



BOARD OF EDUCATION
September 12, 2016
Administration Center Boardroom
525 Mill Street
Springfield, OR 97477

4:00 pm Work Session, First Floor Conference Room
Interviews for New Board Member
6:00 pm Reception for Jonathan Light
7:00 pm Board Meeting

| AGENDA | | TAB |
|---------------|---|--|
| 1. | Call Meeting to Order and Flag Salute | Vice Chair Laurie Adams |
| 2. | Board Member Appointment <ul style="list-style-type: none"> • Oath of Office | Vice Chair Adams |
| 3. | Election of Board Chair <ul style="list-style-type: none"> A. Board Chair | Vice Chair Adams |
| 4. | Recognition: Certificate of Achievement for Excellence in Financial Reporting | Board Chair |
| 5. | Public Comments (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.) | |
| 6. | Consent Agenda | |
| | A. August 8, 2016 Board Meeting Minutes | 1 |
| | B. August 22, 2016 Summer Planning Meeting Minutes | 2 |
| | C. August 25, 2016 Special Board Meeting Minutes | 3 |
| | D. Financial Statement | Brett Yancey 4 |
| | E. Personnel Action, Resolution #16-17.007 | Michael Henry 5 |
| | F. Board Policy, First Read | Jenna McCulley 6 |
| | G. Award of a Joint Cooperative Price Agreement to Provide Unleaded and Diesel Fuel #16-17.008 | Brett Yancey 7 |
| 7. | Reports and Discussion <ul style="list-style-type: none"> A. Healthy and Safe Schools Plan B. Construction Bond Update C. Superintendent Communication D. Board Communication <ul style="list-style-type: none"> • 2016-17 Board Committee Representation | Brett Yancey Brett Yancey Sue Rieke-Smith Board Chair |
| 8. | Other Business | |
| 9. | Next Meetings: September 26, 2016, 4:00 pm, Board Work Session October 10, 2016, 7:00 pm, Business Meeting | |
| 10. | Adjournment | Board Chair |

WORK SESSION MINUTES

The Springfield Board of Education held a work session on August 8, 2016 on Board Training with Oregon School Boards Association.

Renee Sessler, Board Development Specialist, Oregon School Boards Association (OSBA) welcomed those in attendance and called the meeting to order at 4:35 pm, in the First Floor Conference Room, of the District Administration Center, 525 Mill Street, Springfield. She introduced Jim Green, Deputy Executive Director, OSBA.

Attendance

Board members present included Chair Light, Laurie Adams, Erik Bishoff, Sandra Boyst, and Tina DeHaven.

Others in attendance included Superintendent Sue Rieke-Smith, Brett Yancey, David Collins, Jenna McCulley, Judy Bowden, Anne Goff, Linda Henry, Renee Sessler, Jim Green, Alisha Roemeling of *The Register Guard*, Megan Shin from *KMTR*.

Ms. Sessler asked Board members to identify their expectations for today's meeting:

- District's attorney felt the Board needed coaching around school board development
- To be better at Board work
- Continuous learning
- Protocol—better understanding of the Board's responsibilities; avoid past mistakes in the future
- Clarity on Executive Sessions and public meeting laws.

Ms. Sessler distributed a booklet entitled *Roles and Responsibilities Workshop—August 8, 2016—Springfield School District* and offered a PowerPoint presentation entitled *Roles and Responsibilities*. She explained that individual Board members brought their knowledge, values and beliefs to the Board's work, which influenced the Board culture, the District work and culture, which affected classroom instruction and student achievement.

Ms. Sessler facilitated a Board discussion regarding its roles and responsibilities. She encouraged Board members to be familiar with the District Roles and Responsibilities included in the *Roles and Responsibilities Workshop* booklet, particularly the B section and Policy KL, Public Complaints. She encouraged the Board to have a discussion about Board protocols at a future meeting. The Oregon Legislative Assembly delegated responsibility for the conduct and governance of programs and services in the District. Powers granted to the Board were:

- Legislative or Rule Making Authority
- Judicial Authority
- Executive/Administrative Authority.

The Board took a short break.

In response to Mr. Bishoff, Ms. Sessler noted Policy BBA, Board Powers and Duties, was last adopted in 2007. She suggested the Board schedule a work session with OSBA staff to review the Board's policies, particularly the B policies, which were the rules by which the Board agreed to conduct itself.

Mr. Green opined that the Board was a fact hearing body rather than a fact finding body.

Ms. Sessler urged Board members to exercise caution when interacting with members of the public outside of Board meetings, noting they were Board members only when officially convened, and not when they engaged with community members outside of Board meetings.

In response to Mr. Light, Ms. Sessler explained one of the Board's roles was to convey concerns expressed by the community to the superintendent, and to place community concerns and suggestions on Board agendas for discussion by the full Board.

Ms. Sessler directed Board members to Policy CB, Superintendent. "The superintendent is the chief operating officer and, under the direction of the Board, is responsible for control and operation of the school system and for implementing the decisions and policies of the Board." She said it was important for the Board to trust the superintendent, and if it did not trust the superintendent, the Board needed to have a conversation with the superintendent. She noted superintendent tenure had a significant impact on student achievement. There was a correlation between high student achievement and the amount of time a superintendent had been in a district. Ms. Sessler stated there was a clear distinction between the roles of the Board and the superintendent. The superintendent could help the Board with its goals, policy language and advocacy work. However, the Board should not be involved in the day to day operations, personnel decisions and development of regulations unless brought to the Board in Executive Session, or by adopting the regulations that enacted the policies developed by the Board.

Mr. Green explained that Board policies were broad statements supported by Oregon Administrative Rules (OAR) which allowed for implementation of Board policies.

Ms. Sessler directed Board members to page 4 in the *Roles and Responsibilities Workshop* booklet, which explained "Meetings" under Oregon Revised Statutes (ORS) 192.660 related to Oregon Public Meeting Laws. She explained there were three kinds of meetings: Regular Meetings, Special Meetings (Work Sessions and Executive Sessions) and Emergency Meetings. She directed Board members to page 5 which explained Typical Duties of the Board Chairman, page 6 which explained EMAIL and page 7 which explained Executive Sessions. Public notice was a requirement for Board meetings. Additionally, principal subjects that the Board would discuss must be identified, required a quorum for the Board to take action, and minutes were required for all meetings. Board committees were subject to Oregon Public Meeting Laws. She said the OSBA website included a section, *Ask Betsy*, where questions and answers were posted. Mr. Green invited Board members to contact the OSBA office if they had questions.

In response to Ms. Adams, Ms. Sessler said serial or daisy chain meetings which resulted in Board decisions circumvented the public meeting process and were not permitted.

Ms. Sessler thanked Board members for their service to the community. She reviewed the expectations Board members identified for today's meeting and noted consensus that those expectations had been met.

In response to Ms. Adams, Mr. Green said Board members were not mandatory reporters. However, Mr. Light was a mandatory reporter because he was a licensed teacher.

The meeting adjourned at 6:42 pm.

BUSINESS MEETING MINUTES

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

1. CALL MEETING TO ORDER

Board Chair Jonathan Light called the Springfield Board of Education meeting to order in the boardroom of the District Administration Center at 7:02 pm and led the Pledge of Allegiance.

Attendance

Board Members present included Board Chair Jonathan Light, Vice Chair Laurie Adams, Erik Bishoff, Sandra Boyst, and Tina DeHaven.

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Brett Yancey, Judy Bowden, Jenna McCulley, Kevin Ricker, Suzy Price, Brian Megert, Tom Lindly, Michael Henry, Chad Towe, Anne Goff, Carmel Barnhart, Jayne Hulse, Leah Emmett, Sarah Ewing, Scott Touchette, Brenda Royce, Alyssa Dodds, Marilyn Williams, Bill Northrup, Jeff Butler, Joy Marshall, Joni Wareham, Nicole Nakayama, Alisha Roemeling of *The Register Guard* and Darcy Wallace of the *Springfield Times*.

