meetings and Executive Sessions—A Guide for Public School, Education Service District and Community College Boards* which was available through the OSBA website.

Mr. Lewis said there were three types of meetings the Board could convene, Regular, Special and Emergency meetings. Executive Session could be held within any of the three types of meetings. The media could attend most Executive Sessions, and meeting minutes were required. In response to Ms. Boyst, Mr. Lewis explained the media was not allowed to attend Executive Sessions that addressed topics covered under said ORS 192.660 (employment of individuals, employee discipline, labor negotiations, real estate, confidential records, litigation and evaluated of the top executive) and ORS 332.061 (student expulsions, student records). The media was not allowed to report on what they observed at Executive Sessions, but was allowed to attend Executive Sessions to ensure the Board stayed on topic. He emphasized Boards should not make final decisions, except when dealing with students, and should not engage in general personnel discussions in Executive Session.

Mr. Lewis facilitated an ethics discussion. The focus of the ethics laws was avoidance of financial benefits or the avoidance of financial detriments. Policy BBFA, *No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for himself, relatives or household members, or for any business with which the Board members, a household member or relative is associated* contained most language related to ethics. *Conflict of Interest* and *Gifts* were the primary areas where these policies were applicable. There were two types of *Conflict of Interest*, potential and actual. A potential conflict of interest could result in a financial benefit or avoidance of detriment, must be publicly disclosed, and the Board member could vote and participate in discussion, or may abstain from voting and discussion on the issue. An actual conflict of interest would result in a financial benefit or avoidance of detriment, must be publicly disclosed, and the Board member could not vote unless needed to meet a minimum requirement and could not participate in discussions. He asserted conflict of interest applied not only to Board members but also a Board member’s spouse, and the Board member and spouse’s parents, step-parents, children, siblings, step-siblings, sons-in-law, and daughters-in-law. Gifts were something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others.

Mr. Lewis reviewed Policy BBFB, *A Board member may not appoint, employ, promote, discharge, fire or demote or advocate for such as employment decision for a relative, unless the Board members complies with the conflict of interest requirements of ORS Chapter 244. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointments, employment, promotion, discharge, firing, or demotion of a relative. A Board member may still serve as a reference or provide a recommendation.*

Mr. Lewis stated Board members often received complaints about the District from members of the public. Board members should refer complaints to Policy KL, the generic complaint procedure. School issues generally started with the school principal, who would follow the complaint process through the superintendent, and ultimately to the Board if necessary. Involvement of Board members too early in the process could jeopardize their position in the appellate process. Mr. Lewis noted members of the public should be limited in comments made during the public comment period of Board meetings, and directed to the complaint procedure if they had complaints about the District or District personnel.

Mr. Lewis asserted Board members regularly communicated with other Board members, the superintendent, staff and members of the community. Policy BBF stated *Board members will treat other Board members, the superintendent, staff and public with dignity and courtesy and will provide an opportunity for all parties to be heard with due respect for their opinions.* Policy BCD stated *The Board expects that the superintendent will...keep the Board informed about District operations.*

Mr. Lewis said Policy BBAA stated *When Board members receive complaints or requests for action from staff, students, or members of the public, such information is to be conveyed to the superintendent for action.*

Ms. Goff commented that information was not always conveyed through the superintendent.

Mr. Lewis stated the superintendent should know that the communication was going on. It was important for the superintendent to know information the Board needed.

Mr. King stated in many circumstances it was true that communication should be conveyed to the superintendent. However, when the superintendent was the problem, it was the Board's job to manage the issue. It was the Board's responsibility to determine if the complaint was valid and justified.

Mr. Lewis concurred that there may be times when Board members should go directly to staff members.

Mr. Lewis said Policy GBD stated *The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent.* Policy GBD stated *The Board desired to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. Communications or reports to the Board of Board committee from any staff member of members should be submitted through the superintendent.*

Mr. Lewis reviewed the superintendent evaluation process. The Board would not need to do a 360 evaluation every year. It was important to set goals in advance, start the superintendent evaluation early and review the evaluation process with the superintendent. He added the Board did not need to agree on everything, but it was important for the Board to speak with one voice once a decision was made.

Chair Bigley called for questions from Board members.

In response to Chair Bigley, Mr. Lewis said under the ORS, it was important for Work Sessions to be notice and have minutes taken. He also pointed out that the Board would not deliberate or make decisions at Work Sessions.

The work session was adjourned at 6:00 pm.

EXECUTIVE SESSION

The Springfield Board of Education met in Executive Session (non-public) on June 22, 2015 pursuant to ORS 192.660(2)(d) Labor Negotiations and ORS 192.660(2)(e) Real Property. Board Chair Nancy Bigley called the meeting to order at 6:29 pm in Room 215 of the District Administration Center.

