

Public Comment

The Board welcomes virtual and in-person public comments during its meetings. It has set aside 25 minutes for public comments. Up to eight people will be invited to speak for up to three minutes each.

Four spots are reserved for virtual comments. Four spots are reserved for in-person comments. Any virtual comment spots that are not filled will become available for in-person comments.

Written Public Comment

The written public comment window closes at 2 p.m. on the day of the board meeting. Comments and materials are collected via email at public.comment@springfield.k12.or.us

Commenters are asked to clearly label the subject line as “Written Public Comment” and provide:

- Name (first and last name or last name initial)
- District residency
- Email address and/or phone number (optional) so that staff can follow up, if necessary.
- Agenda item or topic

Oral Public Comment – In-Person, or Virtual

The window to sign up to present oral public comments opens on Thursday at noon prior to the board meeting and closes at 2 p.m. on the day of the board meeting. Requests are collected via email at public.comment@springfield.k12.or.us

People requesting to speak are asked to provide:

- Name (first and last name or last name initial)
- District residency
- Email address and/or phone number, so staff can confirm details for speaking to the board
- Agenda item or topic
- Commenting “in-person” or “virtually”

Four spots are reserved for virtual comments. If more than four requests to comment are received, speakers will be selected as described below. Selected virtual commenters are notified by email on the afternoon of the meeting and provided with a Zoom link and instructions. Please see commenting guidelines below.

Four spots are reserved for in-person comments. Any virtual comment spots that are not filled will become available for in-person comments for a total of eight speakers.

Space permitting, the Board may allow additional in-person comments. Meeting attendees may fill out a speaker card before the meeting begins. Cards are available at the board room door. If more people submit requests to speak than there are spots available, the Board Chair will select the speakers.

Commenting Guidelines

Groups with a common purpose are encouraged to designate a spokesperson. If a group spokesperson will cover your comments, please indicate so when your name is called.

The Board will not hear comments regarding any school personnel. Please refrain from using names and titles of school personnel. Any complaints regarding a particular employee must be processed through the procedure set forth in Board policy KL, which requires complaints be submitted in writing to the Superintendent. This procedure must be followed before there is any Board involvement with such issues. A compliment involving a staff member should be sent to the superintendent, who will then forward it to the employee, their supervisor and the Board.

Speakers are reminded that their public comments will be limited to three minutes.



Comentario Público

La Junta Directiva agradece los comentarios públicos virtuales y presenciales durante sus reuniones. Ha reservado 25 minutos para comentarios públicos. Se invitará a un máximo de ocho personas a hablar durante un máximo de tres minutos cada una.

Cuatro espacios están reservados para comentarios virtuales. Cuatro lugares están reservados para comentarios en persona. Los espacios de comentarios virtuales que no estén ocupados estarán disponibles para comentarios en persona.

Comentario público por escrito

La ventana de comentarios públicos por escrito cierra a las 2 p.m. el día de la reunión de la junta. Los comentarios y materiales se recopilan por correo electrónico en public.comment@springfield.k12.or.us

Se pide a los comentaristas que etiqueten claramente la línea de asunto como "Comentario público escrito" y proporcionen:

- Nombre (nombre y apellido o inicial del apellido)
- Residencia distrital
- Dirección de correo electrónico y/o número de teléfono (opcional) para que el personal pueda hacer un seguimiento, si es necesario.
- Punto o tema del orden del día

Comentarios Públicos Orales: En persona o Virtuales

La ventana para inscribirse para presentar comentarios públicos orales se abre el jueves al mediodía antes de la reunión de la junta y se cierra a las 2 p.m. el día de la reunión de la junta. Las solicitudes se recogen por correo electrónico en public.comment@springfield.k12.or.us.

A las personas que soliciten hablar se les pide que proporcionen:

- Nombre (nombre y apellido o inicial del apellido)
- Residencia distrital
- Dirección de correo electrónico y/o número de teléfono, para que el personal pueda confirmar los detalles para hablar con la junta
- Punto o tema del orden del día
- Comentar "en persona" o "virtualmente"

Cuatro espacios están reservados para comentarios virtuales. Si se reciben más de cuatro solicitudes para formular observaciones, se seleccionarán los oradores como se describe a continuación. Los comentaristas virtuales seleccionados son notificados por correo electrónico la tarde de la reunión y se les proporciona un enlace de Zoom e instrucciones. Consulte las pautas de comentarios a continuación.

Cuatro lugares están reservados para comentarios en persona. Los espacios de comentarios virtuales que no estén ocupados estarán disponibles para comentarios en persona para un total de ocho oradores.

Si el espacio lo permite, la Junta Directiva puede permitir comentarios adicionales en persona. Los asistentes a la reunión pueden completar una tarjeta de orador antes de que comience la reunión. Las tarjetas están disponibles en la puerta de la sala de juntas. Si más personas presentan solicitudes para hablar que lugares disponibles, el Presidente de la Junta seleccionará a los oradores.

Pautas para Comentar

Se anima a los grupos con un propósito común a designar un portavoz. Si un portavoz del grupo va a cubrir sus comentarios, indíquelo cuando se le llame por su nombre.

La Junta no escuchará comentarios sobre el personal de la escuela. Por favor, absténgase de usar nombres y títulos del personal de la escuela. Cualquier queja relacionada con un empleado en particular debe procesarse a través del procedimiento establecido en la política KL de la Junta, que requiere que las quejas se presenten por escrito al Superintendente. Este procedimiento debe seguirse antes de que la Junta Directiva se involucre en tales asuntos. Se debe enviar un cumplimiento que involucre a un miembro del personal al superintendente, quien luego lo enviará al empleado, a su supervisor y a la Junta.

Se recuerda a los oradores que sus comentarios públicos se limitarán a tres minutos.



SPRINGFIELD

PUBLIC SCHOOLS

Every Student, Every Day

BOARD OF EDUCATION
September 9, 2024
Administration Building Board Room
640 A Street, Springfield, OR 97477

[En español](#)

7:00 pm In Person Board Meeting

Streaming Meeting URL: <http://www.vimeo.com/SpringfieldPS>

AGENDA

TAB

- | | |
|---|-------------------------|
| 1. Call Meeting to Order | Board Chair Kelly Mason |
| A. Pledge of Allegiance | Chair Mason |
| B. Land Acknowledgement | Ken Kohl |
| 2. Approval of the Agenda | Chair Mason |
| 3. Presentations | |
| A. Oath of Office | Todd Hamilton |
| B. Honor Dr. Emilio Hernandez | Todd Hamilton |
| 4. Public Comments (Three (3) minutes each; maximum time 25 minutes. Speakers may not yield their time to other speakers.) | |
| 5. Action Items | |
| A. Approve Consent Agenda | |
| 1. August 12, 2024 Board Meeting Minutes | |
| 2. August 26, 2024 Special Meeting Minutes | |
| 3. Financial Statement, Resolution #24-25.005 | Brett Yancey |
| 4. Personnel Report, Resolution #24.25.002 | Dustin Reese |
| B. Approve School Board Representation, Agencies & Civic Organizations | Chair Mason |
| C. Approve Alternative Education Program, Resolution #24-25.003 | Brian Megert |
| D. Approve Bus Purchase, Resolution #24-25.004 | Brett Yancey |
| 6. Discussion | |
| A. Board Policy Updates | Todd Hamilton |
| 7. Reports and Information | |
| A. Summer Learning and Engagement Programs | Melissa Locke |
| B. Superintendent Communication | Superintendent Hamilton |
| C. Board Communication and Comments | Chair Mason |
| 8. Next Meetings: September 23, 2024 – Work Session at 5:30 PM
October 14, 2024 – Board Meeting at 7:00 PM | |
| 9. Adjournment | Chair Mason |



JUNTA DE EDUCACIÓN
9 de Septiembre de 2024
Sala de Juntas del Edificio de Administración
640 A Street, Springfield, OR 97477

7:00 pm Reunión presencial de la Junta Directiva
URL de la reunión de transmisión: <http://www.vimeo.com/SpringfieldPS>

AGENDA	PESTAÑA
1. Apertura de la reunión	Presidenta de la Junta Directiva Kelly Mason
A. Juramento a la bandera	Presidenta Mason
B. Reconocimiento de tierras	Ken Kohl
2. Aprobación del Orden del Día	Presidenta Mason
3. Presentaciones	
A. Juramento del cargo	Todd Hamilton
B. Homenaje Dr. Emilio Hernández	Todd Hamilton
4. Comentarios del público (tres (3) minutos cada uno; tiempo máximo 25 minutos. Los oradores no podrán ceder su tiempo a otros oradores).su tiempo a otros oradores).	
5. Acciones	
A. Aprobar la agenda de consentimiento	
1. Actas de la reunión de la Junta Directiva del 12 de Agosto de 2024	
2. Actas de la reunión especial del 26 de Agosto de 2024	
3. Estado Financiero, Resolución #24-25.005	Brett Yancey
4. Informe de Personal, Resolución #24.25.002	Dustin Reese
B. Aprobar la representación de la Junta Escolar,	
las agencias y las organizaciones cívicas	Presidenta Mason
C. Aprueban Programa de Educación Alternativa, Resolución #24-25.003	Brian Megert
D. Aprobar la Resolución de Compra de Autobuses #24-25.004	Brett Yancey
6. Discusión	
A. Actualizaciones de la Política de la Junta Directiva	Todd Hamilton
7. Informes e información	
A. Programas de Aprendizaje y Participación de Verano	Melissa Locke
B. Comunicación del Superintendente	Superintendente Hamilton
C. Comunicación y comentarios de la Junta Directiva	Presidenta Mason
8. Próximas reuniones:	
○ 23 de Septiembre de 2024 – Sesión de trabajo a las 5:30 p.m	
○ 14 de Octubre de 2024 – Reunión de la Junta Directiva a las 7:00 p. m.	
9. Aplazamiento	Presidenta Mason

BUSINESS MEETING MINUTES

A Business Meeting of the Springfield School District No. 19 Board of Education was held on August 12, 2024.

1. CALL MEETING TO ORDER, FLAG SALUTE AND LAND ACKNOWLEDGEMENT

Board Vice Chair Nicole De Graff called the Springfield Board of Education meeting to order at 7:03 p.m. and led the Pledge of Allegiance. Following the Pledge of Allegiance, Director Ken Kohl read the following Land Acknowledgement:

We acknowledge that we are in the traditional homeland of the Kalapuya people, specifically the community that was known as Chifin, the area that we now call Springfield.

Kalapuya people, who have lived in this region since ["Time Immemorial"](#), were illegally dispossessed of their land and forcibly removed to what are now the Grand Ronde and Siletz reservations over several years, but most notably in treaties between 1851 and 1855.

The Kalapuya are now members of the [Confederated Tribes of the Grand Ronde](#) and the [Confederated Tribes of Siletz Indians](#), and members of the Kalapuya still live, work, study, and thrive in this area, and continue to make important contributions here in Springfield, across the land we now refer to as Oregon, and around the globe.

This information is shared out of a responsibility to honor the heritage and the humanity of all people and to promote unity within our school district.

Attendance

Board Members attending the meeting included Board Chair Kelly Mason - Excused Absence, Board Vice Chair Nicole De Graff, Director Ken Kohl, and Director Jonathan Light.

District staff and community members identified included, David Collins, Dustin Reese, Brett Yancey, Martie Steigleder, Brian Richardson, Jeff Michna, Manny Plascencia, Patty Morrison, Jerami Campbell, Jody Barnhart, Amber Mitchell, Violet Olszcyk, Kimberlee Pelster, Megan Moreland, Sasha Chang, Todd Mann, Keith Manring, Troy Barnhart, Ame Beard, Debbie Carter, Andy Price, Shelley Nurre, Jose da Silva, Elizabeth Johnson, Tom Bakka, Mindy LaRue, and Joyce Johnson.

2. APPROVAL OF THE AGENDA

Vice Chair De Graff asked for a motion to approve the August 12, 2024 agenda as presented.

MOTION: Director Kohl moved, seconded by Director Light, to approve the August 12, 2024 agenda as presented.

Vice Chair De Graff called for a roll call vote. Vice Chair De Graff asked each Board member to indicate if they supported the motion in favor of approving the August 12, 2024 agenda as presented; Director Kohl – Yes, Vice Chair De Graff - Yes, Chair Mason – Yes and Director Light - Yes .

Motion passed, 3:0.

3. PRESENTATION

A. Introduction of New Administrators

David Collins

Collins introduced Elementary Director, Joyce Johnson who introduced the following new elementary staff:

- Patty Morrison - Riverbend Elementary Principal
- Manny Plascencia - Yolanda Elementary Assistant Principal

Collins introduced High School Director, Mindy LaRue who introduced the following new secondary administrative staff:

- Betsy Johnson - Springfield High Assistant Principal

4. PUBLIC COMMENT

Vice Chair De Graff shared: This is the portion of our agenda for public comment. The board provides three ways for community members to share public comment: written public comment, in person oral public comment and virtual public comment. Written public comment is received via email. Public comment received via email for this evening has been reviewed by the Board and has also been posted on the District's website. The deadline for submitting a request for oral public comment was today 2:00pm. Those who requested an opportunity to speak this evening were notified by the board secretary about their request.

Time permitting, the board may also hear public comment from individuals who signed up in person at the Administration Office before the meeting.

We encourage groups with a common purpose to designate a spokesperson. If your comments will be covered by a group spokesperson, please indicate so when your name is called. I want to remind those members of the public who have indicated a desire to make comments that our policy provides for a limitation of three (3) minutes per person.

The Board will not hear comments regarding any school personnel. We ask those speaking to refrain from using names and titles of school personnel. Any complaints regarding a particular employee must be processed through the procedure set forth in Board policy KL, which requires that complaints be submitted in writing to the Superintendent. This procedure must be followed before there is any Board involvement with such issues. A compliment involving a staff member should be sent to the superintendent, who will forward it to the employee, their supervisor and the Board.

Speakers are reminded that their public comments will be limited to three (3) minutes.

August 12, 2024

— Springfield resident and employee of Summit Bank, Megan Moreland invited the Board to partner with Summit Bank. Moreland listed several benefits to the community if Springfield School District chose to bank locally.

— Springfield resident and volunteer Soccer Coach, Todd Mann shared his thoughts on the board vacancy. Mann encouraged the Board to approach the vacancy with a sense of empowerment, purpose, and urgency.

5. ACTION ITEMS

A. Approve Consent Agenda

1. June 10, 2024 Budget Hearing Minutes
2. June 24, 2024 Board Work Session Minutes
3. Personnel Report, Resolution #24-25.001 Dustin Reese
4. 2022-2023 Oregon English Language Learner Report David Collins

MOTION: Director Light moved, Director Kohl seconded the motion to approve the Consent Agenda.

Vice Chair De Graff called for a roll call vote. Vice Chair De Graff asked each Board member to indicate if they supported the motion in favor of approving the Consent Agenda: Director Light – Yes, Director Kohl – Yes and Vice Chair De Graff – Yes.

Motion passed, 3:0.

B. Declare Board Vacancy

Vice Chair De Graff

It is recommended that the Board of Directors declare a vacancy for Position 2, effectively immediately, and direct the Superintendent or his designee to initiate the process for filling the vacancy, including posting of the vacancy and the procedures for appointing a new member.

MOTION: Director Kohl moved, Director Light seconded the motion to declare a vacancy for Position 2, effectively immediately, and direct the Superintendent or his designee to initiate the process for filling the vacancy, including posting of the vacancy and the procedures for appointing a new member.

Vice Chair De Graff asked if there was any discussion.
There was none.

Vice Chair De Graff called for a roll call vote. Vice Chair De Graff asked each Board member to indicate if they declare a vacancy for Position 2, effectively immediately, and direct the Superintendent or his designee to initiate the process for filling the vacancy, including posting of the vacancy and the procedures for appointing a new member: Director Light – Yes, Director Kohl – Yes and Vice Chair De Graff – Yes.

Motion passed, 3:0.

The Board announced that they had received a resignation letter from Dr. Emilio Hernandez. They extended their heartfelt gratitude to him for his dedicated service and commitment to Springfield.

August 12, 2024

6. Discussion

A. Board Vacancy, Process and Timeline

Brian Richardson

Richardson explained three proposals for filling a board vacancy, each with different timelines. The Board after discussion, noted that their main concern was in having enough time to do due diligence with the candidates.

The Board agreed upon proposal one, with the understanding that if there were a large number of applicants, they would have the flexibility to extend the date by one week in order to review the applications.

Chosen Board Vacancy Timeline

- 8/12 - The Board accepts the resignation from E. Hernandez and declares the vacancy
- 8/13 - A news release is sent to the media and application information is shared publicly
- 8/13th - 23rd - Applications will be received by the Board Secretary and interview questions will be revised
- 8/23 - Deadline for applications to be received. Applicants will receive information on the interview process. Interviews will be scheduled with select candidates
- 8/23rd - 26th - Board members will review applications
- 8/26 - The Board will conduct interviews and vote to select the candidate
- 9/9 - The Board will administer the oath of office

B. School Board Representation – Agencies & Civic Organizations Vice Chair De Graff
Vice Chair De Graff on behalf of Chair Mason, inquired of the Board as to whether any wished to remain on the committees they were currently serving on or if they had interest in serving on any other committees. After some contemplation, each Board member will inform Chair Mason of their decision.

Vice Chair De Graff announced that she would like to continue serving on the Springfield Education Foundation (SEF).

Director Kohl announced that he would like to continue serving on the Lane Council of Governments (LCOG) board and also had signed up to serve on one of their subcommittees.

7. Reports and Information

A. OSBA Summer Conference Highlights

Director Kohl stated the highlight for him was:

- A presentation on utilizing AI for academic progress, specifically in aiding special needs students to be more interactive. Director Light commented that he had attended a lecture on Aviation, presented by Joseph Charter. Some districts of Joseph Public Schools became charters in a program that has provided financial advantages. Light and De Graff were interested in having a future discussion regarding the possible use of a similar program in Springfield.
- Enjoyed the presentation on AI, given by the Tiger/Tualatin School District, which provided clarification on what AI is and is not, as well as what it is capable of accomplishing.

August 12, 2024

Vice Chair De Graff expressed:

- She had appreciated the engaging and educational Aviation presentation.
- Enjoyed meeting with the Lane County Regional Board members.

B. OSBA Annual Convention, November 8-9, 2024 – Portland

Dustin Reese offered the following reminder:

- The OSBA Annual Convention on Friday November 8th and Saturday November 9th, 2024 at the Portland Marriott.
- Board members are to let Martie know, by August 28th, if they are planning on attending.

C. Board Communication and Comments

Vice Chair De Graff

- Board Committee Reports

Vice Chair De Graff shared:

- “Save the date” for the annual fundraiser, “Night of Eleven Thousand (11,000) Stars”, to be held on October 19, 2024.
- Attended the Spark program. It was a very positive experience, in which she observed the children reading, learned the program structure, and looks forward to hearing more on the program’s future success.

Director Kohl did not share.

Director Light did not share.

8. NEXT MEETINGS

August 26, 2024 – Board Work Session TBD

September 9, 2024 – Board Business Meeting at 7:00 PM

Vice Chair De Graff thanked everyone for attending.

9. ADJOURNMENT

With no other business, Vice Chair De Graff adjourned the meeting at 7:31 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

WORK SESSION MINUTES

A Work Session of the Springfield School District No. 19 Board of Education was held on August 26, 2024.

1. CALL MEETING TO ORDER

Board Chair Mason called the Springfield Board of Education work session to order at 5:30 p.m.

- A. Chair Mason led the Pledge of Allegiance
- B. Director Light shared the following Land Acknowledgement:

We acknowledge that we are in the traditional homeland of the Kalapuya people, specifically the community that was known as Chifin, the area that we now call Springfield.

Kalapuya people, who have lived in this region since "[Time Immemorial](#)", were illegally dispossessed of their land and forcibly removed to what are now the Grand Ronde and Siletz reservations over several years, but most notably in treaties between 1851 and 1855.

The Kalapuya are now members of the [Confederated Tribes of the Grand Ronde](#) and the [Confederated Tribes of Siletz Indians](#), and members of the Kalapuya still live, work, study, and thrive in this area, and continue to make important contributions here in Springfield, across the land we now refer to as Oregon, and around the globe.

This information is shared out of a responsibility to honor the heritage and the humanity of all people and to promote unity within our school district.

Attendance

Board Members in attendance included, Board Chair Kelly Mason, Vice Chair Nicole De Graff, Director Ken Kohl and, Director Jonathan Light.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Brett Yancey, Dustin Reese, Whitney McKinley, Taylor Madden, Martie Steigleder, Brian Richardson, Jeff Michna, Violet Olszyk, David Willis, Marion Malcolm, Kurt Ryan, Johanis Tadeo, Alex Aguilar, Hilliard Gastfriend, Robert Coe, Lester (Les) Tovey, Brett Markwardt, Anthony Reed, Sarah Bosch, June Fothergill, Kayla MacFarlane, Robert (Bob) Brew, Rosie Hernandez, Maria Estrada, Terry Pickering - via Zoom, Heather Quaas-Annsa, and Guadalupe Lopez.

2. APPROVAL OF THE AGENDA

Chair Mason

Chair Mason asked for a motion to approve the August 26, 2024 agenda as presented.

MOTION: Director Kohl moved, seconded by Director Light, to approve the August 26, 2024 agenda as presented.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they supported the motion in favor of approving the August 26, 2024 agenda as presented; Director Kohl – Yes, Vice Chair De Graff - Yes, Chair Mason – Yes and Director Light - Yes.

The motion passed, 3:0.

3. REVIEW PROCESS FOR CANDIDATE INTERVIEWS

Chair Mason

Twelve candidates were interviewed to fill a midterm board vacancy. The board candidates were divided into three panels. Each candidate was provided an opportunity to answer the following questions:

1. How would you describe your approach to interacting with others, and how do you contribute as a team member?
2. How would you balance representing the interests of multiple stakeholders? Please provide an example of how you've done this in the past.
3. How would you navigate a difficult conversation or address a challenging topic when you disagree with a fellow board member?
4. How can board-established goals be effectively utilized to enhance student achievement?
5. How do you view your role in advancing district initiatives?

Two Short recesses were taken in between each panel interview.

— Recess #1, 6:13 p.m. - 6:20 p.m.

— Recess #2, 6:44 p.m. - 6:50 p.m.

4. INTERVIEW CANDIDATES

School Board

Board Candidates in attendance:

Johanis Tadeo, Robert (Bob) Brew, Anthony Reed, Hilliard Gastfriend, Sarah Bosch, Terry Pickering - via Zoom, Heather Quaas-Annsa, Kayla MacFarlane, Violet Olszyk, Robert Coe, Brett Markwardt., and Michelle Akehurst Jolicoeur

- The response of the candidates to the questions posed included, the importance of respect, active listening, and finding common ground
- Examples were provided, such as balancing stakeholder interests in contract negotiations and addressing educational equity
- The discussion emphasized the need to align resources with board goals to enhance student achievement, support families, and prioritize safe learning environments

The Board listened intently to the thoughts and answers given by each of the candidates, while occasionally taking brief notes to be referenced during the interview debriefing.

5. DEBRIEF INTERVIEWS

Chair Mason

Chair Mason asked Board members to share asset-based comments about the candidates they would support being appointed to the board.

- The Board's discussion focused on the strengths and potential contributions of the top candidates
- Parliamentary procedure was used for appointing the nominees and the voting process was conducted in the order of nominations
- Nominations do not require a second
- No member may nominate more than one candidate

Nominations for Position 2 on the Board of Directors:

- Director Light nominated Johanis Tadeo for his experience with the Latino community.

- Director Kohl and Chair Mason nominated Heather Quaas-Annsa for her district investment with the Equity Committee and the Budget Committee, a parent of children within the district, familiarity with board operations, and her perspective on some underrepresented communities.
- Director De Graff nominated Violet Olszyk for her thoughtfulness on families and community involvement, active listening, and her comment regarding triaging a priority of needs.

Director Light thanked the candidates for their outstanding goal of both expertise and passion toward the students and toward making the district better. Light encouraged the candidates to remain involved in the school district and in the community.

Director Kohl echoed Director Light's comment and added that he truly appreciated all of their input, causing him to give thought on how he could be a better board member. He stated that each candidate possessed a great deal of qualifications.

Director De Graff thanked the candidates for their thoughtful answers. She found strengths for each candidate and was impressed with their breadth of experience and passion about being involved.

Chair Mason expressed her appreciation to the candidates for the time they had taken out of their busy lives to submit their applications and in showing their willingness to serve. She commented that she truly resonated with many of the candidates' comments.

The Board felt it was an incredibly challenging process of narrowing down the chosen candidates, as they each had such thoughtful answers. It was noted, they felt they could hardly go wrong having that perspective, expertise and knowledge added to the board. Due to the appointment a short term, so having someone with a familiarity of the operation was of importance.

6. BOARD APPOINTMENT

Chair Mason asked the Board members to cast their votes for each of the nominees.

APPOINTMENT: The Board voted 3:0, in favor of Heather Quaas-Annsa for position 2 on the Board of Directors.

Heather Quaas-Annsa was officially appointed to fill Position 2 on the Board of Directors until June 30, 2025.

The Board thanked the candidates for their community involvement and discussed the impact of their efforts within the schools and within the community.

7. NEXT MEETINGS

September 9, 2024 - Board Meeting at 7:00 PM

September 23, 2024 - Board Work Session at 5:30 PM

6. ADJOURNMENT

With no further business, Chair Mason adjourned the work session at 7:47 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

SPRINGFIELD PUBLIC SCHOOLS
2024-2025 Revenue/Expenditure Forecast
As of August 31, 2024
****Please see attached report****

REVENUES: *Due to the early nature of the school year, projections are preliminary and will likely change significantly over the course of the year.*

- Both current year and prior year tax collections are projected for 100% collection. To date there has been no current year or prior year tax revenue received, however the first tax payment is anticipated to be collected in November. 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 through the Oregon Department of Education. The district projects to receive approximately \$88.97 million for the current year based on 2024-2025 projected enrollment and the allocation designated by the Oregon Department of Education. As the district continues to realize a decline in enrollment, these numbers may be adjusted over the course of the year.
- 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 \$1.24 million in Common School Funds. To date the district has received \$732,750 of anticipated funds.

EXPENDITURES: *Due to the early nature of the school year, projections are preliminary and will likely change significantly over the course of the year.*

- Projected salary expenditures are based upon staff allocations adopted during the budgeting process and is estimated using actual and projected data (per previous year-end estimates). The (conservative) current projection of 100% expenditures for salary related items.
- Benefit amounts are based upon projected staffing expenditures and are directly tied to the salary assumptions and are currently anticipated to be 100% expended. This projection will change as the year advances.
- The purchased services, supplies and capital outlay expenditure projections are based upon budgeted expenditures and anticipated to be expended similar to past trends, however are shown at 100% expended at this early point in the year.
- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2024-2025 adopted budget.

- Fund transfers allocated during the 2024-2025 budget process include \$2.2 million (Co-Curricular Fund), \$800,000 (Instructional Materials Fund), \$800,000 (Technology Fund) and \$890,842 (Debt Service Fund).

Additional Notes: For the 2024-2025 budget year the current estimate of ending fund balance is \$8,475,739. Included in this number is the preliminary un-audited ending fund balance from the 2023-2024 fiscal year (\$19,100,000). As with previous years, this is an early estimate and accounts for the assumptions made in the current year operating budget, as well as the use of reserves as a strategy for adjusting to the unanticipated loss of enrollment.

Submitted by:

Brett M. Yancey
Chief Operations Officer

SPRINGFIELD SCHOOL DISTRICT 19
2024-2025 REVENUE/EXPENDITURE FORECAST
as of
8/31/24

	BUDGET	ACTUAL through 08/31/24	ESTIMATED from 08/31/24 to year end	PROJECTED 2024-2025	PROJECTED as % of BUDGET
REVENUES:					
Property taxes - current	32,435,783	0	32,435,783	32,435,783	100.00%
Property taxes - prior years	375,000	0	375,000	375,000	100.00%
Other local sources	850,000	69,915	780,085	850,000	100.00%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	88,974,235	22,122,807	66,851,428	88,974,235	100.00%
Common School Fund	1,237,062	732,750	504,312	1,237,062	100.00%
Total revenues	124,062,080	22,925,472	101,136,608	124,062,080	100.00%
Beginning fund balance	19,038,670	19,100,000	0	19,100,000	100.32%
Total Beginning fund balance	19,038,670	19,100,000	0	19,100,000	100.32%
Total resources	143,100,750	42,025,472	101,136,608	143,162,080	100.04%
EXPENDITURES:					
Personal services	72,574,717	2,808,405	69,766,312	72,574,717	100.00%
Employee benefits	39,292,023	1,388,509	37,903,514	39,292,023	100.00%
Purchased services	11,386,648	1,241,554	10,145,094	11,386,648	100.00%
Supplies & materials	4,064,299	492,880	3,571,420	4,064,299	100.00%
Capital outlay	1,138,590	1,634	1,136,956	1,138,590	100.00%
Other objects	1,539,222	1,431,075	108,147	1,539,222	100.00%
Fund transfers	4,690,842	0	4,690,842	4,690,842	100.00%
Total expenditures	134,686,341	7,364,057	127,322,284	134,686,341	100.00%
Unappropriated	7,614,409	0	0	0	-
Contingency	800,000	0	0	0	0.00%
Total appropriations	143,100,750	7,364,057	127,322,284	134,686,341	94.12%
Total resources		42,025,472	101,136,608	143,162,080	
Total appropriations		7,364,057	127,322,284	134,686,341	
Ending fund balance		34,661,415	(26,185,676)	8,475,739	
Less: contingency			0	0	
Net fund balance		34,661,415	(26,185,676)	8,475,739	

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, resignation and leaves 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 and it will be withdrawn pending further instruction from the Board. Dustin Reese is available for questions.

RECOMMENDATION:

It is recommended the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution. Categories include:

- New Hires
- Resignation
- Leaves of Absence

SUBMITTED BY:

Dustin Reese
Director of Human Resources

APPROVED BY:

Todd Hamilton
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES				
1	ANDERSON, CHRISTINE	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
2	BARREAU, AMANDA	PROBATIONARY 1	PT	08/27/2024	NEW HIRE
3	BLANCHARD, CHRISTOPHER	TEMPORARY	FT	08/27/2024	NEW TEMPORARY HIRE
4	BUSH, SAGEL	PROBATIONARY 1	PT	08/27/2024	NEW HIRE
5	CASE, BAYLI	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
6	COATS, JENNIFER	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
7	FRANCOIS, ANGELA	PROBATIONARY 2	FT	08/27/2024	REHIRE FROM TEMPORARY
8	GARDNER, BENJAMIN	TEMPORARY	FT	09/06/2024	NEW TEMPORARY HIRE
9	GREEN, EMILY	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
10	HODSON, GUINEVERE	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
11	HUSTON, COURTNEY	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
12	HYLTON, MOLLY	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
13	KENERSON, DALYNN	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
14	LACASSE, SUMMER	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
15	MCMILLIN, JESSE	TEMPORARY	FT	08/27/2024	NEW TEMPORARY HIRE
16	MONTOYA, KIMBERLEE	PROBATIONARY 1	FT	08/27/2024	NEW HIRE

17	MORTON, ANNALISA	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
18	NAVARRO-KOIKOINUI, CHANTEL	PROBATIONARY 1	FT	08/27/2024	NEW HIRE FROM CLASSIFIED EMPLOYEE
19	PARKHURST, CHASE	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
20	RACE, REBEKAH	PROBATIONARY 2	FT	08/27/2024	REHIRE FROM TEMPORARY
21	RING, SUSAN	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
22	SONNIER, JONATHAN	PROBATIONARY 1	PT	09/06/2024	NEW HIRE
23	SQUIRES, SIERRA	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
24	STRONG, WAYNE	PROBATIONARY 1	FT	08/27/2024	REHIRE RETIREE
25	TARMAN, BRYAN	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
26	VERANO, CHEYENNE	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
27	YUNKER, AUSTIN	PROBATIONARY 1	FT	08/27/2024	NEW HIRE
	RESIGNATION				
28	1223437	CONTRACT TEACHER	FT	10/07/2024	RESIGNATION
	LEAVES OF ABSENCE				
29	1707906	CONTRACT TEACHER	FT	2024/2025	FULL TIME LEAVE OF ABSENCE
30	1576232	CONTRACT TEACHER	FT	2024/2025	FULL TIME LEAVE OF ABSENCE

31	2297663	CONTRACT SPECIALIST	FT	2024/2025	FULL TIME LEAVE OF ABSENCE



School Board Representation – Agencies & Civic Organizations 2024-25

<u>Agencies & Civic Organizations</u>	<u>Address</u>	<u>Board Member</u>
Lane Council of Governments (LCOG) 4 th Thursday of February, April, June, September, December 6:00-8:00 PM	LCOG 859 Willamette St., Ste 500	
Springfield Education Foundation 2 nd Tuesday of the month, (not July, August, December) 5:30-7:00 PM	SPS Board Room, 640 A Street	
Wildish Theater 3 rd Thursday of the Month 4:30-6:00 PM	Wildish Theater, 630 Main Street	
<u>District Committees</u>		
Budget Committee Scheduled by Business Operations Thursdays 6:00-8:00 PM	SPS Board Room, 640 A Street	All Board Members

RESOLUTION #24-25.003**DATE: September 9, 2024****ALTERNATIVE EDUCATION PROGRAM APPROVAL****RELEVANT DATA:**

In accordance with ORS 336.631(3) and Board Policy IGBHA, the district must annually evaluate and approve each alternative education program it operates, participates in or contracts with to provide services to students. During 2024-2025 Springfield School District #19 will operate programs within the district and contract with Board approved contractors to provide educational services to district students.

The programs have been evaluated on several criteria. The primary factors examined were the type of service provided, the age, and number of students enrolled and maintained in the program, the ability of each program to address the educational and other pre-identified needs of the students enrolled. The Special Programs Department, in conjunction with other districts in Lane County, evaluates each alternative program utilizing the Alternative Education Programs Toolkit for Annual Program Approval (OAR 581-022-1350).

Participation in the Oregon State Assessment is required of all alternative education providers under ORS 336.637, so continuation of contract with programs is dependent upon compliance with the required assessment of students placed with outside alternative education contractors.

High School Options

The Secondary Director, Special Programs Director, and Alternative Education Administrators will meet on a monthly basis in order to consider a range of options to include placement at any of our high school programs as well as potential placement in outside programs. Ongoing evaluation of the internal and external options will take place throughout this school year.

Student needs at the elementary and middle school level for outside placements are facilitated through the Special Programs Office. The Instruction Department also utilizes a team-based approach that is specific to each case.

The following provides a brief overview of Springfield School District's current in-district and out-of-district alternative education programs:

In-District - Alternative Programs

- **Brattain Campus GED:** The GED program offers three sessions each day, Monday through Friday 8:15 – 10:15 AM, 10:30 – 12:30 PM, and 1:15 – 3:15 PM. GED preparation courses provide opportunities for students that need access to educational services outside of the traditional program due to a number of identified and personalized factors. This program offers GED preparation services and planning for post high school goals.
- **Intensive Tutoring Program (ITP):** Located on the Brattain Campus, as well as serving students in their neighborhood school while transitioning, ITP offers individualized programming for students who need small group tutoring. This program is designed to meet individualized needs with specific support designed for small group tutoring environment.
- **SPS Online:** Administrative and secretarial support for this program are located on Brattain Campus. Students enrolled in this online option are provided coursework and instruction asynchronously, at an individualized pace. This provides for a unique experience to ensure that all aspects of the student's needs are accounted for, including extended timelines, when necessary. This option is utilized for some students' regular school programming; in other cases, it is used as an interim placement while other, more robust options, are considered.

Out-of-District - Alternative Programs

Please see attached descriptions.

RECOMMENDATION:

It is recommended that the board approve the following in-district programs and private contractors for alternative education services for the 2024-2025 academic year.

- ☐ In-district Programs
 - Brattain Campus GED Grades 9-12
 - ITP (Intensive Tutoring Program) Grades 3-12
 - SPS Online Grades K-12
- ☐ Contracted Service Providers (See attached Description)

- Bridgeway School Grades 1-12
- Circle of Friends Grades K-8
- Department of Youth Services and Lane ESD:
 - Martin Luther King Jr. Education Center (ages 11-19) Grades 5-12
 - Jasper Mountain/SAFE Center Grades K-8
 - Looking Glass:
 - Centerpoint School (ages 14-19) Grades 9-12
 - Riverfront School & Career Center (ages 14-21) Grades 7-12
 - Wellsprings Friends School Grades 9-12

SUBMITTED BY:

RECOMMENDED BY:

Brian Megert, D.Ed.
Director of Special Programs

Todd Hamilton
Superintendent

Springfield School District
Alternative Education Contracted Service Providers
2024-25

Bridgeway School – 37770 Upper Camp Creek Road, Springfield, OR 97478

School provides students affected by autism with an individualized, holistic education preparing them to respond within their abilities in our community. The school offers individualized support so students can learn more effectively.

