



*Every Student a Graduate Prepared for a Bright and Successful Future*

# Springfield Public Schools

**BOARD OF EDUCATION**  
**November 14, 2015**  
**Administration Center Boardroom**  
**525 Mill Street**  
**Springfield, OR 97477**

**5:00 pm Board Work Session, Board Working Agreements, RFP for Legal Council**  
**7:00 pm Board Meeting**

<b>AGENDA</b>	<b>TAB</b>
1. Call Meeting to Order and Flag Salute	Board Chair Tina DeHaven
2. Recognition: American Education Week Proclamation	Chair DeHaven 1
3. CTP Presentation	Kevin Hillman, Sally Mann
4. School Presentation: Hamlin Middle School	Principal Kevin Wright
5. Public Comments (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)	
6. Work Session Summary	Chair DeHaven
7. City Update: Improvements to Virginia/Daisy Corridor	Emma Newman
8. Consent Agenda	
A. October 10, 2016 Board Meeting Minutes	2
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C. November 1, 2016 Special Board Meeting Minutes	4
D. Financial Statement	Brett Yancey 5
E. Board Policies, First Reading	Jen McCulley 6
F. Open Enrollment & Inter-District Transfer Update	David Collins 7
G. Out of State Trips Overview	Kevin Ricker 8
H. Out of State Trip SHS Performing Arts, Resolution #16-17.012	Kevin Ricker 9
I. Out of State Trip SHS DECA, Resolution #16-17.013	Kevin Ricker 10
J. Out of State Trip SHS HOSA, Resolution #16-17.014	Kevin Ricker 11
K. Out of State Trip THS Cabaret, Resolution #16-17.015	Kevin Ricker 12
L. Board Policies Approval, Resolution #16-17.016	Jen McCulley 13
M. Personnel Action, Resolution #16-17.017	Michael Henry 14
9. Reports and Discussion	
A. Student Communication	
B. Superintendent Communication	Sue Rieke-Smith
C. Board Communication	Chair DeHaven
•Board Committee Reports	Chair DeHaven
10. Other Business	
11. Next Meeting:	December 6, 2016, 5:00 pm, Work Session
	December 12, 2016, 4:00 pm, Work Session
	December 12, 2016, 7:00 pm, Business Meeting
12. Adjournment	Chair DeHaven

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### American Education Week Proclamation

WHEREAS, public schools are the back bone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees, be they teachers, administrators, or other education professionals, work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools encourage community, bringing together adults and children, parents, mentors, community leaders, local businesses, and elected officials in a common enterprise to foster a love of learning in our students, spark creativity, instill a positive work ethic, and give our children the tools needed to realize their full potential.

NOW, THEREFORE, BE IT RESOLVED that we, the Springfield Board of Education, do hereby proclaim November 14 – 18, 2016 as American Education Week.

DATED this 14<sup>th</sup> Day of November 2016.

Tina DeHaven, Chair

Erik Bishoff, Vice Chair

Laurie Adams

Sandra Boyst

Emilio Hernandez

## BOARD BUSINESS MEETING MINUTES

6/ A Regular Meeting of the Lane County School District No. 19 Board of Education was held on October 10, 2016.

### 1. CALL MEETING TO ORDER

Board Chair Tina DeHaven called the Springfield Board of Education meeting to order in the boardroom of the District Administration Center at 7:00 pm and led the Pledge of Allegiance.

#### Attendance

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

District staff, students and community members identified included Superintendent Sue Rieke-Smith, Brett Yancey, Michael Henry, Jenna McCulley, Judy Bowden, Tom Lindly, Brian Megert, Kevin Ricker, Suzy Price, Dwight Purdy, Tim Stevens, Anne Goff, Linda Henry, Gina Wilde, Eden Wilde, Lyllye B Parker, Ninta Espinoza, Caitlin Howard, Colleen Hunter, Bryan Adams, Sun Saeteurn, Christine Jesser, Jim Tyser, Dale Hendrick, Paul Weill, Tanner Weaver, Amber Mitchell, Nicki Gorham, Brandi Starck, Jim Moore, Jose Da Silva, Max Wines, Hunter Scott, Noah Litrell, Tim Keeley, Terrance Gray and Eric Lange. Alisha Roemeling of *The Register Guard*.

Student Board representatives in attendance included Aden Crafton, Kat Dobrowski, Carmen Smith, Delilah Berger, Taylor Wheatley, Nathaniel Schiffer, Tanner Weaver, Nick Romig, Avery Powell, Ricardo Flores and Tara Pugh.

### 2. STUDENT BOARD MEMBER INTRODUCTIONS

Chair DeHaven introduced Kevin Ricker who introduced the following students from Academy of Arts and Academics, Gateways High School, Springfield High School, Thurston High School and Willamette Leadership Academy who will serve as representatives to the Board for the 2016-2017 school year.

- Academy of Arts and Academics – Aden Crafton Alternate: Kat Dobrowski
- Gateways High School – Carmen Smith Alternates: Delilah Berger & Taylor Wheatley
- Springfield High School – Nathaniel Schiffer Alternate: Tanner Weaver
- Thurston High School – Nick Romig Alternate: Avery Powell
- Willamette Leadership Academy – Ricardo Flores Alternate: Tara Pugh

### 3. RECOGNITION

#### International Alpha Delta Kappa Month Proclamation

Chair DeHaven invited Board Member Boyst to read the following proclamation in recognition of International Alpha Delta Kappa Month:

WHEREAS: Women in education constitute a great portion of the nation's working force, and are constantly striving to serve their communities and nations in education, civic, cultural, and charitable programs leading to harmony, happiness, and peace among all people, and

WHEREAS: Major goals of Alpha Delta Kappa, an international honorary sorority for women educators, were:

- to give recognition to outstanding educators
- to build a fraternal fellowship among educators adding to their effectiveness in the promoting of excellence in education
- to establish high standards of education
- to promote educational and charitable projects and activities enriching the lives of individuals everywhere and assisting these individuals into a happy, constructive, and fulfilling life.

NOW, THEREFORE: We, elected board members of the Springfield Public Schools, of Springfield, Oregon, by the authority vested in us, do hereby proclaim the month of October as

#### INTERNATIONAL ALPHA DELTA KAPPA MONTH

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 10th day of October 2016.

Alpha Delta Kappa (ADK) local chapter member Carolyn Batsch accepted the proclamation on behalf of the Iota Chapter. She described the activities of the local chapter, which included two scholarships each year for students entering the field of education, and invited board members to the upcoming ADK Tea on Wednesday, October 26, 2016, 4:30 p.m. in the Board Room of the Administration Building.

#### 4. SCHOOL PRESENTATION

Principal Chad Towe introduced Max Wines, Hunter Scott, Eden Wilde and Noah Littrell from Thurston High School. The students offered a PowerPoint presentation and shared information about the Career and Technical Education (CTE), Robotics and E-cars programs at Thurston High School (THS), and about their post high school plans.

Mr. Towe welcomed THS administrators Assistant Principal Sun Saeteurn; Assistant Principal Missy Cole; Language Arts Teacher Alyssa Dodds; and Dean of Student Jared Taylor. They offered a PowerPoint presentation entitled *Thurston High School—2016-2017* which provided information on the following areas:

- New staff and changes to our THS family
- The THS Mission Statement: Thurston High School is a caring community dedicated to preparing graduates for a successful future by educating, supporting, and inspiring all learners.
- THS is a Caring Community that Appreciates and Values Everyone's Differences
- Strive to be culturally competent
- Performance Assessments
- Strategic Actions
- Student Services
- Campus Climate Team (PBIS)
- R.E.A.L. (Respect, Excellence, Advocacy and Leadership)
- Freshmen Learning Teams (FLT)
- Instructional Technology
- TELL Survey Data
- Attendance
- Essential Skills
- Graduate Rates
- THS Scholarships Earned 2008-2015
- Senior Class.

## 5. PUBLIC COMMENTS

Chair DeHaven reviewed public comment guidelines.

**Brian Adams** proposed a change to the school district's boundaries to annex and add his address, tax code 1905, into Springfield Public Schools, which would enable his daughter to receive district transportation. The boundaries in that area were a hodgepodge of tax codes. He asked for the Board's support in his efforts to have the boundary changed.

**Colleen Hunter** said she was a teacher at Mt. Vernon Elementary School. She supported Ballot Measure (BM) 97. Class sizes at her school were giant, and counselors, librarians and mental health professional positions had been eliminated. BM 97 would help eliminate these challenges.

In response to Ms. Adams, Dr. Rieke-Smith said the Oregon School Board would discuss BM 97, 98 and 99 at its October 11, 2016 meeting. The SPS Board could discuss the issue at its October 24, 2016 meeting.

**Dale Hendrick** encouraged support of BM 97. He distributed a handout entitled *YES on 97. WE PAY. BIG CORPORATIONS DON'T. LET'S FIX THIS.*

## 6. CONSENT AGENDA

### A. September 12, 2016 Board Meeting Minutes

### B. September 26, 2016 Board Meeting Minutes

### C. Financial Statement

### D. Personnel Action, Resolution #16-17.009

Dr. Michael Henry recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution.

#### New Hires

Laura Farrelly  
Anastasia Irwin

#### Resignations

Brittney Bell  
Rachel Pavilanis

#### Retirement

Nina Abbott  
Steven Ellickson  
Martin Weissbarth

#### Change of Contract Status

Nina Abbott

Susan Coleman  
Steven Ellickson  
Martin Weissbarth

#### Leave of Absence

Carissa Gordon

### E. Board Policies, First Reading

Jenna McCulley recommended that the Board of Directors review the following board policies as a first reading:

- BBAA Individual Board Member Authority and Responsibilities
- BBC Board Member Resignation
- BD/BDA Board Meetings
- BDC Executive Sessions
- KGB Public Conduct on District Property

### F. Board Policies Approval, Resolution #16-17.010

Jenna McCulley recommended that the Board of Directors approve the following board policy:

- BFCI Adoption and Revision of Policies

### G. Enrollment Update

The final student count that the district will use for the remainder of the year is taken the last day of September.

On September 30<sup>th</sup> there were 10,881 students attending K-12 in Springfield. This includes all schools, including charter schools and in-district alternative education programs. It does not include any out of district

alternative students or homebound students. In terms of regular projections, across the district, we are under only 45 students.

We are currently under projection by less than one percent. A few schools exhibit variations from projections. At the elementary level, the following elementary schools are over projections:

Douglas Gardens	over 33 students
Maple	over 25 students
Riverbend	over 43 students
Two Rivers-Dos Ríos	over 37 students

Elementary Schools that are under projection are:

Elizabeth Page	under 46 students
Guy Lee	under 17 students

The remaining elementary schools are over or under projection by less than 15 students each.

Middle school enrollment show Agnes Stewart Middle over by 18 students, Hamlin Middle over by 56 students, while Briggs Middle is under by 21 students. Thurston Middle is under only 5 students.

At the high school level, all four schools are under projection:

Springfield High	under 44 students
Thurston High	under 35 students
Gateways	under 16 students
A3	under 8 students

SUBMITTED BY:

David Collins  
Assistant Superintendent

**Motion:** Ms. Adams moved, seconded by Mr. Hernandez, to approve the Consent Agenda.

The motion carried unanimously, 5-0.