Those in attendance included Chair Bigley, Laurie Adams, Sandra Boyst, Al King, Jonathan Light, Sue Rieke-Smith, Brett Yancey, Dawn Strong and Karen Lewis.

The Executive Session was recessed at 7:07 pm.

BOARD MEETING

A Regular Meeting of the Lane County School District No. 19 Board of Education was held on June 22, 2015.

1. CALL MEETING TO ORDER

Board Chair Nancy Bigley called the Springfield Board of Education meeting to order in the boardroom of the District Administration Center at 7:10 pm and led the Pledge of Allegiance.

Attendance

Board Members present included Chair Nancy Bigley, Laurie Adams, Sandra Boyst, Al King, and Jonathan Light.

District staff, students and community members identified included Superintendent Sue Rieke-Smith, Brett Yancey, Tom Lindly, Karen Lewis, Yvonne Atteberry, Anne Goff, Linda Henry, Greg James, Kelli Mathews, and Chad Towe.

2. WORK SESSION SUMMARY

Chair Bigley offered a summary of the work session/training earlier this evening provided by Spencer Lewis, Board Development & Policy Services Specialist with Oregon School Boards Association (OSBA).

3. PUBLIC COMMENTS

There was no one who wished to offer public comment.

4. CONSENT AGENDA

A. May 21, 2015 Board Work Session Minutes

B. June 8, 2015 Board Meeting Minutes

C. June 11, 2015 Special Board Meeting Minutes

D. Out-State-Trip, THS Publications, Resolution #14-15.077

David Collins recommended the Board approve Thurston High School's Publications students' request to travel to San Jose, California provided the group successfully fundraise all needed monies. Dates of the trip will be July 7, 2015 through July 11, 2015.

E. Personnel Action, Resolution #14-15.088 and Addendum Resolution #14-15.088a

Dawn Strong recommended that the Board of Directors approve the personnel action for licensed employees as reflected in the resolution below and the addendum presented at the meeting. Categories include:

New Hires

Phillip Bunker
Michelle Davis
Lisa Defluri
Tanya Gibson
Sarah Kingery
Steven Knight
Justine Lee

Leave of Absence

Sara Thornton

Resignations

Lucien Degler
Jamie Gaskill

Retirements

Sandra Carter

Change of

Contract Status

Maria Cortes

Kayla Lewis
Roseanna Ling
Ron Pottorf
Sarah Ragle
Kevin Ricker
Veronica Voeks
Jared Williams

Amy Donaldson
Jeanie Fuji
Kelly Girouard
Andrew McLaren
Toni Mucker
Dan Sterling

Christi Nicholson
Nancy Unruh

Sandra Wilson

Heather Dillon

F. Board Policies, Approval, Resolution #14-15.089

Devon Ashbridge recommended that the Board of Directors approve the following board policies:

- JFG Student Searches
- JFG-AR Student Searches

G. Summer School Programs Update

H. Graduation/Scholarship Report

Motion: Mr. Light moved, seconded by Ms. Adams, to approve the Consent Agenda.

In response to Chair Bigley, Chad Towe, Principal of Thurston High School agreed to clarify where students participating in the Out-State-Trip, THS Publications, would be staying.

The motion carried unanimously, 5-0.

5. ACTION ITEMS

**A. Construction Manager/General Contractor Services, Hamlin Middle School Replacement Project
Resolution #14-15.090**

Brett Yancey recommended that the Board of Directors approve that:

1. The Board selects Fortis Construction, Inc. as the highest-ranked proposer best qualified to perform the contract.
2. Authorizes the Superintendent or Director of Business Operations to enter into negotiations with Fortis Construction, Inc. and, if successful, delegates that authority to the Director of Business Operations to execute the final agreement. The Director of Business Operations shall not execute a contract until resolution of a valid protest, if any.
3. If the contract negotiations with the highest-ranked proposer are unsuccessful, the Board authorizes the Superintendent and/or Director of Business Operations to terminate negotiations and institute negotiations with the next highest-ranked proposer and, if negotiations are successful, execute a contract.

Motion: Mr. King moved, seconded by Ms. Boyst, for approval.

Chair Bigley noted six candidates had been considered and evaluated for the contract.

Greg James reported the CMGC process was adopted by the Board in December 2014. He explained the CMGC process was not a design/bid/build process, but rather a Request for Proposals (RFP) process, with criteria based selection. The evaluation team included two Board members, Chair Bigley and Ms. Boyst, Superintendent Rieke-Smith, Mr. Yancey, Mr. Lindly, and Mr. Saraceno. The team reviewed the written responses and jointly discussed and evaluated findings. The team identified Anderson Construction Company and Fortis Construction, Inc. as the highest ranking submittals. The team interviewed the companies and determined Fortis Construction, Inc. ranked higher. A team visited facilities at Oregon State University (OSU) that Fortis Construction, Inc. had built. The team was impressed with the projects and presented its findings to the evaluation team. The evaluation team moved forward with a resolution to recommend that the Board award the contract to Fortis Construction, Inc.

Ms. Adams said she would not vote against Fortis Construction, Inc. because she did not have a problem with the company. She would not have selected CMGC.

The motion carried unanimously, 5-0.

B. Resolution to Transfer Budget Appropriations, Resolution #14-15.091

Brett Yancey recommended that the Board of Directors for Springfield School District No. 19, hereby recognize additional revenue, allocate budget appropriations and approve transfers for the 2014-2015 fiscal year within the funds and functions listed below:

APPROPRIATION FUNCTION TRANSFERS:

Print Services Fund (Fund 685):

685-2000	Support Services	(\$ 23,341)
685-5000	Other Uses	\$ 23,341

Federal, State, Local Grants (Fund 200's):

200-1000	Instruction Services	(\$ 386,215)
200-2000	Support Services	\$ 373,885
200-3000	Enterprise & Community Services	\$ 12,000
200-5000	Other Uses	\$ 330

Motion: Ms. Adams moved, seconded by Mr. King, for approval.
The motion carried unanimously, 5-0.

**C. Designation of District Officers, Clerks, Depositories and Contract Review Board
Resolution #14-15.092**

Brett Yancey recommended that the Board of Directors approve the resolution designating District officers, clerks, and agents, including the depositories for District funds for the 2015-16 fiscal year, as follows:

BUDGET OFFICER:

Be it resolved, that Brett Yancey is hereby designated to serve as Budget Officer of the Springfield Public Schools for the fiscal year 2015-2016.

DISTRICT CLERKS:

Be it Resolved, that law designates Sue Rieke-Smith, Superintendent of Springfield Public Schools, as Clerk of said District for the fiscal year 2015-2016.

Whereas, it is advisable for additional staff members to be designated as Deputy Clerk.

Be it Resolved, that Brett M. Yancey be appointed as Deputy Clerk for the Springfield Public Schools for the 2015-2016 fiscal year.

Be it further Resolved, that adequate bonds be obtained for the above named Clerk and Deputy Clerk, in accordance with ORS 332.525 and that bonds be filed with the Lane Education Service District as outline in ORS 327.415.

Be it further Resolved, the Board of Directors authorizes the Superintendent and Director of Business Operations to have signature authority on all matters and issues related to conducting business of the School District. It is also recognized that the Superintendent shall have the authority to delegate levels of signature, outlining appropriate areas for designees (by content area).

GRANT OFFICER:

Whereas, grant funding may become available through Federal, State or other sources; and,

Whereas, certain available grant funds may be deemed beneficial toward improvement of the District's educational system;

Be it Resolved, that the Superintendent or designee be named as the Local Agency Representative and shall hereby be authorized to execute and file application(s) for and on behalf of the District and otherwise act as the District's representative in all activities related to grants for the fiscal year 2015-2016.

PUBLIC CONTRACT REVIEW:

Be it Resolved, that the Board of Directors will act as its own contract review board granted authority under ORS 279A.060, and also adopts the current Oregon Attorney General's Model Public Contracts Manual stipulated by ORS 279A, 279B, 279C, OAR 137 Divisions 46, 47, 48, and 49.

INVESTMENT DEPOSITORIES:

Whereas, Springfield Public Schools has statutory authority for investment of funds,

Be it Resolved, that the following depositories are hereby approved as official depositories of Springfield Public Schools for the 2015-2016 fiscal year:

Bank of America, Umpqua Bank, Key Bank of Oregon, Pacific Continental Bank, Northwest Community Credit Union, Citizens Bank, OnPoint Community Credit Union, US Bank, Chase Bank, Wells Fargo Bank, Oregon State Treasury Local Government Investment Pool, Wells Capital Management, D.A. Davidson & Company, Siuslaw Bank, Oregon Community Credit Union and Piper Jaffrey & Company.

Be it further Resolved, that the Clerk of the District or the Deputy Clerks, as Custodian of Funds, are authorized to establish accounts and to issue checks against such accounts bearing the original signature of the Clerk or Deputy Clerk or the facsimile signature of the Clerks in accordance with ORS 328.411 and 328.445.

Motion: Mr. King moved, seconded by Ms. Adams, for approval.

In response to Ms. Adams, Mr. Yancey said staff verified that the depositories selected by the District were fully insured through the Federal Deposit Insurance Corporation (FDIC). Additionally, staff reviewed the depositories' annual reports. Regardless of the investments the depositories made, the District policy specified that the District could only invest in what the Board had adopted. Staff did not analyze social and

political interests of the depositories. In response to Mr. King, Mr. Yancey confirmed that the depositories had to be collateralized.

The motion carried unanimously, 5-0.

D. Property and Liability Insurance, Worker's Compensation Insurance

Resolution #14-15.093

Brett Yancey recommended that the Springfield Public Schools Board of Directors renew property, casualty and liability insurance coverage, including earthquake and flood coverage under Special District Association of Oregon for the period July 1, 2015 – June 30, 2016.

Be it Hereby Resolved, that the Springfield Public Schools Board of Directors renew worker's compensation insurance coverage under SAIF Corporation for the period July 1, 2015 – June 30, 2016.

Motion: Ms. Adams moved, seconded by Mr. Light, for approval.

In response to Mr. Light, Mr. Yancey said a building-by-building evaluation was done and a replacement value assigned for each District-owned facility. Additionally, building contents were evaluated and replacement value assigned. There was also a schedule of value for all District owned automobiles and equipment.

Mr. Light said as the management for the Wildish Theater changed from the Academy of Arts and Academics (A3) to Springfield Public Schools, the question of property insurance for the facility had arisen.

Mr. Yancey stated the Wildish Theater was included in the property coverage, which was billed back to the Theater. In response to Mr. King, Mr. Yancey iterated the Administration Building had a positive value.

The motion carried unanimously, 5-0.

E. Designation of District Legal Counsel and Municipal Auditor, Resolution #14-15.094

Brett Yancey recommended that the Board of Directors approve the resolution designating District agents for the 2015-2016 fiscal year, as follows:

LEGAL COUNSEL:

Be it Resolved, that Thorp, Purdy, Jewett, Urness & Wilkinson PC is hereby designated to serve as legal counsel of Springfield Public Schools for the fiscal year 2015-2016 for general counsel (real estate, contract review, etc.) services.

Be it Resolved, that the Hungerford Law Firm, Attorney at Law, is hereby designated to serve as legal counsel of Springfield Public Schools for the fiscal year 2015-2016 for labor relations and special education services.

Be it Resolved, that Bullivant Houser Bailey PC, Attorney at Law, is hereby designated to serve as legal counsel of Springfield Public Schools for the fiscal year 2015-2016 for liability, litigation and other specialized services.

Be it Resolved, that Oregon School Boards Association, Policy and Legal Services is hereby designated to serve as legal counsel of Springfield Public Schools for the fiscal year 2015-2016 for general counsel services.

Be it Resolved, that Mersereau and Shannon, Attorney at Law, is hereby designated to serve as legal counsel of Springfield Public Schools for the fiscal year 2015-2016 for litigation and bond counsel services.

Be it Resolved, that Miller Nash LLP, is hereby designated to serve as legal counsel of Springfield Public School for the fiscal year 2015-2016 for contract administration and construction law.

All services will be provided on an “as needed” basis at the hourly rates indicated in the proposal responses.

AUDITOR:

Be it Resolved, that the firm of Pauly, Roger & Company PC Certified Public Accountants, are hereby designated to serve as auditors for Springfield Public Schools for the fiscal year 2015-2016.

Motion: Ms. Adams moved, seconded by Ms. Boyst, for approval.
The motion carried unanimously, 5-0.

F. Springfield Administrators and Confidentials Agreement, Resolution #14-15.095

Brent Yancey recommended that the Springfield Board of Directors approve the two-year benefit and compensation agreement for the Springfield Administrators and Confidentials (SAAC), effective July 1, 2015 through June 30, 2017.

Motion: Ms. Adams moved, seconded by Mr. Light, for approval.
The motion carried unanimously, 5-0.

The Board recessed the Regular Meeting and returned to Executive Session at 7:28 p.m.

EXECUTIVE SESSION

The Executive Session was reconvened pursuant to ORS 192.660(2)(e) Real Property. Board Chair Nancy Bigley called the meeting back to order at 7:30 pm in Room 215 of the District Administration Center.

Those in attendance included Chair Bigley, Laurie Adams, Sandra Boyst, Al King, Jonathan Light, Sue Rieke-Smith, Brett Yancey, Kelli Matthews, and Karen Lewis.

The Executive Session was adjourned at 8:47 pm.

BOARD MEETING

The Board reconvened the Regular Meeting at 8:50 p.m.

6. REPORTS AND DISCUSSION

A. Superintendent Communication

Superintendent Sue Rieke-Smith reported the District had a good closing out of the school year. She continued to reach out to the community, meeting today with retired employees. She was scheduled to meet with members of the Ministerial Alliance this week. She looked forward to meeting more stakeholders this summer.

B. Board Communication

• Agency, Organization & District Committee Reports

Ms. Boyst reported the Springfield Education Foundation (SEF) met June 12, 2015 at which time they discussed the *Night of 11,000 Stars!* SEF was seeking volunteers for the event and for donations for the silent auction, wine wall and beer wall. Terry Beyer was chairing the event. Ms. Boyst would report on the Lane ESD June 23, 2015 meeting at the next Board meeting.

Chair Bigley said she had been contacted by Mrs. Leahy who asked if the Board would have a table at the *Night of 11,000 Stars!* The cost of a table ranged from \$600 to \$5,000. It was noted that funding for individual tickets for Board members to attend the event was included in the budget.

Ms. Adams questioned why the Board did not receive complimentary tickets. The Board should have a preferred table and not have to pay for it.

Ms. Boyst said the issue had been raised in the past. Ronnel Curry, SEF Executive Director, said because the event was a fundraiser, tickets were not given away for free.

Ms. Adams said attended a meeting with parents of the Springfield High School girls' basketball team with Superintendent Rieke-Smith. She thought the meeting went well and Superintendent Rieke-Smith built some trust with the parents. Ms. Adams had also met individually with some parents to discuss their concerns. There was interest in forming a booster club. She hoped the students would continue to earn college scholarships.

Mr. King reported he had met with Oregon U.S. Senators regarding Smarter Balanced testing, as requested by the Board. He was scheduled to meet Senator Jeff Merkley next week.

Mr. Light reported that the Wildish Theater Board met last week. The Theater was in transition from Kirk Boyd and A3 managing the Theater to Dan Egan who was hired by the Wildish Board to manage the Theater for the District. He thanked Mr. Boyd for the work he had done. Mr. Egan was excited in his new role with the Theater. Mr. Light had emailed a reading suggestion to Board members, which identified the dangers of pointing the education system to achieve well on international tests. While students in China did well on such tests, he questioned if the type of economy and work force produced by China was what Americans wanted. He said the June 21, 2015 edition of the Register Guard had an article on the pros and cons of Smarter Balanced. He thought Smarter Balanced was symptomatic of the deeper conversation the Board would have at the Summer Planning Meeting. He questioned if a national curriculum would be good for the country. He was unable to verify that any state had federal funding withdrawn due to insufficient numbers of students taking the Smarter Balanced test.

7. ELECTION OF OFFICERS 2015-2016

A. Board Chair

Motion: Ms. Bigley was nominated by Mr. Light, and seconded by Ms. Boyst, to serve as Board Chair for the 2015-2016 school year. The vote carried 5:0.

B. Vice Chair

Motion: Ms. Adams was nominated by Mr. Light, and seconded by Ms. Boyst, to serve as Board Vice Chair for the 2015-2016 school year. The vote carried 5:0.

8. OTHER BUSINESS

None

9. NEXT MEETINGS

Ms. Bigley said the next Business Meeting of the Board would be August 10, 2015 at 7:00 pm.

10. ADJOURNMENT

With no other business, Ms. Bigley adjourned the meeting at 9:10 pm

(Minutes recorded by Linda Henry)

FIRST READING / REVIEW

DATE: AUGUST 10, 2015

BOARD POLICY FOR REVIEW

RELEVANT DATA:

From time to time, changes in laws or operating practice require changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to craft policy for Springfield Public Schools.

One current policy needs to be rewritten to meet legal standards.

Brian Megert is available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors review the following board policy as a first reading:

- JHCDA Prescription Medication

SUBMITTED BY:

Dr. Susan Rieke-Smith
Superintendent



Code: **JHCDA**
Adopted:

Prescription Medication/***

The district recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing a severe allergic reaction, or have a need to manage hypoglycemia, asthma or diabetes. When a licensed health care professional is not immediately available, a designated trained staff member may administer to a student, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

A written treatment plan for a student who self administers medication will be developed and signed by a physician¹ or other Oregon licensed health care professional and kept on file. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

The district reserves the right to reject a request to administer or allow self administration of a medication when such medication is not necessary for the student to remain in school.

A premeasured dose of epinephrine may be administered by designated, trained district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine is kept at a reasonable, secured location in the student's classroom as provided by state law.

