

Salem-Keizer School Board
Support Services Center – Room 2
2575 Commercial Street SE
Salem, Oregon 97302



AGENDA

January 12, 2016

6:00 PM Regular Business Meeting – 5:00 PM Executive Session – 6:30 Work Session

Note: Signup sheets are available prior to the meeting if you wish to speak; please keep comments to three minutes. This meeting may be taped and televised by the media. If you have questions regarding the agenda, please contact Executive Administration at 503-399-3001.

6:00 PM - REGULAR MEETING

CALL TO ORDER Pledge of Allegiance, Roll Call, Agenda Modifications

Chairperson

1. **SPOTLIGHT ON SUCCESS**

Superintendent Perry

2. **AUDIENCE COMMUNICATIONS**

Patrons

- a. Public Hearing on the Renewal of the charters for both Optimum Learning Environment School and Valley Inquiry Charter School.
- b. Audience (testimony related to agenda items only).

3. **ACTION**

Superintendent Perry

- a. *Renewal of the Optimum Learning Environment School Charter.
- b. *Renewal of the Valley Inquiry School Charter.

4. **ADOPTION OF CONSENT CALENDAR**

Chairperson

(All items adopted by a single motion unless pulled for consideration)

- a. *Adoption and Appropriation of Grant Budgets.
- b. *Personnel Actions.

5. **READINGS**

- a. None.

Superintendent Perry

6. **REPORTS**

- a. *Monitoring Report: EL-7 – Budgeting/Financial Planning.

Superintendent Perry

7. **INFORMATION** (These items are information only unless pulled for individual consideration)

Chairperson

- a. *Salem-Keizer Public Schools Head Start Pre-Kindergarten Program.
- b. *2015-16 Upcoming School Board and Budget Committee Meetings.

8. **AUDIENCE COMMUNICATIONS**

Patrons

- a. Audience (testimony on non-agenda items).

*Support Materials Included

9. **BOARD REPORT ON ACTIVITIES**

(Board Directors share highlights on recent activities of their assigned committees.)

School Board

10. **SUPERINTENDENT'S COMMENTS**

Superintendent Perry

ADJOURNMENT

5:00 PM **EXECUTIVE SESSION – Room 1**

To discuss the employment of a public officer, employee or staff member pursuant to ORS 192.660 (2)(a) and To review and evaluate the employment-related performance of a chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing pursuant to ORS 192.660 (2)(i).

6:30 PM **WORK SESSION – Room 2** (or directly following the Regular Business Meeting)

Superintendent's Evaluation.

SPOTLIGHT ON SUCCESS

Background/Discussion:

The Superintendent and her Executive Cabinet are pleased to recognize the following individuals and/or groups for their outstanding work and/or contributions to our school district and community.

Honoring: Cathy Seckel and Laura Hofer
Recognition: Volunteers of the Month
Presented by: Krina Lee, Executive Director
Salem-Keizer Education Foundation

Honoring: Pietro's Pizza
Recognition: Business Partner of the Month
Presented by: Jay Remy, Director - Community Relations and Communication

Honoring: Sprague High School Art Students and Art Department
Recognition: Marion County Recycling Art Awards
Presented by: Larry Ramirez, Director – High Schools

Honoring: Ron Richards, Athletic Director – McNary High School
Recognition: NIAAA, Distinguished Service Award
Presented by: Larry Ramirez, Director – High Schools

Recommendation/Board Action:
For Information Only

**RENEWAL OF THE OPTIMUM LEARNING
ENVIRONMENT SCHOOL CHARTER**

Background/Discussion

On September 11, 2001, the School Board approved the charter proposal for the Optimum Learning Environment School, which then opened in September 2002. Subsequently, the School Board has renewed the school's charter in 2006 and 2011.

The current charter contract for the Optimum Learning Environment School is set to expire on June 30, 2016. On December 6, 2015, the District received a request from the Chair of Optimum Learning Environment Charter School requesting that its charter be renewed.

Staff has conducted the renewal evaluation, which includes review of the school's annual performance reports, audits of accounts, and site visits and have concluded that the charter school is:

- in compliance with all applicable state and federal laws;
- in compliance with the charter of the public charter school;
- meeting student performance goals; and
- fiscally stable.

The first step in the renewal process is for the School Board to approve the renewal of the charter and direct staff to work with Optimum Learning Environment School's Board to negotiate a new charter contract to replace the one that is expiring. This charter contract will be brought to the School Board for approval.