• Changes or Additions to the Agenda

There were no changes to the agenda.

2. WORK SESSION SUMMARY

Ms. Adams provided a summary of today's Work Session.

3. MEASURE 98 STAND FOR CHILDREN

Joy Marshall, Lane County Director of Stand for Children Oregon, introduced Stand for Children members Scott Touchette and Brenda Royce. Ms. Marshall thanked Springfield Public Schools (SPS) for supporting Career and Technical Education (CTE) programs although the State of Oregon had reduced funding for the program. Stand for Children knew that Measure 98 would help students be successful. The graduation rate would not be improved unless all children had better access to CTE, university and college preparation. She said Governor Brown and the OSBA, as well as other school boards in the state had endorsed Measure 98. She noted Stand for Children was aware that budgets had been tight. The Oregon Department of Education worked with the Governor's Budget and Management Division, and the updated projections for the cost of maintaining service level for K-12 funding were \$7.97 billion in the next biennium, which was an increase of 8.2 percent and included the Public Employees Retirement System (PERS) cost. The projected increase in the state General Fund was 8.9 percent. The General Fund would grow by more than \$1.6 billion in addition to receiving additional lottery funding. There would be \$1.7 billion in new money, which would be sufficient to maintain K-12 spending and allow for some modest new investments. Measure 98 expenditures were modest, approximately \$147 million annually, or 1 percent of the state budget. Based on Oregon's graduation rates and the need for CTE, it was time the state made this investment.

Brenda Royce said she was the parent of two SPS students in the Thurston area, and quite involved in their activities, school fundraisers and the school PTA. She became involved with Stand for Children when SPS was working to pass the bond measure, and she became passionate about Stand for Children's goals. She cared about the schools and their future, and she wanted them to get the support they needed to support the children after high school, in the work force or going to college. She hoped the Board would endorse Measure 98 which would provide targeted funds to the high schools. Her daughter, who was entering middle school in September, was a traditional academic learner and would do well in middle and high school. Her son, who was entering high school in September, was a hands on learner, who needed to know why a class was

relevant. All students, regardless of how they learned, needed support from SPS. CTE would make learning much easier for her son. Measure 98 would also provide funding providing counseling and tutoring and prevent dropouts.

Scott Touchette had been a teacher at Springfield High School (SHS) for 13 years. He moved to SHS because of SPS's strong programs and commitment to CTE. CTE was important because he saw kids on a daily basis who did not fit in the core classes for whom CTE was a hook. He knew that CTE classes were often the only reason kids went to school, and they were able to use the skills they learned in CTE classes in other academic classes. Measure 98 could mean more opportunity, which could reduce class sizes. The best way to engage kids was to have smaller class sizes. He credited his CTE teachers for his success in earning two bachelor's degrees and a master's degree. Measure 98 would enable SPS and other school districts to expand CTE programs, which would be good for kids.

Ms. Marshall thanked Ms. Royce and Mr. Touchette and other parents in the audience for their support and speaking up for what they knew was best for kids.

In response to Mr. Light, Ms. Marshall said Measure 98 did not require SPS to expand its programs every year. Stand for Children did want to ensure that any funding that currently existed was not supplanted by new funds that would come from passage of Measure 98. Measure 98 would fund CTE in the high schools, but offering CTE opportunities in the middle schools should be looked at in the future. She added SPS would work with the community and SPS staff to determine how to best spend the money.

Mr. Light felt there was support in the business community for CTE.

Mr. Bishoff said if it had not been for architecture, drafting and theater arts, he did not know if he would have made it through high school. While Measure 98 focused on attendance, CTE and some college courses and readiness, he noted kids right out of high school were being hired because of their participation in CTE programs. He noted Measure 98 was also endorsed by the Register Guard editorial board, the Bend-La Pine School Board, the South Lane School Board, Eugene-Springfield NAACP, the Independent Party of Oregon, and the Chambers of Commerce of Medford, Eugene and Beaverton.

Ms. Adams understood the Springfield Chamber of Commerce did not support Measure 98. She planned to contact the Chamber about Measure 98.

Dr. Rieke-Smith said the Springfield Chamber of Commerce had referred Measure 98 to its government affairs committee for review and she opined there would be a more favorable response from the Chamber. The business community was very supportive of education. Their concern was the tax rate and the impact on their businesses. The Chamber wanted to ensure that money identified for a specific purpose was actually used to do good for kids and something that the Oregon Legislature could not redirect for another use.

In response to Mr. Bishoff, Ms. Marshall said then Governor Ted Kulongoski had advocated unsuccessfully for CTE for many years at the Legislature. An economic advisor to Governor Kulongoski was one of the Measure 98 authors. Advocates for kids including Stand for Children, the Latino Network and the Coalition of the Communities of Color, and advocates for kids who were not succeeding, supported Measure 98.

Board members discussed how graduation rates increased in SPS and other Oregon high schools where CTE was offered.

4. PBIS UPDATE

Brian Megert, Director of Special Services and Nicole Nakayama, facilitator of Special Education gave an update on Positive Behavioral Intervention and Supports (PBIS) implementation. He provided a PowerPoint presentation entitled *School-Wide PBIS—School Board Update, August 2016*. He said SPS had worked in partnership with Dr. Rob Horner, who was a professor of special education at the University of Oregon (UO) and director of the Educational Community Supports (ECS). Mr. Megert stated he had an opportunity to present this information in Washington, D.C. last week to the U.S. Department of Education Office of Special Education Programs (OSEP) project director's bi-annual meeting. He gave a presentation about what SPS was doing to over 100 educators from all over the nation. People were amazed at the implementation SPS had gone through during the last three years without additional funding. He credited support from the cabinet, the Superintendent, and the Board to continue to carry the work forward.

Mr. Megert reviewed the PBIS implementation and training timeline from 2013-14 to 2015-16, noting that PBIS had been implemented in all SPS elementary, middle and high schools. The implementation team had designed the program so that SPS would be able to fully support the program when the grant funding ended in two years.

Ms. Nakayama said almost all SPS elementary schools had met the 70 percent threshold for Tier I. All four of the SPS middle schools had reached the 70 percent threshold for Tier I. The data indicated that students were benefiting from PBIS implementation through reduced office discipline referrals. Based on national data, healthy schools would have at least 80 percent of student population receiving zero or one major office discipline referral in a school year. Each of the five SPS demonstration sites had achieved that goal, which allowed schools to support all students at the level which they needed.

Mr. Megert reviewed the *Next Steps* SPS would take in further implementing PBIS:

- Sustain fidelity of Tier I and Tier II, add Tier III to ready schools.
- Continue offering two trainings per year to participating schools.
- Continue offering coaching support for each participating school.
- Train all elementary special education teachers and school psychologists on behavior support planning for students with intensive needs.

In response to Mr. Light, Mr. Megert said SPS would have to use partnerships within the community to be effective. He added that new elementary special education certified staff would be included in the PBIS training and time would be dedicated during new teacher orientation to discuss the concept of multi-tiered systems of support in PBIS and Response to Intervention (RTI).

Ms. Nakayama added all SPS schools would orient new certified and classified staff to the PBIS system in their schools.

Mr. Collins said he would meet with the Oregon School Employees Association (OSEA) leadership regarding training for classified employees. He added there would be three days available for new teacher training and orientation.

5. PUBLIC COMMENTS

Bill Northrup said he was a Thurston High School (THS) graduate. He distributed a handout entitled *Transgender Guidelines—a concern and a request* and briefly reviewed the handout for Board members. He encouraged the Board to make a statement or create a policy regarding students who are not comfortable changing clothes in a communal environment giving them the opportunity to ask for a private environment for them to use.

Carmel Barnhardt said she was representing Yolanda Elementary School (YES) Parent Teacher Organization (PTO). She thanked the Board and SPS staff for taking safety concerns for the students seriously and for moving forward with the construction of the school's new parking lot. She offered a special thanks to Jeff Butler who was an amazing principal at YES.

Mr. Light said the Board did not have a formal resolution regarding Measure 98. Ms. Marshall agreed to send the information to Dr. Rieke-Smith.

Motion: Ms. Adams moved, seconded by Mr. Bishoff, that the Board go on record in support of Ballot Measure 98 and direct staff to work with Ms. Marshall to prepare a resolution for Board action. The motion carried unanimously, 5-0.

6. CONSENT AGENDA

A. June 27, 2016 Board Meeting Minutes

B. Financial Statement

C. Personnel Action, Resolution #16-17.001

Michael Henry recommended that the Board of Directors approve the personnel action for licensed employees as reflected below:

New Hires

| | | |
|------------------|--------------------|----------------------|
| Bonnie Aulakh | Allison Jacobson | Dana Okray |
| Tamara Brown | Jeannette Jacobson | Kristin Page-Botelho |
| Tiffany Brown | Amber Ketchum | Eric Roberts |
| Joshua Carlton | Ashley Lawrence | Jennifer Smith |
| Greg Fisher | Colin Lyons | Molly Spain |
| Paul Griffith | Hannah Miller | Renae Thwaites |
| Zackery Grimsley | Cassandra Moorhead | |
| Julia Harris | Shelby Morgan | |

Resignations

| | | |
|-----------------|---------------|--------------|
| Amanda Heaven | Kelly Stroh | Lonnie Usrey |
| Brooke Quinones | Tiffany Swalm | |

Retirement

Patrick Allender

Leave of Absence

Katie Keeler

D. Nutrition Services Fresh Produce Products, Resolution #16-17.002

Brett Yancey recommended that the Board of Directors award the fresh produce products contract to Emerald Fruit & Produce of Eugene for an estimated amount of \$200,000.00.

E. Nutrition Services Dairy Products, Resolution #16-17.003

Brett Yancey recommended that the Board of Directors award the dairy products contract to Spring Valley Dairy of Eugene for an estimated amount of \$340,000.00.

F. Nutrition Services Bakery Products, Resolution #16-17.004

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

G. Purchase of Nutrition Services Supplies, Resolution #16-17.005

Brett Yancey recommended that the Board of Directors approve the purchase of Nutrition Service supplies from the following vendors for the anticipated amounts indicated:

| | |
|---|------------|
| McDonald Wholesale Company, Eugene, OR | 680,000.00 |
| NW Distribution – Tools for Schools, Emmitt, ID | 20,000.00 |
| Wallace Packaging LLC, Tucson, AZ | 20,000.00 |

TOTAL ANTICIPATED AWARD \$720,000.00

H. 2016-2017 Grants Report

I. Restraint & Seclusion Report

Motion: Ms. Adams moved, seconded by Mr. Bishoff, for approval of the Consent Agenda. The motion carried unanimously, 5-0.

7. ACTION ITEMS

A. Contingency Request Page Elementary School, Resolution #16-17.006

Immediately following concerns arising from nationwide and local entity results of water testing, Springfield School District developed a plan and strategy for managing our water systems for the District.

Originally tested in November 2001, testing results returned with levels, at that time, below the EPA's (Environmental Protection Agency) tolerance for required action. Recently (June 2016) the District conducted additional testing at all District owned facilities with a goal to further understand potential levels of lead in our water system(s). The results at two facilities indicated levels above the EPA's tolerance level of 20 parts per billion (.02ppb). One sight, Brattain Early Learning Center, identified one rarely used fixture as being above acceptable tolerance (.04820ppb) during the first sample tested. To verify results the District followed recommended practices and retested the source. The second test resulted in the fixture falling below tolerance (.00362ppb), therefore confirming that lead is no longer present at a level of concern for the EPA.

The second site that tested above tolerance levels was Page Elementary School. Again, recommended practices were followed and the school was retested. This second sample testing confirmed that six classrooms in the west instructional wing of the school continued to be above an acceptable level of lead presence. The District's recommended approach is to abandon the existing water system and reconstruct a new water system above ground (in ceiling). This replacement project will alleviate the lead concerns and ensure that the school is completely upgraded.

Realizing that the District is on a very tight timeline in order to complete the project prior to the start of the 2016-17 school year, staff conducted an evaluation process, based on two bids received. The lowest bid received is \$95,000 by Hydro-Temp Mechanical from Wilsonville, Oregon. At the time of the 2016-17 budget adoption this project was unknown, therefore the requirement to allocate contingency resources is necessary.

Brett Yancey recommended that the Board of Directors allocate contingency resources for the Page Elementary School re-plumbing project as follows:

General Fund:

| | |
|---------------|------------|
| 100-6110-0810 | (\$95,000) |
| 100-4150 | \$95,000 |

Mr. Light thanked Mr. Yancey and his team for moving forward with this re-plumbing project, noting the safety of the SPS's students was paramount. This action illustrated the importance of having an adequate contingency fund.

Mr. Yancey reviewed the progress of the project, noting the urgency due to the start of the school year in September. He noted all of the SPS's schools had received new fixtures and staff and parents would receive communications from SPS about the project.

Motion: Mr. Light moved, seconded by Ms. Adams, for approval.

The motion carried unanimously, 5-0.

8. REPORTS AND DISCUSSION

A. Superintendent Communication

Superintendent Sue Rieke-Smith reported that she attended a superintendents' conference with Mr. Light in Washington, D.C. in July related to legislative advocacy. The purpose of the conference was to provide an update on legislation that directly impacted schools and district operations, and to provide superintendents an opportunity to visit members of Congress to advocate for particular legislation. She and Mr. Light spoke directly with Senator Ron Wyden's staff, Senator Jeff Merkley's staff, and Congressman Peter DeFazio's staff. She and Mr. Light spoke specifically about Every Student Succeeds Act (ESSA) and expressed their appreciation for the work the Oregon Congressional delegation was doing to reign in the U.S. Department of Education and to give the State of Oregon maximum flexibility. They also expressed appreciation for encouraging SPS to achieve maximum flexibility at the local level through the State of Oregon. They also spent time advocating for the reauthorization of the Perkins CTE legislation and anticipated that the legislation would be reauthorized. Senator Wyden was currently working on middle school engagement CTE legislation for which he had bipartisan support. She and the SPS delegation advocated for increased funding to the ESSA for Title I and for special needs students. She, Mr. Light, Mr. Megert and Mr. Collins recently met with Senator Wyden on current legislation that he had been able to shepherd through the House of Representatives and was now moving on to the Senate, which would give increased funding for preventative services to families in crisis.

B. Board Communications

Mr. Light directed Board members to a document entitled *SPS Hill Meetings—7.13.17 (AASA Advocacy Conference)—Brett Garson (Smith Dawson) Notes*, which provided information on the work the SPS delegation did while in Washington, D.C. He noted Vice Presidential candidate Tim Kaine introduced legislation in the U.S. Senate in support of middle school CTE several years ago. He distributed a book to Board members entitled *50 Myths and Lies That Threaten America's Public Schools: The Real Crisis in Education*. The SPS delegation had discussed concerns related to dual credit for high school and college credit. He proposed that the Board discuss at the August 22, 2016 Summer Planning Meeting ways to make the Board Opt Out statement more prominent in our schools.

9. OTHER BUSINESS

The Board had no other business.

