



SPRINGFIELD
PUBLIC SCHOOLS
Every Student, Every Day

Public Comment Information

The Springfield Public Schools Board of Directors desires to hear from the community they serve and sets aside 20 minutes for oral public comment during their regular business meetings.

Members of the community are invited to provide public comment, in-person, virtually, or via written submissions.

Oral Comments – In-person, or virtually:

To sign up to speak to the school board during their regularly scheduled business meeting please send your request to public.comment@springfield.k12.or.us. Clearly label the subject line as: "Oral Public Comment Request" and include *full name, address, phone number, agenda item or topic*. Submissions will be collected the Thursday before the meeting date, once public meeting notice has been made, and will remain open until 12:00 pm on the day of the meeting.

Oral public comment is limited to 3 minutes per person and is scheduled for 20 minutes on the agenda. Due to time limitations not all speakers may be selected to provide oral comment during the board meeting.

Written Comment:

To submit written public comment, send your materials to public.comment@springfield.k12.or.us by 12:00 pm the day of the meeting. Clearly label the subject line as "Written Public Comment". All written comments submitted by the 12:00 pm deadline on the day of the meeting will be provided to the board for their review and posted to the district website by 4:00 pm on the day of the board meeting.



SPRINGFIELD
PUBLIC SCHOOLS
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Información sobre los Comentarios Públicos

La Junta Directiva de las Escuelas Públicas de Springfield desea escuchar a la comunidad a la que sirve y reserva 20 minutos para comentarios orales del público durante sus reuniones regulares de negocios. Hay tres maneras de hacer comentarios públicos en las reuniones regulares de la junta.

Se invita a los miembros de la comunidad a hacer comentarios públicos, en persona, virtualmente o a través de presentaciones escritas.

Comentarios Orales - En persona, o virtualmente:

Para inscribirse para hablar con el consejo escolar durante su reunión de negocios programada regularmente, por favor envíe su solicitud a public.comment@springfield.k12.or.us. Etiquete claramente la línea de asunto como: "Solicitud de Comentario Público Oral". Por favor, incluya su *nombre completo, dirección, número de teléfono, punto del orden del día o tema*. Las solicitudes serán recaudadas entre el jueves anterior a la fecha de la reunión y el mediodía del día de la reunión.

Los comentarios orales del público están limitados a 3 minutos por persona y están programados para 20 minutos en el orden del día. Debido a las limitaciones de tiempo, no todos los oradores pueden ser seleccionados para hacer comentarios orales durante la reunión de la junta.

Comentarios por Escrito:

Para presentar comentarios públicos por escrito, envíe sus materiales a public.comment@springfield.k12.or.us antes del mediodía del día de la reunión. Por favor, etiquete claramente la línea de asunto como "Comentario Público por Escrito". Todos los comentarios escritos presentados antes de la fecha límite se proporcionarán a la junta para su revisión y se publicarán en el sitio web del distrito antes de las 4:00 p.m. del día de la reunión de la junta.

Si tiene alguna pregunta o necesita asistencia favor de comunicarse al (541) 726-3486



BOARD OF EDUCATION
September 12, 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>

AGENDA		TAB
1. Call Meeting to Order	Board Chair Naomi Raven	
A. Pledge of Allegiance	Chair Raven	
B. Land Acknowledgement	Chair Raven	
2. Approval of the Agenda	Chair Raven	
3. Introduction of New Administrators	David Collins	
4. Public Comments: (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)		
5. Action Items		
A. Approve Consent Agenda		
1. August 8, 2022 Board Meeting Minutes		1
2. August 22, 2022 Board Work Session Minutes		2
3. Financial Report	Brett Yancey	3
4. Personnel Action, Resolution #22-23.005	Dustin Reese	4
B. Adopt Board Policy BDD, Resolution #22-23.006	Taylor Madden	5
C. Accept Board Policy JHCD, First Read	Brett Yancey	6
6. Discussion		
A. Board Retreat	Chair Raven	
7. Information/Reports		
A. Superintendent Communication	Superintendent Hamilton	
B. Board Communication	Chair Raven	
8. Next Meetings: September 26, 2022, Time TBD Board Work Session	Chair Raven	
9. Adjournment	Chair Raven	



