

## WORK SESSION MINUTES

3/A Summer Planning Work Session of the Lane County School District No. 19 Board of Education was held on August 28, 2017.

### 1. CALL MEETING TO ORDER

Board Chair Erik Bishoff called the Springfield Board of Education Summer Planning Session to order in the Board Room at the District Administration Center at 9:02 am.

#### Attendance

Board Members present included Chair Erik Bishoff, Laurie Adams, Zach Bessett and Emilio Hernandez.

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Brett Yancey, Tom Lindly, Jenna McCulley, Brian Megert, Kevin Ricker, Suzy Price, Judy Bowden, Anne Goff and Linda Henry.

### 2. OVERVIEW OF AGENDA

Erik Bishoff revised the order of the agenda.

### 4. DISCUSS AND FINALIZE DISTRICT STRATEGIC PLAN

Mr. Bishoff directed Board members to the document entitled *Five Bold Steps* which identified the Bold Steps and the District's Mission. He asked Board members to share their thoughts on the Bold Steps and Mission:

Bold Steps:

1. Provide personalized learning opportunities for all students.
2. Support the needs of families so that all students are 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.

Mission: Every student a graduate, excited about learning, confident in their ability to be productive and successful citizens.

Mr. Bishoff said #4, *Promote growth and success for every student*, appeared as an umbrella over the other six Bold Steps and suggested it should be looked upon as a consistency issue.

Ms. Adams opined that promotion was what the Board did.

Dr. Rieke-Smith stated Springfield Public Schools (SPS) was able to measure growth and success through attendance, course history, performance on Smarter Balanced, easyCBM, and graduation rates, which led to the concept of every student because you could decipher the data. She encouraged the Board to consider how SPS would measure growth and success. That would be the story the District would tell about why these bubbles were important. She would share the work the cabinet and Springfield Association of Administrators and Confidentials (SAAC) later in today's meeting.

Dr. Hernandez arrived 9:06 am.

Mr. Bishoff asserted the Board did promote growth and success for every student in everything it did. He suggested making this statement more focused on equity.

Ms. Adams said there had been times when SPS went off track and had not focused on that issue, which led the Board to refocus and get back to setting students up to be successful.

Ms. McCulley suggested that now was a great time for the Board and SPS to focus on the future and refresh the goals as SPS moved to the new Administration building.

Dr. Rieke-Smith stated that if the current goals and mission do not resonate with folks on the ground, the Board needed to review them.

Board members and Cabinet members shared ideas for the Five Bold Steps and Mission statement.

Ms. McCulley suggested that the Board not make any decisions today, but direct staff to prepare a resolution for the Board to consider at its next meeting.

Dr. Rieke-Smith asked that the Board choose up to three of the goals for her to focus her work on this year on which the Board would evaluate her during the coming year.

There was consensus by the Board on Mr. Bessett's proposal that the Board focus on Bold Steps 1, 2, and 4 during the next school year.

Dr. Rieke-Smith asked the Board to devote a work session to advocacy. She had been invited to attend a meeting this week that would address a reconfiguration of the Oregon Association of School Executives (OASE) superintendents' leadership council. She asked that the Board have a work session following the OASE's meeting to discuss the impact of any changes on SPS resulting from the OASE meeting.

In response to Dr. Hernandez, Ms. McCulley said the Board's revised goals would be brought forward in a resolution at its next meeting. The revised goals would be available for public viewing after the Board passed the resolution.

Responding to Ms. Adams, Dr. Rieke-Smith confirmed that the six goals would continue to be part of Bold Steps. The Board would focus on 1, 2, and 4 this year, and review and revise 3, 5 and 6 as needed, in the future.

In response to Ms. McCulley, Board members agreed legislative policy proposals should be brought to the Board in September.

Ms. Adams said the Board had not been involved in advocacy in the past. She wanted the Board to have a plan for advocating for SPS's students. She also wanted to see a calendar that included the dates when the legislature was in session; when OSBA legislative initiatives were under consideration; when the United Front went to Washington, DC; when Board members could advocate for SPS' students in Salem; and when conversations about pending legislation with the Chamber of Commerce would occur.

