



**BOARD OF EDUCATION**  
**October 10, 2022**  
**Administration Building Boardroom**  
**640 A Street Springfield, OR 97477**

[En español](#)

**7:00 pm Board Meeting**  
**Streaming Meeting URL:**  
<http://www.vimeo.com/SpringfieldPS>

<b>AGENDA</b>		<b>TAB</b>
<b>1. Call Meeting to Order</b>	Board Chair Naomi Raven	
A. Pledge of Allegiance	Chair Raven	
B. Land Acknowledgement	Director Todd Mann	
<b>2. Approval of the Agenda</b>	Chair Raven	
<b>3. Introduction of New Student Board Representatives</b>	Mindy LeRoux	
A. Student Communication		
<b>4. Public Comments:</b> (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)		
<b>5. Action Items</b>		
A. Approve Consent Agenda		
1. September 12, 2022 Board Meeting Minutes		1
2. September 26, 2022 Board Work Session Minutes		2
3. Financial Report	Brett Yancey	3
4. Personnel Action, Resolution #22-23.007	Dustin Reese	4
5. 2023-2024 Lane ESD Transit Dollar Request, Res. #22-23.008	David Collins	5
6. Out of State Trip – THS Baseball, Res. #22-23.009	David Collins	6
7. Out of State Trip – SHS Girls Basketball, Res. #22-23.010	David Collins	7
B. Adopt Board Policy JHCD/JHCDA, Resolution #22-23.011	Brett Yancey	8
C. Accept 2021-2022 Division 22 Assurances Report, Res. #22-23.012	David Collins	9
D. Accept English Language Arts Curriculum Adoption, First Read	Whitney McKinley	10
<b>6. Information/Reports</b>		
A. Superintendent Communication	Superintendent Hamilton	
B. Board Communication	Chair Raven	
<b>7. Next Meetings:</b>		
October 24, 2022, Time TBD Board Work Session	Chair Raven	
November 14, 2022, Business Meeting 7:00pm		
<b>9. Adjournment</b>	Chair Raven	



# ESCUELAS PÚBLICAS DE SPRINGFIELD

Cada Estudiante Cuenta, Cada Día

## CONSEJO DE EDUCACIÓN October 10, 2022 Sala del Consejo de Administración 640 A Street Springfield, OR 97477

7:00 pm Reunión del Consejo  
Junta Transmitida a través de:  
<http://www.vimeo.com/SpringfieldPS>

AGENDA		TAB
1.	<b>Declarar Abierta la Sesión</b> A. Juramento de Lealtad B. Reconocimiento de la Tierra	Presidenta del Consejo Naomi Raven Presidenta Raven Gerente Todd Mann
2.	<b>Aprobación de Agenda</b>	Presidenta Raven
3.	<b>Presentación de nuevos representantes de la Junta Estudiantil</b> A. Comunicación Estudiantil	Mindy LeRoux
4.	<b>Comentarios públicos:</b> (Tres (3) minutos cada uno; tiempo máximo de 20 minutos. Los ponentes no podrán ceder su tiempo a otros ponentes).	
5.	<b>Medidas a Tomar</b> A. Aprobar la Agenda de Consentimiento 1. 12 de septiembre 2022 Minutos de Reunión del Consejo 2. 26 de septiembre 2022 Minutos de la Sesión de Trabajo de la Junta 3. Informe Financiero 4. Informe sobre el Personal, Resolución #22-23.007 5. 2023-2024 Solicitud de Transit Dollar de Lane ESD, Res. #22-23.008 6. Viaje Fuera del Estado – THS Béisbol, Res. #22-23.009 7. Viaje Fuera del Estado – SHS Baloncesto Femenino, Res. #22-23.010 B. Aceptar la Póliza de la Junta JHCD/JHCDA, Resolución #22-23.011 C. Aceptar 2021-2022 División 22 Informe de Garantías, Res. #22-23.012 D. Aceptar la Adaptación del Plan de Estudios de Artes del Lenguaje Inglés, Primera Lectura	1 2 Brett Yancey 3 Dustin Reese 4 David Collins 5 David Collins 6 David Collins 7 Brett Yancey 8 David Collins 9 Whitney McKinley 10
6.	<b>Información/Reportes</b> A. Comunicación del Superintendente B. Comunicación del Consejo	Superintendente Hamilton Presidenta Raven
7.	<b>Próximas Reuniones:</b> 24 de octubre 2022, Horario sera deternimado Sesión de trabajo de la Junta Directiva 14 de Noviembre 2022, Reunión de Negocios 7:00pm	Presidenta Raven
9.	<b>Aplazamiento</b>	Presidenta Raven

Las Escuelas Públicas de Springfield es un educador y empleador con igualdad de oportunidades.

Las personas que tengan preguntas o soliciten necesidades especiales, acomodaciones o servicios de traducción en las reuniones de la Junta Directiva deben ponerse en contacto con la Oficina del Superintendente; 640 A Street, Springfield, OR 97477; Teléfono: (541) 726-3201. El aviso debe hacerse con 72 horas de anticipación al evento.

## BUSINESS MEETING MINUTES

A Business Meeting of the Springfield School District No. 19 Board of Education was held on September 12, 2022.

### 1. CALL MEETING TO ORDER AND FLAG SALUTE

Board Chair Naomi Raven called the Springfield Board of Education meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Following the Pledge of Allegiance, Director Hernandez read the following Land Acknowledgement:

*We acknowledge that we are in the traditional homeland of the Kalapuya people, specifically the community that was known as Chifin, the area that we now call Springfield.*

*Kalapuya people, who have lived in this region since "[Time Immemorial](#)", were illegally dispossessed of their land and forcibly removed to what are now the Grand Ronde and Siletz reservations over several years, but most notably in treaties between 1851 and 1855.*

*The Kalapuya are now members of the [Confederated Tribes of the Grand Ronde](#) and the [Confederated Tribes of Siletz Indians](#), and members of the Kalapuya still live, work, study, and thrive in this area, and continue to make important contributions here in Springfield, across the land we now refer to as Oregon, and around the globe.*

*This information is shared out of a responsibility to honor the heritage and the humanity of all people and to promote unity within our school district.*

### Attendance

Board Members attending the meeting included Board Chair Naomi Raven, Board Vice Chair Todd Mann, Director Emilio Hernandez and Director Jonathan Light. Director Kelly Mason was absent due to illness.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Dustin Reese, Jeff Michna, Brett Yancey, Joyce Johnson, Whitney McKinley, Mindy LeRoux, Brian Megert, Karri Thiele, Ame Beard, Courtney Minyard, Josh Donaldson, Andy Price, Leslie Watson, Lesa Haley, Lynnette Waltters, Megan Knight, Jerami Campbell, Kimberlee Pelster, Brooklyn Ramirez, Thomas Kitt, Calli Dean, Jessica Lemley, Brandi Starck, Carla Smith, Moriah Shanahan, Joan Bolls, Keith Manring, José da Silva, Greg Crawford, Tracy Ross, Nicole Nakayama, Brian Flick, Taylor Madden and Judy Bowden.

### 2. APPROVAL OF THE AGENDA

**MOTION:** Director Mann moved, seconded by Director Light, to approve the September 12, 2022 agenda as presented.

Chair Raven called for a roll call vote. Chair Raven asked each Board member to indicate if they supported the motion in favor of approving the September 12, 2022 agenda as presented: Director Hernandez – Yes, Director Light – Yes, Director Mann – Yes, and Director Raven – Yes.

Motion passed, 4:0.

### **3. INTRODUCTION OF NEW ADMINISTRATORS**

David Collins introduced Joyce Johnson, Director of Elementary Education who introduced the following new administrators:

1. Megan Knight - new principal at Maple Elementary
2. Calli Dean - new Assistant Principal at Maple Elementary
3. Keith Manring - new Assistant Principal at Mt. Vernon Elementary
4. Josh Donaldson - new Assistant Principal at Guy Lee Elementary
5. Andy Price - new Principal at Walterville Elementary

Whitney McKinley, Director of Teaching and Learning and Middle School Director introduced:

1. Greg Crawford - new Assistant Principal at Thurston Middle School

Mindy LeRoux, High School Director introduced:

1. Kimberlee Pelster - new Principal at Thurston High School
2. Leslie Watson - new Assistant Principal Thurston High School
3. Jerami Campbell - new Assistant Principal at Thurston High School
4. Lynnette Walters - new Assistant Principal at Brattain Campus
5. Courtney Minyard - new Assistant Principal at Springfield High School
6. Tracy Ross - new Assistant Principal at Springfield High School

Brian Megert, Director of Special Programs introduced:

1. Nicole Nakayama - new Assistant Director of Special Programs

David Collins, Assistant Superintendent introduced:

1. Brian Flick - new administrative support

### **4. PUBLIC COMMENT**

Chair Raven read the following statement concerning public comment:

*This is the portion of our agenda for public comment. The board provides three ways for community members to share public comment: written public comment, in person oral public comment and virtual public comment. Written public comment is received via email. Public comment received via email for this evening has been reviewed by the Board and has also been posted on the District's website. The deadline for submitting a request for oral public comment was today at noon. Those who requested an opportunity to speak this evening were notified by the board secretary about their request.*

*We encourage groups with a common purpose to designate a spokesperson. If your comments will be covered by a group spokesperson, please indicate so when your name is called. I want to remind those members of the public who have indicated a desire to make comments that our policy provides for a limitation of three (3) minutes per person.*

*The Board will not hear comments regarding any school personnel. We ask those speaking to refrain from using names and titles of school personnel. Any complaints regarding a particular employee must be processed through the procedure set forth in Board policy KL, which requires that complaints be submitted in writing to the Superintendent. This procedure must be before there is any Board involvement with such issues. A compliment involving a staff member should be sent to the superintendent, who will forward it to the employee, their supervisor and the Board.*

*Speakers are reminded that their public comments will be limited to three (3) minutes.*

Karri Thiele shared she was the self-appointed spokesperson opposed to vaccine mandates within the Springfield School District. Ms. Thiele was a returning speaker. She emphasized the inexplicable actions of district leadership and felt they were not cooperating with the Springfield District Board. Ms. Thiele inquired as to what actions were taken to remedy the issue and questioned what had been asked of district leadership, to hold them accountable for the consequences of their decisions, regarding staff retention.

#### **4. ACTION ITEMS**

##### **A. Approve Consent Agenda**

- 1. August 8, 2022 Board Meeting Minutes**
- 2. August 22, 2022 Work Session Minutes**
- 3. Financial Report**
- 4. Personnel Action, Resolution #22-23.005**

**MOTION:** Director Hernandez moved, Board Vice Chair Mann seconded the motion to approve the Consent Agenda.

Chair Raven called for a roll call vote. Ms. Raven asked each Board member to indicate if they supported the motion in favor of approving the Consent Agenda: Director Hernandez – Yes, Director Light – Yes, Director Mann – Yes, and Director Raven – Yes.

Motion passed, 4:0.

##### **B. Adopt Board Policy BDD, Resolution #22-23.006**

Policy BDD has been revised to reflect Board meeting practices for reciting the Pledge of Allegiance and reading a Land Acknowledgement at the beginning of Board meetings. It was brought to the Board for review as a First Reading on August 8, 2022. This policy is now submitted for Board adoption. Taylor Madden recommended that the Board of Directors adopt policy BDD as updated.

**MOTION:** Director Light moved, Director Hernandez seconded the motion to adopt board policy BDD as updated.

Director Hernandez thought it would be nice to connect with some to the District's native youth and ask them to read the land acknowledgement before the Board meetings.

Chair Raven called for a roll call vote. Ms. Raven asked each Board member to indicate if they supported the motion in favor of adopting board policy BDD as updated: Director Hernandez – Yes, Director Light – Yes, Director Mann – Yes, and Director Raven – Yes.

Motion passed, 4:0.

### **C. Accept Board Policy JHCD/JHCDA, First Read**

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 develop policy for Springfield Public Schools.

Brett Yancey recommended that the Board of Directors review Board Policy JHCD/JHCDA as a first reading and review to reflect updated procedures in the district.

**MOTION:** Director Light moved, Director Hernandez seconded the motion to review Board Policy JHCD/JHDA as a first reading and review to reflect updated procedures in the district.

Chair Raven asked if there was any discussion.

Director Light asked if there was a financial impact to the change in policy and if specialized training of the staff was needed.

Brett Yancy answered that there was no financial impact. Naloxone would be provided by Lane County Public Health. The school's registered nurses and health aids would be on the front of that, following administrators and athletic trainers and there would be a few others in a position where it would make sense for them to have access to Naloxone in the schools. It would be available to administer to anyone experiencing those health issues on the premises.

Chair Raven called for a roll call vote. Ms. Raven asked each Board member to indicate if they supported the motion in favor of reviewing Board Policy JHCD/JHDA as a first reading and a review to reflect updated procedures in the district: Director Hernandez – Yes, Director Light – Yes, Director Mann – Yes, and Director Raven – Yes.

Motion passed, 4:0.

## **6. DISCUSSION**

### **A. Board Retreat**

Director Raven led a discussion about the details for the upcoming Board Retreat. Ms. Raven thanked the members for responding to the available dates and noted that district administration had been diligently working on matching up those schedules. She concluded by saying that good progress had been made and Judy would be reaching out to everyone with more information soon.

## **7. INFORMATION/REPORTS**

### **A. Superintendent Communication**

Superintendent Hamilton shared that over the weekend, as a precautionary measure to the weather, the power had been shut down in specific areas up river, which included Walterville Elementary. The facilities crew, nutrition services staff, technology services staff and communication staff all rallied together to ensure the readiness for the scheduled shutdown on Friday evening, which continued through Sunday. Those same teams ensured that everything was up and running and ready to greet students and staff on Monday morning.

Mr. Hamilton noted that the administrative team had visited the schools during the week students returned to classes. Everyone enjoyed the high level of excitement and energy with students and staff that had not been seen over the past few years due to the pandemic. He thanked all in the district, especially the Human Resource Staff who aided in the readiness for the school year.

Alert, Lockdown, Inform, Counter and Evacuate (ALICE) Training had been held in person for nearly 1500 staff members. This was an active shooter training solution and preparedness education program.

## **B. Board Communication**

Chair Raven shared that board leadership and district administration were considering moving committee assignments for Board members to be two-year commitments. Ms. Raven explained that it would allow the members to become familiar with the agency the first year, then be more productive during the second year. She put forward their committee assignments and proposed to keep them the same through this next year. The Board members agreed. Ms. Raven encouraged them to contact her with any concerns.

Ms. Raven next discussed the newly created Board Meeting Overview brochure. The brochure will aid the community, giving them insights into the workings of school board meetings and how to give public comment and other communications. The brochures would be available at all meetings.

Ms. Raven was looking forward to attending the next virtual Board Chair Café meeting on Wednesday.

Director Hernandez shared that he had missed several meetings the past three months and had missed the OSBA Summer Conference. He hoped to return to his normal level of participation. Dr. Hernandez said that we all need to continue to learn from history and strive to always do better.

Director Light shared that he had the pleasure of attending the Page Elementary Back to School Ice Cream Social. He thanked the custodial team for their preparation of the school. He enjoyed all the excitement and energy shown for the school year. Mr. Light said there would be a Lane Council of Government (LCOG) meeting held tomorrow night at 5:30.

Director Mann shared a reminder of the Springfield Education Foundation event, Night of 11,000 Stars, would be held on October 15, 2022. It will be held at the Ford Alumni Center on Franklin Boulevard in Eugene. Mr. Mann explained this was a fundraiser for the students and that donations could still be made to the Springfield Education Foundation for funding of the Innovative Educator grants.

Mr. Mann said how nice it was to see parents returning to the schools once again.

## **8. NEXT MEETING**

The next Board meeting is scheduled for September 26, 2022 as a Work Session with the start time to be determined.

Chair Raven thanked everyone for attending.

## **9. ADJOURNMENT**

With no other business, Chair Raven adjourned the meeting at 7:51 p.m.

*(Minutes recorded by Trenay Ryan, LCOG Recorder)*

## WORK SESSION MINUTES

A Work Session of the Springfield School District No. 19 Board of Education was held on September 26, 2022.

### 1. CALL MEETING TO ORDER

Board Chair Naomi Raven called the Springfield Board of Education Work Session to order at 5:32 p.m.

- A. Chair Raven led the Pledge of Allegiance.
- B. Chair Raven read the following Land Acknowledgement:

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*Kalapuya people, who have lived in this region since "[Time Immemorial](#)", were illegally dispossessed of their land and forcibly removed to what are now the Grand Ronde and Siletz reservations over several years, but most notably in treaties between 1851 and 1855.*

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*This information is shared out of a responsibility to honor the heritage and the humanity of all people and to promote unity within our school district.*

### Attendance

Board Members in attendance included Board Chair Naomi Raven, Board Vice Chair Todd Mann, Emilio Hernandez, Jonathan Light and Kelly Mason.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Brett Yancey, Dustin Reese, Whitney McKinley, Taylor Madden, Karri Thiele, Jonathan Gault, Whitney McKinley, Jeff Michna, Brian Megert, Kari Isham-Skelton, Joyce Johnson, Taylor Madden, Dustin Reese, David Collins, Brett Yancey, Judy Bowden and Trenay Ryan, minutes recorder.

### 2. DISCUSSION

#### A. Staffing Trends

Human Resources Director Dustin Reese shared a presentation with the board regarding staffing trends in the District over the last 10 years. After his presentation, the board asked clarifying questions and Mr. Reese responded with the additional information. Please see the slides below for more information about the information that was shared with the board.



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# Staffing Trends

September 26, 2022

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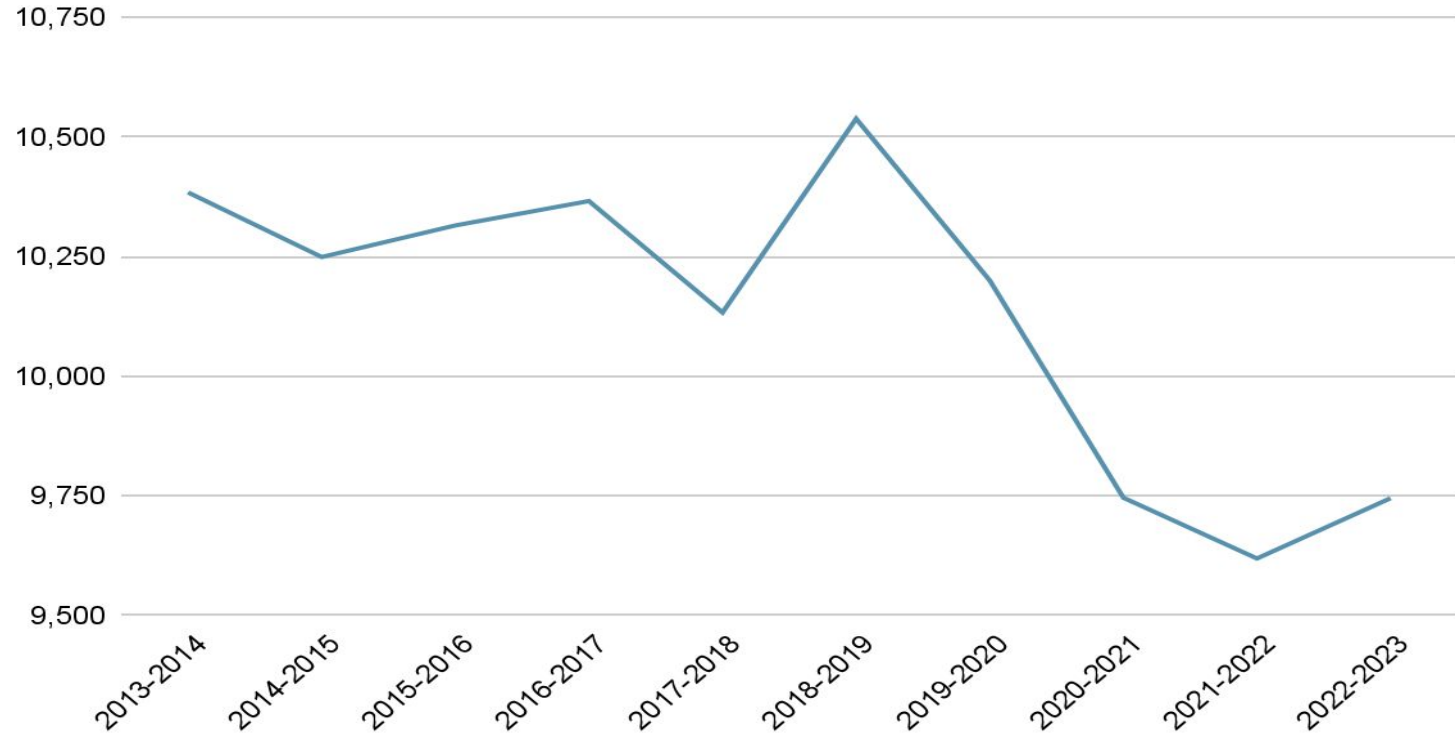
# Staffing Trends