10. NEXT MEETING

Mr. Light said the next Board meetings would be as follows:

Summer Planning Meeting, August 22, 2016, 9:00am

Business Meeting, September 12, 2016, 7:00pm

11. ADJOURNMENT

With no other business, Chair Light adjourned the meeting at 8:30 pm.

(Minutes recorded by Linda Henry)

WORK SESSION MINUTES

2/A Summer Planning Work Session of the Lane County School District No. 19 Board of Education was held on August 22, 2016.

1. CALL MEETING TO ORDER

Board Chair Jonathan Light called the Springfield Board of Education Summer Planning Session to order in the Board Room at the District Administration Center at 9:00 am.

Attendance

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

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Brett Yancey, Tom Lindly, Michael Henry, Jenna McCulley, Brian Megert, Suzy Price, Judy Bowden, Anne Goff, Tim Stephens, Jeff Butler, Jim Crist, Mike Dugas, and Linda Henry.

2. OVERVIEW OF AGENDA

Jonathan Light noted there were no changes to the agenda.

Dr. Rieke-Smith welcomed Ms. Goff, representing the Springfield Education Association (SEA), who had participated throughout the process for building the strategic plan. She welcomed and thanked Mr. Butler, representing Springfield Association of Administrators and Confidential employees (SAAC) and Mr. Stephens, representing Oregon School Employees Association (OSEA) for attending today's meeting.

3. FINALIZE STRATEGIC PLAN

Mr. Dugas provided an overview of the work the Board and staff would address today.

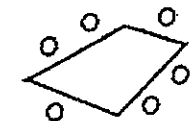
- Update Game Plans—District staff reviewed the Game Plans previously developed by the group:
 - GAMEPLAN—Formalized CTE at all Secondary Schools—Mr. Collins
 - GAMEPLAN—Transform Learning through Innovation and the Use of Digital Tools—Mr. Lindly
 - GAMEPLAN—Support ALL Children so they are Ready to Learn—Mr. Megert
 - GAMEPLAN—Develop comprehensive two-way communication and feedback with stakeholders—Ms. McCulley
 - GAMEPLAN—Foster a Resilient Organization—Dr. Rieke-Smith

GAMEPLAN: Foster a Resilient Organization

● TEAM/ RESOURCES

Sponsor:

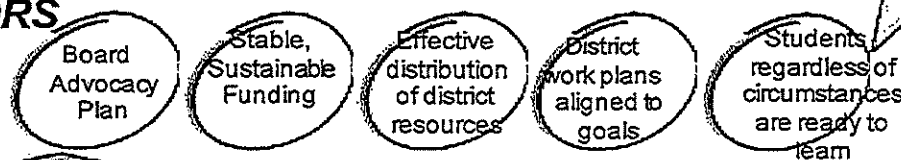
Co-Leaders:
Board Chair-
Superintendent



Members:
Board Directors
Cabinet

Resources:
Time for work
groups
Fiscal resources
for materials,
additional pay

● SUCCESS FACTORS



● CHALLENGES

- Unstable state funding
- Federal, state and district policies create barriers
- Not all district/school practices aligned to equity-need for gap analysis
- Time and resources for district work groups in addition to daily work load.

● STAGES/TASKS

| Q1 2016 | Q2 2016 | Q3 2017 | Q4 2017 |
|--|---------|---------|---------|
| <ul style="list-style-type: none"> • Strategy 1: Board develops and actively advocates with superintendent for equitable whole child instructional and support services policies in support of students • Strategy 2: Board actively advocates with superintendent for adequate and stable funding resources • Strategy 3: District effectively budgets and manages fiscal and human capital resources in alignment with Board policy, advocacy plan and strategic plan • Strategy 4: District employs effective, efficient and equitable instructional and business practices across all departments. • Strategy 5: Ensure strategic plan, policies and practices are aligned through an equity lens • Strategy 6: School board, district and community relationship building | | | |

● TARGET

Student access to instruction via technology

Facilities support future ready instruction

PRIMARY OBJECTIVES

- Adequate and stable funding

OBJECTIVE
• Equitable Practices

Meeting family needs to ensure students ready to learn

OBJECTIVE
• All students will graduate and be successful

OBJECTIVE
• Personalized learning

OTHER OBJECTIVES

OTHER OBJECTIVE

OTHER OBJECTIVE

OTHER OBJECTIVE

GAMEPLAN Formalized CTE at all Secondary Schools

● TEAM/RESOURCES

Sponsor:
Leader:
Assistant
Superintendent

Member:
Directors

Member:
Coordinators

Member:
Building
Administration

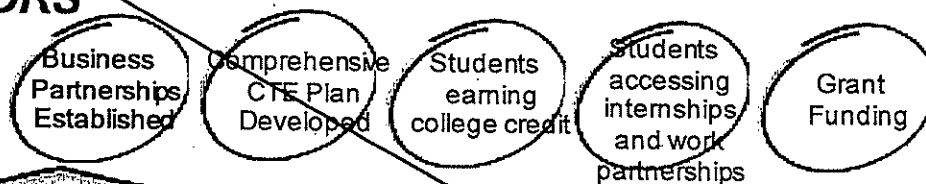
Member
Teacher Leaders

Resources:

● STAGES/TASKS

| Q1 2016 | Q2 2016 | Q3 2017 | Q4 2017 |
|--|---------|---------|---------|
| Strategy 1: Expand and generate partnerships. | | | |
| Strategy 2: Provide academic coursework aligned to graduation standards and postsecondary/career pathways. | | | |
| Strategy 3: Pursue resources that support the development of a formalized CTE program... | | | |

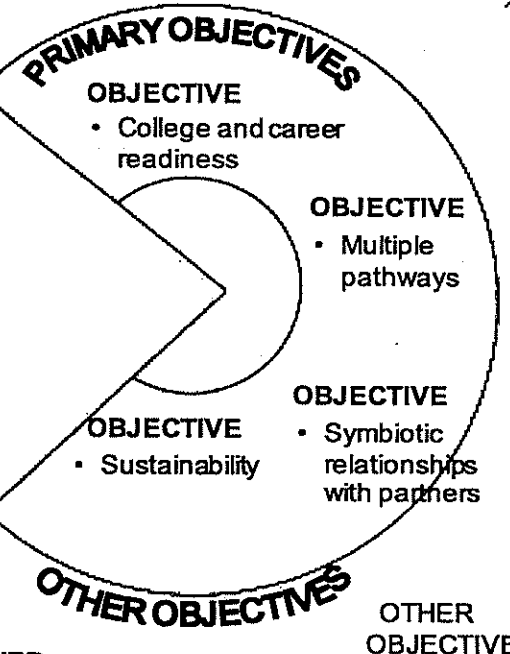
● SUCCESS FACTORS



● CHALLENGES

- Sustainability
- Post-Secondary Collaboration
- Staffing/Funding/Accessibility to Coursework
- Alternative measures of student/school success
- Ability to update/change at the rate of private sector/business

● TARGET *Highly skilled graduates college/career ready*



GAMEPLAN – Develop comprehensive two-way communication and feedback with stakeholders.

TEAM/RESOURCES

Sponsor:

Leader:
Superintendent
Communications

Members:
Cabinet
Administrators



Resources:

Website
Comm. Staffing
Adjustments
Equipment

SUCCESS FACTORS

Comprehensive
Communication Plan
Developed

Increased
Community
following of
social
media
platforms

District
Web
Redesign

Stakeholder
participation
in SPS
feedback
options
surveys, etc.

Increased
output of
SPS
stories,
including
video

Community
understanding
of input
channels

Greater
participation in
feedback
surveys

Increased sharing of
SPS news and
activities

STAGES/TASKS

- Thorough review and gap analysis of current communication channels
- Develop overarching communications plan to support district goals and initiatives
- Redesign website establishing it as the primary repository for district information.
- Establish editorial calendar so that communication mediums are supported and targeted to audience needs
- Follow up gap analysis of district communication around key initiatives including stakeholder input
- Proactive reporting of, and request for feedback around district initiatives, successes, challenges
- Marketing plan to include proactive outreach highlighting SPS programming successes

TARGET

Community
awareness of
SPS Programs

Support of SPS
initiatives
including ballot
measures

Increased participation
in SPS activities,
programs and
initiatives by
populations not
directly affiliated
with a school

PRIMARY OBJECTIVES

- Collaborative decision-making, due to representation and participation

OBJECTIVE
• Sense of
pride in SPS

OBJECTIVE
• Stakeholder trust
in their school
district

OBJECTIVE
• Increased
transparency
around district
decisions

OTHER OBJECTIVES

CHALLENGES

• Crisis Response
Needs

• Communications
Department
notifications

• Staffing

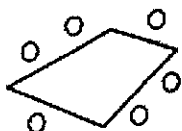
• Professional
development
needs for staff

GAMEPLAN: Transform Learning Through Innovation and the Use of Digital Tools-DRAFT

TEAM/RESOURCES

Sponsor:

Co-Leaders:
Tom Lindly and
David Collins



Members:
Directors

Members:
District Administrators

Resources:

SUCCESS FACTORS

One key area identified for focus in year one.

The instruction and technology plans are aligned

Effective training available to staff.

Digital resources from new adoptions are utilized

New hires are fluent in technology

CHALLENGES

- Competing priorities
- Philosophical shift

- Coordination of Teacher Training
- Ongoing teacher support

- Adequate Staffing
- Devices in the right places

- Changing existing job descriptions
- Sustainable funding

TARGET

Increased student achievement through the use of technology.

PRIMARY OBJECTIVES

- Proficient at research

OBJECTIVE

- Exceeding state Library & Technology standards.

OBJECTIVE

- Ability to navigate required testing

OBJECTIVE

- Safe use of the Internet; Good digital citizens

OTHER OBJECTIVES

Current, reliable, secure and supportable technology,

Technology skilled graduates

Data is available for decision making

Students communicate effectively with digital tools

Students proficient with cloud based tools

Increased student engagement

Rev 3

GAMEPLAN: Support ALL Children so they are Ready to Learn

a) A formal system of mental health support district wide

b) Connecting with community partners to provide mental, physical, social and emotional help service

TEAM/RESOURCES

- Increased Special Education Classified Staffing
- Increased Professional Development for Special Education Staff

Sponsor:

Co-Leaders:

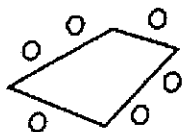
Assistant
Superintendent &
SPED Director

Member:

Elementary
Director

Member:

Secondary
Director



STAGES/TASKS

| Q1 2016 | Q2 2016 | Q3 2017 | Q4 2017 |
|--|---------|---------|---------|
| <ul style="list-style-type: none"> • Strategy 1: Develop a comprehensive plan that addresses mental health issues through an assessment of our current resources and the social, emotional and behavioral needs of students. • Strategy 2: Develop and facilitate conversations with stakeholders on what the Community Model is/is not and how we develop a shared understanding of how to best support all students in our schools. • Strategy 3: Partner with community health agencies to assist in providing mental health services to our students. | | | |

TARGET

Ensure students who require additional social, emotional, and behavioral supports are successful behaviorally and academically.

PRIMARY OBJECTIVES

- Strong school and family partnership

OBJECTIVE

- Access to community resources

OBJECTIVE

- Access to learning

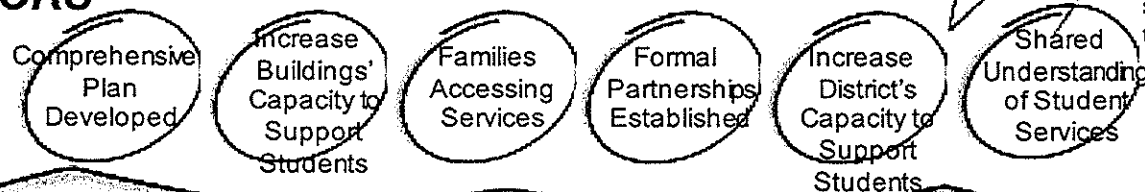
OBJECTIVE

- Strong district and health care partnerships

OTHER OBJECTIVES

Ensure all administrative, certified and classified staff are properly equipped with necessary skills to support students with a variety of needs.

SUCCESS FACTORS



CHALLENGES

- Lack of Common Language/Lexicon
- Families' Accessibility to services
- Limited Resources
- Increased behavioral challenges across the county and state
- Limited days/time for training

- Clearly Identify Work Plans—Mr. Dugas stated the overall vision as *Every student a graduate, excited about learning, confident in their ability to be productive and successful citizens*. He directed Board members to the policy areas the Board had developed in previous sessions:
 - Provide personalized learning opportunities for all students.
 - Support the needs of families so that all students are ready to learn.
 - Create future ready facilities that inspire learning.
 - Promote growth and success for every student.
 - Engage students in a technology rich environment that enhances teaching and learning.
 - Funding and policy.

Mr. Dugas called for comments, questions and concerns the District would focus on through 2020. The group discussed several policy issues:

- Policy Issues
 - Board focus on Pathways (strategies)
 - Policy buckets→inclusive
 - Personalized learning experiences for all students, not just CTE
 - Communication strategy: Start with the big picture then go to pillars that support the strategies
 - Create safe, future ready facilities that inspire learning
 - Equity→personalized learning: Board needs to be able to speak to equity
 - Non-negotiable
 - Eliminate inequities and disparities in student achievement
 - Promote safe environments for learning
 - Promote an inclusive culture
 - Support needs of families and build relationships with the community

Dr. Rieke-Smith said she would provide copies of a book entitled *America Needs Talent* by Jamie Merisotis to Board and Cabinet members.

Mr. Dugas asked Board members if they could support the overall vision and above policy areas it had developed in previous sessions for implementation through the 2020-2022 timeframe. Ms. Adams, Mr. Bishoff, Ms. Boyst, Ms. DeHaven and Mr. Light confirmed they could stand behind the vision and policy areas.

In response to Mr. Bishoff, Dr. Rieke-Smith explained that a bubble could speak specifically to equity, noting personalized learning for every student spoke to equity. She added that the Game Plan could more specifically use the equity lens. She opined equity could be a Policy statement and/or equity could be embedded within the Game Plans as the way the Game Plans were operationalized.

Mr. Dugas added, groups generally found it challenging when equity often showed up in one or two bubbles, and subsequently decided to include equity in every Game Plan. He thought the group had covered the topic although “equity” was not specifically used in every Game Plan.

Ms. Goff opined the group needed to have a conversation and be explicit that the District supported equity, noting that the Game Plan *Support ALL Children so they are Ready to Learn* did not specifically identify SPED students and mental health needs, which were very important. She asserted the Game Plan did not address equity in terms of gender, race, language, or sexual orientation. She had made a commitment with colleagues this summer that she would have a conversation with the Board Chair about the Board making a public statement that the District supported equity, looking at everything it did through an equity lens. The terms equity, equity lens, and equitable opportunities needed to be front and center, not just in a Game Plan for the resilient organization. Otherwise, it felt like the District was trying to “slide it in through the back door”. She said equity is a significant issue for the District.

Dr. Rieke-Smith said today's discussion provided the group an opportunity to review *Support ALL Children so they are Ready to Learn* to address second language learners, transgender students, LGBTQ students, and to take the next step related to the National Equity Project (NEP) work that she would bring to the Board in the near future.

Mr. Dugas suggested the Board could have a discussion about values as they related to equity.

