



BOARD OF EDUCATION
January 8, 2018
Administration Center Board Room
640 A Street
Springfield, OR 97477

6:30 pm School Board Appreciation Reception, Board Room

7:00 pm Board Meeting, Board Room

AGENDA	TAB
1. Call Meeting to Order and Flag Salute	Board Vice Chair Emilio Hernandez
2. Changes or Additions to the Agenda	Vice Chair Hernandez
3. School Presentation: Thurston Middle School	Principal Brandi Starck
4. Public Comments (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)	
5. Consent Agenda	
A. December 11, 2017 Board Meeting Minutes	1
B. December 30, 2017 Emergency Board Meeting Minutes	2
C. Financial Statement	Brett Yancey 3
D. Personnel Action, Resolution #17-18.025	Bruce Smolnisky 4
E. Division 22 Assurances, Resolution #17.18.026	David Collins 5
F. Administration Building Address Change, Res. #17-18.027	Brett Yancey 6
6. Reports and Discussion	
A. Bond Oversight Committee Report	Ken Kohl
B. Student Communication	
C. Superintendent Communication	Dr. Sue Rieke-Smith
D. Board Communication	Vice Chair Hernandez
7. Other Business	
8. Next Meetings: January 22, 2017, 4:00 pm, Mid-Year Planning Meeting February 12, 2017, 7:00 pm Business Meeting	
9. Adjournment	Vice Chair Hernandez

WORK SESSION MINUTES

7/ Board members met in a work session on December 11, 2017 to interview applicants to fill a vacancy on the Budget Committee and for a Fall Planning Session.

1. CALL MEETING TO ORDER

Chair Erik Bishoff called the Work Session to order at 5:06 pm, in the Board Room of the District Administration Center, 525 Mill Street, in Springfield.

Board members present included Board Chair Erik Bishoff, Vice Chair Dr. Emilio Hernandez, Laurie Adams, Zach Bessett and Tony Jobanek. Others in attendance included Superintendent Sue Rieke-Smith, Jenna McCulley, David Collins, Suzy Price, Tom Lindly, Brian Price, Bruce Smolnisky, Brett Yancey, Kevin Ricker, John Svoboda, Anne Goff, Judy Bowden, Linda Henry and Keina Wolf.

2. WELCOME AND OVERVIEW OF AGENDA

Mr. Bishoff reviewed the agenda for the meeting.

3. INTERVIEW PROCESS REVIEW

Mr. Bishoff reviewed the process that was to be followed during the interview process. Only one application from Keina Wolf was received for this position. Ms. Wolf would have the opportunity to answer the questions during the 20 minutes allotted for the interview.

Chair Bishoff shared that the Board would appoint the new member at the Regular Board Meeting, later in the evening, to serve out the remainder of the current term. The term for this position expires December 31, 2020.

4. INTERVIEW CANDIDATES FOR VACANT BUDGET COMMITTEE POSITION

Ms. Wolf responded to questions from Board members.

5. BOND CONVERSATION

Brett Yancey led a discussion about the current status of the bond. He introduced Jason Pickett, Chris Reiersgaard, and Terry Rutledge from the Facilities Department. He distributed the following handouts:

- Bond Capital Improvement (CIP) Projects Summary—December 11, 2017
- Turner Building Costs Index—2017 Third Quarter Forecast.

Mr. Yancey noted Hamlin Middle School was only days from completion and the CIPs were approximately 90 percent completed. He noted inflation had impacted the cost of those projects and was the reason not all of the originally planned projects had been completed. He reviewed the remaining projects included on the Bond CIP Summary. Approximately \$2.6 million remained in the CIP. He noted the security camera upgrades, card reader access upgrades and continued Americans with Disability Act (ADA) projects would continue as General Fund (GF) resources became available.

Mr. Pickett, Mr. Reiersgaard, and Mr. Rutledge reviewed the remaining projects:

- Mt. Vernon Elementary School (MVES) siding replacement
- Agnes Stewart Middle School (ASMS) exterior replacement and repair
- Brattain Early Learning (BEL) front entrance remodel

- Thurston Middle School (TMS) pedestrian sidewalk
- Thurston Elementary School (TES) parking lot improvements.

In response to Mr. Bishoff, Mr. Yancey said staff would provide an update on the proposed projects at the January 2018 meeting. He noted the economy was projected to remain strong for the foreseeable future and he did not anticipate a decrease in the costs for the remaining projects. Completion of the exterior siding replacement for MVES project was critical in maintaining the integrity of the structure.

Responding to Ms. Adams, Mr. Yancey said money from the State in the form of matching grants became available in 2015 only for newly passed bonds. Projects funded with the District's current bond were not eligible for these state funds.

Mr. Yancey said ASMS was a different issue that had started with a \$95,000 budget for a different project.

Mr. Pickett said the ASMS project was not yet a turnkey project. Staff had not gone through complete design or analysis of the envelope. The building, which was 20 years old, had been built with materials used in dryer climates, and the old design coat did not work in western Oregon. Several local companies went out of business due to claims resulting from the use of the coating. Staff had been treating areas of water intrusion with a seasonal caulking sealant. Most architects recommended removal and complete replacement of the sealants.

In response to Dr. Hernandez, Mr. Pickett said although staff had not done mold or bacteria testing at either MVES or ASMS, he opined that the problem existed at both sites.

Mr. Yancey emphasized the importance of maintaining the building envelopes. The District wanted to move these two projects forward this summer, but no decisions had been made. MVES was ready to go, but ASMS still needed design work. He wanted to be transparent with the Board and not surprise the Board with how bond funds were spent. The Board would need to consider the timing for the next bond in the future.

Responding to Dr. Hernandez, Mr. Yancey said BEL was not a school and therefore not a high priority compared to the other projects. The TMS sidewalk was a safety issue, and the TES parking lot was a concern with the amount of traffic on Thurston Road. The TMS, TES, and BEL projects were the top three priority projects. Mr. Yancey said he would bring a Bond Oversight Committee report to the Board in January 2018.

Mr. Bishoff said when the bond was originally passed, he had hoped there would be sufficient funds for other projects, but rising costs made that unlikely.

Mr. Yancey said the District's project had attracted local, state and national attention. The District had recently been invited to participate in a facilities forum in Palm Springs, CA to share about the District's educational specification process. Staff had focused how the educational specification process had driven the design of Hamlin Middle School (HMS). A national construction consultant who attended the conference recently toured HMS and he commended the District on the quality of the school's materials and construction. Mr. Yancey also commended the Board for supporting quality work in the District.

The Board took a brief dinner break.

6. 2017-2018 SCHOOL BOARD REPRESENTATION ON AGENCIES AND CIVIC ORGANIZATIONS

The board engaged in a conversation regarding Board member representation on various community committees. Committee representation was assigned as follows:

Agencies & Civic Organizations

Lane Council of Governments (LCOG): Zach Bessett
Lane ESD Advisory Board: Emilio Hernandez
Lane ESD Budget committee: Emilio Hernandez
Oregon Leadership Network: Emilio Hernandez
Springfield Education Foundation: Laurie Adams
Wildish Community Theater Board: Mr. Jobanek

District Committees

Budget committee: All five Board members
Facilities Advisory: Laurie Adams, Erik Bishoff, Zach Bessett (Alternate)

7. OREGON SCHOOL BOARDS ASSOCIATION (OSBA) CONFERENCE REVIEW

Dr. Rieke-Smith and Chair Bishoff led the Board in a discussion about what they had learned at the recent OSBA Conference held November 9-12, 2017 in Portland.

Mr. Bishoff said Mr. Bessett, Mr. Jobanek and he had completed a crash course for new school board members prior to the conference. They acquired a superintendent evaluation workbook at the event. He wanted to ensure the Board completed the superintendent evaluation in a timely manner this year. A webinar for superintendent evaluations was scheduled in December. He would provide Board members with information on the webinar.

Mr. Bishoff met with Colt Gill, Oregon's first Education Innovation Officer about the how the Oregon Department of Education (ODE) would prioritize Ballot Measure (BM) 98 expenditures.

Mr. Jobanek said he had an interesting first day at the session. He sat in on Dr. Rieke-Smith's presentation about the work she was doing with the District and the Springfield Chamber of Commerce trying to connect students with industry. He had some energy around the issue, noting businesses were anxious for new employees. He wanted the District to help prepare students for post high school and help build relationships with the community.

Mr. Bessett said as a new Board member, there was so much to learn and it was important to know that there were resources to help.

Mr. Bishoff stated Colt Gill also talked about graduation rates and tracking the cohort graduation rates.

Dr. Rieke-Smith explained superintendents across the state were pushing hard for use of cohort versus all student graduation rates. It was important that the District pay attention to all students, regardless of who they were or when they entered the District.

8. BOARD DISCUSSION

The Board discussed their legislative priorities for the year ahead.

Dr. Rieke-Smith addressed BM 101, the health care provider tax that was referred to voters. Voting yes would keep the tax in place and voting no would rescind the tax. If the ballot measure failed, the issue would go back to the Legislature to address a potential shortfall of between \$1.3 and \$1.4 billion in the State budget. Passage of the measure would mean expansion of health care for children and families in Springfield. If the measure failed, many would no longer receive health care. The Confederation of Oregon School Administrators has endorsed the measure and many medical associations, hospitals and insurers across the state were also supporting the measure. Although the District could not support the measure, she encouraged Board members to share their thoughts with their contacts in the community.

Dr. Rieke-Smith said additionally, there appeared to be interest related to developing a Request for Proposals (RFP) to advocate the State to look at a different set of assessments for grades 3 through 8, that was not as onerous as the current assessments. Dr. Rieke-Smith agreed to bring the issue to January 2018 Board meeting.

9. WRAP UP AND NEXT STEPS

Dr. Rieke-Smith noted the next Board meeting in January 2018 would be held at the new administration building. Responding to Ms. Adams, Dr. Rieke-Smith agreed to bring information to the January meeting about legislative priorities.

Mr. Bishoff said the Board would need to make a decision about the future of the current administration building. He encouraged Board members to let him know if they had too much responsibility for their Board duties. He planned to facilitate a Board discussion in the new year about how the Board could work effectively with the Chamber of Commerce, the City Club and Team Springfield. He would also bring a discussion to the Board to help coordinate attendance at school events, student performances and athletics events.

Responding to Mr. Bishoff, Dr. Rieke-Smith said she would begin gathering information from across the District for input into the 2018-2019 budget process. She would resume the *Sit with Sue* meetings in the spring.

10. NEXT BOARD MEETING

Mr. Bishoff said the next regularly scheduled Business Board meeting would be held on Monday, January 8, 2018 beginning at 7:00 pm in the Board Room at the new Administration Building located at 640 A Street in Springfield.

10. ADJOURNMENT

With no further business, Mr. Bishoff adjourned the work session at 6:40 pm.

BUSINESS MEETING MINUTES

A Regular Meeting of the Lane County School District No. 19 Board of Education was held on December 11, 2017.

1. CALL MEETING TO ORDER

Board Chair Erik Bishoff called the Springfield Board of Education meeting to order in the Board Room of the District Administration Center at 7:05 pm and led the Pledge of Allegiance.

Attendance

Board Members present included Board Chair Erik Bishoff Board, Vice Chair Dr. Emilio Hernandez, Laurie Adams, Zach Bessett, Tony Jobanek and Keina Wolf.

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Judy Bowden, Jenna McCulley, Kevin Ricker, Suzy Price, Brian Megert, Tom Lindly, Brett Yancey, Bruce Smolnisky, Kristin Denmark, Yvonne Attegerry, Gloria Griffith, Brenda Holt, Joan Bolls, Chad Towe, Jesse Cox, Sheila Minney, Amanda Montoya, Bryan Reed, Anne Goff, Whitney McKinley, April Schultz, Emma Newman, Laughton Elliott-DeAngelis, José da Silva, Chris Reiersgaard, John Saraceno, Keina Wolf and Linda Henry.

Mr. Bishoff noted this would be the last Board meeting in this building.

2. SCHOOL PRESENTATION: MAPLE ELEMENTARY SCHOOL

Principal Sheila Minney introduced Bryan Reed and Amanda Montoya from Maple Elementary School (MES). She noted Kelsey Moore was part of the team but unable to attend tonight's meeting. Ms. Minney invited Board members to attend a catered luncheon for students and staff on December 15, 2017.

Ms. Minney directed Board members to the Board goals posted on the wall:

1. Provide personalized learning opportunities for every student
2. Support families so that every student is ready to learn
3. Create future ready facilities that inspire learning
4. Promote growth and success for every student
5. Engage students in a technology rich environment that enhances teaching and learning
6. Advocate for funding and policies that support education

Ms. Minney would focus on Goals 1, 2, 3 and 5 this evening.

Ms. Minney and the team attended a technology conference several years ago which focused on preparing students for the work world, for jobs that do not exist today, because technology was moving so quickly. The goals were tied to the school's Comprehensive Achievement Plan (CAP).

Mr. Reed and Ms. Montoya offered a PowerPoint presentation entitled Seesaw. Mr. Reed explained Seesaw was transformative technology in today's classrooms. Thanks to the bond measure, he said MES was close to having one to one devices for students. Mr. Reed and Ms. Montoya talked about how MES was integrating the devices into their teaching. Mr. Reed viewed Seesaw as a window into the classrooms as well as a gatekeeper, which allowed only students' parents to view their students' Seesaw work. Mr. Reed introduced Maggie, who was a student of Ms. Moore, who offered a presentation via video.

In response to Mr. Bishoff, Ms. Minney said MES was sharing the benefits of the program with teachers from other schools.

Dr. Rieke-Smith commended Ms. Minney and the MES teachers for stepping forward to use Seesaw for the benefit of their students.

3. PUBLIC COMMENT

Chair Bishoff read the following statement:

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.

Gloria Griffith, retired SPS employee and Yvonne Atteberry, current staff member at Maple Elementary said they both had students who attended Springfield Public Schools (SPS). Tonight they were representing the Parent Teacher Association (PTA). In 1952, the Springfield PTA established a clothing fund which gave vouchers for new shoes, socks and underwear to students. The clothing fund would soon close due to limited funding and volunteers to manage the program. They thanked the District administration and teachers for their support over the years.

Jesse Cox said tonight started a new cycle of high stakes testing. He considered the Board an example of courage for supporting opt out legislation. He also said he felt that Springfield teachers demonstrated a high level of compassion.

4. WORK SESSION SUMMARY

Chair Bishoff shared a summary of the Work Session held earlier this evening. Being on the bond committee and the Educational Specification (Ed-Spec) committee had been meaningful experiences for him. He thanked the people of Springfield for supporting the most recent bond measure.

5. CITY UPDATE: PEDESTRIAN AND BIKE TRAFFIC SAFETY REPORT

Safe Routes to School Coordinator, Laughton Elliott-Deangelis introduced Emma Newman, Senior Transportation Planner from the City of Springfield who shared an update on pedestrian and bike traffic safety in the City of Springfield. Ms. Newman distributed a document entitled *Springfield Transportation—City Safe Routes to School Contributions*. She reviewed recent activities, which included:

- Safe Routes to School Planning.
- Parking Lot Design Support for Page and Yolanda.
- Speed Feedback Signs in School Zones.
- Bike Safety Education volunteer outreach.
- School zone flasher maintenance
- “Stop Here for Pedestrians” crosswalk signs.

Ms. Newman said the school district had secured a grant in collaboration with the Springfield Police Department for education regarding Oregon crosswalk laws.

Ms. Newman stated she was able to work with Mr. Elliott-Deangelis and the University of Oregon (UO) to secure funds for him to go to Europe to study child friendly city design. He visited Denmark, the Netherlands and Sweden, which had the highest number of students walking and biking to school every day. A position on the City’s Bicycle and Pedestrian Advisory Committee had been established to enable Mr. Elliott-Deangelis to sit on the committee. Initiatives brought forward by the committee include:

- Light giveaways
- Wheels by the Willamette events
- Bike Safety Education/SRTS volunteers
- Maintenance request tool

Mr. Elliott-Deangelis reported the District recently partnered with Burley who donated several bicycle trailers to support some homeless families in the District.

Ms. Newman said the City sponsored several Wheels by the Willamette events every summer on the bike path near the Willamette River. This provided an opportunity to recruit volunteers and offer bicycle education to the community. Members of the public could notify staff of safety issues on the bike paths with the newly adopted Maintenance request tool. The City participated in the Safe Lane Transportation Coalition which was

a collaborative effort between local cities, the county and the Oregon Department of Transportation (ODOT) to focus on reducing fatal and severe injury crashes throughout Lane County and the urban areas. The City of Springfield was active during the last legislative session in securing passage of House Bill (HB) 2017 which included a transportation funding package and dedicated funding for Safe Routes to School Infrastructure. Details of how those funds would be spent had yet to be determined. The bill allocated funding to public transit. Lane Transit District (LTD) would be receiving additional funds, including funding for the Youth Transit Pass.

Ms. Newman reviewed School Related Investments Supported for projects which included:

• 13 th Street Connector and Lighting	\$ 200,000
• School Bus Replacement (CMAQ Funds)	\$ 296,000
• Bike Parking Facility Improvements	\$ 75,000
• Safe Routes to School Outreach Staffing Increase	\$ 45,000
• S. 28 th Street Paving/Dust Mitigation	\$1,335,000
• Virginia-Daisy Bikeway	\$1,210,000
• Filling the Gaps—Safe Walking Routes to School Sidewalks	\$ 638,000
• Walking and Biking Safety Improvements	\$ 840,000
TOTAL	\$4,639,000

Ms. Newman called for questions from Board members.

Mr. Bishoff thanked Ms. Newman for the useful information which he would use when he spoke with parents and community members about these issues.

Ms. Newman provided handouts to Board members on a variety of walking/biking issues.

6. CONSENT AGENDA

A. October 9, 2017 Board Meeting Minutes

B. Financial Statement

C. Open Enrollment & Inter-District Transfer Update

In 2011, the Legislature passed House Bill 3681 (HB 3681), which took effect for the 2012-2013 school year. HB 3681 allowed school districts to enroll out-of-district students without charging tuition, securing a one-to-one exchange or obtaining consent from the resident school district through an Open Enrollment Transfer process.

During 2012-13, 2013-14, 2014-15, 2015-16, and 2016-17 Springfield Public Schools had a net loss of 220 students through Open Enrollment. To date, the 2017-2018 school year has a net loss of 35 students.

Students enrolled in a Springfield school through Open Enrollment guidelines may continue in the District through graduation. However, students changing school levels, i.e., elementary to middle or middle to high school needed to reapply for the coming year.

Inter-District transfers (IDTs), previously referred to as 1:1 Exchange transfers, were processed outside the Open Enrollment window. While IDTs could no longer be processed as an even exchange with the resident district, they did require consent from both districts for new student requests.

For the 2017-18 school year, to date, the District had accepted 19 new students into Springfield schools from other districts. There were currently 37 new students from Springfield attending other districts through Inter-District transfer guidelines.

D. Out of State Trips Overview

Middle and High School principals were asked to submit anticipated out of state trips for the 2017-2018 school year.

In addition to the Out of State Trip Requests presented previously, the following anticipated trips submitted were:

Hamlin Middle

Debate Team	TBD
STEAM to NYC	TBD

Springfield High

DECA to Atlanta (Thompson)	4/21-26/2018
Skills USA to Louisville (Touchette)	6/15-29/2018
HOSA to Dallas (Watson)	6/27-30/2018

Thurston High

Band (destination TBD) (Vian)	3/26-30/2018
Publications to San Francisco (Roberson)	4/12-14/2018
Cheer to Anaheim (Erickson)	2/23-25/2018
DECA to Atlanta (G Fisher)	4/21-24/2018
Robotics to Spokane (Hampton)	3/8-11/2018
Robotics to Houston (Hampton)	4/18-21/2018
Skills USA to Louisville (Proden)	June 2018

There may be additional requests, however, in the future. The District’s intent was to put the current information in front of the Board and avoid last-minute requests/submissions. Current practice required out of state trip request forms be submitted and approved at least 90 days prior to the date of the proposed trip before any commitment could be made to parents, students, etc. Any changes to an approved trip request must be covered and resubmitted to the Board in an Addendum.