¹Added to Oregon Revised Statute 678.010 to -678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). (This is to allow time for new students to find an Oregon licensed physician.)

Training shall be provided to designated staff as required by law in accordance with approved protocols as established by the Oregon Health Authority. Staff designated to receive training shall also receive bloodborne pathogens training. ~~A-e~~Current first-aid and CPR cards ~~will also be required~~ **are strongly encouraged for designated staff.**

Prescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable or injectable, or prescription or nonprescription medicines to students including procedures for the disposal of sharps and glass.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate.

Such plans will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

END OF POLICY

Legal Reference(s):

ORS 109.640
ORS 339.866 to -339.871
ORS 433.800 to -433.830
ORS 475.005 to -475.285

OAR 166-400-0010(17)
OAR 166-400-0060(29)
OAR 333-055-0000 to -0035
OAR 581-021-0037

OAR 581-022-0705
OAR 851-047-0030
OAR 851-047-0040

REPORTING REQUIREMENTS FOR THE USE OF RESTRAINT & SECLUSION

RELEVANT DATA:

This is year three of the restraint and seclusion reporting requirements that took affect in July 2012. The wording of the OAR has been adjusted on more than one occasion in the last three years, but the substance of the physical restraint and seclusion laws have remained consistent. As part of the law, the district must make available to the board and to the public all incidents of restraint and seclusion during the school year. Additionally, specific demographic information pertaining to the students involved in the incidents of restraint and seclusion must be made available. The attached report provides the applicable OARs and the required information. This report will be kept on file at the district office and will be available on our website. In some cases the demographic information potentially reveals student identifiable information and that portion has been redacted. For specific information regarding the number of restraint and seclusions, please see pages three and four of the attached report.

Brian Megert will be available to answer any questions.

SUBMITTED BY:

Brian Megert, D.Ed.
Special Programs Director

APPROVED BY:

Susan Rieke-Smith, D.Ed.
Superintendent

Summary Report: 2014-15

Use of Physical Restraint and Seclusion in Springfield Public Schools

581-021-0559

Reporting Requirements for the Use of Physical Restraint and Seclusion

(1) Each entity that has jurisdiction over a public education program must prepare and submit to the Superintendent of Public Instruction an annual report detailing the use of physical restraint and seclusion for the preceding school year, including, at a minimum:

- (a) The total number of incidents involving physical restraint;
- (b) The total number of incidents involving seclusion;
- (c) The total number of seclusions in a locked room;
- (d) The total number of students placed in physical restraint;
- (e) The total number of students placed in seclusion;
- (f) The total number of seclusion rooms available; and a description, including the location of those rooms, designated solely for seclusion;
- (g) The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;
- (h) The number of students who were placed in physical restraint or seclusion more than 10 times in the course of a school year and an explanation of what steps have been taken by the public education program to decrease the use of physical restraint and seclusion for each student;
- (i) The number of incidents in which the personnel of the public education program administering physical restraint or seclusion were not trained; and
- (j) The demographic characteristics of all students upon whom physical restraint or seclusion was imposed, including race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

(2) Each entity that has jurisdiction over a public education program shall make its annual report about physical restraint and seclusion available to:

- (a) The public at the entity's main office and the website of the entity;
- (b) The school board or governing body overseeing the entity;
- (c) If the entity is an education service district, the component school districts of the education service district;

Summary Report: 2014-15

Use of Physical Restraint and Seclusion in Springfield Public Schools

- (d) If the entity is a public charter school, the sponsor of the public charter school;
- (e) Parents and guardians of students in a public education program, who shall be advised at least once each school year about how to access the report.

Stat. Auth. 326.051

Stats. Implemented: 2011 OL Ch. 665 (Enrolled HB 2939)

Hist.: ODE 12-2012, f. 3-30-12, cert. ef. 5-1-12; ODE 13-2014, f. & cert. ef. 2-19-14; ODE 15-2014, f. & cert. ef. 3-4-14

Definitions: As used in OAR 581-021-0550 to 581-021-0566:

“Physical restraint” means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student.

“Physical restraint” may not be used for discipline, punishment or convenience of personnel of the public education program.

“Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. “Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving.

Physical restraint or seclusion may be used on a student in a public education program only if:

- (A) The student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others; and,
- (B) Less restrictive interventions would not be effective.

