

## WORK SESSION MINUTES

### 1. CALL MEETING TO ORDER

11/The Springfield Board of Education held a work session/training with Renee Sessler from Oregon School Boards Association (OSBA) on Parliamentary Procedure.

### 2. WELCOME

Board Chair Tina DeHaven welcomed those in attendance and called the meeting to order at 4:07 pm in the First Floor Conference Room of the District Administration Center, 525 Mill Street, Springfield.

#### **Attendance**

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

Others in attendance included Superintendent Sue Rieke-Smith, Jenna McCulley, Judy Bowden, Tom Lindly, Greg James, Chris Reiersgaard, Linda Henry and Renee Sessler from OSBA.

### 3. OSBA TRAINING: PARLIAMENTARY PROCEDURE

Ms. Sessler distributed a document entitled **Parliamentary Procedure Workshop, December 12, 2016, Springfield School District**.

In response to Ms. Sessler, Board members identified Workshop Outcomes they hoped to achieve:

- Formality of Making motions and approving them.
- Process timing.
- Amend motions how?
- General understanding/refresher.
- The Springfield Way for Parliamentary Procedure.

Ms. Sessler distributed a document entitled **Principles: Lockrie's six principles of a meeting** and asked Board members to complete the ADVANCE QUIZ.

Ms. Sessler facilitated a discussion and practice by Board members making and amending motions.

The group took a short dinner break.

Ms. Sessler reviewed the Workshop Outcomes and encouraged Board members to develop the Springfield Way for Parliamentary Procedure during future Board meetings.

### 4. NEW ADMINISTRATION BUILDING BOARD ROOM DESIGN

Mr. Lindly distributed a document entitled **New Administration Building—Board Meeting**. Mr. Lindly and Mr. Reiersgaard facilitated a discussion on the plans for the design of the Board Room in the new Admin

Building:

### **New Administration Building—Board Meeting**

- Existing Board Room
  - What works well?
  - What doesn't work well?
- New Board Room Considerations:
  - Seating
    - Board
    - Audience
    - Staff & Students
    - Legal Counsel
    - Media
  - Open Area
    - Performance, display, presentation area
  - Audio/Visual
    - Projection
    - Monitors
    - Sound
    - Acoustics
  - Lighting
  - Access/Egress
  - Feel/Vibe
  - Display space
    - Bulletin boards
    - Display cases
  - Ventilation/HVAC
  - Security
  - Multiple use & flexibility
  - Other

Have you been in meeting rooms that you really liked? What were the attributes of that space?

Mr. Lindly asked Board members to send suggestions for the Board Room to him via email.

### **5. NEXT MEETING**

January 9, 2017, 7:00 pm, Business Meeting

### **6. ADJOURNMENT**

The work session adjourned at 6:50 pm.

## **BOARD BUSINESS MEETING MINUTES**

A Regular Meeting of the Lane County School District No. 19 Board of Education was held on December 12, 2016.

### **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**

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

District staff, students and community members identified included Superintendent Sue Rieke-Smith, Jenna McCulley, Tom Lindly, Brian Megert, Kevin Ricker, Suzy Price, Judy Bowden, Kristen Denmark, Tim Stevens, Anne Goff, Chad Towe, Linda Henry, John Saraceno, Paul Weill, Joan Bolls, Kasey Scott, Levi Scott, Chris Reiersgaard, Terry Rutledge, Kevin Goad, Pete White, Tanner Weaver, Mike Maulding, Kim Hernandez, Alyssa Nestler, Becky Springer, Kara Minchin, Hillary Galloway, Dan Sterling, Afrika Mucha, Dawn Adams, Katie Bowlby, Erin Grace, Ken Allen, Brenda Holt, Mark Shoemaker, Kristine Fuller, Amber Mitchell, José da Silva, Bob Houston, Joni Wareham and Greg James.

Student Board representatives in attendance included Kat Dobrowski, Delilah Berger, Nathaniel Schiffer, and Nick Romig.

## **2. CHANGES OR ADDITIONS TO THE AGENDA**

Board Chair Tina DeHaven asked if there were any changes or additions to the agenda. There were no changes to the agenda.

## **3. SCHOOL PRESENTATION – CENTENNIAL ELEMENTARY SCHOOL**

Principal Dan Sterling introduced Music Teacher Lynn Smith and ten 5th graders who sang **7 Years**.

Mr. Sterling introduced several teachers who offered presentations to the Board:

- Fourth grade teacher, Kim Hernandez, reviewed the Centennial Vision.
- First/Second grade teacher, Aly Nestler, gave a presentation on *Innovations and Motivations*.
- Fifth grade teacher, Mike Maulding, gave a presentation on *SPED Model*.
- Fourth grade teacher, Hillary Galloway, gave a presentation on *Leadership Team*.
- Learning Specialist Becky Springer, gave a presentation on *FUSION math for 1<sup>st</sup> grade* and *MOCCA project for 3<sup>rd</sup>-5<sup>th</sup> grade*.
- Learning Specialist Kara Minchin, gave a presentation on *Community Support and Family Center*.

In response to Mr. Sterling, the teachers shared one word that spoke to their aspirations: success, diligence, growth, happiness, confidence, and compassion.

## **4. PERFORMANCE CONTRACTING**

Chris Reiersgaard and Terry Rutledge provided a report on Performance Contracting. Mr. Reiersgaard explained that the Facilities Department had been looking for ways to make available funding go farther; what staff could do to save the District money; and how the District could provide money for long term improvements at District facilities. In response to these goals, the District had: made water improvements at Thurston High School (THS); stopped garbage pickup during winter and spring breaks, and other times when classes were not in session; reduced laundry services; reduced electricity cost with the use of LED lights; taken advantage of reduced gasoline prices that had provided savings to the District; introduced efficiencies in water and sewage uses. Performance contracting, initiated by Mr. Rutledge, allowed the District to undertake a technical energy audit at all District schools through a contract with Johnson Controls.

In response to Ms. Adams, Mr. Rutledge said the District selected Johnson Controls through a Request for Qualifications (RFQ) to provide services to improve the District's energy efficiency. He introduced Kevin Goad and Peter White from Johnson Controls.

Mr. Goad and Mr. White offered a PowerPoint presentation entitled *Energy Solutions for SPS*.

## **5. WORK SESSION SUMMARY**

Chair DeHaven provided an overview of the work session held earlier in the afternoon with Renee Sessler from OSBA about Parliamentary Procedure. The Board had also discussed suggestions for the design of the Board Room in the new Administration Building with Tom Lindly.

## 6. PUBLIC COMMENTS

No public comment was offered.

## 7. CONSENT AGENDA

### A. November 14, 2016 Board Meeting Minutes

### B. December 6, 2016 Special Work Session Meeting Minutes

### C. Financial Statement

### D. Board Policies Approval, Resolution #16-17.018

Jenna McCulley recommended that the Board of Directors approve the following board policy as presented:

- BGA Equal Employment Opportunity

### E. Personnel Action, Resolution #16-17.019

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

#### New Hires

Alexandra Newson

Miriham Walle

#### Retirement

Karen Coldren

Colleen K. Hunter

Donna Miller

Zehra Greenleaf

Jovone Kettwig

#### Change of Contract Status

Karen Coldren

Colleen K. Hunter

Donna Miller

Zehra Greenleaf

Jovone Kettwig

### F. OSBA 2017-2018 Elections, Resolution #16-17.020

Dr. Sue Rieke-Smith recommended that the Springfield Board of Directors adopt the Oregon School Boards Association 2017-2018 Legislative Priorities and Policies as recommended by the Legislative Policy Committee.

It was further recommended that the Board direct the Superintendent or designee to submit this vote at OSBA's E-Voting Center no later than midnight on December 16, 2016.

### G. Out of State Trip THS Choir, Resolution #16-17.021

Kevin Ricker recommended the Board of Directors approve Thurston High School's Choir students' request to travel to Bellevue, WA to participate in the All-Northwest Choir event. THS Choir class had fundraised half of the monies required to cover the cost of this trip. There was no cost to the district for this trip.

Principal Towe would report fundraising progress to the Board in January 2017. It was understood trip approval was contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs associated with this trip.

**Motion:** Ms. Adams moved, seconded by Dr. Hernandez to approve the Consent Agenda.

The motion carried unanimously, 5-0.

## 8. ACTION ITEM

### A. Comprehensive Annual Financial Report (CAFR) and 2014-1015 Audit, Resolution #16-17.022

Joan Bolls, District Internal Auditor/Budget Specialist and Kenny Allen, with the firm of Pauly, Rogers and Co., P.C., reviewed the District's CAFR and Audit. Ms. Bolls recommended that the Board of Directors accept the audited financial reports for 2015-2016 as presented by the firm of Pauly, Rogers and Co., P.C.

Mr. Allen said the District's financial records were in excellent condition and commended District staff for their work.

Ms. DeHaven thanked District staff for their excellent work.

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

**B. Hamlin Middle School (HMS) Replacement School Furnishing, Fixtures and Equipment (FF&E) RFP, Resolution #16-17.023**

Dr. Sue Rieke-Smith recommended that the Board of Directors approve contracting with Virco Manufacturing Corporation of Torrance, California for the services and provision of furnishings, fixtures and equipment as outlined.

**Motion:** Ms. Adams moved, seconded by Ms. DeHaven for approval.

Greg James said this RFP process had been a very good process for HMS, which was a Science, Technology, Engineering, Art, Mathematics (STEAM) based school. The District had received five proposals for the project. The Selection Committee unanimously supported contracting with Virco Manufacturing Corporation, which had done high quality work with STEAM based programs across the United States.

The motion carried unanimously, 5-0.

**C. Budget Committee Appointment, Resolution #16-17.024**

Dr. Sue Rieke Smith recommended that the Board of Directors appoint Kenneth Kohl to position #2 effective January 1, 2017 through December 31, 2019.

**Motion:** Ms. Adams moved, seconded by Ms. Boyst, that Ken Kohl be appointed to Budget Committee position #2, effective January 1, 2017 through December 31, 2019.  
The motion carried unanimously, 5-0.

Ms. DeHaven said the Board had met on in a work session on December 6, 2016 to interview four applicants to fill a vacant position on the Budget Committee, as a result of Dr. Emilio Hernandez's resignation from the committee.

Ms. Adams said candidates who had applied to serve on the Budget Committee were amazing, which made the selection process difficult.

Ms. DeHaven, Dr. Hernandez and Ms. Boyst agreed that all of the candidates were well qualified to serve on the Budget Committee and would advocate effectively for the District.

**Motion:** Mr. Bishoff moved, seconded by Dr. Hernandez, to appoint Nancy Cameron to Budget Committee position #3, effective January 1, 2017 through December 31, 2019.  
The motion carried unanimously, 5-0.

Mr. Bishoff suggested that the District and the Board follow-up and thank the applicants and encourage them to continue to be active in District issues.

**8. REPORTS AND DISCUSSION**

**A. Student Communication**

Kat Dobrowski reported that the Academy of Arts and Academics (A3) completed Confluence last week, which was complicated due to weather. A lot of cool stuff had taken place, including student written skits about the space race and globalism, and Ed Talks, which were spoken word pieces on the civil rights movement. J Term, which would feature many interesting classes, would begin after winter break.

Delilah Berger reported that Gateways High School (GHS) students recently had a presentation by a Mixed Martial Arts (MMA) fighter at the Wildish Theater. The GHS Holiday Feast, catered by Texas Roadhouse, would be held on December 14, 2016. Community businesses donated Christmas trees and gift cards that would be raffled at the Holiday Feast. Students participated in an ornament making party today after school. Board members and staff had been invited to attend the Holiday Feast. She reported that GHS had a new mental health specialist.

Nathaniel Schiffer reported that Springfield High School (SHS) students collected over 1,300 pounds of food through a canned food drive for SHS families and families in the community. Students were collecting gifts for the Tree of Joy for elementary students in the District. Today the students participated in Hot Compliments, where they wrote compliments on sticky notes for all SHS students, which students could exchange for hot chocolate during lunch periods. The Students Opposed to Drugs and Alcohol (SODA) Club would visit elementary schools after winter break to talk about how drugs were bad for students. Students would also bring out Mr. Butt, the cigarette mascot, to interact with the elementary students. The SHS choir was scheduled to perform on December 13, 2016.

Nick Romig reported that Thurston High School (THS) students recently held a sports registration for basketball, wrestling, and swimming. THS recently hosted a regional cheer competition in which over 200 students participated. Evan Thomas made it to the All State Cheerleading Team. Students recently performed in two theater programs. Students had raised approximately \$5,000 for the Tree of Joy and would deliver presents to over 50 kids on December 13, 2016. Students were serving hot chocolate to THS students, with compliments written on the cups. The Oregon Shakespeare Institution was currently visiting THS. A band concert was scheduled for December 13, 2016. Leadership was currently working on the Mr. and Ms. THS Pageant with the Children's Miracle Network.

## **B. Superintendent Communication**

Superintendent Sue Rieke-Smith thanked THS Principal Chad Towe and SHS Principal José da Silva for their assistance with bringing community members, specifically from the natural resources sector, to provide tours and opportunities to discuss how those community members might partner with the District in developing a new pathway for Career and Technical Education (CTE). She commended SHS for its Hot Compliments event today. She also commended SHS for having materials for Hot Compliments in English and other languages, which spoke well to the school's commitment to diversity and equity. She commended THS for its culinary arts program which had prepared food for the school's First Friday's of Color celebration. She had completed her first half day visits to Centennial Elementary School where she talked with students about what was great with their school. In response to Mr. Bishoff, Superintendent Rieke-Smith said those who had participated in the events with partners from the natural resources sector were asked to complete a survey in collaboration with the Springfield Chamber of Commerce, to learn how participants felt about the effectiveness of the program. The survey information would be brought to the Board in 2017.

## **C. Board Communication**

### **• Board Committee Reports**

Dr. Hernandez was pleased that the Board was having a conversation about how sports could motivate students in other areas. He noted being on his high school and the University of Oregon wrestling teams had helped him through his educational experiences. He recently had been working with community members on the Guy Lee immersion program. He suggested the Board should discuss this program in a work session in the near future. Community members had contacted him about issues going on in the District that he would bring forward in

2017. His first three months on the Board had been interesting and busy. He thanked Board members for their good work.

Ms. Boyst said she attended the Springfield Chamber of Commerce Education Committee meeting chaired by Nancy Bigley. She was very impressed with her children's volleyball coach, Teresa Bronson, who was a senior at SHS. She thanked John Saraceno and Brett Yancey for leading the tour of HMS.

Ms. DeHaven thanked John Saraceno and Brett Yancey for the HMS tour. She was impressed with the progress with the project.

Mr. Bishoff said he planned to attend the CTE counselor support summit in Salem on December 17, 2016.

Ms. Adams thanked the District staff who checked the weather and road conditions in rain/snow/ice conditions. She thanked the Board for the work and service to the District. She wished everyone a Merry Christmas. She commended Board members for participating in Springfield Christmas Parade.

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

There was no other business.

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

Ms. DeHaven said the next Business Meeting would be held on January 9, 2017 at 7:00 pm.

#### **11. ADJOURNMENT**

With no other business, Ms. DeHaven adjourned the meeting at 9:05 pm.

*(Minutes recorded by Linda Henry)*