



Special Board Meeting SPRINGFIELD BOARD OF EDUCATION

February 27, 2017

**Administration Center Board Room
525 Mill Street
Springfield, OR 97477**

4:00 pm Work Session

6:30 pm Special Board Meeting

AGENDA

- | | | | |
|----|--|--------------------|---|
| 1. | Call Meeting to Order and Flag Salute | Chair Tina DeHaven | |
| 2. | Public Comments
(Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.) | | |
| 3. | Consent Agenda | | |
| | A. Board Policy, First Read | Jenna McCulley | 1 |
| 4. | Action Items | | |
| | A. 2016-17 Calendar Modification Option A, Resolution #16-17.039 | David Collins | 2 |
| | B. 2016-17 Calendar Modification Option B, Resolution #16-17.040 | David Collins | 3 |
| | C. Mandatory Prequalification for Certain Public Improvement Contracts., Resolution #16-17.041 | Brett Yancey | 4 |
| | D. Pre-Qualification of General Contractors for Public Bidding on the Replacement Admin Bldg Renovation Proj., Resolution #16-17.042 | Brett Yancey | 5 |
| 5. | Adjournment | Chair DeHaven | |

Next Meeting: March 13, 2017, 7:00 pm, Business Meeting

FIRST READING

DATE: February 27, 2017

BOARD POLICY FOR REVIEW

RELEVANT DATA:

From time to time, changes in laws or operating practice require changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to craft policy for Springfield Public Schools. Administrative Rules (ARs) are brought to the board for approval when required.

One current policy is presented for Board first reading and review to reflect updated procedures.

RECOMMENDATION:

It is recommended the Board of Directors review the following board policy as a first reading:

- EEBA District Vehicles

Tom Lindly is available for questions.

SUBMITTED BY: RECOMMENDED BY:

Jenna McCulley
Community Engagement Officer

Susan Rieke-Smith, Ed.D.
Superintendent

Bold = Additions / ~~Strike Through~~ = Deletions



Code: **EEBA**
Adopted: 3/17/05
Readopted: 2/26/07
Orig. Code(s): EEBA

District Vehicles

The district maintains a fleet of vehicles for use by staff for work-related in-town and out-of-town travel. These vehicles may be driven only by district employees over 18 years of age having valid Oregon driver licenses. When transporting students, the employee must be 21 years of age or older. In addition, to operate district-owned vehicles with a gross vehicle weight (GVWR) exceeding 26,000 pounds, a school bus, or a vehicle carrying 16 or more passengers, employees must hold a valid commercial driver license.

The district shall deny use of district-owned vehicles to any employee who: 1) has not been authorized by the district to drive fleet vehicles; 2) has a restricted or suspended driver license for a cause involving the unsafe operation of a motor vehicle or because of driving record; 3) has a record of more than two moving violations within the past three years; 4) has been convicted for operating a vehicle under the influence of drugs or intoxicants.

The district reserves the right to deny use of district owned vehicles to any employee who has been cited for operating a vehicle under the influence of drugs or intoxicants; or who has been involved in a motor-vehicle accident when driving a district-owned vehicle.

Volunteers, parents, students, student teachers, sub-contracted workers, **and** workers leased through temporary service companies, ~~and non-district employees (e.g. ESD employees)~~ are not authorized to operate district-owned vehicles. **Lane Educational Service District employees may be allowed to operate district-owned vehicles on a case-by-case basis.**

The superintendent or designee will develop procedures to support this policy.

All drivers operating district-owned vehicles shall use seat belts. Failure to do so is grounds for discipline, up to and including dismissal.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for the passengers and their use is required.

Additionally, all drivers operating district-owned vehicles or conducting district business

while driving a privately-owned vehicle, shall ensure that children four or five years of age or who weigh between 40 and 60 pounds, regardless of age, are properly secured in a child safety system that meets the minimum standards and specifications of law. The vehicle shall not be driven until the driver and all passengers are properly buckled and properly secured.

A district vehicle more than 10,000 pounds or equipped with a lap belt only is exempt from child safety system requirements.