E. Personnel Action, Resolution #17-18.015

Bruce Smolnisky recommended the Board of Directors approve the personnel action for licensed employees as reflected in the resolution. Categories included:

New Hires

Trevor Anderson	Cheryl Dixon	Dana Demant
Gladys Campbell	Linda Erickson	Cheryl Dixon
Nicole Cogburn	Melinda Henderson	Linda Erickson
Amber Dyemartin	Debbie Knapp	Melinda Henderson
Robyn Eicks	John Lee	Debbie Knapp
Christine Grose	Dana Mahoney	John Lee
Brenda Joseph	Nan Minchow	Dana Mahoney
Elizabeth Kochick	Barbara Moore	Nan Minchow
Anne Mansfield	Laurel Ross	Barbara Moore
Agnes Picard	Patricia Webster	Nicolle Ng

Resignations

Misty Bisby	Laurel Ross
Alan Handman	Jane Schneider
	Julie Steyding

Retirements

Sara Blackwell	Patricia Webster
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Changes of Contract Status

Tamera R Brown	Sara Blackwell	<u>Leave of Absence</u>
Paul Cesmat	Tamera R Brown	Kimberly Ingram
Dana Demant	Paul Cesmat	

F. Budget Calendar Approval, Resolution 17-18.016

The Springfield Public Schools Board of Directors annually reviewed the proposed budget calendar for the upcoming year.

Below is a recommended budget calendar for this year’s budget meetings to deliberate on the 2018-2019 proposed budget. Please note there were meetings scheduled during the months of May and June. The Budget Hearing was scheduled for the first board meeting in June and staff was proposing that all meetings begin at 6:00 pm.

**BUDGET CALENDAR
2018-2019**

December 14, 2017	Budget Committee/Board Work Session at 6:00 PM
January 18, 2018	Budget Committee/Board Work Session at 6:00 PM
February 22, 2018	Budget Committee/Board Work Session at 6:00 PM
April 19, 2018	First Notice of First Budget Committee Meeting
May 3, 2018	Second Notice of First Budget Committee Meeting
May 10, 2018	First Budget Committee Meeting at 6:00 PM
May 17, 2018	Second Budget Committee Meeting at 6:00 PM
May 24, 2018	Third Budget Committee Meeting at 6:00 PM (If necessary)
May 31, 2018	Publish Notice of Budget Hearing
June 11, 2018	BUDGET HEARING*
	Resolutions adopting the budget, making appropriations, and declaring the tax levy
July 15, 2018	Deadline to certify tax levy to the county assessor (ORS 294.444 and ORS 310.060)

- * Board of Directors may revise the approved budget by 10% in any one fund.
- Calendar built on the following assumptions:
Meetings of the Budget Committee on Thursday evenings and regular Board meetings are held on second and fourth Monday evenings.

G. 2018-2019 Transit Dollar Request Form, Resolution #17-18.017

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 and 2017-18 school years, Springfield School District requested 50% of its transit dollars and utilized the resource to support Special Education Life Skills programming for students in the district, as well as a small number of students from surrounding districts. The District anticipated utilizing the transit dollars in 2018-19 to continue supporting Life Skills programming in SPS. The ORS required 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 2018-19. Specifically, it was recommended that the Board of Directors request not more than 50% of the Transit Dollars pursuant to ORS 334.177.

H. Student Responsibilities and Rights Approval, Resolution #17-18.018

As new products become available that may pose issues or concerns for the health and safety of the District’s students, the District would update the Student Responsibilities and Rights Handbook to address those items. Revised language in Physical Restraint section aligns with state laws and regulations.

The updated language includes hazing, menacing, teen dating violence, domestic violence, to Hazing, Harassment, Bullying and Intimidation, Cyberbullying, Menacing/Teen Dating Violence/Domestic Violence section; tobacco products and inhalant delivery systems in Tobacco Products and Inhalant Delivery Systems, Alcohol, Narcotics and Dangerous Drugs section.

Additionally, as state laws and District policy and practices change the Student Responsibilities and Rights Handbook language was revised to reflect those changes.

Revised language in Compulsory Attendance section updated the age a student must attend school from seven (7) years of age to six (6) years of age; and included language indicating students five (5) years of age who have been enrolled in a public school are required to attend; defines events eligible for excused absences; outlines documents required for admission to school; and required consideration of behavior patterns and student's age prior to expulsion.

Updated language in Daily Attendance section aligned excused absence language with state law.

Bold, underlined, italic print font is new language.

It is recommended the Board approve the revisions to the Student Responsibilities and Rights Handbook.

Motion: Ms. Adams moved, seconded by Mr. Bessett, for approval of the Consent Agenda. The motion carried unanimously, 5:0.

7. Action Items

A. Budget Committee Appointment, Resolution #17-18.019

Oregon Budget Law required that each local government establish a budget committee. Appointive members of the budget committee were appointed for three-year terms and were selected by the governing Board of Directors on an at-large basis.

Springfield Public Schools currently had two (2) members serving on the budget committee whose term would expire December 31, 2017. Based on consensus of the Board, District administration contacted the current committee members whose terms were expiring and asked if they were interested in serving an additional appointed term. The candidates agreed and were willing to serve additional three (3) year terms.

Additionally, Springfield Public Schools had a member resign their position due to being appointed to the School Board. This position was advertised and interviews were conducted on Monday, December 11, 2017. Deliberations are to occur at this evening's School Board meeting.

Prospective appointees are eligible for appointment and meet the necessary requirements of:

- Living in the boundaries of the school district;
- Are not officers or employees of the school district; and
- Are qualified voters of the school district.

Budget committee members were appointed by the school board for terms of three years and the term of these positions were effective January 1, 2018 through December 31, 2020.

Brett Yancey recommended that the Board of Directors appoint Steve Irvin to position #3 and John Svoboda to position #5, effective January 1, 2018 through December 31, 2020.

Mr. Yancey further recommended that the Board of Directors appoint Keina Wolf to position #1 effective January 1, 2018 through December 31, 2020.

Motion: Ms. Adams moved, seconded by Mr. Bessett, for the Springfield Board of Directors to appoint Steve Irvin to position #3 and John Svoboda to position #5, effective January 1, 2018 through December 31, 2020 and to appoint Keina Wolf to position #1 effective January 1, 2018 through December 31, 2020.

The motion carried unanimously, 5:0.

B. Consolidated Annual Financial Report and 2016-17 Audit, Resolution #17-18.020

Oregon State law required an annual audit of all financial transactions of the School District for all operating funds, including grant funds and trust funds. The independent accounting firm of Pauly, Rogers and Co., PC conducted the 2016-2017 fiscal year-end audit and a copy of this document was made available to the School Board prior to tonight's meeting. A copy of the report was published on the District website, as well as being available tonight. In addition to the Consolidated Annual Financial Report (CAFR) was the management letters for the District addressed to the School Board.

Mr. Yancey introduced Joan Bolls, SPS internal auditor and Kenny Allen from of Pauly, Rogers and Co., PC. Ms. Bolls and Mr. Allen presented a *PowerPoint Presentation—Comprehensive Annual Financial Report (CAFR)* and were available for questions from Board members.

Brett Yancey recommended that the Board of Directors accept the audited financial reports for 2016-2017 as presented by the firm of Pauly, Rogers and Co., PC.

Motion: Mr. Bessett moved, seconded by Mr. Jobanek, for the Springfield Board of Directors to accept the audited financial reports for 2016-17 as presented by the firm of Pauly, Rogers and Co., PC.

Ms. Adams commended staff for the level of expertise and care they devoted to the District's finances.

The motion carried unanimously, 5:0.

C. Hamlin Hazardous Materials, Resolution #17-18.021

This bid was advertised in the Daily Journal of Commerce and posted on the Oregon Procurement Information Network. Nine (9) potential contractors attended the mandatory pre-bid conference and job walk on October 24, 2017. Eight (8) bids were received, seven of which met all bidding requirements.

This bid would provide for removal and disposal of asbestos-containing floor tile, mastics, gypsum board/joint compound, window glazing compound, acoustic overspray, and cement board at Hamlin Middle School in preparation for demolition scheduled to begin in late February.

Board Vice Chair Dr. Emilio Hernandez had reviewed the procurement file.

Brett Yancey recommended that the Board of Directors award the Hamlin Middle School Hazardous Materials Abatement Phase 2 Project base bid to Professional Minority Group, Inc. of Eagle Creek, OR for \$156,600.00.

Motion: Dr. Hernandez moved, seconded by Ms. Adams, to award the Hamlin Middle School Hazardous Materials Abatement Phase 2 Project base bid to Professional Minority Group, Inc. of Eagle Creek, OR for \$156,600.00.

In response to Mr. Bishoff, Mr. Yancey explained that some furnishings in the current building would be repurposed for District use. Then current administrators would check out remaining furniture for use in other District buildings. After that, other educational entities, non-profit educational entities, non-profit agencies and BRING would be allowed to identify furniture for their uses. After all of the entities have had an opportunity to acquire furniture they can use, the building would be used for police and firefighter training. Demolition was scheduled to take place in mid-February 2018.

The motion carried unanimously, 5:0.

D. OSBA Elections, Resolution #17-18.022

Between November 13, 2017 and December 15, 2017, school boards across the state must take official action on Oregon School Boards Association Board and Legislative Policy Committee positions, including the election of officers and the conversion of the Oregon School Boards Association to a non-profit entity formed in accordance with the proposed bylaws.

Elections

- OSBA Board of Directors Position 6: Sherry Duerst-Higgins, South Lane 45J/Lane ESD.
- Legislative Policy Committee Position 6: Rose Wilde, Lane ESD.

School boards must take official action by December 15, 2017 and submit their votes at OSBA’s E-Voting Center, using the information provided to Board secretaries and superintendents.

Dr. Rieke-Smith recommended that the Springfield Public Schools Board of Directors adopt the Oregon School Boards Association as a non-profit corporation and adopt the proposed 2017 bylaws. She further recommended that the Board direct the Superintendent or designee to submit this vote at OSBA’s E-Voting Center no later than midnight on December 16, 2016.

Motion: Ms. Adams moved, seconded by Mr. Bessett for the Springfield Public Schools Board of Directors to adopt the Oregon School Boards Association as a non-profit corporation, adopt the proposed 2017 bylaws and that the Board direct the Superintendent or designee to submit this vote at OSBA’s E-Voting Center no later than midnight on December 16, 2016.

The motion carried unanimously, 5:0.

E. Banking Services, Resolution #17-18.023

This RFP was advertised in the Daily Journal of Commerce and posted on the Oregon Procurement Information Network (ORPIN) web site. Request for proposal availability notification was distributed to fourteen (14) firms on the current vendors list. Four (4) proposal responses were received.

This contract provides “Banking Services” to include at a minimum the following services:

- Full-service banking institution
- Ability to provide direct access to the Fed Wire System for wire transfer activity
- Active member of the Oregon Automated Clearing House Association
- Insured by the Federal Deposit Insurance Corporation (FDIC)
- Provide all the services sought by the District
- Have established offices in the Eugene/Springfield, Oregon area
- Agree to assign experienced staff, who are dedicated to servicing our accounts
- Be sufficiently capitalized to accommodate cash/investment management needs
- Submit call reports each quarter and audited financial statements annually for the bank itself, and audited financial statements annually for a holding company if the bank is part of a holding company
- Local government client references including number of years with the bank
- Inclusion on the list of qualified depositories found on the Oregon State Treasurer’s website, and must notify the District in writing immediately upon any requirement by the State Treasurer of Oregon to increase the level of collateral to 110% (ORS 295.018)

This was a three-year contract, with annual options to renew after the initial three-year term.

Board Vice Chair Dr. Emilio Hernandez had reviewed the proposal response, evaluation team proposal scoring and contract award recommendation.

Brett Yancey recommended that the Board of Directors approve the award of a contract for banking services to Banner Bank of Eugene.

Motion: Ms. Adams moved, seconded by Mr. Jobanek for the Springfield Board of Directors to approve the award of a contract for banking services to Banner Bank of Eugene.

The motion carried unanimously, 5:0.

10. REPORTS AND DISCUSSION

A. Student Communication

Erica Arciga from Springfield High School shared information about the winter pep assembly; winter concerts; the ugly sweater contest and raffle; tree of joy; thankfulness wall; sticky notes for every student; decorations in school and a canned food drive which raised 1400 pounds of food for 40 families. A new mural was being painted by students. Students had prepared a newspaper and a magazine was being published by students.

Natalli Wilson from Gateways High School shared information about the biology class studying salmon and a trip to the fish hatchery on the McKenzie River. Students found salmon eggs and they were now raising salmon at the school. Students visited Lane Community College (LCC) where they were able to learn about classes and majors that were offered by LCC. Some students were able to learn about job opportunities at SELCO Community Credit Union. Students visited KEZI TV to see what opportunities a communication class would open for students. In the math department, students were participating in a stock market game which provided insight on taxes and the stock market which would demonstrate that economics was part of our everyday life outside of school. Students were planting radishes in biology class and studying how fertilizer impacted growing radishes. Students and staff are excited about the annual holiday luncheon provided by Texas Roadhouse taking place on Wednesday, December 13th. She invited the Board to attend.

Brady Spear from Thurston High School (THS) reported that the sophomore classes had hot chocolate stands in the courtyard and gave students free hot chocolate to boost people's spirits. Students had an ALICE training in October which was very impactful for them. It helped them better understand the need to be prepared. A new club, ping pong for pups, would be raising money for local animal shelters. The Peer Group class did community based projects. The October project was centered on hurricane relief where students made 50 backpacks for students in Texas. THS held a social media safety assembly, after which KVAL interviewed several students about how the internet had changed so much about what people knew about each other. THS held a canned food drive where families of three students from each class were gifted with the food. Excess food was donated to the THS pantry and to a community pantry at a local church. THS was planning a Tree of Joy where they raised hundreds of dollars. A THS student who was legally blind was able to purchase special glasses, which enabled him to see for the first time, with donated funds.

B. Superintendent Communication

Dr. Sue Rieke-Smith shared that at the end of calendar year, when she looked over the past six months of the fiscal year, she was reminded of an old adage, that shift happens. The types and quality of the shifts were indicative of the health of organizations. The District was redefining what it meant to provide and support 21st century rigorous instruction. Foundational shifts in the District's strategic plan and Board goals had a renewed focus to every student, every day. Shifts were occurring in defining future ready instructional facilities such as HMS, and future ready professional spaces, such as the new administration building at 640 A Street. Tonight, she focused on the instructional practices that aligned with current State standards and staff who were leading

the shift. She recently had an opportunity to learn with middle school math teachers during an early release day. She highlighted several teachers whose hard work and planning tapped into the expertise that existed across the District's staff continuum and led to an outstanding professional development training focused to supporting middle school staff implementation of i-Ready and Ready math. She called out Briggs math and science teacher Zach Allen, Hamlin math and science teacher Jennifer Backer, math teacher on special assignment Erica Pifer, TMS Principal Brandi Starck, and curriculum coordinator Whitney McKinley who worked at the administration building.

Following the Superintendent's report, Mr. Bishoff asked Mr. Collins about Level Leadership this year. In response to Mr. Bishoff, Mr. Collins explained that level leadership group this year consisted of two teacher leaders and principals from all of the sites. It was called level leadership because it was organized by grade level. This year, the elementary work focused on scheduling, specifically ways to assess the full day kindergarten. The District was in the third year of the program and it was time to assess if the desired results were being achieved. Additionally, the District had started to dive into the future PE mandate. In 2019, the District would have to address a shift from the State, and staff would have to report to the Board about implications for our facilities, fiscally and staffing. At the middle school level, staff had dealt with the middle school schedule. Several iterations over the last 8 to 10 years, the District's middle schools had shifted to the new model at all four sites. A full assessment of how that model was working needed to be done. At the high school level, an advisory group facilitated conversations at the high schools around key items the District needed to prepare and bring forward. Staff would bring a recommendation to the Board around assessing the high school schedule as it currently existed. He commended Director of Elementary Instruction Suzanne Price and Director of Secondary Instruction Kevin Ricker for their leadership with this project. Additional work would occur during the winter and spring terms.

C. Board Communication

Ms. Adams shared that she went to a memorial service today for John Lively's dad. She was happy to see a Christmas tree in the administration building. She said the SHS choral concert was a wonderful event every year.

Mr. Bessett said he had asked questions of Mr. Yancey about instructional coaching. He scheduled an observation in which he had an opportunity to shadow Josh Jordan from SHS. He was able to observe what instructional coaching looked like. Mr. Jordan was changing the culture of observations in the classroom and making that something that teachers wanted and needed.

Erik Bishoff asked Judy Bowden to help him ensure that the Parking Lot was on future Board agendas. He was now a member of the media advisory committee at LCC. He had invited Jane Schneider from SHS to join the committee and they had an amazing experience learning about what LCC was doing. He said there were always opportunities for Board members to be involved in the community.

Dr. Emilio Hernandez said he was going to visit GHS this week, and he would attend the Ye Olde Feaste event at THS later this week.

Mr. Jobanek shared this was his first full Board meeting. He thanked staff and administrators for helping to bring him up to speed with the school district world. The CAFR was a testament for community to know that SPS was spending its money wisely.

Ms. Adams asked if the District had a policy or working agreement on how Board members should handle conflicts if they had other meetings scheduled at the same time as the Board meetings.

Mr. Bishoff said Board members had to use their best judgement.

11. OTHER BUSINESS

There was no other business.

12. NEXT MEETING

Mr. Bishoff said the next Board meeting would be a regular business meeting on January 8, 2018 beginning at 7:00 pm and would take place in the new Administration Building Board Room located at 640 A Street in Springfield.

13. ADJOURNMENT

With no other business, Chair Bishoff adjourned the meeting at 9:00 pm.

(Minutes recorded by Linda Henry)

BUSINESS MEETING MINUTES

8/An Emergency Meeting of the Lane County School District No. 19 Board of Education was held on December 30, 2017.

1. CALL MEETING TO ORDER

Board Chair Erik Bishoff called the Springfield Board of Education meeting to order via a conference call connection at 4:06 pm.

Attendance

Board Members present included Board Chair Erik Bishoff, Zach Bessett, Dr. Emilio Hernandez and Tony Jobanek. Laurie Adams was unable to participate in the conference call.

District staff and community members identified included Superintendent Sue Rieke-Smith, Brett Yancey, Jenna McCulley, Terry Rutledge, Chris Reiersgaard, Chad Towe and Dylan Darling of *The Register Guard*.

2. ACTION ITEMS

A. Declaration of Emergency Thurston High School Water Leak and Resulting Damage, Resolution #17-18.025

Chief Operations Officer Brett Yancey shared with the Board that last week he learned, upon receipt of our monthly water bill, that we had a significant leak at Thurston High School. Mr. Yancey met with his facilities team this weekend and they decided they needed to take action so they could determine the extent of the problem. This morning a representative from American Leak Detection Services met with Brett Yancey and Terry Rutledge at Thurston High School to try to locate the leak and the extent of the damage to the facility. The leak was located under the concrete floor in the weight room. It was a significant leak. We were losing 57 gallons of water per minute. Mr. Yancey said he would follow up with our TEAM Springfield partner to determine a process for notifying us if they suspect we have another leak in the future at one of our facilities. Mr. Yancey said he would ask the Board to pass a resolution so that the district could move forward to assess the amount of damage and make corrections to our system. Mr. Yancey shared that all water has been turned off to the school.

Mr. Rutledge shared about the approach to assess and correct the problem. There is a system of tunnels and water mains running through the tunnel system. We would need to go in and install an isolation valve which would allow water to the south end of campus, the mechanical room, and the north end of campus and shut off the irrigation line and the line that runs to two of the six fire hydrants located behind the school. We would be able to open school on Monday with this plan. This work would take place beginning Tuesday morning. Terry has contacted the 24 hour consolidated parts line to order the parts so they would be ready for the work to start on Tuesday morning. We still would need to talk to the Fire Marshall for approval of having only two working fire hydrants. Only staff are to report on Tuesday and Mr. Yancey believes that his team could have the fix in place and have students return to school as scheduled on Wednesday, with no interruption to instruction. Portable toilets would be installed on campus for staff to use on Tuesday.

The weight room would need to be relocated. Principal Towe was working on a plan to move the weight room to an area in the cafeteria. This was done one time in the past.

Mr. Yancey said that due to the amount of water that leaked under the weight room, it would be necessary to contact engineers to assess the damage. This is important to ensure the safety of our staff and students who would use the weight room. There was also some water damage to the band room and the choir room. Mr. Yancey already has contractors in place who are drying out those two rooms and would continue the work through the weekend. He anticipated that those two rooms would be in good shape come Tuesday morning.

Mr. Yancey has contacted our insurance company about the situation and has received instruction on how to move forward.

Board member Zach Bessett joined the conference call at 4:20

Mr. Yancey read the following resolution for Board approval:

**Declaration of Emergency
Thurston High School Water Leak and Resulting Damage**

RELEVANT DATA:

On December 30, 2017 a significant water leak was detected on the campus of Thurston High School (333 58th Street, Springfield, OR 97478). This leak has resulted in damage to the weight room, band room and choir room (entire section of school). Until further investigation is performed, neither the extent of the damage nor the extent of the repair is fully known.

RECOMMENDATION:

WHEREAS, by adoption of Resolution #17-18.024, the Springfield School District (the “District”) Board of Directors (the “Board”) was established as the District’s Local Contract Review Board (the “LCRB”) pursuant to Oregon Revised Statutes (“ORS”) 279A.060;

WHEREAS, ORS 279A.010 defines: Emergency” as including circumstances that could not have been reasonably foreseen; create a substantial risk of loss, damage or interruption of services or substantial threat to property, public health, welfare or safety; and require prompt execution of a contract to remedy the condition; and

WHEREAS, ORS 279C.320 and the District’s adopted Administrative Rules, OAR 137-047-0280 (1) permit the LCRB to waive standard competitive bid requirements and enter into emergency contracts for construction work pursuant to ORS 279B.080;

WHEREAS, ORS 279B.080 provides that emergency procurement of construction services are not public improvements, and the contracting agency shall ensure competition for a contract for the emergency work that is reasonable and appropriate under the emergency circumstances; and

WHEREAS, the District staff have presented the findings related to the Thurston High School water leak to declare an emergency at Thurston High School 333 58th Street, Springfield, OR;

BE IT RESOLVED, that this resolution shall become effective immediately upon its adoption; and

BE IT FURTHER RESOLVED, that the Chief Operations Officer or designee shall have authority, after consultation with the Superintendent to authorize expenditures related to this incident.

Motion: Tony Jobanek moved, seconded by Erik Bessett, for approval of Resolution #17-18.024,

Declaration of Emergency Thurston High School Water Leak and Resulting Damage.

Dr. Emilio Hernandez asked to find out if the recent construction on the weight room might have weakened some of the plumbing. He would like to see some information about other buildings that might encounter similar plumbing leaks.

Dr. Hernandez wanted to know if families would be notified. Jenna McCulley said that she was working with Principal Towe on notification to the staff. A determination about when to notify families would happen on Tuesday if students would not be returning to school on Wednesday.

Mr. Jobanek requested that Mr. Yancey send out information to the Board following his conversation with the Fire Marshall.

The motion carried, 4-0.

12. ADJOURNMENT

With no other business, Chair Bishoff adjourned the phone conference meeting at 4:25 pm.

(Minutes recorded by Jenna McCulley)

**SPRINGFIELD PUBLIC SCHOOLS
2017-2018 Revenue/Expenditure Forecast
As of December 31, 2017
Please see attached report**

REVENUES:

- A majority of our (current year) property taxes are received during the month of November, with collections remaining throughout the remainder of the year. Additionally, it is estimated that approximately \$450,000 of prior year property taxes are to be received on behalf of the District. 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. According to Oregon Department of Education's (November 30th) estimate, the District is scheduled to receive approximately 99.9% of the adopted budget. This estimate considers the anticipated drop in enrollment for the current year. Fortunately ODE funds school districts on the higher enrollment of the prior year and current year. The estimated revenue in the financial statement is based on the ADMw from the 2016-2017 fiscal year.
- 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 \$1.325 million in Common School Funds. To date the District has received approximately \$736,512.

EXPENDITURES:

- Salary amounts are based upon staff allocations adopted during the budgeting process, as well as the addition of positions added during the Supplemental Budget process. This is estimated using actual data (per year-end estimates). These projections also reflect anticipated and realized retirements.
- Benefit amounts are based upon staff allocations revised during the supplemental budgeting process, along with budgeted salaries.
- The purchased services, supplies and capital outlay expenditure projections are based upon budgeted expenditures and anticipated to be expended similar to past trends. While historically the District has under spent these budget areas, reductions in discretionary budget no longer afford for significant under-expending.
- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2017-2018 adopted budget.

Additional Notes: For the 2017-2018 budget year the current estimate of ending fund balance is \$6,773,960. Included in this number is the audited ending fund balance from the 2016-2017 fiscal year (\$9,381,819).

Submitted by:

Reviewed by:

Brett M. Yancey
Chief Operations Officer

Sue Rieke-Smith, Ed. D.
Superintendent

SPRINGFIELD SCHOOL DISTRICT 19
2017-2018 REVENUE/EXPENDITURE FORECAST
as of
12/31/17

	BUDGET	ACTUAL through 12/31/17	ESTIMATED from 12/31/17 to year end	PROJECTED 2017-2018	PROJECTED as % of BUDGET
REVENUES:					
Property taxes - current	24,192,552	22,798,845	1,393,707	24,192,552	100.00%
Property taxes - prior years	450,000	172,094	277,906	450,000	100.00%
Other local sources	871,600	369,490	502,110	871,600	100.00%
Lane ESD Apportionment	1,720,000	861,051	858,949	1,720,000	100.00%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	78,581,845	45,452,065	33,049,676	78,501,741	99.90%
Common School Fund	1,325,751	736,512	568,692	1,305,204	98.45%
Total revenues	107,331,748	70,390,056	36,841,041	107,231,097	99.91%
Beginning fund balance	9,000,000	9,381,819	0	9,381,819	104.24%
Total Beginning fund balance	9,000,000	9,381,819	0	9,381,819	104.24%
Total resources	116,331,748	79,771,875	36,841,041	116,612,916	100.24%
EXPENDITURES:					
Personal services	54,497,790	19,800,246	34,697,544	54,497,790	100.00%
Employee benefits	35,826,508	12,498,328	23,328,180	35,826,508	100.00%
Purchased services	11,630,130	4,371,164	7,258,966	11,630,130	100.00%
Supplies & materials	3,509,469	1,309,903	2,199,566	3,509,469	100.00%
Capital outlay	548,190	70,416	477,774	548,190	100.00%
Other objects	737,725	735,854	1,871	737,725	100.00%
Fund transfers	3,089,144	0	3,089,144	3,089,144	100.00%
Total expenditures	109,838,956	38,785,911	71,053,045	109,838,956	100.00%
Unappropriated	5,574,736	0	0	0	-
Contingency	918,056	0	0	0	0.00%
Total appropriations	116,331,748	38,785,911	71,053,045	109,838,956	94.42%
Total resources		79,771,875	36,841,041	116,612,916	
Total appropriations		38,785,911	71,053,045	109,838,956	
Ending fund balance		40,985,964	(34,212,004)	6,773,960	
Less: contingency			0	0	
Net fund balance		40,985,964	(34,212,004)	6,773,960	