Recommendation

Staff recommends that the School Board approve the renewal of the Optimum Learning Environment School Charter.

Board Action

The Board is requested to approve the renewal of the charter and direct staff to work with Charter School Board for the Optimum Learning Environment School to negotiate a new charter contract.

RENEWAL OF THE VALLEY INQUIRY SCHOOL CHARTER

Background/Discussion

On February 22, 2005, the School Board approved the charter proposal for the Valley Inquiry Charter School (formally named Baker Charter School), which then opened in September 2005. Subsequently, the School Board has renewed the school's charter in 2008 and again in 2011.

The current charter contract for Valley Inquiry is set to expire on June 30, 2016. On December 15, 2015, the District received a request from the Chair of Valley Inquiry Charter School requesting that its charter be renewed.

Staff has conducted the renewal evaluation, which includes review of the school's annual performance reports, audits of accounts, and site visits and have concluded that the charter school is:

- in compliance with all applicable state and federal laws;
- in compliance with the charter of the public charter school;
- meeting student performance goals; and
- fiscally stable.

The first step in the renewal process is for the School Board to approve the renewal of the charter and direct staff to work with Valley Inquiry Charter School's Board to negotiate a new charter contract to replace the one that is expiring. This charter contract will be brought to the School Board for approval.

Recommendation

Staff recommends that the School Board approve the renewal of the Valley Inquiry School Charter.

Board Action

The Board is requested to approve the renewal of the charter and direct staff to work with Charter School Board for the Valley Inquiry to negotiate a new charter contract.

ADOPTION AND APPROPRIATION OF GRANT BUDGETS

Background/Discussion:

Grant funds for special projects, which are consistent with District goals and objectives, are recognized as desirable funding sources. Each year millions of dollars in grant fund budgets are submitted to the School Board for approval.

G16B1 Indian Education Formula Grant \$991
Indian Education

Funds are used to meet the unique educational and culturally-related academic needs of American Indian/Alaskan Native children in grades K-12.

Funding breakdown:

Instructional	\$940
Support	\$0
Community	\$0
Overhead	\$51

Funding Source: U.S. Department of Education

G16H1 Extended Assessment 2015-16 \$19,800
Student Services

Funds will be used to support training toward the statewide assessment of students with disabilities. The Extended Assessment trainings will be provided to Special Education teachers and funds will be used to provide substitutes, additional hours, print and supplies as needed to administer assessments.

Funding breakdown:

Instructional	\$13,496
Support	\$5,270
Community	\$0
Overhead	\$1,034

Funding Source: ODE

G16J3 System Performance Review & Improvement (SPR&I) 15-16 \$24,643
Student Services

The annual SPR&I grant assists districts with the annual performance data collection and reporting for special education. In addition, funds may be used to attend required trainings. Grant funds will be used towards SPR&I data collection and will provide training for special education licensed and classified staff.

Funding breakdown:

Instructional	\$0
Support	\$23,356
Community	\$0
Overhead	\$1,287

Funding Source: ODE

**G16HS IEP Training – Portland –August
Student Services**

\$675

Grant funds will be used for participation at the Summer Workshop: Writing High Quality IEPs. Staff are reimbursed for travel expense and a stipend for participating on non-contracted dates.

Funding breakdown:

Instructional	\$0
Support	\$640
Community	\$0
Overhead	\$35

Funding Source: ODE

**G16WH Let's Move! Active School Grant – Hallman
Elementary Education**

\$3,000

This grant will promote healthy bodies and activity during our recess times. Currently during recess, our students have been encouraged to run laps around the soccer field. When an individual student reaches a benchmark (i.e. 10 accumulated miles), they are rewarded with a charm, and the classrooms with the most miles each week, earn additional recess time. With this grant, we hope to encourage our students to run more by providing additional incentives such as running gear, water bottles, sports equipment, and charms.

Funding breakdown:

Instructional	\$3,000
Support	\$0
Community	\$0
Overhead	\$0

Funding Source: Northwest Healthy Foundation

**G16Q9 Farm to School Oregon Processed/Grown Food Grant
Food Services**

\$12,596

Senate bill 501 (announced as HB 2721) directs the Oregon Department of Education to award funds to school districts in Oregon for reimbursement of costs incurred in purchasing Oregon grown and process food and for funding food-based, agriculture-based and food based educational opportunities.