END OF POLICY

Legal Reference(s):

[ORS 341.290 \(2\)](#)

[ORS 801.455](#)

[ORS 811.210](#)

[ORS 820.105](#)

[ORS 820.110](#)

[ORS 820.120](#)

[OAR 437-002-0220 to -0227](#)

CALENDAR MODIFICATION – OPTION A

RELEVANT DATA:

Each year, in accordance with board policy IC/ICA, Springfield Public Schools develops a school calendar balancing a commitment to a complete academic year that adheres to state requirements regarding student instructional minutes as well as honoring all collective bargaining agreements outlined in the association contracts. This calendar includes the equivalent of two days of instructional time beyond state minimums should inclement weather, or other unforeseen event, create cause for students to be out of school allowing the district to still meet all obligations without making adjustments to the end of the school year.

Due to the unusual winter weather that the region has seen, without adjustment student instructional time will fall below the state minimums and as per policy the time will need to be made up. To continue to adhere to association contracts, and state instructional time requirements the district proposes that the approved academic calendar, Option A, be amended to extend instructional time at the end of the year by four days (providing no further days are lost). This action would add June 16, 19, 20 and 21 as student contact days and additionally June 22 as a teacher work day. Any subsequent missed days would be added on a one-for-one basis to both student contact and teacher work days from those dates forward.

Option A Modified Calendar recovers four (4) student contact days and four staff work days.

RECOMMENDATION:

It is recommended the Board of Directors approved the proposed amendment to the current academic calendar, Options A or B, in adherence with policy IC/ICA extending the school year as outlined.

Michael Henry and David Collins will be available for questions.

SUBMITTED BY:

David Collins
Assistant Superintendent

2016-2017 DISTRICT CALENDAR

Extended Option A

Community Calendar IMPORTANT DATES

M	T	W	T	F
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JULY 2016

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST 2016

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER 2016

		1	2	
5	6	7	8	9 ^K
12	13	14	15	16
19	20	21	22	23 ^D
26	27	28	29	30

OCTOBER 2016

3	4	5	6	7 ^D
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28 ^D
31				











NOVEMBER 2016

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DECEMBER 2016

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5	6	7	8	9 ^T
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Key:

-  End of Quarter
-  Non-Contract Holiday
-  First & Last Day of School
-  Holidays
-  Grading-Planning Days/
-  Parent Conference Days
-  Inservice Days:
-  Staff Dev, Planning & Collab
-  Early Release
-  Collaboration Days (certified & classified report): B=Building; D=District; T=Teacher

Strikethrough = snow days, no school

*This is Springfield Public School's district-wide calendar. For specific information pertaining to your school, please contact your school.

NOTE: In the event of budget constraints, the school board reserves the right to adjust the district's calendar

Semester: 1st

2/20/17

Day	Month
August	
30 & 31:	Inservice Days - No School
September	
1, 2 & 6:	Inservice Days - No School
5:	Labor Day - No School
7:	First Day of School - Grades K-5, 6 & 9
8:	First Day of School - Grades 7, 8 & 10-12
9:	Early Release - Collaboration Day (Kinder)
23:	Early Release - Collaboration Day (District)
October	
7 & 28:	Early Release - Collaboration Day (Building - Teacher)
14:	Collaboration Day - No School (full day)
November	
3 & 4:	Conference/Grading Day, End of 1st Qtr - no school
11:	Holiday - Veterans Day
18:	Early Release - Collaboration Day (Building)
24 & 25:	Holiday - Thanksgiving - No School
30:	Grading/Conference Day, End of 1st Trimester
December	
1 & 2:	Grading/Conference Day (no school)
9:	Early Release - Collaboration Day (Teacher)
15 & 16: Snow Days - No School	
19 - 30:	Winter Break - No School
January	
2:	Holiday - New Year's Day (Jan 1)
13:	Early Release - Collaboration Day (Building)
5, 6 & 9: Snow Days - No School	
16:	Non-Contract Holiday - No School (full day)
26 & 27:	Grading/Conf Day-End of 1st Sem/Elem Tchr Prep Day
February	
3 & 17	Early Release - Collaboration Day (Teacher & District)
March	
3 & 17	Early Release - Collaboration Day (Teacher & Building)
10:	Grading Day/End of 2nd Trimester - No School
27-30:	Spring Break - No School
April	
7:	Conferenece/Grading Day/End 3rd Qtr - no school
14 & 28:	Early Release - Collaboration Day (District & Teacher)
May	
12 & 26:	Early Release - Collaboration Day (District & Building)
29:	Holiday - Memorial Day
June	
9:	Early Release - Collaboration Day (District)
15	21: Last Day of School
16	22: Grading Day/End 3rd Trimester - No School

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JANUARY 2017

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23	24	25	26	27
30	31			

FEBRUARY 2017

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13	14	15	16	17 ^D
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27	28			

MARCH 2017

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13	14	15	16	17 ^B
20	21	22	23	24
27	28	29	30	31

APRIL 2017

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24	25	26	27	28 ^D

MAY 2017

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JUNE 2017

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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

CALENDAR MODIFICATION – OPTION B

RELEVANT DATA:

Each year, in accordance with board policy IC/ICA, Springfield Public Schools develops a school calendar balancing a commitment to a complete academic year that adheres to state requirements regarding student instructional minutes as well as honoring all collective bargaining agreements outlined in the association contracts. This calendar includes the equivalent of two days of instructional time beyond state minimums should inclement weather, or other unforeseen event, create cause for students to be out of school allowing the district to still meet all obligations without making adjustments to the end of the school year.

Due to the unusual winter weather that the region has seen, without adjustment student instructional time will fall below the state minimums and as per policy the time will need to be made up. To continue to adhere to association contracts, and state instructional time requirements the district proposes that the approved academic calendar, Option B, be amended to extend March 17 and May 26 as regular student contact days and instructional time at the end of the year by one day (providing no further days are lost). This action would add June 16, as student contact days and additionally June 19, 20, 21 and 22 as a staff (certified and classified) work days. Additionally, the District will submit a state waiver to access 14 hours waived instruction time. Any subsequent missed days would be added on a one-for-one basis to both student contact and staff work days from those dates forward.

Option B Modified Calendar recovers two (2) student contact days and four staff work days.

RECOMMENDATION:

It is recommended the Board of Directors approved the proposed amendment to the current academic calendar, Options A or B, in adherence with policy IC/ICA extending the school year as outlined.

Michael Henry and David Collins will be available for questions.

SUBMITTED BY:

David Collins
Assistant Superintendent



2016-2017 DISTRICT CALENDAR

Extended Option B

Community Calendar IMPORTANT DATES

M	T	W	T	F
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JULY 2016

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4	5	6	7	8
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18	19	20	21	22
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AUGUST 2016

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15	16	17	18	19
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SEPTEMBER 2016

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OCTOBER 2016

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NOVEMBER 2016

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DECEMBER 2016

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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Key:

- End of Quarter
- Non-Contract Holiday
- First & Last Day of School
- Holidays
- Grading-Planning Days/ Parent Conference Days
- Inservice Days: Staff Dev, Planning & Collab
- Early Release
- Collaboration Days (certified & classified report): B=Building; D=District; T=Teacher

Strikethrough = snow days, no school

Day	Month
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30 & 31:	Inservice Days - No School
September	
1, 2 & 6:	Inservice Days - No School
5:	Labor Day - No School
7:	First Day of School - Grades K-5, 6 & 9
8:	First Day of School - Grades 7, 8 & 10-12
9:	Early Release - Collaboration Day (Kinder)
23:	Early Release - Collaboration Day (District)
October	
7 & 28:	Early Release - Collaboration Day <i>Building - Teacher</i>
14:	Collaboration Day - No School (full day)
November	
3 & 4:	Conference/Grading Day, End of 1st Qtr - no school
11:	Holiday - Veterans Day
18:	Early Release - Collaboration Day (Building)
24 & 25:	Holiday - Thanksgiving - No School
30:	Grading/Conference Day, End of 1st Trimester
December	
1 & 2:	Grading/Conference Day (no school)
9:	Early Release - Collaboration Day (Teacher)
15 & 16:	Snow Days - No School
19 - 30:	Winter Break - No School
January	
2:	Holiday - New Year's Day (Jan 1)
5, 6 & 9:	Snow Days - No School
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February	
3 & 17	Early Release - Collaboration Day (Teacher & District)
March	
3:	Early Release - Collaboration Day (Teacher & Building)
10:	Grading Day/End of 2nd Trimester - No School
17:	Regular School Day
27-30:	Spring Break - No School
April	
7:	Confernece/Grading Day/End 3rd Qtr - no school
14 & 28:	Early Release - Collaboration Day (District & Teacher)
May	
12:	Early Release - Collaboration Day (District & Building)
26:	Regular School Day
29:	Holiday - Memorial Day
June	
9:	Early Release - Collaboration Day (District)
15 16:	Last Day of School
16 22:	Grading Day/End 3rd Trimester - No School

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JANUARY 2017

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FEBRUARY 2017

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MARCH 2017

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APRIL 2017

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MAY 2017

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JUNE 2017

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RESOLUTION: #16-17.041

DATE: FEBRUARY 27, 2017

**Resolution Authorizing Mandatory Prequalification
for Certain Public Improvement Contracts**

RELEVANT DATA:

The District is in process of beginning the renovation of the Administration Building located at 640 A Street in downtown Springfield. This project is a technically complex project with tight timelines and difficult anticipated coordination of trades. Additionally, the complexity of this project requires potential contractors have the capacity to carry insurance levels adequate for coverage and be a large enough contractor to have the resources in place to meet timelines.

Brett Yancey and Greg James will be available for any questions.

RECOMMENDATION:

WHEREAS, the Springfield Public School Board of Education also acts as the local contract review board;

WHEREAS, ORS 279C.430 empowers a local contract review board to authorize mandatory prequalification for certain public improvement contracts, consistent with the prequalification process outlined in ORS 279C.430 and OAR 137-049-0220, as amended from time to time;

WHEREAS, mandatory prequalification offers the greatest benefit to the District on technically complex projects and on projects with a contract value of \$1 million or more;

BE IT RESOLVED that the Springfield Public School Board of Education, acting as the local contract review board authorizes, but does not require, mandatory prequalification for public improvement projects that are considered technically complex or have an expected contract value of \$1 million or more, consistent with the prequalification process outlined in ORS 279C.430 and OAR 137-049-0220, as amended from time to time.

IN WITNESS THEREOF, in accordance with Springfield Public Schools, as board members, we have hereunto set our hands and caused the official signatures of the school district of the City of Springfield, State of Oregon, to be affixed this 27th day of February, 2017.

SUBMITTED BY:

Brett M. Yancey
Chief Operations Officer

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent

RESOLUTION: #16-17.042

DATE: FEBRUARY 27, 2017

**PRE-QUALIFICATION OF GENERAL CONTRACTORS FOR PUBLIC BIDDING
ON THE REPLACEMENT ADMINISTRATION BUILDING
RENOVATION PROJECT**

RELEVANT DATA:

This Request for Qualifications (RFQ) was advertised in the Daily Journal of Commerce and on the Oregon Procurement Information Network (ORPIN). Four (4) potential general contractors attended the non-mandatory pre-qualification conference and job walk held on January 20, 2017. Seven (7) responses were received to this RFQ.

The purpose of this Request for Qualifications (RFQ) is to pre-select highly qualified General Contractors to participate in bidding on this project which is on a tight timeline and requires excellent demonstrated past performance.

The original solicitation documents were developed by District staff, in cooperation with gLAs Architects. Board Member Erik Bishoff reviewed the procurement files. Brett Yancey and Greg James will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the release of the Replacement Administration Building Renovation Project Manuals and Drawings to the following Pre-Qualified General Contractors for public bidding:

- Chambers Construction, Eugene, OR
- Essex General Construction, Eugene, OR
- GBC Construction, Corvallis, OR
- Inline Commercial Construction, Aloha, OR

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent