



SPRINGFIELD

PUBLIC SCHOOLS

Every Student, Every Day

**BOARD OF EDUCATION
October 16, 2026
Administration Building
640 A Street, Springfield, OR 97477**

[En español](#)

11:00 AM Work Session – Policy Committee
Streaming Meeting URL: <http://www.vimeo.com/SpringfieldPS>

Attendees: Interim Superintendent Shawn Stover, Jonathan Light, and Bob Brew

AGENDA

TAB

- | | |
|---|----------------------------|
| 1. Call Meeting to Order | Board Chair Jonathan Light |
| 2. Discussion | |
| A. Purpose of Policy Committee | |
| B. Communication of Work | |
| C. Board and Superintendent Working Agreement | |
| D. Review Policies | |
| 3. Adjournment | Chair Light |



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JUNTA DE EDUCACIÓN
16 de octubre de 2026
Edificio de Administración
640 A Street, Springfield, OR 97477

En español

11:00 AM Sesión de Trabajo – Comité de Política
URL de la reunión en streaming: <http://www.vimeo.com/SpringfieldPS>

Asistentes: Superintendente Interino Shawn Stover, Jonathan Light y Bob Brew

AGENDA

TAB

- | | |
|---|---------------------------------------|
| 1. Apertura de la reunión | Presidente de la Junta Jonathan Light |
| 2. Discusión | |
| A. Objetivo del Comité de Política | |
| B. Comunicación del trabajo | |
| C. Acuerdo de Trabajo entre la Junta y el Superintendente | |
| D. Políticas de revisión | |
| 3. Cierre de la reunión | Presidente Light |

Springfield School District 19

Code: BG
Adopted: 3/11/19
Revised/Readopted: 4/28/25
Orig. Code(s): BG

Board-Staff Communications

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent.

Staff Communications to the Board

Official communications or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of district operation.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions. **Board communication that is an informal expression of interest such as notes of congratulations, gratitude, general thank you, etc... are permitted and do not require prior approval. A courtesy copy or notification will be provided to the Board Chair and Superintendent.**

Visits to Schools

Visits by Board members will be conducted with the full knowledge of staff, including the superintendent, principals and other supervisors. School visits by Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Legal Reference(s):

END OF POLICY
[ORS 332.107](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

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

Springfield Public Schools

Board and Superintendent Working and Operational Agreements

STATEMENT OF PURPOSE: The procedures outlined below are the agreements between the School Board and Superintendent that will be used to assist the School Board and Superintendent in carrying out the day-to-day business of the school district. These agreements are not intended to substitute and/or replace any statutory responsibilities or policies governing either party.

- 1. Day-to-Day Operations and Decision Making of the Organization (Springfield Public Schools):** The Superintendent will provide direction and leadership that is consistent with Section 2 of his contract (Agreements), which outlines specific duties and responsibilities and responsibilities the School Board has charged the Superintendent to perform, and others that may be assigned to him by the School Board from time to time. As such, the Superintendent will maintain open lines of communication with the senior administrative staff and the School Board in carrying out such duties and responsibilities associated with the Office of the Superintendent.
- 2. School Board Meetings:** The school board chair and/or vice-chair, in consultation with the Superintendent, will prepare the School Board agenda to ensure a productive School Board meeting. A yearly list of priorities will be developed by the Board in consultation with the superintendent and district staff. Additionally a “Board Planning Calendar” that contains required reports, priority presentations, and required presentations will be maintained and updated by The Board in consultation with the superintendent. The Board Chair will contact members of the School Board prior to the meeting to determine if ~~either additional information~~ **that is not already included in the Board calendar and priority list.** ~~is needed to support an agenda item or if clarification is needed. The Board Chair will continuously poll members regarding agenda or report items and time will be set aside during work sessions to discuss upcoming meetings.~~ If a constituent/public citizen addresses the School Board during a meeting with requests for information, the Superintendent may refer the matter to the appropriate staff member and when appropriate follow up with the constituent/public citizen. As necessary, the information that is provided to the constituent will be provided to the School Board.
- 3. Consistent Superintendent Communication – Weekly or Bi-Weekly Briefings:** The Superintendent will forward to School Board members a Weekly or Bi-Weekly Briefing, unless he is otherwise out of the office for several days. Unless a member of the Board desires to respond to a particular topic, the briefings do not require a response from the Board members. The Superintendent will schedule one-on-one meetings with School Board members on a monthly basis and as needed.
- 4. General Communications:** When necessary, the Superintendent will correspond with School Board members through emails, text messages, telephone, or in person in an effort to convey other important topics.

5. **Emergency Communications:** The Superintendent or designee will contact the School Board as soon as practical when an emergency (e.g. school safety threat, negative personnel issues, negative media attention) has occurred. Depending on the situation, the communications will take place via phone call, text or email.
6. **Parent and Community Concerns:** Unless it will compromise the impartiality of a student discipline hearing, School Board members will listen to and refer parent and/or community concerns to the appropriate staff member(s) e.g. teacher, principal, Central Office administrator. The School Board member will alert the Superintendent and the Board Chair of the concern.
7. **Anonymous Concerns:** Such concerns will be referred to the Superintendent for informational purposes only. ~~Concerns that suggest possible illegal or reportable information will be investigated by the Superintendent or their designees. For concerns that are of a general nature and contain no illegal or reportable information, No~~ action will be required unless additional information provides for an opportunity ~~to respond in which a specific response can be provided to a specific individual.~~ In cases ~~where the~~ **of routine** complaints ~~involves~~**ing** a particular school or staff member, the principal and/or appropriate staff member will be informed of the concern as an “FYI”.
8. **Superintendent Communications with Board Members:** Superintendent will share information ~~and requests for information from individual board members~~ with the Board as a whole, except for cases where the topic requires either the protection or privacy of an individual or in cases where such information would adversely impact the Board’s response to the matter at the appropriate time. ~~Then~~ **In those instances**-the Superintendent will inform Board members of the matter and **ask them not to** ~~may not~~ discuss the particulars of the matter ~~at that time~~.
9. **aculty and Staff Concerns:** When either faculty or staff members contact Board members, unless it would compromise the impartiality of the Board member’s participation in a grievance hearing, the Board member will listen and encourage the staff member to contact the principal and/or immediate supervisor; advise the Superintendent and Board Chair about the concern that was shared. When appropriate, the outcome will be reported to the School Board.
10. **Board Request for Information from Central Office Staff:** When Board members need information from central office staff members, the request will be brought to the Superintendent’s attention by the Board member. **All information requested will be shared to the Board as a whole.** ~~When responding, the staff member will inform the Board Chair and Superintendent.~~ Informational items of a general nature regarding Board business will be routed through the Clerk of the Board.
11. **Request for Information from Principals and Staff:** If a Board member determines the need to request information that pertains to the operations of the organization from principals and/or staff, the request will be made through the Superintendent’s Office and he will contact the appropriate staff to follow up with the appropriate Board member. The information will be shared with the remainder of the School Board.
12. **Strategic Planning:** The Superintendent and School Board will engage in long-range planning with specific goals. The established goals from the Strategic Plan will become the basis for the Superintendent’s goals.

13. **Media Relations:** Board members should refer formal media inquiries to the Public Information Officer, who will contact the Superintendent to confer on the appropriate response, especially when the media is inquiring about personnel issues, legal issues, student discipline, and closed session discussion. Board members should communicate media inquiries to the Board Chair, and utilize the Public Information Officer as a resource prior to responding.
14. One-Year Update and Open Revisions to this Agreement and Operating Procedures: The School Board and Superintendent will revisit this Agreement and Operating Procedures for revisions and/or updates on a quarterly basis.
15. Board communication that is an informal expression of interest and does not fall under Policy BG [Official communication policy and directives of staff interest and concern] such as notes of congratulations, gratitude, general thank you, etc... are permitted and do not require prior approval. A courtesy copy or notification will be provided to the Board Chair and Superintendent.