

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
 Gladys Campbell
 Nicole Cogburn
 Amber Dyemartin
 Robyn Eicks
 Christine Grose
 Brenda Joseph
 Elizabeth Kochick
 Anne Mansfield
 Agnes Picard
 Andrea Smith

Cheryl Dixon
 Linda Erickson
 Melinda Henderson
 Debbie Knapp
 John Lee
 Dana Mahoney
 Nan Minchow
 Barbara Moore
 Laurel Ross
 Patricia Webster

Dana Demant
 Cheryl Dixon
 Linda Erickson
 Melinda Henderson
 Debbie Knapp
 John Lee
 Dana Mahoney
 Nan Minchow
 Barbara Moore
 Nicolle Ng
 Laurel Ross
 Jane Schneider
 Julie Steyding
 Patricia Webster

Retirements

Sara Blackwell
 Tamera R Brown
 Paul Cesmat
 Dana Demant

Resignations

Misty Bisby
 Alan Handman

Changes of Contract Status

Sara Blackwell
 Tamera R Brown
 Paul Cesmat

Leave of Absence

Kimberly Ingram

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)