

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
February 10, 2025
Administration Building Board Room
640 A Street, Springfield, OR 97477

[En español](#)

5:00 PM Work Session

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

AGENDA

TAB

- | | |
|---|---|
| 1. Call Meeting to Order
A. Pledge of Allegiance
B. Land Acknowledgement | Board Chair Nicole De Graff
Chair De Graff
Ken Kohl |
| 2. Review Process for Candidate Interviews | Chair De Graff |
| 3. Interview Candidates
Sefiu Ballam
Hollea Puzio
Stephanie Wittmayer
Heather Gray
Amber Langworthy
Ivy Barr
Michael Alvarado | |
| 4. Debrief Interviews | Chair De Graff |



CONSEJO DE EDUCACIÓN
10 de Febrero de 2025
Sala de Juntas del Edificio de Administración
640 A Street, Springfield, OR 97477

[En español](#)

5:00 pm Reunión de la Junta En Persona
URL de la reunión: <http://www.vimeo.com/SpringfieldPS>

AGENDA	TAB
1. 1. Apertura de la reunión	Presidenta de la Junta Directiva Nicole De Graff
A. Juramento a la bandera	Presidenta De Graff
B. Reconocimiento de tierras	Ken Kohl
2. Revisión del Proceso de Entrevistas de Candidatos	Presidenta De Graff
3. Entrevistar a los Candidatos	Presidenta De Graff
Sefiu Ballam	
Hollea Puzio	
Stephanie Wittmayer	
Heather Gray	
Amber Langworthy	
Ivy Barr	
Michael Alvarado	
4. Repaso de Entrevistas	Presidenta De Graff



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BOARD OF EDUCATION
February 10, 2025
Administration Building Board Room
640 A Street, Springfield, OR 97477

[En español](#)

5:00 PM Work Session

7:00 PM Board Meeting

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

AGENDA

TAB

- | | |
|---|-----------------------------|
| 1. Call Meeting to Order | Board Chair Nicole De Graff |
| 2. Approval of the Agenda | Chair De Graff |
| 3. Presentations | |
| A. Student Board Representative Communication | Chair De Graff |
| B. Classified Employees Appreciation Proclamation | Chair De Graff |
| 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. January 13, 2025 Board Meeting Minutes | |
| 2. Financial Statement, Resolution #24-25.035 | Brett Yancey |
| 3. Personnel Report, Resolution #24-25.036 | Dustin Reese |
| B. Approve 2025-2027 Lane ESD Local Service Plan, Year One, Resolution #24-25.037 | Superintendent Hamilton |
| C. Adopt Policy Updates, A/B & K/L, Resolution #24-25.038 | Superintendent Hamilton |
| D. Approve Out of State Trip, SHS Band/Choir, Resolution #24-25.039 | David Collins |
| E. Board Appointment | Chair De Graff |
| 6. Discussion | |
| A. Instructional Materials Adoption | Whitney McKinley |
| 7. Reports and Information | |
| A. Superintendent Communication | Superintendent Hamilton |
| B. Board Communication and Comments | Chair De Graff |
| 8. Next Meetings: | |
| February 13, 2025 - Budget Committee / Work Session at 6:00 PM | |
| February 24, 2025 - Board Special Meeting at 5:30 PM | |
| 9. The Board will move into Executive Session (non-public) pursuant to ORS 192.600(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. | |
| 10. Adjournment | Chair De Graff |



ESCUELAS PÚBLICAS DE SPRINGFIELD

Cada Estudiante Cuenta, Cada Día

JUNTA DE EDUCACIÓN
10 de Febrero de 2025
Sala de Juntas del Edificio de Administración
640 A Street, Springfield, OR 97477

5:00 pm Sesión de Trabajo
7:00 pm Reunión de la Junta

URL de la reunión de transmisión: <http://www.vimeo.com/SpringfieldPS>

AGENDA

TAB

1. **Apertura de la reunión** Presidenta de la Junta Directiva Nicole De Graff
2. **Aprobación del Orden del Día** Presidenta De Graff
3. **Presentaciones**
 - A. Comunicación de los Representantes de la Junta Estudiantil Presidenta De Graff
 - B. Proclamación de Apreciación de Empleados Clasificados Presidenta De Graff
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 13 de Enero de 2025
 2. Estado Financiero, Resolución #24-25.035 Brett Yancey
 3. Informe de Personal, Resolución #24-25.036 Dustin Reese
 - B. Aprobar el Plan de Servicio Local 2025-2027 Lane ESD, Año Uno, Resolución #24-25.037 Superintendente Hamilton
 - C. Adoptar Actualizaciones de Políticas, A/B & K/L, Resolución #24-25.038 Superintendente Hamilton
 - D. Aprobar Viaje Fuera del Estado, Banda/Coro de SHS, Resolución #24-25.039 David Collins
 - E. Nombramiento a la Junta Presidenta De Graff
6. **Discusión**
 - A. Adopción de Materiales Didácticos Whitney McKinley
7. **Reportes e información**
 - A. Comunicación del Superintendente Superintendente Hamilton
 - B. Comunicación y comentarios de la Junta Directiva Presidenta De Graff
8. **Próximas reuniones:**

13 de Febrero de 2025 – Comité de Presupuesto/Sesión de Trabajo a las 6:00 PM
24 de Febrero de 2025 – Reunión Extraordinaria de la Junta Directiva a las 5:30 p.m.
9. La Junta entrará en **Sesión Ejecutiva** (no pública) de conformidad con ORS 192.600(2)(d) para llevar a cabo deliberaciones con personas designadas por el cuerpo gobernante para llevar a cabo negociaciones laborales.
10. **Aplazamiento** Presidenta De Graff

Las Escuelas Públicas de Springfield son un ente educador y empleador con igualdad de oportunidades. Las personas que tengan preguntas o necesidades especiales, necesiten acomodaciones o servicios de traducción en las reuniones de la Junta Directiva deben ponerse en contacto con la Oficina del Superintendente; 640 A Street, Springfield, OR 97477; Teléfono: (541) 726-3201. La solicitud debe hacerse con 72 horas de anticipación al evento.

A3 February Board report

Good evening, my name is Cameron Stratton and I am the student representative for the Academy of Arts and Academics.

A3 provides personalized learning opportunities through our amazing internship program. The program is quite extensive: first, students work to build resumes, polish their interview skills and research their chosen profession. Next, they work with the coordinator to reach out to the organization that best matches their needs and interests. If the match is successful, students spend a month working with that business. The coordinator conducts site visits and communicates with the business and the intern to make sure things are going well. At the end, there is a showcase of the experience that the public is invited to. For me personally, I interned as a student teacher with A3's Philosophy and Science J-Term Class. I was given an authentic and informative teaching experience, in which I created rubrics, helped supervise students, and taught a one hour lesson on "What is Art?". I have had a lovely experience within our internship program and plan to pursue a career in teaching thanks to it.

A3 students continue to promote growth by engaging in J-Term. J-Term is a one month long class taught over the month of January, teachers pair up in teams of two and teach one class all day long. There are a variety of classes from Pride and Prejudice, Blacksmithing, Philosophy and Science, Jedi Academy, and many more! Each class had one part dedicated to language arts, and the rest to another credit. Many of the classes strive to get out and explore the community. This term gives students the opportunity to really sink their teeth into a specific art form and/or academic field, and properly take the time to explore it to the fullest. At the end of our term students participate in J-fluence, a public demonstration that gives students a chance to practice public presentation skills.

A3 continues their pursuits in supporting families through a new collaboration with Nutrition Services, offering a new morning nutrition break to A3 students who have missed breakfast. Our school draws students from 3 different counties, and some of our students travel as long as an hour to even arrive. This can lead to struggles in properly ensuring a child is fed in the morning, as preparing a full, healthy breakfast is difficult if time is limited, and some families cannot get their child to school on time due to the aforementioned distance issues, thus missing school breakfast. Knowing food will be provided later that morning can be reassuring to families and students alike, students knowing they won't have to miss a balanced breakfast in the morning, and giving families confidence in keeping their child fed and energized.

Springfield High School February School Report

Good evening school board members, and thank you for letting me speak on behalf of Springfield High School.

ODE announced the graduation rates for the 2023-24 school year, and I'm delighted to share that we have increased our graduation rate from 73% to 80%! Not only is a 7% increase exceptional, but this also marks our highest graduation rate since 2008, when ODE adopted the current metric.

January 20th, SHS hosted the 27th annual celebration of Dr. Martin Luther King Jr.'s legacy. This year's theme, **Peace = Justice** drew inspiration from his impactful words "True peace is not merely the absence of tension; it is the presence of justice," which is an excerpt from his 1958 book '*Stride Toward Freedom*.'

The celebration began with a march at the Justice Center and concluded at the SHS Commons. It featured an art and essay contest for grades K-12, with all artwork displayed on the walls of the Commons. The artwork will also be on display at the Springfield Public Library Youth Art Gallery until the end of February. The event included several performances and entertainment, such as jazz music, two elementary school choirs, SHS Mariachi del Sol, and spoken word performances by students from A3.

The week of January 21st to 24th was packed with activities at SHS! Leadership hosted a Y2K-themed spirit week leading up to the Winter Formal, featuring fun dress-up days and lunchtime activities like board games, cartoons, and childhood games. To end the week, they organized a movie night in the commons. SHS also held "Cookies and Cram" sessions, where students stayed after school to get help from teachers while enjoying free hot chocolate and cookies.

On Monday, January 27th, the first day of finals, students' schedules for semester 2 were posted. This gave students an exciting opportunity to connect with their peers between finals, as they could ask around and see which classmates they would have in their upcoming classes.

SHS's Acting Ensemble celebrated another sold-out weekend of performing Murder Mystery Dinner Theater. They had two different shows for the two different nights, all student-led, where attendees would pay \$15 for a 3-course meal including salad, a main dish, and dessert, all while getting an interactive mystery show.

I'm also thrilled to share that Springfield Performing Arts will be presenting *Hadestown: Teen Edition*, an adaptation of the Tony Award-winning Broadway musical. This unique production is the result of an incredible cross-curricular collaboration involving eight

departments at Springfield High School, including Theatre, Stagecraft, Choir, Band, Orchestra, Metals, Woodshop, and Drafting. Together, we have created an unforgettable musical experience featuring state-of-the-art technology, including the engineering of a brand-new revolving stage. We would like to extend our deepest gratitude to the Springfield Education Foundation and the Anderson Family for making this production possible.

Performances will take place on February 14, 15, 20, 21, and 22, with doors opening at 6:30 p.m. Tickets are \$8 for adults and \$5 for students and senior citizens, with a \$1 surcharge for card payments. We would be honored to have you join us for one of these performances.

Our Equestrian Team had an incredible start to their competition season! The team earned top placements across various events, showcasing their hard work, skill, and dedication. This success reflects the commitment of both the students and their coach. The next competition will take place from February 28th through March 2nd at the Oregon Horse Center, and we encourage everyone to come out and support the team. Admission is free!

The Springfield High School Jazz Band has had an incredible month! They performed to a packed audience at Roaring Rapids, participated in the Oregon Jazz Festival alongside other schools, and had the honor of performing at the Springfield State of the City Address at the Wildish Theater, by special invitation from Mayor VanGordon.

On February 24th, our freshmen AVID group will be going to Oregon State University for a campus tour to get a feel of what an experience at a four-year university would feel like.

Our DECA club has been putting together a school version of the famous TV show, Survivor. Clubs, sports, and groups alike were welcome to select one member each to join in for a chance to win up to \$300 for their whole group. All challenges the members face will be recorded and shown throughout the school and may even be put on TV. Keep a lookout for our high school Survivor.

The SHS FAFSA Night held early January was a great success, offering families step-by-step guidance from UO SAIL mentors, LCC admissions, and LCC financial aid on completing the FAFSA. The workshop provided hands-on assistance in a welcoming atmosphere, leaving students and parents feeling more confident about funding their higher education path.

Thurston High School
February Board Report

Dear Board,

Thank you for welcoming our student representative to share our experience with you. My name is Eliana Sanchez, and I am representing Thurston High School

We are Colts: Caring, Brave, Prepared

We've done a lot in the half of the year to live out our commitment to being caring, brave, and prepared.

Prepared - ready for what comes next

Excellence at THS

We are proud to celebrate the Class of 2025 who achieved the highest ever graduation rate at THS of 87%. Go Colts!

Forecasting

The Junior meeting announcing the start of picking classes for next year has begun was last week. Juniors meet 1 on 1 with their counselors to plan their senior year. Some students will choose courses for honors diploma or to complete a CTE or Arts pathway.

Caring - looking out for our community

Future Colts

On Friday we got to welcome our future colts to campus - kindergarteners from the elementary schools. They met in the middle of the main gym floor to match with a current THS senior where we gave them a letter.

Pageant Begins

This year's Pageant contest, raising funds for the NICU at Riverbend Peace Health, is underway. Each month we will host an event - from dodgeball to staff vs students basketball game - culminating in the talent show in April.

Brave - showing up, making our voices heard

Cheer Wins Nationals Sideline Division

Our amazing coed stunt and cheer team placed 1st in the sideline division, JAMZ Nationals in Las Vegas. It was an amazing performance. The team competes at state next weekend.

All of our winter sports teams are finishing strong seasons, with Boys Basketball, Wrestling, and Cheer all angling for strong post-season finishes.

Advisory Design

Students from 5 Powers and ASB Leadership gave input on updates to our advisory period on campus to increase the time we have to access academic support and connect with teachers.

Club meeting attendance has been high and new groups are forming - like Magic the Gathering and a Jewish Student Union.

Semester 2 Attendance Challenge

In the first week of Semester 2, we launched a semester attendance challenge to reach 95%. Right now, the 9th grade is leading with the highest average attendance just above 90%.

We welcome our community to campus:

Incoming Parent Night - Feb 13th

Colt Night - April 10th

Pageant - April 19th

WLA January Board Report

Good evening chair members

Earlier this month we had a promotion ceremony for students who have achieved a promotion being the fifth rank called sergeant. We also had an exciting ceremony last Thursday. As it was the end of the second quarter. A handful of students graduated early and everyone got to hear a speech given by our principal and one I won't soon forget.

We had a small early graduation ceremony for 6 cadets during final formation on January 31st. These graduates completed all their high school requirements early. At WLA we love these kinds of mid-year celebrations. WLA students work very hard and it was fun and exciting to see these cadets finish up and go off into the world with the leadership skills instilled at WLA.

Finally, on the 31st there was a school dance between 6 and 8 pm. The theme was glow in the dark. It was a semi casual event for any active students at WLA. There was a \$5 entrance fee and \$1 for snacks, drinks and glow in the dark accessories, like LED glasses and glow sticks. I personally had a lot of fun being able to hang with my friends outside of the professional setting of the normal school day and hope that WLA continues these kinds of events.

Thank you for your time.



SPRINGFIELD
PUBLIC SCHOOLS
Every Student, Every Day

Classified Employee Appreciation Week Proclamation
March 3-7, 2025

WHEREAS, the education of youth is essential to the future of our community, state, country and world; and

WHEREAS, classified employees are the backbone of our public education system; and

WHEREAS, classified employees work directly with students, educators, parents, volunteers, business partners and community members; and

WHEREAS, classified employees support the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition and direct instruction of students; and

WHEREAS, our community depends upon and trusts classified employees to serve students; and

WHEREAS, classified employees, with their diverse talents and true dedication, nurture students throughout their school years.

NOW, THEREFORE BE IT RESOLVED that the Springfield Board of Education proclaims March 3 thru 7, 2025, to be Classified Employee Appreciation Week; and

BE IT FURTHER RESOLVED that the Springfield Board of Education strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

DATED this 10th day of February 2025.

Nicole De Graff, Chair

Heather Quaas-Annsa, Vice Chair

Ken Kohl

Jonathan Light

BUSINESS MEETING MINUTES

A Business Meeting of the Springfield School District No.19 Board of Education was held on January 13, 2025.

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 7:01 p.m. and led the Pledge of Allegiance. Following the Pledge of Allegiance, Director Light 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 prevent the erasure of Native culture, heritage, and people and to ensure a quality contemporary education for future generations.

Attendance

Board Members attending the meeting included Board Vice Chair Nicole De Graff, Director Ken Kohl, Director Jonathan Light and Vice Chair Heather Quaas-Annsa.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Dustin Reese, Brett Yancey, Martie Steigleder, Brian Richardson, Jeff Michna, Taylor Madden, Jody Barnhart, Lesa Haley, Kristen Noor, Kimberlee Pelster, Megan Knight, Vanessa Truitt, Jonathan Gault, Tony Scurto, Cayden Finney, Troy Barnhart, Andy Price, Sahara Fisher, Jose da Silva, Lacey Macdonald, Alexis DeLuna, Cameron Stratton, Midori Rakestraw, Kennya Liberatore, and Joan Bolls.

2. APPROVAL OF THE AGENDA

Vice Chair De Graff asked for a motion to approve the January 13, 2025 agenda as presented.

MOTION: Director Kohl moved, seconded by Director Quaas-Annsa, to approve the January 13, 2025 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 January 13, 2025 agenda as presented: Director Quaas-Annsa – Yes, Director Kohl – Yes, Director De Graff– Yes, and Director Light – Yes.

Motion passed, 4:0.

3. PRESENTATIONS

A. Introduction of the Student Board Representatives

A3

Cameron Stratton shared:

- Students performed one of their most powerful productions during December, with parents and students alike commenting on how moving the presentations were.
- Students have been learning about the 1960's, writing poetry detailing the crucial historical moments in civil rights. They are learning about researching, team collaboration, public speaking skill building, and choreographic development. Growth recording and direct feedback are provided to the students to help improve their writing.
- Artbration was held at the Wildish Community Theater on the last day of term, to showcase the student art made over the term, either through visual or performance.

Gateways High School GHS

Alexis DeLuna shared:

- Final classes prior to winter break included holiday activities in an effort to help motivate the students.
- Night school during the month of January, focused on assisting the students in catching up on any credits they may have been behind in.
- Brattain campus participated in Winterfest prior to the winter break. The week was planned out with lots of fun, activity-filled days.
- Students were given the opportunity to participate in a book challenge over the break.
- Senior Cosmetology students have been focusing on completing their practicals. The students both independently and as a class continue to grow the success of the program.
- Cosmetology students have been preparing to host an upcoming Career and Technical Educational (CTE) tour of the program.

Springfield High School SHS

ASB President, Sahara Fisher shared:

- College applications are being submitted and essays written.
- Teachers are promoting The Portrait of a Springfield Graduate, which consists of five main qualities meant to encourage the students to use and also to prepare them for their post-high school careers.
- An all-school assembly was held, in which the Performing Arts came together to showcase a wonderful musical talent for the many new members.
- The Cheer Team held the annual Invitational Cheer Competition during the first week of January.
- Yearbook Class has been interviewing the various campus clubs and groups that will be featured in the yearbook, as well as promoting the senior portraits, which will commemorate the student's milestones from childhood into adulthood.
- Yearbooks are priced at \$55, but will increase to \$65 at the conclusion of the semester.
- The Farm Team is hosting their farm from January 6th through the end of the semester. Students will collect pledges in a fundraising effort to aid the team in receiving better coaching and equipment. Their goal is to raise \$1500.

- The Winter Formal dance will be held on January 25, 2025.
- Winterfest will be held from January 21-25th. The week will be filled with many fun activities and prizes.

Thurston High School THS

ASB Vice President, Kenya Liberatore shared:

- Lane Community College, Financial Aid representatives, College and Career Center coordinator, and THS counselors held a Free Application for Federal Student Aid (FAFSA) workshop, to assist seniors and their families in filling out the forms.
- Students have begun preparing for Finals Week, which is just around the corner.
- December 24th was a Cookie'n'Cram Session. During this time, students caught up with their school work while enjoying cookies.
- THS hosted an MLK Celebration, in which guest speakers acknowledged Dr. Martin Luther King Jr. The Black Student Union (BSU), 5 Powers, and Leadership diligently worked to organize the event.
- Winter sports have kicked off and includes boys and girls basketball, boys and girls wrestling, and boys and girls swimming.
- The Colt Cafe has reopened. Students may purchase lunch from the THS Culinary program in January, while cafeteria meals remain free for all students.

Willamette Leadership Academy WLA

Cayden Finney shared:

- WLA held their Quarter-Two Review and Award Ceremony, where GPA improvements, leadership abilities, and dedication to the program and much more were celebrated.
- Charlie Companies (sophomores) have maintained their nearly year-long streak of having the most students on Honor Roll.
- Gardening class began planting the donated seeds they received over the summer, and they have placed another order for soil.
- Students have been taking advantage of the curriculum and credit recovery assistance.
- Parent-teacher conferences will be held next week. Conferences keep families connected with the student's academic efforts and responsibilities.

B. School Board Recognition proclamation

Proclamation

WHEREAS, school boards create a vision for what students should know and be able to do;
 WHEREAS, school boards establish clear standards for student performance;
 WHEREAS, school boards ensure that student assessments are tied to established standards;
 WHEREAS, school boards are accountable to the community for operating schools that support student achievement;
 WHEREAS, school boards align school district resources to ensure that students meet standards;
 WHEREAS, school boards create a climate that supports the philosophy that all children can learn at high levels;
 WHEREAS, school boards build collaborative relationships based on trust, teamwork and shared accountability; and
 WHEREAS, school boards are committed to continuous education and training on issues related to student achievement;

January 13, 2025

3 of 10

NOW, THEREFORE, we hereby declare our appreciation to the members of the Springfield Public Schools Board of Education and proclaim the month of January to be School Board Recognition Month.

We urge all citizens to join us in recognizing the dedication and hard work of local school board members in preparing today's students for tomorrow's world.

Dated this 13th day of January 2025

Superintendent Todd Hamilton

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 at 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.

There were no request(s) received to publicly speak.

There were no written statement(s) received.

5. ACTION ITEMS

A. Approve Consent Agenda

1. December 9, 2024, Business Meeting Minutes
2. Financial Statement, Resolution #24-25.029
3. Personnel Report, Resolution #24-25.030

Brett Yancey
Dustin Reese

Vice Chair De Graff asked for a motion to approve the Consent Agenda with the acknowledged December 9, 2025 corrections to the meeting minutes as presented.

MOTION: Director Kohl moved, Director Light 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 with the acknowledged December 9, 2025 corrections to the meeting minutes as presented: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, and Director De Graff – Yes.

Motion passed, 4:0.

Board Announcement

Vice Chair De Graff announced that the Board received Kelly Mason's Board resignation letter. On behalf of the Board, Vice Chair De Graff expressed gratitude for Mason's service and commitment to Springfield, noting the meaningful impact she had upon the schools and the community. Success and happiness was wished for Mason as she moves forward in her life.

B. Declare Board Vacancy, Resolution #24-25.033

Vice Chair De Graff

It is recommended that the Board of Directors declare a vacancy for Position 5, effectively immediately.

MOTION: Director Light moved, Director Quaas-Annsa seconded the motion to approve the Board of Directors to declare a vacancy for Position 5, effective immediately.

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 approve the Board of Directors to declare a vacancy for Position 5, effective immediately: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, and Director De Graff – Yes.

Motion passed, 4:0.

C. Elect Board Officers

Vice Chair De Graff

It is recommended that the Board of Directors appoint someone to fill the Chair position.

NOMINATION: Director Kohl nominated Nicole De Graff to fill the Board Chair position.

Vice Chair De Graff called for a roll call vote. Vice Chair De Graff asked each Board member to indicate if they approve Nicole De Graff to fill the Chair position: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, and Director De Graff – Yes.

Board nomination passed, 4:0.

It is recommended that the Board of Directors approve to fill the Vice Chair position.

NOMINATION: Chair De Graff nominated Heather Quaas-Annsa to fill the Vice Chair position.

Chair De Graff called for a roll call vote. Chair De Graff asked each Board member to indicate if they approve of Heather Quaas-Annsa to fill the Vice Chair position: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, and Director De Graff – Yes.

Board nomination passed, 4:0.

**D. Approve Out of State Travel, Springfield High School, Journalism Convention,
Resolution #24-25.034**

David Collins

It is recommended the Board approve Springfield High School Yearbook Class request to travel to Seattle, Washington to attend the JEA/NSPA National Journalism Convention. Dates of travel will be April 24-27, 2025.

Yearbook and Journalism Advisor Kate McGuire, explained that through the previous journalism advisor Mr. Miller, a grant had been received for \$15,000 per year. The current grant balance is \$23,000. These funds will be used towards the student's travel expenses. There will be no cost to the district.

MOTION: Director Kohl moved, Vice Chair Quaas-Annsa seconded the motion to approve Springfield High School Yearbook Class request to travel to Seattle, Washington to attend the JEA/NSPA National Journalism Convention. Dates of travel will be April 24-27, 2025.

Chair De Graff called for a roll call vote. Chair De Graff asked each Board member to indicate if they approve Springfield High School Yearbook Class request to travel to Seattle, Washington to attend the JEA/NSPA National Journalism Convention. Dates of travel will be April 24-27, 2025: Vice Chair Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, and Chair De Graff – Yes.

Motion passed, 4:0.

E. Appoint EEAC Member to Budget Committee, Resolution #24-25.032

Taylor Madden

It is recommended that the Board of Directors appoint David Walp, representing the District's Educational Equity Advisory Committee, to serve as a member of the Springfield Budget Committee in position 3, effective January 13, 2025 through December 31, 2025, completing the current vacant mid-term position.

Taylor Madden reminded the Board that it is a district requirement to have a member from the Educational Equity Advisory Committee fill a position on the Budget Committee. Springfield District resident, graduate of Thurston High and a parent of an elementary school student. David Walp came forward as a candidate ready to serve on the Budget Committee and to represent the District's Education Equity Advisory Committee in position 3.

MOTION: Vice Chair Quaas-Annsa moved, Director Kohl seconded the motion to appoint David Walp, representing the District's Educational Equity Advisory Committee, to serve as a member of the Springfield Budget Committee in position 3, effective January 13, 2025 through December 31, 2025, completing the current vacant mid-term position.

Chair De Graff called for a roll call vote. Chair De Graff asked each Board member to indicate if they approve to appoint David Walp, representing the District's Educational Equity Advisory Committee, to serve as a member of the Springfield Budget Committee in position 3, effective January 13, 2025 through December 31, 2025, completing the current vacant mid-term position.: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, and Director De Graff – Yes.

Motion passed, 4:0.

F. Adopt Policy, Section I, Resolution #24-25.031

Superintendent Hamilton

It is recommended that the Board of Directors adopt the revised policies in Section I (Instruction) as presented.

MOTION: Director Kohl moved, Vice Chair Quaas-Annsa seconded the motion to approve to adopt the revised policies in Section I (Instruction) with five policies to be held for further review and/or discussion; IIA. Instructional Resources and Instructional Materials, IJF. Graduation Requirements, IKFB. Graduation Exercises, IMD. Student Achievement Program, and ISCA 21st Century Schools.

Chair De Graff asked if there was any discussion.

The Board requested that policies IIA. Instructional Resources and Instructional Materials, IJF. Graduation Requirements, IKFB. Graduation Exercises, IMD. Student Achievement Program, and ISCA 21st Century Schools be held for further review and/or discussion.

Superintendent Hamilton stated that he would gather the policy background information requested by the Board and follow up with them at a later date.

Chair De Graff called for a roll call vote. Chair De Graff asked each Board member to indicate if they approve to adopt the revised policies in Section I (Instruction) with five policies to be held for further review and/or discussion; IIA. Instructional Resources and Instructional Materials, IJF. Graduation Requirements, IKFB. Graduation Exercises, IMD. Student Achievement Program, and ISCA 21st Century Schools: Vice Chair Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, and Chair De Graff – Yes.

Motion passed, 4:0.

6. Discussion

A. 2025-2027 Lane ESD Local Service Plan, Year One

Tony Scurto

Superintendent Hamilton welcomed Superintendent Tony Scurto and Lane Education Service District Board member Vanessa Truitt. He highlighted their roles and contributions to the community.

Superintendent Scurto expressed excitement about the new streamlined and easier to understand Lane ESD Local Service Plan format, which is now 11 pages instead of over 40.

Additional format highlights:

- An electronic version is still available for those seeking more detailed information.
- There is now a customized avenue for reporting services that have been used.
- Core Services - now organized by services funded through all 16 districts, granting access to all component districts at no cost.
- Menu Services - are optional for districts to choose from as needed, using their allocated flex funds and individual district resources.
- Custom Services - can be requested by an individual district or group of districts based on a specific need. These services may include staffing or the provision of services.
- Grants and Contracts - The ESD intentionally applies for grants that extend the services of the four component areas provided through the State School Fund to support the educational mission of the country. Out of the 35% of the services offered through the State School Fund, 65% come from grants and contracts.

Truitt shared a personal update about her children's achievements and expressed appreciation for the music program at Springfield High School.

Superintendent Scurto provided an update on the statutory action required from school boards by March 1, 2025, and offered to answer any questions as they may arise.

B. Policy Updates, Sections A/B & K/L

Superintendent Hamilton

Superintendent Hamilton directed the Board to sections A/B and K/L, which are related to board governance and operation and district and community relations, including some policies discussed by the board, in which the Oregon School Board Association (OSBA) tracked those conversations and recommendations were made based upon those. Hamilton asked the Board to review the information and provide feedback by January 29, 2025. This information will be placed on the district's website and made available to the public.

C. Board Vacancy, Process and Timeline

Brian Richardson

Brian Richardson presented three options for filling the vacated position:

1. Waiting until a newly elected director is sworn in.
2. Appointing a person from the May 20 election.
3. Hosting an application process.

Richardson provided explanations and timelines for each of the three options, while making it clear that the Board was under no obligation to fill the position by a specific timeline.

The Board discussed the pros and cons of each timeline option, while considering the community's expectations, the Board's workload, fairness to applicants, and the potential impact on the upcoming election.

After much deliberation, the Board decided upon proposal two, which extended the application period to January 31st, to ensure a broader applicant pool.

Board Vacancy Timeline - Proposal 2

01/03/25 — Kelly Mason announces board resignation.

- 01/13 — Board Meeting; The Board accepts resignation, declares board vacancy and determines a process and timeline for filling the vacancy.
- 01/14 — News release sent to the media. Application and information posted on the District website and shared via social media/newsletter. News post generated on the District website.
- 01/14 — 01/31 - Applications (paper/email) received by the Board secretary and date-stamped. Staff works with Board leadership to finalize interview questions.
- 01/31 — Application deadline, 3 p.m. on January 31, 2025.
- 01/31 — 02/07 - Board members will individually review applications.
- 02/07 — Board secretary informs applicants of the Board's process and schedules interviews with selected candidates.
- 02/10 — Board conducts interviews, votes to select the candidate and administers the oath.

7. Reports and Information

A. Superintendent Communication

Superintendent Hamilton

Superintendent Hamilton acknowledged the efforts of the District staff members, Facilities and Operations Team, and the Technology Team, highlighting their accomplishments during the winter break and the support they provided to families in need.

January Community Event:

- Springfield's 2025 State of the City Address
 Mayor Sean VanGordon in partnership with Team Springfield to host the event
 Date: Thursday, January 30, 2025 at 5:30 p.m.
 Location: The Wildish Community Theater in downtown Springfield, Oregon
 More information to come

B. Board Communication and Comments

Chair De Graff shared:

The application process for the SEF grant award, and that it was still open.

Director Light shared:

The Martin Luther King Jr. (MLK) Celebration would be held next Monday, generally beginning around 1:00 p.m. and would include a walk-over from the jail. Springfield Education Foundation (SEF) will host the Jazz Bubbles this Sunday.

Director Kohl did not share.

Vice Chair Quaas-Annsa shared:

Attended her first event at the Wildish Community Theater and truly enjoyed it. She will attend A3's MLK Celebration presentation and expressed appreciation for all of the principals and educators who make such an impact on the students.

8. NEXT MEETINGS

- January 27, 2025 – Special Meeting at 5:30 p.m
- February 10, 2025 – Business Meeting at 7:00 p.m.
- February 13, 2025 – Budget Committee/ Work Session at 6:00 p.m.

Chair De Graff thanked everyone for attending.

9. ADJOURNMENT

Having no further business to conduct, Chair De Graff adjourned the meeting at 8:28 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

SPRINGFIELD PUBLIC SCHOOLS
2024-2025 Revenue/Expenditure Forecast
As of January 31, 2025
****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 approximately \$30.68 million in current year tax revenue received and \$198,454 in prior year tax revenue received. 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 the higher of the 2023-24 or 2024-25 ADMw. Currently the district is funded on the 2023-24 ADMw. This projection is provided by the Oregon Department of Education. As the district continues to realize a decline in enrollment, future year's State School Fund estimates may be impacted similarly.
- The district is anticipating receiving approximately \$190,000 in County School Funds. To date the district has not received anticipated funds.
- The district anticipated receiving approximately \$1.24 million in Common School Funds. To date the district has received \$1.41 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 95.8% 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 94.5% expended. This projection will change as the year advances, substitute employee costs are solidified and stipend positions continue to be filled during the winter and spring seasons.
- 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 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 \$15,951,168. Included in this number is the audited ending fund balance from the 2023-2024 fiscal year (\$20,260,981). 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
1/31/25

	BUDGET	ACTUAL through 01/31/25	ESTIMATED from 01/31/25 to year end	PROJECTED 2024-2025	PROJECTED as % of BUDGET
REVENUES:					
Property taxes - current	32,435,783	30,678,370	1,757,413	32,435,783	100.00%
Property taxes - prior years	375,000	198,454	176,546	375,000	100.00%
Other local sources	850,000	1,355,290	400,000	1,755,290	206.50%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	88,974,235	58,481,236	30,492,999	88,974,235	100.00%
Common School Fund	1,237,062	1,491,900	0	1,491,900	120.60%
Total revenues	124,062,080	92,205,249	33,016,959	125,222,208	100.94%
Beginning fund balance	19,038,670	20,260,981	0	20,260,981	106.42%
Total Beginning fund balance	19,038,670	20,260,981	0	20,260,981	106.42%
Total resources	143,100,750	112,466,230	33,016,959	145,483,189	101.66%
EXPENDITURES:					
Personal services	72,574,717	31,661,840	37,893,491	69,555,331	95.84%
Employee benefits	39,292,023	16,424,270	20,700,664	37,124,934	94.48%
Purchased services	11,386,648	5,790,038	5,596,610	11,386,648	100.00%
Supplies & materials	4,064,299	2,048,982	2,015,317	4,064,299	100.00%
Capital outlay	1,138,590	376,513	762,077	1,138,590	100.00%
Other objects	1,539,222	1,571,377	0	1,571,377	102.09%
Fund transfers	4,690,842	4,690,842	0	4,690,842	100.00%
Total expenditures	134,686,341	62,563,863	66,968,159	129,532,021	96.17%
Unappropriated	7,614,409	0	0	0	-
Contingency	800,000	0	0	0	0.00%
Total appropriations	143,100,750	62,563,863	66,968,159	129,532,021	90.52%
Total resources		112,466,230	33,016,959	145,483,189	
Total appropriations		62,563,863	66,968,159	129,532,021	
Ending fund balance		49,902,367	(33,951,200)	15,951,168	
Less: contingency			0	0	
Net fund balance		49,902,367	(33,951,200)	15,951,168	

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 and retirement. 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
- Resignations
- Retirement

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	BLACKHART, KATHRYN	TEMPORARY TEACHER	1.0	02/03/2025	TEMPORARY HIRE
2	SWANSTON, DAVID	TEMPORARY TEACHER	1.0	01/21/2025	TEMPORARY RE-HIRE
3	CRANMER, LINDA	TEMPORARY TEACHER	1.0	01/23/2025	TEMPORARY RE-HIRE
4	FRANKLIN, ELORA	TEMPORARY TEACHER	1.0	01/27/2025	TEMPORARY HIRE
5	ZAHLER, RACHAEL	TEMPORARY TEACHER	1.0	01/28/2025	TEMPORARY HIRE
6	DUSSAN, SERGIO	TEMPORARY TEACHER	1.0	02/03/2025	TEMPORARY HIRE
	RESIGNATIONS				
7	886297	Contract Teacher	FT	02/03/25	RESIGNED

2025-27 LANE ESD LOCAL SERVICE PLAN

BACKGROUND INFORMATION:

As required by ORS 334.175, Lane Education Service District (ESD) has developed a Local Service Plan. The process in developing this plan included analysis of all resolution and core service offerings available to component school districts.

The *2025-27 Local Service Plan – Year One* was developed in collaboration with component district superintendents, Lane ESD staff, and reviewed and approved by the Lane ESD Board of Directors on January 7, 2025.

The Local Service Plan contains all services mandated by law. Local Service Plan services are intended to: Improve student learning; enhance the quality of instruction provided to students; assure equitable access to resources; and maximize operational and fiscal efficiencies.

The *Lane ESD 2025-27 Local Service Plan – Year One* includes services for:

- Students with Special Needs;
- Instruction, Equity and Partnerships (School Improvement);
- Technology;
- Administrative and Support; and
- Custom Services.

The *Lane ESD 2025-27 Local Service Plan* provides a two-year framework which must be approved annually by Lane ESD and component district boards no later than March 1 (ORS 334-175 (5)(b)).

RECOMMENDATION:

BE IT RESOLVED that the Board of Directors of Lane County School District No. 19 hereby authorizes the approval the *Lane ESD 2025-27 Local Service Plan – Year One* and requests the Lane ESD to provide the services described during the 2025-26 (year one) fiscal year in accordance with ORS 334.175.

SUBMITTED & RECOMMENDED BY:

Todd Hamilton
Superintendent

This resolution adopted February 10, 2025.

Superintendent
Lane County School District No. 19
(Springfield Public Schools)



2025-2027 (Year One)

Local Service Plan

Our shared commitment to equity, empowerment, and collaboration in education.

About Lane Education Service District

Lane Education Service District (ESD) provides services to sixteen component districts in Lane County. Our purpose is to **SERVE** our communities!

Support - Provide comprehensive services in technology, school improvement, special education, and administrative services that support our component districts' missions to achieve equitable outcomes for all students.

Empower - Empower educators, students, and communities by offering professional development and innovative programs to enhance culturally responsive-sustaining learning experiences.

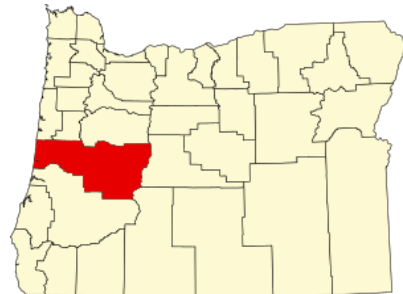
Resource - Deliver fiscally sound services that support equitable allocation for students countywide.

Vision - Cultivate a clear vision for educational excellence and equity, guiding strategic planning, and fostering a shared mission among Lane County's invested communities.

Engage - Promote engagement and collaboration among educators, families, and community partners to create a supportive educational environment that promotes justice-centered engagement for all invested communities.

Component School Districts

Bethel	Mapleton
Blachly	Marcola
Creswell	McKenzie
Crow-Applegate-Lorane	Oakridge
Eugene	Pleasant Hill
Fern Ridge	Siuslaw
Junction City	South Lane
Lowell	Springfield



Purpose of the Local Service Plan

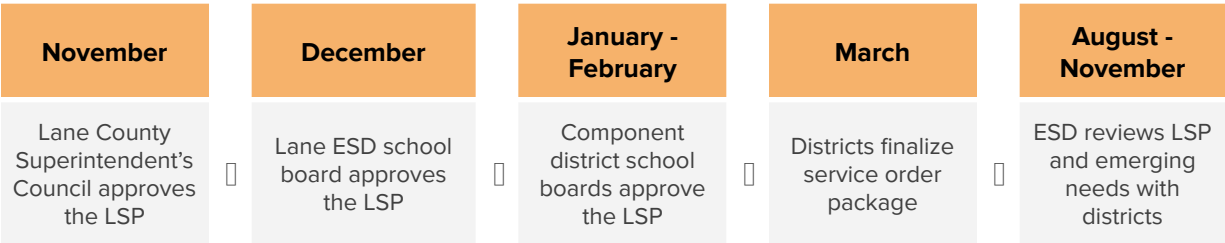
The Local Service Plan is a foundational document for Lane ESD and our component school districts, designed to outline the range of services and programs offered to support district needs. Its primary purpose is to define the services available and clarify how resources, staffing, and funding will be allocated to support districts effectively. With this document, districts can make informed decisions about which services best align with their unique needs and goals, selecting from available services each year.