## **ACTION ITEM**

### **A. Action on Findings of Investigation Report on Complaints**

Chair DeHaven read the following statement:

RESOLUTION: #16-17.012  
MOTION TO ADMONISH  
RECITALS

The Springfield School District Board of Directors understands that it is the Board's responsibility to monitor the behavior of each Board Member acting in the capacity of Board Member. Board Members have a public responsibility to conduct themselves responsibly with respect to interactions with other board members, members of the community, school district employees and with respect to students. This public responsibility does not allow board members to engage in conduct that violates board policy and protocols regarding the interactions with district personnel.

In consideration of the above, the Board of Directors has determined that Laurie Adams, an elected member of the Board of Directors, acting in the course and scope of her role as a board member, likely acted in a manner inconsistent with the values and policies of this board and the school district.

On one occasion it has been determined that Board Member Adams likely made inappropriate remarks to an employee.

In consideration thereof, the Board of Directors of the Springfield School District do hereby condemn the conduct and actions of Laurie Adams, and by passage of this Motion to Admonish, do hereby admonish Laurie Adams.

MOTION TO ADMONISH APPROVED BY the Board of Directors on October 10, 2016 IT IS SO ORDERED.

Signed by  
Tina DeHaven  
Board Chairperson

**Motion:** Mr. Bishoff moved, seconded by Mr. Hernandez, to approve the resolution.

The motion carried 4-0-1, with Board members Bishoff, Boyst, DeHaven and Hernandez voting in favor of the motion, and Board member Adams abstaining.

**Motion:** Mr. Hernandez moved, seconded by Ms. Adams, that the Board attend diversity trainings.

The motion carried 5-0.

Ms. Adams left the meeting.

#### **B. 2017-2018 Transit Dollar Request Form, Resolution #16-17.011**

Mr. Yancey recommended that the Board of Directors approve the Lane Education Service District – School District Transit Request for Fiscal Year 2017-18. Specifically, it was recommended that the Board of Directors request not more than 50% of the Transit Dollars pursuant to ORS 334.177.

**Motion:** Ms. Adams moved, seconded by, Mr. Bishoff to approve the motion.

The motion carried 5-0.

### **8. REPORTS AND DISCUSSION**

#### **A. Superintendent Communication**

Superintendent Sue Rieke-Smith noted the THS students had articulated their experiences with Career and Technical Education (CTE), Robotics and E-cars programs. She commended the THS and SHS staff for their work related to building out the CTE/Pathways programs. As she had shared during her back to school presentation, she was pleased with the addition of a preschool along with the kids in transition program, which would support an increase in student's reading and ability to do math at the third grade level. She visited Thurston Middle School (TMS) today. She added she had questioned Assistant Principal Moore's selection of the university t-shirt he had worn because he had lost a bet. She noted Mr. Moore's action demonstrated a purposeful engagement to the students. TMS had developed a meaningful way of addressing concerns related to harassment and bullying, and how all students should be engaged in meaningful ways. The District would begin to explore through STEAM concepts and STEAM integrated instruction, how STEAM could be incorporated in robotics, engineering programs and CTE at THS and SHS. She reported that she had talked with staff during the *Sit with Sue's*, where staff expressed appreciation for the decisions made around the budget, curriculum, additional mental health support, and additional EA support. She acknowledged the challenge that the increases were not enough. She thanked the Board and community for their support.

## **B. Board Communication**

### **• Board Committee Reports**

Mr. Bishoff said he had attended a *Sit with Sue*. He encouraged other Board members to join Dr. Rieke-Smith at one of these events. He said the District's partnership with Willamalane Park and Recreation District (WPRD) continued to be beneficial. He shared a personal story about his family's experience with WPRD.

Ms. DeHaven shared she had an opportunity to visit do some school visits, and would continue to work on her commitment to visit every school in the District. She recently visited THS' choir and was impressed with their work. Board members recently visited all District sites. The Board was meeting with Lane Education Service District (ESD) tomorrow. The Springfield Education Foundation *Night of 11,000 Stars* was scheduled for October 20, 20-16.

Dr. Hernandez reported he recently attended Latino Night at SHS. He thanked Principal da Silva for a great program. He noted he had attended a presentation by the League of Women Voters on BM 97. He wanted everyone, particularly students, to understand that diversity and equity training was a serious issue. As a Board member, he would be invested in the trainings and treating people with respect.

## **9. OTHER BUSINESS**

There was no other business.

## **10. NEXT MEETINGS**

Ms. DeHaven said the Board would hold a Fall Planning Meeting on October 24, 2016 at 4:00 pm, and the next Business Meeting would be held on November 14, 2016 at 7:00 pm.

## **11. ADJOURNMENT**

With no other business, Ms. DeHaven adjourned the meeting at 8:20 pm.

*(Minutes recorded by Linda Henry)*



## WORK SESSION MINUTES

7/A Summer Planning Work Session of the Lane County School District No. 19 Board of Education was held on October 24, 2016.

### 1. CALL MEETING TO ORDER

Board Chair Tina DeHaven called the Springfield Board of Education Fall Planning Session to order in the Board Room at the District Administration Center at 4:04 pm.

#### Attendance

Board Members present included Chair Tina DeHaven, Erik Bishoff, Sandra Boyst and Emilio Hernandez.

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Brett Yancey, Tom Lindly, Jenna McCulley, Brian Megert, Suzy Price, Judy Bowden, Anne Goff, Laura Weiss, Linda Henry, Ana Maria Vergara and Whitney McKinley. Alisha Roemeling of *The Register Guard*.

### 2. OVERVIEW OF AGENDA

Chair DeHaven shared an overview of the agenda for the work session.

Ms. DeHaven revised the order of Agenda Item 3 a, b, c and d.

The following documents were distributed:

- *English Learner Outcomes—HB 3499*
- *Springfield School District's English Language Development Program*
- *Dual Language/Two-Way Bilingual Grant Program 2013-2016*
- *Changing District Boundaries—October 24, 2016*
- *Boundary map*
- *2017-2019 General Fund/Lottery Funds Tentative Budget—Source: Legislative Fiscal Office & DAS Chief Financial Office—Dated: August 10, 2016*
- *2017-2019 Tentative Budget Projections—May 2016 Emergency Board w/June 2016 Forecast spreadsheet*
- *Quality Education Fund Model Requirements—Combined General Funds and Lottery Funds (millions) 10/24/16 spreadsheet*
- *Email from Noor Salam, Dated October 19, 2016, Subject: Every Student Succeeds Act Update and Timeline*
- *What Oregonians Want—the Oregon's Rising survey about education in the spring of 2016*
- *Quality Education Model—A Primer*
- *Board Work Session—Strategic Planning—October 24, 2016*
- *OSBA elections—official ballot information packet*

### 3. UPDATES

#### c. Transportation: Boundaries and other Districts

Mr. Yancey stated staff had been asked to provide information to the Board related to a request that had been made regarding changing the District boundaries.

Mr. Lindly directed Board members to a document entitled *Boundary Map*. He explained he had been working with a parent who had approached the Board about changing District boundaries to enable the parent's child to be eligible for District provided bus transportation. He explained when the State law changed to allow students to apply to attend school in a district other than the district in which they lived, superintendents in Lane County agreed they would not place school bus stops in other districts' boundary areas, with the exception of special needs students for whom the District was required to provide transportation. Additionally, anyone who was not a bus rider could apply for an exemption to the superintendents' agreement as a temporary rider. Upon review, the District had granted some exemptions under the temporary rider provision if there was room on busses that served the area in which the student lived. He noted there were similar boundary issues in the Gateway and Goshen areas. Mr. Lindly said staff had advised the parent who had requested the boundary change, that he could bring his student to another bus stop near the Marcola fire station that was close to his home. Unfortunately, although this location was safe for picking up and dropping off students, it was not safe for students to walk to the bus stop from their homes.

Mr. Hernandez arrived at 4:10 pm.

Mr. Yancey explained there were several other areas, including the Gateway area, that had boundary issues. He directed Board members to the document entitled *Changing District Boundaries—October 24, 2016*. He explained there were three ways school district boundaries could be changed:

- By a vote of the people
- By the mutual consent of each school district
- On a request for change submitted to the district boundary board, which was the Lane Education Service District (ESD) for Lane County, by the patrons of the impacted district(s). Oregon Revised Statute (ORS) 330.095 outlined the process for considering changing boundaries and merging boundaries of two or more schools districts. If the Board was interested in moving forward with a boundary change, the District would retain legal services to go through the process.

Responding to Ms. DeHaven, Mr. Yancey said a boundary change in the Gateway area would be between Springfield Public Schools and the Eugene School District 4J.

In response to Mr. Bishoff, Mr. Yancey said smaller districts like the Marcola School District were sensitive to boundary change requests.

Dr. Rieke-Smith agreed to speak with the parent and the Marcola School District superintendent, and to provide Board members with information about the boundary change.

In response to Ms. Boyst, Mr. Yancey said Willamette Leadership Academy had its own busses and bus drivers.

**a. ELL Transformational District**

Dave Collins introduced Brian Megert, Director of Special Programs, Suzy Price, Director of Elementary Education and Laura Weiss, English Learner Development (ELD) Teacher on Special Assignment (TOSA).

Mr. Megert directed Board members to the document entitled *English Learner Outcomes—HB 3499*. Mr. Megert said the District had been identified as an English Language Learner (ELL) Transformational District by the State of Oregon. The intent of the program was to provide assistance and support to districts that were not meeting requirements with the English learner population. The District had been allocated \$180,000 a year for four years from the State to assist the District in

meeting State required outcomes based on improvements supported with the allocation. He stated the meeting with the Oregon Department of Education (ODE) staff regarding the EDL program had been a good meeting. Staff had explained the District had a concentration of ELL in some schools while there was a low concentration in other schools. Thus, providing programming in that environment was challenging.

Ms. Weiss directed Board members to the document entitled *Springfield School District's English Language Development Program*. She noted the table entitled AMAOs (Annual Measurable Achievement Objectives) provided data on how the District was rated on its Educational goals listed below:

- Provide English Learners high quality instruction that leads to proficiency in reading, writing, speaking and understanding English through ELD classes in order to achieve academic success in an all English curriculum.
- Provide English Learners instruction that leads to the mastery of the Common Core State Standards in English Language Arts, Math, Science, and Social Studies through Sheltered instruction as measured by local district assessments.
- Provide parents of English learners the opportunity to participate in their child's educational experience as well as participate in the decision making of the ELD program.
- Provide equitable access to education and promote culturally relevant and responsive curricula and pedagogies embracing the unique identities of those gaining proficiencies in additional languages.

Ms. Weiss stated the District was seeing an increase in the number of newcomers, who came with a high level of need, into the ELD program. It was very challenging to provide those students all of the support they needed at the middle and high school levels. In response to Ms. DeHaven, Ms. Weiss confirmed it would be better for the ELD students if they were able to spend more time in ELL classes but the District did not have funding to support that additional time.

**b. Dual Immersion Program**

Ms. Price directed Board members to the document entitled *Dual Language/Two-Way Bilingual Grant Program 2013-2016*. The goals of the program were to:

- Implement an effective and innovative dual language program designed to accelerate learning and student achievement in schools with high proportions of EL students
- Offer EL students high quality in and out of school time STEM or STEAM experiences in preparation for high school and for 21<sup>st</sup> Century careers
- Develop an effective model for other schools within our system so that we can expand dual language offerings across Springfield.

Ms. Price added that expected outcomes included:

- An increase in EL student's achievement at ALAS schools as compared to non-participating schools
- An increase in Spanish language literacy
- An increase in EL students participating in out of school time STEM and STEAM career preparation beginning in grade 4
- 90 percent of ALAS staff completing GLAD, SIOP or other sheltered instruction training by the end of the third year of implementation at the site level
- 90 percent parent satisfaction by year 2 of implementation at each site
- An increase in bilingual/bicultural staff at all ALAS schools.

Ms. Price said the District received a grant in 2013-14 that provided professional development, and planned for and provided implementation of the dual language program. She reviewed the history of the program to date.

In response to Ms. Boyst, Dr. Rieke-Smith said it may be time for the District to evaluate the pros and cons of contracting externally rather than having in house staff for bilingual recruiting.

Ms. DeHaven said it was important for the District to remain competitive in hiring practices and be in a place where people wanted to work

Dr. Hernandez stressed the importance of looking at the bigger picture and encouraging community involvement.

Ms. Price said an information meeting for K through 2<sup>nd</sup> grade dual language parents was scheduled for November 9, 2016 at Guy Lee Elementary School (GLES) K-2<sup>nd</sup> grade parents. Staff would share information about the goals of the grant, where GLES was with the grant and where they planned to go with the program in the future. Staff would also ask for the parents' help in informing staff about the students' needs.

In response to Dr. Hernandez, Mr. Collins said Board members were welcome to attend the meeting. Board members could best support staff after the event by encouraging participation of work groups consisting of community members, parents and District staff around the dual immersion program for GLES and where people would like to see the program go. Staff would bring information back to the Board and Dr. Rieke-Smith for guidance and direction.

Dr. Rieke-Smith noted dual immersion programs were the gold standard related to second language acquisition. Dr. Rieke-Smith and District staff are 100 percent committed to bilingualism in the community. She looked forward to identifying what opportunities might exist in the community related to the transformation. She opined there would be a significant push by ODE for sheltered instruction versus bilingual. The District would not necessarily go in the direction preferred by ODE, and perhaps should look at blended model.

Ms. Price said it would be important for the District to identify what was working, what were the challenges and what were the unanticipated consequences through the work with community stakeholders. She would look to the District leadership to guide the process through the next steps.

Mr. Collins encouraged Dr. Hernandez to help the program move forward as a voice with his experiences in the community, as well as a Board member.

Mr. Bishoff said he had talked to many parents who wanted immersion schools for their students, and he noted people had transferred their students to immersion programs in the Eugene 4J School District. It was important for the program to be successful as it rolled out.

Dr. Rieke-Smith said an important issue was having enough qualified teachers who could teach in the program. In her conversations with area superintendents, they had discussed the issue of school districts poaching other districts' bilingual teachers. She suggested this may be a reason why the ODE was backing away from dual immersion as the gold standard in the State.

Mr. Collins offered a summary of the discussion. He appreciated the conversation the Board had and noted that moving forward with the dual immersion program was a matter of resources. Transformational funding would support the program but it was not enough. Transformation funding

did not support staff or materials. It would support professional development and some work with the parents. The District had lost staff at the District and building levels. In the future, the District would need to determine how it would meaningfully resource the program. He thanked Ms. Weiss for her work in the program.

The Board took a short break.

**d. 2017-19 State School Funding**

Brett Yancey directed Board members to the document entitled *2017-2019 General Fund/Lottery Funds Tentative Budget—Source: Legislative Fiscal Office & DAS Chief Financial Office—Dated: August 10, 2016* and shared information about the 2017-19 State School Funding situation. He noted “The current projected shortfall between available resources and estimated expenditures specific to State School Fund at Current Service Level for the biennium is currently projected at \$602.2 million.” He additionally noted “the current projected shortfall between available resources and estimated expenditures for the 2017-2019 biennium projected at \$1.35 billion” for the State budget. He reviewed the *2017-2019 Tentative Budget Projections—May 2016 Emergency Board w/June 2016 Forecast* and the *Quality Education Fund Model Requirements—Combined General Funds and Lottery Funds (millions) 10/24/16* spreadsheets. He added the State continued to fall woefully short compared to the Quality Education Model (QEM), with a shortfall of 31.7% in 2013-15, 24.2% in 2015-17, and a projected shortfall of 24.9% in 2017-19. In response to Mr. Bishoff, Mr. Yancey said while education continued to be underfunded, there was a significant effort to increase school funding in the 2015-17 biennium. The State was challenged in the health and human services area with an estimated 23% increase due to the federal Affordable Care Act.

Dr. Rieke-Smith stated this was the figure projected by the Legislative Fiscal Office that the Governor would use in the proposed budget for the 2017-19 biennium. She added if Ballot Measure (BM) 97 did not pass in November 2016, it would be challenging to meet the projected budget. When the State moved through BM 5 and BM 50, which took the local funding option out of the hands of the local communities, education funding shifted to the State. The Legislature typically adopted a higher budget than that proposed by the Governor.

Dr. Rieke-Smith directed Board members to the *Quality Education Model—A Primer* document, which provided information on Quality Education Commission (QEC) Development and History; the QEC Charge; the QEC Equity Stance; QEM Funding Estimates; QEC Findings; and, QEC Best Practices. There was a desire on the part of the Oregon School Board Association (OSBA) to modify the language to compel the Legislature to more adequately fund the QEM.

Mr. Yancey directed Board members to QEM Funding Estimates and the prototypical schools the estimates were built on. The numbers of students, teachers and specialists in the prototypical schools differed from the proportions in the Springfield schools.

Dr. Rieke-Smith directed Board members to *What Oregonians Want*—the Oregon’s Rising survey. She noted the top areas respondents identified in the “Big Dream question” as:

- Be prepared for life after high school
- Well-rounded, broad education
- Encourage student engagement and learning
- Good schools and education
- Teachers—quantity and quality
- Other—Eliminate or reduce standardized testing.

Dr. Rieke-Smith said the District's strategic plan called for themes similar to those identified in the survey and the Board was aligned with other districts in the State. The issue came down to how the District's strategic plan elements and the Oregon's Rising survey elements would be funded. The State had to decide what it wanted to do to raise funds necessary to support the Big Dream. She said the State of Massachusetts funded public education at approximately \$14,000 per Average Daily Membership (ADM), whereas the State of Oregon funded public education at approximately \$7,000 per ADM. She noted Massachusetts had a sales tax whereas Oregon did not. Teachers and administrators in Oregon had amazing accomplishments relative to the funding provided. Oregonians needed to have the conversation on how additional funds would be raised and how they would be accounted for.

Ms. DeHaven said preparing students for life after graduation aligned with her concerns about financial literacy education provided for District students.

Dr. Rieke-Smith directed Board members to the *Email from Noor Salam, Dated October 19, 2016, Subject: Every Student Succeeds Act Update and Timeline*. She highlighted the section **What is Oregon's Timeline for ESSA Planning and Implementation**, noting the initial plan should be available in November or December 2016. It would be important for boards and superintendents across the state to engage in conversations to fully understand what was in the plan. The Oregon Department of Education (ODE) was responsible for creating a State Plan that it would submit to the U.S. Department of Education that reflected a shared statewide vision for Oregon's students and schools of topics such as accountability, funding, school improvement, and grant-making systems. Oregon would fully implement ESSA for the 2017-18 school year.

Mr. Yancey said the Board would need to fill at least one Budget Committee position this fall.

#### 4. EQUITY INITIATIVES

Ms. DeHaven said she had requested that equity initiatives be a regular agenda item for the Board. There was a lot of great work happening in the District and there may be opportunities for the Board to become more involved.

Dr. Rieke-Smith shared with the Board the progress of implementing new equity initiatives in the District this year. She would attach the Equity Plan recently completed by the Equity Cadre of the Oregon Leadership Network to her Friday Updates. She would bring additional tools developed by Education Northwest forward related to moving policy work and using it as a rubric to discern an overarching equity plan for the District to a future Board work session.

Ms. McCully said the National Equity Project (NEP) would visit the District on October 27, 2016 to assist with developing a plan for moving forward with the equity initiatives. NEP staff would meet with the cross-District Equity Cadre in targeted listening sessions to develop what the focus of the District's work would be moving forward. NEP staff would also meet individually with Cadre members to hear their concerns to get a sense of what the next steps would be for the District. The NEP staff would return on December 7, 2016 to meet with community partners and Board members.

Dr. Rieke-Smith said the work with NEP staff would help with the overarching goal for the OLM plan of equitable outcomes for all students. The Oregon Leadership Network (OLN) sub goals included developing a culturally aware and responsive staff; to intentionally recruit, hire, and retain a diverse staff; eliminate disparate discipline practices; and offer professional development with an equity stance and lens. She asked Board members to share their experiences with the Teaching with Purpose Conference.

Ms. DeHaven said she was pleased she had an opportunity to attend the Teaching with Purpose Conference. The speakers were very knowledgeable and she was very moved by their presentations. After listening to the speakers, she felt the conference had been a bigger undertaking than she had expected. She hoped the District staff who had an opportunity to attend the conference enjoyed it as much as she had. She thought the District was further ahead than some other districts, but it still had a long way to go.

Mr. Bishoff was interested in knowing the steps the District planned to take in moving forward with the Equity Initiatives.

In response to Mr. Bishoff, Ms. McCully said Board members were always welcome to attend monthly Equity Cadre meetings. Mr. Bishoff expressed an interest in the students being able to participate in sessions with the speakers from the Teaching with Purpose Conference.

Ms. Boyst suggested having student leadership joining staff in discussions if they were not able to attend a conference.

Dr. Rieke-Smith said the District had sponsored Teaching with Purpose for several years, which enabled District staff to attend. She agreed it would be a valuable experience for students and Board members to be able to view the video recordings of the sessions. She added it may be possible for staff to report regularly to the Board and the student representatives to the Board on equity progress.

In response to Dr. Hernandez, Ms. McCully said staff would have discussions about identifying what the focus of the equity work would be, both internally and with external partners. Staff would return to the Board for input on the process.

## **5. STRATEGIC PLANNING**

### **a. Superintendent Evaluation**

Dr. Rieke-Smith directed Board members to the document *Board Work Session—Strategic Planning—October 24, 2016*. She emphasized it was the Board's responsibility to monitor the work of the District to ensure the District was moving in the direction the Board wanted it to go. The Board had delegated the job of monitoring the District's work to the Superintendent. She was responsible for acting within the scope of the Board's policies and the goals that were monitored. She was also responsible for providing the Board data throughout the year to enable it to make that evaluation.

### **b. Measures of Success on Goals**

Dr. Rieke-Smith said there were several data points by which the Board would evaluate her performance: external reports consisting of a survey of District staff and community partners; internal reports from the Cabinet and staff that were specific to functions that supported the strategic plan goals; and reports the Board would provide related to its assessment of how well the Board complied with Board goals and policies.

Ms. DeHaven said it was important to make sure the Board identified key stakeholders because in her role as superintendent, Dr. Rieke-Smith was involved with employee associations, the Chamber of Commerce and the business community. Educators in the District were also key stakeholders that should be included in the evaluation process. Dr. Rieke-Smith represented not only the District but the community in her position as superintendent and it was important for the Board to craft the evaluation in a way that encompassed all of her responsibilities.

Dr. Rieke-Smith suggested the survey would occur in November or December 2016, with a follow up in February or March 2017, to probe areas that had been identified as those needing improvement. She said District staff, superintendents that she worked with, TEAM Springfield partners, the

Springfield Area Chamber of Commerce, business partners, District CTE partners, legislators, the Rotary Club of Springfield, the Springfield Education Foundation, Superintendent's Parent Advisory Council, the Superintendent's Ministerial Council. The Superintendent's Teacher Advisory Council and the three employee associations, SEA, OSEA and SAAC would be included as part of the employee outreach.

## 6. BOARD COMMUNICATION

Agenda Items 6a—Working Agreements and 6c—RFP for Legal Counsel were moved to November 14, 2016.

### a. Working Agreement

Deferred to November 14, 2016 Board Work Session.

### b. Ballot Measure 97

Mr. Bishoff said he had received feedback from District teachers inquiring why the Board had not taken a position on Ballot Measure 97. He wanted to send a strong message to the District's teachers.

Ms. DeHaven said the OSBA recently discussed BM 97. OSBA had taken a neutral stand on BM 97.

Dr. Rieke-Smith said in conversations with Senator Beyer, he asserted that if BM 97 did not pass this year, it would probably 10 to 15 years before another school funding proposal was brought forward by the Oregon Legislative Assembly. She noted prior to BM 5, Oregon was the leader in the nation related to the standards movement and other education areas. If BM 97 passed, there was no constitutional requirement and therefore guarantee that it would fund education. It would be the responsibility of school boards and districts to lobby effectively for those funds for education before the Oregon Legislative Assembly every biennium.

It was noted that the Board could not take action at today's meeting because it was a Work Session. In response to Mr. Bishoff, Dr. Rieke-Smith stated Ms. DeHaven could call for a special session to address the issue.

### c. RFP for Legal Counsel

Deferred to November 14, 2016 Board meeting.

## 7. Wrap Up and Next Steps

Ms. DeHaven iterated Working Agreements and RFP for Legal Counsel were moved from today's agenda to the November 14, 2016 Board meeting. Ms. McCully would follow up on the superintendent evaluation process. Mr. Lindly or Dr. Rieke-Smith, would follow up with Mr. Adams regarding the transportation conversation. The Equity Initiative would be a standing agenda item. Staff would prepare a resource sheet with links to the Teaching with Purpose Conference.

Mr. Collins said he would provide specific data about grade level populations and names of individuals who attended the joint meeting of the State development group.

Dr. Rieke-Smith directed Board members to the document entitled *OSBA elections*—official ballot information packet. This topic would be on the November 14, 2016 Board meeting agenda.

Ms. Boyst said the community showed its care and belief in the District leadership through the community support of Springfield Education Foundation's annual gala fundraiser "Night of 11,000 Stars", which raised \$180,000.



**8. Next Board Meeting: November 14, 2016, Work Session and Business Meeting**

Ms. DeHaven said the next Board meeting was scheduled for November 14, 2016.

**9. ADJOURNMENT**

With no other business, Ms. De Haven adjourned the meeting at 7:22 pm.

*(Minutes recorded by Linda Henry)*

### SPECIAL BOARD MEETING MINUTES

8/A Special Meeting of the Lane County School District No. 19 Board of Education was held on November 1, 2016.

#### 1. CALL MEETING TO ORDER

Board Vice Chair Erik Bishoff called the Springfield Board of Education Meeting to order in the Board Room at the District Administration Center at 4:43 pm. And led the Pledge of Allegiance.

#### Attendance

Board Members present included Vice Chair Erik Bishoff, Laurie Adams, Sandra Boyst, and Emilio Hernandez. Board Chair Tina DeHaven participated via teleconference.

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Tom Lindley, Jenna McCulley, Suzy Price, Judy Bowden, Kristin Denmark, Linda Henry. Alisha Roemeling of *The Register Guard*.

#### 2. PUBLIC COMMENT

There was no one who wished to offer public comment

#### 3. ACTION ITEMS

##### A. Ballot Measure 97 Discussion

**Motion:** Ms. Boyst moved, seconded by Ms. Adams, to open the Board discussion on Ballot Measure (BM) 97. The motion carried unanimously, 4-0.

Mr. Bishoff said he had visited District schools, participated in the Sit with Sue discussions, and talked with teachers who were concerned that the Board had not taken a position on BM 97.

Dr. Hernandez arrived at 4:45 pm.

Ms. Adams appreciated Mr. Bishoff bringing the issue to the Board for discussion. She was concerned that the Board would do more harm than good by taking a position so close to the election. While there would always be conflict, she was concerned that taking a position now would not allow others to express their concerns, which could damage the District's relationship with corporate partners that supported the District. Although she was personally in favor of BM 97, she would vote for a motion that the Board not take a position. She had spoken with several Oregon Legislators who were in favor of BM 97 but did not think it would pass. They did feel that after the election, there would be a strong emphasis on fixing the school funding problem during the 2017 Oregon Legislative Session. She felt this was not the right time for the Board to take a position.

Mr. Bishoff said this was not just about corporations, but it was about school funding, and giving students, teachers, and administrators the funds they needed to be effective. He noted schools had been underfunded for 25 years.

Dr. Hernandez asked if this was not the right time, when would be the right time. He opined there had been a lot of misinformation disseminated about BM 97. It would be better to take a position now than never.

Ms. DeHaven was concerned about the timing of the Board taking a position now and was not confident that funds from BM 97 would be directed to schools.

Mr. Bishoff stated corporate partners and the School Board could advocate that the funds be used for school funding.

Ms. Adams called for the question.

**Motion:** Ms. Adams moved that the Springfield School Board not take a stand on BM 97. There was no second to the motion.

**Motion:** Mr. Bishoff moved, seconded by Dr. Hernandez, that the Springfield School Board endorse BM 97.

Ms. Boyst was concerned with the BM 97 language on the ballot and suggested the Board review the ballot. She wanted to support the students and the staff, but she had a hard time with the BM language.

Mr. Bishoff and Dr. Hernandez voted in favor of the motion, Ms. Adams voted against the motion, and Ms. Boyst and Ms. DeHaven abstained from voting.

School District legal counsel Kristen Denmark confirmed the motion failed on the 2 in favor, 1 opposed and 2 abstentions vote by the Board.

**Motion:** Ms. Adams moved that the Springfield School Board not take a stand on BM 97. There was no second to the motion.

#### B. Measure 98 Discussion

**Motion:** Ms. DeHaven moved, seconded by Ms. Adams, to open the Board discussion on Ballot Measure (BM) 98. The motion carried unanimously, 5-0.

Ms. Adams noted the Board had agreed to endorse BM 98 and to approve a resolution supporting BM 98 in previous discussions, but had not taken action to approve a resolution.

**Motion:** Ms. Adams moved, seconded by Mr. Bishoff, to support the resolution and support BM 98. The motion carried unanimously, 5-0.

Mr. Bishoff read the following:

#### Resolution in Support of Ballot Measure 98: The High School Graduation and College and Career Readiness Act

WHEREAS: Oregon continues to have one of the lowest graduation rates in the country and one of the highest rates of graduates needing remediation upon entering college; and

WHEREAS: High schools across Oregon have demonstrated that creating more opportunities for students to pursue career technical education (vocation education) programs, gain access to college-credit courses, and benefit from support services can boost graduation rates and better prepare students for success in college and career; and

WHEREAS: Continuing economic growth and record-setting levels of

employment in Oregon are expected to generate more than \$1.6 billion in new revenues in the next budget period over and above what the state is collecting and spending in the current biennium; and

WHEREAS: Ballot Measure 98 will commit one-sixth of these new revenues (at \$800 per high school student per year) to K-12 districts in Oregon to add and expand career-technical education programs, college-level courses and drop-out prevention strategies in our high schools; and these resources will be in addition to the total amount otherwise appropriated by the legislature to fund K-12 public education in the next biennium; and

WHEREAS: Ballot Measure 98 allows local school districts to customize funding for these programs to improve graduation rates and the readiness of our high school graduates for college and careers;

NOW, THEREFORE: Be it resolved that the Springfield Public Schools Board of Education supports the investments proposed by Ballot Measure 98 with the goal of ensuring that high school students have access to meaningful career-technical education programs, college credit course and the support they need to stay on track to graduation, with the flexibility provided by Ballot Measure 98 to customize and prioritize these investments to improve our graduation rate and the readiness of our high school graduates for college and careers; our Board hereby expresses its support for the passage of Ballot Measure 98 in the November general election in Oregon.

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 1st day of November 2016.

Tina DeHaven, Chair  
Erik Bishoff, Vice Chair  
Laurie Adams  
Sandra Boyst  
Emilio Hernandez

Ms. Adams reopened the discussion of BM 97.

Ms. Boyst suggested that the Board revote on endorsing BM 97 based upon the discussion and revisions to the Resolution Relating to Ballot Measure 97 And a Better Oregon.

Board members discussed and revised the resolution language.

**Motion:** Ms. Boyst moved, seconded by Ms. Adams, to close the discussion. The motion carried unanimously, 5-0.

**Motion:** Ms. Boyst moved, seconded by Mr. Hernandez, to amend the resolution based upon the Board's discussion. The motion passed 5:0.

The Board took a short break and directed the legal counsel to revise the resolution based upon the Board's discussion.

Ms. Boyst left at 5:47 pm

Kristin Denmark read the revised Resolution Relating to Ballot Measure 97:

Resolution Relating to Ballot Measure 97  
And a Better Oregon

WHEREAS: It is the responsibility of the Springfield Board of Education, according to the SBE Platform of 2012-2014, to “advocate on a local, state and federal level to ensure quality policy decisions and a level of revenue and funding that aligns with stated educational goals for the students of Springfield Public Schools;” and

WHEREAS: Ballot Measure 97 is a product of “A Better Oregon” that is comprised of more that 700 coalition partners, including educators, parents, social justice, business and political organizations; and

WHEREAS: In the absence of additional revenue, the state of Oregon is facing a historic revenue shortfall in the 2017-2019 biennium, which will require massive spending cuts to education and social services in order to balance the state budget during the next legislative session; and

WHEREAS: Ballot Measure 97 seeks to increase funding schools, health care and senior services through increasing the corporate minimum tax on the largest corporations doing business in Oregon; and

WHEREAS: Springfield Public Schools (the “District”) has many corporate partners who provide substantial financial support to the District; and

WHEREAS: The District appreciates these partnerships and recognizes that some of these corporate partners would be affected by Ballot Measure 97; and

WHEREAS: At the same time, the District has historically supported and will continue to support ballot measures that seek to increase funding for schools; and

WHEREAS: It is anticipated that Ballot Measure 97 will immediately provide \$10 million to the District for fiscal year 2017-2018, and \$17 million each school year thereafter; and

WHEREAS: The Board supports Ballot Measure 97 with the understanding and strong expectation that the legislature will provide these much needed funds to the District.

NOW, THEREFORE: We, elected board members of the Springfield Public Schools, of Springfield, Oregon, by the authority vested in us, resolve to endorse Ballot Measure 97 and support efforts to raise revenues to help fund education and social services in Oregon.

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 1st day of

November 2016.

Tina DeHaven, Chair  
Erik Bishoff, Vice Chair  
Laurie Adams  
Sandra Boyst  
Emilio Hernandez

**Motion:** Ms. Adams moved, seconded by Mr. Bishoff, to approve the amended resolution and support BM 97. The motion carried unanimously, 4-0.

**4. ADJOURNMENT**

With no other business, Mr. Bishoff adjourned the meeting at 5:55 pm.

*(Minutes recorded by Linda Henry)*

**SPRINGFIELD PUBLIC SCHOOLS**  
**2016-2017 Revenue/Expenditure Forecast**  
**As of October 31, 2016**  
**\*\*Please see attached report\*\***

**REVENUES:**

- A majority of our (current year) property taxes will be received during the month of November, with minor collections remaining throughout the remainder of the year. Additionally, it is estimated that approximately \$450,000 of prior year property taxes are to be received on behalf of the District. This report is based on the information received through the Lane County Tax and Assessment office.
- The District's most significant portion of revenue is the District's scheduled Basic School Support payments. According to Oregon Department of Education's estimate, the District is scheduled to receive approximately 100% of the adopted budget. This estimate includes the additional students enrolled in the SPS Online program, as well as Charter School enrollment at both A3 and Willamette Leadership Academy.
- The District is anticipating receiving approximately \$190,000 in County School Funds. To date the District has not received anticipated funds.
- The District is anticipating receiving approximately \$1.05 million in Common School Funds. To date the District has received approximately 82% of anticipated funds (\$854,729).

**EXPENDITURES:**

- Salary amounts are based upon staff allocations adopted during the budgeting process. This is estimated using actual data (per year-end estimates). These projections reflect anticipated and realized retirements.
- Benefit amounts are based upon staff allocations revised during the budgeting process, along with budgeted salaries.
- The purchased services, supplies and capital outlay expenditure projections are based upon budgeted expenditures and anticipated to be expended similar to past trends. While historically the District has under spent these budget areas, reductions in discretionary budget no longer afford for significant under-expending.
- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2016-2017 adopted budget.
- During the summer 2016 the District requested \$95,000 transferred from Contingency into Capital Outlay for the plumbing replacement at Page Elementary School. This transfer is reflected in these two line items.

Additional Notes: For the 2016-2017 budget year the current estimate of ending fund balance is \$4,754,234. Included in this number is the un-audited ending fund balance estimate from the 2015-2016 fiscal year (\$7,992,966).

Submitted by:  
Brett M. Yancey  
Chief Operations Officer

Reviewed by:  
Susan Rieke-Smith, Ed.D.  
Superintendent

**SPRINGFIELD SCHOOL DISTRICT 19**  
**2016-2017 REVENUE/EXPENDITURE FORECAST**  
as of  
**10/31/16**

	BUDGET	ACTUAL through 10/31/16	ESTIMATED from 10/31/16 to year end	PROJECTED 2016-2017	PROJECTED as % of BUDGET
<b>REVENUES:</b>					
Property taxes - current	23,471,453	17,438	23,454,015	23,471,453	100.00%
Property taxes - prior years	450,000	101,188	348,812	450,000	100.00%
Other local sources	936,100	256,224	679,876	936,100	100.00%
Lane ESD Apportionment	1,607,785	0	1,607,785	1,607,785	100.00%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	70,872,711	29,331,476	41,541,235	70,872,711	100.00%
Common School Fund	1,048,399	854,729	193,670	1,048,399	100.00%
<b>Total revenues</b>	<b>98,576,448</b>	<b>30,561,055</b>	<b>68,015,393</b>	<b>98,576,448</b>	<b>100.00%</b>
Beginning fund balance	8,133,941	0	7,992,966	7,992,966	98.27%
<b>Total Beginning fund balance</b>	<b>8,133,941</b>	<b>0</b>	<b>7,992,966</b>	<b>7,992,966</b>	<b>98.27%</b>
<b>Total resources</b>	<b>106,710,389</b>	<b>30,561,055</b>	<b>76,008,359</b>	<b>106,569,414</b>	<b>99.87%</b>
<b>EXPENDITURES:</b>					
Personal services	52,025,705	9,874,569	42,151,136	52,025,705	100.00%
Employee benefits	31,493,037	5,407,226	26,085,811	31,493,037	100.00%
Purchased services	11,490,100	2,934,132	8,555,968	11,490,100	100.00%
Supplies & materials	3,098,500	885,822	2,212,678	3,098,500	100.00%
Capital outlay	265,000	163,315	101,685	265,000	100.00%
Other objects	723,295	692,109	31,186	723,295	100.00%
Fund transfers	2,631,577	2,631,577	0	2,631,577	100.00%
<b>Total expenditures</b>	<b>101,727,214</b>	<b>22,588,750</b>	<b>79,138,464</b>	<b>101,727,214</b>	<b>100.00%</b>
Unappropriated	4,000,000	0	0	0	-
Contingency	983,175	0	95,000	95,000	9.66%
<b>Total appropriations</b>	<b>106,710,389</b>	<b>22,588,750</b>	<b>79,233,464</b>	<b>101,822,214</b>	<b>95.42%</b>
<b>Total resources</b>		<b>30,561,055</b>	<b>76,008,359</b>	<b>106,569,414</b>	
<b>Total appropriations</b>		<b>22,588,750</b>	<b>79,233,464</b>	<b>101,822,214</b>	
Ending fund balance		7,972,306	(3,225,106)	4,747,200	
Less: contingency			0	0	
<b>Net fund balance</b>		<b>7,972,306</b>	<b>(3,225,106)</b>	<b>4,747,200</b>	



FIRST READING / REVIEW

DATE: NOVEMBER 14, 2016

## BOARD POLICIES 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 and one AR need to be updated to reflect legislative changes. GBA-AR is presented for Board review and will not be presented for a second reading.

Jenna McCulley is available for questions.

### RECOMMENDATION:

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

- GBA Equal Employment Opportunities
- GBA-AR Veterans' Preference
- GCBDD/GDBDD Sick Time

### SUBMITTED BY:

Jenna McCulley  
Community Engagement Officer

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



Code: **GBA**  
Adopted:

## Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, age, **veterans' status<sup>2</sup>, genetic information** and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act of 1973. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

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### Legal Reference(s):

<u>OAR 581-021-0045</u>	<u>ORS 342.934</u>	<u>ORS 659A.145</u>
<u>OAR 581-022-1720</u>	<b><u>ORS 408.225 to -408.238</u></b>	<u>ORS 659A.233</u>
<u>OAR 839-003-0000</u>	<u>ORS 659.850</u>	<u>ORS 659A.236</u>
<b><u>OAR 839-006-0435</u></b>	<u>ORS 659.870</u>	<u>ORS 659A.309</u>
<b><u>OAR 839-006-044</u></b>	<u>ORS 659A.003</u>	<u>ORS 659A.321</u>
<u>ORS 174.100</u>	<u>ORS 659A.006</u>	<u>ORS 659A.409</u>
<u>ORS 192.630</u>	<u>ORS 659A.009</u>	<u>ORS 659A.8050</u>
<u>ORS 243.672</u>	<u>ORS 659A.029</u>	<b><u>OAR 839-006-0445</u></b>
<u>ORS 326.051</u>	<u>ORS 659A.030</u>	<b><u>OAR 839-006-0450</u></b>
<u>ORS 332.505</u>	<u>ORS 659A.109</u>	<b><u>OAR 839-006-0455</u></b>
	<u>ORS 659A.142</u>	<b><u>OAR 839-006-0460</u></b>

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<sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated within the individual’s sex at birth.

<sup>2</sup> **The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.**

**OAR 839-006-0465**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).

~~Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006);~~

~~Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006);~~

~~Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).~~

~~Americans with Disabilities Act Amendments Act of 2008.~~



Code: **GBA-AR**  
Revised/Reviewed:

## Veterans' Preference

Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be qualified for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be eligible for veterans' preference a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law<sup>1</sup>.

The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if he or she is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position.<sup>2</sup> The district shall provide the reasons for not selecting the candidate when requested.

### Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification of eligibility for preference, in addition to other requested materials.<sup>3</sup>

### Selection Procedures<sup>4</sup>

**Step 1:** Before the review of any applications the human resource director will establish an evaluation scoring guide based on the minimum and any special qualifications listed in the job posting.

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<sup>1</sup>Oregon Revised Statute (ORS) 408.225: definition of veteran.

<sup>2</sup> Oregon Revised Statute (ORS) 408.230(5)

<sup>3</sup>Verification of Veteran's Preference

A veteran will submit: (a) a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or (b) proof of receiving a nonservice connected pension from the U.S. Department of Veterans Affairs. A disabled veteran will submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.

<sup>4</sup>OSBA recommends use of a scored system. If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans and disabled veterans and the district will need to be able to demonstrate the method used for providing special consideration." ORS 408.230(2)(c).

- Step 2:** The human resource director will review the application materials using the above evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the human resource director shall evaluate whether the skill experience obtained in the military are transferable to the posted position. In this step the district does not apply a veterans' preference. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3:** Based on Step 2, the human resource director determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4:** Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5:** Following completion of the interviews, the human resource director shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference points must be applied by adding 5 points to an eligible veteran and 10 points to an eligible disabled veteran.<sup>5</sup>
- Step 6:** The human resource director makes the offer to the applicant with the highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran.

The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

### **Filing a Complaint**

A veteran or disabled veteran is encouraged to contact the human resource office if they have any concerns or questions concerning the application of or the process used for veterans' preference.

A veteran or disabled veteran claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

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<sup>5</sup>The points are based on a 100 point scoring matrix. If a 100 point scoring matrix is not used, the district must use a multiplier equivalent to 5 percent for a veteran and 10 percent for a disabled veteran, or the equivalent.

## Springfield School District #19

Code: GCBDD/GDBDD  
Adopted:

### Sick Time

Oregon Senate Bill 454 mandating paid sick time went into effect on January 1, 2016. This law is independent from sick leave under ORS 332.507. Nothing in this policy impacts the district's sick leave obligation under ORS 332.507, the district's collective bargaining agreements, or Springfield Association of Administrators and Confidential (SAAC) agreement except where those agreements are silent or not in effect regarding sick time requirements. Licensed, Classified and SAAC employee groups should refer to their appropriate bargaining agreement for all applicable leave.

For the purpose of this policy, "employee" means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

Paid sick time of 40 hours shall be front-loaded to an employee who falls within the following groups at the beginning of each year: Licensed and SAAC staff who are .5 FTE or greater, coaches, and seasonal stipend employees.

Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours worked for an employee who falls within the following groups: Licensed and SAAC staff who are .49 FTE or less, all classified staff, licensed and classified substitutes, student employees, and non-regular/timecard employees.

An employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to using no more than 40 hours of sick time in a year.

Sick time shall be taken in hourly increments for employee groups except licensed substitutes who will take sick time in minimum four hour increments and may be used for the employee's or a family member's<sup>1</sup> mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after five consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the

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<sup>1</sup>"Family member" is defined by the Oregon Family Leave Act (OFLA).

district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within ten days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, in-service training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district or as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

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**Legal Reference(s):**

ORS 332.507  
ORS 342.545

ORS 342.610  
ORS 659A.150 to -659A.186

SB 454 (2015)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

**OPEN ENROLLMENT & INTERDISTRICT TRANSFERS**

**RELEVANT DATA:**

In 2011 Legislature passed House Bill 3681 (HB 3681), which took effect for the 2012-2013 school year. HB 3681 allows 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, and 2015-16 Springfield Public Schools had a net loss of 228 students through Open Enrollment. To date, the 2016-2017 school year has a net gain of 8 students.

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

Inter-District transfers, previously referred to as 1:1 Exchange transfers, are processed outside the Open Enrollment window. While IDTs no longer require an even exchange with the resident district, they do require consent from both districts.

For the 2016-17 school year, to date, we have accepted 43 students into Springfield schools from other districts. There are currently 35 students from Springfield attending other districts through Inter-District transfer guidelines.

SUBMITTED BY:

David Collins  
Assistant Superintendent



**2016-2017 OUT-OF-STATE TRIPS OVERVIEW**

**RELEVANT DATA:**

High School principals were asked to submit anticipated out of state trips for the 2016-2017 school year.

In addition to the Out of State Trip Requests being presented tonight, the following anticipated trips submitted are:

Springfield High

Wrestling to Ilwaco, WA (McClain)	July 2017
VICA to Seattle, WA (Touchette)	Dates TBD
TBD, Long Beach, CA (Whelan)	Summer 2017

Thurston High

Track to Seattle, WA (Gillespie)	
January / February 2017	
Choir to Bellevue, WA (Huisenga)	February 2017
Baseball to Phoenix, AZ (Minium)	March 2017
Cheerleading to Anaheim, CA (Erickson)	March 2017
DECA to Anaheim, CA (Fisher)	April 2017
Newspaper to Seattle, WA (Roberson)	April 2017
Band / Orchestra to HI (Vian)	April 2017
Cheerleading to Santa Cruz, CA (Erickson)	July 2017
Yearbook to Santa Cruz, CA (Roberson)	July 2017
Girls Basketball to TBD (Brown)	dates TBD

In the future, there may be additional requests, however, our intent is to put the current information in front of the Board and avoid last-minute requests/submissions.

Current practice requires out of state trip request forms be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to an approved trip request must be covered and resubmitted to the Board in an Addendum.

SUBMITTED BY:

Kevin Ricker  
Director of Secondary Education

**RESOLUTION #16-17.012  
OUT-OF-STATE TRIP REQUEST**

**DATE: November 14, 2016**

**SPRINGFIELD HIGH SCHOOL  
PERFORMING ARTS**

**RELEVANT DATA:**

The objective of our trip is for students to learn self-discipline, cooperation, responsibility and patience by spending four nights and five days with a large group of peers and chaperones.

**RECOMMENDATION:**

It is recommended the Board approve Springfield High School's Performing Arts students' requests to travel to Anaheim, California to participate in the Disneyland Performance Tour. Dates of the trip will be Friday, May 26, 2017 through Tuesday, May 30, 2017. Students will miss one (1) school day.

There is no cost to the district for this trip. All sub costs will be paid using SHS funds.

Principal da Silva will report fundraising progress to the Board in March 2017. It is understood trip approval is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip.

José da Silva and Chris Holt will be available to answer questions.

**SUBMITTED BY:**

Kevin Ricker  
Secondary Director

**RECOMMENDED BY:**

Susan Rieke-Smith, Ed.D.  
Superintendent

Springfield School District

## OUT-OF-STATE TRAVEL REQUEST

School: Springfield High Contact: Chris Holt Date: 10/19/16

Club/Organization Going on Trip: Band/Choir/Drama/Orch/Mariachi # of Students (M/F): 80/70

Number of Faculty Chaperones: 6 Number of Parent/Other Chaperones: 4

Names of Chaperones:

School Staff: Stacey Swartout-McKee, Chris Holt, Jill Plumb, Jim Hallwyler, Karen Tunell, Calli Dean

Parents/Others: Chris Plumb, Keri Davis, Scott McKee, Janna Holt

Destination: Anaheim, CA Dates of Trip: May 26-30, 2017

Estimated Total Cost: \$88,500 Cost to the Program/Building\*: \$207.00  
(Includes substitute teacher cost.)

Amount Fundraised to Date: ~\$10,000

Fundraising Activities: Candy bars, pepperoni sticks, fight songs, chocolate, Autzen Concessions, poinsettias, Cinco de Mayo, cookie dough, sponsorship letters

Lodging: Baymont Inn and Suites, Anaheim (or equivalent)

Food: 1 dinner and 3 breakfasts provided, all other meals are purchased by students

Method of travel: Experience Oregon Charter Bus  
(Note: District vehicles **are not** available for out-of-state travel)

# of School Days Missed: One  
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) \_\_\_\_\_  
Type of Coverage \_\_\_\_\_ Cost per Person \_\_\_\_\_

Applicable forms on file: (please check)

Parent Permission Form  Medical Release Form  Student Fundraising Agreement

**Purpose for the trip and a tentative Itinerary must be included with this form.**

**Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Board no less than 30 days prior to the trip of the club/organization's status raising all required funds.**

Approved:  Denied:  Principal: José da Silva Date: 8/19/16

Approved:  Denied:  Secondary Director: Kevin Ricker Date: 11/7/16

### **IMPORTANT NOTE**

**Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.**

**\*All costs must be paid by the program or building. The District assumes no costs for trips.**

**Springfield High School Performing Arts  
Disneyland Performance Tour  
Anaheim, CA  
May 26-30, 2016**

**PURPOSE OF THE TRIP**

**What are the objectives of the trip and how are the experiences provided related to class or school program?**

Students will learn self-discipline, cooperation, responsibility and patience by spending four nights and five days with a large group of peers and chaperones.

They will be responsible for getting themselves up and ready for the day, their performances, their meals, etc. They will also need to manage their money so that they have enough to pay for meals throughout the trip.

They will need to work on cooperation and patience by living very closely with three other people in their hotel room and sitting next to someone on the bus. They will need to continue to follow directions given by directors and chaperones as well as bus, hotel and theme park representatives.

Students will need to exhibit self-discipline by acting responsibly with good attitudes, correct language, and good hygiene.

Self-discipline, cooperation, responsibility and patience are things that students are asked to work on in their classes as well. Learning these things is an ongoing process. By taking students out of their normal environment and entering another environment, students are challenged to put what they have learned at school with people skills as well as musical skills to the test.

**How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation? How will the trip provide opportunities for students to use those skills they have already acquired?**

Activities on the trip will help students learn many different things.

Being in close proximity to other students for an extended amount of time will provide students with the opportunity to learn a different type of cooperation and flexibility than they are used to.

Performing or attending a clinic at Disneyland will give students the opportunity to perform for a professional company and be treated as professionals. Disneyland has certain rules for performers that are to be followed. There are consequences if the rules aren't followed.

Students will have the opportunity to observe other performing groups and see how others view the importance of stage presence, literature and musicality.

Most students will have a bank of skills to pull from in order to be successful on this trip. Others may need to work very hard. This trip will enable them to develop those skills.

**How will the experience motivate students for further learning?**

Students will gain motivation for further learning by having a positive social , as well as working experience with a large group of peers. Also, motivation and inspiration may be gained by observing high quality performing groups as well as delivering a successful performance

themselves. The experience of being backstage in Disneyland is a unique experience that will be motivating for all of our students.

**Does the trip make best use of available time and money?**

The cost of the trip has been kept to a minimum by personally researching hotels, bus costs, etc. We chose to avoid using a travel company because the cost of the trip per person would be too high.

**What effect does the trip have on other classes or programs?**

The trip will pull out 150 students from school the day after Memorial Day. Unfortunately, this will be noticed throughout the rest of the building, but we feel we cannot cut a day off of the trip without compromising the opportunity for all groups to perform or have clinics. We will give students time from our own classes to make up work as needed.

**What arrangements for transportation and other factors pertaining to supervision of students have been considered to ensure maximum safety?**

At least one chaperone per 15 students will be provided to ensure maximum supervision. Chaperone's room will be spread out between students rooms. Chaperones will be on each bus. Tour buses will transport students to and from parks and activities.

**Has all monies required to cover the cost of this trip been fundraised?**

No. We have 7 months to complete our fundraising at this point, and we feel we have a good plan in place to accomplish this goal. Benchmarks have been set out for all students to make sure they raise or pay money on a schedule so the full cost will be covered by May.

**Springfield High School Performing Arts  
Disneyland Performance Tour  
Anaheim, CA  
May 26-30, 2016**

**ITINERARY**

To Be Determined

**RESOLUTION #16-17.013  
OUT-OF-STATE TRIP REQUEST**

**DATE: November 14, 2016**

**SPRINGFIELD HIGH SCHOOL  
DECA**

**RELEVANT DATA:**

The objective of our trip is to motivate students to further develop their knowledge and job skills, develop professionally in their career area of their choice and to represent Springfield High and the State of Oregon by competing with the best in the nation.

**RECOMMENDATION:**

It is recommended the Board approve Springfield High School's DECA student's requests to travel to Anaheim, California to participate in the DECA International Career Development Conference. Dates of the trip will be Tuesday, April 25, 2017 through Saturday, April 29, 2017. Students will miss four (4) school days.

There is no cost to the district for this trip. All sub costs will be paid using SHS funds.

Principal daSilva will report fundraising progress to the Board in March 2017. It is understood trip approval is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip.

José daSilva and Susan Stambaugh will be available to answer questions.

**SUBMITTED BY:**

Kevin Ricker  
Secondary Director

**RECOMMENDED BY:**

Susan Rieke-Smith, Ed.D.  
Superintendent

Springfield School District

### OUT-OF-STATE TRAVEL REQUEST

School: Springfield High Contact: Susan Stambaugh Date: 10/17/16

Club/Organization Going on Trip: DECA # of Students (M/F): TBD /

Number of Faculty Chaperones: 1 Number of Parent/Other Chaperones: 0

Names of Chaperones:

School Staff: Susan Stambaugh

Parents/Others: \_\_\_\_\_

Destination: Anaheim, CA Dates of Trip: April 25-19, 2017

Estimated Total Cost: \$1300 Cost to the Program/Building\*: \$0  
(Includes substitute teacher cost.)

Amount Fundraised to Date: \$0.00

Fundraising Activities: Students pay \$500/Fundraising activities TBD, Miller Mart subsidizes.

Lodging: TBD

Food: Students provide own food

Method of travel: Airline & Taxi  
(Note: District vehicles **are not** available for out-of-state travel)

# of School Days Missed: 4  
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) \_\_\_\_\_  
Type of Coverage \_\_\_\_\_ Cost per Person \_\_\_\_\_

Applicable forms on file: (please check)

X Parent Permission Form X Medical Release Form \_\_\_\_\_ Student Fundraising Agreement

**Purpose for the trip and a tentative Itinerary must be included with this form.**

**Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Board no less than 30 days prior to the trip of the club/organization's status raising all required funds.**

Approved: √ Denied: \_\_\_\_\_ Principal: José da Silva Date: 10/17/16

Approved: √ Denied: \_\_\_\_\_ Secondary Director: Kevin Ricker Date: 11/7/16

#### IMPORTANT NOTE

Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.

**\*All costs must be paid by the program or building. The District assumes no costs for trips.**



**Springfield High School, DECA**  
**ICDC (International Career Development Conference) AKA DECA**  
**Anaheim, CA**  
**April 25-29, 2017**

**PURPOSE OF THE TRIP**  
**Objectives**

The objectives of this trip are:

1. Motivate students to further develop their knowledge and job skills by providing them an opportunity to compete with the best in the nation.
2. To provide an opportunity to develop professionally in the career area of their choice by participating in high quality workshops, competition, and caucuses.
3. To represent the State of Oregon in the election of National DECA Officers and in competition in their respective competitive areas.

**Opportunities for new skills and knowledge**

The opportunity to compete at the national level will encourage students to take their knowledge to another level. They will meet students from all over America and even other countries with similar interests. The prospective of winning the “national title” in their event has been the motivating factor that has brought them the success at the state level.

**Further Learning**

To compete at the national level will require many hours of practice and study to prepare for competition.

**Best use of money**

Although it is expensive, it is the goal of every serious DECA member to quality and compete at the national level. It is the payoff for working hard to be the best and serves to motivate the new and upcoming DECA members.

**Effect on other classes**

All DECA students attending are extremely strong academically. They will consult with their teachers and make arrangements to complete make-up work.

### **Transportation and other arrangements**

Parents will be responsible for getting their child to the Eugene airport, where they will meet Susan Stambaugh. From there, they will fly from Eugene to Los Angeles, CA. Round trip transportation is arranged from the airport to the Hotel. Oregon

DECA has a strict chaperone policy of 1 (Advisor):8 (students). At the conference, DECA hires security guards to assist chaperones and advisors for the safety of all students.

### **Fundraising**

Fundraising efforts will be considered if students qualify for the National DECA competition.

### **Rationale**

Attending ICDC (International Career Development Conference) is a once in a lifetime experience! Students learn valuable interviewing skills, gain knowledge in business, and begin formulating a viable career choice. Students interact with other students from around the country and must dress professionally to present a role play to adults. ICDC prepares students for the world of work, and education beyond high school.

### **Itinerary**

TBD. Participants at the National DECA conference will not be known until after the State DECA Conference that is held in February, 2017. No flight reservations will be made until students attending is determined.

**RESOLUTION #16-17.014  
OUT-OF-STATE TRIP REQUEST**

**DATE: November 14, 2016**

**SPRINGFIELD HIGH SCHOOL  
HOSA**

**RELEVANT DATA:**

The objective of our trip is to allow students the great opportunity to compete in the International HOSA Leadership Conference in Orlando, Florida.

HOSA students will learn more about health and biomedical issues, practice leadership skills, effective communication, goal setting, time management, teamwork and self-awareness.

**RECOMMENDATION:**

It is recommended the Board approve Springfield High School's HOSA students' requests to travel to Orlando, Florida to participate in the HOSA International Leadership Conference. Dates of the trip will be Wednesday, June 21, 2017 through Saturday, June 24, 2017. Students will miss no school days.

There is no cost to the district for this trip. All sub costs will be paid using SHS funds.

Principal da Silva will report fundraising progress to the Board in May 2017. It is understood trip approval is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip.

José da Silva and Leslie Watson will be available to answer questions.

**SUBMITTED BY:**

Kevin Ricker  
Secondary Director

**RECOMMENDED BY:**

Susan Rieke-Smith, Ed.D.  
Superintendent

Springfield School District

### OUT-OF-STATE TRAVEL REQUEST

School: Springfield High Contact: Leslie Watson Date: 10/10/16

Club/Organization Going on Trip: SHS HOSA Chapter # of Students (M/F): TBD / TBD

Number of Faculty Chaperones: 1 Number of Parent/Other Chaperones: Possibly 1

Names of Chaperones:  
School Staff: \_\_\_\_\_  
Parents/Others: \_\_\_\_\_

Destination: Orlando, Florida Dates of Trip: June 21-24, 2017

Estimated Total Cost: \$10,000.00 Cost to the Program/Building\*: n/a  
(Includes substitute teacher cost.)

Amount Fundraised to Date: None

Fundraising Activities: Pep Rally, Basketball Concessions, Spirit Week, asking SHS Boosters, Lane ESD, grants

Lodging: Disney's Coronado Springs or other close-by hotel, Orlando, Florida

Food: Restaurants near the hotel, free breakfast at hotel

Method of travel: Airplane, Shuttle/Taxi  
(Note: District vehicles **are not** available for out-of-state travel)

# of School Days Missed: None  
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) \_\_\_\_\_  
Type of Coverage \_\_\_\_\_ Cost per Person \_\_\_\_\_

Applicable forms on file: (please check)-**I will obtain these forms when we know who will be attending**  
\_\_\_\_\_ Parent Permission Form \_\_\_\_\_ Medical Release Form \_\_\_\_\_ Student Fundraising Agreement

**Purpose for the trip and a tentative Itinerary must be included with this form.**

Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Board no less than 30 days prior to the trip of the club/organization's status raising all required funds.

Approved: √ Denied: \_\_\_\_\_ Principal: José daSilva Date: 10/17/16

Approved: √ Denied: \_\_\_\_\_ Secondary Director: Kevin Ricker Date: 11/7/16

**IMPORTANT NOTE**

**Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.**

**\*All costs must be paid by the program or building. The District assumes no costs for trips.**

**Springfield High School HOSA Chapter  
International HOSA Leadership Conference  
Orlando, Florida  
June 21-24, 2016**

**PURPOSE OF THE TRIP**

**What are the objectives of the trip and how are the experiences provided related to class or school program?** I will be allowing students the great opportunity to compete in the International HOSA Leadership Conference. Springfield High School was just endorsed by ODE as a Health Sciences CTE Program of Study. While I am at the conference, I will be connecting and collaborating with HOSA advisors and teachers around the world who have Health Science CTE Programs of Study or similar programs at their schools. I plan to discuss ideas and strategies that they are using to develop their programs so that our own implementation of the Health Sciences CTE Program of Study will be a smoother transition. I also hope to open my eyes to other great ideas happening around the world.

**How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation? How will the trip provide opportunities for students to use those skills they have already acquired?** There are many opportunities for HOSA members and advisors to learn more about health and biomedical issues. The HOSA Leadership Conference teaches members leadership skills such as effective communication, goal setting, time management, teamwork and self-awareness. Professional partners will present workshops to provide information about current health-related issues. Topics cover a variety of interests. Past workshops have covered topics such as large vet dentistry, health careers in the ARMY, mobile health technology, college readiness, baby catching and many more.

**How will the experience motivate students for further learning?**

The competitive events that my students will participate in are designed to motivate HOSA members to study, work hard, and achieve a high standard of excellence in a variety of leadership and skill disciplines. These will be useful when these exceptional individuals go on to college.

**Does the trip make best use of available time and money?**

The trip will hopefully largely be funded by a Lane Foundations Grant, which comes from Perkin's money through the Lane ESD. We will also ask for money through Springfield Education Foundation (Ronnel Curry) and Jose da Silva. We will be fundraising for the leadership conferences all year. We will not be going during the school year. Instead, we are going during summer break so we will not be missing school, nor will I have to get a sub. Furthermore, I will try to choose a hotel that offers free breakfast to save money.

**What effect does the trip have on other classes or programs?**

As HOSA advisor and the Health Sciences CTE Program of Study Coordinator, I will gain valuable information by attending the conference that will impact the classes/programs that I am involved in and the students that are in the classes/programs here at SHS. The HOSA Leadership

Conference teaches advisors how to provide balanced academic, technical, leadership and teamwork skills through HOSA strategies and successful chapter activities.

**What arrangements for transportation and other factors pertaining to supervision of students have been considered to ensure maximum safety?**

Students will meet me at the Eugene airport on the day of our departure. We will all be traveling together. Shuttle/taxi will transport us to the hotel, to and from our conference site, and any other outings we choose to participate in. Students and I will be staying in the same hotel, different rooms. Four students to a room and me in another. The rooms will be close to each other to allow for best supervision. Students will be given rules to follow, must keep me informed of their location at all times, and will have a curfew.

**Has all monies required to cover the cost of this trip been fundraised?**

No

**Springfield High School HOSA Chapter  
International HOSA Leadership Conference  
Orlando, Florida  
June 21-24, 2016**

**ITINERARY**

Departure Date & Time: June 21, 2017/Time TBD

Return Date & Time: June 24, 2017/Time TBD

**Springfield High School HOSA Chapter  
International HOSA Leadership Conference  
Orlando, Florida  
June 21-24, 2016**

**ADDENDUM**

We will not know how many students make it to the HOSA International Leadership Conference until after the Oregon HOSA Leadership Conference in Portland, Oregon in April, 2017.

We will have complete information available to report at the May Board meeting.



**RESOLUTION #16-17.015  
OUT-OF-STATE TRIP REQUEST**

**DATE: November 14, 2016**

**THURSTON HIGH SCHOOL  
CABARET**

**RELEVANT DATA:**

The objective of our trip is to provide THS' dance team members the opportunity to perform and learn while experiencing Disneyland's theme parks. Dancers will have the opportunity to showcase their skill, acquire knowledge of choreography and showmanship, and challenge and improve their performances.

Students will miss two school days.

**RECOMMENDATION:**

It is recommended the Board approve Thurston High School's Cabaret's request to travel to Anaheim, California to participate in dance workshops and perform at Disneyland. Dates of the trip will be April 20-23, 2017.

THS Cabaret class has currently fundraised half of monies required to cover the cost of this trip. There is no cost to the district for this trip.

Principal Towe will report fundraising progress to the Board in March 2017. It is understood trip approval is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip.

Chad Towe and McKenzie Smith will be available to answer questions.

**SUBMITTED BY:**

Kevin Ricker  
Secondary Director

**RECOMMENDED BY:**

Susan Rieke-Smith, Ed.D.  
Superintendent

Springfield School District

## OUT-OF-STATE TRAVEL REQUEST

School: Thurston High School Contact: McKenzie Smith Date: 10/11/16

Club/Organization Going on Trip: Cabaret (dance team) # of Students (M/F): 1 / 19

Number of Faculty Chaperones: 3 Number of Parent/Other Chaperones: 5

Names of Chaperones:

School Staff: McKenzie Smith, Sheila Lewellen, Jan Phaigh-McCreary

Parents/Others: John Hamburg, Alan Newell, Amanda Straub, Kari Simons & Julie Reynolds

Destination: Anaheim, CA/Disneyland Dates of Trip: April 20-23

Estimated Total Cost: \$600/student Cost to the Program/Building\*: \$450 from Program for Sub  
(Includes substitute teacher cost.)

Amount Fundraised to Date: \$300/student

Fundraising Activities: Sponsorships, Cosmos, U of O Events, Cookie Dough, Papas Pizza

Lodging: Candy Cane Inn, 1747 South Harbor Boulevard, Anaheim, CA 92802

Food: Continental breakfast provided by the hotel, lunch/dinner in Disneyland Parks or nearby restaurants

Method of travel: Airplane and hotel shuttle

(Note: District vehicles **are not** available for out-of-state travel)

# of School Days Missed: 2  
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) \_\_\_\_\_

Type of Coverage

Cost per Person

Applicable forms on file: (please check)

\_\_\_\_\_ Parent Permission Form \_\_\_\_\_ Medical Release Form \_\_\_\_\_ Student Fundraising Agreement

**Purpose for the trip and a tentative Itinerary must be included with this form.**

Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Board no less than 30 days prior to the trip of the club/organization's status raising all required funds.

Approved: √ Denied: \_\_\_\_\_ Principal: Chad Towe Date: 10/11/16

Approved: √ Denied: \_\_\_\_\_ Secondary Director: Kevin Ricker Date: 10/18/16

### IMPORTANT NOTE

**Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.**

**\*All costs must be paid by the program or building. The District assumes no costs for trips.**

***THS Cabaret***  
***Disney Youth Performing Arts Trip***  
***Anaheim, CA (Disneyland)***  
***April 20-23, 2017***

**Purpose of trip:**

- The purpose of the Cabaret's team trip to Anaheim, CA (Disneyland) is to provide members of Thurston High School's dance team the opportunity to perform and learn while experiencing Disneyland's theme parks. This is an optional trip (the whole team is not required to attend).
  - Dancers will have the opportunity to showcase their skill, and acquired knowledge of choreography and showmanship, in a 30-minute public performance in Disneyland's California Adventure theme park.
  - Dancers will also have the opportunity to challenge and improve their dance and performance skills by participating in two dance classes (taught by professional instructors and choreographers provided by the Disney Youth Performing Arts program).
- This trip is an amazing opportunity to gain exposure and experiences outside of Oregon (specifically dance experience beyond high school dance team).
  - The performance in the park will be a non-stop, 30-minute show. In preparing for this show, dancers will gain endurance and stamina, as well as experience in performing multiple dance pieces within a single show (as opposed to performing only routine at a time, which they are accustomed to in competition or halftime performances). The performance will also provide the dancers exposure to dancing on a staged venue in front of a large audience.
  - The two classes (an auditions class and a jazz technique class) will offer the dancers opportunities to gain new dance skills and improve dance technique while working with professional dance instructors and choreographers provided by Disney. These professionals work directly with performers in Disneyland stage shows and parades. Their expertise and instruction will provide the Cabaret members with valuable knowledge, skills and experience in auditioning for dance opportunities beyond high school.
  - Beyond the dance experience, this trip promotes:
    - Team unity and growth
    - Leadership responsibilities (captains, room leaders, etc.)
    - Problem-solving in challenging situations (travel, schedule, room sharing, etc.)
    - Personal responsibility (money management, individual performance attire, chaperone check-in, etc.)
- Parents will be responsible for travel expenses, however, this can be defrayed through a variety of fundraising opportunities. Fundraising opportunities include, but are not limited to:
  - Sponsor Booklet Ad sales – ads range from \$50 for a business card to \$400 for a full page ad
  - Colts Night at the Em's ticket sales – 50% profit

- Cookie dough sales – approx. \$7 per box profit
- Working doors at the Moshofski Center for UofO home football games - \$40 per worker, per game
- Papa’s Pizza Flyers – 50% of proceeds from each purchase with a flyer on the designated date go to the designated team member
- Cosmos Creations sales - \$3 profit per bag
- Thurston Athletics Concessions at UofO - \$25-\$50 per event worked
- Major expenses include:
  - Hotel & Shuttle (dancers will share rooms and check in with an adult chaperone)
  - Air fare (from Portland to Long Beach)
  - Disney Performing Arts package (includes one performance, two dance classes, and three days admission to both parks)
  - Food (lunch and dinner daily)
- This trip will take place over a weekend, as to minimize the amount of school missed. We will leave on a Thursday and return on a Sunday, so students will only miss two instructional days. We plan on taking one adult chaperone (either coach or parent) per every three dancers, and dancers will be required to check in with their assigned chaperone at multiple assigned times within the daily itinerary. Dancers will not be allowed to proceed with daily activities without being accompanied by at least one other person. Transportation to and from the theme parks and hotel (located less than one mile from the parks’ entrances) will be done on foot or via the hotel shuttle. All dancers MUST check in with the coaches at curfew when they return from the parks in the evening.
- As Head Coach of the Thurston Cabaret, my assistant coaches and I believe that dance team is a place where young women learn valuable dance and life skills, in addition to developing successful characteristics. This trip will be an exciting opportunity to expand upon those skills and gain valuable insight into dance possibilities for their futures.

McKenzie Smith  
Thurston High School

***THS Cabaret***  
***Disney Youth Performing Arts Trip***  
***Anaheim, CA (Disneyland)***  
***April 20-23, 2017***

**Itinerary**

Thursday, April 20

3am	Meet at THS, caravan to Portland
5:15am	Arrive at PDX, check-in, board plane
7:00am	Plane departs
9:18am	Arrive in Long Beach
10am	Shuttle to hotel
11am	Hotel Check-in
Noon	Lunch (within walking distance of the hotel)
1pm	Disney Parks!
5 & 9 pm	Check in with chaperone
Midnight	Back to hotel, in room (check in with coaches)
12:30am	Room check / lights out

Friday, April 21

7-9am	Rise and Shine! (continental breakfast)
9am	Team Meeting – Itinerary Review
10am	Disney Parks! (lunch on your own)
1:30pm	Meet for dance workshop
2pm	Workshop 1 “Auditions and Careers in Dance” (90min)
3:30pm	Disney Parks!
7 & 10 pm	Check in with chaperone
Midnight	Back to hotel, in room (check in with coaches)
12:30am	Room check / lights out

Saturday, April 22

7-9am	Rise and Shine! (continental breakfast)
9am	Team Meeting – Itinerary Review
9:30am	Depart for dance workshop
10:30am	Workshop 2 “Dance Technique: Jazz” (90min)
Noon	Back to hotel for lunch and performance prep
2pm	Depart for performance
3pm	Performance (30min)
4pm	Disney Parks!
7 & 10 pm	Check in with chaperone
Midnight	Back to hotel, in room (check in with coaches)
12:30am	Room check / lights out

Sunday, April 23

6-7am Rise and Shine! (continental breakfast)

8am Shuttle to airport

11am Depart for PDX

1:30pm Caravan home (stop for lunch in Wilsonville)

RESOLUTION: #16-17.016

DATE: NOVEMBER 14, 2016

## BOARD POLICIES FOR APPROVAL

### 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.

Five board policies need to be rewritten to meet legal standards. These policies were presented for first reading at the October 10, 2016, board meeting.

Jenna McCulley is available for questions.

### RECOMMENDATION:

It is recommended that the Board of Directors approve the following board policies:

- BBAA Individual Board Member's Authority and Responsibilities
- BBC Board Member Resignation
- BD/BDA Board Meetings
- BDC Executive Sessions
- KGB Public Conduct on District Property

SUBMITTED BY  
Jenna McCulley  
Community Engagement Officer

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

## **Individual Board Member's Authority and Responsibilities**

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

### **1. Request for Information**

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

### **2. Requests for Legal Opinions**

A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

### **3. Action on Complaints or Requests Made to Board Members**

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy (Board policy KL – Public Complaints). Such information will be conveyed to the superintendent.



4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

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**Legal Reference(s):**

ORS 332.045

ORS 332.057

ORS 332.055

ORS 332.075

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).



Code: **BBC**  
Adopted:

## Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at a Board meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

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### Legal Reference(s):

ORS 236.320  
ORS 236.325

ORS 332.030



Code: **BD/BDA**  
Adopted:

## Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, ~~and~~ special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within district boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.<sup>1</sup> No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation<sup>2</sup>, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

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<sup>1</sup>ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

<sup>2</sup>As defined in ORS 174.100.

## 1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting in July and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

## 2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) so long as that information is also being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

*Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of governing body which could be considered a public meeting. Electronic communications on district business are governed by Public Records and Meetings Law.*

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes.

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions.)

END OF POLICY

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**Legal Reference(s):**

**ORS 174.100**

## Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of students and matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.

An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))

9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of minor students; or examination of the confidential medical records of a student including, that student's educational program; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential medical records and educational program; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

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**Legal Reference(s):**

ORS 192.610 to -192.710  
ORS 332.045

ORS 332.061

## **Public Conduct on District Property (Version 2)**

No person on district property or any district grounds, including parking lots, shall:

1. Haze, harass, intimidate, bully or menace another, or engage in behavior deemed by the district to endanger the safety of students, employees, self or others;
2. Use or engage in abusive verbal expression or physical conduct that interferes with the performance of students, event officials or sponsors of approved activities;
3. Damage the property of another or of the district;
4. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
5. Construct or transport to district property for temporary or permanent purposes any structure not approved for construction on, or transportation to, district property;
6. Uproot, pick, cut, mutilate or remove plant life or other natural resources of any kind. Roots, tubers, flowers and stems may not be collected. Soil or rock may not be dug up or removed;
7. Dump or spill any sewage, waste water or other fluids from any vehicle;
8. Use district waste containers or other district property for the deposit of waste or refuse generated from household, commercial, industrial, construction or other uses not related to approved use on district property;
9. Block, obstruct or interfere with vehicular or pedestrian traffic on any district road, parking area, walkway, pathway or common area. Occupying or impeding access to any district facility in a manner that interferes with the approved use of such facility by district employees, students or other authorized users is prohibited;
10. Fly, launch or otherwise operate motorized model airplanes/helicopters/rockets or other similar propulsion devices unless approved in advance by the district;
11. Operate an unmanned aircraft system (UAS) or drone unless granted permission from the superintendent or designee;



12. Distribute or post circulars, notices, leaflets, pamphlets or other written or printed material in violation of Board policy KJA - Materials Distribution;
13. Operate a concession, solicit, sell or offer for sale any goods, wares, merchandise, food, beverages or services without prior district approval. Public sales and solicitation on district property will be governed by Board policies KGA - Public Sales on District Property, KI - Public Solicitation in District Facilities and KJ - Advertising in District Facilities;
14. Operate a motor vehicle in an area other than on roads and in parking areas constructed or designated for motor vehicle use. Vehicles shall be driven in a safe manner, at posted speeds ~~only~~ and will only be appropriately parked in areas designated by the district. Motorized vehicles such as minibikes, scooters, go-carts, all-terrain-vehicles, snowmobiles and other similar devices are prohibited on district grounds. Bicyclists must comply with motor vehicle and bike regulatory signs;
15. Use a skateboard, rollerblades, scooter or similar;
16. Bring an animal into a district building without prior administrator approval and, where appropriate, only when proof of current rabies vaccination has been provided. Dogs are prohibited on district grounds. All other animals on district property are prohibited. Animals serving the disabled are permitted as provided by law;
17. Camp overnight, loiter or otherwise be present on district property after the conclusion of approved activities or as otherwise posted or authorized by the district. Individuals are prohibited from entering any portion of district premises at any other time for purposes other than those which are lawful and authorized by district officials;
18. Use or operate any noise-producing machine, vehicle, device or instrument in a manner that, in the judgment of district officials, is disturbing to, or interferes with, the orderly conduct of district programs or approved activities;
19. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the district;
20. Bring, possess, or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
21. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
22. Use, distribute or sell tobacco products or inhalant delivery systems, in any form (Pro-Children Act of 1994; ORS 433.835 to -433.990; OAR 581-021-0110);
23. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items ~~which~~ that is evidence of membership or affiliation with any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;

- 24. Violate posted regulatory signs;
- 25. Willfully violate other district policies, administrative regulations or school rules designed to maintain public order on school property.

Persons having no legitimate purpose or business on district property, or those violating or threatening to violate the above rules, may be issued a trespass citation, ejected from the premises, excluded from district-approved activities temporarily or permanently and/or referred to law enforcement officials.

The superintendent will ensure that appropriate notice of these rules is provided.

END OF POLICY

**Legal Reference(s):**

<u>ORS 161.015</u>	<u>ORS 332.172</u>	
<u>ORS 164.245</u>	<u>ORS 336.109</u>	<u>OAR 333-015-0025 to -0090</u>
<u>ORS 164.255</u>	<u>ORS 339.883</u>	<u>OAR 581-021-0110</u>
<u>ORS 166.025</u>	<u>ORS 431.840</u>	<u>OAR 584-020-0040(4)(e),(g)</u>
<u>ORS 166.155 to -166.165</u>	<u>ORS 433.835 to -433.990</u>	
<u>ORS 166.210 to -166.370</u>	<u>ORS 806.060 to -806.080</u>	

Gun-Free Schools Act, 20 U.S.C. 7151 (2006).  
 Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).  
 Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).

**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, resignations, retirements, leave of absence 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. Dr. Michael Henry is available for questions.

RECOMMENDATION:

It is recommended that 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
- Resignations
- Retirements
- Change of Contract Status
- Leave of Absence

SUBMITTED BY:

Michael Henry, Ph.D.  
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>					
	RANELLE TRANHAM	DOUGLAS GARDENS	TEMPORARY TEACHER	PT	10/31/2016	NEW HIRE. WAS A SUB.
	<b>RESIGNATIONS</b>					
	RACHEL STROH	GUY LEE	PROBATIONARY 2	FT	12/12/16	RESIGNATION
	<b>RETIREMENT</b>					
	BRUCE JIM FARAH	GUY LEE	CONTRACT TEACHER	FT	6/30/17	RETIREMENT
	<b>CHANGE OF CONTRACT STATUS</b>					
	ANASTASIA IRWIN	TRDR	TEMPORARY	PT	10/05/2016	TEMP TEACHER WENT FROM PART TIME (.87 FTE) TO FULL TIME
	<b>LEAVE OF ABSENCE</b>					