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 non-resignation. 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. Bruce Smolnisky 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
- Non-Resignation

SUBMITTED BY:

Bruce Smolnisky
Director of Human Resources

APPROVED BY:

Susan Rieke-Smith, Ed.D.
Superintendent

NO	NAME	CURRENT BUILDING ASSIGNMENT	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES					
1	IAN BAINES	GATEWAYS	TEMPORARY	PT	10/23/2017	TEMPORARY REHIRE
2	KIRA FEE	SHS	PROBATIONARY 1	FT	9/25/2017	NEW HIRE
3	LAURIE GLAZENER	MAPLE	TEMPORARY	PT	1/5/2018	TEMPORARY NEW HIRE
4	LESLIE HOUDESHHELL	MT VERNON	TEMPORARY	FT	10/9/2017	TEMPORARY NEW HIRE
5	QUINN MCANDREWS	THS	TEMPORARY	PT	11/6/2017	TEMPOARY NEW HIRE
6	PAULA TEREALUT	RIVERBEND	TEMPORARY	PT	9/7/2017	TEMPORARY NEW HIRE
7	JOANNE TWEET VINER	MAPLE/TRDR	TEMPORARY	FT	1/2/2018	TEMPORARY NEW HIRE
	NON-RESIGNATION					
8	MISTY BISBY	GATEWAYS	CONTRACT TEACHER	FT	2/02/2018	RETRACT RESIGNATION

RESOLUTION #17-18.026

DATE: January 8, 2018

DIVISION 22 ASSURANCES

RELEVANT DATA:

Each district in Oregon is required to adhere to the requirements for public education outlined in OAR Chapter 581, Division 22. In response to requests from districts to Oregon Department of Education to lessen the reporting burden, the 2017-18 Assurance submission includes responses to questions about Oregon Administrative Rules

The attached document indicates that Springfield Public Schools is currently in compliance with OARs.

RECOMMENDATION:

It is recommended that the Board accept the assurance standards as written.

SUBMITTED BY:

David Collins
Assistant Superintendent

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent

OR
Springfield SD 19
525 Mill St
Springfield OR 97477
541-747-3331

Division 22 Assurances

For 2017-2018, districts are expected to report on all Division 22 Oregon Administrative Rules.

The following information is required for the person completing this form:

Name:	David D Collins
Title:	Assistant Superintendent
Email:	david.collins@springfield.k12.or.us
Phone:	541-727-3262

REPORT TO THE COMMUNITY

581-022-2305 Compliance and Reporting on Standards Operating Policies and Procedures

In October 2017, the State Board of Education revised the district reporting requirements for Division 22 compliance. The following questions are in regards to your district's compliance to the revised rule.

By **February 1** of each year, school district superintendents are required by **OAR 581-022-2305 Operating Policies and Procedures** to report to their communities the district's standing with respect to all of the Standards for Public Elementary and Secondary Schools as set out in Oregon Administrative Rules Chapter 581, Division 22 **OAR 581-022-2305 Operating Policies and Procedures** ([click here to review policy](#))

The district report to the community was provided by February 1.

Yes

Your district board acknowledged receipt of this report on:	1/8/2018
Your district report on compliance with the state standards was posted on:	1/8/2018
The report was provided to the local district board on:	1/8/2018

Upload Required:

Please check to verify your district has uploaded the appropriate documentation.

Describe the process your district used to determine whether the district is or is not in compliance with the Division 22 Oregon Administrative Rules.

Review of district policies, procedures, practices and forms.

Compliance Review:

On the checklist below, please indicate whether your district is or is not in compliance with each of the requirements of Oregon's administrative rules found in [DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS](#).

For each rule marked not in compliance, enter a plan for coming into compliance in the box provided beside the rule title.

Yes	No	Oregon Administrative Rule	Compliance Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-0102 Definitions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-0620 Test Development	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-1512 Child Development Specialist Programs	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-1910 Exemptions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-1920 Waivers and Permission	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2000 Diploma Requirements	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2010 Modified Diploma	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2015 Extended Diploma	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2020 Alternative Certificate	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2025 Credit Options	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2030 District Curriculum	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2045 Prevention Education Programs in Drugs and Alcohol	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2050 Human Sexuality Education	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2055 Career Education	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2060 Comprehensive Guidance and Counseling	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2060 Records and Reports	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2065 Report on Physical Education Data	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2100 Administration of State Assessments	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2110 Exception of Students with Disabilities from State Assessment Testing	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2115 Assessment of Essential Skills	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2120 Essential Skills for English Language Learners	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2130 Kindergarten Assessment	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2205 Policies on Reporting of Child Abuse	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2210 Anabolic Steroids and Performance Enhancing Substances	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2215 Safety of School sports -- Concussions	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2220 Health Services	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2223 Healthy and	

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safe Schools Plan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2225 Emergency Plans and Safety Programs	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2230 Asbestos Management Plans	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2250 District Continuous Improvement Plan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2255 School and District Performance Report Criteria	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2270 Individual Student Assessment, Recordkeeping, Grading, and Reporting	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2300 Standardization	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2305 Operating Policies and Procedures	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2310 Equal Educational Opportunities	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2315 Special Education for Children with Disabilities	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2320 Required Instructional Time	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2325 Identification of Academically Talented and Intellectually Gifted Students	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2330 Rights of Parents of Talented and Gifted Students	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2335 Daily Class Size	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2340 Media Programs	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2345 Auxiliary Services	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2350 Independent Adoptions of Instructional Materials	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2355 Instructional Materials Adoption	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2360 Postponements of Purchase of State-Adopted Instructional Materials	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2370 Complaint Procedures	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2400 Personnel	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2405 Personnel Policies	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2410 Teacher and Administrator Evaluation and Support	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2415 Core Teaching Standards	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2420 Educational Leadership – Administrator Standards	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2430 Fingerprinting of Subject Individuals in Positions	

		Not Requiring Licensure...	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2440 Teacher Training Related to Dyslexia	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2500 Programs and Services for Talented and Gifted Students	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	581-022-2505 Alternative Education Programs	

RESOLUTION: #17-18.027

DATE: JANUARY 8, 2018

**CHANGE OF ADDRESS FOR
DISTRICT ADMINISTRATION**

RELEVANT DATA:

In 2015, the School Board of Directors directed staff to identify a new location for the administrative offices of the Springfield School District following a structural assessment of the building that indicated the building was not seismically sound.

Following this direction the district subsequently purchased and renovated the building at 640 A Street in Springfield, OR 97477.

During the winter break of December 2017 the administrative functions of the Springfield School District moved to 640 A Street.

RECOMMENDATION:

It is recommended that the Board of Directors move to designate 640 A Street, as the official address of the Springfield School District, changing the address of record from 525 Mill Street, Springfield, OR 97477 to 640 A Street, Springfield, OR 97477.

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent