

## WORK SESSION MINUTES

A Work Session of the Springfield School District No. 19 Board of Education was held on October 25, 2021.

### 1. CALL MEETING TO ORDER

Board Chair Naomi Raven called the Springfield Board of Education Work Session to order at 5:00 p.m. and led the Pledge of Allegiance.

#### Attendance

Board Members attending the meeting included Board Chair Naomi Raven, Board Vice Chair Emilio Hernandez, Jonathan Light, Kelly Mason and Todd Mann.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Brett Yancey, Dustin Reese, Judy Bowden, Karri Thiele, Joey Strand, Keadan Weiler, Jessica Lemley, Colleen Hunter, Jonathan Gault, Mindy LeRoux, Brian Megert, Joyce Johnson, Kirsten LaShot, Jenna McCulley, Jeff Michna, Peter Raven and Marian Malcolm and Jayson Hayden, minutes recorder.

### 2. BOARD AND SUPERINTENDENT WORKING AGREEMENTS

Chair Raven shared with her fellow Board members an updated version of the Board and Superintendent Working Agreements. The full text of the document will follow Board member's comments.

#### SECTION A – Purpose of Agreement

Chair Raven explained to the Board that the black text in the document was the same as it was in the current working agreement, anything in red were changes that were made or text that has been added and anything in green was text which was moved to a different spot within the document. She added that the first change being proposed was to reference the policies where they could find greater detail for each section of the agreement.

The following were comments shared by the Board members during the discussion of this section:

- Referencing the policies was a great idea and the Board members appreciated the time Chair Raven spent updating these agreements.
- These updates were a great improvement to the previous document.
- These updates were a great place to start, but there was still work to be done.

#### SECTION B – Board Member Job Description

Chair Raven went through the edits for this section. The following were comments shared by the Board members during the discussion of this section:

- Try to put all of these thoughts and ideas into perspective in order to make it clear what the role of the Board is and what it is not.
- Clarifying these agreements was time well spent because it helped the Board to function more efficiently with this level of clarity.

## SECTION C – Role of Board Leadership: Board Chair/Vice Chair

Chair Raven explained that the only change to this section was adding the Board policy references.

## SECTION D – Role of the Superintendent

Chair Raven explained that there were only a few changes to this section which she highlighted during the discussion. The following were comments shared by the Board members regarding this section:

- Board policies are available on the website and organized by content.
- It is important to align the working agreements with policy.
- It was proposed that as they reviewed this working agreement, they should also review the referenced policies to understand which policies directly impact Board work and to ensure alignment.

## SECTION E – Meeting Operations and Decision Making

Chair Raven outlined this section, including six points regarding general meeting content and some bolded topics including Board Meeting Agenda Preparation, Board Meeting Preparation, Consent Agenda and Community and Public Input at Board Meetings.

Chair Raven went through the edits for this section. The following were comments shared by the Board members during the discussion of this section:

- It is very important that all Board members review the operating agreements every year and always come prepared for all meetings.

## SECTION F – Communication

Chair Raven noted that the first part of page 6 had a lot of strikeouts due to content moving to different spots. She began by outlining some general communication statements which were followed by a lengthy discussion among the Board members. The following are the points that were shared by the Board members:

- In regards to email communication, it was suggested that an auto-reply would acknowledge the receipt of a message to the Board in a much quicker way and would relieve a lot of the initial concerns from the sender.
- There is a challenge in determining whether an email was intended to be sent to one member or every member. The goal was to be able to listen and respond and to make sure that community members knew that.
- It was suggested that the Board develop on a brochure with Board protocols and meeting information that could be posted on the website.

The Board took a short break at 6:10pm and returned at 6:20pm.

Following the break the Board continued their discussion regarding school visits by Board Members. The following were some of the ideas that the Board members shared:

- It is hard to do an unofficial visit when you are an official.
- Prior to the pandemic, the district was always looking for opportunities to show off their schools and the great work that was happening there.
- The title, *School Board Member*, carries a sense of power for people in the schools and Board members needed to be aware of that.

- Staff would likely drop everything they were doing to attend to a Board member. This is a position of power whether they wanted it to be or not.
- Unintended impacts could easily be created if Board members didn't coordinate visits ahead of time.
- There are two separate types of visits: 1) When a staff member invites them to see something and 2) When a Board member expresses interest in seeing something.

Chair Raven asked the Board to please send her their thoughts regarding clarifying language that might need to be added to clearly define a visit. She would like these prior to the November 15<sup>th</sup> Board Meeting.

#### SECTION G – Complaints

The only changes to this section were formatting changes.

#### SECTION H – Board or Superintendent Committees

Chair Raven shared that there were no edits for the final Section H.

## **BOARD AND SUPERINTENDENT OPERATING AGREEMENTS**

### **A. Purpose of Agreement**

The School Board of Directors is the Policy making body for Springfield Public Schools. To effectively meet the system's challenges the School Board of Directors must function with the Superintendent as a cohesive leadership team. To ensure unity in purpose and clarity in process; effective group agreements must be in place. The following are the group agreements for the Springfield School Board of Directors and Superintendent.

### **B. Board Member Job Description (see Policy BBAA and BBF)**

1. Work as a team to set the long-term direction of Springfield Public Schools with a clear vision, mission statement, measurable goals, and priorities.
2. Focus on policymaking, policy-review, planning, and evaluation.
3. Manage Board processes including Board-Superintendent Operating agreements and participating in an annual self-assessment of the Board's performance.
4. Set priorities for Board professional development annually, pursuing continuous improvement through regular board work sessions and OSBA professional development activities.
5. Supervise the hiring, performance evaluation, and other personnel management processes related to the Superintendent.
6. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
7. Respect the Superintendent's responsibility to manage the day-to-day operations of the District and to direct employees in District and school matters.
8. Be accountable for the financial stewardship of the District, including but not limited to the following responsibilities: serving on the Budget Committee, aligning resources with goals and priorities, setting expectations, monitoring progress, officially adopting the Budget, and accepting the annual Budget report.
9. Deliberate and make decisions in accordance with public meeting law. Foster a positive Board environment; encouraging debate, different points of view, and listening, doing so with care and respect.
10. Understand that as an individual, a Board member has no authority. It is when acting as a body that a majority of the Board has influence
11. Board members will adhere to standards of ethical conduct and professionalism. They will also maintain confidentiality according to the Oregon Revised Statute standards, particularly in executive session and administrative function sessions, including when interacting with staff, elected officials, and the community.
12. School board members have a right to express their own personal views on school district issues. However, school board members who wish to express their personal opinions about issues before the voters must:
  - a. Clearly distinguish their personal views from those of the board they represent.
  - b. Not use district funds, facilities, or channels of communication to encourage voters to vote in support or against any proposition.

13. Individual school board members have no inherent powers by reason of holding office.
14. The only authority to direct action rests with the full majority of the Board sitting at the Board table.

**C. Role of Board Leadership: Board Chair/Vice Chair (see Policy BCB, BH/BHA)**

1. Manage the Board's process; convene meetings; develop the Board agenda with the Superintendent, seeking Board member input; and execute documents, as appropriate.
2. Serve as the authorized spokesperson for the Board with regard to Board policy, process, and decisions. The Chair may delegate this responsibility to other Board members and/or the Superintendent.
3. Communicate with individual Board Members concerns shared with the Chair by other Board members regarding issues agreed to in the Operating Agreement.
4. Facilitate the orientation of new Board Members.
5. Assist the Superintendent in communicating important information to the full Board. Keep Board members apprised of information exchanged with the Superintendent.
6. The Vice Chair will perform these duties when the Chair is not available.

**D. Role of the Superintendent (see Policy BCD and AE)**

1. Manage the day-to-day operations of the District.
2. Work as a team with Board Members.
3. Work with the Board to establish a clear vision for the District.
4. Collaborate with the Board to develop district goals that support the physical and cognitive growth and development of students, reviewed and revised as needed.
5. Work with the Chair and Vice Chair to effectively bring information and issues to the Board to facilitate proactive, data-driven decisions on policy and budget/revenue issues.
6. Facilitate and direct communication between the central office staff and the Board that will require more than 20 minutes of staff time or when confidential by nature.
7. Provide regular communications to the Board. This may include: scheduling information for activities and events, as well as notice, follow-up or resolution of issues.

**E. Meeting Operations and Decision Making (see Policy BD/BDA, BDB, BDC, BDD, BDDA, BDDD, BDDF, BDDG, BDDH)**

1. Respect the scheduled starting and ending times for meetings. Executive sessions and work sessions will end no later than 10 minutes before Board meetings. The Vice Chair will assist the Board Chair with keeping on schedule.
2. Attend and be fully engaged with a minimal distraction from cell phones, etc. at regularly scheduled Board meetings unless prevented by sickness or an unavoidable cause.
3. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
4. Board meeting discussions should be thorough yet concise and pertinent to the issues on the agenda.
5. Cast a vote on all matters except when a conflict of interest arises.
6. Uphold decisions that have been made by the Board.

### **Board Meeting Agenda Preparation**

1. A draft agenda will be developed by the Superintendent, Board Chair, and Board Vice Chair. The draft agenda will be provided to all Board members three business days prior to the leadership team meeting to finalize the agenda.
2. In the event that circumstances require that an item be added to an agenda after it has been made public, the superintendent, in consultation with the Board Chair, will distribute an updated agenda or addendum and any appropriate supporting materials as soon as practicable.
3. Items for discussion should be brought first to the Board Chair and/or Superintendent.
4. Board Members will follow the procedure outlined below for submitting items that require Board action to be placed on the Board Agenda:
  - a. Contact the Board Chair and Superintendent via email. The subject line of this email should read *Proposed Agenda Item(s)*.
  - b. If further clarity on the item is needed, the Board Chair will contact the Board member who proposed the item for further clarification.
  - c. Proposed items will be discussed in the Board leadership meeting prior to the meeting.
  - d. The Board Chair or Superintendent will follow up with the Board member after the leadership meeting to inform them of the next steps on the proposed item.
5. If you have an issue that comes up after the agenda has been distributed, you may still be able to have it added to the agenda. At the meeting, a motion to amend the agenda to add an item; requires a second, debatable on changing the agenda only: needs a simple majority vote.
  
6. If a decision is not needed immediately, it is better to have the topic added to the agenda for a subsequent meeting, giving your colleagues sufficient time to prepare for discussion.

### **Board Meeting Preparation**

1. District administrative staff will supply appropriate supporting information required for informed decision-making to each board member in the board meeting agenda packet. This packet will be available to Board members electronically and/or paper copy the Friday prior to the Board Meeting.
2. All Board Members are expected to be prepared to address relevant agenda items.
  - a. Board members need to read and be familiar with agenda packet materials before each board meeting.
  - b. Board members who have questions regarding agenda items should ask these questions of the Superintendent before the scheduled board meetings. Any questions about agenda items or requests for additional information about them will be directed to the Superintendent or designated administrator and copied to all the members of the Board.
  - c. Board Members will, as far as possible, let the Superintendent know ahead of time when a request for information will be made in a public meeting so that staff can be prepared to provide a thorough answer.
  - d. "No Surprises Rule": If a Board member feels a question may be controversial, let the Superintendent and/or Board Chair know ahead of time. They can help determine if there is a better way to address the issue. If your question is to clarify an issue or if it is prompted by the discussion, then it is appropriate to ask it at the

board meeting, as long as the question does not broach topics properly discussed in executive session. Be clear in communication with the Superintendent and Board Chair to avoid surprises at board meetings. Make it a goal to make no new proposals on the night that the Board is scheduled to make a decision or action.

### **Consent Agenda**

1. A consent agenda is an item listed on the regular agenda that groups routine items under one agenda heading. Routine items (such as approving minutes of the last meeting) can thus be approved by a single unified motion and vote of the board. The purpose of the consent agenda is to expedite business and streamline the meeting. There is no discussion of items on a consent agenda. If clarification of an item is necessary then a board member should request that the item be removed from the consent agenda and considered by the board as a separate motion.
2. There are three specific times that call for an item to be pulled:
  - a. When a board member plans to vote “no”
  - b. When a board member needs further information or discussion before deciding how to vote.
  - c. When a board member has a conflict of interest and needs to abstain from voting on that item.
3. If a board member intends to pull an item from a consent agenda, please notify the Board Chair and/or Superintendent before the meeting.

### **Community and Public Input at Board Meetings (see Policy BDDH)**

1. Board members listen to public comment and take it into account during discussion and deliberation. However, Board members have no direct interaction with the public during a regular Board meeting. The Board Chair acknowledges and thanks members of the public for their input as appropriate.
2. When possible and appropriate, responses to public questions should be included in Superintendent-Board updates.

### **F. Communication**

1. Communicate openly and honestly.
2. Respect differences and listen well and for positive intent.
3. Operate as representatives and make decisions in the best interest of the whole District. Consider research, best practices, evaluative data and public input in making mindful and purposeful decisions. Being mindful of the needs of ALL the children in our District and the interests of our collective community.
4. Focus on the situation, issue, or behavior- not the person.
5. When a concern or problem arises with an individual Board Member, communicate first with the Board Member. If the issue is not resolved, communicate with the Board Chair and finally with the Superintendent if necessary.
6. To increase transparency in district operations and Board oversight, the Superintendent should be included in meetings between a Board Member and key stakeholders (*key stakeholders are defined as people who have a stake in the outcomes of students and*

*the climate, culture, and learning conditions of students, educators, classified staff, and the larger community.*)

#### **Communication Between Meetings Between Community and Board (see Policy BD/BDA)**

1. Community Communication with the entire Board via Email: When the entire Board receives communication from a community member, the Board Chair will respond. A “footnote” statement will be added to the bottom of the response so that patrons understand that it is the practice of the Board that the Board Chair will respond on behalf of the Board. The footnote will read as follows:

“To assure that Board conversations and deliberations do not occur through email, the Board Chair will respond on behalf of the Board. School Board Members only deliberate when gathered as a quorum as outlined in the Public Meeting Law. All Board members will receive the response given by the Board Chair.”

2. When a single Board member receives a communication from a member of the public he/she may respond to that patron as an individual Board member. The Board member may elect to forward the email and his/her response to the Board Chair or full Board if he/she wishes.

#### **Communication Between Meetings with Board Members and the Superintendent (see Policy BD/BDA)**

1. The Superintendent will communicate regularly with board members between meetings.
2. The Superintendent will meet or communicate with the board chair as needed to inform him/her of district issues that may need to come before the board for information or action.
3. The Board Chair may direct the Superintendent to distribute relevant documents to each board member for information.
4. The preferred method for board members who wish to share information relevant to district business or issues scheduled to come before the board is to relay the information to all Board members and the Superintendent. Board members may send relevant information directly to each other, but should also copy the Superintendent and the full board with this information. Board members should refrain from encouraging electronic or other discussion about such information in a manner that would violate Public Meetings Law.

#### **Communication Between Meetings with Board Members (see Policy BD/BDA)**

1. The state’s Public Meeting Law generally permits an individual board member to converse with other board members outside of board meetings. As with the Superintendent, board members should establish productive relations with each of the other board members. Talking with them in social situations or at school sporting events, for example, will allow for opportunity to learn more about them outside of the school board.
2. Do not discuss any school board matters if you have a quorum – a simple majority (more than half) of the total number of members on your board. This would constitute a meeting in violation of the Public Meeting Law. Be careful to ensure that such informal chats do not substitute for full deliberation in a public meeting.



3. Board members may use email to communicate with each other only if they are not using it to discuss board business or influence votes on issues in advance of a meeting or as a means of avoiding open meeting requirements. The same holds true with social media.
4. Avoid sequential email communications or social media conversations. While an email or 'direct message' to another board member may contain a question, it is not appropriate to engage in online discussions regarding board matters. Nor is it appropriate for a majority of the board members to email one another prior to a board meeting, as this will likely affect the board's discussion at the meeting. It would also preclude the community from hearing the board debate important issues.
5. Board members will use their Board email addresses for all school board related issues. All email can be requested by the public or media under a public records request. Communications made from a board members personal email account, if used for school board related issues, may also be subject to a public records request.

#### **School Visits by Board Members (see Policy BG)**

1. School visits will be conducted according to Board policy and will be coordinated through the Office of the Superintendent.
2. Board members will be informed of unofficial visit opportunities (ie sporting events, plays, concerts). Board members may choose to attend these events as their schedules allow. Attendance at these events does not need to be coordinated through the Office of the Superintendent.

#### **G. Complaints (see Policy KL)**

1. The best way to respond to complaints is to be a good listener. This allows a Board member to ask questions to understand the situation better. Board members should be careful that the questions they ask or comments they make do not indicate a future board action.
2. When a Board member receives an informal complaint, the Board member will then provide guidance on the proper channels for addressing the concern. The Board member will direct the individual to solve the problem at the lowest level.
3. The Board advises that the process for resolving a complaint is as follows:
  1. Teacher/Employee;
  2. Principal/Supervisor;
  3. Level/Department Director
  4. Superintendent;
  5. Board.
4. Individuals who desire to file a formal complaint must use the process outlined in Policy KL.

#### **G. Board or Superintendent Committees**

**Board Committees:** The committee chair is responsible for implementing the charge of the Board. The committee chair will provide regular updates of committee progress to the Board. External communication of committee progress is the responsibility of the committee chair – the committee chair will provide advanced copies to the Board and the Superintendent of any external communication 36 hours before release.

***Superintendent Committees:*** Board members may be asked to serve on a Superintendent or District committee. The Board member is a representative of the Board to staff, student, parent and community members. Board members serving on a committee should temper their participation, mindful of their position as an elected official. Board members serving on a committee are to respect the role of the committee chair and refrain from initiating a new direction for the committee or initiating formal community input except when requested by the committee chair. The Board representative on a Superintendent or District committee will assist the Superintendent in reporting committee progress to the Board. Voting rights will be determined on a case-by-case basis.

*Approved March 9, 2020*

**SPRINGFIELD SCHOOL DISTRICT 19**  
**SECTION A/B: BOARD GOVERNANCE AND OPERATIONS**  
**TABLE OF CONTENTS**

<b>POLICY TITLE</b>	<b>CODE</b>
The People and Their School District .....	AB
Nondiscrimination .....	AC
Discrimination Complaint Procedure .....	AC-AR
Americans with Disabilities Act .....	ACA
Educational Philosophy .....	AD
District Goals .....	AE
Board Goals .....	BA
Board Legal Status .....	BB
Board Powers and Duties .....	BBA
Individual Board Member's Authority and Responsibilities .....	BBAA
Board Elections .....	BBB
Board Member Qualifications .....	BBBA
Board Member Resignation .....	BBC
Board Member Removal from Office .....	BBD
Vacancies on the Board .....	BBE
Board Member Ethics .....	BBF
Board Member Ethics and Conflicts of Interest .....	BBFA
Board Member Ethics and Nepotism .....	BBFB
Board Organization/Board Organizational Meeting .....	BC/BCA
Board Officers .....	BCB
Board-Superintendent Relationship .....	BCD
Advisory Committees to the Board .....	BCF
Attorney for the District .....	BCG
Board Meetings .....	BD/BDA
Special and Emergency Board Meetings .....	BDB
Executive Sessions .....	BDC
Board Meeting Procedures .....	BDD
Notification of Board Meetings .....	BDDA
Quorum at Board Meetings .....	BDDD
Conduct of Board Meetings .....	BDDF
Minutes of Board Meetings .....	BDDG
Public Participation in Board Meetings .....	BDDH
Public Hearings .....	BDE
Policy Development .....	BF
Adoption and Revision of Policies .....	BFC
Administrative Regulations .....	BFCA
Board Policy Implementation .....	BFD
Suspension of Policies .....	BFF
Orientation of New Board Members .....	BH/BHA
Board Member Compensation and Expense Reimbursement .....	BHD
Board Legislative Program .....	BI
Board Memberships .....	BJ
Evaluation of Board Operational Procedures .....	BK

### **3. HOUSE BILL 2560 – PUBLIC MEETINGS AND PUBLIC COMMENT**

Superintendent Hamilton shared an overview of House Bill 2560 and the meeting requirements that will need to be implemented by the District by January 1, 2022.

Superintendent Hamilton explained that Oregon law generally requires access to meetings of all public bodies, with certain specific exceptions, and further lists requirements for notice, public testimony, electronic access, and telephonic participation in these meetings. He said the bill requires all meetings held by the governing body of a public body to reasonably provide the public with an opportunity to access and attend these meetings by telephone, video, or other electronic or virtual means. It also requires oral and written testimony to be accepted by electronic or virtual means if this testimony would otherwise be accepted in the meeting. He said this essentially meant that they needed to provide the opportunity for those individuals in the community who weren't there in person to be able to see and hear what was happening in Board meetings.

Superintendent Hamilton shared that Director of Technology had moved forward with procuring the technology to begin to do this and that the District would be able to meet the January 1<sup>st</sup> deadline.

He explained that the next piece was around how and when the Board would like to accept public comment. The following were things to consider:

- Prior to the pandemic, the practice was to have 20 minutes for public comment for those who signed up at the beginning of the meeting.
- Once the pandemic hit, the board was only able to receive written public comment that was received by noon on the day of the Board meeting in order for the Board to have time to review the comments.
- Moving forward the Board will need to decide whether to continue to receive public comment in person and if so, they will need to work through a process of providing the community with real-time public comment for those watching the meeting virtually.

Superintendent Hamilton asked the Board to consider how they, as a board, could accept public comment from the greatest number of individuals and provide the greatest level of access to accomplish this.

The Board's discussion on this matter surfaced the following points:

- What is the best possible way to connect with the community within the bounds of the new law?
- Need to remember to consider the budgeting component for this unfunded law.
- Showing the Board what is possible with the use of technology is one of the few silver linings from the pandemic.
- Could we have the ability to offer translation, closed captioning and/or transcription services?
- There are other languages in the community other than Spanish that should be considered for translation services.
- This would give the district the opportunity to archive meeting recordings.
- There is value in in-person public comment as not everyone may be comfortable or able to write an email.
- Should not be taking away any form of public comment, but adding to them.
- Three different process for giving public comment could become confusing for the community, so these processes need to be clearly communicated.
- Written public comment could have fewer barriers and be more inclusive.

**4. FUTURE PROFESSIONAL DEVELOPMENT AND DIANE EFFSEAF MEMORIAL SCHOLARSHIP**

Chair Raven led a discussion on future professional development for the Board for this year. She asked her fellow Board members to think about appropriate professional development and email her their input.

Chair Raven asked for one other Board member to attend a meeting with District staff to determine the best way to distribute the scholarship money that was received last year following the Board's participation in the Diane Efsseaff Memorial Scholarship Program last year. Vincent Adams from Oregon School Boards Association led the training. Director Jonathan Light said he would be interested in attending this meeting.

**5. NEXT MEETING**

The next Board meeting will be held on Monday, November 15, 2021 beginning at 7:00 p.m.

**6. ADJOURNMENT**

With no further business, Chair Raven adjourned the work session at 7:35 p.m.

*(Minutes recorded by Jayson Hayden)*