



**BOARD OF EDUCATION**  
**August 14, 2017**  
**Administration Center Boardroom**  
**525 Mill Street • Springfield, OR 97477**

**7:00 pm Board Meeting**

<b>AGENDA</b>			<b>TAB</b>
1. Call Meeting to Order and Flag Salute • Changes or Additions to the Agenda		Board Chair Erik Bishoff	
2. Public Comments (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)			
3. Consent Agenda			
A. July 31, 2017 Board Meeting Minutes			1
B. Personnel Action, Resolution #17-18.002		Bruce Smolnisky	2
C. Nutrition Services Fresh Produce Products, Res. #17-18.003		Greg James	3
D. Nutrition Services Dairy Products, Resolution #17-18.004		Greg James	4
E. Nutrition Services Bakery Products, Resolution #17-18.005		Greg James	5
F. Purchase of Nutrition Services Supplies, Resolution #17-18.006		Greg James	6
G. 2017-2018 Grants Report		David Collins	7
H. Restraint & Seclusion Report		Brian Megert	8
4. Reports and Discussion			
A. Declare a Board Vacancy and Outline Process		Chair Bishoff	
B. Summer Planning Meeting Agenda Items		Chair Bishoff	
C. Superintendent Communication		Sue Rieke-Smith	
D. Board Communication • Board Committee Representation		Chair Bishoff	
5. Other Business			
6. Next Meeting:	August 28, 2017, 9:00 am, Summer Planning Session September 11, 2017, 7:00 pm, Business Meeting		
7. Adjournment		Chair Bishoff	

## **BUSINESS MEETING MINUTES**

1/ A Regular Meeting of the Lane County School District No. 19 Board of Education was held on July 31, 2017.

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

Board Vice Chair Erik Bishoff called the Springfield Board of Education meeting to order in the Board Room of the District Administration Center at 5:05 pm and led the Pledge of Allegiance.

#### **Attendance**

Board Members present included Board Vice Chair Erik Bishoff, Laurie Adams, Sandra Boyst, and Dr. Emilio Hernandez.

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Brett Yancey, Jenna McCulley, Kevin Ricker, Suzy Price, Tom Lindly, Bruce Smolnisky, Sheryl Cramer and Zach Bessett.

### **2. OATH OF OFFICE**

Laurie Adams administered the Oath of Office to Zach Bessett. Mr. Bessett signed the Oath of Office, which was witnessed by Dr. Sue Rieke-Smith.

Laurie Adams administered the Oath of Office to Erik Bishoff. Mr. Bishoff signed the Oath of Office, which was witnessed by Dr. Sue Rieke-Smith.

Laurie Adams administered the Oath of Office to Emilio Hernandez. Dr. Hernandez signed the Oath of Office, which was witnessed by Dr. Sue Rieke-Smith.

### **3. RESIGNATION ANNOUNCEMENT**

Director Boyst shared her decision to resign from the School Board of Directors. Boyst shared her appreciation for her time on the board and the work they have completed.

**Motion:** Erik Bishoff moved to accept Boyst's resignation, seconded by Laurie Adams. The vote carried 4:0.

Mrs. Boyst left the meeting.

### **4. ELECTION OF OFFICERS**

**Motion:** Erik Bishoff was nominated by Dr. Emilio Hernandez, and seconded by Laurie Adams to serve as Board Chair for the 2017-2018 school year. The vote carried 4:0.

**Motion:** Dr. Emilio Hernandez was nominated by Erik Bishoff and seconded by Zach Bessett to serve as Board Vice Chair for the 2017-2018 school year. The vote carried 4:0.

### **5. CONSENT AGENDA**

**A. June 26, 2017 Board Meeting Minutes**

**B. Personnel Action, Resolution #17-18.001**

Bruce Smolnisky recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and the addendum presented along with this resolution.

