

BUSINESS MEETING MINUTES

3/A regular meeting of the Lane County School District No. 19 Board of Education was held on September 10, 2018.

1. CALL MEETING TO ORDER

Board Chair Zach Bessett called the Springfield Board of Education meeting to order in the Board Room at the District Administration Center at 7:03 p.m. and led the Pledge of Allegiance.

Board Chair Bessett asked if there were any changes or additions to the agenda.

No changes to the agenda were requested.

Attendance

Board Members present included Chair Zach Bessett, Laurie Adams, Tony Jobanek, Dr. Emilio Hernandez and Michelle Webber.

District staff and community members identified included Superintendent Bruce Smolnisky, David Collins, Brett Yancey, Jeff Michna, Dustin Reese, Jenna McCulley, Brian Megert, Whitney McKinley, Suzy Price, Judy Bowden, Anne Goff, Laura Pavlat, Colleen Hunter, Mike Oswald, Carolyn Batsch, Joan Bolls, Brenda Holt, Chad Towe, Jonathan Light, Craig Prindle, Sherry Moore, the Raven family, Kim Donaghe, José da Silva, Chris Reiersgaard, Laura Campbell, and Kathy Savelich.

2. RECOGNITION: INTERNATIONAL ALPHA DELTA KAPPA MONTH PROCLAMATION

Chair Bessett read the following proclamation in recognition of International Alpha Delta Kappa Month:

WHEREAS: Women in education constitute a great portion of the nation's working force, and are constantly striving to serve their communities and nations in education, civic, cultural and charitable programs leading to harmony, happiness and peace among all people, and

WHEREAS: Major goals of Alpha Delta Kappa, an international honorary sorority for women educators, are: to give recognition to outstanding educators:

- to build a fraternal fellowship among educators adding to their effectiveness in the promoting of excellence in education
- to establish high standards of education
- to promote educational and charitable projects and activities
- enriching the lives of individuals everywhere and assisting these
- individuals into a happy, constructive and fulfilling life.

NOW, THEREFORE: We, elected board members of the Springfield Public Schools, of Springfield, Oregon, by the authority vested in us, do hereby proclaim the month of October as:

INTERNATIONAL ALPHA DELTA KAPPA MONTH

IN WITNESS THEREOF: In accordance with Springfield Public Schools, as board members we have hereunto set our hands and caused the official signatures of the school district of the City of Springfield, State of Oregon, to be affixed this 10th day of September 2018.

Alpha Delta Kappa (ADK) local chapter member and former Springfield Public Schools teacher Carolyn Batsch accepted the proclamation on behalf of the Iota Chapter. She described the activities of the local chapter, which included two scholarships each year for students entering the field of education, and invited board members and the public to the upcoming ADK Tea on October 24, 2018 at 4:30 p.m. in the Board Room of the Administration Building.

3. RECOGNITION: CERTIFICATE OF ACHIEVEMENT FOR 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 13 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.

Mr. Jobanek said this was an outstanding achievement. Based on his experience during one of his past occupations, he said earning this award was not easy to do.

Ms. Adams also said everyone should congratulate the district's finance team.

4. 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.

Two people signed up to deliver public comment.

Colleen Hunter, a retired Springfield Public Schools teacher, said one of her fellow teachers had been diagnosed with advanced breast cancer. Amberly Trano, a second grade teacher from Mt. Vernon Elementary, grew up attending schools in the Springfield district. Ms. Hunter announced there would be a fundraiser for Ms. Trano at Papa's Pizza in Springfield on Thursday, September 13th. Ms. Hunter said anyone interested in attending could pick up a flier from her. People could also donate to Ms. Trano's medical funds at any Selco Community Credit Union location. She said ADK had made a donation to that account.

Mike Oswalt, a Springfield Public Schools Parent, passed out a document to the board about the condition of the soccer field at Springfield High School, specifically its irrigation system. He said the field had been in disrepair for many years, with many pot holes and areas where it was overwatered. He said his daughter tore her ACL in one of those saturated areas. He said the field was not being watered properly due to the aging irrigation system. He urged the board to ensure the field was watered properly.

A second issue Mr. Oswalt brought before the board was the appearance of the football and soccer fields at Springfield High School. He asked the board to consider making those fields have a similar appearance and quality. Mr. Oswalt showed pictures to the board of those fields. He said donors or parents could not fund the improvements themselves. He would like to see those concerns addressed. Chair Bessett acknowledged those concerns and said he would ask district staff to research those issues.

PUBLIC COMMENT CLOSED.

5. CONSENT AGENDA

A. August 13, 2018 Board Meeting Minutes

B. August 27, 2017 Summer Planning Meeting Minutes

C. Personnel Action, Resolution #18-19.003

Dustin Reese recommended that the Board of Directors approve the personnel action for licensed employees as reflected below:

New Hires

Elizabeth Ashworth

Ian Bartels

Mark Bond

Sergio Cano-Soto

Christina Coombs

Mary LaPlante

Aaron Mowery

Haley Perry

Morgan Rees

Danielle Sabo

Change in Contract Status

Andrea Smith

Resignations

Jennifer Trujillo

D. Financial Statement

Motion: Ms. Adams moved and seconded by Mr. Jobanek to approve the Consent Agenda. The motion carried unanimously, 5:0.

6. ACTION ITEMS

A. Strategic Plan and Board Goals, Resolution #18-19.004

Superintendent Smolnisky explained that an important role of the Springfield School Board is to set the direction of the district through clearly established policies and goals. On Monday, August 27, during the public summer planning meeting of the school board, consensus was gained to continue to reaffirm the following goals which will serve as to focus the work of the district towards increasing outcomes for the students of Springfield.

- Promote growth and success for every student
- Support families so that every student is ready to learn
- Provide personalized learning opportunities for every student
- Create safe and future ready facilities that inspire learning
- Advocate for funding and policies that support education

The above five guiding goals will be the foundation for the district's strategic plan and will serve as the basis for the evaluation of the superintendent for the coming year.

Mr. Smolnisky recommended that the Board of Directors formally approve the above listed goals.

Chair Bessett called for a motion.

Motion: Ms. Adams moved and seconded by Mr. Jobanek to approve the above as the Board Goals for 2018-2019. The vote carried unanimously, 5:0.

B. Board & Superintendent Working Agreements, Resolution #18-19.005

In an effort to ensure effective district operations and oversight, the superintendent said the Springfield School Board revisited its collective working agreements articulating how the Board of Directors will interact together as a governing body, as well as with the Superintendent and District administration.

On August 27 during the public summer planning meeting of the school board, consensus was reached on the following working agreements, which reflect updates made during that discussion.

BOARD AND SUPERINTENDENT WORKING AGREEMENTS

A. Purpose of Agreements

The Board of Directors is the policy making body for the Springfield School District. To effectively meet the District's challenges, the School Board, Superintendent, and District Administration must function together as a cohesive leadership team. Successful organizations value effective and dynamic leadership. Leaders of high-quality organizations set in place a basic framework of how they work together to lead, serve and provide vision for their organizations.

We agree and commit ourselves collectively and individually to the following operating protocols, adhering to all district policies and procedures:

B. The Board Job Description and Relationship with Superintendent

1. Set the long-term direction of the District through the mission, vision, goals, and priorities.
2. Focus on policymaking, planning and evaluation.

3. Maintain effective two-way communication with students, staff and the public. This will include board highlights and key items from board meetings in district communication avenues such as newsletters.
4. Understand that as an individual, a Board member has no authority. It is when acting as a body that a majority of the Board has influence.
5. Be accountable for the financial stewardship of the District, including aligning resources with goals and priorities, setting expectations, and monitoring progress.
6. Manage Board processes, including operating agreements. Actively pursue opportunities to give and receive feedback regarding Board member performance as responsible communicators. Participate in an annual self-assessment of the Board's performance.
7. Deliberate and make decisions in accordance with public meeting law. Foster a positive Board environment; encouraging debate, different points of view, and listening, doing so with care and respect.
8. Board members will adhere to standards of ethical conduct and professionalism. They will also maintain confidentiality according to the Oregon Revised Statute standards, particularly in executive session and administrative function sessions, including when interacting with staff, elected officials and the community.
9. Set priorities for Board professional development annually, pursuing continuous improvement through quarterly Board planning meetings.
10. Supervise the hiring, performance evaluation and other personnel management processes related to the Superintendent.
11. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
12. Respect the Superintendent's responsibility to manage the day-to-day operations of the District and to direct employees in District and school matters.

C. Role of Board Leadership

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

D. Role of the Superintendent

1. Manage the day-to-day operations of the District.
2. Work as a team with Board members.
3. Work with the Board to establish a clear vision for the District and affirm it annually.

4. Collaborate with the Board to set annual District goals.
5. Work with the Chair and Vice Chair to effectively bring information and issues to the Board so that it can make proactive data driven decisions on policy and budget/revenue issues.
6. Facilitate and direct, communication between the central office staff and the Board that will require more than 20 minutes of staff time or when confidential by nature.
7. Provide regular communications to the Board. This may include: scheduling information for activities and events, as well as notice, follow-up or resolution of issues.

E. Meeting Operations and Decision Making

1. Respect the scheduled starting and ending times for meetings. Executive sessions and work sessions will end no later than 10 minutes before Board meetings. The Vice Chair will assist the Board Chair with keeping on schedule.
2. Attend and be fully engaged with a minimal distraction from cell phones, etc. at regularly scheduled Board meetings unless prevented by sickness or an unavoidable cause.
3. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
4. Prepare for Board meetings by reading materials ahead of the meeting and asking questions that you have of the Superintendent or members of the Executive Team prior to the day of the meeting if possible. If after you have asked questions you intend to pull something from the consent agenda action, please notify the Board Chair and/or Superintendent before the meeting.
5. Board discussions should be thorough yet concise and pertinent to the issues on the agenda.
6. Make it a goal to make no new proposals on the night that the Board is scheduled to make a decision or take action. Items for discussion should be brought first to the Board Chair or Superintendent to be placed on the agenda, by Monday, the week prior to a scheduled Board meeting. Try to avoid surprises.
7. Cast a vote on all matters except when a conflict of interest arises.
8. Uphold decisions that have been made by the Board.

F. Communication

1. Communicate openly and honestly.
2. Respect differences and listen well and for positive intent.
3. Operate as representatives and make decisions in the best interest of the whole District. Consider research, best practices, evaluative data and public input in making mindful and purposeful decisions. Being mindful of the needs of ALL the children in our District and the interests of our collective community.
4. Focus on the situation, issue, or behavior, not the person.
5. When a Board member receives an informal complaint, listen carefully and empathetically. Direct the person to solve the problem at the lowest level.
 - a) Please talk with the teacher.
 - b) Please talk with the principal.
 - c) Please talk with the Superintendent.

6. Formal complaints must be forwarded to the Superintendent. These are heard by the Superintendent or designee. Complainants may appeal the Superintendent's decision to the School Board.
7. If a complainant is unwilling to speak to the Superintendent a Board member may share the issue and the source of the complaint, concern or criticism of the District. The Superintendent will keep the Board informant "source" confidential at the request of a Board member but every effort should be made to encourage trust and open communication. This is the best hope for full understanding and resolution.
8. When the Board receives communication from the community, the chair will respond or will delegate that responsibility to another Board member. A "footnote" statement will be added to the bottom of the board chair's email so that patrons understand that it is the practice of the Board that the chair will be responding on behalf of the board. The footnote will state, "The Board Chair responds to emails sent to the full board. School board members only deliberate when gathered as a quorum as outlined in the Public Meeting Law. To assure that board conversations and deliberations do not occur on email, the Board Chair will respond on behalf of the Board. All Board members receive communications that come from the community and the response given by the Board Chair." All Board members will be included in responses made by the Board chair. Following the communication from the Board chair, other Board members may also respond if they wish. The full Board should be included in communications with the public.
9. When a single Board member receives a communication from a member of the public s/he may respond to that patron as an individual. The Board member may elect to forward the email and his/her response to the Board Chair or full Board if he/she wishes.
10. When a concern or problem arises, communicate one-on-one with the Board member. If the issue is not resolved, communicate with the Board chair and finally with the Superintendent if necessary.
11. To increase transparency in district operations and board oversight, the Superintendent should be included in meetings between a board member and key stakeholders.
12. When possible and appropriate responses to public questions should be included in Superintendent board updates.

G. Board or Superintendent Committees

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

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

Superintendent or District committee will assist the Superintendent in reporting committee progress to the Board. Voting rights will be determined on a case-by-case basis.

Mr. Smolnisky recommended that the Board of Directors formally approve the above listed goals.

Motion: Dr. Hernandez moved and seconded by Ms. Webber to approve the Board and Superintendent Working Agreements as presented. The vote carried unanimously, 5:0.

C. Old Administration Building, Resolution #18-19.006

Following discussion at the August 27, 2018 summer planning session, members of the Springfield School Board requested additional information and an administrative recommendation on next steps as it relates to the previous administration building, located at 525 Mill Street. For the purpose of shared information, the following is a summary of previous actions taken by administration that has led to this recommendation and resolution.

April 28, 2015: Tier one seismic study completed and the following results were reported.

- Exterior concrete walls do not appear to be anchored to floor and roof diaphragms, however they act as bearing walls.
- There does not appear to be a connection for transfer between floor diaphragms and exterior concrete walls.
- Concrete wall reinforcement is not known to exist. Verification needs to be performed.

May 26, 2015: Ground penetrating radar study completed and the following results were reported.

- Scans did not reveal the presence of reinforcement in any building walls.

June 5, 2015: Tier two seismic study completed and the following results were reported.

- Anchoring relationship of exterior walls to floor and roof diaphragms are not present.
- There is no connection between the floors and exterior concrete walls.
- Diagonally sheathed floor diaphragms are not adequate to transfer seismic forces to concrete walls.

Based on these studies and professional reports, the retrofit recommendations include;

1. Install epoxied anchor rods and hold downs at the perimeter of the building.
2. Anchor roof in a similar manner, however the repair would require plywood sheathing for a distance of 16 feet from the walls at the third-floor ceiling.
3. Add plywood sheathing to the underside of the floor framing in overstressed area.

At the time of this study (2015), estimated costs for repair were approximately \$8 - \$10 million. This estimated cost did not include temporary relocation of staff while work was being performed. Also not included in this cost estimate were any required abatement costs, as shown below.

July 6, 2015: Facilities Advisory Committee convened, recommended and endorsed relocating School District Administration Building and encouraged the School Board to exercise their due diligence. Additionally, the Committee affirmed that District facilities housing students and staff should be seismically sound and safe.

August 22, 2018: Hazardous material study and Phase One environmental study completed and the following results were reported.

- Asbestos material confirmed with approximately 17,450 SF floor tile with mastic, chalkboards with mastic located throughout the building, approximately 750 SF ceiling tile with mastic, built up roofing, and 110 window units with glazing compound.
- Of nine paint chip samples collected, lead was detected in all samples, therefore the abatement is considered necessary.
- Phase one environmental study identified a 4,000-gallon underground oil tank that was properly decommissioned in 1992. Further investigation may be required to verify leaching has not occurred.

Estimated cost for abatement and demolition (including contingency): \$223,000 - \$278,000.

Brett Yancey recommended that the Board of Directors retain the property (land and EMC building) located at 525 Mill Street and direct staff to begin the abatement and demolition process of the original three-story building and small storage building (small blue house) located on the property.

Before a vote was taken on the motion, Dr. Hernandez asked Mr. Yancey when this process could start.

Mr. Yancey said a formal Request for Proposal (RFP) process for services would need to take place, which could start that week with staff. He said it would take about four to six weeks before people would see work happen, pending the board's approval of resolution.

Mr. Yancey said inspections confirmed the presence of lead paint in the building, along with asbestos, all of which will need to be removed during this process. Dr. Hernandez confirmed with Mr. Yancey that neighbors would be notified of this work. The district would also coordinate with Springfield Utility Board and whatever contractor the district chose in order to keep nearby waterways and neighbors safe during the project.

Mr. Yancey said any items--historical or otherwise--that are reuseable would be taken out of the building and possibly repurposed, such as auditorium seating and technical equipment.

Motion: Ms. Adams moved and seconded by Dr. Hernandez to approve the resolution to retain the property (land and EMC building) located at 525 Mill Street and direct staff to begin the abatement and demolition process of the original three-story building and small storage building (small blue house) located on the property. The vote carried unanimously, 5:0.

7. REPORTS AND DISCUSSION

A. Superintendent Communication

Superintendent Bruce Smolnisky reported that during in-service week, more than 300 district employees went through A.L.I.C.E. Active Shooter Training at Agnes Stewart Middle School led by the Springfield Police Department. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate. He said staff would also finish the accompanied online training in order to keep staff and students safe.

There was also a back-to-school lunch at Hamlin Middle School. Ms. Webber and Chair Bessett also attended. About 250-300 staff attended.