Additionally, the Local Service Plan plays an essential role in promoting equity and access by ensuring that all districts—regardless of their size or individual resources—have the opportunity to access crucial educational services, especially in areas where Lane County’s smaller districts may struggle to provide these independently. The plan also promotes accountability and transparency, clearly documenting the services to be delivered and setting mutual expectations for the ESD and our component districts. This transparency enables stakeholders to assess service outcomes and effectiveness.

Recommended Use of the Local Service Plan

The district may:

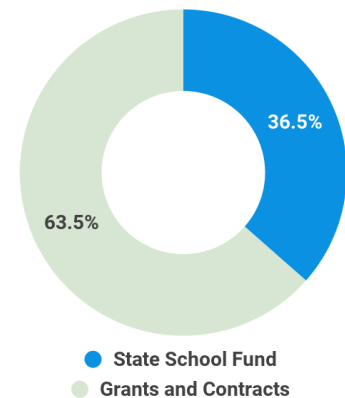
- familiarize itself with funding structures and services in the Local Service Plan.
- assess their needs and priorities to meet their goals and mission.
- determine which ESD services could provide valuable support or enhancement.
- submit its service order package to the ESD by March 31st, 2025.
- review the document throughout the year to determine if additional services are needed.



How Services are Funded

State School Fund resources are provided to ESDs to offer services for children with special needs, technology, school improvement, and administrative support to component school districts as described in the Local Service Plan. Pursuant to ORS 327.019, 90% of these resources are allocated to component school districts based on weighted student population (ADMw). Of the amount allocated to districts, approximately 12% goes directly to services available to all districts (Core Services), while approximately 88% is allocated as flex funds, which can be used to purchase services through the local service plan menu (Menu Services or Custom Services).

Local Service Plan Resources



Core Services provide stability and flexibility in meeting student needs where the level of support may vary from district to district and year to year; this commitment supports the equitable distribution of resources for students county-wide and basic operational needs.

Menu Services are optional for districts to choose from using their allocated Flex funds and individual district budgets.

Custom Services can be requested by an individual district or group of districts based on a specific need. These services may include staffing or the provision of services.

Grants and Contracts support specialized, innovative, and often temporary programs or services with qualifying conditions at no cost to districts. The ESD intentionally applies for grants that extend the services of the four component areas provided through the State School Fund to support the educational mission of the county.

State and Federal Contracts are in place to ensure that the ESD supports school districts in implementing state and federal educational policies and programs, complies with mandates, and provides specialized services.

Grants are targeted funds that the ESD has identified and applied for to support specific educational programs and initiatives for the component districts.

Core Services

Core services are available to all component districts at no cost and represent approximately 12% of the local service plan allocations to districts.

SERVICE AREA	SERVICE	DESCRIPTION
Programs for Children with Special Needs	Life Skills High-Cost Pool	Provides funds to districts with an overrepresentation of Life Skills students (including districts that do not participate in the ESD Life Skills consortium).
Technology Support	Network Services	Provide high-speed internet access, CIPA-compliant internet filtering, 24-7 internet connectivity monitoring, and utilization reporting with reliability and equitable access as the focus areas.
	Professional Development	Organize regional professional development opportunities and support local partnerships, including an internship program.
	Technology Leadership	Facilitate opportunities for regional technology leaders to provide problem-solving collaboration, job-alike groups, state and regional initiatives, consortium purchases, lifecycle plan assistance, and director mentoring and coaching.
	Grant Support	Assistance in the writing, coordination, and implementation of county-wide grant activities
	Cybersecurity	Assist with developing and maintaining incident response plans, cybersecurity handbooks, insurance compliance, vulnerability scanning and reports.
School Improvement Services	Curriculum and Instruction*	General education curriculum and instructional services include professional development, coaching, and consultation to assist districts in curriculum adoption, instruction, and assessment. Lane ESD has content specialists in Health, Social Studies/Ethnic Studies, English Language Arts, Math, Science, Career Connected Learning, and Project Based Learning.
	Curriculum Leaders*	This network meets monthly during the school year and comprises district and building administrators from all 16 component districts. Experts on topics of interest give presentations, the work of component districts is featured, resources are shared, and leaders can network with job-alikes across districts.

	Promise Programs	The Lane Regional Promise supports teachers in obtaining College Now endorsements to offer college credit for courses taken in high school.
	Lane Career Academy	The Lane Career Academy collaboration provides Lane County students with technical education to access high-wage, high-demand jobs. Current programming includes HOPE Factory (construction/manufacturing); future programming to include Emergency Medical Services (EMS) and Behavioral Health.
Administrative and Support Services	Home School	Home Schooling is a mandated service in which Lane ESD is responsible for accepting notifications from parents or guardians who intend to educate their children at home. Lane ESD is a primary information source for parents, students, schools, and districts. The ESD is also responsible for monitoring compliance with homeschool notification requirements, monitoring academic progress requirements, and providing detailed reports to districts.
	Attendance and Truancy Services*	Attendance and truancy support assist component school districts in meeting legal requirements regarding mandatory school attendance. This is a state-mandated service for districts with less than 1,000 students.
	Connected Lane County	A contribution to Connected Lane County supports the collaborative work between districts, industry partners, workgroups, and community organizations to create opportunities and prepare underserved youth for their lives beyond high school.
	Oregon Licensed Contract Dashboard	Subscriptions to RS2's interactive Oregon Licensed Contract Dashboard provide access to licensed salary, benefits, insurance contributions and work schedules with the ability to create custom comparison groups.

** Services provided to support districts in making progress toward the goals of the Student Success Act (see page 11).*

Menu Services

Menu services are available for individual districts to purchase as needed using flex funds or other district resources.

SERVICE AREA	SERVICE	DESCRIPTION
Programs for Children with Special Needs	Life Skills Consortium Placements	The Life Skills Education Program serves students with moderate, severe, and profound disabilities. Kindergarten through grade 12 classrooms are located in several elementary, middle, and high schools throughout Lane County. Students ages 18-21 are served in the Transitions Program. The Intensive Services Program (ISP) serves students whose support needs require environmental modifications that may not be feasible on a general education campus.
	Lane School Placements	Lane School is a structured behavior and academic program for kindergarten through grade eight students who experience significant behavioral, social, and educational difficulties.
	Behavior Disorder Consultants	Behavior Disorder Consultants provide in-service training and consultation to districts for behavior and classroom management and strategies for working with students identified as having emotional and behavioral disabilities.
	School Psychologists	School Psychologists provide assessments to assist districts in determining student eligibility for special education, coordination assistance, and consultation with district staff, parents, and other professionals.
	Speech Language Pathologists	Speech Language Pathologists (SLPs) support districts in assessing and providing Individualized Education Plan (IEP) related services to students with communication disorders, including articulation, cognition, language, literacy, social skills, fluency, voice, and hearing. SLPs also support Safe Eating Teams, helping establish and train protocols and guidelines for safe eating at school.
	Augmentative Communication	Augmentative Communication services include evaluation, IEP support, programming equipment, and consultation with classroom teachers and specialists.

	Direction Service	Direction Service provides information and referral services to parents and districts regarding specialized services for families of students with disabilities. Direction Service also acts as a mediator between districts and parents of children with disabilities and focuses on collaborative dispute resolution.
	Sign Language Interpretation Services	Sign Language Interpreters facilitate communication for Deaf or Hard of Hearing (DHH) students during school hours and for school-related activities. Interpreters may also act as a resource or provide training to staff and students. Interpreters may also offer services to provide ADA accommodations for school staff and families.
	MLK Jr. Education Center	The Martin Luther King, Jr. Education Center is a partnership between Lane ESD and the Lane County Department of Youth Services, providing an educational program for students with an active case with the Department of Juvenile Justice.
	Nursing Services	School Nurses provide services for students with medical conditions that may interfere with their ability to participate in their educational program. School Nurses develop Health Management Protocols, which outline specific supports needed for each student, train staff to recognize and respond to students' medical needs, and delegate medication administration and health protocols.
Technology Support	Application Hosting and Management	Cloud and on-prem solutions, e.g. video streaming services, backup solutions, help desk solutions, cloud solutions and applications, and technology inventory solutions.
School Improvement Services	Career and Technical Education	Career and Technical Education (CTE) staff provide leadership and services to districts so that students can enhance their 21st-century technical skills, career exploration, and successful transition to work or extended schooling.
	Library Services	Library services support districts in meeting Division 22 library and media services standards. Professional development, coaching, and consultation are provided for districts that elect this service.
Administrative and Support Services	Substitute Teacher List Subscription	Lane ESD maintains a list of approved substitute teachers and provides support with registration, training, and orientation to applicants.
	Courier Services	Lane ESD's courier services provide an efficient and secure method of moving materials between the ESD, districts, and other public agencies.

Grants and Contracts

Through support from grants and contracts, Lane ESD provides certain value-added services at no cost to districts.

SERVICE AREA	PROGRAM	DESCRIPTION
Programs for Children with Special Needs	Early Intervention / Early Childhood Special Ed	Contracted service with the University of Oregon Early Childhood CARES. Grant provides EI (birth-3) and ECSE (3-5) education services to all Lane County resident families with children with qualifying special education eligibility.
	Lane Regional Inclusive Services	LESD Regional Inclusive Services works in collaboration with Local School Districts, Early Intervention, Early Childhood Special Education (EI/ECSE) programs, Families, and Community Agencies to provide specialized educational support for children with low incidence disability eligibility, including Autism Spectrum Disorder (ASD), Orthopedic Impairments (OI), Traumatic Brain Injury (TBI), Visual Impairments (VI), Deaf/Hard of Hearing (DHH), and DeafBlind (DB). This grant also supports audiology referrals and a Hearing Assistive Technology Equipment Lending Library.
	State Hospital	The Oregon State Hospital Education Program offers opportunities for 18 to 21-year-olds to continue their education while in the hospital setting.
	Juvenile Detention Education Program	The Juvenile Detention Education Program (JDEP), funded by the Oregon Department of Education, provides educational and re-entry transitional services to students housed overnight in county juvenile detention facilities.
	Regional Technical Assistance Program	Lane ESD provides local-level options for professional development and technical assistance within the general supervision areas (special education and federal title programs).
School Improvement Services	Western Regional Education Network	The Western Regional Educator Network (WREN) encompasses the 28 school districts in Lane ESD and Linn-Benton-Lincoln ESD. It is an educator-led, improvement-focused network that elevates teachers' voices, emphasizes the Lane ESD Equity Lens to interrupt historical patterns of inequities, and supports educators in creating more inclusive and empowering school cultures. Professional development, coaching, and consultation are provided.

	Teacher Pathways*	This Grow Your Own (GYO) grant funded program works to diversify the K-12 education workforce in Lane County by recruitment, selection, clinical practice, hiring placement, and induction support for pre-service teachers centered on building culturally responsive affinity groups.
	Social Emotional Learning*	Professional development, coaching, and consultation are provided to component districts to meet their goals of authentic implementation of Oregon's Transformation Social Emotional Learning (TSEL) standards,
	School Safety and Prevention*	Technical expertise, training, and system development is provided to districts in responding to threats of violence and suicide. Our SSPS is the lead responder and coordinator of the Tragedy Response Team.
	Student Voice*	Professional development, coaching, and consultation are provided to implement ongoing student voice and engagement for district/school strategic planning and continuous improvement.
	LGBTQ2SIA+ Student Success	This grant funds technical assistance, professional development, curriculum development, and resources, to ensure focal LGBTQ2SIA+ students and their families are safe, feel a sense of belonging, and are supported to achieve at high levels across all Lane County districts.
	Latinx Student Success	This grant funds technical assistance, professional development, curriculum development, and resources to ensure focal LatinX Students are safe, feel a sense of belonging, and are supported to achieve at high levels across all Lane County districts.
	Native Youth Wellness*	This grant funds the Native Youth Wellness program (NYW). NYW provides professional development on Tribal History/Shared History and TSEL, culture nights, student affinity groups, coaching on tribal education programs, equity, and culturally sustaining pedagogy.
	Advanced Manufacturing & Construction	This grant supports a regional advisory committee and industry connections to strengthen the quality of CTE Programs of Study. This grant also sponsors the Construction Utility Career Day.
	Behavioral Health Career Pathways	This grant provides curriculum, training, and work-based experiences focused on mental and behavioral health pathways between districts and industry partners via Lane Career Academy. Prioritizes rural and underserved communities.
	Team Oregon Build	Professional development and technical assistance is provided on hands-on construction projects. The project provides pathways for career development while addressing the urgent need for safe and sustainable housing.

	Healthcare Workforce Development	Coordinate scholarship and training support to remove cost barriers for students to participate in Behavioral Health and Emergency Services pathways within Lane Career Academy.
	LaneSTEM*	Lane ESD supports Science, Technology, Engineering, and Math (STEM) education in partnership with LaneSTEM through workshops, school site consultation, classroom coaching, and grant partnerships.
	Early Literacy*	Lane ESD supports district implementation of their Early Literacy plans by coordinating professional development via Oregon Department of Education contractors and community partners.
	Administrative Burden Reduction*	Technical assistance completing state and federal required reporting, grant applications, and data collections. The focus is primarily on small/rural districts, but Integrated Guidance technical assistance is provided for all component districts.
	21st Century Community Learning Centers*	Crow-Applegate-Lorane, McKenzie, Mapleton, and Siuslaw are in a consortium for the 21st Century Community Learning Centers (CCLC) grant. Lane ESD provides oversight and technical assistance on the completion of grant requirements.
	English Language Development*	English Language Development (ELD) services include technical assistance relating to curriculum, instruction, assessment, and educational learning platforms. Train general education teachers to learn how to integrate the English Language Proficiency (ELP) standards into their regular curriculum.
	Migrant Education	Lane ESD coordinates a regional Migrant Education Program (MEP) consortium serving Lane and Douglas counties, including 29 school districts. MEP provides supplemental instruction, community outreach, and parent involvement for eligible MEP students, including summer school, graduation, and preschool services for students ages 3-21.
	EA/IA Professional Development*	Lane ESD contracts with Cultivate at the University of Oregon to provide professional development modules for Education / Instructional Assistants.
	Portrait of a Graduate*	Lane ESD contracts with Cosgrave and Swanson to consult rural districts on developing and implementing Portrait of a Graduate.

* Services provided to support districts in making progress toward the goals of the Student Success Act (see page 11).



Appendix - Links to Other Information

Student Success Act Comprehensive Support Plan

Lane ESD's Student Success Act Comprehensive Support Plan is provided to assist districts with developing and implementing their Integrated Plans for the implementation of the Student Success Act. ***Services are detailed throughout this Local Service Plan and indicated with an (*)***. You can view the 2024 - 2025 outcomes and strategies that guide the services in this local service plan here. (add link)

Lane ESD Budget and Financial Reports - Lane ESD's annually adopted budgets and audit reports can be found on the Lane ESD website at <https://lesd.k12.or.us/administration/business-services>.

Lane ESD Equity Lens - Lane ESD's Vision, Mission, and Purpose are at the center of all decisions made within the agency in service of our county. We employ our Equity Lens and adapt our Equity Tools to meet the needs of the decision at hand by including multiple perspectives, determining the problem to be solved, evaluating potential positive and negative impacts on our students, families, and districts, examining resources available, and at all times orient ourselves toward justice centered engagement while operating in a fiscally responsible and responsive manner. See more at <https://lesd.k12.or.us/strategic-plan>.

Lane ESD Contact Information - For questions, please contact supt-office@lesd.k12.or.us

RESOLUTION: #24-25.038

DATE: February 10, 2025

POLICY UPDATES - SECTIONS A/B and K/L

BACKGROUND INFORMATION:

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

Superintendent Hamilton provided details on this process during the September Board meeting.

Policies in Sections A/B (Board Governance And Operations) and K/L (District-Community Relations) of the Springfield School Board Policy Manual were presented to the board for review on January 13, 2025. Following a period for board members to share comments, questions, concerns, recommended edits – along with consultation with OSBA – the policies are now presented for board adoption.

RECOMMENDATION:

It is recommended that the Board of Directors adopt the revised policies in Sections A/B (Board Governance And Operations) and K/L (District-Community Relations) as presented.

SUBMITTED BY:

Todd Hamilton
Superintendent

Policy Sections AB & KL Revisions

Based on board member feedback and consultation with OSBA, revisions have been made to the following policies since their original posting in January.

Policy ACB

- Grammatical edits

Policy KL

- Grammatical edits

Policies held for further review

- BBAA, Individual Board Member's Authority and Responsibilities
- BBD, Board Member Removal from Office
- BCD, Board-Superintendent Relationship
- BCF, Advisory Committees to the Board
- BDDH, Public Comment at Board Meetings
- BFF, Suspension of Policies
- BG, Board-Staff Communications
- BH/BHA, Orientation of New Board Members
- KBA, Public Records
- KGB, Public Conduct on District Property
- KI/KJ, Commercial Advertising
- KJB, Signs and Banners
- LBE, Public Charter Schools

Springfield School District 19

Code: AC
Adopted: 6/27/16
Revised/Readopted: 3/11/19; 1/10/22
Orig. Code: AC

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

Legal Reference(s):

<u>ORS 174.100</u>	<u>ORS 659A.003</u>	<u>ORS 659A.321</u>
<u>ORS 192.630</u>	<u>ORS 659A.006</u>	<u>ORS 659A.409</u>
<u>ORS 326.051(1)(e)</u>	<u>ORS 659A.009</u>	<u>OAR 581-002-0001 – 002-0005</u>
<u>ORS 332.505</u>	<u>ORS 659A.029</u>	<u>OAR 581-021-0045</u>
<u>ORS 408.230</u>	<u>ORS 659A.030</u>	<u>OAR 581-021-0046</u>
<u>ORS 659.805</u>	<u>ORS 659A.040</u>	<u>OAR 581-021-0047</u>
<u>ORS 659.815</u>	<u>ORS 659A.103 - 659A.145</u>	<u>OAR 581-022-2310</u>
<u>ORS 659.850 - 659.860</u>	<u>ORS 659A.230 - 659A.233</u>	<u>OAR 581-022-2370</u>
<u>ORS 659.865</u>	<u>ORS 659A.236</u>	<u>OAR 839-003</u>
<u>ORS 659A.001</u>	<u>ORS 659A.309</u>	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

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

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

Cross Reference(s):

ACA - Americans with Disabilities Act

ACB - All Students Belong

JBB - Educational Equity

GBA - Equal Employment Opportunity

JB - Equal Educational Opportunity

KL - Public Complaints

Springfield School District 19

Code: ACA
Adopted: 4/27/09
Revised/Readopted: 3/11/19
Orig. Code(s): ACA

Americans with Disabilities Act

The district, in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act of 2008 (ADA), is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

The district will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and advance notice.

A reasonable accommodation must not present an undue hardship for the district, be unduly costly, extensive or disruptive; nor present a direct threat to the health or safety of the individual or others in the workplace.

District services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of 1973 and the ADA. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, the district will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the district.

The Board directs the superintendent to develop and implement an appropriate plan that provides for district compliance with the ADA, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt and equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2010).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2010).
Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).
Americans with Disabilities Act Amendments Act of 2008.

Springfield School District 19

Code: ACB
Adopted: 12/14/20
Revised/Readopted: 1/10/22
Orig. Code(s): ACB

Every Student Belongs

The district is committed to the success of every student in each of our schools. For that success to occur, the district is committed to equity by recognizing institutional barriers and creating access and opportunities that benefit each student. “Achieving equity” means students’ identities will not predict or predetermine their success in school.

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All visitors are entitled to participate in a school or educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means nooses¹, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property² or in an education program³ except where used in teaching curriculum that is aligned with state standards of education for public schools.

In responding to the use of any symbols of hate or bias incidents, the district will use non-disciplinary remedial action whenever appropriate.

¹ The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021).

² “School property” means any property under the control of the district.

³ “Education program” includes any program, service, school or activity sponsored by the district.

The district prohibits retaliation against an individual⁴ because that individual has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule or regulation.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 339.347
ORS 659.850

ORS 659.852
OAR 581-002-0005
OAR 581-022-2312

OAR 581-022-2370

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).
State v. Robertson, 293 Or. 402 (1982).

⁴ ~~ORS 659.852 prohibits retaliation only against students. Other statutes (and other complaint procedures) prohibit retaliation against staff and others for reporting or providing information regarding a complaint or investigation.~~

Springfield School District 19

Code: AE
Adopted: 3/11/19
Orig. Code(s): AE

District Goals

The district shall maintain a coordinated valid and reliable data-driven K-12 program designed to improve student achievement, support students' academic growth beyond proficiency in the knowledge and skills of the student's current grade level, encourage their attainment of individual goals and successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

The district will work with staff, parents and community members to develop district goals that support the physical and cognitive growth and development of students. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education, and will be reviewed and revised as needed. Goals will utilize valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

END OF POLICY

Legal Reference(s):

<u>ORS 174.100</u>	<u>ORS 329.485</u>	<u>ORS 659A.006</u>
<u>ORS 192.630</u>	<u>ORS 332.107</u>	<u>ORS 659A.030</u>
<u>ORS 329.015</u>	<u>ORS 659.850</u>	
<u>ORS 329.025</u>	<u>ORS 659A.003</u>	<u>OAR 839-003</u>

Springfield School District 19

Code: BA
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BA

Board Goals

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district patrons. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board's primary responsibility is to establish policies, purposes, and programs which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body which formulates and adopts policy, by selecting a chief executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff, and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will review and vote to adopt Board goals.

END OF POLICY

Legal Reference(s):

ORS 332.107

Springfield School District 19

Code: BB
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BB

Board Legal Status

The ~~Constitution~~ constitution of the state of Oregon charges the Legislature with providing – by statute – for a uniform and general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools to locally elected ~~boards of directors~~ Boards; thus, the Board is the governing body of Springfield School District #19.

Federal and state statutes and the State Board of Education rules define and outline the general powers and duties of the Board. The Oregon statutes authorize the Board to transact all business within the jurisdiction of the district, control the district ~~District~~ schools, and educate the children residing in the district. Oregon Administrative Rules establish further requirements and guidelines for the district. The Board’s duty is to carry out those statutes and rules that are mandatory, e.g., “The Board shall...,” where the laws are permissive, e.g., “The Board may...,” the Board is empowered to exercise judgment and discretion.

This district will be known as the Springfield Public Schools.

The regular term of office for Board members is four years. The terms of office commence on the first day of July following regular district elections. The term of office for members appointed to fill a vacancy is until June 30 following the next regular district election. The term of office for members ~~appointed~~ elected to fill a vacancy is the time remaining in the vacated Board position.

END OF POLICY

Legal Reference(s):

ORS 255.335
ORS 332.018(1)
ORS 332.030(4)

ORS 332.072
ORS 332.075
ORS 332.105

ORS 332.107
ORS 335.505

OR. CONST., art. VIII, § 3.

Springfield School District 19

Code: BBA
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BBA

Board Powers and Duties

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of programs and services in the district. The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish policies for governing the programs and services of the district consistent with State Board of Education rules and with local, state, and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local community patrons informed about the schools.

2. Judicial Authority

As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties, or obligations of those who address the Board.

3. Executive/Administrative Authority

The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The Board will oversee the district's financial affairs by authorizing, appropriating, and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the district’s personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

ORS 192.630
ORS 243.656
ORS Chapters 279A, 279B and 279C
ORS 294.305 to -294.565

ORS 328.205 to -328.304
ORS 332.072
ORS 332.075
ORS 332.105

ORS 332.107
ORS Chapter 339
ORS 342.805 to -342.937
ORS Chapter 343

Springfield School District 19

Code: BBB
Adopted: 1/13/14
Revised/Readopted: 3/11/19
Orig. Code(s): BBB

Board Elections

1. Number of Directors

The Board will consist of five members elected at-large and will be known as the district school board. The term of office shall be four years.

2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, and No. 5. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school Board and education service district board.

Re-elections for Board positions will occur as follows:

Position No. 1: Spring 20192027, and every four years thereafter;
Position No. 2: Spring 20212025, and every four years thereafter;
Position No. 3: Spring 20212025, and every four years thereafter;
Position No. 4: Spring 20192027, and every four years thereafter;
Position No. 5: Spring 20212025, and every four years thereafter.

END OF POLICY

Legal Reference(s):

ORS 249.013
ORS 255.235

ORS 255.245
ORS 332.011

ORS 332.018
ORS 332.118 to -332.138

Springfield School District 19

Code: BBBA
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BBBA

Board Member Qualifications

~~A person is~~Persons will be eligible to serve as a Board member~~members~~ if the person is a qualified elector¹~~they are electors of the district. An “elector” is an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and has~~must have been a resident within the district for one year immediately preceding the election or appointment.

~~A~~No person who is an employee of the district is not~~will be~~ eligible to serve as a district Board member while so employed. A person who is an employee of~~employed by~~ a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

ORS 247.002
ORS 247.035
ORS 249.013

ORS 332.016
ORS 332.018
ORS 332.030

ORS 332.124
ORS 332.126

OREGON CONSTITUTION, ARTICLE II, Section 2.

¹ “Elector” means an individual qualified to vote under Article II, section 2, Oregon Constitution.

Springfield School District 19

Code: BBBB
Adopted: 3/11/19
Orig. Code(s): BBBB

Board Member Oath of Office

Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Springfield School District. During my term, I will faithfully and impartially discharge the responsibilities of the Office of School Board Member to the best of my ability.

END OF POLICY

Legal Reference(s):

ORS 332.005

Springfield School District 19

Code: BBC
Adopted: 11/14/16
Revised/Readopted: 3/11/19
Orig. Code(s): BBC

Board Member Resignation

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 236.320

ORS 236.325

ORS 332.030

Springfield School District 19

Code: BBE
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BBE

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment. ~~The appointee will serve until June 30 of the year when a regular district election is held. At the next regular biennial election, a replacement will be duly elected. If, however, a vacancy occurs on a Board after the filing date for candidates, the appointee will serve until June 30 of the following regular district election year.~~

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of district directors are vacant at the same time, the directors of the Lane Education Service District shall appoint persons to fill the vacancies from qualified district voters.

~~A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced until the next regular election, unless that Board member's term of office was set to expire at the next regular election.~~

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

~~Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.~~

~~If the offices of a majority of district directors are vacant at the same time, the directors of the Lane Education Service District shall appoint persons to fill the vacancies from qualified district voters.~~

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877
ORS 255.245

ORS 255.335
ORS 332.030

ORS 332.122
ORS 332.124

Springfield School District 19

Code: BBF
Adopted: 3/11/19

Board Member Standards of Conduct

A Board member ~~should;~~~~shall:~~

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions ~~by~~~~as a~~ **quorum vote of the Board**~~team~~. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions ~~are made by a~~ **quorum**~~majority~~ vote **are the final decisions of the Board**. **Such decisions**~~and~~ should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at **properly noticed**~~official~~ Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's **employee and designated as the chief executive officer of the district**~~advisor~~;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give **district**~~the~~ staff the respect and consideration due **to** skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;
17. Respect the right of the public to attend and observe Board meetings;

18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon's Public Meetings Laws;
21. When posting online or using social media websites, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make a report to the Department of Human Services (DHS)[¹] or to law enforcement within the county where the person making the report is located at the time of contact.
- ~~23. Never post confidential information about students, staff or district business on any websites.~~

END OF POLICY

Legal Reference(s):

ORS 162.015 - 162.035
ORS 162.405 - 162.425
ORS 192.610 - 192.710

ORS Chapter 244
ORS 332.055
ORS 419B.005

ORS 419B.010
ORS 419B.015

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest
GBI - Gifts and Solicitations

¹ [How to report abuse or neglect: Oregon DHS. Call 855-503-SAFE (7233)]

Springfield School District 19

Code: BBFA
Adopted: 4/11/16
Revised/Readopted: 3/11/19
Orig. Code(s): BBFA

Board Member Ethics and Conflicts of Interest

No Board member will use their official position or office to obtain personal financial benefit or to avoid financial detriment for ~~themselves~~ themselves, relatives, or household members, or for any business with which the Board member, a household member, or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by Oregon Revised Statute (ORS) 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means the spouse¹, parent, step-parent, child, sibling, step-sibling, ~~son-in-law~~, or ~~child~~ daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, ~~son-in-law~~ or ~~child~~ daughter-in-law of the spouse of the Board member.^{2} Relative also includes any individual for

¹ The term spouse includes domestic partner.

² {ORS 244.020(16) uses the terms “son-in-law” and “daughter-in-law” in the definition of relative.}

whom the Board member has a legal support obligation, whose employment provides benefits³ to the Board member, or who receives any benefit from the Board member's public position~~employment~~.

"Member of the household" means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through their official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring ~~this/her~~ potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the

³ Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member's relatives or members of household, meaning that the Board member, each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means: the spouse⁴, parent, step-parent, child, sibling, step-sibling, ~~son-in-law or child~~ daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, ~~son-in-law or child~~ daughter-in-law of the spouse of the Board member.^{5} Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits⁶ to the Board member, or who receives any benefit from the Board member's public position~~employment~~.

"Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who

⁴ Ibid. p. 1

⁵ {ORS 244.020(16) uses the terms "son-in-law" and "daughter-in-law" in the definition of relative.}

⁶ Ibid. p. 1

sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - (i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Nonprofit corporation.
 - (b) The Board member is representing the district:

- (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
- (ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*

- (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

- 6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

- 7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7)(b)(I)(i);
- 8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
- 9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)

[ORS 244.010 - 244.400](#)
[ORS 332.055](#)

[OAR 199-005-0001 - 199-010-0150](#)

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

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Springfield School District 19

Code: BBFB
Adopted: 4/11/16
Revised/Readopted: 3/11/19
Orig. Code(s): BBFB

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244.

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

"Member of the household" means any person who resides with the Board member.

"Relative" means: the spouse¹, parent, step-parent, child, sibling, step-sibling, ~~childson-in-law~~^{2} ~~or daughter-in-law~~ of the Board member; ~~or the parent, step-parent, child, sibling, step-sibling, childson-in-law or daughter-in-law~~ of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits³ to the Board member, or who receives any benefit from the Board member's public employment.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very

¹ The term spouse includes domestic partner.

² {ORS 244.020(16) uses the terms "son-in-law" and "daughter-in-law in the definition of relative."}

³ Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition, or retirement allotments.

small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400

ORS 659A.309

OAR 199-005-0001 to -199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

OSBA Model Sample Policy

Code: BBFC
Adopted:

Reporting of Suspected Abuse of a Child

{Optional policy. Board members are included in the definition of public official from ORS 419B.005, which are designated mandatory reporters of child abuse by ORS 419B.010.}

A Board member is a mandatory reporter of child abuse¹. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify Oregon Department of Human Services (DHS) or law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make a report through DHS^[2] or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report must contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the care of the child, the child's age, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse, and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 419B.005

ORS 419B.010
ORS 419B.015

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

Springfield School District 19

Code: BC/BCA
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BC/BCA

Board Organization/Board Organizational Meeting

No later than the next ~~Annually the Board shall hold an organizational meeting during the first regular Board meeting following July 1, the Board will hold an organizational meeting.~~ In a Board election year, the Board organizational meeting must be no later than July 31st.

The organizational meeting will ~~consist of~~include, but not be limited to, the following actions:

1. Election of a Board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Other organizational actions prescribed by law or by Board practice.

A majority vote of the Board is required for the election of the chair and vice chair.

All Board officers are subject to annual election for terms of one year.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the duties of the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, ~~the a~~ remaining Board member who has the most years of service or a member selected as a temporary chair by the Board, will conduct the election.

END OF POLICY

Legal Reference(s):

ORS 255.335

ORS 332.040 to -332.045

ORS 332.057

Springfield School District 19

Code: BCB
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BCB

Board Officers

~~At its first scheduled~~ No later than the next regular meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint all committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain and keep official copies of the minutes;
4. Maintain the official record of Board policies;
5. Properly post all Board meetings.

Board or District Spokesperson

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of a majority of the Board.

END OF POLICY

Legal Reference(s):

ORS 255.335
ORS 332.040

ORS 332.045
ORS 332.057

OAR 166-400-0010(9)

Springfield School District 19

Code: BD/BDA
Adopted: 11/14/16
Revised/Readopted: 3/11/19; 1/10/22
Orig. Code(s): BD/BDA

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening¹ of a quorum of the Board as the district’s governing body to make a decision² or to deliberate³ toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board governing body, i.e. a work session. “Meeting” does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. Information on how to give or submit public comment is outlined in Board policy BDDH - Public Comment at Board Meetings⁴ and posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁵. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

¹ “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

² “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

³ “Deliberation” means discussion or communication that is part of a decision-making process.

⁴ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner

⁵ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

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

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 48 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

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

1. Regular, Special and Emergency Meetings

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

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

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

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

2. Communications Outside of Board Meetings

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

Communications outside of a Board meeting ~~Electronic communications~~ may contain:

- a. Communications to, between or among members of a governing body that are:
 - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
 - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
 - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- b. ~~Agenda item suggestions;~~
- c. ~~Reminders regarding meeting times, dates and places;~~
- d. ~~Board meeting agendas or information concerning agenda items;~~
- e. ~~One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);~~
- f.b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

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

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

3. Private or Social Meetings

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

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

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

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁶

{⁷} Mandatory Training

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

Legal Reference(s):

ORS Chapter 192

ORS 255.335

ORS 433.835 - 433.875

ORS 332.040 - 332.061

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

House Bill 2805 (2023).

⁶ See House Bill 2805 (2023) Section 5(2) for requirements of the response.

⁷ {This is required for Board members in districts with total expenditures for a fiscal year of \$1 million or more. This number will be reviewed by OGEC at least once every five years. If the district has total expenditures of less than \$1 million, this language can be kept, but “shall” should be replaced with “is encouraged to.”}

Springfield School District 19

Code: BDC
Adopted: 11/14/16
Revised/Readopted: 3/11/19
Orig. Code(s): BDC

Executive Sessions

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

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

An executive session may be included as an agenda item of an existing meeting or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

¹ This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

² To determine whether the individual involved is considered a public officer, consult with legal counsel.

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee; or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To ~~review~~ discuss matters pertaining to or examination of the confidential ~~medical~~ records of a student, ~~including that student's educational program.~~ (ORS 332.061(1)(b))

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

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

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

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

Legal Reference(s):

ORS 192.660

ORS 332.045

ORS 332.061

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, Staff Advisory Opinion No. 22-106S

House Bill 2806 (2023)

Springfield School District 19

Code: BDD
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BDD

Board Meeting Procedures

1. Quorum

A quorum will consist of the majority of the Board members. Therefore, the presence of three Board members is required for a quorum.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for ~~exercising~~transacting any of the Board's powersBoard business.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes. Individual votes on motions and/or resolutions will be by "yes" or "no," and the result of each member's vote will be recorded by name.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular, special or emergency meetings. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. ~~The Board may vote to limit discussion and the Board chair will confine discussion to the matter before the Board. The chair may limit the time of any patron appearing before the Board so that all who wish to be heard may have the opportunity.~~

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will govern the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 244.120(2)

ORS 332.045
ORS 332.055

ORS 332.057
ORS 332.107

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

Springfield School District 19

Code: BDDG
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BDDG

Minutes of Board Meetings

The Board secretary or designee will take written minutes for all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, and measures proposed and their disposition taken at the meeting;
3. The results of all votes and the vote of each Board member by name;
4. The substance of any discussion on any matter; and
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of minutes from the district administration office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator. Copies shall also be sent to the presidents of the bargaining units of the licensed and classified employees, and to the president of the Parent-Teacher Council.

The district will maintain a hard copy¹ of the meeting minutes and make them available to staff and other interested patrons.

All Board meetings may be electronically recorded as an aid to the production of the official written minutes. Electronic recordings will not be considered official district records.

In the absence of the Board secretary or designee, the chair shall appoint a person as secretary pro tem to take the minutes of the meeting.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

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

END OF POLICY

¹ Oregon Administrative Rule 166-400-0010(9)

Legal Reference(s):

ORS 192.610 - 192.710

ORS 332.061

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Springfield School District 19

Code: BF
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BF

Policy Development

The Board will adopt and revise policies that in its judgment are necessary for governance of the district. These policies will be restricted to matters for which authority is granted to the Board in the Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), and all federal laws and regulations.

The Board authorizes the superintendent or designee to formulate and disseminate administrative regulations for the purpose of implementing Board policies.

The basic responsibility for initiating, reviewing, and recommending new policies or policy modification will rest with the superintendent or designee. New policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, parent, student, or other member of the community to the superintendent for the Board to consider. The superintendent may seek parent and community input during the preparation and subsequent review of policy. Advice from legal counsel may be appropriate. The superintendent will furnish necessary background information to the Board.

The final authority and responsibility for Board policy lies with the Board.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505

ORS 339.240

OAR 581-022-2305
OAR 581-022-2405

Springfield School District 19

Code: BFC
Adopted: 11/14/16
Revised/Readopted: 3/11/19
Orig. Code(s): BFC

Adoption and Revision of Policies

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 interest 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.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505

QAR 581-022-2305
QAR 581-022-2405

Springfield School District 19

Code: BFCA
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BFCA

Administrative Regulations (AR)

Administrative regulations are detailed directions governing the operation of the district.

The superintendent or designee is directed to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the district.

When approved by the superintendent, administrative regulations shall be distributed or made available electronically to all appropriate administrative personnel.

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such administrative regulation is not consistent with adopted board policies.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Springfield School District 19

Code: BFD
Adopted: 2/24/14
Revised/Readopted: 3/11/19
Orig. Code(s): BFD

Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Policy Implementation

The superintendent and administrative staff will implement board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

Policy Dissemination

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

Each Board member will be informed how to access the current board policy manual.

Each district employee will be notified of the existence and availability of personnel policies.

Each school shall make a copy of the Board's policy manual available to the public and district employees.

The Board's policy manual will be considered a public record and will be open for inspection at the district office during regular working hours.

~~The superintendent will provide channels for disseminating appropriate policies to the community.~~

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505

OAR 581-022-2305
OAR 581-022-2405

Springfield School District 19

Code: BFE
Adopted: 3/11/19
Orig. Code(s): BFE

Administration in the Absence of Policy

In cases where action must be taken within the school system and the Board has not provided policy to guide administrative action, the superintendent will have the power to act.

END OF POLICY

Legal Reference(s):

ORS 332.107 OAR 581-022-2305

Springfield School District 19

Code: BHD
Adopted: 2/13/12
Revised/Readopted: 3/11/19
Orig. Code(s): BHD

Board Member Compensation and Expense Reimbursement

No Board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when ~~the Board chair has approved~~ such attendance ~~has been~~ approved by the Board chair.

When paid admission is required of the public, Board members may be reimbursed for attending district events and other activities when their attendance is consistent with board responsibilities and district operations. (*See* Board policy DFEA - Admission to District Events). The district will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

ORS 244.020

ORS 244.040

ORS 332.018(3)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Springfield School District 19

Code: BI
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BI

Board Legislative Program

The Board may represent district interests in legislative action that is consistent with promoting the welfare of public education in the state of Oregon or may direct those interests to be represented through the superintendent or designee.

The Board may periodically study, discuss and weigh the merits of pending legislation and/or ballot measures (local and state) for the purpose of determining its official position through Board action. If established, these official positions will be the stand of the Board. The Board will refrain from taking an official position regarding individual candidates seeking election to any office.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district Board.

END OF POLICY

Legal Reference(s):

ORS 332.107

Springfield School District 19

Code: BJ
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BJ

Board Memberships

The Board may join organizations such as the Oregon School Boards Association using general funds for dues, fees or other expenses of membership. The Board may maintain memberships in other organizations that the superintendent and Board find to benefit the Board and district staff.

END OF POLICY

Legal Reference(s):

ORS 332.105(2)

ORS 332.107

Springfield School District 19

Code: BK
Adopted: 1/08/07
Revised/Readopted: 3/11/19
Orig. Code(s): BK

Evaluation of Board Operational Procedures

The Board will plan a self-evaluation on a regular basis, which will be used to monitor and assess its performance toward Board and district goals among other evaluation measures.

END OF POLICY

Legal Reference(s):

ORS 332.107

Springfield School District 19

Code: KAB
Adopted: 10/22/07
Revised/Readopted: 9/14/20
Orig. Code(s): KAB

Parental Rights**

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being;¹ in determining district and student needs for educational services; and, in program development and district operations. To assist the district in this effort, and in accordance with federal law, the district affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing "covered survey items"¹;
2. Any instructional material used by the district as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from "covered activities"² ~~as defined by federal law~~. The rights provided to parents under this policy, transfer to the student when the student turns 18 years of age, or is an emancipated minor under applicable state law.

The superintendent or designee will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy.

The superintendent or designee shall develop administrative regulations to implement this policy, including provisions as may be necessary to ensure appropriate notification to parents of their rights under federal law and district procedures to request review of covered materials, excuse a student from

¹ "Covered survey items" include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

² "Covered activities," requiring notification, include activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more of covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance. See the administrative regulation for additional definitions.

participating in covered activities and protect student privacy in the event of administration or distribution of a survey to a student.

END OF POLICY

Legal Reference(s):

ORS 332.107

Every Student Succeeds Act of 2015, 20 U.S.C. § 7928 (2012).

Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

Springfield School District 19

Code: KG
Adopted: 10/22/07
Revised/Readopted: 11/09/20
Orig. Code(s): KG

Community Use of District Facilities

Community groups will be permitted and encouraged to use district facilities when such uses do not interfere with school programs. In general, activities involving district students will be given priority.

The use of alcohol, tobacco, inhalant delivery systems, illicit drugs, marijuana, or narcotics is prohibited on school property. The use of alcohol is prohibited except when specifically authorized by the superintendent in writing (Contact the superintendent's office for procedures).

Eligible Organizations

The following priorities are established for the purpose of determining use, rental charges, and other fees

1. District Use: Use by organizations directly connected to the district for purposes that directly affect students or the educational program. Such events must be open to the general public with no admission charged or contributions taken.
2. Recreational and Educational Programs Involving Students: Non-profit or community-sponsored organizations may use the facilities provided no admission is charged or contributions collected to produce profit for the organization or any individual.

Facility use rental charges will be assessed for activities where fees or admission charges resulting in profit for the organization or any individual are required.

3. Adult and Non-student Programs: All business, social, church or commercial organizations which use school buildings will be charged rental fees based on the above profit or non-profit status of activities.

Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only upon payment of fees determined by the district.

Use of district facilities by district employees for private gain will be discouraged, however, employees requesting such use will pay fees as determined by the district will be in accordance with Oregon Ethics Laws and may be permitted in accordance with public use.

Rental Charges and Approval of Use

The superintendent or designee will be responsible for developing administrative regulations for facilities use that will include fees, charges, rental equipment schedules and the process for application.

All district facility rentals will be approved by the superintendent or designee.

Requirement for Insurance Coverage

The district requires users of facilities to provide evidence of adequate insurance coverage appropriate for the proposed activity.

END OF POLICY

Legal Reference(s):

ORS Chapter 244

ORS 260.432

ORS 332.107

ORS 332.172

Springfield School District 19

Code: KI
Adopted: 9/14/20
Orig. Code(s): KI

Public Solicitation in District Facilities

Fund raising and solicitation by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent and/or principal.

Demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services shall not be permitted in either the district's schools or grounds, unless authorized by the superintendent or designee.

No non-school-sponsored organization or individual may solicit funds or sell tickets within the district without first securing permission through the superintendent or designee.

Whenever possible, solicitation should occur during non-classroom time.

The administration of surveys, questionnaires and requests for information by non-school-connected organizations are prohibited. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by a school to a student. Any district survey containing any "covered survey items"¹ may also be inspected by parents.

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Board policy KAB - Parental Rights and accompanying administrative regulation.

As required by law, the superintendent shall ensure that notification is provided to parents of students at least annually at the beginning of the school year or when enrolling students for the first time in school, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled. The rights provided to parents under this policy transfer to the student when the student turns 18 years of age or is an emancipated minor under applicable state law.

¹ "Covered survey items" include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The district recognizes its responsibility to protect student privacy. Personal information that may be collected as a result of such surveys will be released only with prior, written parental permission, unless as otherwise provided by law and/or the provisions of Board policy JOB - Personally Identifiable Information.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 339.880

32 OR. ATTY. GEN. OP. 209 (1965)

46 OR. ATTY. GEN. OP 239 (1989)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Every Student Succeeds Act, 20 U.S.C. § 7928 (2012).

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

Springfield School District 19

Code: KJA
Adopted: 10/22/07
Revised/Readopted: 9/14/20
Orig. Code(s): KJA

Materials Distribution**

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the school administration and/or district office. Materials and the proposed method of distribution shall be subject to review.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The school or district administration shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

END OF POLICY

Legal Reference(s):

ORS 332.107

46 OR. ATTY. GEN. OP. 239 (1989).

Springfield School District 19

Code: KK
Adopted: 9/14/20
Orig. Code(s): KK

Visitors to District Facilities**

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students and staff.

The district is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must report to the school office upon entering school property.

1. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the principal and/or teachers.
3. When in the interest of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:
 - a. Advise the person that ~~they are refused admission~~ is refused and give that person an explanation for the refusal;
 - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
4. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.

A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, district or building regulations or would violate the law.

5. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The principal's office should be notified of any direction to leave and given a copy of any written notice.
6. Those who insist on remaining despite a principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to

law enforcement. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon law.

7. Any visitor who believes that they have had a visit unfairly limited, may request a meeting with the assistant superintendent. The assistant superintendent shall meet with the visitor, investigate the dispute and render a written decision. The assistant superintendent's decision is final.
8. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school-sponsored event or on the way to and from school, shall be reported immediately to the principal and the superintendent or designee. The superintendent or designee shall immediately contact any student or staff member involved.

END OF POLICY

Legal Reference(s):

ORS 164.245

ORS 166.025

ORS 332.107

ORS 164.255

ORS 166.155 to -166.165

ORS 339.327

Springfield School District 19

Code: KL
Adopted: 4/11/16
Revised/Readopted: 9/14/20
Orig. Code(s): KL

Public Complaints

The district will develop and implement effective means of resolving concerns voiced by employees, students and the public in order to reduce potential areas of complaints, and to establish and maintain recognized channels of communication.

The Board advises that the process for resolving a complaint is as follows:

1. Teacher/Employee;
2. Principal/supervisor;
3. Level/Department Director
4. Superintendent;
5. Board.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

If ~~the~~ ~~your~~ complaint addresses one or more of the issues identified below, ~~you may~~ use the complaint process available in any of the following policies and administrative regulations (AR):

- \
1. Discrimination or harassment on any basis protected by law: Board policy AC, AC-AR;
 2. Sexual harassment (staff/~~staff~~): Board policy GBN/JBA, GBN/JBA-AR(1), GBN/JBA-AR(2);
 3. ~~Sexual harassment (student): Board policy JBA, JBA-AR;~~
 - 4.3. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
 - 5.4. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence or domestic violence (student): Board policy JFCF, JFCF-AR;
 - 6.5. Sexual conduct with a student: Board policy GBNAA/JHFF, GBNAA/JHFF-AR;
 - 7.6. Instructional resources or instructional materials: Board policy IIA, IIA-AR;
 - 8.7. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBBC/IGBB, IGBBC-AR.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session

A complaint of retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be reported to the administrator.

Complaints against the principal may be filed with the superintendent.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board.

Complaints against the Board chair may be made directly to the district counsel on behalf of the Board.

The superintendent will administer the general complaint process, as appropriate.

If a complainant, who is a parent or guardian of a student who attends school in the district, a student, or a person who resides in the district, alleges a violation of Oregon Administrative Rule (OAR), Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS. 659.852 (Retaliation) and the complaint is not resolved through the complaint process, the complainant may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.107

ORS 659.852
OAR 581-002-0001 - 002-0005

OAR 581-022-2370

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Springfield School District 19

Code: KN
Adopted: 10/22/07
Revised/Readopted: 9/14/20
Orig. Code(s): KN

Relations with Law Enforcement Agencies

The Board recognizes that districtwide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district property.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged.

Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators.

The superintendent or designee will develop administrative regulations to implement this policy, including procedures for handling investigations, administrator requests for assistance and required referrals to law enforcement agencies.

END OF POLICY

Legal Reference(s):

ORS 329.150

ORS 419B.015

ORS 419B.045

Letter Opinion, Office of the Attorney General (August 18, 1986).

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F. 3d 1201 (9th Cir. 2011).

RESOLUTION #24-25.039
OUT-OF-STATE TRIP REQUEST

DATE: FEBRUARY 10, 2025

SPRINGFIELD HIGH SCHOOL'S
BAND/CHOIR/MARIACHI/THEATER/ORCHESTRA

RELEVANT DATA:

The purpose of this trip is for Band/Choir/Mariachi/Theater/Orchestra students to attend Disneyland Performing Arts.

This educational opportunity will allow for in-depth instruction, hands-on exposure to career-related performing arts, technical and vocational opportunities post-high school, professional performance and resume building experiences to further prepare our students for career or college bound employment or enrollment related to current content standards being addressed in each program.

RECOMMENDATION:

It is recommended the Board approve Springfield High School Band/Choir/Mariachi/Theater/Orchestra class' request to travel to Anaheim, California to perform at Disneyland. Dates of travel will be May 23-27, 2025.

Students will miss two (2) school days.

The students have fundraised approximately \$20,000 of the \$169,460 estimated to cover the cost of this trip. Approval, once granted is contingent upon the students raising all funds required to cover the cost of the trip, including substitute staff cost associated with the trip.

There will be no cost to the district for this trip.

José da Silva and Jon Bridges will be available to answer questions.

SUBMITTED BY:

David Collins
Assistant Superintendent

RECOMMENDED BY:

Todd Hamilton
Superintendent

Springfield School District

OUT-OF-STATE TRAVEL REQUEST

School: SHS Contact: Jon Bridges Date: 10/27/24

Club/Organization Going on Trip: Band/Choir/Mariachi/Theater/Orchestra # of Students (M/F): 50 / 80

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

Names of Chaperones:

School Staff & Others: Tracy Ross, Jill Plumb, Jon Bridges, Jacob Steinberger, James Hallwyler, Dani Schneider, Chris Plumb, Bruce and Jennifer Searl, Laura Scruggs (SpEd Specific Chaperone)

Destination: Anaheim, California Dates of Trip: May 23-27, 2025

Estimated Total Cost: \$169,000 Cost to the Program/Building*: \$0
(Includes substitute teacher cost.)

Amount Fundraised to Date: \$20,000

Fundraising Activities: Various sales: Cookie Dough, Catalog, Sponsorship letters, Scentsy, Fundraising Performances, Snacks, Pizza Nights, Autzen Seatback, Booster Concessions sales.

Lodging: Hilton Garden Inn Anaheim Resort, 1441 S Manchester Ave, Anaheim, CA 92802

Food: Continental Breakfasts at hotel, 1 Meal provided upon arrival to LA. Students will need to purchase others.

Method of travel: SPS Bus to PDX, Alaska Airlines Flights to LAX/PDX, Bus charters to and from LAX to Hotel
(Note: District vehicles **are not** available for out-of-state travel)

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

Special insurance, if applicable: (Company) N/A

Applicable forms on file: (please check)

	Type of Coverage	Cost per Person
<u>X</u>	Parent Permission Form	<u>X</u>
<u>X</u>	Medical Release Form	<u>X</u>
<u>X</u>	Student Fundraising Agreement	

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

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

Approved: √ Denied: Principal: José da Silva Date: 11/27/24

Approved: √ Denied: Secondary Director: Mindy LeRoux Date: 1/13/25

IMPORTANT NOTE

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

**Springfield High School Fine Arts Departments
(Choir, Marching Band, Orchestra, Theater, and Mariachi)
Disneyland Performing Arts
Disneyland Resort, Anaheim, CA
5/23-27/2025**

PURPOSE OF THE TRIP

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

This educational opportunity will allow for in-depth instruction, hands-on exposure to career-related performing arts, technical and vocational opportunities post-high school, professional performance and resume building experiences to further prepare our students for career or college bound employment or enrollment related to current content standards being addressed in each program.

Traveling to the core of the Disney Corporation allows us to give students unparalleled access to one of the top Performing Arts industries in the world. This experience cannot be replicated within the state of Oregon and the next closest opportunity of this magnitude resides in New York or Florida.

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

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

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

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

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

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

Disney instruction and opportunity provide our students with experiences from one of the most renowned entertainment companies in the industry. These performance and workshop opportunities expose our students to expectations, connections and awareness to careers available to students post-graduation. Career opportunities are addressed and tangible experiences create a mindset of possibility outside Springfield, Or. During our experiences students will be receiving instruction related but not limited to the following Oregon State Performing Arts Standards.

HS Advanced TH.5.PR2.HS3

Explain and justify the selection of technical elements used to build a design that communicates the concept of a drama/theatre production.

HS Advanced TH.8.RE2.HS3

Support and explain aesthetics, preferences, and beliefs to create a context for critical research that informs artistic decisions in a drama/theatre work.

HT01.01.01

Describe the key components of marketing and promoting hospitality and tourism products and services.

HS Advanced MU.TE.2.CR2.HS5

1. Select and develop composed and improvised ideas into draft musical works organized for a variety of purposes and contexts.
2. Preserve draft musical works through standard notation, audio, or video recording.

HS Advanced MU.TE.3.CR3.HS5

1. Evaluate and refine varied draft musical works based on appropriate criteria, including the extent to which they address identified purposes and context

HS Advanced MU.TE.4.PR1.HS5

1. Develop and apply criteria to select varied programs to study and perform based on an understanding of theoretical and structural characteristics and expressive challenges in the music, the technical skill of the individual or ensemble, and the purpose and context of the performance.

HS Advanced MU.TE.5.PR2.HS5

1. Develop, apply, and refine appropriate rehearsal strategies to address individual and ensemble challenges in a varied repertoire of music.

HS Advanced MU.TE.6.PR3.HS5

1. Demonstrate an understanding and mastery of the technical demands and expressive qualities of the music through prepared and improvised performances of a varied repertoire representing diverse cultures, styles, genres, and historical periods in multiple types of ensembles.
2. Demonstrate an ability to connect with audience members before and during the process of engaging with and responding to them through prepared and improvised performances.

HS Advanced MU.TE.7.RE1.HS5

1. Use research and personally-developed criteria to justify choices made when selecting music, citing knowledge of the music, and individual and ensemble purpose and context.

HS Advanced MU.TE.11.CO2.HS5

Demonstrate understanding of relationships between music and the other arts, other disciplines, varied contexts, and daily life.

Springfield students will be able to demonstrate knowledge, competencies and Oregon State educational and performance standards within each educational seminar and performance opportunity.

Skills and Experiences Beyond State Standards:

Opportunity to Build on Communications in Group Dynamics:

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

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

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

How will the experience motivate students for further learning?

Reiterating State Standards, Performance Expectations and Opportunities available at Springfield in a Professional Setting will provide students with the validation of their current education and the relevancy of the professionals at Springfield High. When known concepts and professionalism are exhibited in professionals outside of SHS—especially when it reiterates our work here—students choose to own and validate their existing experience, which motivates them to take further advantage and to invest more fully in the education and opportunities SHS has to offer.

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

Inflation has created a barrier for many families to travel. By carefully choosing a travel agent for the first time this year, we have minimized all costs. In an informational meeting to “feel out” support for this opportunity, we discovered families WANT this opportunity and were impressed with our efforts to provide students with a well-rounded educational experience. They communicated full support in providing students with all costs that could not be fundraised.

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

The trip is scheduled over a holiday weekend, with travel chosen specifically to have the smallest impact possible on other classes and programs. Educational impact on students not traveling will not be impacted and educational opportunities at SHS will continue uninterrupted. Students will be given multiple opportunities to take advantage of study hall opportunities during the trip to catch up on work missed during the trip. Teachers will be performing grade checks leading up to the trip, all students are required to be in good standing with the school.

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

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

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

Each program is waiting to start fundraising in earnest in order to meet the fundraising requirements of this trip based on the outcome of this proposal. Parents and students need to be given a monthly payment/fundraising goal as soon as possible in order to keep the monthly cost at a minimum and stay on track to attend the trip.

RATIONALE*

***Rationale must be included if students will miss two or more school days.**

Regarding the educational opportunity utilizing two or more school days:

Post-Covid travel restrictions have changed the operations of various modes of transportation. Bus companies have changed the parameters of driver hours and travel limitations which helped lead us towards flying for this year's trip. In researching costs, the cost to fly was significantly cheaper than driving, but required the same amount of total travel days to make the most of all costs.

Regarding Bus vs Plane:

Bus travel significantly adds to the overall time and energy devoted to travel. The prices were significantly cheaper to fly, even once all additional costs were considered. Real ID/Passport will be required for any students over 18 years old while traveling, but can be obtained by all students.

Regarding Costs:

We have done due diligence to create a trip at the lowest cost possible to our families.

*Due to the decision to fly and past experiences in working with Disney Performing Arts, we have reached out to a local based travel agent, Michelle Woodward with Mickey World Travel. Her agency has requested a \$10/person fee (0.77% of the total trip cost per student) to cover her work since she is only assisting us in connecting with companies to achieve the best rates. We are not booking through Mickey World Travel. Her ability to coordinate with airlines, buses, hotels, Disneyland, and Disney Performing Arts on our behalf has been priceless just in the initial planning phases.

*Large instruments and uniforms will be transported separately by van by a director. The cost of rental, mileage, and hotel for this single vehicle is significantly cheaper than paying oversize baggage fees at the airport, takes away the risk of damage by baggage handlers, and gives us the required vehicle to transport items backstage at Disneyland, which eliminates an additional rental cost at California prices.

Current ESTIMATE is \$2,000 based on gsa.gov mileage costs and estimates of hotels at the halfway point based on internet sleuthing. This includes Jim using his personal van, and does not include the newest information of which insurance to use or if a district vehicle could be used for less cost.

*Our current itinerary provides the lowest fees of all travel options. Including choosing a hotel within walking distance of the parks that serves a full hot breakfast, best price option for shuttle from LAX to our hotel, and negotiated airline prices as a school group including free seats based on total number of travelers.

*Our families want our students to receive educational experiences that directly impact students in relevant applications and opportunities outside Springfield, OR. They were part of the discussion regarding the cost and how to offer students this amazing opportunity. Post-Covid mentality has created a deep-seated awareness of how important *experiences* are.

Our price breakdown per student is as follows:

All Flight/Bus Transportation: \$460

Hotel/Lodging/Taxes: \$350

Disney - 3 Day Park Hopper + Educational Seminars/Experience(s): \$435

<https://www.mydisneygroup.com/disneycampusdlrpricing/2025-ticket-pricing#2025-Ticket-Pricing>

Included meal, travel agent, equipment van: \$55

Total per student: \$1,300

Once all costs and student attendance have been finalized (following final student payments), any excesses from estimations above will be returned to students as per diem for the trip if they made personal payments. Fundraised money will stay in the program accounts. Families and students will be notified of any excess by May 9, 2025.

**Springfield High School Fine Arts Departments
(Choir, Marching Band, Orchestra, Theater, and Mariachi)
Disneyland Performing Arts
Disneyland Resort, Anaheim, CA
5/23-27/2025**

2025 SHS Performing Arts Disneyland Tentative Itinerary

Friday – May 23, 2025

6:00AM Leave SHS to PDX
12:00PM/1:55PM Flights leave for LAX
2:15PM/4:10PM Flights arrive LAX
4:30PM Buses transport to Dinner (included) and Hotel
 Hilton Garden Inn Anaheim Resort 1441 S. Manchester Ave, Anaheim, CA
92802

Saturday – May 24, 2025

8:00AM Disneyland/California Adventure Parks Open
Mariachi/Theater Performance/Clinic day in California Adventure (Disneyland will
not tell us times until 2 weeks prior to the trip)
12:00AM Disneyland/California Adventure Parks Close

Sunday – May 25, 2025

8:00AM Disneyland/California Adventure Parks Open
Band Recording Clinic day
(Disneyland will not tell us times until 2 weeks prior to the trip)
12:00AM Disneyland/California Adventure Parks Close

Monday – May 26, 2025

8:00AM Disneyland/California Adventure Parks Open
 Choir Recording Clinic Day
(Disneyland will not tell us times until 2 weeks prior to the trip)
12:00AM Disneyland/California Adventure Parks Close

Tuesday – May 27, 2025

AM Free time at Hotel or shopping in Downtown Disney
12:00PM Leave hotel for Lunch/LAX
4:10PM/6:30PM Flights depart for PDX
6:25PM/8:45PM Flights arrive at PDX
11:00PM Arrive at SHS

The following information has been communicated to parents during our trip presentation meeting.

Important Information to Know...

***Approximate Trip Cost: \$1300 includes:**

1. Transportation - All Flights and Buses
2. Hotel - 4 nights
3. Hot Breakfast each day at the hotel
4. 1 group meal on arrival
5. 3 day Disneyland Park Hopper Ticket
6. Disney Imagination Campus Experience(s)
7. Disney Performance Souvenir

***Payments**

Payments are due on the first of every month beginning November 1st. (All payments and fundraising money is to be turned into the bookkeeper in the main office, receipts brought to director in charge of your account)

1. Five equal payments of \$225, final payment of \$175 due April 1st.
2. Larger or full payments are always acceptable.
3. Other options: Contact your student's teacher.

***Fundraisers**

Each group/class is offering different fundraisers to participate in. If a student belongs to more than one group, they may participate in both groups' fundraisers. To participate in school fundraisers, both parent and student must sign a fundraising contract and return before taking any fundraising product.

***Meals**

Breakfast will be provided at the hotel. Dinner the first night in California is covered in the cost of the trip. All other meals (5 lunches, 4 dinners) will be the responsibility of the student.

***Performance/Workshop**

Each group will be participating in either an educational partnership or performance in Disneyland or California Adventure.

***Chaperones**

It is the policy of the SHS Fine Arts Department to obtain chaperones from district staff, generally from the Springfield School District. There will be approximately one chaperone per fifteen students.

***Transportation/Hotel**

We will take school buses to PDX. Alaska Airlines flights to LAX. Local buses will shuttle us to and from LAX. Students will be in groups of four in hotel rooms, students will sign themselves up for rooms.

***Cancellation**

If a student must cancel their participation in the performance tour, personal deposits/payments may be reimbursed MINUS any deposits to hotel, bus and parks. ALL fundraised monies will remain in SHS Account.

***Current and Back Fees**

All current and back fees must be paid before the student's Disneyland account will begin to accrue. Including instrument rental and uniform fees.

Van rental quote to be used for transporting instruments and uniforms to save on
oversize bag fees and handling through the airlines.



24/7 Roadside Assistance:
1-800-526-0798

Rental Quote

Quote #70538339

COMMERCIAL LOCAL

Created by: J.CHAMORRO

Completed by: J.CHAMORRO

Entered At: 0713-10

Status: OPEN

Pick Up Date: 01/08/25 09:00 AM

Return Date: 01/15/25 09:00 AM

CUSTOMER INFORMATION

SPRINGFIELD HOUSE

Day (775) 835-9559

PICK UP/DROP OFF LOCATION

PENSKE EUGENE COBURG (6580-10)

91181 N COBURG INDUST WY

COBURG, OR 97408 USA

Voice (541) 746-4227

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UNIT INFORMATION

2108 - Sprinter

OPTIONAL PROTECTION PLANS

Limited Damage Waiver/LDW \$1000 Responsibility *ACCEPTED*

Rates: \$1,365.00/Month \$315.00/Week \$45.00/Day

Limited Damage Waiver/LDW \$2,000 Responsibility *DECLINED*

Limited Damage Waiver/LDW \$5000 Responsibility *DECLINED*

Liability Coverage/LIABILITY ACCIDENT INSURANCE *PENSKE PROVIDES*

Rates: \$1,061.66/Month \$245.00/Week \$35.00/Day

Supplemental Liability *UNDECIDED*

Rates: \$712.83/Month \$164.50/Week \$23.50/Day

CHARGES

Type	Quantity	Unit of Meas	Rate	Charge
2108 - Sprinter				
Rates: \$26.00 /Hour \$105.00 /Day \$525.00 /Week			\$2,275.00 /Month \$0.2500 /Mile	\$975.00
Ldw \$1000 Responsibility				\$315.00
Liability Accident Insurance				\$245.00
environmental fee	1 Week @	\$35.00		\$35.00
Vehicle Licensing Recovery Fee	1 Week @	\$17.50		\$17.50

SUBTOTAL: \$1,587.50

TAXES

Estimated Taxes

Not Included.

ESTIMATED TOTAL \$1,587.50

By: _____

Customer/Authorized Signatory

FIRST READING

DATE: FEBRUARY 10, 2025

K-8 Health

INSTRUCTIONAL MATERIALS ADOPTION

RELEVANT DATA:

In accordance with Board Policy IIA, Instructional Resources/Instructional Materials, the title(s) listed below are presented to the Board for approval for the K-8 Health program.

This title provides Health components correlated to the Oregon State Standards and reflect the recommendation of the Springfield Public Schools Health Adoption Committee.

David Collins and Whitney McKinley are available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the request of:

The Great Body Shop: Children's Health Market. 2024

For instructional use in the K-8 health program.

SUBMITTED BY:

APPROVED BY:

David Collins
Assistant Superintendent

Todd Hamilton
Superintendent

FIRST READING

DATE: FEBRUARY 10, 2025

High School Health

INSTRUCTIONAL MATERIALS ADOPTION

RELEVANT DATA:

In accordance with Board Policy IIA, Instructional Resources/Instructional Materials, the title(s) listed below are presented to the Board for approval for the High School Health program.

This title provides health components correlated to the Oregon State Standards and reflect the recommendation of the Springfield Public Schools Health Adoption Committee.

David Collins and Whitney McKinley are available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the request of:

Live Well: Comprehensive High School Health. Human Kinetics, 2024

For instructional use in the High School Health program.

SUBMITTED BY:

APPROVED BY:

David Collins
Assistant Superintendent

Todd Hamilton
Superintendent

FIRST READING

DATE: FEBRUARY 10, 2025

High School Science

INSTRUCTIONAL MATERIALS ADOPTION

RELEVANT DATA:

In accordance with Board Policy IIA, Instructional Resources/Instructional Materials, the title(s) listed below are presented to the Board for approval for the High School Science program.

This title provides Science components correlated to the Oregon State Standards and reflect the recommendation of the Springfield Public Schools Science Adoption Committee.

David Collins and Whitney McKinley are available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the request of:

Pattern: High School Science for All. Portland Metro Stem Partnership. 2024

For instructional use in the High School Science program.

SUBMITTED BY:

APPROVED BY:

David Collins
Assistant Superintendent

Todd Hamilton
Superintendent