**New Hires**

Anahid Bertrand  
Jonathan Bridges  
Katrina Coleman  
Carmen Cybula  
Jennifer Hermens  
Cierra Pettit  
Sandra Roach  
Raina Silva  
Phoebe Slocum  
Rebekah Weast  
Nancy Williams  
Alexandra Wood

**Resignations**

Bonnie Aulakh  
Andrew Bempsey-Karp  
James Moore  
Elizabeth Sorensen  
Annie Jo Wilson

**Retirements**

Joanne Broh  
Gregory James  
Brad McEntire  
Mark Nordquist  
John Saraceno

**Leave of Absence**

Rhiannon Kerr

**Change in Contract Status**

Joanne Broh  
Gregory James  
Brad McEntire  
John Saraceno

**Motion:** Dr. Emilio Hernandez moved and seconded by Zach Bessett to approve the Consent Agenda. The vote carried 4:0.

**6. PLANNING MEETING**

Chair Bishoff reminded the Board to forward items they wished to be considered for the August Planning Meeting to the Chair or Vice Chair as per the Board Working Agreements. The Board discussed the location of the planning meeting and will revisit the discussion at the August 14 business meeting.

**7. NEXT MEETING**

Chair Bishoff shared the next business meeting would be held on August 14, 2017 at 7:00 pm.

**8. ADJOURNMENT**

With no other business, Chair Bishoff adjourned the meeting at 5:15 pm.

**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 change of contract status. 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
- Change of Contract Status

SUBMITTED BY:

Bruce Smolnisky  
Interim Director of Human Resources

APPROVED BY:

Susan Rieke-Smith, Ed.D.  
Superintendent

<b>NO</b>	<b>NAME</b>	<b>CURRENT BUILDING ASSIGNMENT</b>	<b>CURRENT STATUS</b>	<b>FTE</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
	<b>NEW HIRES</b>					
1	JERAMI CAMPBELL	TMS	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
2	DAVID CARTER	TMS	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
3	COLIN FARNSWORTH	BRIGGS	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
4	KIMBERLY GREEN	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
5	KRISTEN GROTTKAU	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
6	LAURA LATHAM	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
7	LANE LITTLEFIELD	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
8	BRITTANY MADDOUX	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
9	MELISSA MORGENLAENDER	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
10	MIRANDA NCHEKWUBE	SHS	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
11	NATHAN POUKISH	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
12	ANDREW PRICE	TMS	PROBATIONARY 1 ADMINISTRATOR	FT	8/10/2017	NEW HIRE
13	RAINA SILVA	SHS	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
14	HEATHER ST. LOUIS	RIVERBEND	PROBATIONARY 1	FT	8/29/2017	NEW HIRE
15	KATHRYN TIERNAN	MT. VERNON	PROBATIONARY 1	FT	8/29/2017	NEW HIRE

	<b>CHANGE IN CONTRACT STATUS</b>					
16	JONATHAN KEMPE	SHS	CONTRACT TEACHER	FT	2017/18	CHANGE FROM PART TIME TO FULL TIME JOB STATUS

RESOLUTION #17-18.003

DATE: AUGUST 14, 2017

NUTRITION SERVICES  
FRESH PRODUCE PRODUCTS

RELEVANT DATA:

The Nutrition Services Fresh Produce Products Request for Proposals took place in July of 2013 and established a price agreement for the 2013-14 year with the option to renew annually through the 2017-18 school year.

This action will authorize District staff to exercise the contract renewal option to furnish fresh produce products including some locally grown farm to school produce for the Nutrition Services program for the 2017-18 school year.

Board member Emilio Hernandez reviewed the procurement file. Gary Cole and Greg James will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors award the fresh produce products contract to Emerald Fruit & Produce of Eugene for an estimated amount of \$210,000.00.

SUBMITTED BY:

Gary Cole  
Nutrition Services Supervisor

APPROVED BY:

Susan Rieke-Smith, Ed.D.  
Superintendent

RESOLUTION #17-18.004

DATE: AUGUST 14, 2017

NUTRITION SERVICES  
DAIRY PRODUCTS

RELEVANT DATA:

The Nutrition Services Dairy Products Bid took place in July of 2013 and established a price agreement for the 2013-14 year with the option to renew annually through the 2017-18 school year.

This action will authorize District staff to exercise the contract renewal option to furnish dairy products for the Nutrition Services program for the 2017-18 school year.

Board member Emilio Hernandez reviewed the procurement file. Gary Cole and Greg James will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors award the dairy products contract to Spring Valley Dairy of Eugene for an estimated amount of \$370,000.00.

SUBMITTED BY:

Gary Cole  
Nutrition Services Supervisor

APPROVED BY:

Susan Rieke-Smith, Ed.D.  
Superintendent



RESOLUTION #17-18.005

DATE: AUGUST 14, 2017

NUTRITION SERVICES  
BAKERY PRODUCTS

RELEVANT DATA:

The Nutrition Services Bakery Products Bid took place in July of 2013 and established a price agreement for the 2013-14 year with the option to renew annually through the 2017-18 school year.

This action will authorize District staff to exercise the contract renewal option to furnish bakery products for the Nutrition Services program for the 2017-18 school year.

Board member Emilio Hernandez reviewed the procurement file. Gary Cole and Greg James will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors award the bakery products contract to Franz Family Bakeries of Eugene for an estimated amount of \$100,000.00.

SUBMITTED BY:

Gary Cole  
Nutrition Services Supervisor

APPROVED BY:

Susan Rieke-Smith, Ed.D.  
Superintendent

PURCHASE OF NUTRITION SERVICES SUPPLIES

RELEVANT DATA:

This bid was advertised on the Bend-La Pine School District web site and bid packets were distributed to vendors on the current bidders list. Bids meeting requirements were received by the Applegate Trail Child Nutrition Purchasing Group. This purchasing cooperative represents nutrition service programs in twenty-two (22) school districts. This solicitation establishes a price agreement for the 2017-18 year and provides four optional annual renewals through the 2021-2022 school year.

This contract award will furnish Frozen/Perishable, Canned/Dry Goods, and Paper/Cleaning supplies for the Nutrition Service program for the 2017-18 year. Board member Emilio Hernandez reviewed the procurement file. Gary Cole and Greg James will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the purchase of Nutrition Service supplies from the following vendors for the following estimated amounts:

Food Services of America, Woodburn, OR	325,000.00
McDonald Wholesale Company, Eugene, OR	325,000.00
NW Distribution – Tools for Schools, Emmitt, ID	50,000.00
EcNow Tech, Albany, OR	25,000.00
Wallace Packaging LLC, Tucson, AZ	25,000.00

TOTAL ANTICIPATED AWARD \$750,000.00

SUBMITTED BY:

Gary Cole  
Nutrition Services Supervisor

APPROVED BY:

Susan Rieke-Smith, Ed.D.  
Superintendent

## GRANTS AND DEVELOPMENT REPORT

## RELEVANT DATA:

Staff in the Instruction Department has collaborated with other District staff and departments to submit grant applications to the U.S. Department of Education, Oregon Department of Education, and a variety of private and public funding organizations. The goal is to secure funds that benefit District students, teachers and schools.

The District's process for selecting the grant applications it chooses to pursue is established in accordance with District policy and funding opportunities that are aligned with District goals to support existing initiatives, enhance current projects, offset budget and staff reductions, and find funding for projects for which the District currently has budgeted matching funds.

This year the District's Instruction Department grant efforts prioritized projects that were aligned with current District initiatives such as collaboration, college and career readiness, dual language programming, STEM, and recruiting, supporting and training bilingual/bicultural community members to become highly qualified teachers.

**2016-2017 Highlights:**

- Successfully submitted various grant applications totaling, \$6,236,677.93.
- \$174,132.00 awarded for ELL Transformation.
- \$200,000.00 awarded for Preschool Promise.
- \$3,219,827.00 was allocated during the 2016-17 school year for Title IA.
- \$80,552.00 was allocated during 2016-17 school year for Title III ELL.
- \$1,916,117.94 was allocated during 2016-17 school year for IDEA Part B.
- Awarded a \$33,197.00 for College and Career Readiness.
- Awarded \$53,969.30 for the Student Centered Assessment Project.
- \$503,079.00 was allocated during 2016-17 school year for Title IIA.
- Awarded \$44,600.00 for ASPIRING Leader.
- \$11,203.69 was allocated during 2016-17 for Title X McKinney Vento.

SUBMITTED BY:  
David Collins  
Assistant Superintendent

APPROVED BY:  
Susan Rieke-Smith, Ed.D  
Superintendent

Fund	16-17	Initial Award \$	F = Formula C = Competitive D = Discretionary	
201	Title IA 2016-17	3,219,827.00	F	
202	ArtCore	547,730.00	F	283,582 (carried forward)
203	SIF - KITS	272,100.00	C	
208	EWEB WET	47,000.00	C	43,451 (carried forward)
209	TeachOregon	120,000.00	D	60,564 (carried forward)
212	Title IV-B 21st CCLC	431,600.00	C	225,529 (carried forward)
214	Title III ELL 16-17	80,552.00	F	
216	SOAR	284,339.00	C	
217	ELL Transformation	174,132.00	D	
219	Preschool Promis	200,000.00	C	
220	SPR&I	7,217.00	D	
221	Title VII Indian Education	56,987.00	F	
222	IDEA Part B, 611 15-16	1,822,370.49	F	384644.66 (carried forward)
223	IDEA Part B, 611 16-17	1,916,117.94	F	
225	LTCT GF/SSF	1,108,634.50	F	
225	LTCT Title ID	59,775.30	F	
225	LTCT IDEA	60,213.02	F	
226	College and Career Readiness	33,197.00	C	
227	Title III ELL 15-16 Carryover	77,607.00	F	8,208 (carried forward)
228	IDEA Part B, 619	14,745.00	F	
230	Student Centered Assessment Project	53,969.30	D	
243	IDEA Enhancement	12,731.00	F	
245	Youth Transition Program	452,816.10	F	
248	Title IIA 16-17	503,079.00	F	
249	Title IIA 15-16	519,283.00	F	219,675 (carried forward)
250	ASPIRING Leader	44,600.00	D	
253	WIOA	64,516.00	C	
254	Title IIC Perkins	51,071.00	F	
255	Mini Perkins	7,191.41	F	
268	Safe Routes to School	57,434.00	C	
271	Title IA 15-16 Carryover	3,219,827.00	F	634,584 (carried forward)
272	Paul G Allen		C	8,848.03 (carried forward)
275	Collaboration Grant	1,079,913.00	D	
280-750	Project SOAR/SSOAR/ESCOLAR	5,115.92	C	
280-777	UO C2SL	80,869.00	C	
280-779	Freshman Success	15,000.00	C	
280-780	Paths 2 the Future		C	3,000 (carried forward)
281	Extended Assessment	3,600.00	F	
284	Title X McKinney Vento	11,203.69	F	2,017 (carried forward)
285	SUB	143,214.00	C	101698 (carried forward)
288	Music Matters	13,500.00	C	

REPORTING REQUIREMENTS FOR THE USE OF RESTRAINT & SECLUSION

RELEVANT DATA:

This is year five of the restraint and seclusion reporting requirements that took affect in July 2012. The wording of the OAR has been adjusted on more than one occasion in the last few years, but the substance of the physical restraint and seclusion law has remained consistent. As part of the law, the district must make available to the board and to the public all incidents of restraint and seclusion during the school year. Additionally, specific demographic information pertaining to the students involved in the incidents of restraint and seclusion must be made available. The attached report provides the applicable OARs and the required information. This report will be kept on file at the district office and will be available on our website. In some cases, the demographic information potentially reveals student identifiable information and that portion has been redacted. For specific information regarding the number of restraint and seclusions, please see pages three and four of the attached report.

Brian Megert will be available to answer any questions.

SUBMITTED BY:

Brian Megert, D.Ed.  
Special Programs Director

APPROVED BY:

Susan Rieke-Smith, Ed.D.  
Superintendent

## **Summary Report: 2016-17**

### Use of Physical Restraint and Seclusion in Springfield Public Schools

**581-021-0559**

#### **Reporting Requirements for the Use of Physical Restraint and Seclusion**

(1) Each entity that has jurisdiction over a public education program must prepare and submit to the Superintendent of Public Instruction an annual report detailing the use of physical restraint and seclusion for the preceding school year, including, at a minimum:

- (a) The total number of incidents involving physical restraint;
- (b) The total number of incidents involving seclusion;
- (c) The total number of seclusions in a locked room;
- (d) The total number of students placed in physical restraint;
- (e) The total number of students placed in seclusion;
- (f) The total number of seclusion rooms available; and a description, including the location of those rooms, designated solely for seclusion;
- (g) The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;
- (h) The number of students who were placed in physical restraint or seclusion more than 10 times in the course of a school year and an explanation of what steps have been taken by the public education program to decrease the use of physical restraint and seclusion for each student;
- (i) The number of incidents in which the personnel of the public education program administering physical restraint or seclusion were not trained; and
- (j) The demographic characteristics of all students upon whom physical restraint or seclusion was imposed, including race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

(2) Each entity that has jurisdiction over a public education program shall make its annual report about physical restraint and seclusion available to:

- (a) The public at the entity's main office and the website of the entity;
- (b) The school board or governing body overseeing the entity;
- (c) If the entity is an education service district, the component school districts of the education service district;

## **Summary Report: 2016-17**

### Use of Physical Restraint and Seclusion in Springfield Public Schools

- (d) If the entity is a public charter school, the sponsor of the public charter school;
- (e) Parents and guardians of students in a public education program, who shall be advised at least once each school year about how to access the report.

Stat. Auth. 326.051

Stats. Implemented: 2011 OL Ch. 665 (Enrolled HB 2939)

Hist.: ODE 12-2012, f. 3-30-12, cert. ef. 5-1-12; ODE 13-2014, f. & cert. ef. 2-19-14; ODE 15-2014, f. & cert. ef. 3-4-14

**Definitions:** As used in OAR 581-021-0550 to 581-021-0566:

“Physical restraint” means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student.

“Physical restraint” may not be used for discipline, punishment or convenience of personnel of the public education program.

“Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. “Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving.

Physical restraint or seclusion may be used on a student in a public education program only if:

- (A) The student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others; and,
- (B) Less restrictive interventions would not be effective.

## Summary Report: 2016-17

### Use of Physical Restraint and Seclusion in Springfield Public Schools

<b>Total Incidents of Physical Restraint and Seclusion:</b>	<u>4</u>
Total number of incidents involving physical restraint:	<u>4</u>
Total number of incidents involving seclusion:	<u>0</u>
Total number of seclusions in a locked room:	<u>0</u>
Total number of students placed in physical restraint:	<u>4</u>
Total number of students placed in seclusion:	<u>0</u>

#### Demographic characteristics:

Race:

African American	0
Asian	0
Multi-Racial	0
Native American/American Indian	0
White	4

Ethnicity:

Hispanic	0
Non-Hispanic	4

Gender:

Female	2
Male	2

Disability Status:

<b>Identified as Disabled under IDEA or Section 504:</b>	
	1
<b>Non-Disabled:</b>	
	3

Migrant Status: 0



## **Summary Report: 2016-17**

### Use of Physical Restraint and Seclusion in Springfield Public Schools

English Proficiency:

  0   Students receiving ELL services.

Status as Economically Disadvantaged:

  1   Students eligible for free and reduced lunch.

Total number of incidents that resulted in **injuries or death** to students or personnel as a result of the use of physical restraint or seclusion:   0   incidents resulted in reported injuries to staff.

Number of students placed in physical restraint or seclusion **more than 10** times in the 2011-12 school year:   0  

Steps taken to reduce the use of physical restraint for each student:

**In each case, the team debriefed the incident, reviewed the behavior support plan, identified triggers and consequences for behavior, and determined next steps.**  
**Following the meeting, the team implemented strategies based on the information collected with the team, including the parents and team members from outside the school system. While the information is confidential, each incident was thoroughly documented as part of the required, formal process.**

Number of incidents in which personnel administering physical restraint or seclusion were not trained:   1