Mr. Smolnisky reminded the board of a schedule change to the upcoming Oregon School Boards Association (OSBA) Regional Meeting taking place on Thursday, September 13. The Roundtable portion had been canceled and dinner would be served at 6:00pm.

The superintendent said the back-to-school period was going well. The district started counting students at each of the schools that week and would release actual numbers soon.

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B. Board Communication

Chair Bessett shared he visited middle schools for registration week a few weeks ago and told people about events happening at Willamalane Park and Recreation District.

Ms. Adams said that her summer was difficult due to some medical issues she was facing, but that she is happy to be back with the board.

Dr. Hernandez did not have anything to report.

Ms. Webber also had nothing to report.

Mr. Jobanek said that he would be resigning from the board, due to personal commitments which would prevent him from giving enough time to carry out his duties as a board member, effective at the end of the meeting. He said he enjoyed his time serving on the board and working with board members and staff.

Mr. Jobanek said he would like to move to accept his resignation from this position, effective immediately. He wanted to move to appoint Naomi Raven to replace what would be a vacancy on the board. He said Ms. Raven was part of the selection process when Ms. Webber joined the board.

Ms. Adams interrupted Mr. Jobanek, saying that he could not do that.

Mr. Jobanek continued, suggesting that Ms. Raven complete his term, based on the last board member selection process that took place. He said Ms. Raven was a good candidate to step in as a board member. He made a motion for the board to accept his resignation.

Chair Bessett asked Superintendent Smolnisky if they needed to consult legal counsel. Mr. Smolnisky responded yes. After consulting with legal counsel, the superintendent explained they had been advised to make two separate motions.

Chair Bessett called for a vote.

Motion: Mr. Jobanek moved and seconded by Dr. Hernandez to accept the resignation of Mr. Tony Jobanek. The vote carried unanimously, 5:0.

Mr. Jobanek said he would not recuse himself from this vote.

Chair Bessett thanked Mr. Jobanek for his service and then called for a vote on the second motion.

Ms. Adams pointed out that Mr. Jobanek was no longer a member of the board and could not vote on the second motion.

Mr. Jobanek responded that he was a member of the board until the gavel hit at the end of the meeting.

Ms. Adams said that if the board approved Ms. Raven at the current meeting, then the board would have six members, elaborating that the board does not operate with six board members. Mr. Jobanek responded that the board now had four members and they could appoint a new member.

Chair Bessett asked legal counsel for clarification. Legal counsel replied that if Mr. Jobanek's resignation would be effective as of the end of that meeting, then Ms. Raven's appointment would be effective after the meeting. Legal counsel said that there would not be six members on the board if the second motion passed.

Ms. Adams preferred the board go through the process that had always been in place to fill a vacancy on the board, in order to give others a chance to apply for the available position. She agreed that Ms. Raven would be a great candidate, but she would like to give members of the public a chance to apply.

Mr. Smolnisky said OSBA had confirmed that the board could appoint someone to fill the vacancy without accepting new applications, which had been past practice most of the time.

Chair Bessett said that given OSBA's guidance and for the board to be able to continue to operate efficiently, without spending additional time pursuing a new selection process, the board should appoint Ms. Raven.

Chair Besett called for a vote.

Motion: Mr. Jobanek moved and seconded by Dr. Hernandez to appoint Ms. Naomi Raven to complete the remainder of Mr. Jobanek's board term, based on the recent board application process the board conducted in June. The vote carried 4:1. Ms. Adams opposed.

Ms. Adams clarified she did not oppose appointing Ms. Raven, but instead opposed the process the board had used to appoint her.

8. OTHER BUSINESS

Chair Bessett said that due to the conflict with the TEAM Springfield Annual Update meeting on October 8th, the business meeting for that date would be moved to October 22nd and would begin at 7:00 p.m., following the Fall Planning meeting.

With Mr. Jobanek's resignation, Dr. Hernandez asked if the board could look at the vice chair position at the next meeting. Mr. Bessett said that was correct.

9. Next Board Meetings: September 24, 2018, Board Work Session at 4:00 p.m.
 October 22, 2018, Fall Planning Meeting and Business Meeting

10. ADJOURNMENT

With no other business, Mr. Bessett adjourned the meeting at 7:44 p.m.

(Minutes recorded by Laura Campbell)