Mr. Dugas noted school districts could not address all of the policy areas at one time, and asked Board members to identify their top three choices:

| POLICY | BOARD MEMBER | | | | | VOTES |
|---|--------------|----|----|----|----|-------|
| | TDH | EB | JL | SB | LA | |
| ○ Provide personalized learning opportunities for all students. | x | x | x | x | x | 5 |
| ○ Support the needs of families so that all students are ready to learn. | | x | x | x | | 3 |
| ○ Create future ready facilities that inspire learning. | x | x | | x | x | 4 |
| ○ Promote growth and success for every student. | | | x | | | 1 |
| ○ Engage students in a technology rich environment that enhances teaching and learning. | x | | | | x | 2 |
| ○ Funding and policies. | | | | | | 0 |

4. BOARD GOALS FOR 2016-2017

Mr. Light asked Ms. McCulley to recap the Board goals with the additional wording suggestions that had been made today and bring them back to the Board for review.

5. IDENTIFY SUPERINTENDENT GOALS

Dr. Rieke-Smith said she would use this morning's discussions, which had been very helpful, in her performance review. In response to Mr. Dugas, she said she would review the top bubbles and Game Plans with the Cabinet. She planned to develop a survey to see what growth the District had been able to achieve. The results of the survey would provide the Board with information to use in her performance evaluation.

In response to Mr. Dugas, Dr. Rieke-Smith said she would take the top three policy priorities identified by the Board and the Game Plans to the Cabinet to identify measures of success for services, student achievement data, Pathways, etc. Those top three priorities are: 1) Provide personalized learning opportunities for all students, 2) Create future ready facilities that inspire learning, and 3) Support the needs of families so that all student are ready to learn. She would then bring the updated priorities and Game Plans back to the Board for further discussion. These would be the priorities she would focus on, and on which she would solicit feedback from the community at large. These priorities would be revised and refined as necessary, and used for the District's work through 2020-2022.

The group took a short break.

6. BOARD COMMUNICATION

Jonathan Light invited Board members to share their concerns.

Ms. DeHaven said she has had conversations with District staff and Board members on the possibility of looking at the benefits of the current schedule at the high schools. She noted as a parent and Board member, she had concerns about the current schedule. Do we need to make some changes? Do all students have the ability to access all CTE classes at both campus?

She is also concerned about class size and the block schedule. She stressed the importance of having a schedule that serves both the needs of the students and one that align classes with teacher expertise.

Dr. Rieke-Smith said a historical perspective on the schedule would be helpful.

Mr. Collins said the current schedule started at Thurston High School five years ago and at Springfield High School four years ago.

Another concern was about the current status of our immersion program and would it be feasible to set up an International Baccalaureate (IB) program at one of the high schools.

Ms. Boyst suggested it would be easier to reduce class sized if the District did not use a block schedule at the high schools.

Dr. Rieke-Smith said 6 to 7 periods a day was more efficient, but she questioned whether it served students and teachers well.

Mr. Bishoff said he would like to make Board meetings more inviting. This should be taken into consideration in the design of the new District administration facility. He noted Stand for Children provided babysitters at their meetings for participants.

Mr. Yancey said the Request for Proposals (RFP) had been published for the architect that would develop the plans for redevelopment of the facility the District had purchased for the administration facility. The Board would be involved in the design of the Board Room, which would be a large, open, inviting room. The Oregon Department of Transportation (ODOT) lease runs through November 2016.

Ms. Boyst said it would be helpful to have legal representation at Board meetings. Mr. Light and Dr. Rieke-Smith agreed to provide information to the Board regarding costs and other issues associated with having legal representation at Board meetings.

Mr. Bishoff said he and Mr. Light had discussed holding Board meetings at different schools throughout the District.

Ms. Boyst suggested that Board members go out to the community. Attending PTA meetings was a good way to connect with the schools and families. She emphasized the importance of offering personal finance courses to students and parents.

In response to Ms. DeHaven, Dr. Rieke-Smith explained the dual immersion program was in year three at Guy Lee Elementary School. She noted it continues to be a challenge to find and hire qualified bilingual teachers.

In response to Mr. Bishoff, Mr. Collins said the District would offer German, French and Spanish at the high schools this year. Mr. Bishoff expressed interest in offering German, French and Spanish at the middle schools.

Mr. Light emphasized the importance of continuing the listening conversations and eliminating the silos between staff and the Board.

Ms. Adams expressed an interest in visiting all District schools.

Ms. DeHaven said she liked the Friday updates Dr. Rieke-Smith provided Board members.

7. OVERVIEW OF DISTRICT PROCEDURES AND PRACTICES FOR BOARD

• Human Resources and Evaluation Cycle Review

Dr. Michael Henry shared an overview of the Human Resources Department and the evaluation cycle. He distributed and reviewed a three page document which illustrated the following:

- Contract Teacher Formative Evaluation Cycle: Informational Walkthroughs
- Contract Teacher Summative Evaluation Cycle: 2 mini-observations
- Probationary 1-3 Evaluation Cycle: 2 formal and 3 mini-observations.

• Professional Development Overview

Assistant Superintendent, David Collins shared an overview of Professional Development. Mr. Collins distributed a handout entitled *Professional Development—Board Work Session—August 22, 2016*, and facilitated a discussion of the following:

- Certified Professional Development
- Administrative Professional Development
- Classified Professional Development
- Future Considerations/Influence

• Business Operations Overview

Brett Yancey shared an overview of the Business Operations department. He distributed a document entitled *2017-19 General Fund/Lottery Funds Tentative Budget* from the State of Oregon Legislative Fiscal Office and the State of Oregon Department of Administrative Services Chief Financial Office. Mr. Yancey also shared an overview of the upcoming negotiations with the Springfield Education Association (SEA) and reviewed a document entitled *Springfield Bargaining 2015*. Ms. Goff shared information about the SEA negotiating team. Mr. Yancey said the District would continue to use the collective bargaining process model that had been used successfully since 2004.

Ms. Adams said there needed to be a Board member on the negotiation team. She had attended a workshop at a recent OSBA conference where she learned that many school districts had Board members on their negotiation teams.

Ms. Goff expressed concern, noting a Board member on the negotiation team would need to commit to attending every meeting throughout the process.

Dr. Henry said having a member of the Board on the negotiation team was unusual. He expressed strong reservations to making that change in the negotiation team, noting it was important for members of the team to remain neutral throughout the process.

Dr. Rieke-Smith said the size of the district and the bargaining process model needed to be considered when determining if a Board member should be part of the negotiation team.

Ms. Goff added other districts were operating with hybrid models of the District's bargaining process.

Ms. DeHaven did not think the Board should be represented on the negotiation team. She trusted the existing team to represent the Board's interests.

Ms. Adams withdrew her request to have a Board member on the negotiation team.

• National Equity Project (NEP)

Superintendent Susan Rieke-Smith shared an update on our relationship with the National Equity Project (NEP). She reviewed a document entitled 2016-2017 PROFESSIONAL SERVICES CONTRACT, which

contained the contract between Springfield Public Schools and the NEP, for the period August 2016-June 2017. She said Board members were welcome to attend SPS and NEP meetings.

- **District Organization Charts**

Superintendent Susan Rieke-Smith reviewed an organization chart entitled *Springfield School District #19*.

Mr. Collins reviewed an organization chart entitled *Instruction Department Organizational Chart*.

8. BOARD OPERATIONS/BUSINESS MANAGEMENT

- **Invitations**

Dr. Rieke-Smith noted invitations were usually included in her Friday Updates.

- **School/District Office Visits**

The Board is invited to go along with Sue on any of her school visits. Ms. Bowden is happy to help facilitate visits to schools or other district buildings for the Board.

- **Emails**

Ms. Adams said she did not have access to her SPS email account.

- **Calendar**

Ms. Bowden noted invitations were generally tied to the calendar available to Board members.

- **Board Reps on Agency/Civic Organizations and District Committees**

Board members reviewed the document entitled *School Board Representation 2015-2016* and revised Board representation on various Agencies & Civic Organizations, and District Committees, which were recorded by staff.

- **Chamber Tailgate Auction, SEF Night of 11,000 Stars**

Dr. Rieke-Smith would host the Superintendent's table at the Chamber Tailgate Auction on September 1, 2016 and the Springfield Education Foundation (SEF) Night of 11,000 Stars on October 20, 2016.

9. Topics for Future Board Work Sessions

Jonathan Light guided a discussion for determining the topics for future Board Work Sessions. Topics brought forward included design of the new Board Room, online reporting, and Roberts Rules of Order training and a final version of the Board Goals.

10. Wrap up and Next Steps

Mr. Light thanked Board members and staff for attending today's Summer Planning Session.

11. ADJOURNMENT

With no other business, Mr. Light adjourned the meeting at 3:10 pm.

(Minutes recorded by Linda Henry)

SPECIAL BOARD MEETING MINUTES

3/A Special Meeting of the Lane County School District No. 19 Board of Education was held on August 25, 2016.

1. CALL MEETING TO ORDER AND FLAG SALUTE

Board Chair Jonathan Light called the Springfield Board of Education Meeting to order in the Board Room at the District Administration Center at 4:00 pm and led the Pledge of Allegiance. He thanked fellow Board members for making time in their busy schedules to attend this special Board meeting.

Attendance

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

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Brett Yancey, Michael Henry, Jenna McCulley, Brian Megert, Kevin Ricker, Suzy Price, Judy Bowden, Anne Goff, Tim Stephens, Jim Crist, Greg James, Gary Cole, Laura Pavlat, Debbie Jennings, Linda Henry, Jack Moran of *The Register Guard* and Justina Coelho of NBC16.

2. PUBLIC COMMENT

There was no one who wished to offer public comment

3. BOARD COMMUNICATION

Mr. Light said today's meeting brought an exciting announcement. After serving the Springfield community on the Board of Education for 15 years, he tendered his resignation. This was necessary because, he was pleased to announce, he was going to become an employee of the Springfield School District in the capacity as the Career Pathways Teacher on Special Assignment (TOSA). He was excited for the opportunity because he had been lobbying for more avenues for students since he had been on the Board. The Career Pathways position acknowledged that the District, the State of Oregon and the nation, hopefully, were moving in the direction of providing more avenues for students. This was the right opportunity for him at the right time, and he would be working with a fantastic team of leaders. He regretted leaving the Pleasant Hill School District as a music teacher where he has had amazing experiences, but he looked forward to his work in the Career Pathways program. The Board had accomplished a lot during his tenure on the Board, including starting the Academy of Arts and Academics (A3), providing more opportunities for kids, embracing Willamette Leadership Academy (WLA), and developing Gateways High School. The Career Pathways program offered one more opportunity to move the dial forward in a district that was uniquely poised to take advantage of the opportunity. The District had a clear vision, committed to every student excited about learning, and every student moving towards being successful and productive in the community. He thanked the Board for its statement in support of students opting out of the Smarter Balanced testing. He saw the Career Pathways position as an extension of the District's interest in doing whatever it can to serve the needs of its students. His biggest regret was stepping off the Board. He thanked Ms. Adams for the opportunity they had serving together and noted the new Board members had been phenomenal. While leaving the Board was difficult, he was excited about moving forward in a new career pathway.

Ms. DeHaven congratulated Mr. Light on the new opportunity and said she would miss his presence on the Board. She looked forward to continued updates on Career Pathways and the opportunities the program would provide the District.

Mr. Bishoff thanked Mr. Light who was a great leader and mentor. He was sorry Mr. Light was leaving the Board.

Ms. Boyst recalled Mr. Light's comment that it took so long to see progress after seeing the same policies over and over. However, in the last two years that she had worked with Mr. Light, she saw him changing things and felt the District was at a point where it was moving forward.

Dr. Rieke-Smith thanked Mr. Light for his leadership with the Board work as well as the opportunities they had had to do legislative advocacy work together. She had observed him perform under tremendous pressure while he was able to get his passion across helping with the federal discussion related to the Career Pathways issue. She was honored to have collaborated with him on education issues in his capacity as a Board member and she looked forward to working with him as a colleague in Springfield Public Schools.

Ms. Adams hated to see Mr. Light leave. They had worked together for many years and had always been able to communicate with each other. She wished him the best in his new endeavor. She was thrilled when she learned that Mr. Light had accepted the position. She called for a motion to accept Mr. Light's resignation.

Motion: Ms. DeHaven moved, seconded by Mr. Bishoff, that the Board accept Mr. Light's resignation from the Springfield School Board of Education. The motion carried 4-0-1, with Ms. Adams, Mr. Bishoff, Ms. Boyst and Ms. DeHaven voting in favor of the motion, and Mr. Light abstaining.

Ms. Adams stated the Oregon School Board Association had indicated that a Board position was not vacant until the Board member was no longer on the Board. Therefore, Mr. Light's resignation was effective today. She said the Board needed to elect a new Chair and Vice Chair, either today or it could wait until the new Board member was appointed. The public would be notified that Mr. Light had resigned and that the Board was accepting applications. The Board would interview applicants and appoint a new Board member on September 12, 2016. She was willing to serve as Chair until elections on September 12 or the Board could elect a new Chair today. She noted consensus by Board members to wait until September 12 to elect a new Chair and Vice Chair. Ms. Adams noted she was interested in serving as the Chair.

4. ADJOURNMENT

With no other business, Ms. Adams adjourned the meeting at 4:20 pm.

(Minutes recorded by Linda Henry)

**SPRINGFIELD PUBLIC SCHOOLS
2016-2017 Revenue/Expenditure Forecast
As of August 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.

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 (\$8,000,000).

Submitted by:

Reviewed by:

Brett M. Yancey
Chief Operations Officer

Dr. Sue Rieke-Smith
Superintendent

SPRINGFIELD SCHOOL DISTRICT 19
2016-2017 REVENUE/EXPENDITURE FORECAST
as of
8/31/16

| | BUDGET | ACTUAL through 08/31/16 | ESTIMATED from 08/31/16 to year end | PROJECTED 2016-2017 | PROJECTED as % of BUDGET |
|-------------------------------------|--------------------|-------------------------------|--|------------------------|--------------------------------|
| REVENUES: | | | | | |
| Property taxes - current | 23,471,453 | 0 | 23,471,453 | 23,471,453 | 100.00% |
| Property taxes - prior years | 450,000 | 0 | 450,000 | 450,000 | 100.00% |
| Other local sources | 936,100 | 98,198 | 837,902 | 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 | 17,601,702 | 53,271,009 | 70,872,711 | 100.00% |
| Common School Fund | 1,048,399 | 854,729 | 193,670 | 1,048,399 | 100.00% |
| Total revenues | 98,576,448 | 18,554,629 | 80,021,819 | 98,576,448 | 100.00% |
| Beginning fund balance | 8,133,941 | 0 | 8,000,000 | 8,000,000 | 98.35% |
| Total Beginning fund balance | 8,133,941 | 0 | 8,000,000 | 8,000,000 | 98.35% |
| Total resources | 106,710,389 | 18,554,629 | 88,021,819 | 106,576,448 | 99.87% |
| EXPENDITURES: | | | | | |
| Personal services | 52,025,705 | 1,786,969 | 50,238,736 | 52,025,705 | 100.00% |
| Employee benefits | 31,493,037 | 939,911 | 30,553,126 | 31,493,037 | 100.00% |
| Purchased services | 11,490,100 | 867,012 | 10,623,088 | 11,490,100 | 100.00% |
| Supplies & materials | 3,098,500 | 371,644 | 2,726,856 | 3,098,500 | 100.00% |
| Capital outlay | 265,000 | 25,853 | 239,147 | 265,000 | 100.00% |
| Other objects | 723,295 | 685,014 | 38,281 | 723,295 | 100.00% |
| Fund transfers | 2,631,577 | 0 | 2,631,577 | 2,631,577 | 100.00% |
| Total expenditures | 101,727,214 | 4,676,403 | 97,050,811 | 101,727,214 | 100.00% |
| Unappropriated | 4,000,000 | 0 | 0 | 0 | - |
| Contingency | 983,175 | 0 | 95,000 | 95,000 | 9.66% |
| Total appropriations | 106,710,389 | 4,676,403 | 97,145,811 | 101,822,214 | 95.42% |
| Total resources | | 18,554,629 | 88,021,819 | 106,576,448 | |
| Total appropriations | | 4,676,403 | 97,145,811 | 101,822,214 | |
| Ending fund balance | | 13,878,226 | (9,123,992) | 4,754,234 | |
| Less: contingency | | | 0 | 0 | |
| Net fund balance | | 13,878,226 | (9,123,992) | 4,754,234 | |