### **3. BOARD NORMS AND GOALS AND WORKING AGREEMENTS**

Mr. Bishoff and Dr. Hernandez led a discussion to finalize the Board's goals for the coming year.

Mr. Bishoff said it was important for the Board to refresh its memory on Board norms and goals, and to provide information for new Board members.

Dr. Hernandez directed Board members to a hand out entitled BOARD AND SUPERINTENDENT WORKING AGREEMENTS, which had been prepared for the Lane Education Service District (ESD) which addressed the following:

- A. Purpose of Agreements
- B. The Board Job Description and Relationship with Superintendent
- C. Role of Board Leadership
- D. Role of the Superintendent
- E. Meeting Operations and Decision Making
- F. Communication
- G. Board or Superintendent Committees.

Dr. Hernandez noted advocacy was part of the Board's responsibilities and clear communication was important to the Board and Superintendent to successfully do its work. He added personnel was Dr. Rieke-Smith's responsibility, and the Board could not address personnel issues. He emphasized the importance for the Board to clarify Board policies before taking action or discussing issues with the public. He proposed that the SPS departments regularly report to the Board on what was happening at the department level. He asked that there be a Board process for tracking and addressing public comments.

Dr. Rieke-Smith said the Board could address public comments at a subsequent Board meeting. Board members should direct people to the appropriate staff when approached by the public with comments and concerns.

Mr. Bishoff recommended Board members look at the updated Oregon School Boards Association (OSBA) website. The *Ask OSBA* section was particularly informative.

Dr. Hernandez cautioned against violating copyright laws when looking at the OSBA website, which had been a problem, particularly for smaller school districts.

Dr. Rieke-Smith asked Board members if they found the summer OSBA trainings valuable.

Dr. Hernandez said the most recent OSBA training was particularly well done, especially around charter schools. The training presented all new information, with pros and cons about what the U.S. Department of Education presented in a common sense approach. Other sessions were also well planned and presented. He encouraged all Board members to attend this training, to enable the group to gather information from all of the sessions.

Mr. Bessett said the training presented all new information for him and was very worthwhile.

Mr. Bishoff said the OSBA trainings were always well done, and provided him an opportunity to meet and network with other school boards. He thought it was meaningful for everyone to attend this training.

Dr. Rieke-Smith said it was helpful to get the state and federal perspective on education issues. She added the superintendents and business officers had an opportunity to attend a legislative advocacy conference in Washington, D.C., which was very informative.

Dr. Hernandez suggested OSBA staff be invited to give the training to the SPS Board when the new board member joined the Board. Perhaps other school boards would be interested in participating in the training, as well.

Mr. Bishoff said the OSBA website provided information on various OSBA online courses, including courses on ethics, school finance, budget, and new member orientation.

Board members briefly discussed consuming alcoholic beverages and use of cell phones while representing SPS. Ms. McCulley said when representing SPS, employees were not allowed to consume alcoholic beverages.

Mr. Bishoff said it was important for Board members to be held to the same standards as SPS staff.

Dr. Rieke-Smith directed Board members to section E.2. in the Board and Superintendent Working Agreements document, which stated “Attend and be fully engaged with a minimum of distraction from cell phones, etc. at regularly scheduled Board meetings unless prevented by sickness or an unavoidable cause.”

Board members reviewed the document. Mr. Bishoff said dealing with electronic communications was challenging.

Ms. McCulley said exchange of electronic documents should be used strictly for information sharing, and Board members should refrain from discussing or deliberating electronically.

Mr. Bishoff said time was the issue in reviewing documents, but it was important for the Board to be transparent in its discussions and actions.

The Board took a short break.

## **5. CHROMEBOOK TUTORIAL**

Mr. Lindly and Barb Ledbetter led a tutorial for the Board in the use of their new Chromebooks.

