

## BUSINESS MEETING MINUTES

14/A Regular Meeting of the Lane County School District No. 19 Board of Education was held on February 13, 2017.

### 1. CALL MEETING TO ORDER

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

#### Attendance

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

District staff and community members identified included Superintendent Sue Rieke-Smith, David Collins, Brian Megert, Jenna McCulley, Kevin Ricker, Suzy Price, Michael Henry, Judy Bowden, Anne Goff, Linda Henry, Colleen Hunter, Tim Stephens, Kim Donaghe, Ken Kohl, Paul Weill, Trena Jayne, Patrick Elliott, Jeremiah Elliott, Joan Bolls, José da Silva, Jon Klorr, Chris Flaherty, Jacob Flaherty, Xavier Beauchamp, Dee Waltman, Cody Dempsey, Tina Wyatt, Isaiah Wyatt, Jacob Hingley, William Rooms, Craig Shelby, Scott Lohey, Veronica Titt, Shon Davis, Chad Towe, Emerald Crafton, Kevin Goad, Terry Rutledge, Jason Pickett, Dave Hulbert and Amy Page.

Student Board Representatives present included:  
Aden Crafton/Academy of Arts and Academics (A3);  
Delilah Berger/Gateways High School (GHS);  
Nick Romig/Thurston High School (THS);  
Tarah Pugh/Willamette Leadership Academy (WLA).

#### • Changes or Additions to the Agenda

There were no changes to the agenda.

### 2. CLASSIFIED EMPLOYEE APPRECIATION WEEK PROCLAMATION

Chair DeHaven asked Ms. Adams to read the following proclamation:

#### Classified Employee Appreciation Week Proclamation

**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 6 thru 10, 2017, 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 13<sup>th</sup> day of February 2017.



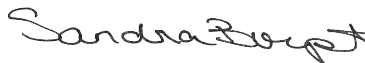
Tina DeHaven, Chair



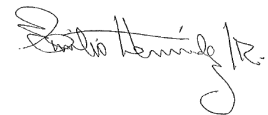
Erik Bishoff, Vice Chair



Laurie Adams



Sandra Boyst



Emilio Hernandez

### **3. SCHOOL PRESENTATION: WALTERVILLE ELEMENTARY SCHOOL (WES)**

Principal Dave Hulbert introduced Amy Page, the WES library media specialist. They offered a PowerPoint presentation entitled *Walterville Wildcats—2016-2017 School Board Update*. Mr. Hulbert noted the WES Mission Statement: W.E. C.A.R.E.—Walterville: Commitment to Academics, Responsibility and Excellence. The presentation provided information on WES as a community of learners and a community that cares. Students responded to questions about the HEART program. Mr. Hulbert presented letters to Board members from second graders. Ms. Page provided information about Instructional Technology at WES.

### **4. CHECK PRESENTATION**

Terry Rutledge introduced Jay Ward, Senior Community Relations Manager at Energy Trust of Oregon and Egan Bull, Account Manager for Existing Buildings with Energy Trust of Oregon. Mr. Rutledge explained that Springfield Public Schools (SPS) had collaborated with Energy Trust of Oregon in its efforts to do more with less. Energy Trust of Oregon had taken notice of energy reduction efforts SPS had done in the schools. Mr. Ward commended SPS on the conservation work it was doing. He introduced Jon Kloor from Northwest Natural Gas, which collaborated with Energy Trust of Oregon in conservation efforts. Mr. Ward acknowledged Senator Lee Beyer and Representative John Lively had been supportive of foresighted energy policies for the State of Oregon. Mr. Ward noted SPS had a goal of being a benchmark leader for energy efficiency for schools in the State and looked forward to a long-term partnership with Energy Trust of Oregon to achieve those goals. He presented a ceremonial check in the amount of \$145,000 to Dr. Rieke-Smith and

Ms. DeHaven, which represented Energy Trust of Oregon's contribution to SPS for savings of 61,793 therms of natural gas, which was enough natural gas to heat 125 Oregon homes for a year. Additionally, SPS' conservation efforts would save the District \$41,000 annually on energy bills.

## 5. PUBLIC COMMENTS

Ms. Adams acknowledged the Boy Scouts who were in the audience. They said they were attending tonight's Board meeting as a requirement towards a Citizenship in Community Merit Badge.

Colleen Hunter, a fourth grade teacher at Mount Vernon Elementary School, shared her concerns about the amount of time devoted to state assessments.

## 6. CONSENT AGENDA

### A. January 23, 2017 Board Minutes

### B. Financial Statement

### C. Personnel Action, Resolution #16-17.032

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

#### Retirement

Ellen Leinbach

#### Change of Contract Status

Sarah Bowman

### D. Board Policy Approval, Resolution #16-17.033

- JECBA Admission of International Study or Exchange Students
- JECB Intra-district (In-district) Transfer Students
- JECC Admission of Students to Schools
- JECF Inter-district (Out of District) Transfer of Resident Students

Jenna McCulley recommended the Board of Directors approve the policies.

### E. Budget Calendar Adoption, Resolution #16-17.034

## BUDGET CALENDAR

### 2017-2018

December 8, 2016	Budget Committee/Board Work Session at 6:00 PM (Cancelled)
January 12, 2017	Budget Committee/Board Work Session at 6:00 PM (Cancelled)
February 16, 2017	Budget Committee/Board Work Session at 6:00 PM
March 16, 2017	Budget Committee/Board Work Session at 6:00 PM
April 20, 2017	First Notice of First Budget Committee Meeting
May 4, 2017	Second Notice of First Budget Committee Meeting
<b>May 11, 2017</b>	<b>First Budget Committee Meeting at 6:00 PM</b>
<b>May 18, 2017</b>	<b>Second Budget Committee Meeting at 6:00 PM</b>
<b>May 25, 2017</b>	<b>Third Budget Committee Meeting at 6:00 PM (If necessary)</b>
June 1, 2017	Publish Notice of Budget Hearing
<b>June 12, 2017</b>	<b>BUDGET HEARING*</b>
	Resolutions adopting the budget, making appropriations, and declaring the tax levy
July 15, 2017	Deadline to certify tax levy to the county assessor (ORS 294.444 and ORS 310.060)

\* Board of Directors may revise the approved budget by 10% in any one fund.

• Calendar built on the following assumptions:

Meetings of the Budget Committee on Thursday evenings and regular Board meetings are held on second and fourth Monday evenings.

### F. Contract Renewals: HR Director, Chief Operations Officer, Resolution #16-17.035

Dr. Sue Rieke-Smith recommended the Board of Directors approve the contract agreements for the Director of Human Resources and the Chief Operations Officer for the 2017-2018 fiscal year.

### G. Open Enrollment & Inter-District Transfers, Resolution #16-17.036

In keeping with House Bill 3681 (HB 3681) and House Bill 4007 (HB 4007), School Boards must decide whether to open enrollment to new out-of-district students annually. If the district opened enrollment, the Board must also determine how many Open Enrollment spaces were available, indicate any enrollment limits by school and/or grade level; and admission criteria or priorities that would be applied. Additionally, districts must also declare the number of Inter-District requests they would allow to leave.

In order to maintain consistent guidelines surrounding student transfers, the District attempted to align Open Enrollment/High Priority/Within-District Transfer guidelines with those for students that reside outside district boundaries.

Identifying Within-District Transfers assists the district in determining staffing for the 2017-18 school year.

Students enrolled in a Springfield school through High Priority and Open Enrollment guidelines were allowed to continue through the highest grade of that level. However, students that had moved, were changing school levels, i.e., elementary to middle or middle to high school, must reapply for the coming year.

Within-District and Inter-District Transfer approvals were valid until the end of the current school year. Students were notified to reapply through Open Enrollment or High Priority should they wish to request to attend a school outside their resident boundary school.

Springfield Public Schools would reopen Ridgeview Elementary, Thurston Elementary and Thurston Middle Schools to transfer requests for the 2017-18 school year.

David Collins recommended the Board of Directors approve up to 150 Open Enrollment spaces for the 2017-2018 school Year. He also recommended the Board of Directors approve up to 100 slots into and 60 slots out of the District for Inter-District Transfers.