Target Group: 6-18 year old students

Circle of Friends – 116 N 6th Street, Cottage Grove, OR 97424

Program provides supports to students who generally qualify for Life Skills programming through the Lane ESD. As an alternative to the Lane ESD classrooms, this program supports students with physical, sensory, and/or unique medical needs. Students generally require specialized equipment, medical care, and assistance with communication. Students with social, emotional, and behavioral needs will not be served in this program.

Target Group: 6-13 year old students

Department of Youth Services -- Martin Luther King Education Center – 2515 Martin Luther King Boulevard, Eugene, OR 97401. The MLK Ed Center serves secondary students who currently have an active case with Lane County Youth Services. The program is a collaboration between Lane County Youth Services and Lane ESD. MLK offers wrap-around services and support to youth who have experienced multiple interruptions in traditional school placements. Their mission is to provide our students with opportunities to develop skills needed to be successful in school, work, and our community.

Target Group: 12-19 years old students

Jasper Mountain Center/SAFE Center – 37875 Jasper-Lowell Road, Jasper, OR 97438/89124 Marcola Road, Springfield, OR 97402

Program provides a continuum of supports that meets the needs of children with severe social/emotional/behavioral concerns and their families. Services include an intensive residential treatment program with a therapeutic school, a short-term residential center, treatment foster care program, community based wraparound program and crisis response services.

Target Group: 8-14 years old students

Looking Glass: Centerpoint– 1790 West 11th, Eugene, OR 97403

Program provides academic and therapeutic services for youth with mental health concerns.

Target Group: 11-17 year old students

Looking Glass: Riverfront School & Career Center – 1666 W. 12th, Eugene, OR 97403

Program provides educational assessment, basic skills instruction, GED preparation and completion, completion of a high school diploma, completion of Adult Education Diploma, vocational assessment, career exploration, pre-employment training (paid & non-paid), work experience, hands-on training in electronics, manufacturing, culinary arts, health occupations, natural resources, teen parent program and special education program services. Full day and 1/2-day options are available.

Target Group: 14-21 year old students, particularly those who are not currently attending school.

Wellsprings Friends School – 3590 West 18th, Eugene, OR 97405

Program provides alternative learning approaches, supportive community, and a culture of individual affirmation, in which teenagers are mentored and assisted toward meeting the challenges of adolescence and adulthood.

Target Group: 11-17 year old students

RESOLUTION: #24-25.004

DATE: SEPTEMBER 9, 2024

BUS PURCHASE APPROVAL

RELEVANT DATA:

Springfield Public Schools established a bus replacement strategy in 2014 in an effort to ensure the transportation (bus) fleet would be compliant with future emission requirements (moving to propane) and to implement a strategy of being in the position to afford maintaining an updated fleet. The goal included owning a bus fleet that ensured all buses would be replaced on a 12–15-year cycle, based on budget availability. Over the past ten years the district has been able to accomplish these goals by leveraging the transportation reimbursement program offered through Oregon Department of Education (ODE) and grants made available through the Environmental Protection Agency (EPA). In its current state, SPS's bus fleet includes 45 propane powered buses, 23 diesel powered buses, and 22 gasoline powered activity buses/vans. The current age of the fleet includes four (4) gasoline powered activity buses built in 2001, three (3) diesel powered buses built in 2009 and one (1) gasoline powered activity bus built in 2009. The remaining fleet was built between 2010 – 2023.

The ODE transportation reimbursement program reimburses school district over a ten-year period of time for 70% of the cost of eligible vehicles (home to school). Fortunately, SPS has dedicated these reimbursed funds to a "Equipment Replacement Fund", which has a current balance of approximately \$3.2 million. The strategy for replacing the fleet is to leverage these dedicated resources by entering into ten (10) year purchase agreements and make the annual debt service payments from the Equipment Replacement Fund. This is a strategy that allows the district to afford a 12–15-year replacement cycle into the future, without requiring any funds from the general operating budget.

It is currently anticipated that the buses have a 9-month lead time, however once we understand the exact date the district would receive these vehicles, district administration will forward a purchase agreement to the board for approval of issuing debt to pay for them, similar to the past ten (10) year strategy. Again, all resources would be from the dedicated Equipment Replacement Fund and would not take away from the general operating budget of the district. In anticipation of purchasing new vehicles, these resources were budgeted appropriately during the 2024-25 budget process.

RECOMMENDATION:

It is recommended that the Board of Directors approve the purchase of Four (4) Type 20, Ford Transit activity buses with a total purchase cost of \$509,313.90 ,and three (3) Blue Bird Vision Conventional, 40 passenger, special needs buses with a total purchase cost of \$655,500. The total purchase cost of all buses is \$1,164,813.90. This purchase is being executed through the Salem-Keizer Cooperative RFP process.

Submitted by:

Brett M. Yancey
Chief Operations Officer

Recommended by:

Todd Hamilton
Superintendent

POLICY UPDATES – SECTION C

BACKGROUND INFORMATION:

In collaboration with the Oregon School Boards Association (OSBA), district staff have initiated a comprehensive update of all district policies. This process is expected to take place over the next six months, ensuring all policies are current and aligned with best practices and law.

Superintendent Hamilton will provide further details on this process during the upcoming Board meeting.

For your review and consideration, Section C (Administration) of the Springfield School Board Policy Manual is now submitted. This section has undergone preliminary updates and is ready for your input prior to final adoption.

RECOMMENDATION:

It is recommended that the Board of Directors review Section C (Administration) in preparation for its adoption at the October Board meeting.

SUBMITTED BY:

Todd Hamilton
Superintendent

Springfield School District 19

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Section C: General Administration

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The following symbol is used on some policies:

- ** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Springfield School District 19

Code: CB
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code: CB

Superintendent

The superintendent¹ is designated as the district's chief executive officer. Under the Board's direction of the Board, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law² that applies to school districts board for that management.

The superintendent may has the authority to delegate to other district duties and responsibilities to appropriate personnel any powers and duties imposed upon the superintendent by Board policies or by vote. The delegation of the Board. Delegation of power or duty such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

END OF POLICY

Legal Reference(s):

<u>ORS 332.505</u>	<u>OAR 581-022-2405</u>
<u>ORS 332.515</u>	<u>OAR 584-005-0005(51)</u>

Cross Reference(s):

CBG - Evaluation of the Superintendent

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

Springfield School District 19

Code: CBA
Adopted: 2/09/15
Revised/Readopted: 12/14/20
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license that qualifies the individual to serve as with an authorization for all levels, a superintendent's endorsement, or a transitional superintendent of the district^{1}; license;
2. A master's or doctorate degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative transitional administrator or exceptional administrator licensure requirements. The Board may take steps to assist an , jointly with the individual to qualify, submit an application for such a license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community, and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence, and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation, and development;
5. Knowledge of curriculum development, implementation, and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control, and accountability;
7. Experience in administering collective bargaining agreements;

^{1} Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.

8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer of the district 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.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff, and community;
3. Act as the district's Board's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;
6. Attend all regular and special meetings and executive sessions of the Board, except when excused for his/her own salary and performance review;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly/Annually review adopted Board policies and make recommendations for needed changes;
10. Advise, inform, and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning the school program and district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff. ~~Policies approved by the Board will be included in the written rules and regulations of the district;~~ *(this policy is about the superintendent; see policy BFC for corroborating language being struck here)*
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance, and operation of a constructive program of in-service, training, and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract non-renewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material, and supplies;

28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies, and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state, and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state, and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

<u>ORS 332.075</u>	<u>ORS 342.850</u>	<u>OAR 584-080-0151</u>
<u>ORS 342.143</u>	<u>OAR 584-020-0000 - 0035</u>	<u>OAR 584-080-0152</u>
<u>ORS 342.173</u>	<u>OAR 584-046-0003 - 0024</u>	<u>OAR 584-080-0161</u>

Springfield School District 19

Code: CBC
Adopted: 12/10/07
Revised/Readopted: 12/14/20
Orig. Code: CBC

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing their~~his/her~~ duties. The Board may not enter into an employment contract that contains provisions that expressly obligate~~obligates~~ the district ~~or school~~ to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

Reaches 65 years of age; or

Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

END OF POLICY

Legal Reference(s):

ORS 332.432
ORS 332.505

ORS 342.549
ORS 342.815

OAR 584-005-0005(51)

Springfield School District 19

Code: CBG
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code: CBG

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. ~~annually.~~
The evaluation will be based on the superintendent's ~~administrative~~ job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at ~~the public board~~ Board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and ~~their~~ his/her performance will be conducted in an executive session, unless the superintendent requests ~~an open~~ session open to the public. ~~Such. However, such~~ an executive session will not include a general evaluation of any district goal, objective, or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

ORS 192.660(2), (8)
ORS 332.107

ORS 332.505

OAR 581-022-2405

Hanson v. Culver Sch. Dist. (FDAB 1975).

Cross Reference(s):

BDC - Executive Sessions
CB - Superintendent
CBA - Qualifications and Duties of the Superintendent

Springfield School District 19

Code: CCB
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code(s): CCB

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

Lines of direct authority will be those approved by the Board and shown on the district organization charts.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they report. That administrator will refer such matters to the next higher administrative authority, when necessary. All staff will inform their immediate supervisor of their activities by whatever means the supervisor considers appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff work together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations in the district.

END OF POLICY

Legal Reference(s):

ORS 332.505

OAR 581-022-2405

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Springfield School District 19

Code: CCD
Adopted: 12/10/07
Revised/Readopted: 12/14/20
Orig. Code(s): CCD

Administrator Contracts

“Administrator” means a person who is employed as an administrator or is performing administrative duties, regardless of whether the person is required to have a license, and includes but is not limited to superintendents, assistant superintendents, and business managers. Administrator does not include a person who is subject to Oregon Revised Statute (ORS) 342.805 to 342.937.

The district shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. The contract shall be kept on file in the district office.

The district may not enter into an employment contract that contains provisions that expressly obligate the district or school to compensate the administrator for work that is not performed.

The district may provide health benefits for an administrator who is no longer employed by the district until the administrator:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the administrator may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

ORS 342.549

Springfield School District 19

Code: CCG
Adopted: 12/14/20

Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for ~~administrators~~~~administrative personnel~~. The purpose of administrator evaluations is to assist an administrator with developing and strengthening ~~his/her~~ professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

~~Evaluation and support systems established by the district must evaluate administrators on a regular cycle.~~ ~~[A formal evaluation will be conducted [regularly] [at least once each year].]~~

The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards¹ adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

¹ These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other teachers and administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

~~Evaluation and support systems established by the district must evaluate administrators on a regular cycle.~~

The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

Legal Reference(s):

ORS 192.660(2),(8)
ORS 332.505
ORS 342.120

ORS 342.815
ORS 342.850
ORS 342.856
OAR 581-022-2405

OAR 581-022-2410
OAR 581-022-2420

Hanson v. Culver Sch. Dist. (FDAB 1975).

Springfield School District 19

Code: CHCA
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code(s): CHCA

Handbooks

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students, and parents affected; district administrators and principals are granted authority to issue staff and student/parent handbooks.

The contents of all handbooks must conform with districtwide board policies and administrative regulations. The publication shall bear the name of the district, or one of its schools, and be of a quality that reflects favorably on the district. The Board expects all handbooks to be approved by the superintendent or designee before publication.

The district will make all published handbooks available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

ORS 332.107

Springfield School District 19

Code: CM
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code(s): CM

Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district's compliance with the standards adopted by the State Board of Education for the preceding school year and submit that report to the Board.

The district's annual report will be presented orally at a public Board meeting by November 1 of each school year and will allow public comment on such report. This report will be posted on the district's web page by February 1 of each school year. The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).

The district will report on its compliance with state standards to Oregon Department of Education (ODE) by November 15 each year on a form provided by ODE.

END OF POLICY

Legal Reference(s):

ORS 329.095	OAR 581-022-2260
ORS 329.105	OAR 581-022-2305

Springfield School District 19

Code: CPA
Adopted: 1/14/13
Revised/Readopted: 12/14/20
Orig. Code(s): CPA

Layoff/ and Recall —~~Licensed Administrative Personnel~~for Administrators

This policy applies to all licensed administrators below the rank of assistant superintendent who are not considered teachers under ORS 342.934.1

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. ~~Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.~~

The Board desires/expects administration to retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Prior to initial development of a recall procedure for administrators, the Board will consult with the employees or a designated representative of the employees covered by this policy.

The district will develop administrative regulations to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 342.934

¹ Prior to laying off any administrators, the district will work with legal counsel to determine if the cultural or linguistic expertise criteria apply to any impacted employees.