



**SPRINGFIELD**  
**PUBLIC SCHOOLS**  
Every Student, Every Day

**BOARD OF EDUCATION**  
**October 14, 2019**  
**Administration Center Board Room**  
**640 A Street**  
**Springfield, OR 97477**

**6:00 pm Executive Session (Non-Public) pursuant to ORS 192.660(2)(e) Real Property**

**7:00pm Board Meeting**

<b>AGENDA</b>		<b>TAB</b>
1.	Call Meeting to Order and Flag Salute	Chair Zach Bessett
2.	Oath of Office	Chair Bessett
3.	Approval of the Agenda	Chair Bessett
4.	School Presentation: Thurston Elementary School	Nicki Gorham, Principal
5.	Student Board Member Introductions	Mindy LeRoux
	• Academy of Arts and Academics – Isabella Roberts, Alternate: TBD	
	• Gateways High School – TBD	
	• Springfield High School – Niyale Moseby, Alternate: Cora Hall	
	• Thurston High School – Mia DuMars, Alternate: Liley Tovey	
	• Willamette Leadership Academy – TBD	
6.	Public Comments (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)	
7.	Consent Agenda	
	A. September 9, 2019 Board Meeting Minutes	1
	B. September 23, 2019 Board Meeting Minutes	2
	C. Financial Statement	Brett Yancey 3
	D. Personnel Action, Resolution #19-20.007	Dustin Reese 4
	E. Board Policy ECACA, First Read	Jenna McCulley 5
	F. Out of State Trip, THS Baseball, Resolution #19-20.008	David Collins 6
8.	Action Items	
	A. Healthy and Safe Schools Plan, Resolution #19-20.009	Brett Yancey 7
	B. School Bus Lease/Purchase Agreement, Resolution #19-20.010	Brett Yancey 8
9.	Reports and Discussion	
	A. Student Success Act	Todd Hamilton/David Collins
	B. Superintendent Communication	Todd Hamilton
	C. Board Communication	Chair Bessett
	• School Board Representation	
	• Board Committee Reports	9
10.	Other Business	
11.	Next Meetings: October 16, 2019, 5:30-8:00 pm, TEAM Springfield Annual Meeting, Springfield Justice Center, Emergency Operations Center 223 A Street, Suite F October 23, 2019, 5:00-8:00, OSBA Board Training Work Session, Board Room October 28, 2019, 4:00 pm, Fall Planning Work Session, Board Room	
12.	Adjournment	Chair Bessett

Springfield Public Schools is an equal opportunity educator and employer.

Persons having questions about or requests for special needs and accommodation at Board Meetings should contact the Office of the Superintendent; 640 A Street, Springfield, OR 97477; Phone: (541) 726-3201. Contact should be made 72 hours in advance of the event.

## **BUSINESS MEETING MINUTES**

4/A Business Meeting of the Lane County School District No. 19 Board of Education was held on September 9, 2019.

### **1. CALL MEETING TO ORDER**

Board Chair Zach Bessett called the Springfield Board of Education meeting to order in the Board Room of the District Administration Building at 7:02 pm and led the Pledge of Allegiance.

#### **Attendance**

Board Members present included Board Chair Zach Bessett, Board Vice Chair Naomi Raven and Todd Mann.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Judy Bowden, Whitney McKinley, Suzanne Price, Brian Megert, Jeff Michna, Brett Yancey, Dustin Reese, Brenda Holt, Laura Pavlat, Joan Bolls, Melissa Stalder, Linda O'Shea, Lesa Haley, Ame Beard, José da Silva, Charles Clark, Amber Mitchell, Laura Weiss, Hannalei Rozen, Penny Jordan, Nicole Deer, Bob Brew, Anne Goff, Mindy Leroux, Mike Eyster, Jenna McCulley, Jordyn Brown from the *Register Guard* and Kathy Savelich (Minutes Recorder).

### **2. APPROVAL OF THE AGENDA**

There were no changes made to the agenda.

**MOTION:** Naomi Raven moved, seconded by Todd Mann, to approve the agenda as presented.

Motion passed: 3-0

### **3. RECOGNITION: CERTIFICATE OF ACHIEVEMENT OF EXCELLENCE IN FINANCIAL REPORTING**

Chair Bessett introduced Chief Financial Officer Brett Yancey who said the Certificate of Achievement for Excellence in Financial Reporting was awarded to Springfield Public Schools by the Government Finance Officers Association (GFOA) of the United States and Canada for its Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement was the highest form of recognition in government accounting and financial reporting. Its attainment represented a significant accomplishment by a government and its management.

Mr. Yancey introduced staff members Joan Bolls, Brenda Holt and Laura Pavlat and recognized them for their efforts in preparing the district's CAFR. The district had received the award for 14 consecutive years. Joan Bolls is the internal auditor for the district. Brenda Holt is the district Demographic Specialist and oversees all district investments, treasury management and fiscal state reporting. Laura Pavlat is the district Payroll and Benefits Supervisor. Mr. Yancey said all of the district's financial statements are held to the highest standard.

Mr. Yancey led the audience in a round of applause for this achievement.

Naomi Raven shared her gratitude for their well-written and quality documents that assist in the understanding of the issues therein.

#### **4. INTRODUCTION OF NEW ADMINISTRATORS**

Chair Bessett introduced Director of Elementary Education Suzy Price. Ms. Price introduced new staff members: Laura Weiss, Interim Assistant Principal at Guy Lee Elementary School and Linda O'Shea, Interim Principal at Maple Elementary School.

#### **5. PUBLIC COMMENT**

Chair Bessett read the following statement concerning public comment:

*This is the portion of our agenda for public comment. I want to remind those members of the public who have indicated a desire to make comments that our policy provides for a limitation of three (3) minutes per person.*

*Those wishing to make public comments must complete a "request to speak" form and speakers will be called upon in the order in which they are received. Audience members who wish to make public comments must state their name and address for the record.*

*We encourage groups with a common purpose to designate a spokesperson. If your comments will be covered by a group spokesperson, please indicate so when your name is called.*

*The board will not hear personal complaints concerning school personnel or against any person connected with the school system. Any complaints regarding a particular employee must be processed through the procedure set forth in policy, which requires that complaints be submitted in writing to the Superintendent. This procedure must be followed before there is any Board involvement with such issues.*

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

A. Hanalei Rozen, of 1551 B St, Springfield, OR, shared that she senses a palpable positive energy in the room and is encouraged by that. She has been reading up on past meeting minutes and would like to see more positivity. Ms. Rozen is proposing more communication through coming together. She is suggesting kicking off a year of investigation in October, more than just quarterly, with small committees that don't necessarily need to be staff members. Ms. Rozen also would like to request that when a person comes to the Board with ideas, they should be able to count on hearing back regarding the actions that may or may not be taken.

B. Penny Jordan of 91947 Marcola Rd., Springfield, OR, shared her thoughts regarding earthquakes in the area and what she feels is a lack of an emergency preparedness plan for the SPS District in the event an earthquake strikes our area. She stated that she would definitely like to receive feedback from the Board.

#### **6. CONSENT AGENDA**

##### **A. August 12, 2019 Board Meeting Minutes**

##### **B. Personnel Action, Resolution #19-20.004**

##### **New Hires**

Caroline Berry  
Sasha Chang  
Johnathan Felix  
Nok Jones  
Kari Kaldahl  
Mary LaPlante  
Tawnee Lovell  
Nikole Matthews  
Sasha Mattingly  
John Monteverde

Megan Reaves  
Kaitlynn Riehl  
Jill Smith  
Peter Stice  
Alani Stuart  
Denise Williams  
Roxanne Winston  
**Resignations**  
Amy Halley  
Elly Steinbaugh  
Katie Stiles

##### **C. Change of Address for Gateways High School, Resolution #19-20.005**

Beginning July 1, 2019, remodel work began at the original Brattain Elementary School. Over the course of the summer, the school was successfully transformed into a new campus that is home to Gateways High School and Springfield School District's alternative education programs. These programs have moved from the existing Gateways High School (665 Main Street) and the Willamalane owned, Memorial Building (765 A Street), combining into a comprehensive campus.

With the move to a new campus, Oregon Department of Education requires the District's School Board to "officially" change the address during a public meeting.

Brett Yancey recommended that Springfield School District Board of Directors approve the change of address for Gateways High School and the District's alternative programs to 425 10<sup>th</sup> Street, Springfield, Oregon 97477.

#### **D. Lane ESD Transit Dollar Request for Fiscal Year 2020-2021**

Pursuant to ORS 334.177, as amended by 2013 House Bill 3401, a component school district board may request that a percentage of the state formula revenue received by Lane Education Service District be distributed to the school district for any purpose identified by the District school board.

During the 2013-14, 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20 school years, Springfield School District requested 50% of our transit dollars and utilized the resource to support Special Education Life Skills programming for students in our district, as well as a small number of students from surrounding districts. We anticipate utilizing the transit dollars in 2020-2021 to continue supporting Life skills programming in Springfield Public Schools. The ORS requires that the Board submit the request to Lane ESD in advance of the budget process.

David Collins recommended that the Board of Directors approve the Lane Education Service District – School District Transit Request for Fiscal Year 2020-2021. Specifically, it is recommended that the Board of Directors request not more than 50% of the Transit Dollars pursuant to ORS 334.177.

**MOTION:** Todd Mann moved, seconded by Naomi Raven to approve the Consent Agenda. Motion passed 3-0.

### **7. REPORTS AND DISCUSSION**

A. Superintendent Todd Hamilton and Assistant Superintendent David Collins shared an update on the Student Success Act. State Legislation passed revenue reform that provided additional funding for K-12 as well as Early Learning.

#### **Student Success Act**

- Unprecedented investment in Oregon's K-12 Education System
- Includes 28 different programs focused on student outcomes
- Student Investment Account (SIA) meet students' mental & behavioral needs and increase academic achievement & reduce academic disparities

#### **SIA**

- Nearly \$500M directly to school districts: well-rounded education, reducing class size, instructional time and health & safety
- Implementation Phases
  - Defining success
  - Refining the work
  - Supporting students
  - Defining Success

#### **Defining Success**

- Integrated Approach
  - Ongoing Evaluation work
  - Life Ready Students
  - Engage Students & Families
  - Engage Staff & Community
  - Invite Online Feedback

#### **Next Steps for the Board**

- Life Ready Students – Conversation at upcoming work session
- Promote & attend community involvement opportunities

#### **B. Superintendent Communication**

Superintendent Hamilton shared Oregon Department of Education had started releasing more information about the SSA. In addition to that, school started last week. He said that most of the district's energy had been dedicated to welcoming students and staff back to school. There have been numerous professional development activities for staff, both at the district office and in the buildings. Mr. Hamilton said he enjoyed sharing time with the secretaries, new teachers, bus drivers, K12 principals, instructional coaches and maintenance staff. There was also a welcome back BBQ held at Thurston High School. He thanked all the staff both at the district office and at Thurston High School who helped to make this a great event. He added there were professional development opportunities for classified staff both before and after the BBQ. He continued by saying that last Wednesday the students arrived at school and district leadership was out in all buildings trying to ensure that the first week of school went well.

Chair Bessett asked if the classified staff enjoyed the professional development. Mr. Collins answered that it was well received and that more than 100 staff attended the workshops.

#### **C. Board Communication**

Ms. Raven said she also enjoyed the BBQ and connecting with students, families and staff as they returned from summer adventures for a new year of school. She was very impressed with the wonderful atmosphere at the BBQ.

Mr. Mann said that he had visited the Transition Garden and was treated to a tour by Joyce Douglas. He was very impressed with the beautiful space and all the hard work that goes into maintaining the gardens. He added he had a wonderful time at the BBQ and was pleased with the positive energy. He also said that his daughter entered kindergarten this year and he was so impressed with the amount of work that goes into the transition for students and families as students start kindergarten.

Mr. Bessett said that it was a great back to school for his family, his daughter who is in middle school and his wife who is an elementary school teacher. He also was impressed with the positive atmosphere at the BBQ. He appreciated all the work from staff to get schools up and running.

### **8. OTHER BUSINESS**

There was no other business.

### **9. NEXT MEETING**

Chair Bessett shared the Board is scheduled to meet on the following dates:

- September 23, 2019: Work Session scheduled for 4:00pm in the Board Room. Interviews for the board vacancy.
- October 14, 2019: Business Meeting scheduled for 7:00pm in the Board Room.
- October 16, 2019: TEAM Springfield Annual Update Meeting scheduled for 5:30pm at the City of Springfield.

- October 23, 2019: Work Session scheduled for 5:00pm in the Board Room for Roles and Responsibilities Training.
- October 28, 2019: Work Session scheduled for 4:00pm in the Board Room.

#### **10. ADJOURNMENT**

With no other business, Chair Bessett adjourned the meeting at 7:45 pm.

*(Minutes recorded by Kathy Savelich)*

### WORK SESSION MINUTES

5/ Board members met in a work session on September 23, 2019 to interview applicants to fill Board Position 5, as a result of the resignation by Karen Hunter, effective July 1, 2019 following the May 21, 2019 election.

Chair Zach Bessett called the work session to order at 4:02 pm, in the Board Room of the District Administration Center, 640 A Street in Springfield.

Board members present included Board Chair Zach Bessett, Vice Chair Naomi Raven, Dr. Emilio Hernandez and Todd Mann.

Others in attendance included Superintendent Todd Hamilton, David Collins, Brett Yancey, Brian Megert, Jeff Michna, Suzanne Price, Jenna McCulley, Whitney McKinley, Mindy LeRoux, Dustin Reese, Sally Storm, Anne Goff, Devin Durfee, Lindsay Durfee, Robyn Sattler, Michelle Webber, Mike Eyster, Johannis Tadeo, Marion Malcom, Melanie Svenrou, Nicole DeGraff, Lisa Barrager (via phone), Lori Palermo, Judy Bowden, Lydia Dysart and Jordyn Brown from the *Register Guard*.

Chair Bessett reviewed the process that would be followed during the candidate interviews. Each candidate would have the opportunity to answer the same seven questions during the 20 minutes allotted for each interview.

Applicants interviewed for Position 5 included:

- Lisa Barrager
- Nicole DeGraff
- Kevin Durfee
- Robyn Sattler
- Melanie Svenrou

Following the interviews, the Board debriefed the interviews.

Dr. Hernandez thanked all the candidates who applied and thought they were all very qualified for the appointment and were a good reflection of the Springfield community. He encouraged those not chosen to stay involved by joining committees.

Chair Bessett was pleased with the research the candidates, specifically Mr. Durfee and Ms. Barrager, did into what a school board's duties are.

Dr. Hernandez thought that the parent view point that Ms. Svenrou and Ms. DeGraff brought to the table were very important and would bring a unique insight into the school system.

Ms. Raven agreed that everyone seemed to have a good understanding of what they do as a school board member. She specifically liked that Mr. Durfee talked about the differences between a school board and the administration. Ms. Barrager also did a good job of providing a thorough list of their tasks. In regards to question which addressed a board member being approached by someone in public to help them with an issue, Ms. Raven liked that everyone spoke about honoring the community member and not being rude to them. Ms.

Stattler, she thought, did a nice job of saying how she would try to see the moving parts and the big picture of what the person was talking about.

Mr. Mann agreed with Ms. Raven and said he thought that Mr. Durfee and Ms. Svenrou did a good job of saying that they would hear the individual out before directing them to the correct person. Mr. Mann also said that Ms. Barrager seemed to have a good understanding of what a stakeholder was.

Chair Bessett said that he liked that Mr. Durfee talked about how he would support a decision made by the Board, even if he disagreed.

Chair Bessett shared that the Board would appoint a new member to serve out the remainder of the current term at the Business Board Meeting that would begin at 7:00 that evening. The person appointed would then run for re-election at the end of the current term. The term for this position expires June 30, 2021.

The work session was adjourned at 5:41 pm.

## **BUSINESS MEETING MINUTES**

A Regular Meeting of the Lane County School District No. 19 Board of Education was held on September 23, 2019.

### **1. CALL MEETING TO ORDER**

Board Chair Zach Bessett called the Springfield Board of Education meeting to order in the Board Room of the District Administration Center at 7:02 pm.

#### **Attendance**

Board Members present included Board Chair Zach Bessett, Board Vice Chair Naomi Raven, Dr. Emilio Hernandez and Todd Mann.

Others in attendance included Superintendent Todd Hamilton, David Collins, Brett Yancey, Brian Megert, Jeff Michna, Suzanne Price, Jenna McCulley, Whitney McKinley, Mindy LeRoux, Dustin Reese, Sally Storm, Anne Goff, Kevin Durfee, Lindsay Durfee, Lori Palermo, Jill Parrish, Johannis Tadeo, Marion Malcom, Mike Eyster, Michelle Webber, Robyn Sattler, Melanie Svenrou, Nicole DeGraff, Lisa Barrager (via phone), Judy Bowden, Lydia Dysart and Jordyn Brown from the *Register Guard*.

### **2. APPROVAL OF THE AGENDA**

There were no changes made to the agenda.

**MOTION:** Ms. Raven moved, seconded by Mr. Mann to approve the agenda as presented.

Motion passed: 4-0

### **3. PUBLIC COMMENT**

Chair Bessett read the following statement concerning public comment:

*This is the portion of our agenda for public comment. I want to remind those members of the public who have indicated a desire to make comments that our policy provides for a limitation of three (3) minutes per person.*

*Those wishing to make public comments must complete a "request to speak" form and speakers will be called upon in the order in which they are received. Audience members who wish to make public comments must state their name and address for the record.*



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

Laurie Palermo of 1602 Linden Avenue in Springfield, approached the Board and spoke about how she believed Ms. Barrager was the correct choice to fill the Board vacancy. Ms. Barrager grew up in the Springfield school system, raised her kids in Springfield and had volunteered in the community for a majority of her life. Ms. Palermo said that there was no wrong choice in candidates, since everyone seemed qualified, but that as someone who spent her whole life in Springfield, Ms. Barrager was the right choice. She disclosed to the school board that Ms. Barrager was her sister.

Jill Parrish of 1610 Monterey Lane in Springfield, approached the Board and talked about why she thought Ms. Barrager would be the best choice to fill the Board vacancy. She had known Ms. Barrager to have a passion for education and youth and someone of good overall character. Ms. Parrish said Ms. Barrager's family had been in Springfield for over five generations, so her love for the community and its schools ran deep.

#### **4. BOARD MEMBER APPOINTMENT**

Chair Bessett reported the Board interviewed five candidates, Robyn Sattler, Kevin Durfee, Melanie Svenrou, Nicole DeGraff and Lisa Barrager (via telephone) for the vacant School Board Position 5 in a Work Session that took place earlier that day. He called for a motion to appoint the new Board member.

Motion: Ms. Raven moved, seconded by Dr. Hernandez, to nominate Mr. Durfee to serve on the Springfield Board of Education through the term ending June 30, 2021.

Chair Bessett called for discussion.

Ms. Raven said that while she thought all the candidates were well qualified, Mr. Durfee seemed to have well rounded experience in both the Springfield community and its schools. She said that he understood the role that the School Board played. Ms. Raven also appreciated his honesty during the interview and how he volunteered in the community to teach English to non-English speakers.

Dr. Hernandez was torn between Mr. Durfee and Ms. Barrager, since they both seemed to be at the same level.

Mr. Mann stated that he would not support the motion to approve Mr. Durfee because he felt there was another more qualified candidate.

Chair Bessett called for the vote. Ms. Raven voted in favor of appointing Mr. Durfee to Position 5, while Mr. Mann, Mr. Bessett and Dr. Hernandez opposed the appointment. The motion failed 1:3.

Motion: Chair Bessett moved, seconded by Dr. Hernandez, to nominate Ms. Barrager to serve on the Springfield Board of Education through the term ending June 30, 2021.

Chair Bessett called for discussion.

Chair Bessett thought Ms. Barrager was a caring community member who had a background in trauma, which would be helpful in the current political climate when making sure that students felt safe. He also felt that she had good support from the community.

Dr. Hernandez agreed with Chair Bessett and thought that Ms. Barrager had a good sense for community issues.

Mr. Mann stated that this was a hard decision to make, and that while both Ms. Barrager and Mr. Durfee were good candidates, he still did not feel they were the right fit for the board.

Chair Bessett called for the vote. Mr. Bessett, Dr. Hernandez and Ms. Raven voted in favor of appointing Ms. Barrager to Position 5. Mr. Mann opposed the appointment. The motion carried 3:1 to appoint Ms. Barrager to the Board vacancy.

Mr. Mann said that while he did not vote for Ms. Barrager, he would support both her and the vote.

Chair Bessett said that they would work with Ms. Barrager to set up a time for her to come in and take her Oath of Office, since it must be done in person. He urged all the other candidates to stay involved in the community and join other committees and councils in Springfield.

## **5. NEXT MEETINGS**

Mr. Bessett said the next Board meetings would be as follows:

October 14, 2019, 7:00pm Business Meeting to be held at the District Office in the Board Room.

October 16, 2019, 5:30-8:00pm TEAM Springfield Annual Meeting to be held at the City of Springfield.

October 23, 2019, 5:00-8:00pm Oregon School Boards Association Board Training Work Session to be held at the District Office in the Board Room.

October 28, 2019, 4:00pm a Fall Planning Work Session to be held at the District Office in the Board Room.

## **6. ADJOURNMENT**

With no other business, Chair Bessett adjourned the meeting at 7:22 pm.

*(Minutes recorded by Lydia Dysart)*

**SPRINGFIELD PUBLIC SCHOOLS  
2019-2020 Revenue/Expenditure Forecast  
As of September 30, 2019  
\*\*Please see attached report\*\***

**REVENUES:**

- Both current year and prior year tax collections are projected for 100% collection. To date there has been no tax revenue received, however the first tax payment is anticipated to be collected in November. This report is based on the information received through the Lane County Tax and Assessment office.
- The District's most significant portion of revenue is the District's scheduled Basic School Support payments through the Oregon Department of Education. Originally the District was projected to receive approximately \$84.6 million for the current year based on projected enrollment, however this projection will be reduced due to an unanticipated loss of enrollment. As of September 30<sup>th</sup>, the District's enrollment has realized an estimated 400 student drop from original projections. While the reasons for the entire reduction is not fully known, district staff is analyzing the information to gain further understanding. Currently, the total anticipated reduction in Basic School Support is approximately \$3.6 million, which is a 4.25% reduction from projections. Further information on how the District is adjusting expenditures to react to the reduced revenue is explained below in the expenditures section.
- The District is anticipating receiving approximately \$190,000 in County School Funds. To date the District has not received anticipated funds.
- The District is anticipating receiving approximately \$1.04 million in Common School Funds. To date the District has received approximately \$610,000 of the anticipated revenue.

**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.
- 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.
- The purchased services, supplies and capital outlay expenditure projections are based upon budgeted expenditures and anticipated to be expended similar to past trends.

- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2019-2020 adopted budget.
- Fund transfers have been reduced by approximately \$800,000 including a \$300,000 reduction in contribution to the Instructional Materials Fund, a \$200,000 reduction in contribution to the Voluntary Early Retirement 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.

Additional Notes: For the 2019-2020 budget year the current estimate of ending fund balance is \$6,151,249. Included in this number is the un-audited ending fund balance from the 2018-2019 fiscal year (\$10,703,354). As with previous years, this is only an early 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  
**9/30/19**

	BUDGET	ACTUAL through 09/30/19	ESTIMATED from 09/30/19 to year end	PROJECTED 2018-2019	PROJECTED as % of BUDGET
<b>REVENUES:</b>					
Property taxes - current	26,158,778	0	26,158,778	26,158,778	100.00%
Property taxes - prior years	400,000	0	400,000	400,000	100.00%
Other local sources	730,100	132,042	598,058	730,100	100.00%
Lane ESD Apportionment	1,550,000	0	1,550,000	1,550,000	100.00%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	84,663,409	7,067,663	73,995,746	81,063,409	95.75%
Federal Forest Fees	0	0	0	0	
Common School Fund	1,040,246	610,649	429,597	1,040,246	100.00%
 Total revenues	 114,732,533	 7,810,354	 103,322,180	 111,132,533	 96.86%
 Beginning fund balance	 8,500,000	 10,703,354	 0	 10,703,354	 125.92%
 Total Beginning fund balance	 8,500,000	 10,703,354	 0	 10,703,354	 125.92%
 Total resources	 <u>123,232,533</u>	 <u>18,513,708</u>	 <u>103,322,180</u>	 <u>121,835,887</u>	 <u>98.87%</u>
 <b>EXPENDITURES:</b>					
Personal services	60,231,137	4,464,208	55,099,669	59,563,877	98.89%
Employee benefits	39,675,581	2,634,162	36,322,737	38,956,899	98.19%
Purchased services	9,804,460	585,843	9,218,617	9,804,460	100.00%
Supplies & materials	3,297,873	421,321	2,876,552	3,297,873	100.00%
Capital outlay	687,700	118,861	568,839	687,700	100.00%
Other objects	821,833	5,933	815,900	821,833	100.00%
Fund transfers	3,351,996	0	2,551,996	2,551,996	76.13%
 Total expenditures	 117,870,580	 8,230,327	 107,454,311	 115,684,638	 98.15%
 Unappropriated	 4,361,953	 0	 0	 0	 -
Contingency	1,000,000	0	0	0	0.00%
 Total appropriations	 <u>123,232,533</u>	 <u>8,230,327</u>	 <u>107,454,311</u>	 <u>115,684,638</u>	 <u>93.88%</u>
 Total resources		18,513,708	103,322,180	121,835,887	
Total appropriations		<u>8,230,327</u>	<u>107,454,311</u>	<u>115,684,638</u>	
 Ending fund balance		10,283,381	(4,132,131)	6,151,249	
Less: contingency			0	0	
 Net fund balance		<u>10,283,381</u>	<u>(4,132,131)</u>	<u>6,151,249</u>	

**PERSONNEL ACTION**

RELEVANT DATA:

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

RECOMMENDATION:

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

- New Hires
- Resignations

SUBMITTED BY:

Dustin Reese  
Director of Human Resources

APPROVED BY:

Todd Hamilton  
Superintendent

NO	NAME	CURRENT BUILDING ASSIGNMENT	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	<b>NEW HIRES</b>					
1	FUJII, WYATT	GATEWAYS HIGH SCHOOL	TEMPORARY	FT	09/24/2019	TEMPORARY HIRE
2	GIBSON-TOBIN, PAULINE	YOLANDA	TEMPORARY	PT	09/25/2019	TEMPORARY HIRE
3	JORDAN, JAYLEE	MAPLE	TEMPORARY	FT	10/08/2019	TEMPORARY HIRE
	<b>RESIGNATIONS</b>					
4	CONAGHAN, TRACY	ADMIN BUILDING	PROBATIONARY 3	FT	10/11/2019	RESIGNATION
5	HAGENGRUBER, SHANNON	ADMIN BUILDING	TEACHER CONTRACT	PT	09/27/2019	RESIGNATION

**Board Policy ECACA First Reading**

**RELEVANT DATA:**

The district always prioritizes providing accurate and timely safety information. As technology has continued to advance to support safety initiatives, the district has begun to investigate programs that would utilize Radio Frequency Identification Devices (RFID). Prior to moving forward with any program the district is required to ensure appropriate policy exists to govern any RFID use.

With the assistance and guidance of the Oregon School Board Association staff, district staff respectfully submits the proposed policy ECACA for your review and inclusion in the Springfield School Board Policy Manual.

**RECOMMENDATION:**

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

- ECACA – Radio Frequency Identification Device

**SUBMITTED BY:**

Jenna McCulley  
Community Engagement Officer

**RECOMMENDED BY:**

Todd Hamilton  
Superintendent



# Springfield School District 19

Code:  
Adopted:

ECACA

## Radio Frequency Identification Device\*\*

The district will operate a Radio Frequency Identification Device (RFID) program to locate, track or take attendance of students. The district shall provide notice to parents and students at least 30 days<sup>1</sup> before the district implements a RFID program or makes a modification to the current RFID program.

This notification shall:

1. Specify the purpose for the RFID program;
2. Specify where the RFID readers will be located;
3. Outline the expectations of participation in the program, including any possible disciplinary actions, which may be imposed on a student, for not following the RFID program rules;
4. Inform parents and students of the right to not participate in the RFID program and how to opt-out;
5. Outline the procedure to opt-out of the RFID program; and
6. Communicate to parents and students in at least two formats, one of which shall be the district website, if available.

### Voluntary Opt-In RFID Program

The district may create the RFID program without notification, if the district creates a form allowing parents to voluntarily opt-in to the RFID program.

1. The form created under this section shall:
  - a. Require a parent signature, or signature of a student if the student is 14 years of age or older, for consent to join the RFID program;
  - b. Specify the purpose for the RFID program;
  - c. Specify where the RFID readers will be located;
  - d. Outline the expectations of participation in the program including any possible disciplinary actions for not following the RFID program rules;
  - e. Outline the procedures to discontinue participation in the RFID program; and
  - f. Expire one year from the date that the form is signed by the parent.
2. Voluntary Opt-In RFID programs shall not require any student to use RFID who does not have a consent form on file.

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<sup>1</sup> A district that establishes a RFID program before the start of the school year, shall provide notice to parents and students annually, and at least 30 days prior to the first day of classes.

3. Districts wishing to expand the Opt-In RFID program to students without a valid consent form on file, must provide the same 30-day notification as with any RFID program.

### **Opt-Out RFID Provisions**

Parents, or students who are 14 years of age or older, may provide notice in writing that they no longer wish to participate in any RFID program.

The district shall:

1. Not ask for the reason or justification for the request;
2. Not impose a time restriction for a request to be made;
3. Ensure that the request is completed within three school days; and
4. Not initiate or continue any disciplinary action against the student for not following the RFID program rules.

### **Privacy and Security**

The following privacy and security standards shall apply:

1. No personally identifiable information may be stored on the RFID (“Personally identifiable information” means data that could potentially identify a specific individual.);
2. The RFID may not have a readable range of more than 10 feet;
3. All data collected as part of the RFID program shall be considered part of the student record and shall be retained in accordance with state and federal student record laws and data privacy and security standards;
4. Data collected as part of the RFID program shall be retained for no more than 72 hours, except records for the purpose of taking attendance; and
5. The RFID reader locations must be conspicuously marked.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 339.890](#)

[OAR 581-021-0505](#)

**RESOLUTION #19-20.008  
OUT-OF-STATE TRIP REQUEST**

**DATE: OCTOBER 14, 2019**

**THURSTON HIGH SCHOOL'S  
BASEBALL TEAM**

**RELEVANT DATA:**

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

**RECOMMENDATION:**

It is recommended the Board approve Thurston High School Baseball Team's request to travel to Phoenix, Arizona to participate in the Pride Classic Baseball tournament. Dates of travel will be March 20-28, 2020.

Students will miss a half of a school day (March 20).

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

There is no cost to the district for this trip. Monies fundraised will also cover costs for substitute teachers.

Chad Towe and Dennis Minium will be available to answer questions.

**SUBMITTED BY:**

David Collins  
Assistant Superintendent

**RECOMMENDED BY:**

Todd Hamilton  
Superintendent

Springfield School District

Cabinet Mtng Date/Decision: 8/27/19 aprvd

Board Mtng Date/Decision: \_\_\_\_\_

## OUT-OF-STATE TRAVEL REQUEST

School: THS Contact: Dennis Minium Date: 8/12/19

Club/Organization Going on Trip: THS Baseball # of Students (M/F): 16/0

Number of Faculty Chaperones: 5 Number of Parent/Other Chaperones: 0

Names of Chaperones:

School Staff: Dennis Minium, Brandon Benedick, Jim Rise, Matt Hubbs, Aaron Clift.

Parents/Others: \_\_\_\_\_

Destination: Phoenix, AZ Dates of Trip: 3/20/20-3/28/20

Estimated Total Cost: \$22,000 Cost to the Program/Building\*: \$0

(Includes substitute teacher cost.)

Amount Fundraised to Date: \$22,000

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

Lodging: Hyatt Chandler Hotel

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

Method of travel: Charter Bus. Athletic Transportation Services.

(Note: District vehicles **are not** available for out-of-state travel)

# of School Days Missed: ½ day (3/20/20)

(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) N/A

Type of Coverage

Cost per Person

Applicable forms on file: (please check)

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

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

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

Approved: X Denied: \_\_\_\_\_ Principal: Chad Towe Date: 8/13/19

Approved: X Denied: \_\_\_\_\_ HS Director: Mindy LeRoux Date: 8/27/19

### IMPORTANT NOTE

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

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

**Thurston High School Baseball  
Pride Classic Baseball Tournament  
Phoenix, Arizona  
March 22-March 30, 2019**

**PURPOSE OF THE TRIP**

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

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

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

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

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

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

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

Yes, spring break for student athletes using fundraising money.

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

Student athletes will miss half day of school on Friday March 20, 2020.

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

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

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

Yes.

**Thurston High School Baseball  
Pride Classic Baseball Tournament  
Phoenix, Arizona  
March 20-March 28, 2020**

**ITINERARY**

Departure Date & Time: Friday March 20, 2020 12:30pm

Return Date & Time: Saturday March 28, 2020 3:00pm

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

Leave Friday March 20, 2020 at 12:30pm

Arrive in Phoenix, AZ Saturday March 21 around 12:30pm, we will be going to a water park once we arrive. Check in to hotel around 5:00pm. Dinner and team bonding/meeting.

Sunday March 22: practice in the morning. MLB spring training game in afternoon. Breakfast, lunch and dinner. Pool time and team bonding/meeting

Monday March 23: practice in the morning. Game day 7pm. Breakfast, lunch and dinner. Team bonding, meeting.

Tuesday March 24: practice in the morning. NHL Hockey game at 7pm. Pool time before hockey game. Breakfast, lunch and dinner. Team bonding/meeting.

Wednesday March 25: practice in the morning. Game day 7pm. Breakfast, lunch and dinner. Team bonding/meeting.

Thursday March 26: Game day at 12pm. Pool time after game. Breakfast, lunch and program team dinner. Team bonding/meeting

Friday March 27: Game day 12pm. Clean rooms, check out, load bus. Head home after game.

Saturday March 28: arrive back to school around 3:00pm

**HEALTHY AND SAFE SCHOOLS PLAN**

**RELEVANT DATA:**

During the 2017 Oregon Legislative Session Senate Bill 1062 was passed into law, requiring every school district, education service district and public charter school to develop a “Healthy and Safe Schools Plan” (HASS Plan). The intent of the law is to ensure that School Districts are testing, on a regular basis, for environmental hazards in their facilities. Additionally, it is the intent to make information and results easily accessible by the public.

In February 2019, Oregon Department of Education published its model HASS Plans, defining what was needed to be included, also requiring Districts to submit their proposed plans by July 1, 2019. The Springfield School District met this submission deadline, however with the number of plans submitted to ODE, the review and approval wasn’t provided until September 2019. The next required step in the process is for the School Board to adopt the plan and staff to publish the plan on the District’s website.

In summary, the District’s HASS Plan must contain the following requirements:

1. Contact information for the person responsible for maintaining the HASS Plan;
2. Contact information for the designated Integrated Pest Management Coordinator;
3. Contact information for the person responsible for maintaining AHERA information (Asbestos);
4. A list of all buildings, owned or leased by the organization;
5. Provisions for testing for and reducing exposure to elevated levels of lead in water;
6. Provisions for addressing hazards associated with lead paint;
7. Provisions for testing and reducing exposure to asbestos;
8. Provisions for testing and reducing exposure to radon;
9. Provisions for complying with state Integrated Pest Management (IPM) laws;
10. Provisions for installing carbon monoxide detectors according to the state building code; and
11. Provisions for posting testing results for all required testing.

Brett Yancey will be available at the meeting to answer any questions.

**RECOMMENDATION:**

It is recommended that the Board of Directors approve the Springfield School District’s Healthy and Safe Schools Plan as presented and attached.

Submitted by:

Brett Yancey  
Chief Operations Officer

Recommended by:

Todd Hamilton  
Superintendent

**Springfield School District  
Healthy and Safe Schools Plan  
July 1, 2019**

In 2017, the Oregon State Legislature passed SB 1062, which requires that, every school district, education service district, and public charter school develop a Healthy and Safe Schools Plan (HASS Plan). Each organization's HASS Plan has specific requirements that must be included for the HASS Plan to comply with state law. All HASS Plans are due to the Oregon Department of Education by July 1, 2019. Additionally, each school district, education service district, and public charter school is required to certify annually that the organization continues to comply with the requirement of the HASS Plan by filing an annual statement. The following information is specific to Springfield School District No. 19.



**SPRINGFIELD**  
**PUBLIC SCHOOLS**

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Every Student, Every Day



## 1. Responsible Person(s):

The person responsible for administering the Healthy and Safe Schools Plan:

Name: Brett Yancey  
Position Title: Chief Operations Officer  
Phone Number: 541-726-3206  
Email Address: [brett.yancey@springfield.k12.or.us](mailto:brett.yancey@springfield.k12.or.us)  
Mailing Address: 640 A Street, Springfield, Oregon 97477

The person who is the designated IPM Coordinator:

Name: Chris Reiersgaard  
Position Title: Assistant Principal, Thurston High School  
Phone Number: 541-744-5030  
Email Address: [Chris.Reiersgaard@springfield.k12.or.us](mailto:Chris.Reiersgaard@springfield.k12.or.us)  
Mailing Address: 333 58<sup>th</sup> Street, Springfield, Oregon 97478

The person responsible for AHERA Information:

Name: Terry Rutledge  
Position Title: Assistant Director of Facilities & Operations  
Phone Number: 541-744-6375  
Email Address: [terry.rutledge@springfield.k12.or.us](mailto:terry.rutledge@springfield.k12.or.us)  
Mailing Address: 1890 42<sup>nd</sup> Street, Street, Springfield, Oregon 97477

## 2. List Facilities

All facilities owned and leased by the Springfield School District where students or staff are present on a regular basis are covered by this HASS Plan. The list of those buildings and facilities is below:

Building Name	Building Address
Academy of Arts and Academics	615 Main Street, Springfield, Oregon 97477
Administration Building	640 A Street, Springfield, Oregon 97477
Agnes Stewart Middle School	900 S. 32nd Street, Springfield, Oregon 97477
Brattain House	1030 G Street, Springfield, Oregon 97477
Briggs Middle School	2355 Yolanda Avenue, Springfield, Oregon 97477
Centennial Elementary School	1315 Aspen Street, Springfield, Oregon 97477

Building Name	Building Address
Douglas Garden Elementary School	3680 Jasper Rd, Springfield, Oregon 97477
Facilities & Operations Center	1890 N. 42 <sup>nd</sup> Street, Springfield, Oregon 97478
Gateways High School	425 10 <sup>th</sup> Street, Springfield, Oregon 97477
Guy Lee Elementary School	755 Harlow Rd, Springfield, Oregon 97477
Hamlin Middle School	326 Centennial Blvd, Springfield, Oregon 97477
Maple Elementary School	2109 J Street, Springfield, Oregon 97477
Mohawk Elementary School	91166 Sunderman Road, Springfield, OR. 97478
Mt Vernon Elementary School	935 Filbert Lane, Springfield, Oregon 97478
Page Elementary School	1300 Hayden Bridge, Springfield, Oregon 97477
Ridgeview Elementary School	526 66th Street, Springfield, Oregon 97478
Riverbend Elementary School	320 51st Street, Springfield, Oregon 97478
Springfield High School	875 7th Street, Springfield, Oregon 97477
Technology Center	525 Mill Street, Springfield, Oregon 97477
Thurston Elementary School	7345 Thurston Road, Springfield, Oregon 97478
Thurston High School	333 58th Street, Springfield, Oregon 97478
Thurston Middle School	6300 Thurston Road, Springfield, Oregon 97477
Two Rivers Dos Rios Elementary	1084 G Street, Springfield, Oregon 97477
Walterville Elementary School	40589 McKenzie Hwy, Springfield, Oregon 97478
Warehouse & Delivery Center	1898 N. 42 <sup>nd</sup> Street, Springfield, Oregon 97478
Yolanda Elementary School	2350 Yolanda Avenue, Springfield, Oregon 97477

### 3. Elevated Levels of Lead in Water Used for Drinking or Food Preparation

All school districts, education service districts, and public charter schools are required to test for and eliminate exposure to elevated levels of lead in water used for Drinking and Food Preparation through either remediation or eliminating access, according to OAR 333-061-0400 and OAR 581-022-2223. In conformance with those administrative rules, the Springfield School District certifies the following:

1. All testing was done according to the testing requirements in OAR 333-061-0400;
2. All samples were analyzed by a lab accredited by Oregon Health Authority to test for those materials;
3. All water fixtures required to be tested under OAR 333-061-0400 were tested for elevated levels of lead in accordance with the testing schedule developed by the Oregon Health Authority; and
4. The testing schedule for each building covered by this plan is set forth below and shall be tested no later than every six (6) years:

#### Lead Testing Schedule

Facility Name	Year of Last Test	Next Scheduled Test (per 6-year schedule)	Schedule or Exemption Reason
Academy of Arts & Academics	2016	2022	6 year schedule
Administration Building	NONE	2024	Remodel/Re-pipe 2018
Agnes Stewart Middle School	2016	2024	6 year schedule

Facility Name	Year of Last Test	Next Scheduled Test (per 6-year schedule)	Schedule or Exemption Reason
Brattain House	2016	2020	6 year schedule
Briggs Middle School	2016	2023	6 year schedule
Centennial Elementary School	2016	2019	6 year schedule
Douglas Gardens Elementary School	2016	2021	6 year schedule
Facilities & Operations Center	NONE	2023	6 year schedule
Gateways High School & Alt. Ed.	2016	2021	6 year schedule
Guy Lee Elementary School	2016	2019	6 year schedule
Hamlin Middle School	NONE	2024	Remodel/Re-pipe 2018
Maple Elementary School	2018	2024	6 year schedule
Mohawk Elementary School	NONE	2023	6 year schedule
Mt. Vernon Elementary School	2016	2019	6 year schedule
Page Elementary School	2016	2023	Water Re-Pipe 2016
Ridgeview Elementary School	2016	2022	6 year schedule
Riverbend Elementary School	2016	2019	6 year schedule
Springfield High School	2016	2020	6 year schedule
Technology Center	2016	2020	6 year schedule
Thurston Elementary School	2016	2024	6 year schedule
Thurston High School	2016	2022	6 year schedule
Thurston Middle School	2016	2021	6 year schedule
Two Rivers Dos Rios Elementary School	2016	2020	6 year schedule
Walterville Elementary School	2016	2022	6 year schedule
Warehouse & Delivery Center	NONE	2023	6 year schedule
Yolanda Elementary School	2016	2021	6 year schedule

**Summary Table (By Year):**

2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Centennial Elementary	Brattain House	Douglas Gardens Elementary	Academy of Arts & Academics	Briggs MS	Admin. Building
Guy Lee Elementary	Springfield HS	Gateways HS/Alt. Education	Ridgeview Elementary	Facilities & Operations	Agnes Stewart MS
Mt. Vernon Elementary	Technology Center	Thurston MS	Thurston HS	Mohawk Elementary	Hamlin MS
Riverbend Elementary	Two River Dos Rios Elementary	Yolanda Elementary	Walterville Elementary	Page Elementary	Maple Elementary
				Warehouse & Delivery Center	Thurston Elementary

The lead testing results are on file at the District Maintenance Facility located at:

**District Maintenance Facility**  
**1890 North 42<sup>nd</sup> Street**  
**Springfield, Oregon 97478**

or on the district website at: [www.springfield.k12.or.us](http://www.springfield.k12.or.us)

The designated contact person for questions related to lead in drinking water is:

Terry Rutledge  
Assistant Director of Facilities & Operations  
1890 42nd St.  
Springfield, OR 97477  
(541) 744-6375  
[terry.rutledge@springfield.k12.or.us](mailto:terry.rutledge@springfield.k12.or.us)

#### **4. Lead Paint**

In order to comply with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule, district staff are certified by the Oregon Health Authority to perform the work internally. If work cannot be completed by district staff, the district will only contract with certified lead based paint renovation contractors licensed by the Oregon Construction Contractors Board.

#### **5. Asbestos**

The Springfield School District complies with the federal Asbestos Hazard Emergency Response Act (AHERA). All required asbestos management plans are available for viewing by submitting a request to Terry Rutledge.

#### **6. Radon**

The Springfield School District has developed a radon plan as required by ORS 332.167.

##### **Radon Plan**

##### **I. INTRODUCTION**

The 2015 Legislature passed House Bill (HB) 2931 so that elevated radon levels in Oregon schools would be known. House Bill 2931 later became Oregon Revised Statute (ORS) 332.166-167. As directed by this statute, all school districts in Oregon must develop a plan to accurately measure school buildings for elevated radon levels. Per statute, actual testing of schools must be done on or before January 1, 2021 and the testing results sent to OHA and posted on Springfield School District's website.

This plan will develop the protocols necessary for compliance. OHA's Testing for Elevated Radon in Oregon Schools will be used to guide this effort. Below is the plan developed for Springfield School District.

##### **II. OBJECTIVES**

The Radon Management Plan objectives for radon screening & mitigation measurements in the Springfield School District are as follows:

1. Accurately carry out testing all facilities for elevated levels of radon, per ORS 332.166-167.
2. Develop a plan for mitigation for facilities with elevated levels of radon.
3. Communicate and educate staff and community about the risk of radon exposure.

##### **III. SPRINGFIELD SCHOOL DISTRICT RADON PLAN COORDINATOR.**

The Springfield School District Board designates Terry Rutledge, Assistant Director of Operations as the Radon Management Plan (RMP) Coordinator. The Coordinator is key to successful RMP implementation and is given the authority for overall implementation and evaluation of this plan. The Coordinator is responsible for:

- A. Assuring that all notification, posting, and record-keeping requirements in section VI are met when mitigation efforts are implied;
- B. Review and implement the District's RMP;
- C. Conducting outreach to the school community (custodians, maintenance, construction, grounds, faculty, and staff) about the District's RMP;
- D. Overseeing Testing and Mitigation Efforts;
- E. The Coordinator will work with custodians, staff and maintenance to ensure exposure is minimized.
- F. Follow-up Measurement with RMP in the district (section V) is followed.
- G. Responding to inquiries and complaints about noncompliance with the plan. Responses to inquiries and complaints will be in writing and kept on record with the Coordinator.

#### IV. Springfield School District No. 19 RMP

Per ORS 332.166-167, School Radon Measurement Teams (i.e. personnel appointed to measure a school site for elevated radon) must, at a minimum, conduct initial measurements in all frequently occupied rooms in contact with the soil or located above a basement or a crawlspace. Testing will occur in all frequently occupied spaces simultaneously per site. Examples include: offices, classrooms, conference rooms and break rooms. A minimum of one detector for every 2,000-sq. ft. of open floor space or portion thereof is required. United States Environmental Protection Agency (US-EPA) studies indicate that radon levels on upper floors are not likely to exceed the levels found in ground-contact rooms. Testing rooms on the ground-contact floor or above unoccupied basements or crawlspaces is sufficient to determine if radon is a problem in a school. Areas such as restrooms, hallways, stairwells, elevator shafts, utility closets, kitchens storage closets do not need to be tested.

Initial and follow-up testing, as needed, will use passive test devices. Active devices (electrically powered, continuous radon monitors) may be used in follow-up testing of locations, if needed, where it is important to determine that radon levels vary according to the time of day. Because testing under closed conditions is important to obtain meaningful results from short-term tests, the District will schedule testing during the coldest months of the year. "Closed building conditions" are defined as keeping all windows closed, keeping doors closed except for normal entry and exit, and not operating fans or other machines which bring in air from outside. Fans that are part of a radon-reduction system or small exhaust fans operating for only short periods of time may run during the test. Testing will occur between October and March in any given school year. Short term testing will be used with passive test kits in "closed building conditions." Test kits will be placed during weekdays with HVAC (heating and ventilation) systems operating as they do normally. The following is a detailed protocol instruction checklist:

1. A Test Kit Placement Log and a Test Kit Location Floor Plan will be prepared for each site in which radon measurements are made. Schools will use their emergency/fire escape plan as a template. Test kit location will be accurately recorded on both a Log and Floor Plan. Test kits or testing services must meet the current requirements of the national certifying organizations, National Radon

Proficiency Program (NRPP, [www.nrpp.info](http://www.nrpp.info)) or the National Radon Safety Board (NRSB, [www.nrsb.org](http://www.nrsb.org)). Testing must be done following the directions on the test kit.

2. Per ORS 332.166-167, school radon measurement teams must, at a minimum, conduct initial measurements in all frequently occupied rooms in contact with the soil or located above a basement or a crawlspace. Room examples include offices, classrooms, conference rooms and break rooms.
3. The number of test kits used to measure radon (detectors) must be determined by counting the number of appropriate rooms. One detector kit is used for each room that is 2,000 square feet or less. Additional test kits are needed for larger rooms.
4. Added to this number will be the test kits needed for Quality Assurance purposes as determined by the Test Kit provider.
5. Test kits will be placed in all rooms in contact with the soil or located above a basement or crawlspace that are frequently occupied by students and staff.
6. Testing will occur during the time that students and teachers are normally present (during weekdays).
7. In addition to placing detectors, additional test kits will be provided to serve as quality assurance measures (duplicate, blank, and spike measurements). Quality Assurance procedures will be conducted as described in OHA's Testing for Elevated Radon in Oregon Schools.
8. All test kits placed in the school site (detectors, duplicates, and blanks) must be noted on the Device Placement Log and Floor Plan by their serial number.
9. Test kits should be placed.
  - a. Where they are least likely to be disturbed or covered up.
  - b. At least three feet from doors, windows to outside or ventilation ducts.
  - c. At least one foot from exterior walls.
  - d. At least 20 inches to six feet from floor.
  - e. About every 2,000 square feet for large spaces (e.g., a 3500-square foot gymnasium would require two test kits)

Along with the five-item placement protocol above, School Radon Measurement Teams can simply place the test kit on the teacher's desk or up on a bookshelf, out of the way of students. To prevent tampering, kits may be suspended from a wall or ceiling (using string and thumb-tack/tape). If they are suspended, they should be 20 inches to 6 feet above the floor, at least 1 foot below the ceiling.

10. Test kits must NOT be placed:
  - a. Near drafts resulting from heating, ventilating vents, air conditioning vents, fans, doors, and windows.

- b. In direct sunlight.
- c. In areas of high humidity such as bathrooms, laundry rooms, etc.
- d. Where they may be disturbed at any time during the test
- e. Testing with short-term test kits must be used under closed conditions (closed windows/doors except for normal exit/entry).
- f. Closed conditions: Short-term tests should be made under closed conditions in order to obtain more representative and reproducible results. Open windows and doors permit the movement of outdoor air into a room. When closed conditions in a room are not maintained during testing, the subsequent dilution of radon gas by outdoor air may produce a measurement result that falls below the action level in a room that actually has a potential for an elevated radon level. Schools shall only be tested for radon during periods when the HVAC system is operating as it does normally.
- g. All external doors should be closed except for normal use – structural and weatherization defects need to be repaired prior to testing.
- h. Closed conditions must be verified when placing and retrieving test kits.
- i. Short-term test kits will be placed during colder months (October through March).
- j. Colder months: Because testing under closed conditions is important to obtain meaningful results from short-term tests, the District will schedule testing during the coldest months of the year. During these months, windows and exterior doors are more likely to be closed. In addition, the heating system is more likely to be operating. This usually results in the reduced intake of outside air. Moreover, studies of seasonal variations of radon measurements in schools found that short-term measurements may more likely reflect the average radon level in a room for the school year when taken during the winter heating season. The District will check and document local weather forecasts prior to placing test kits. It is not recommended to initiate short-term measurement kits (2-5 days) during severe storms or period of high winds. The definition of severe storm by the National Weather Service is one that generates winds of 58 mph and/or  $\frac{3}{4}$  inch diameter hail and may produce tornadoes.

11. Test Kits will be placed during weekdays with HVAC (heating and ventilation) systems operating as they do normally.

12. Suggested timeline:

Monday morning – Place kits (detectors/duplicates/blanks) per Test Kit Placement Log created for school. Record data, as needed, on Log.

Thursday morning – Pick up kits, record as needed, ship with (previously requested & received) spiked test kits to Radon Measurement Laboratory.

13. The District will conduct initial measurements under the following conditions:

- a. Air conditioning systems that recycle interior air may be operated.
- b. Window air conditioning units may be operated in a re-circulating mode, but must be greater than 20 feet from the test kit.
- c. Ceiling fans, portable humidifiers, dehumidifiers and air filters must be more than 20 feet



from the test kit.

- d. Portable window fans should be removed or sealed in place.
- e. Fireplaces or combustion appliances (except for water heaters/cooking appliances) may not be used unless they are the primary source of heat for the building.
- f. If radon mitigation systems are in place in the school, they should be functioning.

14. The District will not conduct initial measurements under the following conditions:

- a. During abnormal weather or barometric conditions (e.g., storms and high winds). If major weather or barometric changes are expected, it is recommended that the 2 to 5-day testing be postponed. USEPA studies show that barometric changes affect indoor radon concentrations. For example, radon concentrations can increase with a sudden drop in barometric pressure associated with storms.
- b. During structural changes to a school building and/or the renovation of the building's envelope or replacement of the HVAC system. After receiving the results of the initial testing, School Radon Measurement Teams will follow the "Interpreting initial results" section of the OHA's Testing for Elevated Radon in Oregon Schools.

#### V. FOLLOW-UP MEASUREMENTS

Follow-up testing (in rooms with initial short-term measurement of 4.0 pCi/L or higher) should start within one month after receiving the initial test results. Follow-up testing must be made in the same location in a room. When conducting follow-up testing using short-term methods will be done in the same conditions as the initial measurement. Follow-up testing using passive short-term test kits should follow the same Quality Assurance procedures and requirements (i.e. percentages of duplicates/blanks/spikes), including quality assurance calculations. Follow directions under Radon Test Placement Strategy and Protocol Checklist and Test Kit Placement again.

#### VI. REPORT OF RESULTS & DISTRIBUTION

ORS 332.166-167 requires that school districts make all test results available: to the district's school board; the Oregon Health Authority (to post on its website), and readily available to parents, guardians, students, school employees, school volunteers, administrators and community representatives at the school office, district office or on a website for the school or school district.

US EPA, OHA Oregon Radon Awareness Program, and numerous non-governmental groups recommend that the school district take action to reduce the radon level in those rooms where the average of the initial and follow-up short-term kit results OR the result of the long-term kit used in follow-up is 4.0 pCi/L or more.

The Springfield School District has adopted a radon plan as required by ORS 332.167. Community members can access a copy of the radon plan and results at the District Maintenance Facility located at:

**District Maintenance Facility  
1890 North 42<sup>nd</sup> Street  
Springfield, Oregon 97478**

or on the district website at: [www.springfield.k12.or.us](http://www.springfield.k12.or.us)

The designated contact person for questions related to radon testing is:

Terry Rutledge  
Assistant Director of Facilities & Operations  
1890 42nd St.  
Springfield, OR 97477  
(541) 744-6375  
[terry.rutledge@springfield.k12.or.us](mailto:terry.rutledge@springfield.k12.or.us)

## **7. Integrated Pest Management**

The Springfield School District has adopted an Integrated Pest Management (IPM) plan as required by ORS 634.700 through 634.750. The plan is:

# **Integrated Pest Management Plan Springfield School District**

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## **I. INTRODUCTION**

Structural and landscape pests can pose significant problems in schools. Pests such as mice and cockroaches can trigger asthma. Mice and rats are vectors of disease. Many children are allergic to yellow jacket stings. The pesticides used to remediate these and other pests can also pose health risks to people, animals, and the environment. These same pesticides may pose special health risks to children due in large part to their still- developing organ systems. Because the health and safety of students and staff is our first priority – and a prerequisite to learning – it is the policy of Springfield School District Board of Directors to approach pest management with the least possible risk to students and staff. In addition, Senate Bill 637 (incorporated into ORS Chapter 634 upon finalization in 2009) requires all school districts to implement integrated pest management in their schools.

For this reason, the Board of Directors adopts this integrated pest management plan for use on the campuses of our district.

## **II. WHAT IS INTEGRATED PEST MANAGEMENT?**

Integrated Pest Management, also known as IPM, is a process for achieving long-term, environmentally sound pest suppression through a wide variety of tactics. Control strategies in an IPM program include structural and procedural improvements to reduce the food, water, shelter, and access used by pests. Since IPM focuses on remediation of the fundamental reasons why pests are here, pesticides are rarely used and only when necessary.

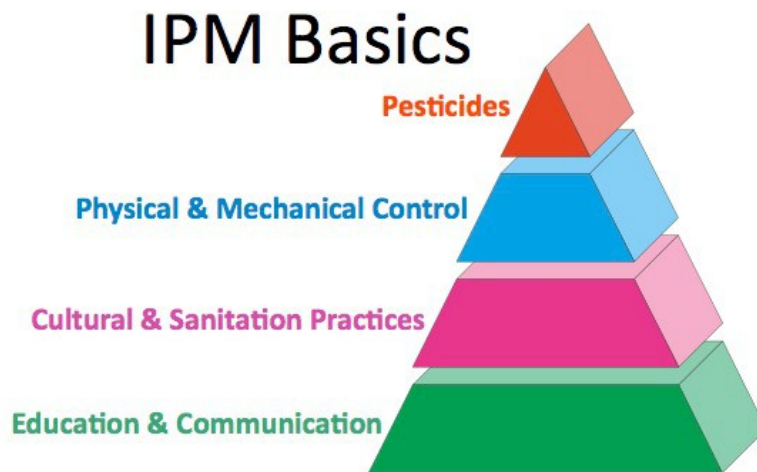
### **IPM Basics**

Education and Communication: The foundation for an effective IPM program is education and communication. We need to know what conditions can cause pest problems, why and how to monitor for pests, proper identification, pest behavior and biology before we can begin to manage pests effectively. Communication about pest issues is essential. *A protocol for reporting pests or pest conducive conditions and a record of what action was taken is the most important part of an effective IPM program.*

Cultural & Sanitation: Knowing how human behavior encourages pests helps you prevent them from becoming a problem. Small changes in cultural or sanitation practices can have significant effects on reducing pest populations. Cleaning under kitchen serving counters, reducing clutter in classrooms, putting dumpsters further from kitchen door/loading dock, proper irrigation scheduling, and over-seeding of turf areas are all examples of cultural and sanitation practices that can be employed to reduce pests.

Physical & Mechanical: Rodent traps, sticky monitoring traps for insects, door sweeps on external doors, sealing holes under sinks, proper drainage and mulching of landscapes, and keeping vegetation at least 24 inches from buildings are all examples of physical and mechanical control.

Pesticides: IPM focuses on remediation of the fundamental reasons why pests are here; pesticides should be rarely used and only when necessary.



### III. WHAT IS AN INTEGRATED PEST MANAGEMENT PLAN?

ORS 634.700 defines an IPM plan as a proactive strategy that:

- (A) Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a) Protect the health and safety of students, staff and faculty;
  - b) Protect the integrity of campus buildings and grounds;
  - c) Maintain a productive learning environment; and
  - d) Protect local ecosystem health;
- (B) Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
- (C) Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
- (D) Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
- (E) Evaluates the need for pest control by identifying acceptable pest population density levels;

- (F) Monitors and evaluates the effectiveness of pest control measures;
- (G) Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
- (H) Excludes the application of pesticides for purely aesthetic purposes;
- (I) Includes school staff education about sanitation, monitoring and inspection and about pest control measures;
- (J) Gives preference to the use of nonchemical pest control measures;
- (K) Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
- (L) Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The above definition is the basis for Springfield School District's IPM plan. This plan fleshes out the required strategy from ORS 634.700 – 634.750 for the Springfield School District.

**Note:** As mentioned above, ORS 634.700 allows for the routine application of pesticides designed to be consumed by pests. To avoid a proliferation of pests and/or unnecessary applications of pesticides, several steps must be taken before **any** "routine" applications are allowed:

- A. Staff must be educated on sanitation, monitoring, and exclusion as the primary means to control the pest.
- B. An acceptable pest population density level must be established.
- C. The use of sanitation, structural remediation or habitat manipulation, or of mechanical or biological control methods must be incorporated into the management strategy of the pest.
- D. Documentation that the above steps were ineffective.
- E. The pesticide label must be read thoroughly to make sure the pesticide will be used in strict compliance with all label instructions.

#### **IV. SCHOOL DISTRICT IPM PLAN COORDINATOR**

The Springfield School District designates Chris Reiersgaard as the IPM Plan Coordinator. The Coordinator is key to successful IPM implementation in the Springfield School District and is given the authority for overall implementation and evaluation of this plan. The Coordinator is responsible for:



**A. Attending not less than six hours of IPM training each year**

The training will include a general review of IPM principles and the requirements of ORS 634.700 – 634.750. It will also include hands-on training on updated exclusion practices, monitoring & inspection techniques, and management strategies for common pests.

ORS 634.720 requires IPM plan coordinators to complete six hours of training each year. Contact your property and liability insurance provider, your Education Service District, or the OSU School IPM Program for information on IPM coordinator training courses that cover the above.

**B. Conducting outreach to the school community (custodians, maintenance, construction, grounds, faculty, and kitchen staff) about the school's IPM plan;** The IPM Plan Coordinator (or designee) will provide training as outlined in Section VII below.

**C. Overseeing pest prevention efforts;**

The Coordinator will work with custodians, teachers, and maintenance to reduce clutter and food in the classrooms, and seal up pest entry points.

**D. Assuring that the decision-making process for implementing IPM in the district (section V) is followed;**

The Coordinator will continually assess and improve the pest monitoring/reporting/action protocol.

**E. Assuring that all notification, posting, and record-keeping requirements in section VI are met when the decision to make a pesticide application is made;**

**F. Maintaining the approved pesticides list as per section VIII; and**

**G. Responding to inquiries and complaints about noncompliance with the plan.** Responses to inquiries and complaints will be in writing and kept on record with the Coordinator.

**V. IPM DECISION-MAKING PROCESS**

**A. Responsibilities of School District Employees**

IPM Plan Coordinator Responsibilities:  
See Section IV above

**1. Custodial Services Responsibilities**

Custodial Services staff are responsible for the for the following:

- 1) Attending annual IPM training provided by the Custodial Supervisor.
- 2) Placing and checking sticky insect monitoring traps in staff lounge, cafeteria, and kitchen as per the IPM Plan Coordinator's instructions.
- 3) Keeping records of pest complaints using pest logs placed in the staff lounge, cafeteria, and kitchen.

- 4) Assuring floor under serving counters is kept free of food and drink debris.
- 5) Sealing up small cracks or holes when reported by teachers or noticed by custodian when this can be done in a short time.
- 6) Recording his/her pest management actions in the pest logs.
- 7) Reporting pest problems that he/she cannot resolve in less than 15 minutes to the IPM Plan Coordinator.
- 8) Reporting teachers to the IPM Plan Coordinator who need assistance to reduce clutter and other pest-conducive conditions in their classrooms.
- 9) Reporting pest-conducive conditions to the IPM Plan Coordinator if the custodian cannot fix them in less than 15 minutes.
- 10) Following up on issues found in annual inspection report as instructed by the IPM Plan Coordinator (IPM Plan Coordinator will determine which schools receive annual inspections based on pest and pesticide use history).

## **2. Maintenance/Construction Responsibilities**

Staff involved in facilities maintenance and construction is responsible for working with the IPM Plan Coordinator to ensure their daily tasks, projects and operations enhance effective pest management. This includes:

- 1) Receiving training from the IPM Plan Coordinator (or designee of the Coordinator) on the basic principles of IPM, sealing pest entry points, and sanitation during construction projects.
- 2) Continually monitoring for pest conducive conditions during daily work, and sealing small holes and cracks when noticed.
- 3) Working with the Coordinator to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion needs which cannot be done in a short period of time.
- 4) Developing protocols and provisions for pest avoidance and prevention during construction and renovation projects. The IPM Plan Coordinator has the authority to halt construction projects if these protocols and provisions are not being met.

## **3. Grounds Department Responsibilities**

Grounds crews are responsible for:

- 1) Attending training provided by the Grounds Foreman or designee.
- 2) Keeping vegetation (including tree branches and bushes) at least two feet from building surfaces.

- 3) Proper mulching in landscaped areas to reduce weeds.
- 4) Proper fertilization, over-seeding, mowing height, edging, drainage, aeration, and irrigation scheduling in turf areas to reduce weeds.
- 5) When the decision is made to apply a pesticide, following notification, posting, record-keeping and reporting protocols in Section VI.

#### **4. Kitchen Staff Responsibilities**

Kitchen staff are responsible for:

- 1) Attending training provided by the Nutrition Services Supervisor.
- 2) Assuring floor under serving counters is kept free of food and drink debris.
- 3) Promptly emptying and removing corrugated cardboard materials.
- 4) Keeping exterior kitchen doors closed.
- 5) Reporting pest conducive conditions that require maintenance (e.g., leaky faucets, dumpster too near building, build-up of floor grease requiring spray- washing, etc.) to proper staff verbally or using pest logs.
- 6) Participating in any inspections conducted by custodian or IPM Plan Coordinator.
- 7) Checking sticky trap monitors once per month for cockroaches or drain flies. Immediately reporting these pests and any sightings of rodents or rodent droppings to custodian and marking them in pest log.

#### **5. School Faculty Responsibilities**

School faculty are responsible for:

- 1) Attending annual basic IPM training provided by the custodial staff.
- 2) Keeping their classrooms and work areas free of clutter.
- 3) Making sure students clean up after themselves when food or drink is consumed in the classroom.
- 4) Reporting pests and pest conducive conditions to the custodian, either orally or via the pest logs.
- 5) Following first steps of protocol for ant management before notifying the custodian (clean up any food the ants are eating, kill visible ants, wipe down area where ants were with soapy water, notify custodian only if ants continue to be found after following these steps).

## **6. School Principal Responsibilities**

The School Principal is responsible for:

- 1) Assuring that teachers keep their rooms clean and free of clutter in accordance with the IPM Plan Coordinator's instructions.
- 2) Working with the IPM Plan Coordinator to make sure all notifications of pesticide applications reach all faculty, administrators, staff, adult students and parents.
- 3) Assuring that all staff fulfill their role as outlined in the district's IPM plan (reducing pest conducive conditions, participation in monitoring and pest log recording, attendance at IPM training(s), cooperation with the district's IPM Plan Coordinator).

## **B. Monitoring – Reporting – Action Protocol**

Monitoring is the most important requirement of ORS 634.700 – 634.750. It is the backbone of the Springfield School District's IPM Program. It provides recent and accurate information to make intelligent and effective pest management decisions. It can be defined as the regular and ongoing inspection of areas where pest problems do or might occur. Information gathered from these inspections is always written down.

As much as possible, monitoring should be incorporated into the daily activities of school staff. Staff training on monitoring should include what to look for and how to record and report the information.

### **1. Three levels of monitoring**

There are three levels of monitoring:

- 1) Casual observing/looking with no record keeping is not helpful
- 2) Casual observing/looking with written observations can be useful
- 3) Careful inspections with written observations is always useful

#### Level 2 monitoring (all staff)

All staff will be trained to improve their "casual observing/looking" to level 2, and to report any pests and pest-conducive conditions they observe. Level 2 monitoring is conducted by faculty, administration, maintenance/construction, kitchen staff, school nurses, etc.

After a brief (15 – 20 minute) training by the IPM Plan Coordinator (or designee) on pests and pest conducive conditions, staff will be expected to report pests or pest conducive conditions they observe during the normal course of their daily work.

Reporting will be done by jotting observations down in a Pest Log or reporting them to the custodian for him/her to write them down.

#### Level 3 monitoring (Coordinator and Custodial staff)

The IPM Plan Coordinator (or designee) and Custodians will periodically conduct monitoring at level 3. Coordinator and Custodial staff will monitor structures:

- Pest conducive conditions inside and outside the building (structural deterioration, holes that allow pests to enter, conditions that provide pest harborage)

- The level of sanitation inside and out (waste disposal procedures, level of cleanliness inside and out, conditions that supply food and water to pests)
- The amount of pest damage and the number and location of pest signs (rodent droppings, termite shelter tubes, cockroaches caught in sticky traps, etc.)
- Human behaviors that affect the pests (working conditions that make it impossible to close doors or screens, food preparation procedures that provide food for pests, etc.)
- Their own management activities (caulking/sealing, cleaning, setting out traps, treating pests, etc.) and their effects on the pest population.

#### Level 3 monitoring (Grounds staff)

Grounds staff will monitor Turf and Landscape:

- The condition of the plants (vigor and appearance)
- The amount of plant damage
- Proper drainage
- Human behaviors that affect the plants or pests (foot traffic that compacts the soil, physical damage to plants caused by people, insistence on having certain plants grow in inappropriate situations, etc.)
- Management activities (pruning, fertilizing, mulching, aeration, treating pests, etc.) and their effects on the plants and the pest population.

#### **2. Sticky monitoring traps for insects**

Sticky traps are neither a substitute for pesticides nor an alternative for reducing pest populations, but rather a diagnostic tool to aid in identifying a pest's presence, their reproductive stage, the likely direction pests are coming from, and the number of pests.

All staff will be made aware of the traps and their purpose so they don't disturb them. Custodians will be responsible for setting them out and checking them once per month (approximately 10 minutes), and replacing them once every four months (approximately 30 minutes). Kitchen staff will be responsible for checking those in the kitchen primarily for cockroaches and drain flies once per week (approximately 4 minutes).

After receiving training in the use of pest monitoring sticky traps by the IPM Plan Coordinator (or designee), custodial staff will be responsible for checking traps placed in pre-determined "pest-vulnerable areas" in the staff room, kitchen, and cafeteria on a monthly basis.

#### **3. Reporting (pests, signs of pests, and conducive conditions)**

When staff observe pests or pest conducive conditions they should jot them down in

a Pest Log or report them to the custodian for him/her to write them down.

#### **4. Reporting “Pests of Concern”**

“A pest of concern” is a pest determined to be a public health risk or a significant nuisance pest. These include cockroaches (disease vectors, asthma triggers), mice & rats (disease vectors, asthma triggers), yellow jackets (sting can cause anaphylactic shock), cornered nutria, raccoons, cats, dogs, opossums, skunks (they can bite), and bed bugs (significant nuisance pest).

When pests of concern (or their droppings, nests, etc.) are observed, staff should immediately tell the building custodian. The custodian must contact the IPM Plan Coordinator immediately.

#### **5. Action!**

##### **Structural**

Any items (such as sealing up holes) that maintenance/construction staff or custodial staff observe (or see on Pest Logs) that they can resolve on site by staff should be taken care of and this follow up action should be noted in the Pest Log.

Custodial staff will review Pest Logs. Any items he/she cannot resolve on site should be marked in order of priority. Work orders to facilities should be generated for these items.

Pest Logs will be faxed to the IPM Plan Coordinator once per week. The Coordinator will determine further actions to be taken and when.

If the actions needed are not something the Coordinator can accomplish alone or with minimal assistance, the Coordinator will meet with the appropriate staff to develop a protocol and priority list with deadlines for sealing holes, installing external door sweeps, and other pest exclusion or pest management needs. The Coordinator/Foreman will then generate a work order with a proposed deadline for completion based on the severity of the risk or nuisance.

The Coordinator/Forman will monitor the completion of the work order.

The Coordinator will keep records of time and money spent to manage the pest, including copies of original receipts.

Small Ants:

When staff observe a small number of ants they must:

- 1st) Spend two minutes trying to find out where the ants are coming from
- 2nd) Kill the ants with a paper towel or similar
- 3rd) Remove any food or liquid the ants were eating
- 4th) Wipe down the area with soapy water or disinfectant to remove pheromone trails
- 5th) Jot down the above in the Pest Log

If the ants come back or there are more than a small number of them:

- 1) Spend a few minutes trying to find out where the ants are coming from
- 2) Jot down the above in the Pest Log
- 3) Ask the custodian to come with vacuum and sealant as soon as possible

The custodian will:

Spend a few minutes trying to find out where the ants are coming from

- a) Vacuum up the ants and any food debris nearby (vacuum up a tablespoon of corn starch to kill most of the ants in the vacuum bag, then put the vacuum bag inside plastic garbage bag, seal it, and dispose of it properly)
- a) Seal up the crack or hole where the ants were coming
- b) Wipe down the area with soapy water or disinfectant to remove pheromone trails
- c) Jot down the above in the Pest Log

To avoid a proliferation of small ants and/or unnecessary applications of pesticides, the routine use of ant baits is not permitted without first:

- a) 1st) Educating staff on sanitation, monitoring, and exclusion as the primary means to control the ants.
- b) 2nd) Establishing an acceptable pest population density.
- c) 3rd) Improving sanitation (e.g. cleaning up crumbs and other food sources) and structural remediation (sealing up cracks or holes where the ants are coming from).

### Grounds

When pests on grounds reach a threshold established by the Grounds staff and Foreman, action will be taken as determined by the Foreman.

Acceptable Thresholds (pest population density levels)

A threshold is the number of pests that can be tolerated before taking action. The acceptable threshold for cockroaches, mice, rats, raccoons, cats, dogs, opossums, skunks, and nutria is 0.

Acceptable thresholds for other pests will be determined by the IPM Plan Coordinator.

## **C. Inspections**

### **Routine Inspections**

The IPM Plan Coordinator will conduct routine inspections of different schools throughout the. Site custodians are required to accompany the Coordinator during the inspections. The inspections will typically will focus on compliance with this plan and an inspection of the kitchen, staff room, and any other place of concern.

### **Annual Inspections**

The IPM Plan Coordinator will conduct annual inspections at individual schools. Site custodians are required to assist the Coordinator with the annual inspection. The annual inspections will be more thorough than the routine inspections, and will use the Annual IPM Inspection Form to guide the inspections. The specific schools to be inspected will be determined by the IPM Plan Coordinator based on a review of the of pest problems reported in the Annual IPM Report and Annual Report of Pesticide Applications.

#### **D. Pest Emergencies (see also Section VII. B. below)**

IMPORTANT: If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. When the IPM Plan Coordinator, after consultation with school faculty and administration, determines that the presence of a pest or pests immediately threatens the health or safety of students, staff, faculty members or members of the public using the campus, or the structural integrity of campus facilities, he or she may declare a pest emergency. Examples include (but are not limited to) yellow jackets swarming in areas frequented by children, a nutria in an area frequented by children, a half a dozen mice or rats running through occupied areas of a school building.

#### **E. Annual IPM Report (completed by IPM Plan Coordinator)**

In January of each year, the IPM Plan Coordinator will provide the School Board an annual IPM report. The report will include a summary of data gathered from Pest Logs, as well as costs for PMPs and pesticides (including turf and landscape pesticides).

Prevention and management steps taken that proved to be ineffective and led to the decision to make a pesticide application will be copied and pasted or incorporated into the annual report of pesticide applications (see section VII. D)

### **VI. REQUIRED TRAINING/EDUCATION**

ORS 634.700 (3) (i) requires staff education “about sanitation, monitoring and inspection and about pest control measures”. All staff should have at least a general review of IPM principles and strategy as outlined in Sections II and III.

#### **A. IPM Plan Coordinator Training**

ORS 634.720 (2) requires that the IPM Plan Coordinator “shall complete not less than six hours of training each year. The training shall include at least a general review of IPM principles and the requirements of ORS 634.700 to 634.750.”

Content should include health and economic issues associated with pests in schools, exclusion practices, pest identification and biology for common pests, common challenges with monitoring-reporting-action protocols, proper use of sticky monitoring traps for insects, and hands-on training on proper inspection techniques.

Contact your Education Service District or the OSU School IPM Program for information on OSU-approved training courses.

#### **B. Training for Custodial Staff**

The IPM Plan Coordinator (or a designee of the Coordinator) will train custodial staff at least annually on sanitation, monitoring, inspection, and reporting, and their responsibilities as outlined in Section V. A.

#### **C. Training for Maintenance and Construction Staff**

The IPM Plan Coordinator (or a designee of the Coordinator) will train maintenance staff at least annually on identifying pest conducive conditions and mechanical control methods (such as door sweeps on external doors and sealing holes under sinks), and their responsibilities as outlined in Section V. A.



#### **D. Training for Grounds Staff**

The head of grounds staff (or designee) will train grounds staff at least once per year. Each year before the training, the head of grounds staff will meet with the IPM Plan Coordinator to review the annual report of pesticide applications and plan training for all grounds staff. The annual training will review this IPM Plan (especially grounds department responsibilities outlined in Section V.A.) and data from the annual report related to pesticide applications by grounds crew. It will also review the OSU turf management publications (available free online at <http://extension.oregonstate.edu/catalog/>).

Grounds Staff will also be trained in basic monitoring for common pests on grounds.

#### **E. Training for Kitchen Staff**

The IPM Plan Coordinator (or a designee of the Coordinator) will train kitchen staff at least once per year on the basic principles of IPM and their responsibilities as outlined in Section V. A.

#### **F. Training for Faculty and Principal**

The IPM Plan Coordinator (or a designee of the Coordinator) will train faculty and principals at least once per year on the basic principles of IPM and their responsibilities as outlined in Section V. A. These short (15 – 20 minutes) training are arranged by the Coordinator with individual principals when openings in their school Faculty Meeting schedules permit.

#### **G. Other Training**

Basic training on the principals of IPM and the main points of this IPM Plan should also be provided to school nurses, administrative staff, superintendents, and students. Coaches who use athletic fields should be given an overview of basic monitoring and IPM practices for turf so they understand key pest problems to look out for and when to report them.

### **VII. PESTICIDE APPLICATIONS: REQUIRED NOTIFICATION, POSTING, RECORD KEEPING, AND REPORTING**

Any pesticide application (this includes weed control products, ant baits, and all professional and over-the-counter products) on school property must be made by a licensed commercial or public pesticide applicator. At the beginning of each school year, all faculty, administrators, staff, adult students and parents will be given a list of potential pesticide products that could be used in the event that other pest management measures are ineffective. They will also be informed of the procedures for notification and posting of individual applications, including those for pest emergencies.

#### **A. Notification and Posting for Non-emergencies**

When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. *Documentation of these measures is a pre-requisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator.*

No non-emergency pesticide applications may occur in or around a school before 8:00 am while school is in session unless the IPM Plan Coordinator authorizes an exception. If the labeling of a pesticide product specifies a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of that reentry time. If the labeling does not specify a reentry time, a pesticide may not be applied to an area of a campus where the school expects students to be present before

expiration of a reentry time that the IPM Plan Coordinator determines to be appropriate based on the times at which students would normally be expected to be in the area, area ventilation and whether the area will be cleaned before students are present.

The IPM Plan Coordinator (or a designee of the Coordinator) will give written notice of a proposed pesticide application via email to the lead custodian and posting at least 24 hours before the application occurs.

The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.

The IPM Plan Coordinator (or a designee of the Coordinator) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.

A warning sign must bear the words "Warning: pesticide-treated area", and give the expected or actual date and time for the application, the expected or actual reentry time, and provide the telephone number of a contact person (the person who is to make the application and/or the IPM Plan Coordinator).

## **B. Notification and Posting for Emergencies**

Important Notes:

- 1) *The IPM Plan Coordinator may not declare the existence of a pest emergency until after consultation with school faculty and administration.*
- 2) *If a pesticide is applied at a campus due to a pest emergency, the Plan Coordinator shall review the IPM plan to determine whether modification of the plan might prevent future pest emergencies, and provide a written report of such School Board.*
- 3) *The School Board shall review and take formal action on any recommendations in the report.*

The declaration of the existence of a pest emergency is the only time a non low-impact pesticide may be applied.

If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps.

If a pest emergency makes it impracticable to give a pesticide application notice no later than 24 hours before the pesticide application occurs, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs.

The IPM Plan Coordinator or designee shall place notification signs around the area as soon as practicable but no later than at the time the application occurs.

Note: ORS 634.700 also allows the application of a non-low-impact pesticide "by, or at the direction or order of, a public health official". If this occurs, every effort must be made to comply with notification and posting requirements above.

### **C. Record Keeping of Pesticide Applications**

The IPM Plan Coordinator or designee shall keep a copy of the following pesticide product information on file at the IPM Plan Coordinators office:

- A copy of the label
- A copy of the MSDS
- The brand name and USEPA registration number of the product
- The approximate amount and concentration of product applied
- The location of the application
- The pest condition that prompted the application
- The type of application and whether the application proved effective
- The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide
- The name(s) of the person(s) applying the pesticide
- The dates on which notices of the application were given
- The dates and times for the placement and removal of warning signs
- Copies of all required notices given, including the dates the IPM Plan Coordinator gave the notices

The above records must be kept on file at the IPM Plan Coordinator for at least four years following the application date.

### **D. Annual Report of Pesticide Applications**

In January of each year, the IPM Plan Coordinator will provide the School Board an annual report of all pesticide applications made the previous year. The report will contain the following for each application:

- The brand name and USEPA registration number of the product applied
- The approximate amount and concentration of product applied
- The location of the application
- The prevention or management steps taken that proved to be ineffective and led to the decision to make a pesticide application
- The type of application and whether the application proved effective

## **VII. APPROVED LIST OF LOW-IMPACT PESTICIDES**

Note: All pesticides used must be used in strict accordance with label instructions.

According to ORS 634.705 (5), the governing body of a school district shall adopt a list of low-impact pesticides for use with their integrated pest management plan. The governing body may include any product on the list except products that:

- a) Contain a pesticide product or active ingredient that has the signal words "warning" or "danger" on the label;
- b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- c) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United States Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

As a part of pesticide registration under the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) and re-registration required by the Food Quality Protection Act (FQPA), EPA Office of

Pesticide Programs (OPP) classifies pesticide active ingredients (a.i.) with regards to their potential to cause cancer in humans. Depending on when a pesticide active ingredient was last evaluated the classification system used may differ as described above.

The National Pesticide Information Center (<http://npic.orst.edu/>) can be contacted at 1.800.858.7378 or [npic@ace.orst.edu](mailto:npic@ace.orst.edu) for assistance in determining a pesticide a.i. cancer classification.

The most current list of approved low-impact pesticides is available the OSU website at [http://blogs.oregonstate.edu/schoolipm/files/Low\\_Impact\\_Pesticide\\_List.pdf](http://blogs.oregonstate.edu/schoolipm/files/Low_Impact_Pesticide_List.pdf)

## **8. Carbon Monoxide:**

Springfield School District certifies that all buildings subject to the Healthy and Safe Schools Plan comply with the carbon monoxide detection standards in the state building code that was in effect when the building was originally constructed or as required by building code due to addition, upgrade, or remodel.

## **9. Testing Results:**

Springfield School District is complying with the requirement to provide access to test results, as defined by OAR 581-022-2223 within 10 business days as defined by ORS 332.334. Test results can be found on the District website. Additionally, copies of all test results will be available at Springfield School District's administration office. Springfield School District will use current district email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of the community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact the District's Community Engagement Officer (541-726-3213) to be added to current district email lists and programs.

**I certify that the above information is true and accurate to the best of my knowledge.**

	Chief Operations Officer	
Signature of authorized representative	Title	Date



**RESOLUTION#: 19-20.010**

**DATE: OCTOBER 14, 2019**

**SCHOOL BUS LEASE/PURCHASE AGREEMENT**

**RELEVANT DATA:**

At the May 13, 2019 school board meeting the Board authorized the purchase of five (5) new propane school buses to replace older fleet models. The order is comprised of three (3) 78-passenger propane school buses and two (2) wheel chair lift equipped, Special Education propane school buses.

The buses have been ordered and delivery is estimated in mid-November. Upon delivery, the District will need to submit payment for these new buses using previously identified resources. Similar to the purchases made in the past the District is recommending the utilization of a full faith and credit note (i.e., lease purchase) payable over a ten (10) year timeframe, which aligns with the depreciation schedule reimbursed by the Oregon Department of Education. This lease purchase agreement is a ten-year agreement at a market driven interest rate associated with municipal notes. The estimated rate for this issue is 3.19% due to the current market. Payments for the agreement will be made solely from the Equipment Replacement Fund (Fund 297) on an annual basis. Additionally, the State reimburses our district for 70% of the cost of purchasing a new school bus (including interest on the lease program). This reimbursement comes to the district over a ten-year period and can only be used for the purchase of school buses and related equipment. The district places this money into Fund 297 and there are no additional General Fund resources being used for this purchase.

Brett Yancey is available to answer any questions.

**RECOMMENDATION:**

It is recommended that the Board approve the resolution as presented (attached), authorizing the issuance and negotiated sale of full faith and credit note in an aggregate amount not to exceed \$655,000, including the designation of authorized representatives and special counsel.

Submitted by:

Brett Yancey  
Chief Operations Officer

Recommended by:

Todd Hamilton  
Superintendent

RESOLUTION NO. 19-20.010

A RESOLUTION OF SPRINGFIELD SCHOOL DISTRICT NO. 19, LANE COUNTY, OREGON AUTHORIZING THE ISSUANCE AND NEGOTIATED SALE OF FULL FAITH AND CREDIT OBLIGATIONS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$655,000; DESIGNATING AN AUTHORIZED REPRESENTATIVE AND SPECIAL COUNSEL; AUTHORIZING EXECUTION AND DELIVERY OF ONE OR MORE FINANCING AGREEMENTS; AND RELATED MATTERS.

WHEREAS, Springfield School District No. 19, Lane County, Oregon (the “District”) is authorized pursuant to the Constitution and laws of the State of Oregon, namely Oregon Revised Statutes Section 271.390, 287A.300 and 287A.315 and 332.155 (collectively, the “Act”) to enter into financing agreements to finance the cost of real and personal property as more fully described in Exhibit A attached hereto (the “Project”) and pay the costs of issuance of such obligations; and

WHEREAS, it is advantageous for the District to authorize and enter into one or more financing agreements to finance the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SPRINGFIELD SCHOOL DISTRICT NO. 19, LANE COUNTY, OREGON AS FOLLOWS:

**Section 1. Authorization.** The Board hereby authorizes the execution and delivery of one or more financing agreements (the “Agreement”) to finance the Project. The aggregate principal amount of the Agreement shall not exceed \$655,000 and the final maturity shall not be more than 10 years from the date of the initial payment under the Agreement. The rate of interest on the Agreement shall not exceed 3.19% per annum.

**Section 2. Payments** The payments for the Agreement shall be payable from the general, non-restricted revenues of the District and other funds which may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The obligation of the District to make payments shall be a full faith and credit obligation of the District, and is not subject to appropriation. The lender shall not have a lien or security interest on the property financed with the proceeds of the Agreement.

**Section 3. Designation of Authorized Representative.** Pursuant to ORS 287A.300 (4), the District hereby authorizes the Chief Operations Officer (the “Authorized Representative”) to act on behalf of the District and determine the remaining terms of the Agreement as specified in Section 4 of this Resolution.

**Section 4. Delegation of Final Terms of the Agreement and Additional Documents.**

The Authorized Representative is hereby authorized, on behalf of the District, to:

- a. establish the dated date, interest payment dates, interest rate (not to exceed the interest rate stated in Section 1 of this Resolution), principal payment dates and maturities, and final principal amount, not to exceed \$655,000 in the aggregate; and to establish prepayment provisions for the payments;
- b. prepare the Agreement which the Authorized Representative determines to be in the best interest of the District, and to execute and deliver the Agreement; and
- c. enter into any other agreements and to execute any other certificates or documents, and take any actions, which are necessary to finance the Project in accordance with this Resolution.

**Section 5. Maintenance of Tax-Exempt Status.** The District hereby covenants for the benefit of the lender to use proceeds of the Agreement and to otherwise comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") which are required for the interest component of the payments payable under the Agreement to be excluded from gross income for federal income tax purposes, as provided in the Agreement. The District makes the following specific covenants with respect to the Code:

- i. The District will not take any action or omit any action if it would cause the Agreement to become an arbitrage bond under Section 148 of the Code.
- ii. The District shall operate the facilities financed with the Agreement so that the Agreement does not become a private activity bond within the meaning of Section 141 of the Code.
- iii. The District shall comply with appropriate reporting requirements.
- iv. The District shall pay, when due, all rebates and penalties with respect to the Agreement which are required by Section 148(f) of the Code.

**Section 6. Bank Designation.** The District designates the Agreement for purposes of paragraph (3) of Section 265(b) of the Code as a "qualified tax-exempt obligation" since the Agreement does not constitute a private activity bond as defined in Section 141 of the Code, and not more than \$10,000,000 aggregate principal amount of obligations, the interest on which is excludable under Section 103(a) of the Code from gross income for federal income tax purposes (excluding, however, private activity bonds other than qualified 501(c)(3) bonds) including the Agreement, have been or shall be issued by the District, including all subordinate entities of the District, if any, during the calendar year 2019.



**Section 7. Resolution to Constitute Contract.** In consideration of the purchase and acceptance of the Agreement, the provisions of this Resolution shall be part of the contract of the District with the lender and shall be deemed to be and shall constitute a contract between the District and the lender. The covenants, pledges, representations and warranties contained in this Resolution and in the closing documents executed in connection with the Agreement, including without limitation the District's covenants and pledges contained in Section 2 hereof, and the other covenants and agreements herein set forth to be performed by or on behalf of the District shall be contracts for the equal benefit, protection and security of the lender.

**Section 8. Appointment of Special Counsel.** The District hereby appoints Mersereau Shannon LLP as special counsel to the District in connection with the Agreement.

ADOPTED by the Board of Directors of Springfield School District No. 19, Lane County, Oregon this 14<sup>th</sup> day of October 2019.

SPRINGFIELD SCHOOL DISTRICT NO. 19  
LANE COUNTY, OREGON

By \_\_\_\_\_  
Chair

ATTEST:

By \_\_\_\_\_  
Superintendent

### **EXHIBIT A**

Three (3) – Type C Propane Blue Bird Vision 78-passenger, front engine school buses.  
\$128,925/each, Totaling \$386,775

Two (2) – Type C Propane Blue Bird Vision Special Education Wheel Chair Lift, front engine school buses.  
\$133,800/each, Totaling \$267,600

Grand Total = \$654,375



**SPRINGFIELD**  
**PUBLIC SCHOOLS**  
Every Student, Every Day

## **School Board Representation 2019-2020**

### **Agencies & Civic Organizations**

### **Address**

### **Board Member**

#### **Lane Council of Governments (LCOG)**

Meeting Times: 4<sup>th</sup> Thursday of February,  
April, June, September, December 6:00-  
8:00

Location: LCOG 859  
Willamette St., Ste 500

#### **Lane ESD Advisory Board**

Meeting Times: 1<sup>st</sup> Tuesday of the month,  
August thru June 6:00pm

Location: Lane ESD  
1200 Highway 99  
North

#### **Lane ESD Budget Committee**

Meeting Times: TBD by Lane ESD

Location: Lane ESD  
1200 Highway 99  
North

#### **Springfield Education Foundation**

Meeting Times: 2<sup>nd</sup> Tuesday of the month,  
(not July, August, December) 5:30-  
7:00pm

SPS Board Room  
640 A Street

#### **Wildish Theater**

Meeting Times: 3<sup>rd</sup> Thursday of the  
Month 4:30-6:00pm

Wildish Theater  
630 Main Street

### **District Committees**

#### **Budget Committee**

Scheduled by Business Operations Dept.  
Meetings are always on Thursday 6:00-  
8:00pm

SPS Board Room  
640 A Street

All board members

#### **Facilities Advisory Committee**

Scheduled as needed by Brett Yancey

TBD

Board Chair and Board Vice  
Chair