**MOTION:** Ms. Adams moved, Mr. Bishoff seconded, for approval of the Consent Agenda. Motion carried 5:0.

## **7. ACTION ITEMS**

### **A. Lane ESD Local Service Plan 2017-19 Year 1 Resolution #16-17.037**

As required by ORS 334.175, Lane Education Service District had 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 Local Service Plan was developed in collaboration with component district superintendents, Lane ESD administrators and staff, and reviewed and approved by the Lane ESD Board of Directors on January 24, 2017.

The Local Service Plan contained all services mandated by law. Local Service Plan services were intended to: improve student learning; enhance the quality of instruction provided to students; assure equitable access to resources; and maximize operation and fiscal efficiencies.

The Board of Directors of Springfield Public Schools has completed their annual review of the Lane ESD 2017-19 Local Service Plan Year One which included services for:

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

The Lane ESD 2017-19 Local Service Plan provided a two-year framework which must be approved annually by Lane ESD and component district board.

Dr. Susan Rieke-Smith recommended the Board of Directors approve the Lane ESD 2017-19 Local Service Plan Year One and requested the Lane ESD to provide the services described during the 2017-2018 (year one) fiscal year in accordance with ORS 334.175.

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

### **B. Auditing Services, Resolution #16-17.038**

This RFP was advertised in the Daily Journal of Commerce and posted on the Oregon Procurement Network (ORPIN) web site. Request for proposal packets were distributed to nine (9) firms on the current vendors list. One proposal response was received.

This contract provides “Audit Services” to include at a minimum the following services:

- Examination of the financial statements of the District as required by the Oregon Revised Statutes, Oregon Administrative Rules and all applicable state and federal regulations, including Minimum Standards for Audits of Oregon Municipal Corporations, Federal OMB Circular A-133 and applicable GASB statements;
- Assistance to District staff on various accounting and reporting issues and questions;
- Written recommendations to management.

This contract was renewable on an annual basis with the total contract period not exceeding five (5) years.

Board Member Erik Bishoff had reviewed the proposal response, evaluation team proposal scoring and contract award recommendation.

Joan Bolts recommended the Board of Directors approve the award of a contract for professional audit services to Pauly Rogers & Company PC for the amount of \$22,500.00 for the fiscal year ending June 30, 2017.

**Motion:** Ms. Adams moved, seconded by Dr. Hernandez, for approval. The motion carried unanimously, 5-0.

## **8. REPORTS AND DISCUSSION**

### **A. Bond Oversight Committee Report**

Ken Kohl reported that the Bond Oversight Committee recently toured Hamlin Middle School. Mr. Yancey had shared a report on the status of the District’s bonds. The committee thought staff was doing a great job of tracking the bonds. During a recent committee meeting, it been reported that the third year capital improvement projects had been dropped because the bond funds had been fully expended. The Board was encouraged to review the status of the bonds and provide the public with a rationale for not doing the third year projects included in the original bond proposal. Ms. DeHaven said the Board had not yet discussed the status of the bonds.

### **B. Student Communication**

Nick Romig from Thurston High School reported that students recently took final exams, senior meetings had been taking place in preparation for graduation, and spring sports registration had occurred. The Thurston Girls Wrestling Team won the state wrestling championship team title. The Mr. and Ms. THS volleyball tournament was scheduled for February 28, 2017. The leadership class was planning the prom. Additionally, the HighLighter Dance was scheduled for April 14, 2017 and the freshmen were planning a freshman dance. The Honor Roll Dessert was scheduled for February 16, 2017 and the State Varsity Cheer competition was scheduled for February 18, 2017. The High Energy Choir had begun performing Valentines. THS students were attending

the Cesar Chavez Leadership Conference scheduled for March 3, 2017. Freshman were currently working on a presentation it would send to the Board that would allow underclassmen to go off campus.

Delilah Berger from Gateways High School reported that the school had started zero period, which was beneficial in many ways. Community meeting, which was held weekly, provided students an opportunity to discuss difficult topics, such as religion, race, age and other deep topics, in a respectful manner in a classroom setting. Leadership class was making an orientation video that would provide new students a feel for the downtown campus. Phoenix Flex Days offered special one day classes and/or field trips. A recent field trip to the Greenhill Humane Society gave students an opportunity to learn about animal behavior. On February 10, 2017, students took a field trip to the University of Oregon (UO) Museum of Natural History. The math and leadership teachers distributed work samples and offered a day where students could receive extra help. She had taken a sewing class where students made squares and assembled a quilt for the Brattain House.

Tarah Pugh from Willamette Leadership Academy reported the school recently held the winter awards ceremony where companies received awards. Students were promoted and recognized for having high grade point averages (GPAs). Students were planning for the prom. Seniors were planning and fund raising for graduation and for the senior trip. The crafts class was making blankets which they planned to donate to homeless shelters.

Aden Crafton from A3 said a progress report, which provided a summary of school accomplishments, and activities during 2015-2016, had been distributed to Board members. Semester 2 began February 1, 2017. Students would do presentations for their parents and writing group teachers about their activities during the first semester and J Term as part of the midyear review. Following midyear review, students would begin work on Confluence projects that would address environmental issues this year. Info nights were scheduled in February for parents and students interested in applying to A3.

#### **C. Superintendent Communication**

Dr. Susan Rieke-Smith reported 100 candidates, 15 of whom were diversity candidates, were interviewed at the recruitment fair held on February 11, 2017. Soft offers would be made to some people this week. She commended Dr. Henry and the Human Resources staff, Ms. McCulley and the communications staff, Mr. Collins, Mr. Ricker, Ms. Price, Ms. Bowden and building principals for their work on the event. She thanked Dr. Hernandez for staffing the League of United Latin American Citizens (LULAC) table, the Springfield Education Association (SEA), the Springfield Education Foundation (SEF) and the Chamber of Commerce for their support at the event.

#### **D. Board Communication**

Erik Bishoff shared he had volunteered in Mr. Cesmat's industrial education class at Hamlin Middle School. He read a letter from a Walterville student who asked for typewriters for a project the students were working on. He reminded Board members that the Budget Committee was meeting on February 16, 2017.

Laurie Adams asked for information on the Opt Out option. Ms. McCulley said letters had been sent to families in 3rd through 6th grades, and 8<sup>th</sup> through 11<sup>th</sup> grades. Information was also on the District website. She agreed to bring information back to the Board. In response to Ms. Adams, Ms. McCulley said the United Front trip was scheduled for May 2017. In response to Ms. Adams request to have the Hyland Construction sign at Hamlin Middle School replaced with a school identification sign, Ms. McCulley questioned whether there were funds to pay for the sign.

Tina DeHaven shared she had attended the Seventh Annual Blacks in Government Dinner on February 10, 2017. She asked that the school calendar be on the Board's February 27, 2017 agenda.

Sandra Boyst encouraged Board members to participate in the Hamlin Middle School winter run on February 25, 2017, which was a fund raiser for the school's Parent Teacher Organization (PTO). Hamlin and Briggs Middle Schools were participating in the Real Game of Life on February 15, 2017, and Agnes Stewart Middle School was participating in the Real Game of Life on February 23, 2017. The Chamber of Commerce Education Committee

was hosting a career fair on March 8, 2017. Middle School Career Night was scheduled for April 6, 2017 at Willamalane Park and Recreation District.

Dr. Emilio Hernandez shared the recruitment fair was well organized and a great success. He thanked Dr. Henry and Ms. McCulley for their excellent work. He commended Centennial Elementary School students and staff for a great musical presentation at a recent Board meeting. He was in contact with Carlos Sequeira from the Lane Education Service District (ESD), who attended the Oregon Association of Latino Administrators (OALA) on February 11, 2017. Dr. Hernandez was working with OALA in developing a proposal to coordinate the colleges in the State of Oregon to have a consistent admissions process for students from all over the State. Dr. Hernandez commended SPS teachers and staff for their great work. In response to Ms. DeHaven, he said the committee working on the dual language program could provide an update on the program at a future Board meeting.

#### **9. OTHER BUSINESS**

There was no other business.

#### **10. NEXT MEETING:**

Chair DeHaven said that the next meeting would be on February 27, 2017, with for a work session beginning at 4:00pm followed by a business meeting at 7:00pm

#### **11. ADJOURNMENT**

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

*(Minutes recorded by Linda Henry)*