## **6. DISCUSS CABINET RETREAT POWERPOINT**

Dr. Rieke-Smith shared with the Board the PowerPoint presentation she shared with Cabinet during their retreat in early August. She directed Board members to the following books which she cited at the Cabinet meeting:

- Leadership on the Line by Marty Linsky and Ronald A. Heifetz
- Leaders Eat Last by Simon Synek
- Move Your Bus by Ron Clark

Dr. Rieke-Smith continued her discussion offering a PowerPoint presentation of a book by John Kotter, Our Iceberg is Melting, which supported the SPS strategic plan.

Dr. Rieke-Smith offered a PowerPoint presentation on the August 14, 2017 SAAC meeting.

## **7. REINVESTMENT DISCUSSION**

Mr. Yancey shared with the Board ideas for reinvestment opportunities for the additional dollars that had been allocated to SPS from the State.

Mr. Yancey distributed a document entitled *The Financial and Economic Environment for Springfield Public Schools—An Analysis to Support Long-Term Planning for the General Fund—June 2017—Prepared for Springfield Public Schools by the Government Finance Officers Association (GFOA)*. He encouraged Board members to review the document.

Mr. Yancey offered a PowerPoint presentation entitled SPRINGFIELD SCHOOL DISTRICT—School Board—2017 Summer Planning Meeting. Copies of the presentation were distributed to Board members. Mr. Yancey reviewed the following items in the PowerPoint presentation:

- Economic Forecast Summary—5/17/2017 & 8/23/2017
- 2017-2018 State School Fund

- State School Fund and Revenue Scenarios
- Summary of Adopted Budget Reductions (2017-18)
  - Reduction in VER contribution (\$275,000)
  - Reduction 5% discretionary supplies (\$205,000)
  - Reduction 2.0 Certified Reserve positions (\$186,000)
  - Reduction of Curriculum materials (\$150,000)
  - Eliminate 2016-17 additions (\$100,000 GF Savings)
    - Outdoor School (\$30,500). To be funded by Measure 99
    - Music/Art support to schools (\$41,500). To be partnered with Springfield Education Foundation
    - Club/Activity Support (\$28,000)
  - Transfer CTE TOSA to Measure 98 funding (\$90,600) from Grant Support funds
  - Transfer Human Resources Tech to Grant Support funds (\$64,000 GF Savings)
- Budget Allocation Considerations—Restore what was eliminated (\$880,000)
  - Addition in VER contribution (\$175,000)
  - Addition 5% discretionary supplies (\$205,000)
  - Addition of Curriculum materials (\$150,000)
  - Restore Human Resources Tech in General Fund (\$64,000).
- Budget Allocation Considerations--\$4,100,000
  - Base biennial funding on a (49%) 2017-18 & (51%) 2018-19 allocation
  - Additional 12.0 fte certified behavior support staff (\$1,100,000)
  - PERS reserve for anticipated 2019-21 biennial increase (\$1,000,000)
  - Increase allocation to Technology Replacement Fund (\$500,000)
  - STEAM/Maker Space Design & Renovations (\$500,000)—Secondary Schools
  - Replacement furniture—District wide (\$440,000)--\$20,000 per room plus Board room furniture
  - Increase mental health supports (\$250,000)
  - Professional Development –Equity training (\$150,000)
  - Anticipated Dual Language program additions (\$70,000)—One-time costs
  - 1.0 fte Administration Building Receptionist (\$50,000)
  - Structural Design Yolanda and Douglas Gardens Breezeway repair (\$40,000).

Mr. Yancey facilitated a Board discussion related to the proposed allocations. He explained he would bring the budget request to the Board at a future meeting, and ask the Board to recognize and allocate resources.

Mr. Bishoff said although the proposed budget was a relief, it was less than what the District needed.

## **8. WRAP UP AND NEXT STEPS**

Mr. Bishoff noted the Board discussed moving advocacy to a work session. Dr. Rieke-Smith's back to school talk was scheduled for Tuesday, September 5, 2017 at 9:30 am, at Springfield High School. He would be providing information about the work of the Board at the back to school event.

## **10. ADJOURNMENT**

With no other business, Mr. Bishoff adjourned the meeting at 1:55 pm.

*(Minutes recorded by Linda Henry)*