CONSEJO DE EDUCACIÓN
12 de Septiembre, 2022
Sala del Consejo de Administración
640 A Street Springfield, OR 97477

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

AGENDA	TAB
1. Declarar abierta la Sesión	Presidenta del Consejo Naomi Raven
A. Juramento a la Bandera	Presidenta Raven
B. Reconocimiento de la Tierra	Presidenta Raven
2. Aprobación de la Agenda	Presidenta Raven
3. Introducción de Nuevos Administradores	David Collins
4. Comentarios Públicos: (Tres (3) minutos cada uno, tiempo máximo de 20 minutos. Los ponentes no podrán ceder su tiempo a otros ponentes)	
5. Medidas a tomar	
A. Aprobar la Agenda de Consentimiento	
1. 8 de Agosto, 2022 Minutas de la reunión del Consejo	1
2. 22 de Agosto, 2022 Minutas de la reunión especial del Consejo	2
3. Reporte Financiero	Brett Yancey 3
4. Acción de Personal, Resolución #22-23.005	Dustin Reese 4
B. Adoptar la Política del Consejo BDD, Resolución #22-23.006	Taylor Madden 5
C. Aceptar Política del Consejo JHCD, primera lectura	Brett Yancey 6
6. Discusión	
A. Reunión de la Junta	Presidenta Raven
7. Información/Reportes	
A. Comunicado del Superintendente	Superintendente Hamilton
B. Comunicado del Consejo	Presidenta Raven
8. Próximas Reuniones: 26 de Septiembre, 2022, Junta de Trabajo del Consejo, Horario a ser determinado	Presidenta Raven
9. Cierre de sesión	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 August 8, 2022.

1. CALL MEETING TO ORDER AND FLAG SALUTE AND LAND ACKNOWLEDGEMENT

Board Chair Naomi Raven called the Springfield Board of Education meeting to order at 7:02 p.m. and led the Pledge of Allegiance. Following the Pledge of Allegiance, Director Light read the 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 Jonathan Light and Director Kelly Mason. Director Hernandez was excused due to illness.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Dustin Reese, Taylor Madden, Carla Smith, Kristen Noor, Shelley Nurre, Wayne Reposa, Bambi Van Dyke, Keith Manring, Amber Mitchell, Joan Bolls, Andy Price, Karri Thiele, Josh Donaldson, José da Silva, Whitey McKinley, Joyce Johnson, Brian Megert and Judy Bowden.

2. APPROVAL OF THE AGENDA

MOTION: Director Mann moved, seconded by Director Mason to approve the August 8, 2022 agenda as presented.

Chair Raven called for a roll call vote. Director Raven asked each Board member to indicate if they were in favor of approving the agenda as presented: Director Mason - Yes, Director Light - Yes, Director Mann - Yes, and Director Raven - Yes.

Motion passed unanimously: 4:0.

3. PUBLIC COMMENT

Former Springfield teacher and resident Karri Thiele discussed the hiring and retention of teachers within the district. She noted that it was a dire situation regarding the number of vacancies posted, as well as the difficulty in filling those positions. Ms. Thiele felt that unless the District Leadership made the changes recommended by the teaching staff, many more staff members would walk away from Springfield, due to stress levels, number of students per class, lack of educational assistants, custodians, and bus drivers.

Johanis Tadeo had requested to share virtual public comment, but was unavailable at the time his name was called.

4. ACTION ITEMS

A. Approve Consent Agenda

1. June 13, 2022 Board Meeting Minutes
2. June 27, 2022 Special Board Meeting Minutes
3. July 12, 2022 Special Board Meeting Minutes
4. Personal Action, Resolution #22-23.001

MOTION: Director Mason moved, seconded by Vice Chair Mann to approve the Consent Agenda.

Chair Raven called for a roll call vote. Director Raven asked each Board member to indicate if they were in favor of approving the Consent Agenda: Director Mason - Yes, Director Light - Yes, Director Mann - Yes, and Director Raven - Yes.

Motion passed unanimously: 4:0.

B. Accept Board Policy, First Read

Taylor Madden shared that Board Policy BDD had been revised to reflect Board meeting practices for reciting the Pledge of Allegiance and reading a Land Acknowledgement at the beginning of Board meetings.

Mr. Madden recommended that the Board of Directors review the policy revision as a first reading.

MOTION: Director Light moved, seconded by Director Mason to approve the policy revision for Policy BDD as a first read.

Director Mann appreciated the efforts of staff to move forward with this change in policy.

Director Light asked Mr. Madden to describe the process he followed to create the final version for the Land Acknowledgement. Mr. Madden shared that it was a collaboration of stakeholders, the director and staff from the District Indian Education Program, school staff, and membership and leadership from the Springfield Education Association (SEA). It was drafted, then shared with Tribal Officials of the Grand Ronde. He concluded by stating that the last paragraph is a purpose statement of the Land Acknowledgement, and was designed to be adaptable across contexts including school assemblies or parent engagement meetings.

Chair Raven called for a roll call vote. Director Raven asked each Board member to indicate if they were in favor of approving the First Read of the Proposed Board Policy BDD: Director Mason - Yes, Director Light - Yes, Director Mann - Yes, and Director Raven - Yes.

Motion passed unanimously: 4:0.

5. DISCUSSION

A. Equity Advisory Committee

Superintendent Hamilton commended Mr. Madden for his work in the last year where he was part of the state group which provided ODE with guidance and planning for the implementation of SB 732. The group worked to identify and answer the questions about how to establish the Equity Advisory Committee, as mandated in the Senate Bill.

Mr. Madden updated the Board on the committee plans. He noted that they were in alignment with and in accordance with Senate Bill 732. The purpose of the committee would be to advise the Board and the Superintendent, by engaging district parents, employees, students and community members to be members of the committee. The District wants to ensure the committee application was process widespread, authentic and a transparent process. The committee must be composed of four unique stakeholder groups: 1) employees of the District, 2) parents from the District, 3) students from the district and 4) community members that serve and/or live within the district. The committee would have an optional duty of preparing an annual report to be shared with the Board. Mr. Madden stated that clarifications had been made as to whether a board member would be allowed to sit on the committee. The Board would be required to select at least one member from the Education Equity Advisory Committee to serve on the Budget Committee.

Next, he addressed outreach efforts, pointing out that outreach and communication with schools and community agencies efforts had been ongoing, but that communicating specifically as to what the role requirements were, membership procedure, and nomination process had been difficult, as they were waiting the final administrative rules that were finally adopted in June.

Mr. Madden said that the next steps would be:

- Finalize application materials
- Share the application and the process for applying for membership on the committee;
- Briefly discussed the next steps for the committee. This application would be translated into multiple languages;
- Select committee members and submit the names to the Board for approval;
- Provide orientation and training for the committee members. This training would be supported by ODE and the Equity and Community Consortium members;
- There was no guidance provided for the number of committee members for the committee.

Board member questions included:

- Was there a specific time commitment for committee members? Mr. Madden replied that those details were still being discussed. He was also working with districts across the state to look for best practices.
- Would the meetings be subject to public meeting laws? Mr. Madden said that this was still being discussed and he would share the answer to this once he had received guidance from ODE.
- How much interest had been received from the community and staff? Mr. Madden responded that he had received interest from all four of the required stakeholder groups, but was anticipating additional interest from students once schools were back in session. He added that he has been working with Superintendent Hamilton to facilitate the outreach process with community members.

Chair Raven concluded the conversation by thanking Mr. Madden for all the work that has been done up to this point and felt that we are headed in the right direction with a strong start for the formation of this committee.

B. Board Retreat

Chair Raven asked Board members to share ideas for topics and desired outcomes for the Board Retreat:

Outcomes:

- Relationship building: Board Members and Superintendent
- Common understanding of diversity and equity work
- Board work calendar for 2022/23
- Priorities established for this year
- Aim for 3-4 outcomes for this year, possibly map out a further plan

Possible Topics:

- Board Roles/design/governance
- Vision/Strategy/Goals
- Curriculum
- Board meeting norms
- Data: where we are right now
- Strategic Planning
- Superintendent Evaluation process
- Increase transparency
- Building trust between Board members
- Discuss Board reports: school presentations, student reports, equity committee reports, etc.
- On-boarding process
- Board conversation about Board self-evaluation
- Board development 22/23
- Committee formation and support
- Standardized Testing

Possible Topics to be Discussed at the August 22nd Work Session

- Share out of OSBA conference insights
- Data: where we are now
- History of the District Strategic Planning and Goals
- Board work calendar

6. INFORMATION/REPORTS

A. Superintendent Evaluation

Board Chair Raven read the following annual performance review for Superintendent Hamilton:

Dear Superintendent Hamilton,

The Board of Directors of Springfield Public Schools has completed your annual evaluation for 2021-2022. All five Board members have served on the Board for at least one full year and have been able to observe and be a part of the successes achieved this year.

The evaluation focused on 1) eight professional standards jointly developed by the Coalition of Oregon School Administrators (COSA) and the Oregon School Boards Association (OSBA), and 2) superintendent goal areas.

Regarding the eight professional standards, we determined that your performance was effective in the areas of visionary leadership, ethical leadership, building an inclusive culture, instructional leadership, organizational management, and resource management.

In the areas of community relations and policy and governance, the Board looks forward to, learning more about how staff will lead community engagement efforts for aligning student success; and working in partnership with you to cultivate a respectful and responsive relationship focused on supporting every student, every day.

We appreciate you partnering with the Board to learn and lead together. With the assistance of OSBA, you are helping to develop a collaborative governance model and establish healthy practices that focus our work on functional systems. We also applaud your efforts to develop and expand resources, programs, and services to provide safe and inclusive learning spaces for students. We look forward to seeing how efforts in our district will continue to positively influence and improve graduation rates.

We will be working with you over the next several months to develop goals that are aligned with our board and district goals and look forward to working together to continue the success of our District.

B. Superintendent Communications

Superintendent Hamilton was pleased to announce that he and the K-12 instruction administrators had the opportunity to reconnect and build relationships following the pandemic. They spent time reviewing their journey in Springfield Public Schools. He noted that 55% of the administrators had only been employed with the District since the pandemic. They recommitted to getting together to grow and celebrate the successes and expand them across all schools. The Equity and Community Consortium would be meeting together for the first time in over three years, on that upcoming Friday. They renewed their focus on equity and developing a shared understanding of what that means across the agencies. They discussed how to create an environment of belonging within their organization and the impacts of those within the community; workforce diversification, in-person staff safety drills, and health and safety of the school campus had been discussed. Mr. Hamilton said that recruiting and retention of staff had been an issue in every organization present at the consortium and would be a top priority moving forward.

C. Board Communications

Director Mason noted that she had enjoyed attending her first OSBA Conference and looked forward to each Board member sharing their take aways at the next work session.

Vice Chair Mann expressed that he had gleaned much value out from the conference. He believed the insights and forged bonding of relationships at the conference would have a great impact on the work of the Board.

Director Light had been invited to co-present at a workshop at OSBA's Annual Conference in November to discuss the topic of Standardized Testing, including a presentation of the history and the impact of alternatives to standardized testing. Mr. Light wished to have a discussion of that topic at a future work session.

Chair Raven said that Lane Council of Government (LCOG) passed and approved the budget for the year. Following that meeting, the organizations present, shared their challenges and strengths of what had taken place over the last year. The impacts of inflation on wages and the ability to be fully staffed, have been a primary concern for all. Community engagement had also been a main topic of interest.

7. NEXT MEETING:

August 22, 2022, TBD Board Work Session

September 12, 2022, 7:00pm Board Business Meeting

8. ADJOURNMENT

With no other business, Chair Raven adjourned the meeting at 8:37 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

WORK SESSION MINUTES

A Work Session of the Springfield School District No. 19 Board of Education was held on August 22, 2022.

1. CALL MEETING TO ORDER

Board Chair Naomi called the Springfield Board of Education work session to order at 5:35 p.m.

- A. Chair Raven led the Pledge of Allegiance.
- B. Chair Raven asked Director Mann to share 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 in attendance included Board Chair Naomi Raven, Board Vice Chair Todd Mann, Director Jonathan Light and Director Kelly Mason. Director Emilio Hernandez was excused due to illness.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Brett Yancey, Dustin Reese, Whitney McKinley, Brian Megert, Mindy LeRoux, Joyce Johnson, Jonathan Gault and Judy Bowden.

2. ACTION ITEM

A. OSAA Cooperative Sponsorship

Full member schools, located in the same geographic area, may apply for cooperative sponsorship for an OSAA activity when a school has difficulty sponsoring the activity by itself.

The following programs are applying for cooperative sponsorship:

- Boys Soccer – Thurston High School and Mohawk High School, three-year agreement 2022-2025
- Dance Team/Drill – Thurston High School and Mohawk High School, two-year agreement 2022-2024

Support for these applications will make activities available for students that would not be available in their resident school because of a lack of numbers if joint sponsorship did not occur.

Mindy LeRoux recommended that the Board of Directors support the OSAA Cooperative Sponsorship Applications for Boys Soccer and Dance Team/Drill between: Thurston High School and Mohawk High School.

Chair Raven called for a motion.

MOTION: Director Light moved, seconded by Director Mason the motion to support the OSAA Cooperative Sponsorship Applications for Boys Soccer for three years, 2022-2025 and Dance Team/Drill for two years, 2022-2024 between Thurston High School and Mohawk High School.

There was no discussion.

Chair Raven called for a roll call vote. Director Raven asked each Board member to indicate if they were in favor of the recommendation to support the OSAA Cooperative Sponsorship Applications for Boys Soccer and Dance Team/Drill between Thurston High School and Mohawk High School: Director Light – Yes, Director Mann – Yes, Director Mason - Yes, and Director Raven – Yes.

Motion passed – 4:0

3. DISCUSSION

A. Board Development

Chair Raven asked each Board member to share their take aways from the Oregon School Boards Association Summer Conference that was held in Bend in July.

Director Light shared that he attended the pre-conference with Director Raven. The keynote speaker discussed the book Engage Every Family, which was written in a workbook style, targeting teachers. However, the information could also be translated for board work.

Director Mason attended an equity sessions which aligned with her interest in educational equity and how to incorporate that thinking into the role of school boards in thir work. Some of the topics that were discussed were:

- Partnerships with the community
- Create accessibility
- Acknowledging injustices and speak up about them
- Stop repeated structural disparities in public education and learn how to have the difficult conversations about this
- Change outcomes, change culture, board position themselves as learners
- Diversity of thought in a board
- Public education has multiple patterns of injustice and inequities. Need to get on the diversity, equity and inclusion train.
- Collaborative governance and acknowledging the needs of our district
- Keep diversity, equity and inclusion in all our decision-making and processes
- How to contribute to an antiracist conversation to promote equity
- Monitor impact and progress in a systemic way, such as tracking data

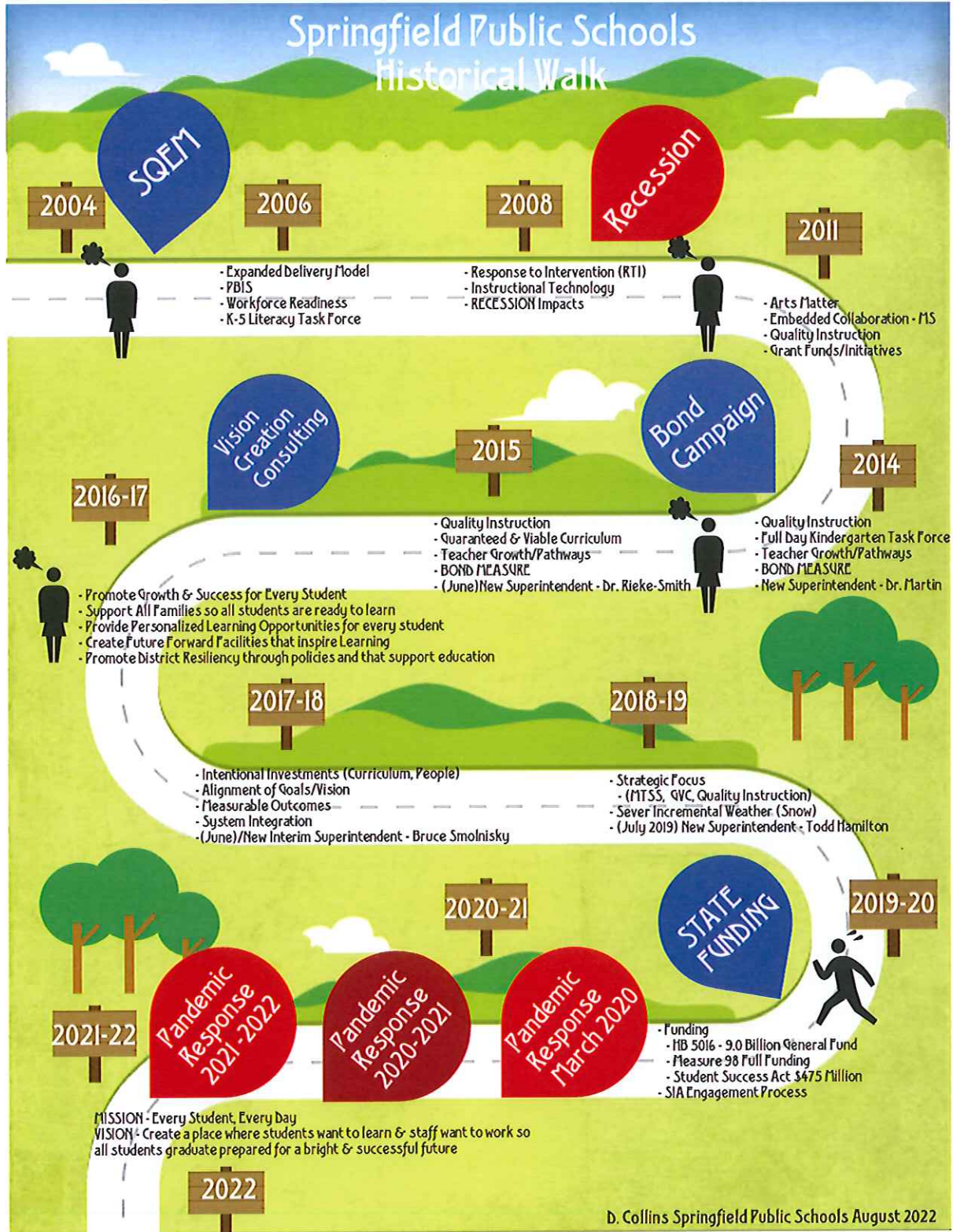
Director Mann’s big take away from the conference was re-engagement with the community and families. Every district was being challenged to keep students safe and secure, but we also need to make people feel welcomed and that they belong in the schools. He also attended a session on Superintendent Evaluations and learned that the Board should be doing more on a continuous basis and to set a schedule with clear expectations using the OSBA model. Another session he attended was on public meetings. Following the session, he thought that the Board could collectively make some adjustments to make their

process cleaner. He also learned that the state is looking at aligning graduation standards with the needs of the business community.

Director Raven said one topic that stood out to her was finding ways to identify barriers. She had been giving thought to wrapping the District's arms around entire families and inviting them into the schools. As Board Chair, she felt it was very important that the meetings be inviting, with all sides of every issue being listened to, and all within a safe space. She enjoyed hearing the many comments around public comment, the general running of meetings, as well as how to have difficult discussions.

Chair Raven asked Assistant Superintendent David Collins to share with the Board a historical perspective of the District. Please see the following document for specifics of his presentation.

Springfield Public Schools Historical Walk



The Board took a five-minute recess at 6:15pm and reconvened at 6:20pm.

The Board members divided into groups and shared discussion and questions with staff in a World Café format regarding board goals to help inform topics to be discussed at the upcoming Board Retreat.

B. Board Retreat

Chair Raven facilitated a discussion regarding topics to be discussed at the upcoming Board Retreat. The Board discussed at length the summary of the Board's brainstorming, the proposed retreat agenda date and a proposed work session schedule. Community engagement and public meeting laws were added to the summary. For the proposed retreat agenda, the Board decided the first day would consist of a brief data review, rules and responsibilities and governance, followed by a conversation around goals, mission and values. The second day would have a high-level focus on equity and inclusion, with a larger focus on presentations to the Board and/or shorter conversations around multiple topics.

4. NEXT MEETINGS

The next Board meetings will be: Business Meeting, September 12, 2022 beginning at 7:00pm
Work Session, September 26, 2022 start time TBD

5. ADJOURNMENT

With no further business, Chair Raven adjourned the work session at 8:10 p.m.

(Minutes recorded by Trenay Ryan)

SPRINGFIELD PUBLIC SCHOOLS
2022-2023 Revenue/Expenditure Forecast
As of August 31, 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 or prior year tax revenue received, however the first tax payment is anticipated to be collected in November. 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
8/31/22

	BUDGET	ACTUAL through 08/31/22	ESTIMATED from 08/31/22 to year end	PROJECTED 2022-2023	PROJECTED as % of BUDGET
REVENUES:					
Property taxes - current	29,488,180	0	29,488,180	29,488,180	100.00%
Property taxes - prior years	350,000	0	350,000	350,000	100.00%
Other local sources	608,000	29,160	578,840	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	20,917,383	62,156,505	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	21,570,682	93,738,403	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	21,570,682	113,238,403	134,809,085	100.30%
EXPENDITURES:					
Personal services	66,114,967	2,321,563	63,793,404	66,114,967	100.00%
Employee benefits	39,131,699	1,158,188	37,973,511	39,131,699	100.00%
Purchased services	9,951,251	755,832	9,195,419	9,951,251	100.00%
Supplies & materials	3,626,802	494,219	3,132,583	3,626,802	100.00%
Capital outlay	1,603,500	42,871	1,560,630	1,603,500	100.00%
Other objects	1,191,018	1,100,725	90,293	1,191,018	100.00%
Fund transfers	4,234,246	0	4,234,246	4,234,246	100.00%
Total expenditures	125,853,483	5,873,397	119,980,086	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	5,873,397	119,980,086	125,853,483	93.63%
Total resources		21,570,682	113,238,403	134,809,085	
Total appropriations		5,873,397	119,980,086	125,853,483	
Ending fund balance		15,697,285	(6,741,683)	8,955,602	
Less: contingency			0	0	
Net fund balance		15,697,285	(6,741,683)	8,955,602	

RESOLUTION #22-23.005

DATE: SEPTEMBER 12, 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 and resignations. 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

SUBMITTED BY:

Dustin Reese
Director of Human Resources

APPROVED BY:

Todd Hamilton
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES				
1	ANAYA, GUSTAVO	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
2	BELCHER, MERI	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
3	BRADY, MELINDA	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
4	BRIODY-PAVLIK, LIZA	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
5	BURNETT, ELIZABETH	PROBATIONARY 1	PT	08/30/2022	NEW HIRE
6	CALLAHAN, ERIN	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
7	CHITWOOD, CAITLIN	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
8	CUNNINGHAM, CASON	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
9	DAVIS, LENORA	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
10	EMPOL, EMMA	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
11	ERICKSON, GREGORY	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
12	FRANKLIN, ARUTHUR	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
13	FREEMAN, ELLIOTT	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
14	GOODRIE, NORA	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
15	GRAHAM, TAYLOR	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
16	HODGSON, BRITNIE	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
17	JACOBSMA-OPDAHL, LAURA	PROBATIONARY 1	FT	08/30/2022	NEW HIRE

18	JOLLEY, ISABELL	PROBATIONARY 1	PT	08/30/2022	NEW HIRE
19	KRUSE, FREDRICK	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
20	KURTZ, GEORGIA	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
21	KWON-PAGE, ZEA	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
22	LEONARD, CASEY	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
23	LOPEZ, LILIANA	TEMPORARY	FT	09/01/2022	TEMPORARY NEW HIRE
24	LUECHA, MONLUEDEE	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
25	LYONS, COLIN	PROBATIONARY 1	FT	08/30/2022	REHIRE
26	MAGILL, JORDAN	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
27	MATHEWS, CASSIE	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
28	MCNAMARA, LAUREN	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
29	MCPHERSON, TONYA	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
30	MEEHAN, MAURA	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
31	MEEK, LAUREN	TEMPORARY	FT	08/30/2022	TEMPORARY REHIRE
32	MICKOLA, GABRIEL	PROBATIONARY 1	PT	08/30/2022	NEW HIRE
33	NELSON, GARRHETT	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
34	NELSON, NANCY	PROBATIONARY 2	FT	08/30/2022	HIRE FROM TEMPORARY TO PROBATIONARY 2
35	O'HAGAN, JOHN	PROBATIONARY 2	FT	08/30/2022	HIRE FROM TEMPORARY TO PROBATIONARY 2
36	PAGE, RACHELLE	PROBATIONARY 1	FT	08/30/2022	NEW HIRE

37	PAGELER, JED	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
38	REIERSGAARD, MICHELE	PROBATIONARY 1	PT	08/30/2022	REHIRE
39	RITCHIE, LILLY OF THE VALLEY	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
40	ROSENBLUM, KRISTEN	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
41	RUSSELL, JADE	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
42	SANDOVAL ARREOLA, MAXIMINO	PROBATIONARY 1	FT	08/30/2022	REHIRE
43	SCHROCK, BRANDON	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
44	SILVER, DAN	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
45	SMITH, MAISIE	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
46	SPIEK, ANDREW	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
47	STEVENS, ZENA	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE
48	THOMAS, ANDREW	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
49	ULLMANN, ELAINA	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
50	USSELMAN, JENAE	TEMPORARY	PT	08/30/2022	TEMPORARY NEW HIRE
51	VANSCHOLTEN-CRAWFORD, GREG	PROBATIONARY 1 ADMINISTRATOR	FT	08/22/2022	NEW HIRE FROM TEACHER
52	WHITEHEAD, AMBER	PROBATIONARY 1	FT	08/30/2022	NEW HIRE
53	WYATT, MEGAN	PROBATIONARY 2	PT	08/30/2022	HIRE FROM TEMPORARY TO PROBATIONARY 2
54	YOUNG, JEREMY	TEMPORARY	FT	08/30/2022	TEMPORARY NEW HIRE

	RESIGNATIONS				
55	2431041	PROBATIONARY 1	FT	08/05/2022	RESIGNED
56	1386093	PROBATIONARY 2	FT	08/12/2022	RESIGNED
57	1495178	CONTRACT	FT	08/19/2022	RESIGNED
58	1576127	CONTRACT	FT	08/02/2022	RESIGNED
59	1125001	CONTRACT	FT	09/01/2022	RESIGNED
60	1522493	CONTRACT	FT	08/15/2022	RESIGNED
61	1753118	CONTRACT	FT	08/19/2022	RESIGNED
62	2432196	PROBATIONARY 1	FT	08/26/2022	RESIGNED
63	1038648	CONTRACT	FT	07/31/2022	RESIGNED

BOARD POLICY FOR APPROVAL

RELEVANT DATA:

The below policy 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 in a first reading on August 8, 2022.

- BDD – Board Meeting Procedures

The policy is now submitted for Board adoption.

RECOMMENDATION:

It is recommended that the Board of Directors adopt the policy as updated.

SUBMITTED BY:

Taylor Madden
Equity and Inclusion Coordinator

RECOMMENDED BY:

Todd Hamilton
Superintendent

Springfield School District 19

Code: BDD
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BDD

Board Meeting Procedures

1. Quorum

A quorum will consist of the majority of the Board members. Therefore, the presence of three Board members is required for a quorum.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for transacting any Board business.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes. Individual votes on motions and/or resolutions will be by "yes" or "no," and the result of each member's vote will be recorded by name.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular, special or emergency meetings. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion and the Board chair will confine discussion to the matter before the Board. The chair may limit the time of any patron appearing before the Board so that all who wish to be heard may have the opportunity.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will govern the Board in its deliberation.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

6. Call Meeting to Order

At the beginning of each meeting, the Board will recite the Pledge of Allegiance, and a Board member will read a Land Acknowledgement.

END OF POLICY

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Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

FIRST READING/REVIEW

DATE: SEPTEMBER 12, 2022

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 develop policy for Springfield Public Schools.

The following policy is presented for Board as a first reading and review to reflect updated procedures in the district.

RECOMMENDATION:

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

- 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:

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 crisis¹, 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

¹ 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 prescriber².

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 law³, 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.

⁴Naloxone 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.

² 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.

³ Subject to ORS 109.610, 109.640 and 109.675.

⁴ 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*.