Summary Report: 2014-15

Use of Physical Restraint and Seclusion in Springfield Public Schools

Total Incidents of Physical Restraint and Seclusion:

	<u>8</u>
Total number of incidents involving physical restraint:	<u>6</u>
Total number of incidents involving seclusion:	<u>2</u>
Total number of seclusions in a locked room:	<u>0</u>
Total number of students placed in physical restraint:	<u>3</u>
Total number of students placed in seclusion:	<u>2</u>

Demographic characteristics:

Race:

African American	0
Asian	0
Multi-Racial	0
White	5

Ethnicity:

Hispanic	0
Non-Hispanic	5

Gender:

Female	0
Male	5

Disability Status:

Identified as Disabled under IDEA or Section 504:	
Intellectual Disability	1
Non-Disabled:	
	4

Migrant Status: **0**

English Proficiency:

0 Students receiving ELL services.

Status as Economically Disadvantaged:

4 Students eligible for free and reduced lunch.

Summary Report: 2014-15

Use of Physical Restraint and Seclusion in Springfield Public Schools

Total number of incidents that resulted in **injuries or death** to students or personnel as a result of the use of physical restraint or seclusion: 0 incidents resulted in reported injuries to staff.

Number of students placed in physical restraint or seclusion **more than 10** times in the 2011-12 school year: 0

Steps taken to reduce the use of physical restraint for each student:

In each case, the team debriefed the incident, reviewed the behavior support plan, identified triggers and consequences for behavior, and determined next steps.
Following the meeting, the team implemented strategies based on the information collected with the team, including the parents and team members from outside the school system. While the information is confidential, each incident was thoroughly documented as part of the required, formal process.

Number of incidents in which personnel administering physical restraint or seclusion were not trained: 1

RESOLUTION: #15-16.001

DATE: August 10, 2015

PERSONNEL ACTION

RELEVANT DATA:

Each month the board of Directors is asked to approve personnel action involving licensed employees. Tonight the Board is being asked to approve the attached new hires, resignations, retirements and change in contract status. If the Board of Directors would like to discuss any of these recommendations in executive session, in accordance with ORS 192.660(2)(f) Exempt Public Records, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Michael Henry is available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution. Categories include:

- New Hires
- Resignations
- Retirements
- Change in Contract Status

SUBMITTED BY:

Michael Henry
Director of Human Resources

APPROVED BY:

Susan Rieke-Smith
Interim Superintendent

NO	NAME	CURRENT BUILDING ASSIGNMENT	STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES					
1	TIFFANIE BLAKE	RIVERBEND	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
2	JILLIAN FLANDERS	PAGE	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
3	AMANDA HEAVEN	DOUGLAS GARDENS/TMS	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
4	MICHAEL HENRY	ADMIN	PROBATIONARY 1 ADMINISTRATOR	FT	8/4/2015	NEW HIRE
5	MEGAN KNIGHT	YOLANDA	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
6	SHANA MCOMIE	TWO RIVERS-DOS RIOS	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
7	AMANDA MONTOYA	MAPLE	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
8	JAMES MOORE	TMS	PROBATIONARY 1 ADMINISTRATOR	FT	8/3/2015	NEW HIRE
9	NICOLE NORRIS	GUY LEE	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
10	HANNAH READ	BMS	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
11	GLORIA ROJAS DE RUSSELL	GUY LEE	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
12	SAUL SHIMANOFF	SHS	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
13	REBECCA SPRINGER	CENTENNIAL	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
14	ALLIX STRAHON	THS	PROBATIONARY 1	FT	9/1/2015	NEW HIRE
15	TIFFANY SWALM	THS	PROBATIONARY 1	PT	9/1/2015	NEW HIRE
16	KAYLEE TRYON	DOUGLAS GARDENS	PROBATIONARY 1	FT	9/1/2015	NEW HIRE

	RESIGNATIONS					
17	MARY K. ADAMS	HMS	CONTRACT TEACHER	FT	6/30/2015	RESIGNATION
18	DIANNA CARRIZALES- ENGELMANN	THS	TEMPORARY	PT	6/12/2015	RESIGNATION
19	PHILIP M DUBE	THS	CONTRACT TEACHER	FT	7/29/2015	RESIGNATION
20	DEREK DUMAN	THS	PROBATIONARY 1	FT	6/12/2015	RESIGNATION
21	MICHAEL GWYNN	THS	CONTRACT TEACHER	FT	7/6/2015	RESIGNATION
22	ADAM KENNYBREW	HMS	COUNSELOR	FT	7/1/2015	RESIGNATION
23	MAYA LITTLEBIRD	DOUGLAS GARDENS	CONTRACT TEACHER	FT	7/28/2015	RESIGNATION
24	MELISSA LOCKE-WARNKE	HMS	PROBATIONARY 3	FT	7/6/2015	RESIGNATION
25	SHELLEY NURRE	MT VERNON	CONTRACT TEACHER	FT	6/30/2015	RESIGNATION
26	EDMUND T MENDELSSOHN	TMS	CONTRACT ADMINISTRATOR	FT	6/30/2015	RESIGNATION
27	STEPHANIE RODAKOWSKI	THS	CONTRACT TEACHER	FT	7/16/2015	RESIGNATION
28	COURTNY SAETEURN	MAPLE	CONTRACT TEACHER	FT	8/7/2015	RESIGNATION
	RETIREMENT					
29	MARIANNE HARTZ-MADSEN	CENTENNIAL	CONTRACT TEACHER	FT	8/1/2015	RETIREMENT

	CHANGE IN CONTRACT STATUS					
30	SARINA DORIE	THS	CONTRACT TEACHER	FT	9/1/2015	CHANGE OF CONTRACT STATUS FROM PART TIME TO FULL TIME
31	KELLEY GAYLE	RIVERBEND	CONTRACT TEACHER	PT	9/1/2015	CHANGE OF CONTRACT STATUS FROM PART TIME TO FULL TIME

PURCHASE OF NUTRITION SERVICES SUPPLIES

RELEVANT DATA:

This bid was advertised on the Bend-La Pine School District web site and bid packets were distributed to vendors on the current bidders list. Bids meeting requirements were received by the Applegate Trail Child Nutrition Co-op. This purchasing cooperative represents nutrition service programs in eighteen (18) school districts. This solicitation establishes a price agreement for the 2015-16 year and provides four optional annual renewals through the 2019-2020 school year.

This contract award will furnish groceries, perishable foods, paper, and cleaning supplies for the Nutrition Service program for the 2015-16 year. Laurie Adams reviewed the procurement file.

RECOMMENDATION:

It is recommended that the Board of Directors approve the purchase of Nutrition Service supplies from the following vendors for the anticipated amounts indicated:

McDonald Wholesale Company, Eugene, OR	465,000.00
Sysco, Inc., Wilsonville, OR	150,000.00
Coastwide Laboratories, Eugene, OR	22,000.00
NW Distribution – Tools for Schools, Emmitt, ID	15,000.00
Wallace Packaging LLC, Tucson, AZ	10,000.00

TOTAL ANTICIPATED AWARD \$662,000.00

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

APPROVED BY:

Dr. Susan Rieke-Smith
Interim Superintendent

RESOLUTION #15-16.003

DATE: AUGUST 10, 2015

NUTRITION SERVICES
DAIRY PRODUCTS

RELEVANT DATA:

The Nutrition Services Dairy Products Bid took place in July of 2013 and established a price agreement for the 2013-14 year with the option to renew annually through the 2017-18 school year.

This action will authorize District staff to exercise the contract renewal option to furnish dairy products for the Nutrition Services program for the 2015-16 school year.

Board member Laurie Adams reviewed the procurement file. Brett Yancey and Gary Cole will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors award the dairy products contract to Spring Valley Dairy of Eugene for an estimated amount of \$340,000.00.

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

APPROVED BY:

Dr. Susan Rieke-Smith
Superintendent

RESOLUTION #15-16.004

DATE: AUGUST 10, 2015

NUTRITION SERVICES
BAKERY PRODUCTS

RELEVANT DATA:

The Nutrition Services Bakery Products Bid took place in July of 2013 and established a price agreement for the 2013-14 year with the option to renew annually through the 2017-18 school year.

This action will authorize District staff to exercise the contract renewal option to furnish bakery products for the Nutrition Services program for the 2015-16 school year.

Board member Laurie Adams reviewed the procurement file. Brett Yancey and Gary Cole will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors award the bakery products contract to Franz Family Bakeries of Eugene for an estimated amount of \$100,000.00.

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

APPROVED BY:

Dr. Susan Rieke-Smith
Interim Superintendent

RESOLUTION #15-16.005

DATE: AUGUST 10, 2015

NUTRITION SERVICES
FRESH PRODUCE PRODUCTS

RELEVANT DATA:

The Nutrition Services Fresh Produce Products Request for Proposals took place in July of 2013 and established a price agreement for the 2013-14 year with the option to renew annually through the 2017-18 school year.

This action will authorize District staff to exercise the contract renewal option to furnish fresh produce products including some locally grown farm to school produce for the Nutrition Services program for the 2015-16 school year.

Board member Laurie Adams reviewed the procurement file. Brett Yancey and Gary Cole will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors award the fresh produce products contract to Emerald Fruit & Produce of Eugene for an estimated amount of \$195,000.00.

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

APPROVED BY:

Dr. Susan Rieke-Smith
Interim Superintendent