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, retirement and leave of absence. 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
- Retirement
- Leave of Absence

SUBMITTED BY:

Michael Henry, Ph.D.
Director of Human Resources

APPROVED BY:

Susan Rieke-Smith, Ed.D.
Superintendent

| NO | NAME | CURRENT BUILDING ASSIGNMENT | CURRENT STATUS | FTE | EFFECTIVE DATE | NOTES |
|----|--------------------|--------------------------------|-------------------|-----|-------------------|----------|
| | NEW HIRES | | | | | |
| 1 | CONSTANCE ANDERSON | DG | PROBATIONARY 1 | PT | 8/30/16 | NEW HIRE |
| 2 | SARAH BOWMAN | GUY LEE | PROBATIONARY 1 | PT | 8/30/16 | NEW HIRE |
| 3 | KEVIN CAVE | TMS | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 4 | SAMANTHA DEVEY | MAPLE | PROBATIONARY 1 | FT | 9/7/16 | NEW HIRE |
| 5 | AUDREY DAVIDS | WALTERVILLE | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 6 | LAUREN ELY | PAGE | TEMPORARY | FT | 8/30/16 | NEW HIRE |
| 7 | MAGGIE GROCE | TRDR | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 8 | KYLE JACKSON | BMS | TEMPORARY | FT | 9/2/16 | NEW HIRE |
| 9 | MARIE KEMPF | GUY LEE | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 10 | JASON KOCH | BRIGGS/THS | PROBATIONARY 1 | PT | 9/7/16 | NEW HIRE |
| 11 | KRISTIN LASHOT | RIVERBEND | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 12 | JONATHAN LIGHT | ADMIN | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 13 | KYLE MCCLAIN | HMS | PROBATIONARY 1 | PT | 8/30/16 | NEW HIRE |
| 14 | TARA MCNEE | HMS | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 15 | JESSICA OLSON | MAPLE | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 16 | NAZIA SWARTZ | THS | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |

| | | | | | | |
|----|-------------------------|-------------|---------------------|----|-----------|-------------|
| 17 | SAMARA 'KATE' SIEGFRIED | TRDR | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 18 | ASHLEY STOLK | RIDGEWAY | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 19 | MELANIE VETOR | A3 | PROBATIONARY 1 | FT | 9/2/16 | NEW HIRE |
| 20 | BRITTANY WATERS | RIVERBEND | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| 21 | CASSIDY WENDT | TMS | PROBATIONARY 1 | FT | 8/30/16 | NEW HIRE |
| | | | | | | |
| | RESIGNATIONS | | | | | |
| 22 | TONI E. MUCKER | WALTERVILLE | PROBATIONARY | FT | 8/08/2016 | RESIGNATION |
| 23 | NATHAN KLARR | BRIGGS | CONTRACT TEACHER | FT | 8/24/2016 | RESIGNATION |
| 24 | HANNAH KAHN | CENTENNIAL | PROBATIONARY 1 | FT | 6/17/2016 | RESIGNATION |
| | | | | | | |
| | RETIREMENT | | | | | |
| 25 | HELEN FAST | THS | CONTRACT TEACHER | FT | 8/25/2016 | RETIREMENT |
| | | | | | | |
| | LEAVE OF ABSENCE | | | | | |
| 26 | ALEXIA PUDERBAUGH | RIVERBEND | LOA | FT | 8/30/16 | LOA |
| | | | | | | |

FIRST READING / REVIEW

DATE: SEPTEMBER 12, 2016

BOARD POLICY FOR REVIEW

RELEVANT DATA:

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

One current policy needs to be updated to reflect legislative changes

Jenna McCulley is available for questions.

RECOMMENDATION:

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

- BFC Adoption and Revision of Policies

SUBMITTED BY:

Jenna McCulley
Community Engagement Officer



Code: **BFC**
Adopted:

Adoption and Revision of Policies (Version 1)

Adopting new policies and changing or repealing existing policies is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

- 1. First reading of a proposed policy (or policies): This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a majority vote of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.**
- 2. Second reading/Adoption of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.**

When, in the best interests of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

~~The Board may add, modify or delete a policy upon majority vote of the board at any meeting where Board policy review or adoption is posted as a Board agenda item. The need for policy adoption or change~~

~~can be initiated by the Board or will come to the Board from the superintendent. Except in cases of emergency, as determined by the majority vote of the Board, the Board will not adopt a new policy nor alter an existing one at the same meeting at which it is proposed.~~

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 332.505

OAR 581-022-1610

OAR 581-022-1720

**AWARD OF A JOINT COOPERATIVE PRICE AGREEMENT
TO PROVIDE UNLEADED GASOLINE AND DIESEL FUEL**

RELEVANT DATA:

Local area government fleets have joined forces to create a purchasing cooperative that is implementing its first contract. The Greater Oregon Fleet Cooperative (GOFC) has been formed to take advantage of local government fleet organizations combined purchasing power with an initial focus on bulk fuel. The GOFC includes Lane County, City of Eugene, Lane Transit District, EWEB, Eugene District 4J, Springfield School District, Bethel School District, Springfield Utility Board, City of Corvallis and Benton County. With this first contract, participating fleets should see an average savings of about \$.10/gal on fuel (depending on quantity ordered). In addition to these direct savings, the group members will see a reduction in contract administration costs as well.

The Eugene Water & Electric Board (EWEB) serving as the administering contracting agency, with the support and input from member jurisdictions, developed the Invitation to Bid document and specifications. This Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce, posted on the Oregon Procurement Information Network (ORPIN), and on the EWEB Web Site. Three (3) responses meeting the requirements were received.

An evaluation process facilitated by EWEB staff was conducted on July 25th at the Lane County Public Works Department. Pricing is based on the Oil Pricing Information Service (OPIS) published 10AM Unbranded Average Price-Per-Gallon of fuel plus a Price-Per-Gallon Bid Margin. A primary contractor was identified based on overall lowest cost to member jurisdictions. A secondary contractor was also identified to provide fuel if for some reason the primary contractor cannot provide adequate quantities within specified timeframes.

Board Member Laurie Adams reviewed the procurement file. Brett Yancey and Tom Lindly will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the award of price agreements for unleaded gasoline and diesel fuel for up to 5 years to the following Primary and Secondary contractors:

Primary Award: Jerry Brown Company, Inc., Eugene, OR

Secondary Award: Tyree Oil, Inc, Eugene, OR

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent