



**BOARD OF EDUCATION**  
**June 8, 2020**  
**Virtual Meeting**

**6:45 pm Budget Hearing**  
**Board Meeting Immediately Following the Budget Hearing**

*To comply with the Governor’s executive orders, the Board will conduct this meeting by video conference only. Members of the public may,*

- *Watch the meeting via Zoom Webinar: <https://us02web.zoom.us/j/88993990125>*
- *Listen by Zoom Phone: +1-929-205-6099 with Webinar ID 889 9399 0125*

**AGENDA**

**TAB**

<b>1. Call Meeting to Order</b>	Board Chair Zach Bessett	
<b>2. Public Comments:</b> Submitted Electronically	Chair Bessett	
<i>Members of the public may submit written comments by email <a href="mailto:public.comment@springfield.k12.or.us">public.comment@springfield.k12.or.us</a>. Clearly label the subject line as: "Public Comment: Board Meeting – June 8, 2020." The deadline for receiving public comment for the board to review prior to the budget hearing is noon on Monday, June 8, 2020. The Board is committed to the public comment process and will consider all public comments seriously.</i>		
<b>3. Action Items</b>		
A. Approve Consent Agenda		
1. May 7, 2020 Budget Committee Meeting Minutes		1
2. May 11, 2020 Board Meeting Minutes		2
3. May 18, 2020 Special Board Meeting Minutes		3
4. Financial Statement	Brett Yancey	4
5. Personnel Action, Resolution #19-20.045	Dustin Reese	5
6. Board Policy Section I, First Read	Jenna McCulley	6
B. Approve 2020-2021 Budget Adoption, Resolution #19-20.046	Brett Yancey	7
C. Approve Student Device Technology Purchase, Res. #19-20.047	Jeff Michna	8
<b>4. Discussion</b>		
A. Diane Efseaff Memorial Scholarship Program	Supt. Hamilton	9
<b>5. Next Meetings:</b> June 22, 2020, 7:00 pm Business Meeting	Chair Bessett	
<b>6. Adjournment</b>	Chair Bessett	

MINUTES

**A meeting of the Springfield Public Schools (SPS) District No. 19 Budget Committee** was held May 7, 2020, via the online platform Zoom.

**Attendance**

Budget Committee members in attendance were Todd Mann, Lisa Barrager, Nancy Cameron, Emilio Hernandez, Ken Kohl, Steve Irvin, Zach Bessett, Naomi Raven and Keina Wolf. John Svoboda was absent. Others in attendance included District staff, students and community members identified included Superintendent Todd Hamilton, Brett Yancey, Joan Bolls, Brenda Holt, David Collins, Don Lamb, Judy Bowden, Gary Cole, Melissa Stalder, Jenna McCulley, Brian Megert, Dustin Reese, Whitney McKinley, Suzy Price, Jeff Michna, Anne Goff, Tom Baker, Mindy LeRoux, Terry Rutledge, Promita Bakker, Kim Donaghe, Marilyn Williams, Sherry Moore, Jonathan Gault, Linda O’Shea, Timothy Stephens, Neil Baird, Sheryl Cramer

**CALL MEETING TO ORDER/FLAG SALUTE**

School Board Chair Zach Bessett welcomed those in attendance and called the meeting to order at 6:04 p.m. He then led the Pledge of Allegiance.

**2. ELECTION OF OFFICERS**

- Mr. Kohl nominated Mr. Irvin for Budget Committee Chair. The nomination was seconded by Ms. Wolf. The nomination of Mr. Irvin serve as Budget Committee Chair passed unanimously. Mr. Irvin assumed the role of Chair for the rest of the Budget Committee meeting.
- Ms. Wolf nominated Mr. Kohl for Budget Committee Vice Chair. The nomination was seconded by Mr. Irvin and passed unanimously.
- Mr. Kohl nominated Ms. Cameron for Budget Committee Secretary. The nomination was seconded by Mr. Irvin and passed unanimously.

**3. 2020-2021 BUDGET MESSAGE – Superintendent Todd Hamilton**

Superintendent Hamilton provided a brief review of school district operations during the COVID-19 pandemic, highlighting the fact that schools have been closed since mid-March. At direction of the Governor’s Office, distance learning for students is now happening. In addition, the district is distributing school meals to children and providing emergency child care to families.

Superintendent Hamilton then read the budget message. A copy of the budget message is included in the budget document.

Hamilton said the proposed budget for school year 2020-21 supports the district’s mission and continues efforts toward ‘Every Student a Graduate Prepared for a Bright and Successful Future.’ The proposal maintains existing programs and services, and the 2020-21 projected ending fund balance is set at 4.5%. Hamilton said the pandemic’s economic impact is uncertain and that the district proactively reduced expenditures during the school year to produce the higher ending fund balance. District officials are prepared to respond to the impact of any funding reductions as they

learn more from the upcoming state economic forecast and the Legislature's ensuing actions to rebalance Oregon's general fund, Hamilton said.

Hamilton asked the Budget Committee to approve the proposed budget as presented, based on the most recent State School Fund estimates. Budget adjustments may be necessary in the future.

#### **4. BUDGET DOCUMENT OVERVIEW & PRESENTATION – Brett Yancey**

Mr. Yancey said the state Department of Education provides weekly updates to the district and that ODE recommended the district base revenue projections on estimates provided Feb. 26. Economic uncertainties have prompted the district to take measures including the implementation of a hiring freeze and a current-year spending freeze except for essential items. Budget and staffing processes, including the Student Investment Act, have continued.

Yancey said no mandated reductions are included in the proposed budget, but officials do anticipate a special Legislative session will be called. The district will subsequently make any necessary adjustments to its budget, likely after the required budget adoption date of June 30. The estimated state reserve shortfall is \$3 billion, and the school district's portion of the overall, estimated reduction could amount to \$11,735,474. A number of other funds and resources could be tapped to help mitigate any shortfall.

Yancey provided clarifying information in response to questions from several members of the Budget Committee. He said the main questions moving forward are how severe the economic downturn caused by the pandemic will be, and how long it will last. He also said federal CARE Act funds are not included in this budget because of uncertainty at this time. Mr. Yancey provided further examples of how the district has reduced expenditures since schools were closed in March, and specified that essential spending is continuing.

##### **A. Document Overview & Highlights**

Mr. Yancey provided a brief overview of the 300-plus page budget document, and outlined the presentation for the Budget Commission. A slideshow was used for the presentation.

##### **B. Information and Assumptions**

Mr. Yancey detailed the guiding assumptions district officials had entering the budget process, based on the Feb. 26 estimate. The list of assumptions includes receiving 51% of 2019-21 biennial funding, an anticipated state fund reduction due to declining enrollment and a staffing rollover from the 2019-20 school year.

##### **C. 2020-2021 Revenue Assumption**

Mr. Yancey detailed the 2020-21 General Fund revenue assumptions. The district anticipates an increase in property tax revenue and a decrease in State School Fund revenue. Overall revenue is proposed to increase by more than \$4 million, to more than \$127.4 million in total.

In response to a question from Dr. Hernandez, Mr. Yancey indicated it remains unclear when schools will reopen, and that district officials will do their best to estimate student enrollment for the fall. Superintendent Hamilton added that the district has connected with 99.3 percent of students since schooling shifted to distance learning.

Yancey said in response to questions from Mr. Kohl that the district has invested in tech-related services to support students and families in distance learning, and that distance learning is far less-expensive than traditional school. The district awaits more information from the Governor regarding

gathering sizes and how they relate to schools. How to operate schools with social distancing requirements still in place presents another potential challenge.

#### **D. 2020-2021 Expenditure Assumption**

Mr. Yancey detailed the 2020-21 General Fund expenditure assumptions. The budget projects a 3.39 percent total increase in spending. Yancey said the plan meets the district's requirement to present a balanced budget.

#### **E. Summary of Proposed Adjustments**

Mr. Yancey provided a summary of proposed General Fund adjustments. The budget recommends the addition of positions including 7.57 FTE classified, transportation employees due to increased needs related to special education and qualifying McKinney-Vento students; and 5.0 FTE classified, behavior-support staff members to handle services previously covered through a contract. A number of other additions totaling more than \$1 million are proposed, including \$200,000 to cover unpaid student meals over the last three school years, Yancey said.

On the reduction side, the budget proposes a General Fund reduction of certified staffing by 20 FTE, as a result of decreased enrollment. Other reductions include \$127,000 for a lowered rental and facilities cost for A3; and \$50,000 in voluntary early retirement contributions.

Mr. Yancey also detailed the district's Student Investment Act investments. Money from the Act supports more than 80 FTE districtwide. Investment goals include addressing behavior and student health needs; class size reductions; and family/student support including access to nutrition services and student access to feminine hygiene products. Assistant Superintendent Collins and Superintendent Hamilton provided Budget Commission members with additional information about the Student Investment Act, in response to questions.

#### **F. Staffing Review**

Mr. Yancey provided summaries for certified, classified, administrative and overall staffing. The budget calls for increasing staffing in all three categories. Overall staffing is projected to increase from 202.3 FTE in 2019-20 to 287 FTE in 2020-21. Yancey also provided a list of recommended next steps. The School Board is legally required to adopt the budget by June 30. The Budget Committee is asked to approve the plan as presented, even though potential budget reductions are expected to be necessary after an anticipated, special Legislative session happens in June or July.

### **5. BUDGET QUESTIONS AND/OR CLARIFICATIONS**

Budget Committee Chair Irvin solicited questions from members of the committee. Mr. Yancey provided information in response to a series of questions from Mr. Mann regarding budget decisions and various year-to-year changes in the budget.

Superintendent Hamilton provided clarification to Mr. Kohl regarding transferring money between funds. Dr. Hernandez provided additional comment on Mr. Mann's questions, and commented on the quality of district staff's work. Yancey responded to Mr. Kohl's question about enrollment projections.

### **6. PUBLIC INPUT**

No public comment or testimony was received.

### **7. APPROVAL OF DOCUMENT**

**MOTION:** Ms. Wolf moved, seconded by Ms. Barrager to approve the budget document as presented.

The Budget Committee discussed potentially taking additional time to review the budget. Superintendent Hamilton and Mr. Yancey provided further information on the process. District officials reiterated the School Board will likely consider budget adjustments in July or August, after more is understood about the current economic situation. The School Board must formally adopt the budget by June 30.

Mr. Yancey read the resolution to approve the budget, and committee members voted on the motion.

Motion passed: 8-1, with Mr. Kohl casting a 'nay' vote.

## **8. ADJOURN MEETING**

The meeting was adjourned at 8:08 p.m.

*(Minutes recorded by Jack Moran)*

## BUSINESS MEETING MINUTES

A Regular Meeting of the Springfield School District No.19 Board of Education was held on May 11, 2020. In order to comply with the Governor's executive orders, the Board conducted this meeting by video conference only. The public was invited to watch or listen to the board meeting via Zoom Webinar or Zoom Phone. Information for participating was shared with the public on the district website.

### 1. CALL MEETING TO ORDER

Board Chair Zach Bessett called the Springfield Board of Education virtual meeting to order at 7:02 p.m.

#### Attendance

Board Members attending the Zoom webinar included Board Chair Zach Bessett, Board Vice Chair Naomi Raven, Lisa Barrager, Dr. Emilio Hernandez and Todd Mann.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Brett Yancey, Judy Bowden, Jeff Michna, Dustin Reese, Jen McCulley, Brian Megert, Charlie Clark, Don Lamb, Melissa Stalder, Anne Goff, Whitney McKinley, Sherry Moore, Colleen Hunter, Aliya Hall from *The Chronicle* and Lydia Dysart minutes recorder. Some community members attended using Zoom Phone, so their names were not available. There were also some who attended using only their email address for identification purposes, not their name.

### 2. PUBLIC COMMENT

Chair Bessett explained that members of the public were asked to electronically share their ideas and opinions with the Board by noon on the date of this board meeting. As of the noon deadline, no written comments were submitted for the Board meeting.

### 3. ACTION ITEMS

#### A. Approve Consent Agenda

1. April 13, 2020 Board Meeting Minutes
2. Financial Statement
3. Personnel Action, Resolution #19-20.037

**MOTION:** Dr. Hernandez moved, Mr. Mann seconded the motion to approve the Consent Agenda.

Chair Bessett called for discussion; there was no discussion.

Chair Bessett called for a roll call vote. He asked each board member to indicate if they supported the motion to approve the Consent Agenda: Ms. Raven – aye, Ms. Barrager – aye, Dr. Hernandez – aye, Mr. Mann – aye and Mr. Bessett – aye.

Motion passed, 5:0.

#### B. Approve 2020-2021 Board Meeting Schedule, Resolution #19-20.038

Board members were provided with copies of the proposed 2020-2021 Board Meeting Schedule, as a first reading, at the March 9, 2020 meeting.

The proposed meeting schedule reflects a similar schedule as was approved for the 2019-2020 and 2018-2019 school years. The format allows more time for in-depth conversation and engagement.

The schedule reflects one business meeting each month and periodic work sessions throughout the school year. Work sessions are typically proposed as a second monthly meeting.

Proposed meetings are adjusted as necessary due to federal holidays.

One business meeting is scheduled for the months of November, December, March and May. Budget work sessions are traditionally scheduled during the month of May.

<u>Dates</u>	<u>Location</u>	
August 10	Admin Center	Business Meeting
August 24	Admin Center	Work Session
September 14	Admin Center	Business Meeting
September 28	Admin Center	Work Session
October 12	Admin Center	Business Meeting
October 26	Admin Center	Work Session
November 9	Admin Center	Business Meeting
December 14	Admin Center	Business Meeting
January 11	Admin Center	Business Meeting
January 25	Admin Center	Work Session
February 8	Admin Center	Business Meeting
February 22	Admin Center	Work Session
March 8	Admin Center	Business Meeting
April 12	Admin Center	Business Meeting
April 26	Admin Center	Work Session
May 10	Admin Center	Business Meeting
June 14	Admin Center	Business Meeting
June 28	Admin Center	Work Session

Superintendent Hamilton recommended that the Board of Directors approve the 2020-2021 Board Meeting Schedule as presented.

**MOTION:** Ms. Barrager moved, Vice Chair Raven seconded the motion that the Board of Directors approve the 2020-2021 Board Meeting Schedule as presented.

Chair Bessett called for discussion.

Ms. Barrager asked if things could be amended for them to meet over the summer. Superintendent Hamilton said that they were scheduled for a meeting in June, but nothing else. He added that they could add additional meetings, as long as there was enough time to inform the community of the meeting.

Dr. Hernandez asked what the chances were for them to meet in person, but six feet apart. Superintendent Hamilton replied that they were limited by the Oregon guidelines. If they were able to do so within the guidelines and board members were interested, they could talk about it. Dr. Hernandez noted that the OSBA Summer Conference in Bend was still scheduled. Superintendent Hamilton said that was true and if anything changed, the Board would be notified.

Chair Bessett called for a roll call vote. He asked each Board member to indicate if they supported the motion to approve the 2020-2021 Board Meeting Schedule as presented: Ms. Raven – aye, Ms. Barrager – aye, Dr. Hernandez – aye, Mr. Mann – aye and Mr. Bessett – aye.

Motion passed, 5:0.

**C. Approve Resolution to Authorize Financing for Property, Resolution #19-20.039**

On March 9, 2020 the School Board approved the purchase of a 13.64 acre property parcel located within a larger 100-acre development on Marcola Road. Specifically, the development is located on a portion of Tax Lot 2100 on Map 17-03-25-11, Springfield, Oregon. The developer has submitted plans to the City of Springfield for the development of affordable housing and mixed use. The proposed development is a phased approach with the build-out proposal as follows:

Phase 1: 73 Units

Phase 2: 69 Units (Cumulative 142 Units)

Phase 3: 87 Units (Cumulative 229 Units)

Phase 4: 79 Units (Cumulative 308 Units)

Phase 5: 87 Units (Cumulative 395 Units)

Phase 6: 88 Units (Cumulative 483 Units)

The Springfield School District is proposing to purchase this parcel as a future school site within this 100-acre development. The school site (13.64 acres) would be proposed for development, at the necessary time, a new elementary (K-5) or K-8 school, based on capacity needs. The District does not currently own property that would be able to accommodate this level of need in this geographic area. The buildout of any new school facility would be dependent on a future General Obligation Issue.

As a requirement to move forward, the District Board of Directors must approve a resolution authorizing the financing for this property purchase.

Brett Yancey recommended that the Board of Directors approve the resolution, authorizing the issuance and negotiated sale of a full faith and credit obligation; designating an authorized representative and special counsel; authorizing execution and delivery of a financing agreement and related matters.

**MOTION:** Mr. Mann moved, Ms. Barrager seconded the motion that the Board of Directors approve the resolution, authorizing the issuance and negotiated sale of a full faith and credit obligation; designating an authorized representative and special counsel; authorizing execution and delivery of a financing agreement and related matters.

Chair Bessett called for discussion.



Superintendent Hamilton said that at their March Board meeting they approved the purchase of the property and that today they were approving the financing of the purchase. Mr. Yancey added that the interest rate for the financing was 2.6%.

Mr. Yancey said the district was still scheduled to close on the property on May 22, 2020. He had not seen any indication that this would change. Mr. Yancey said that the timeline for construction completion was still on track.

Chair Bessett asked for some signage to be installed that would indicate the it was property of Springfield Public Schools. Mr. Yancey told him that once they closed on the property, signs would go up.

Chair Bessett called for a roll call vote. He asked each Board member to indicate if they supported the motion to approve the resolution, authorizing the issuance and negotiated sale of a full faith and credit obligation; designating an authorized representative and special counsel; authorizing execution and delivery of a financing agreement and related matters: Ms. Raven – aye, Ms. Barrager – aye, Dr. Hernandez – aye, Mr. Mann – aye and Mr. Bessett – aye.

Motion passed, 5:0.

**D. Approve Resolution – Supplemental Budget, Resolution #19-20.040**

This resolution is necessary to recognize additional revenue and properly record expenditures in the 2019-2020 budget appropriations within the levels as required by Oregon Budget Law. Oregon Budget Law requires that a Supplemental Budget process be conducted if unanticipated revenue is received and expenditures exceed originally adopted budget appropriations. This resolution recognizes the revenue associated with the General Fund and allocates budgeted appropriations to the function(s) where the expenditures are anticipated. The following actions require a supplemental budget hearing and process:

- 1) During the 2019-2020 budget adoption process, it was not known that the District would be considering the purchase of a 13.64 acre parcel of property within a larger (100 acre) development located within the School District’s boundaries. As this was unknown, there was not sufficient funds allocated for the purchase and it is necessary for the District to finance the purchase over a 10-year period of time.
- 2) The District intends to recognize all additional revenue (\$1,000,000) and appropriate it for the 2019-2020 fiscal year as stated below.
- 3) A recommendation of appropriations (expenditures) is intended to be in alignment with the School District’s adopted policies and procedures.

In summary, the district needs to recognize the loan receipts as revenue and the purchase of the property as an expenditure.

Brett Yancey recommended that the Board of Directors for Springfield School District No. 19, hereby recognize additional revenue, allocate budget appropriations and approve transfers within the 2019-2020 General Fund as listed below:

REVENUE:

100-5150-0850	(Loan Receipts)	\$1,000,000
---------------	-----------------	-------------

EXPENDITURES:

100-4120                      (Site Acquisition & Development)                      \$1,000,000

**MOTION:** Vice Chair Raven moved, Ms. Barrager seconded the motion that the Board of Directors for Springfield School District No. 19, hereby recognize additional revenue, allocate budget appropriations and approve transfers within the 2019-2020 General Fund as presented.

Chair Bessett called for discussion. There was no discussion.

Chair Bessett called for a roll call vote. He asked each Board member to indicate if they supported the motion to recognize additional revenue, allocate budget appropriations and approve transfers within the 2019-2020 General Fund as presented: Ms. Raven – aye, Ms. Barrager – aye, Dr. Hernandez – aye, Mr. Mann – aye and Mr. Bessett – aye.

Motion passed, 5:0.

**E. Approve Network Infrastructure – Technology Firewall Upgrades, Resolution #19-20.041**

This purchase reflects pricing associated with the E-Rate RFP-20-007 – Firewall for District Data Networks.

This purchase will provide equipment supporting the upgrade of the District internet edge network infrastructure. Federal E-Rate funding will offset 80% of the total equipment purchase price. The remaining 20% will be provided through Bond proceeds.

District Technology Services staff led by Pat Best selected the equipment to support these infrastructure upgrades in alignment with the District technology and bond implementation plans. Equipment purchased as part of this resolution will be used to upgrade our perimeter network equipment to increase our District’s firewall capacity, allow for higher internet speeds, redundancy and web filtering.

Board Member Naomi Raven reviewed the procurement file.

Jeff Michna recommended that the Board of Directors approve the award for Network Infrastructure Technology Upgrades to Tech Heads of Portland, Oregon for \$183,561.14 of which \$36,712.23 will be paid from Bond proceeds.

**MOTION:** Vice Chair Raven moved, Mr. Mann seconded the motion that the Board of Directors approve the award for Network Infrastructure Technology Upgrades to Tech Heads of Portland, Oregon for \$183,561.14 of which \$36,712.23 will be paid from Bond proceeds.

Chair Bessett called for discussion.

Vice Chair Raven said that after reviewing the file, she learned that their current firewall was five years all and they would be moving from one gig to two gigs. This would improve the system for both staff and students. She added that the money they were using to buy the firewall was bond money.

Dr. Hernandez asked when the new firewall would be implemented. Mr. Michna replied that it would be implemented over the summer, sometime in July.

Vice Chair Raven asked if the 80% which was reimbursable would come in one big check or multiple installments. Mr. Michna responded that it would be one check from the Federal Government.

Chair Bessett called for a roll call vote. He asked each Board member to indicate if they supported the motion to approve the award for Network Infrastructure Technology Upgrades to Tech Heads of Portland, Oregon for \$183,561.14 of which \$36,712.23 will be paid from Bond proceeds: Ms. Raven – aye, Ms. Barrager – aye, Dr. Hernandez – aye, Mr. Mann – aye and Mr. Bessett – aye.

Motion passed, 5:0.

**F. Approve Network Infrastructure – UPS Technology Upgrades, Resolution #19-20.042**

This purchase reflects pricing associated with the E-Rate RFP-20-010 – UPS Equipment for District Network Infrastructure.

This purchase will provide equipment supporting the upgrade of the District infrastructure. Federal E-Rate funding will offset 80% of the total equipment purchase price. The remaining 20% will be provided through Bond proceeds.

District Technology Services staff led by Pat Best selected equipment to support these infrastructure upgrades in alignment with the District technology and bond implementation plans. Equipment purchased as part of this resolution will be used to replace failing equipment that provide UPS power (uninterruptable power supplies) to our network closets at Springfield High, Thurston High, Agnes Stewart Middle, Briggs Middle, Thurston Middle, Centennial Elementary and Guy Lee Elementary. The network equipment in these closets is used to provide wireless internet, networking and intercom services for classrooms in these buildings.

Board Member Naomi Raven reviewed the procurement file.

Jeff Michna recommended that the Board of Directors approve the award for the Network Infrastructure UPS Upgrades to CDWg of Vernon Hills, IL for \$269,544.39 of which \$53,908.88 will be paid from Bond proceeds.

**MOTION:** Vice Chair Raven moved, Mr. Mann seconded the motion that the Board of Directors approve the award for the Network Infrastructure UPS Upgrades to CDWg of Vernon Hills, IL for \$269,544.39 of which \$53,908.88 will be paid from Bond proceeds.

Chair Bessett called for discussion.

Vice Chair Raven noted that she had reviewed this information with Mr. Michna before the meeting. She was happy with this program and how it kept all their technology running and updated.

Chair Bessett called for a roll call vote. He asked each Board member to indicate if they supported the motion to approve the award for Network Infrastructure UPS Upgrades to CDWg of Vernon Hills, IL for \$269,544.39 of which \$53,908.88 will be paid from Bond proceeds: Ms. Raven – aye, Ms. Barrager – aye, Dr. Hernandez – aye, Mr. Mann – aye and Mr. Bessett – aye.

Motion passed, 5:0.

**G. Adopt Board Policy Section G, Resolution #19-20.043**

As the district continues to work with the Oregon School Boards Association to update district policies, the following section has completed the review process and is presented for Board approval and district adoption.

Jenna McCulley recommended the Board of Directors approve the adoption of policy section G.

**MOTION:** Mr. Mann moved, Dr. Hernandez seconded the motion that the Board of Directors approve the adoption of policy section G.

Chair Bessett called for discussion. There was no discussion.

Chair Bessett called for a roll call vote. He asked each Board member to indicate if they supported the motion to approve the adoption of policy section G: Ms. Raven – aye, Ms. Barrager – aye, Dr. Hernandez – aye, Mr. Mann – aye and Mr. Bessett – aye.

Motion passed, 5:0.

#### **4. NEXT MEETINGS**

On June 8, 2020 at 6:30 pm there will be a Budget Hearing. The location and format for the meeting is to be determined. Following the budget hearing, the board will meet for a business meeting beginning at 7:00 pm. The location and format for the meeting is to be determined.

Dr. Hernandez saw that their Budget Committee meeting scheduled for May 14, 2020 had been cancelled. Mr. Yancey confirmed that it had been cancelled because the budget had been approved by the Budget Committee on May 7, 2020.

#### **5. ADJOURNMENT**

With no other business, Chair Bessett adjourned the meeting at 7:26 p.m.

*(Minutes recorded by Lydia Dysart)*

### SPECIAL MEETING MINUTES

A Special Meeting of the Springfield School District No. 19 Board of Education was held on May 18, 2020. In order to comply with the Governor's executive orders, the Board conducted this meeting by video conference only. The public was invited to watch or listen to the board meeting via Zoom Webinar or Zoom Phone. Information for participating was shared with the public on the district website.

#### 1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

Board Chair Zach Bessett called the Springfield Board of Education virtual special meeting to order at 5:01 p.m.

##### Attendance

Board Members attending the Zoom webinar included Board Chair Zach Bessett, Board Vice Chair Naomi Raven, Lisa Barrager, Dr. Emilio Hernandez and Todd Mann.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Brett Yancey, Judy Bowden, Don Lamb, Jeff Michna, Jeff Mather, Dustin Reese, Lesa Haley, Mindy LeRoux, Linda O'Shea, Brenda Holt, Tim Stephens, Elizabeth Gabriel, Shana McOmie, Debbie Jennings, Amber Howe, Trudy Waddell, Shelley Nurre, Amber Mitchell, Jen McCulley, Charlie Clark, Suzanne Price, Sherry Moore, Whitney McKinley, Becky Dopps, Michael Schlosser, Karri Thiele, Joan Bolls, Anne Goff, Jonathan Gault, Susan Wright, Paul Weill and Brian Megert. There was also one community member who attended using Zoom Phone and that name was not available.

#### 2. PUBLIC COMMENT

Chair Bessett explained that members of the public were asked to electronically share their ideas and opinions with the Board by noon on the date of this board meeting. One email was received from Colleen Thompson, 6863 Ivy Street. The following is the email that was submitted for public comment:

Good evening,

I'm absolutely dismayed and deeply disappointed to read in the Oregonian today that Springfield Public Schools is planning to use the same shady loophole Portland Public Schools found, and exploited, to rob Peter to pay Paul (a sizeable bonus for Paul, no less). I expect so much more of our District, and am – for the first time in my 23 years as a Springfield resident – ashamed of my home town.

I write to you as:

- A parent of two students at Thurston High School;
- A 22-year resident, taxpayer, and homeowner in Springfield;
- A longtime contributor to the Springfield Education Foundation;
- A hardworking citizen who considers herself a Springfield Booster in every way.

Please reconsider your decision – for any and all of the following reasons:

- The potential budget savings to SPS is a mere .2% of the total operating budget – yet the total cost to ALL Taxpayers is exponentially higher, factoring in unemployment compensation and the \$600 weekly bonus. While shifting costs to the federal government may be tempting, it certainly sits wrong with taxpayers.

- This has huge potential to backfire the next time SPS seeks a bond levy or other public support. The thousands of Springfielders who are legitimately out of work, and without any benefits, will not soon forget this move.
- This is completely out of character for our community: a city proud of its bootstrapping history, with an enviable record of public/private partnership and collaboration among its public entities (i.e., Team Springfield). An action like this is likely to create negative impact by association for the other members of that collaborative.

This action is completely, utterly unnecessary. Instead of taking this step to potentially save \$1.5 million for next year's (reduced) budget, let's consider other avenues, such as:

- Look to the Springfield Education Foundation to help even more than they already do. The business leaders in our community would rather be asked to give even more generously than they already do, to avoid a costly – and in many minds, unethical – tactic like the one under consideration.
- Look for federal funding specifically allocated to public education to plug the gap. It's evident that our federal government is eager to distribute trillions of public funding to stem the impact of COVID-19, so not unreasonable to expect a special allocation for education in the coming months.
- In a worst case scenario, find ways to cut that \$1.5 million – along with the rest of the anticipated budget shortfall – as next year gets underway. If schools operate anything like businesses, then SPS is undoubtedly finding new ways to work more efficiently during this interruption in life-as-usual, with work from home, remote learning, and even cuts to nice but not essential programs/services.

It would be far more honorable to take any of these steps, than to continue on the path toward the one-day-a-week furloughs now, when virtual classroom time – and even work assignments – are at such ridiculously low levels. And when public sentiment about those who are gaming the benefits system is scathing.

Thank you for considering this feedback. Should anyone wish to discuss these concerns further, you are welcome to call or text me at 541-510-2549.

Colleen Thompson

### **3. ACTION ITEMS**

Chair Bessett invited Superintendent Todd Hamilton, Chief Operations Officer Brett Yancey and Assistant Superintendent David Collins to share a brief overview and to inform the board about the context for the conversation that would follow.

Superintendent Hamilton shared this action would allow the district to save approximately \$1.4 million in current staffing costs, by implementing furlough days and carrying over the savings to use in the 2020-2021 school year. This approach would help mitigate likely reductions to the State School Fund from the impact of COVID-19 on Oregon's economy.

The savings would result from reducing the school year calendar by four (4) days – one Friday per week from May 18 through June 12. Eleven and twelve-month employees would continue to furlough one day per week through July 31.

Mr. Yancey shared that the district's priority in considering this action would be to protect the number of teachers and classrooms for the 2020-2021 school year. He added that the district could either decrease

the number of employees or decrease the number of days in the classroom. He said it was made very clear through the community engagement meetings last fall that our community wants more adults in the classroom. He wanted to assure the board that meals would continue to be served to our families on the furlough days.

Mr. Collins said that the district would continue to work with community partners to provide mental health and wrap around services for families on furlough days. He echoed Mr. Yancey's statement that the community wants more adults in classrooms. Mr. Collins read the resolution for the board's consideration.

#### **1. Approve 2019-2020 Academic Calendar – Amended**

The following amended 2019-2020 academic calendar was presented to the Board for approval.

As a result of anticipated budget shortfalls due to COVID-19 closure, the amended student calendar includes Non-Student/Furlough Days for the remainder of the school year. Furlough days would be:

Friday, May 22, 2020  
Friday, May 29, 2020  
Friday, June 5, 2020  
Friday, June 12, 2020

Due to furlough days, the last day of school will move to June 10, 2020 with June 11, 2020 as a grading day.

David Collins recommended that the Board of Directors approve the amended 2019-2020 academic calendar as presented.

**MOTION:** Ms. Barrager moved, Dr. Hernandez seconded the motion to approve the amended 2019-2020 academic calendar as presented.

Chair Bessett called for discussion. Superintendent Hamilton, Mr. Yancey and Mr. Collins answered a few questions from the board members. The board came to a consensus that the potential savings gained from the four furlough days which would be moved to next year's budget was the appropriate action to take.

Chair Bessett called for a roll call vote. He asked each board member to indicate if they supported the motion to approve the amended 2019-2020 academic calendar as presented: Ms. Raven – Yes, Ms. Barrager – Yes, Dr. Hernandez – Yes, Mr. Mann – Yes and Mr. Bessett – Yes.

Motion passed, 5:0.

#### **4. NEXT MEETINGS**

Mr. Bessett said that this was the conclusion of the business portion of the meeting. He shared that the next meeting was scheduled for June 8<sup>th</sup>.

#### **5. ADJOURNMENT**

With no other business, Chair Bessett adjourned the meeting at 5:43 p.m.

*(Minutes recorded by Judy Bowden)*

**SPRINGFIELD PUBLIC SCHOOLS  
2019-2020 Revenue/Expenditure Forecast  
As of May 31, 2020**

**\*\*Please see attached report\*\***

**REVENUES:**

- Both current year and prior year tax collections are projected at 100%. To date there has been a majority (99%) of current year tax revenue received (\$25,911,089). To date, \$286,633 of prior year tax collections have occurred. 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 (ODE). Originally the District was projected to receive approximately \$84.6 million for the current year based on projected enrollment, however this projection was reduced due to an unanticipated loss of enrollment. As of September 30<sup>th</sup>, the District's enrollment realized an estimated 400 student drop from original projections. Currently, the total anticipated reduction in Basic School Support is approximately \$2.96 million (ODE 1/31/2020), which is a 3.5% reduction from original projections. To date, the District has received \$82,092,493 in State School Funds. Due to the global pandemic and disruption in the school year, ODE determined that State funding would be based on 2019-20 second quarter ADMw. In addition, the District received \$578,109 as a final reconciliation of the 2018-19 fiscal year, \$114,100 from the 2018-19 High Cost Disability reconciliation and \$426,663 as an initial disbursement of the current year High Cost Disability reimbursement. There is no further State School Fund resource anticipated this fiscal year.
- The District is anticipating receiving approximately \$190,000 in County School Funds. To date the District has not received anticipated funds.
- Based on information reported by our Federal Delegation partners, Federal Forest Fees are being allocated for the current year. The District's anticipated allocation is \$400,000. To date, the District has not received any of this anticipated revenue.
- The District received \$1.17 million in Common School Funds, slightly more than originally anticipated.
- The District received \$1.0 million in loan proceeds in anticipation of a property purchase prior to June 30, 2020. Unfortunately, this purchase is delayed therefore this resource will be carried over to the new fiscal year (shown as ending fund balance) and properly allocated in the 2020-21 operating budget.

**EXPENDITURES:**

- Salary amounts are based upon staff allocations adopted during the budgeting process. This is estimated using actual data (per previous year-end estimates). Reflected in the reported salary amounts is a reduction or adjustment in certified staff of approximately 11.0 fte. This decision was



based on the loss of enrollment at specific schools, and the elimination of unfilled positions that had not been allocated. Additionally, salaries are reduced due to “furlough Fridays” through the end of the fiscal year. It is projected that the District will expend approximately 96.77% of salaries for the 2019-20 year.

- Benefit amounts are based upon adjusted staffing allocations revised during the budgeting process, along with budgeted salaries. Additionally, \$300,000 is reduced in the projected expenditures through the use of PERS reserve funds for the current year, and a reduction of \$200,000 in VER Assessment is accounted for. It is projected that the District will expend approximately 95.28% of employee benefits for the 2019-20 year.
- The purchased services, supplies and capital outlay expenditure projections are based upon current expenditures and anticipated expenses through the end of the year. In anticipation of potential resource reduction in the 2020-21 fiscal year due to the global pandemic, the District “froze” all spending for the remainder of the year, with the exception of necessary expenses. It is anticipated this direction will result in a significant reduction in expenditures in these categories.
- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2019-2020 adopted budget.
- Fund transfers have been reduced by approximately \$600,000 including a \$300,000 reduction in contribution to the Instructional Materials Fund, and a \$300,000 reduction in contribution to the Technology Fund. All of these transfers were originally allocated during the 2019-20 budget process.
- A Contingency Fund allocation was approved by the School Board on January 13, 2020. \$110,000 was allocated for the replacement of two boilers at Springfield High School, which occurred during the months of December and January. This project was unanticipated during the development of the annual operating budget.

Additional Notes: For the 2019-2020 budget year the current estimate of ending fund balance is \$13,097,276, which is a conservative estimate. Included in this number is the audited ending fund balance from the 2018-2019 fiscal year (\$10,703,354). As with previous years, this is only an estimate and accounts for the reductions/adjustments 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**  
**2019-2020 REVENUE/EXPENDITURE FORECAST**  
**as of**  
**5/31/20**

	BUDGET	ACTUAL through 05/31/20	ESTIMATED from 05/31/20 to year end	PROJECTED 2019-2020	PROJECTED as % of BUDGET
<b>REVENUES:</b>					
Property taxes - current	26,158,778	26,041,969	116,809	26,158,778	100.00%
Property taxes - prior years	400,000	286,633	113,367	400,000	100.00%
Other local sources	730,100	865,139	0	865,139	118.50%
Lane ESD Apportionment	1,550,000	1,185,472	514,528	1,700,000	109.68%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	84,663,409	82,092,493	0	82,092,493	96.96%
Federal Forest Fees	0	0	400,000	400,000	N/A
Loan Proceeds	0	1,000,000	0	1,000,000	N/A
Common School Fund	1,040,246	1,169,649	0	1,169,649	112.44%
<b>Total revenues</b>	<b>114,732,533</b>	<b>112,641,354</b>	<b>1,334,704</b>	<b>113,976,058</b>	<b>99.34%</b>
<b>Beginning fund balance</b>	<b>8,500,000</b>	<b>10,703,354</b>	<b>0</b>	<b>10,703,354</b>	<b>125.92%</b>
<b>Total Beginning fund balance</b>	<b>8,500,000</b>	<b>10,703,354</b>	<b>0</b>	<b>10,703,354</b>	<b>125.92%</b>
<b>Total resources</b>	<b>123,232,533</b>	<b>123,344,709</b>	<b>1,334,704</b>	<b>124,679,413</b>	<b>101.17%</b>
<b>EXPENDITURES:</b>					
Personal services	60,231,137	47,718,982	10,568,183	58,287,165	96.77%
Employee benefits	39,675,581	30,288,911	7,515,268	37,804,179	95.28%
Purchased services	9,804,460	7,475,324	1,109,460	8,584,784	87.56%
Supplies & materials	3,297,873	2,560,004	210,945	2,770,949	84.02%
Capital outlay	687,700	451,231	0	451,231	65.61%
Other objects	821,833	812,930	8,903	821,833	100.00%
Fund transfers	3,351,996	2,751,996	0	2,751,996	82.10%
<b>Total expenditures</b>	<b>117,870,580</b>	<b>92,059,377</b>	<b>19,412,760</b>	<b>111,472,137</b>	<b>94.57%</b>
Unappropriated	4,361,953	0	0	0	-
Contingency	1,000,000	0	110,000	110,000	11.00%
<b>Total appropriations</b>	<b>123,232,533</b>	<b>92,059,377</b>	<b>19,522,760</b>	<b>111,582,137</b>	<b>90.55%</b>
<b>Total resources</b>		<b>123,344,709</b>	<b>1,334,704</b>	<b>124,679,413</b>	
<b>Total appropriations</b>		<b>92,059,377</b>	<b>19,522,760</b>	<b>111,582,137</b>	
<b>Ending fund balance</b>		<b>31,285,332</b>	<b>(18,188,056)</b>	<b>13,097,276</b>	
<b>Less: contingency</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net fund balance</b>		<b>31,285,332</b>	<b>(18,188,056)</b>	<b>13,097,276</b>	

**RESOLUTION #19-20.045**

**DATE: JUNE 8, 2020**

**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 resignations and retirements. 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:

- Resignations
- Retirements

**SUBMITTED BY:**

Dustin Reese  
Director of Human Resources

**APPROVED BY:**

Todd Hamilton  
Superintendent

NO	NAME	CURRENT BUILDING ASSIGNMENT	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	<b>RESIGNATIONS</b>					
	1852515	THURSTON ELEMENTARY	PROBATIONARY 2	FT	06/11/2020	RESIGNATION
	1974688	MT. VERNON ELEMENTARY	CONTRACT TEACHER	FT	06/11/2020	RESIGNATION
	1513222	GUY LEE ELEMENTARY	PROBATIONARY 1	FT	06/11/2020	RESIGNATION
	626864	ADMIN BUILDING	CONTRACT ADMINISTRATOR	FT	06/30/2020	RESIGNATION
	2238217	SPRINGFIELD HIGH	PROBATIONARY 1	FT	06/11/2020	RESIGNATION
	<b>RETIREMENTS</b>					
	397202	HAMLIN MIDDLE	CONTRACT TEACHER	FT	06/30/2020	RETIREMENT
	196843	SPRINGFIELD HIGH	CONTRACT TEACHER	FT	06/30/2020	RETIREMENT
	385182	PAGE ELEMENTARY	CONTRACT TEACHER	FT	06/30/2020	RETIREMENT

**FIRST READ  
BOARD POLICY SECTIONS I**

**DATE: JUNE 8, 2020**

**BOARD POLICY SECTION I FIRST READ**

**RELEVANT DATA:**

As the district continues to work with the Oregon School Board Association to update district policies, the following section is submitted for your review as a first reading.

Jenna McCulley is available for questions.

- [Section I](#)
  - Linked at: [bit.ly/SectionI](https://bit.ly/SectionI)

SUBMITTED BY:

Jenna McCulley  
Community Engagement Officer

RECOMMENDED BY:

Todd Hamilton  
Superintendent

**2020-2021 BUDGET RESOLUTIONS**

**RELEVANT DATA:**

The District began holding work sessions with the Budget Committee in January 2020 to discuss parameter and estimates for the 2020-21 fiscal year. This budget development process was significantly disrupted with the emergence of COVID-19 pandemic requirements. Additionally, this global pandemic has caused significant strain on local, state and federal budgets. The full impact of this economic downturn is not fully known, however recent economic forecasts indicate that the economy will likely be affected for multiple biennia.

All available information was used to construct the proposed operating budget for the Springfield School District, however District administration will be presenting additional information when it becomes available from Oregon Department of Education. Following months of preparation, the 2020-2021 proposed budget was delivered to the Budget Committee on May 7, 2020.

During its first Budget Committee meeting on May 7, 2020, the Springfield School District Budget Committee approved the proposed budget for 2020-2021 without modification. At the time of this recommended budget adoption the State of Oregon has yet to finalize the State budget for the 2021-23 biennium. It is anticipated that a special legislative session will be call by the Governor in late June/early July, however final decisions are not expected until after the June 30<sup>th</sup> requirement to adopt next fiscal year's operating budget for the School District.

Following the approval of the document, the District finalized a financial loan process for the anticipated purchase of property, which generated \$1,000,000 in additional General Fund resources. The receipt of these loan proceeds increased the District 2019-20 ending fund balance, which is reflected in the attached documents. The District's recommendation to the Board is to allocate these funds in the following area:

**General Fund (100):**

- \$1,000,000 Site Acquisition and Development (Fund 100, Function 4120)

Additionally, the following revisions have been made to the Nutrition Services Fund, due to the District providing ongoing meal service during the 2019-20 school year and the District's participation in the Seamless Summer feeding program (2020-21).

**Nutrition Services Fund (291):**

- Decreased Beginning Fund Balance by \$280,000 due to additional meals during pandemic (Function 3120).
- Added additional revenue for summer program meals reimbursement \$355,310 (Function 4505).

- Added \$140,954 additional summer worker wages and benefits.
- Net Ending Fund Balance change decrease of \$65,644

These are the only modifications being proposed at this time. Brett Yancey will be available at the meeting for additional questions.

**RECOMMENDATION:**

It is recommended that the Board of Directors adopt the 2020-2021 Budget Resolution as presented on the attached sheet.

Submitted by:

Brett M. Yancey  
Chief Operations Officer

Recommended by:

Todd Hamilton  
Superintendent

2020-2021 BUDGET RESOLUTIONS

BE IT RESOLVED that the Board of Directors of the Springfield School District hereby adopts the budget for the fiscal year 2020-21 in the sum of \$216,632,552 now on file at the Springfield School District Administration Office.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated:

<b>General Fund</b>			<b>Student Body Activities</b>		
Instruction	\$	68,539,718	Instruction	\$	2,605,000
Support Services		48,382,669	Contingency		500,000
Community Services		200,000	* Unappropriated Fund Balance		708,000
Debt Service		700,086	Total	\$	3,813,000
Facilities Acq & Const		1,012,288			
Transfers		3,746,578	<b>Debt Service Fund</b>		
Contingencies		1,000,000	Support Services	\$	1,000
* Unappropriated Fund Balance		4,823,216	Debt Service		13,594,125
Total	\$	128,404,555	* Unappropriated Fund Balance		833,844
			Total	\$	14,428,969
<b>Federal, State and Local Programs</b>			<b>Capital Projects Fund</b>		
Instruction	\$	13,787,930	Support Services	\$	130,508
Support Services		6,252,808	Facilities Acq & Const		232,268
Community Services		641,851	* Unappropriated Fund Balance		-
Facilities Acq & Const		1,669,000	Total	\$	362,776
Debt Service		672,000			
Contingencies		1,000,000	<b>Insurance Fund</b>		
* Unappropriated Fund Balance		3,870,159	Support Services	\$	21,783,097
Total	\$	27,893,748	Contingencies		2,000,000
			* Unappropriated Fund Balance		576,903
			Total	\$	24,360,000
<b>Student Investment Account</b>			<b>Internal Printing/Duplicating Fund</b>		
Instruction	\$	3,911,939	Support Services	\$	859,966
Support Services		4,041,367	Debt Service		28,773
Community Services		100,000	* Unappropriated Fund Balance		-
Facilities Acq & Const		100,000	Total	\$	888,739
* Unappropriated Fund Balance		-			
Total	\$	8,153,306	<b>Early Voluntary Retirement Fund</b>		
			Support services	\$	765,000
<b>Nutrition Services Fund</b>			* Unappropriated Fund Balance		325,000
Community Services	\$	4,721,889	Total	\$	1,090,000
* Unappropriated Fund Balance		689,811			
Total	\$	5,411,700	<b>Total Appropriations</b>		
				\$	204,722,052
<b>Co-Curricular Fund</b>			<b>Total Unappropriated Funds</b>		
Instruction	\$	1,742,192		\$	11,910,500
* Unappropriated Fund Balance		83,567	<b>TOTAL ADOPTED BUDGET</b>		
Total	\$	1,825,759		\$	216,632,552
			* Unappropriated Ending Fund Balances are <u>not</u> appropriated.		

BE IT RESOLVED that the Board of Directors of the Springfield School District hereby imposes the taxes provided for in the adopted budget at the rate of \$4.6412 per \$1,000 of assessed value for operations; and in the amount of \$7,659,574 for bonds; and that these taxes are hereby imposed and categorized for tax year 2020-21 upon the assessed value of all taxable property within the district.

	Education Limitation	Excluded From Limitation
General Fund.....	\$4.6412/\$1000	
Debt Service Fund.....		\$ 7,659,574

The above resolution statements were approved and declared adopted on this 8th day of June 2020.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Board Chair



**STUDENT DEVICE TECHNOLOGY  
BOND PURCHASED DEVICES**

**RELEVANT DATA:**

This purchase of student devices will be used to purchase replacement Chromebooks that were originally purchased as part of the 2014 Bond. Under the Bond, each school worked with the administrator, school technology team and teachers to develop a technology plan on how technology was to be used in the classrooms. Student device proposals were fulfilled at a 2:1 classroom ratio to meet their technology plans.

Student devices that we purchased to fulfill the first round of proposals will reach the end of their device life cycle soon and will no longer be supported by the manufacturer for updates that guarantee they will be able to run all instructional applications. District Technology Services staff led by Pat Best has selected 1600 replacement Chromebook devices to help maintain the school's defined technology plans.

Board Member Naomi Raven reviewed the procurement file.

Jeff Michna will be available to answer questions.

**RECOMMENDATION:**

It is recommended that the Board of Directors approve the award of Student Device Technology purchase to Dell USA of Chicago, Illinois for the amount of \$366,720.00 that will be paid from Bond proceeds.

**SUBMITTED BY:**

Jeff Michna  
Director of Technology

**RECOMMENDED BY:**

Todd Hamilton  
Superintendent



## APPLICATION 2020

OSBA believes that school boards have an integral role to play in the continual improvement of student learning. We believe that role is a collaborative governance one with the superintendent/college president and a Distributed Leadership Team (DLT). Participation in the Diane Efseaff Memorial Scholarship Program (DEMSP) includes meetings with the school board, superintendent/president and the DLT. If your system does not yet have a DLT, OSBA will help you in establishing one, and if your system has a DLT, we will help in learning how to integrate its work with the role of the school board.

District/ESD/Community college

---

Name of person submitting application

---

Title

---

Email address

---

Phone

---

This application also functions as your board's intent to participate. It is due to OSBA by **JULY 1, 2020**. OSBA will announce selected applicants by August 3, 2020.

Boards selected through the Diane Efseaff Memorial Scholarship Program application process are making a significant commitment of time to training and/or project work, which could result in a significant change in how the school board has done its work in the past. Selected boards that complete all aspects of the program (as described below) will receive either \$2,500 or \$5,000 of scholarship money to distribute to one or more students.

Boards may choose to participate in the full DEMSP or the half program. Each program is described on page 2 and 3.

*\*Program is dependent on approved funding by the OSBA board.*

# FULL DEMSP:

This program is ideal for boards that have not completed OSBA’s Basic and Intermediate Roles and Responsibilities trainings in the last 12 months, or that have had significant turnover on the board since last completing the training. It may also be ideal for boards that wish to develop/revise a board operating agreement, a board self-evaluation, or the superintendent/president evaluation process, and/or that desire to invest deeply in their own professional development.

Boards applying for this program must be willing to commit to a minimum of 18 hours of professional development/project work. **DEMSP sessions must be scheduled as stand-alone special meetings and are not to be combined with other board business. Full board participation is expected at the DEMSP sessions.** Boards that complete the program will earn a \$5,000 scholarship to distribute to one or more students.

A sample program outline is below:

SESSION	TOPIC	TIME COMMITMENT
Session 1	Facilitated assessment of board training needs, setting expectations, designing project goals and outcomes, scheduling future sessions	Approx. 3 hours
Session 2	Customized Board Training	Approx. 3 hours
Session 3	Customized Board Training	Approx. 3 hours
Session 4	Project session 1 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 5	Project session 2 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 6	Final project session <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 7	OPTIONAL - Facilitated board self-evaluation and/or superintendent/president evaluation work session	Approx. 3 hours (This can take place at any time within the year.)

# HALF DEMSP:

This program may be ideal for boards that have recently completed OSBA’s Basic and Intermediate Roles and Responsibilities trainings and have had no significant turnover on the board since last completing the training. It may also be ideal for boards that wish to expand on a previous scholarship project or complete a different project, or that have less time to commit to the board’s professional development.

Boards applying for this program must be willing to commit to a minimum of 12 hours of professional development/project work. **DEMSP sessions must be scheduled as stand-alone special meetings and are not to be combined with other board business. Full board participation is expected at the DEMSP sessions.** Boards that complete the program will earn a \$2,500 scholarship to distribute to one or more students.

A sample program outline is below:

SESSION	TOPIC	TIME COMMITMENT
Session 1	Facilitated assessment of board needs for project, setting expectations, designing project outcomes, scheduling future sessions	Approx. 3 hours
Session 2	Project session 1 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 3	Project session 2 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 4	Final project session <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 5	OPTIONAL - Facilitated board self-evaluation and/or superintendent/president evaluation work session	Approx. 3 hours (This can take place at any time within the year.)

## BOARD PROJECT

Each participating board must complete a board project (to be approved by OSBA's Director of Board Development). The board project must be:

- Designed to impact student achievement for all students
- Relate to a potential, proposed or newly adopted district initiative

(Examples of this might include a districtwide implementation of AVID or Restorative Justice, setting board goals or building a long-term monitoring plan for a newly adopted strategic plan.)

The first session of the DEMSP will be planning the project and learning how the principles of collaborative governance apply. The superintendent/president may be asked to build a District Leadership Team (DLT) to meet with the board for project sessions.

The project sessions will be co-created with the OSBA facilitator and will address the five roles of the board, as outlined in the Iowa Lighthouse research:

1. Set clear expectations
2. Learn as a board team
3. Provide support to ensure success
4. Hold the system accountable
5. Build the community will to succeed

## OTHER REQUIREMENTS

The board must submit evidence that the board has formally agreed to apply for and, if selected, participate in the Diane Efseaff Memorial Scholarship Program as described in this application.

During the eligibility period (7/1/20 - 6/30/21), you must submit documentation of the following:

1. Completed superintendent/president evaluation
2. Completed board self-evaluation using the OSBA online board self-evaluation tool

# PRICING

PROGRAM	COST
<b>Full DEMSP</b> <i>(minimum 6 sessions; 18 hours)</i>	\$2,400 plus travel expenses <i>(mileage, meals and hotel, if applicable)</i>
<b>Half DEMSP</b> <i>(minimum 4 sessions; 12 hours)</i>	\$1,600 plus travel expenses <i>(mileage, meals and hotel, if applicable)</i>
<b>Additional DEMSP-related session</b> <i>(if needed)</i>	No workshop cost; expenses only <i>(mileage, meals and hotel, if applicable)</i>

# APPLICATION AND ACKNOWLEDGEMENTS

Please use the space below to respond to the following questions:

1. Identify whether the board is applying for the full DEMSP or the half DEMSP. Select one:
  - Full program
  - Half program
  
2. Describe why the board wants to participate in the DEMSP and what the board hopes to learn by participating in this program. (For example, what are your greatest hopes for the system and board if selected to participate?)



**Please read and initial each item below:**

\_\_\_\_\_ I acknowledge that I have read and understand all parts of the application.

\_\_\_\_\_ The board has formally agreed to apply for and participate in the DEMSP. A copy of the resolution, motion and/or board minutes is included as documentation.

\_\_\_\_\_ The board understands the time commitment involved in the DEMSP and has agreed to schedule DEMSP sessions with the facilitator as stand-alone special meetings (not combined with other agenda items). The board has agreed to devote approximately three hours to each session.

\_\_\_\_\_ The board has agreed to full board participation and to have at minimum a quorum present in each session with OSBA.

\_\_\_\_\_ The board has agreed to complete all project requirements by June 30, 2021.

\_\_\_\_\_ The board understands that all requirements of the DEMSP must be met before the district is awarded the \$5,000 or \$2,500 scholarship funds.

\_\_\_\_\_  
Signature of board chair

\_\_\_\_\_  
Date



# DEMSP CHECKLIST

Use this checklist to check your progress on the DEMSP.

- Application submitted by 7/1/2020. Included:
  - Completed application form and acknowledgements page
  - Board chair signature
  - Copy of minutes and/or resolution/motion documenting the board vote to apply for and participate in the DEMSP
  
- Basic Roles and Responsibilities training completed  
(full program): \_\_\_\_\_
  
- Intermediate Roles and Responsibilities training completed  
(full program): \_\_\_\_\_
  
- Initial DEMSP session completed: \_\_\_\_\_
  
- Session #2 completed: \_\_\_\_\_
  
- Session #3 completed: \_\_\_\_\_
  
- Session #4 completed: \_\_\_\_\_
  
- Session #5 completed (full program): \_\_\_\_\_
  
- Session #6 completed (full program): \_\_\_\_\_
  
- Superintendent/president evaluation completed, and documentation sent to OSBA: \_\_\_\_\_
  
- Board self-evaluation completed using the OSBA online self-evaluation tool: \_\_\_\_\_