- Total Enrollment (10-Year)
- Budgeted FTE (10-Year)
- FTE and Enrollment Compared
- Resignation/Retirement Trends (10-Year)

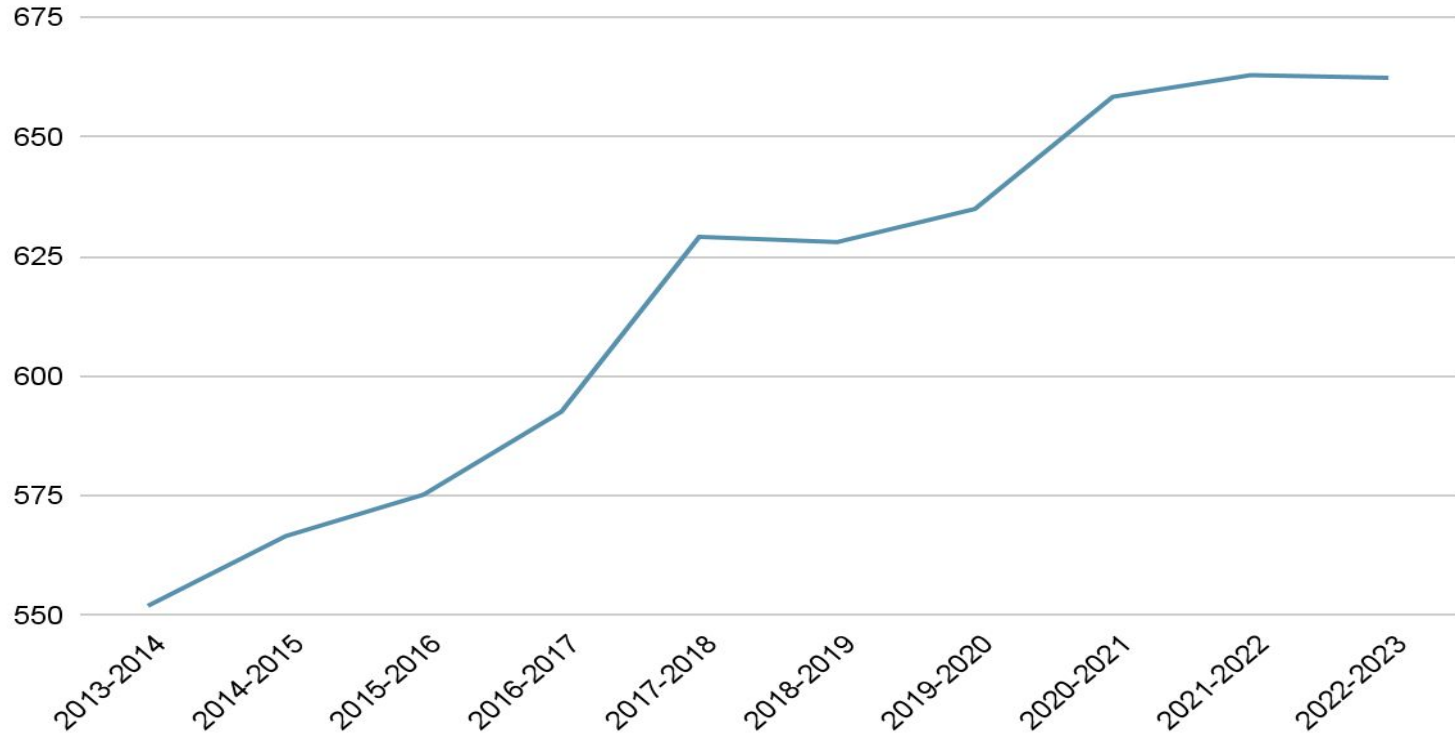
# Staffing Trends

- Hiring Numbers.
  - 2022-2023
  - 2021-2022
- Average Experience.
- Why Might Employees Leave?
- Moving Forward with Recruiting and Retention.

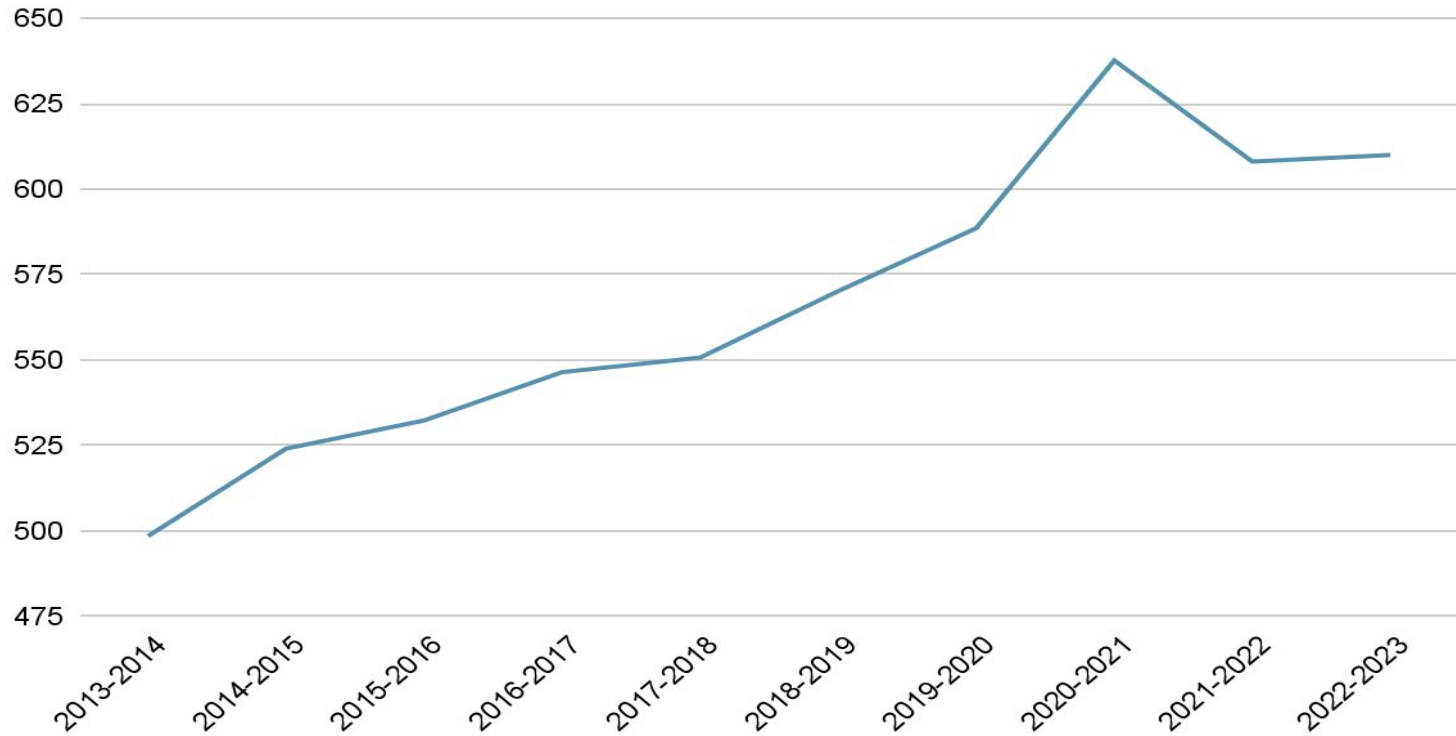
# Enrollment Numbers (10-Year)



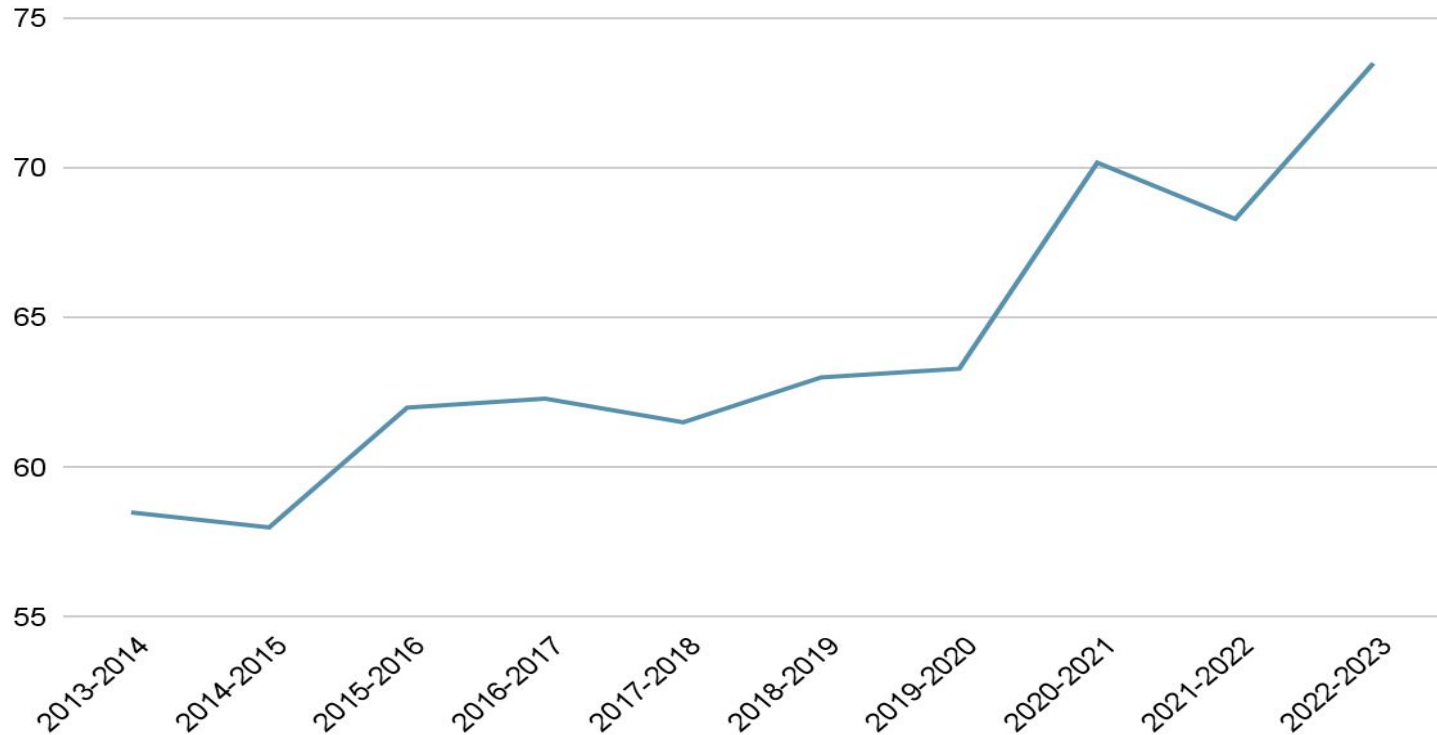
# Total Budgeted Licensed FTE (10-Year)



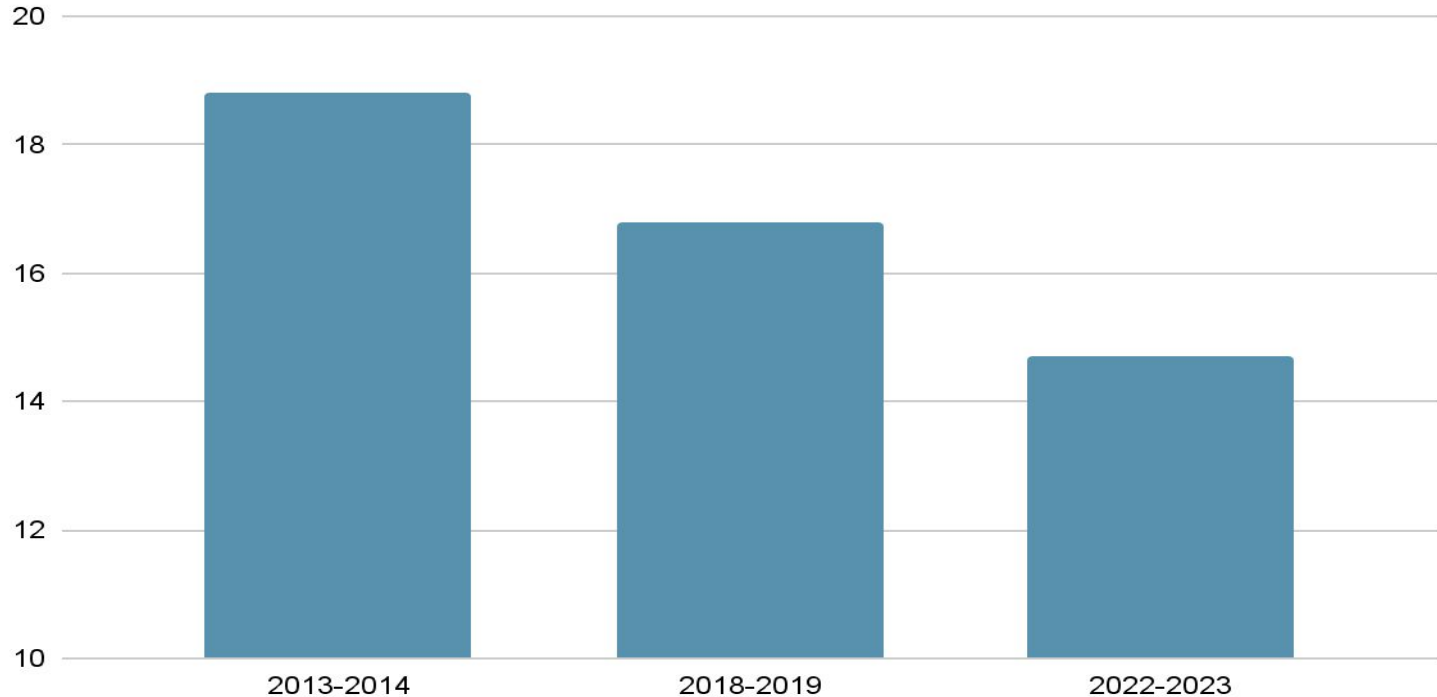
# Total Budgeted Classified FTE (10-Year)



# Total Budgeted Administrative FTE (10-Year)

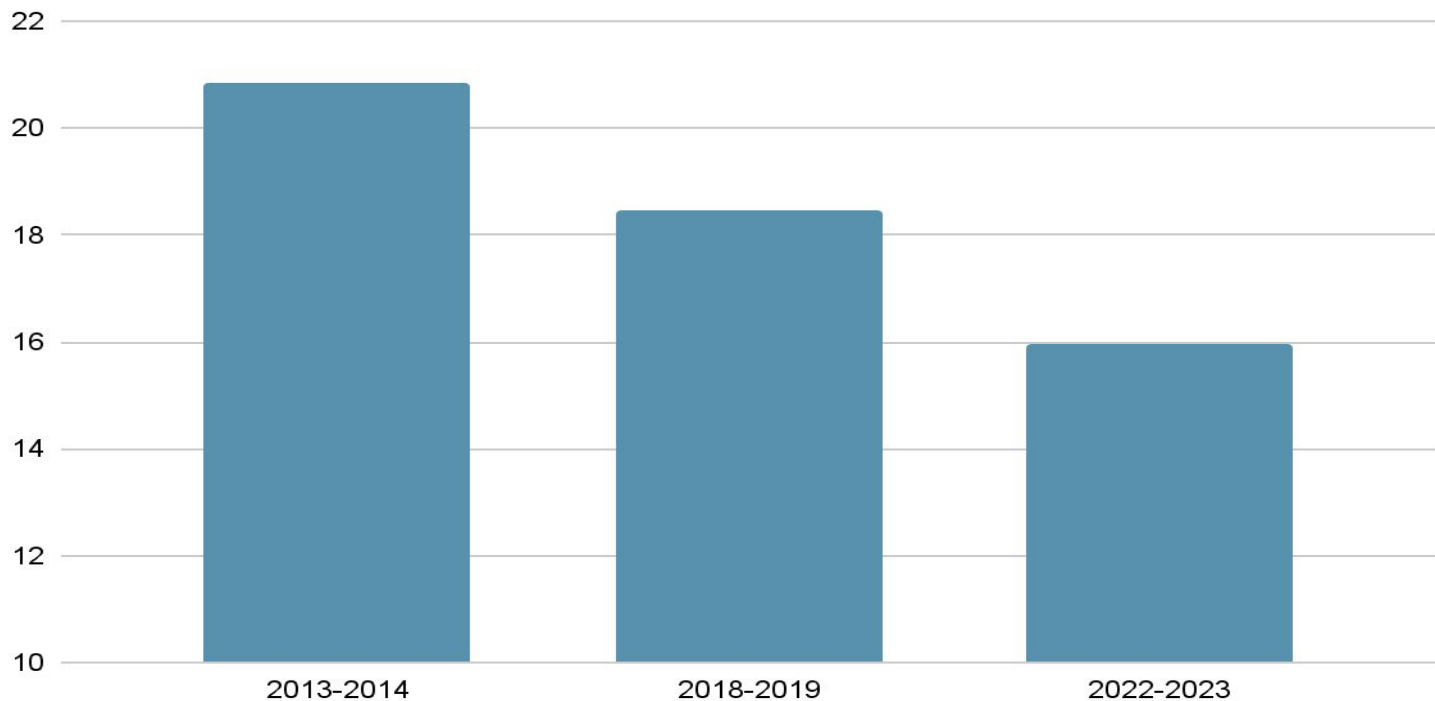


# Number of Employees and Enrollment (Certified)





# Number of Employees and Enrollment (Classified)



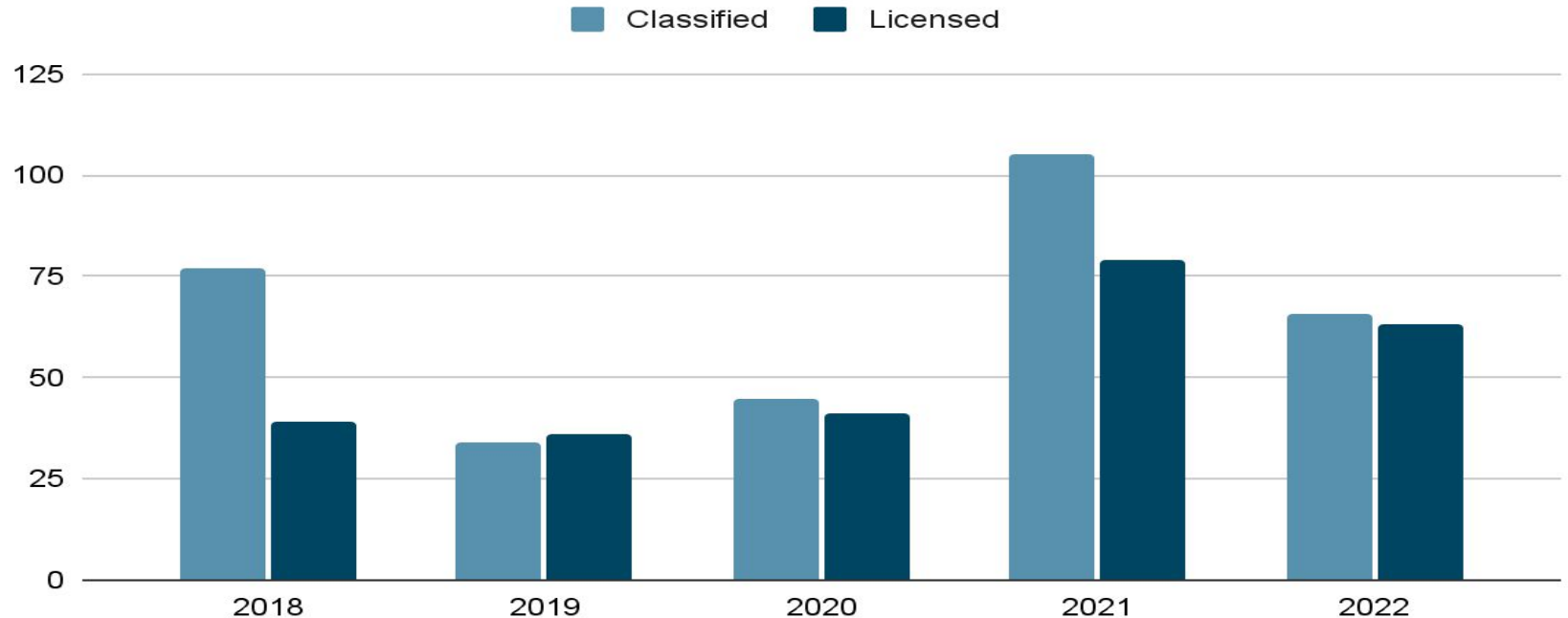
# District Staffing Trends (2013-2017)

## Resignations/Retirements



# District Staffing Trends (2018-2022)

## Resignations/Retirements



# Average Resignations/Retirements (Five-Year)



# 2022-2023 New Hire Information (Licensed)

**114**

Total Licensed  
Employees

Elementary Schools - 44

Middle Schools - 27

High Schools - 36

Other - 7

# 2022-2023 New Hire Information (Classified)

**76**

Total Classified  
Employees

School-Based - 58

Operations, Admin - 18

# 2021-2022 New Hire Information (Licensed)

**100**

Total Licensed  
Employees

Elementary Schools - 54

Middle Schools - 19

High Schools - 18

Other - 9

# 2021-2022 New Hire Information (Classified)

**132**

Total Classified  
Employees

School-Based - 94

Operations, Admin - 38



# Average Experience Levels



## Why Might Employees Leave SPS?

- Some employees share reasons in resignation correspondence.
- Exit interviews for resigning and retiring employees.
- Impact of COVID-19 at SPS, locally and nationally.

# Moving Forward with Recruiting and Retention

- Changes to collective bargaining agreements.
- Continue collecting information through stay interviews.
- Opportunities with HB 4030.
- Evaluation of classified job descriptions and pay.
- Pathways programs/partnerships.
- Human Resources realignment - recruiting and hiring.

**Thank you!**

The Board took a five-minute recess at 7:08 p.m.

**A. Instruction Materials**

Teaching and Learning Director Whitney McKinley and Equity and Inclusion Coordinator Taylor Madden shared a presentation about the process for adopting a new English Language Arts curriculum for the District. Ms. McKinley gave an overview of the night's discussion including an overview of the state's process for recommending curriculum followed by the District's process for review and recommendation for curriculum adoption. The Board broke up into smaller groups for discussion regarding various prompts provided by District staff.

Following the discussion, Ms. McKinley shared the following dates for opportunities for Board members to review the curriculum materials that would be brought forward to the Board for approval at a future meeting:

- September 27
- September 28
- October 13
- October 14

Please see below for additional information from presentation.

# SPS Board Work Session

Monday, September 26, 2022

A dark blue diagonal gradient bar that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

# Outcomes

- Understand State Process that Guides SPS Materials Adoption
- Understand SPS Process for Materials Adoption
- Update on Current Materials Adoption

## Agenda

Our Why - Every Student, Every Day

Overview of State process

Overview of SPS process

K-12 ELA, ELD, World Language Update



# SPRINGFIELD

## PUBLIC SCHOOLS

Every Student, Every Day





# Basal or supplemental?

[OAR 581-011-0050](#): For purposes of rules adopted by the State Board of Education and for policies established by the Oregon Department of Education, **“instructional material” means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof.**

**Only basal instructional programs may be adopted by the State Board of Education. A major instructional vehicle may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.**

# Basal or supplemental?

## Basal - (core instruction)

Basal materials are intended to be a **substantial and ongoing** component of instruction. Districts are required to adopt basal instructional materials in order to teach to the academic content standards.

Basal instructional materials may include:

- Adaptive or personalized programs
- Digital textbooks
- Print textbooks

## Supplemental

Supplemental Materials are **used in conjunction** with the basal instructional materials of a course. They contain resources to supplement and/or differentiate core instruction

Supplemental materials may include:

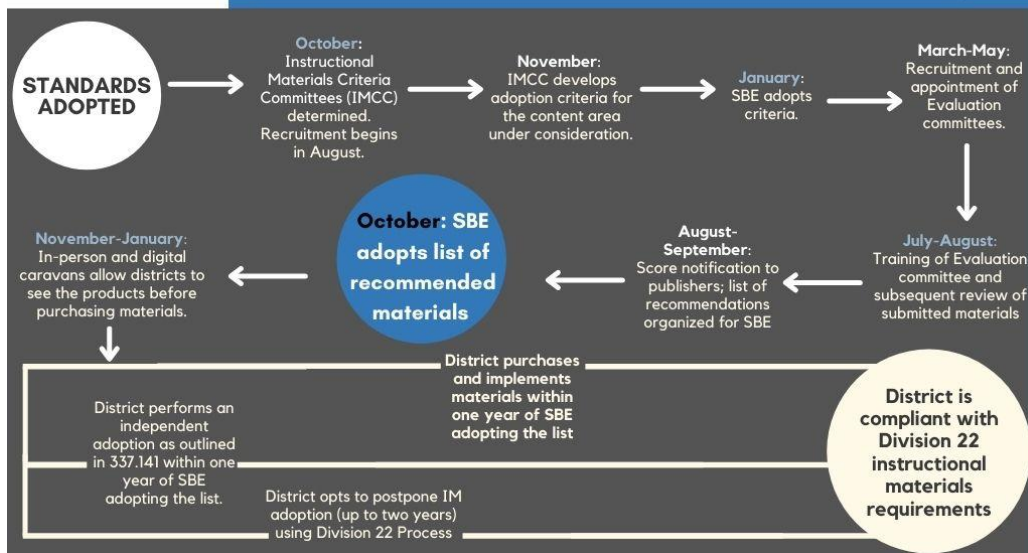
- Articles
- Audio Clips
- Films
- Intervention Materials
- Novels

# State Guidance and Process



## Instructional Materials Timeline Overview

CHART DOES NOT INCLUDE ACTION ITEMS FOR PUBLISHERS



# SPS Process – Trust, Transparency, Collaboration

Standards Review

Research & Development

In depth review tools



1	Program Title:				
2	Directions for reviewers using this rubric				
3	Record your findings based on the extent to which criteria were met using the 1-5 rating scale				
4	1 The criterion was not met.	2 The criterion was partially met.	3 The criterion was adequately met.	4 The criterion was substantially met.	5 The criterion was completely met.
5	<b>1. Foundational reading skills</b>				
6	1.1 Materials support development of advanced word analysis skills (for example, suffixes, prefixes, Greek and Latin roots, and syllabication patterns) [EL practice guide, Rec. 1]				
7	Support your rating:				
8					
9	1.2 Materials include guidance to provide small group, differentiated instruction to students struggling with reading development [RTI practice guide, Recs. 2 and 3; EL practice guide, Rec. 4]				
10	Support your rating:				
11					
12	<b>2. Reading comprehension for literacy and informational texts and text complexity</b>				
13	2.1 The text and text complexity are appropriate for the reading level (comprehension level) of students to use in scaffolding to more complex text [Adolescent practice guide, Rec. 2]				
14	Support your rating:				
15					

# Equity & The SPS Process

Reliance on Research  
Rubric Development  
Training for Reviewers

***Equity*** is about **every** student having what they need to be successful and thrive regardless of race, gender, ability differences, language, sexual orientation, SES, religion, citizenship status, or **any** other identity factor.

Working toward educational ***equity*** is about reversing the current state in which identity factors serve as predictors of success and creating the conditions\* that allow for the development and flourishing of the unique strengths and talents of **every** student.



**“ When children cannot find themselves reflected in the books they read, or when the images they see are distorted, negative, or laughable, they learn a powerful lesson about how they are devalued in the society of which they are a part.**

*Dr. Rudine Simms Bishop*

**”**

# 7 Forms of Bias in Instructional Materials

(Sadker & Sadker, 2003)

invisibility



*Cosmetic*

**STEREOTYPE**

Imbalance

unreality

# Equity & Inclusion Rubric

Program Title: <input type="text"/>				
<b>Directions for reviewers using this rubric</b>				
Record your findings based on the extent to which criteria were met using the 1-5 rating scale				
1 The criterion was not met.	2 The criterion was partially met.	3 The criterion was adequately met.	4 The criterion was substantially met.	5 The criterion was completely met.
<b>1. Gender / Sex</b>				
1.1. Regardless of gender or sex, characters reflect qualities such as leadership, intelligence, imagination and courage. These are not exclusively attributed to male characters.				<input type="text"/>
Support your rating:				
1.2 Regardless of gender, people are shown performing similar work in related fields				<input type="text"/>
Support your rating:				
1.3 People are referred to by their names and roles as often as they are referred to as someone's spouse, parent, or sibling.				<input type="text"/>
Support your rating:				
1.4. Gender stereotyping language as "women chatting/men discussing" is avoided				<input type="text"/>
Support your rating:				
1.5. Biographical or historical materials include a variety of people's contributions to society.				<input type="text"/>
Support your rating:				



# Equity & Inclusion Rubric

Program Title:				
<b>Directions for reviewers using this rubric</b>				
Record your findings based on the extent to which criteria were met using the 1-5 rating scale				
1	2	3	4	5
The criterion was not met.	The criterion was partially met.	The criterion was adequately met.	The criterion was substantially met.	The criterion was completely met.
<b>2. Race / Ethnicity</b>				
2.1. Materials contain racial/ethnic balance in main characters and in illustrations.				
Support your rating:				
2.2. People of color are represented as central characters in stories and illustrations				
Support your rating:				
2.3. Characters of color are represented in a variety of lifestyles and in active, decision-making and leadership roles.				
Support your rating:				
2.4. Materials provide an opportunity for a variety of racial, ethnic, and cultural perspectives.				
Support your rating:				
2.5. Stereotyping is avoided in the language of the text and in the images/illustrations.				
Support your rating:				
2.6. Biographical or historical materials include characters from a range of racial and ethnic backgrounds and their discoveries and contributions to society.				

# Professional Learning for Review Teams

## Equity, Inclusion & the Materials Review Process:

*The Power of Representation & the Potential for  
Biases in Instructional Materials*

### Module 1

## ESSENTIAL QUESTIONS

1. *How are high quality instructional materials related to equitable practices?*
2. *Why is representation within instructional materials, specifically for students from historically underserved groups, important?*
3. *How does understanding the potential for biases within instructional materials inform your work as a program evaluator?*

# Final Steps in SPS Process



- Small team narrows state approved
- Large team reviews with a deep dive
- Plus Delta
- Consensus Day
- Community Review
- Recommendation to Board



## Program Strengths & Deltas

Publisher: **Amplify CKLA**  
Grade Band: 6-8

Program Strengths	Deltas - with possible solutions
<ul style="list-style-type: none"><li>• Vocabulary – engaging, at level, teaches words that will be encountered in text, app</li><li>• Scaffolding tools – put kids into groups; I do, We do, You do; writing prompts/discussion starters/sentence frames</li></ul>	<ul style="list-style-type: none"><li>• 1:1 devices cause challenges; management<ul style="list-style-type: none"><li>◦ Printing for students who don't have devices; use workbooks; COWS for charging devices</li></ul></li><li>• Time/understanding needed for how to learn</li></ul>

# Update and Preview – K12 LA Adoption



- Board review - dates and invite from Judy
  - 9/27
  - 9/28
  - 10/13
  - 10/14
- First read

**3. NEXT MEETINGS**

The next Board meetings will be: Business Meeting, October 10, 2022 beginning at 7:00pm  
Work Session, October 24, 2022 start time TBD

**5. ADJOURNMENT**

With no further business, Chair Raven adjourned the work session at 8:25 p.m.

*(Minutes recorded by Trenay Ryan, LCOG)*

**SPRINGFIELD PUBLIC SCHOOLS  
2022-2023 Revenue/Expenditure Forecast  
As of September 30, 2022  
\*\*Please see attached report\*\***

**REVENUES:** *Due to the early nature of the school year, projections are preliminary and will likely change significantly over the course of the year.*

- Both current year and prior year tax collections are projected for 100% collection. To date there has been no current year tax revenue received, however there has been \$102,694 in prior year tax revenue received. The first current year tax payment is anticipated to be collected in November 2022. This report is based on the information received through the Lane County Tax and Assessment office.
- The district's most significant portion of revenue is the district's scheduled Basic School Support payments through the Oregon Department of Education. The district projects to receive approximately \$83.07 million for the current year based on 2022-23 projected enrollment and the allocation designated by the Oregon Department of Education. As we continue to navigate the current COVID environment, we will continue working to further refine these estimates.
- The district is anticipating receiving approximately \$300,000 in County School Funds. To date the district has not received anticipated funds.
- The district is anticipating receiving approximately \$1.05 million in Common School Funds. To date the district has not received anticipated funds.

**EXPENDITURES:** *Due to the early nature of the school year, projections are preliminary and will likely change significantly over the course of the year.*

- Projected salary expenditures are based upon staff allocations adopted during the budgeting process and is estimated using actual and projected data (per previous year-end estimates). The (conservative) current projection of 100% expenditures for salary related items.
- Benefit amounts are based upon projected staffing expenditures and are directly tied to the salary assumptions and are currently anticipated to be 100% expended. This projection will change as the year advances.
- The purchased services, supplies and capital outlay expenditure projections are based upon budgeted expenditures and anticipated to be expended similar to past trends.
- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2022-2023 adopted budget.

- Fund transfers allocated during the 2022-23 budget process include \$1.8 million (Co-Curricular Fund), 1.0 million (Instructional Materials Fund), 1,000,000 (Technology Fund) and \$434,246 (Debt Service Fund).

Additional Notes: For the 2022-2023 budget year the current estimate of ending fund balance is \$8,955,602. Included in this number is the preliminary un-audited ending fund balance from the 2021-2022 fiscal year (\$19,500,000). As with previous years, this is an early estimate and accounts for the reductions/adjustments/assumptions made in the current year operating budget, as well as the use of reserves as a strategy for adjusting to the unanticipated loss of enrollment.

Submitted by:

Brett M. Yancey  
Chief Operations Officer

**SPRINGFIELD SCHOOL DISTRICT 19**  
**2022-2023 REVENUE/EXPENDITURE FORECAST**  
as of  
**9/30/22**

	BUDGET	ACTUAL through 09/30/22	ESTIMATED from 09/30/22 to year end	PROJECTED 2022-2023	PROJECTED as % of BUDGET
<b>REVENUES:</b>					
Property taxes - current	29,488,180	0	29,488,180	29,488,180	100.00%
Property taxes - prior years	350,000	102,694	247,306	350,000	100.00%
Other local sources	608,000	429,044	178,956	608,000	100.00%
Lane ESD Apportionment	35,000	0	35,000	35,000	100.00%
County School Fund	300,000	0	300,000	300,000	100.00%
State School Fund	83,073,888	27,887,055	55,186,833	83,073,888	100.00%
Federal Forest Fees	400,000	0	400,000	400,000	100.00%
Common School Fund	1,054,017	624,139	429,878	1,054,017	100.00%
Total revenues	115,309,085	29,042,932	86,266,153	115,309,085	100.00%
Beginning fund balance	19,103,159	0	19,500,000	19,500,000	102.08%
Total Beginning fund balance	19,103,159	0	19,500,000	19,500,000	102.08%
Total resources	134,412,244	29,042,932	105,766,153	134,809,085	100.30%
<b>EXPENDITURES:</b>					
Personal services	66,114,967	7,008,587	59,106,380	66,114,967	100.00%
Employee benefits	39,131,699	3,535,236	35,596,463	39,131,699	100.00%
Purchased services	9,951,251	1,513,860	8,437,391	9,951,251	100.00%
Supplies & materials	3,626,802	824,445	2,802,357	3,626,802	100.00%
Capital outlay	1,603,500	159,546	1,443,954	1,603,500	100.00%
Other objects	1,191,018	1,096,465	94,553	1,191,018	100.00%
Fund transfers	4,234,246	4,234,246	0	4,234,246	100.00%
Total expenditures	125,853,483	18,372,385	107,481,098	125,853,483	100.00%
Unappropriated	7,558,761	0	0	0	-
Contingency	1,000,000	0	0	0	0.00%
Total appropriations	134,412,244	18,372,385	107,481,098	125,853,483	93.63%
Total resources		29,042,932	105,766,153	134,809,085	
Total appropriations		18,372,385	107,481,098	125,853,483	
Ending fund balance		10,670,548	(1,714,946)	8,955,602	
Less: contingency			0	0	
Net fund balance		10,670,548	(1,714,946)	8,955,602	



**RESOLUTION #22-23.007**

**DATE: OCTOBER 10, 2022**

**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 and leave of absence. 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. Dustin Reese is available for questions.

**RECOMMENDATION:**

It is recommended 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
- Leave of Absence

**SUBMITTED BY:**

Dustin Reese  
Director of Human Resources

**APPROVED BY:**

Todd Hamilton  
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	<b>NEW HIRES</b>				
1	BODINE, KAREN	TEMPORARY TEACHER	FT	09/21/2022	TEMPORARY NEW HIRE
2	BYHRE, MATTHEW	TEMPORARY TEACHER	FT	09/14/2022	TEMPORARY NEW HIRE
3	CARTER, DEBORAH	TEMPORARY ADMINISTRATOR	FT	09/23/2022	TEMPORARY NEW HIRE FROM LICENSED TEACHER
4	CONNERAN, KELSY	TEMPORARY TEACHER	FT	09/21/2022	TEMPORARY NEW HIRE
5	GILBERT, HANNAH	TEMPORARY TEACHER	FT	09/19/2022	TEMPORARY NEW HIRE
6	HEHMAN, CHRISTOPHER	TEMPORARY TEACHER	FT	10/03/2022	TEMPORARY NEW HIRE
7	SHIMANOFF, SAUL	TEMPORARY TEACHER	FT	09/29/2022	TEMPORARY REHIRE
8	UNTERBRUNNER, RYAN	TEMPORARY TEACHER	FT	10/03/2022	TEMPORARY NEW HIRE
9	YARBRO, JEREMY	TEMPORARY TEACHER	FT	09/16/2022	TEMPORARY NEW HIRE
	<b>RESIGNATIONS</b>				
10	396184	CONTRACT ADMINISTRATOR	FT	09/30/2022	RESIGNATION
11	543850	TEMPORARY TEACHER	FT	09/14/2022	RESIGNATION
12	560357	TEMPORARY TEACHER	FT	09/23/2022	RESIGNATION
13	1996355	CONTRACT TEACHER	FT	09/30/2022	RESIGNATION

	<b>LEAVE OF ABSENCE</b>				
14	178454	PROBATIONARY 2	FT	2022/2023	FULL TIME EMERGENCY LEAVE OF ABSENCE

**LANE ESD TRANSIT DOLLAR REQUEST FOR FISCAL YEAR 2023-2024**

**RELEVANT DATA:**

Pursuant to ORS 334.177, as amended by 2013 House Bill 3401, a component school district board may request that a percentage of the state formula revenue received by Lane Education Service District be distributed to the school district for any purpose identified by the District school board. The request for these “Transit Dollars” will be distributed on an ADMw basis.

During the 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022 school years, Springfield School District requested 50% of our transit dollars and utilized the resource to support Special Education Life Skills programming for students in our district, as well as a small number of students from surrounding district. If needed, we will utilize the transit dollars in 2023-2024 to support Special Education programming in Springfield Public Schools. The ORS requires that the Board submit the request to Lane ESD no later than November 1, 2022.

**RECOMMENDATION:**

It is recommended that the Board of Directors approve the Lane Education Service District – School District Transit Request for fiscal Year 2023-2024. Specifically, it is recommended that the Board of Directors request does exceed 50% of the Transit Dollars pursuant to ORS 334.177.

**SUBMITTED BY:**

David Collins  
Assistant Superintendent

**RECOMMENDED BY:**

Todd Hamilton  
Superintendent

**RESOLUTION #22-23.009  
OUT-OF-STATE TRIP REQUEST**

**DATE: OCTOBER 10, 2022**

**THURSTON HIGH SCHOOL'S  
BASEBALL TEAM**

**RELEVANT DATA:**

The objective of our trip is for THS Baseball team to travel to Phoenix, Arizona to work on teamwork, skill building and team bonding. It allows our team to play new teams and be productive in different environments and learn tolerance working with a variety of personalities.

**RECOMMENDATION:**

It is recommended the Board approve Thurston High School Baseball Team's request to travel to Phoenix, Arizona to participate in the Coach Bob National Invitational tournament. Dates of travel will be March 25-April 1, 2023.

Students will not miss any school days.

The Baseball Team has already fundraised all monies needed to cover the cost of this trip.

There is no cost to the district for this trip.

The tournament will be half off due to it being canceled in 2020. Payment is due by end of November. Tournament cost is \$1,400 but will only cost us \$700.

Dennis Minium and Brandon Benedick will accept liability and purchase full coverage insurance for van rentals once in Arizona.

Kimberlee Pelster and Dennis Minium will be available to answer questions.

SUBMITTED BY:

David Collins  
Assistant Superintendent

RECOMMENDED BY:

Todd Hamilton  
Superintendent

Springfield School District

Leadership Mtng Date/Decision: 9/27/22 aprvd

Board Mtng Date/Decision: 10/10/22

## OUT-OF-STATE TRAVEL REQUEST

School: THS Contact: Dennis Minium Date: 9/7/2022

Club/Organization Going on Trip: THS Baseball # of Students (M/F): 15 / M

Number of Faculty Chaperones: 5 Number of Parent/Other Chaperones: \_\_\_\_\_

Names of Chaperones: Dennis Minium. Brandon Benedick. Jim Rise. Cason Cunningham. Chase Elliott.  
School Staff: \_\_\_\_\_

Destination: Phoenix, Arizona Dates of Trip: 3/25/2023 to 4/1/2023

Estimated Total Cost: \$33,186.80 Cost to the Program/Building\*: \$0  
(Includes substitute teacher cost.)

Amount Fundraised to Date: \$33,186.80

Fundraising Activities: Apple/pear sales, summer tournaments, concessions, field signs, 100 inning game fundraiser

Lodging: Hyatt Chandler Hotel

Food: Hotel provides breakfast, lunch, and dinner as a team (kids pay). One team dinner provided by program

Method of travel: Alaskan Airlines to Phoenix. We will have 2-15 passenger vans waiting at the airport  
(Note: District vehicles **are not** available for out-of-state travel)

# of School Days Missed: Zero  
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) \_\_\_\_\_ Type of Coverage \_\_\_\_\_ Cost per Person \_\_\_\_\_

Applicable forms on file: (please check)

X Parent Permission Form X Medical Release Form N/A Student Fundraising Agreement

**Purpose for the trip and a tentative Itinerary must be included with this form.**

**Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Board no less than 30 days prior to the trip of the club/organization's status raising all required funds.**

Approved: √ Denied: \_\_\_\_\_ Principal: Kimberlee Pelster Date: 9/9/22

Approved: √ Denied: \_\_\_\_\_ Secondary Director: Mindy LeRoux Date: 9/22/22

### IMPORTANT NOTE

**Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc.** Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.

Regarding our out of state request, the tournament will be half off due to it being canceled in 2020. Payment is due by end of November. Tournament cost is \$1,400 but will only cost us \$700. To meet the timelines, we are asking to be on the October School Board meeting.



**Thurston High School Baseball  
Coach Bob National Invitational  
Phoenix, Arizona  
March 25-April 1, 2023**

**PURPOSE OF THE TRIP**

**What are the objectives of the trip and how are the experiences provided related to class or school program?**

Teamwork, Skill Building, team bonding, play new teams from other states, experience different cultures. Be productive in different environments. Get along with a variety of different personalities, learning tolerance.

**How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation? How will the trip provide opportunities for students to use those skills they have already acquired?**

With a small group of kids learning to live with others. Learn tolerance of different habits and quirks. Learn to deal with stress. Real world experiences make learning more meaningful and memorable.

**How will the experience motivate students for further learning?**

Reward for working hard for student athletes per school GPA guidelines of 2.0 GPA.

**Does the trip make best use of available time and money?**

Yes, spring break for student athletes using fundraising money.

**What effect does the trip have on other classes or programs?**

Student athletes will not miss any school.

**What arrangements for transportation and other factors pertaining to supervision of students have been considered to ensure maximum safety?**

Coaches will be at everything we do. Hotel rooms are blocked together. Team meetings, curfew and bed checks every night.

**Has all monies required to cover the cost of this trip been fundraised?**

Yes.

**RATIONALE\***

**\*Rationale must be included if students will miss two or more school days.**

**Thurston High School Baseball  
Coach Bob National Invitational  
Phoenix, Arizona  
March 25-April 1, 2023**

**ITINERARY**

Departure Date & Time: Saturday March 25, 2023 9:55 am

Return Date & Time: Saturday April 1, 2023 4:50 pm

Please note we will be together at everything we will do; we will have team bonding/meetings every night along with bed checks.

Arrive in Phoenix, AZ Saturday March 25 at 2:56 pm. Check in to hotel, swimming and relaxing. Dinner and team bonding/meeting.

Sunday March 26: practice in the morning. MLB spring training game in afternoon. Breakfast, lunch, and dinner. Pool time and team bonding/meeting

Monday March 27: practice in the morning. Game day 7 pm. Breakfast, lunch, and dinner. Team bonding, meeting.

Tuesday March 28: short hitting practice in the morning. Game day 4pm and 7pm. Breakfast, lunch, and dinner. Team bonding/meeting.

Wednesday March 29: practice in the morning. Pool time. Breakfast, lunch, and dinner. Team bonding/meeting.

Thursday March 30: game day at 12 pm. Pool time after game. Breakfast, lunch, and program team dinner. Team bonding/meeting

Friday March 31: game day at 12pm. Pro hockey game at 7:00pm

Saturday April 1: leave Phoenix at 11:55 am and arrive back to Eugene airport at 4:50 pm.

RESOLUTION #22-23.010  
OUT-OF-STATE TRIP REQUEST

DATE: OCTOBER 10, 2022

SPRINGFIELD HIGH SCHOOL'S  
GIRL'S BASKETBALL

**RELEVANT DATA:**

The objective of our trip is for SHS Girl's Basketball team to compete at the highest level in the Tournament of Champions, an elite basketball tournament in Phoenix, Arizona.

**RECOMMENDATION:**

It is recommended the Board approve SHS Girl's Basketball team's request to travel to Phoenix, Arizona to participate in the Tournament of Champions. Dates of travel will be December 18-22, 2022.

No school days will be missed.

The Girl's Basketball team has fundraised all monies needed to cover the cost of this trip.

There is no cost to the district for this trip.

Audrea Shelley and Joe Williamson will accept liability and purchase full coverage insurance for van rentals once in Arizona.

José da Silva and Audrea Shelley will be available to answer questions.

SUBMITTED BY:

David Collins  
Assistant Superintendent

RECOMMENDED BY:

Todd Hamilton  
Superintendent



Springfield School District

Cabinet Mtng Date/Decision: 9/13/18 aprvd  
Board Mtng Date/Decision: \_\_\_\_\_

## OUT-OF-STATE TRAVEL REQUEST

School: SHS Contact: Audrea Shelley Date: 9/6/22

Club/Organization Going on Trip: Girls' Basketball # of Students (M/F): 0 / 12

Number of Faculty Chaperones: 43 Number of Parent/Other Chaperones: 3

Names of Chaperones:

School Staff: Audrea Shelley, Joe Williamson, Valerie Rankins, Josie Williamson

Parents/Others: Carrie Lindsay, Luis Romero, Honey Ahsam, Kathy Romoser

Destination: Phoenix, AZ Dates of Trip: Dec 18-22, 2018

Estimated Total Cost: \$20,000 Cost to the Program/Building\*: \$20,000  
(Includes substitute teacher cost.)

Amount Fundraised to Date: \$20,000

Fundraising Activities: UO games, call-a-thon and donations

Lodging: Arizona Grand Resort (included in cost)

Food: Most food is included in cost. Students will have to bring about \$125 with them.

Method of travel: Air to Phoenix and van rentals once on the ground in Phoenix  
(Note: District vehicles **are not** available for out-of-state travel)

# of School Days Missed: 0  
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) \_\_\_\_\_ Type of Coverage \_\_\_\_\_ Cost per Person \_\_\_\_\_

Applicable forms on file: (please check)

X Parent Permission Form X Medical Release Form X Student Fundraising Agreement

**Purpose for the trip and a tentative Itinerary must be included with this form.**

**Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Director no less than 30 days prior to the trip of the club/organization's status raising all required funds.**

Approved: X Denied: \_\_\_\_\_ Principal: José daSilva Date: 9/6/22

Approved: X Denied: \_\_\_\_\_ Director: Mindy LeRoux Date: 9/13/22

### IMPORTANT NOTE

**Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.**

**\*All costs must be paid by the program or building. The District assumes no costs for trips.**

**SHS Girls Basketball  
Tournament of Champions  
Phoenix, Arizona  
December 18-23, 2018**

**PURPOSE OF THE TRIP**

**What are the objectives of the trip and how are the experiences provided related to class or school program?**

It's going to give our girls basketball players the opportunity to play at the highest level.

**How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation? How will the trip provide opportunities for students to use those skills they have already acquired?**

This trip is a chance of a lifetime for our student-athletes. This is the most prestigious tournament in the nation and gives our girls a chance to be seen by big colleges and allows them to tour a couple big college campuses in Arizona. We will be visiting Grand Canyon University as well as Arizona State University.

**How will the experience motivate students for further learning?**

This will help students understand what it takes to play post high school basketball and what kind of dedication it will take to be successful at the next level

**Does the trip make best use of available time and money?**

Yes, the trip is at an all-time low financially so it is very affordable for our basketball program.

**What effect does the trip have on other classes or programs?**

This will not affect any classes because no class time will be missed.

**What arrangements for transportation and other factors pertaining to supervision of students have been considered to ensure maximum safety?**

We will be flying to Arizona and renting two 14-passenger vans once on the ground in Arizona. Audrea Shelley and Joe Williamson (girls' basketball coach) will be driving the vans. Audrea Shelley and Joe Williamson will accept liability and purchase full coverage insurance for van rentals once in Arizona.

**Has all monies required to cover the cost of this trip been fundraised?**

Yes. All monies have been raised for this trip.

**RATIONALE\***

**\*Rationale must be included if students will miss two or more school days.**

Students will not miss any school days.

**SHS Girls Basketball  
Tournament of Champions  
Phoenix, Arizona  
December 18-23, 2018**

**ITINERARY**

Departure Date & Time: December 18, 2022 6:00 AM

Return Date & Time: December 22, 2022 10:30 AM

We originally booked 18 seats and then added two. Here is what you have for a total of 20 travelers.

American:

18 seats @ 325.55 per person = \$5,859.90

2 seats @ 390.05 per person = \$780.10

Southwest:

20 seats @ \$163.63 = \$3,272.60

Total: \$9,912.60

Dec. 18<sup>th</sup>:

Parent will be responsible to get their student to the Eugene Airport

Depart Eugene Airport at 6:14 AM

Arrive Phoenix Airport at 10:00 AM

Dec. 23<sup>rd</sup>:

Depart Phoenix Airport at 5:45 AM

Arrive at Eugene Airport at 10:35 AM

**SHS Girls Basketball  
Tournament of Champions  
Phoenix, Arizona  
December 18-23, 2018**

**ADDENDUM**

We will be traveling to Phoenix, Arizona to play in an Elite Nike Basketball Tournament called Nike Tournament of Champions to offer our student-athletes the chance to play at the highest level. This is a great opportunity for our students to travel to a new state, play in front of college coaches and take tours on college campuses. It will be a very well supervised trip with four (4) district employees as well as the Athletic Director, Audrea Shelley and Joe Williamson will be driving the vans once we are on the ground in Arizona. We will follow the District protocols around COVID as well as OHA and OSAA recommendations. All money will be fundraised prior to the fall school year starting. We will have evens and games set for each day and will have the girls with their chaperones at all times. Each student room will be chaperoned by at least one adult. We will have morning, afternoon and evening meetings daily with the entire group to keep everyone up to date as well as for check-ins. We will travel out of the Eugene Airport and parents will be required to get the student to the airport two (2) hours prior to departure. We will arrive back in Eugene on the 23<sup>rd</sup> and parents will be required to pick up their student upon return. Once arriving in Arizona, we will rent two (2) 14-passenger vans to transport kids, coaches and luggage to the hotel. We have a game on the 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> and 22<sup>nd</sup>. In between games we will do different activities including touring a couple college campuses and sight-seeing. The college campuses we will visit are Grand Canyon University in Phoenix and Arizona State located in Tempe, Arizona. All students and parents will fill out permission slip forms, medical history forms and sign a team/trip contract for behavior and accountability.



**RESOLUTION: #22-23.011**

**DATE: October 10, 2022**

**BOARD POLICY FOR ADOPTION**

**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 develop policy for Springfield Public Schools.

Policy JHCD/JHCDA was presented for the School Board's first reading on September 12, 2022. The policy is now submitted for School Board adoption.

**RECOMMENDATION:**

It is recommended the Board of Directors adopt the following board policy as presented.

- JHCD/JHCDA Medications

**SUBMITTED BY:**

Brett M. Yancey  
Chief Operations Officer

**RECOMMENDED BY:**

Todd Hamilton  
Superintendent

# Springfield School District 19

Code: JHCD/JHCDA  
Adopted: 9/14/2020  
Revised: 9/12/2022

## Medications\*\*/\*

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, 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 a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis<sup>1</sup>, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to them self-prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

A current first-aid and CPR card is required for designated personnel.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

The district reserves the right to reject a request for district personnel to administer, or to permit a student to administer to themselves, a medication when such medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy **or a need to manage asthma**, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan 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 a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been

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<sup>1</sup> Under proper notice given to the district by a student or student's parent or guardian.

instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication. A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber<sup>2</sup>.

A request to the district to administer or allow a student to self-administer nonprescription or a nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a signed prescription and treatment plan from a prescriber or an Oregon licensed health care professional.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law<sup>3</sup>, 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.

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

A process shall be established by which, upon parent or guardian written request, a backup prescribed auto injectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

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

**<sup>4</sup>Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.**

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<sup>2</sup> A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at 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.

<sup>3</sup> Subject to ORS 109.610, 109.640 and 109.675.

**<sup>4</sup> The district is not required to provide or administer this medication. If the district plans on providing and administering this medication this policy language and other associated bracketed policy language is required. If the district does not plan to provide or administer this medication, do not include this language or other associated bracketed language in this policy.**

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

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, when that person in good faith assisted the student in self-administration of the medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages, ~~when that person in good faith administers auto-injectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication, subject to state law.~~ **as a result of the use of medication if that person in good faith administers auto-injectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug.**

The district and the members of the Board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, ~~when any person in good faith administers auto-injectable epinephrine to a student or individual, subject to state law.~~ **as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers auto-injectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug.**

The superintendent shall develop administrative regulations as needed to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 109.610](#)  
[ORS 109.640](#)  
[ORS 109.675](#)  
[ORS 332.107](#)  
[ORS 339.866](#) - 339.871  
[ORS 433.800](#) - 433.830  
[ORS 475.005](#) - 475.285

[OAR 166-400-0010](#)(17)  
[OAR 166-400-0060](#)(29)  
[OAR 333-055-0000](#) -055-0115  
[OAR 581-021-0037](#)  
[OAR 581-022-2220](#)  
[OAR 851-047-0030](#)  
[OAR 851-047-0040](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

RESOLUTION: #22-23.012

DATE: OCTOBER 10, 2022

## DIVISION 22 ASSURANCES REPORT

### RELEVANT DATA:

Each district in Oregon is required to adhere to the requirements for public education outlined in OAR Chapter 581, Division 22. In response to requests from districts to Oregon Department of Education to lessen the reporting burden, the 2021-22 Assurance submission includes responses to questions about Oregon Administrative Rules

The attached document indicates areas of compliance with OARs for Springfield Public Schools.

District is out of compliance in only one (1) area. The area and compliance plan is:

- 581-022-2355 Instructional Materials Adoption.

Due to the recession and lost revenue streams the District became out of compliance. We presented to the Board on June 28, 2021 explaining due to the pandemic, lack of subs, loss of staff we would postpone instructional materials adoption.

We have now hired new staff and convened a team for review and recommendation. Compliance date: 9/1/2023.

### RECOMMENDATION:

It is recommended that the Board accept the assurance standards as written.

### SUBMITTED BY:

David Collins  
Assistant Superintendent

### RECOMMENDED BY:

Todd Hamilton  
Superintendent

**Springfield School District #19**  
**Report on Compliance with Public School Standards**  
**2021-22 School Year**

By November 1 of each year, school district superintendents are required by [OAR 581-022-2305: District Assurances of Compliance with Public School Standards](#) to report to their community on the district's status with respect to all of the Standards for Public Elementary and Secondary Schools. The Standards are adopted by the State Board of Education and set out in Oregon Administrative Rules Chapter 581, Division 22.

The table below contains a summary of Springfield School District's compliance with each of the requirements of Oregon's administrative rules found in [DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS](#) during the 2021-22 school year. For each rule reported as out of compliance, Springfield School District has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance. The corrective action must be approved by ODE and completed by the district by the beginning of the 2023-24 school year.

**Category: Teaching & Learning**

**Subcategory: Curriculum & Instruction**

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2030 District Curriculum</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2045- Prevention Education in Drugs and Alcohol</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2050 Human Sexuality Education</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2055 Career Education</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2060 Comprehensive School Counseling</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2263 Physical Education Requirements *Elementary Grades</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2263 Physical Education Requirements *Middle Grades</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2320 Required Instructional Time</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2340 Media Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2500 Programs and Services for TAG Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2350 Independent Adoptions of Instructional Materials</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2355 Instructional Materials Adoption</a>	<b>Out of compliance</b>	Presented to the Board on June 28, 2021 explaining due to the	We have now hired new staff and convened a team for review and recommendation. Compliance date:



Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		pandemic, lack of subs, loss of staff we would postpone.	9/1/2023
<a href="#">581-022-2360 Postponement of Purchase of State-Adopted Instructional Materials</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Assessment & Reporting

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2100 Administration of State Assessments</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2110 Exception of Students with Disabilities from State Assessments</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2115 Assessment of Essential Skills: Diploma Requirements</a>	<b>Waived for 2021-22 school year</b>	Not applicable	Not applicable
<a href="#">581-022-2115(2) Assessment of Essential Skills: Local Performance Assessment Requirement</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2120 Essential Skill Assessments for English</a>	<b>In compliance</b>	The district has met all of the	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">Language Learners</a>		requirements for this rule.	
<a href="#">581-022-2130 Kindergarten Assessment</a>	<b>Waived for 2021-22 school year</b>	Not applicable	Not applicable
<a href="#">581-022-2270 Individual Student Assessment, Recordkeeping and Reporting</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2445 Universal Screenings for Risk Factors of Dyslexia</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Program & Service Requirements

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2315 Special Education for Children with Disabilities</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2325 Identification of Academically Talented and Intellectually Gifted Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2330 Rights of Parents of TAG Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2505 Alternative Education Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Subcategory: High School Diploma

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2000 Diploma Requirements</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2005 Veterans Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2010 Modified Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2015 Extended Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2020 Alternative Certificate</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2025 Credit Options</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Category: Health & Safety

Subcategory: Policies & Practices

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2205 Policies on Reporting of Child Abuse</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2220 Health Services</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2310 Equal Education Opportunities</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2312 Every Student Belongs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2345 Auxiliary Services</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Plans & Reports

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-0106(4) State Standards for the 2021-22 School Year: Operational Plans (COVID-19 Management Plan)</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2223 Healthy and Safe Schools Plan</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2225 Emergency Plans and Safety Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2230 Asbestos Management Plans</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2267 Annual Report on Restraint and Seclusion</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2510 Suicide Prevention Plan</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Subcategory: Athletics & Interscholastic Activities

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2210 Anabolic Steroids and Performance Enhancing Substances</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2215 Safety of School Sports – Concussions</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Category: District Performance & Accountability

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2250 District Improvement Plan</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2255 School and District Performance Report Criteria</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2260- Records and Reports</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2265 Report on PE Data</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2300 Standardization</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2305 District Assurances of Compliance with Public School Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2370 Complaint Procedures</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Category: Human Resources/Staffing

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
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Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2335 Daily Class Size</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2400 Personnel</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2405 Personnel Policies</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2410 Teacher and Administrator Evaluation and Support</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2415 Core Teaching Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2420 Educational Leadership - Administrator Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2430 Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2440 Teacher Training Related to Dyslexia</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

FIRST READING

DATE: OCTOBER 10, 2022

**K-12 LANGUAGE ARTS  
TEXTBOOK ADOPTION**

**RELEVANT DATA:**

In accordance with Board Policy IIAA, Textbook Selection and Adoption, the title(s) listed below are presented to the Board for approval for the (K-12) Language Arts programs.

These titles provide Language Arts components correlated to the Oregon State Language Arts Standards and reflect the recommendation of the Springfield Public Schools Language Arts Adoption Committee(s).

David Collins and Whitney McKinley are available for questions.

**RECOMMENDATION:**

It is recommended that the Board of Directors accept as a first reading the request of:

*K-5: Wonders from McGraw Hill, 2020*

For basal use in the Elementary Language Arts Program.

*6-8: AmplifyELA from Amplify, 2019*

For basal use in the Middle School Language Arts Program.

*9-12: StudySync from McGraw Hill, 2021*

For basal use in the High School Language Arts Program.



SUBMITTED BY:

David Collins  
Assistant Superintendent

APPROVED BY:

Todd Hamilton  
Superintendent