Funding breakdown:

Instructional	\$0
Support	\$0
Community	\$12,596
Overhead	\$0

Funding Source: ODE

**G15C3 Migrant Title I-C (carryover)
Instructional Services**

\$30,565

This grant provides funds for identification and comprehensive educational programs for migrant children.

Funding breakdown:

Instructional	\$16,270
Support	\$7,011
Community	\$5,600
Overhead	\$1,684

Funding Source: ODE

**G14P2 Steps to Oregon & American Revitalization (S.O.A.R)
Curriculum**

\$475,518

The project develops elite programs in Culinary Arts at McNary HS and Fire Science at West Salem HS. At McNary, students acquire advanced culinary skills working in a commercial kitchen. At West, a new EMT/Fire Science program is being developed. Funds are requested to renovate facilities and equip the labs. Students completing the programs will gain authentic work experience, industry certifications and be eligible to earn college credit. Grant has been resubmitted to align with ODE's current approved plan.

Board Approved 4-14-15

Final Revision

Funding breakdown:

Instructional	\$62,401	\$59,701
Support	\$3,130	\$3,130
Overhead	\$5,160	\$3,410
Construction	\$404,827	\$409,277

Funding Source: ODE

Board Action:

Staff recommends the Board adopt and appropriate the grant/contract budgets and authorize the Chief Operations Officer to enter into a contract with the organizations in the above listed grant/contract awards. Additionally, the Board is requested to authorize an inter-fund loan if necessary from the General Fund to the Special Revenue Fund for the period between program expenditures and the receipt of program reimbursement. Money so loaned will be returned to the General Fund.

CONSENT CALENDAR

4.b.

January 12, 2016

PERSONNEL ACTIONS

The Superintendent recommends that the Board:

1. Authorize the execution of the necessary contracts for the employment of the following as temporary part-time teachers for **2015-16**:

Name	Location	Effective Date	Tentative Trng Level	Tentative Exper. Level
Suzanne M. Roos	Scott, Counselor (.50)	TDB – 6/16/16	B+45	1
Erica C. Jantzi	Crossler, Spanish/ESL (.80)	TBD-6/16/16	B+0	1
Amy J. Elker	ECHS, English (.50)	1/11/16-6/16/16	M+0	8
Martha A. Kiefer	Curriculum & Instruction, Elem. Orchestra	TBD-6/16/16	M+0	12
Edward V.C. Rolfness	South, ASL (.83)	TBD-6/16/16	B+24	4

2. Authorize the execution of the necessary contracts for the employment of the following as temporary full-time teachers for **2015-16**: (* Indicates a current part-time employee who has been temporarily increased to full-time)

Name	Location	Effective Date	Tentative Trng Level	Tentative Exper. Level
Juanita Aldama-Gandara	Hallman, Grade 1 Bilingual	12/3/15-2/26/16	M+0	2
Jake Gordon	Leslie, Social Studies	1/4/16-6/16/16	B+0	2
Kristin J. Miller	Grant, Grade 1 ESOL	TBD-6/16/16	B+0	1
Susan L. Lowery	Sprague, Art	2/1/16-6/16/16	B+24	8
Mikayla M. Jacobson	Bush, Grade 2-3 ESOL	TBD-6/16/16	B+0	1
Rachel J. Wallace	Hayesville, Grade 1 ESOL	TBD-6/16/16	B+0	1
Mark Dobbins	Waldo, Computer Education	12/9/15-6/16/16	M+0	2
Debra L. Virden	Crossler, Gr. 6 Science/AVID St. Skills	1/4/16-2/19/16	M+0	4
Sarah H. Schafer	Roberts, Counselor	12/15/15-6/16/16	M+0	7
Susan L. Canfield	Straub, English	2/1/16-6/16/16	M+0	12
Carrie A. Johnson	McKay, Counselor	2/1/16-6/16/16	M+0	11

3. Authorize the execution of the necessary contracts for the employment of the following as first year probation full-time teachers for **2015-16**:

Name	Location	Effective Date	Tentative Trng Level	Tentative Exper. Level
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The Superintendent announces the resignation of the following licensed staff members:

Name	Reason	Effective Date	Current Assignment	Total Years in Salem
Brandon Schmeder	Resignation	1/31/2016	Sprague, Art	11.5
Candice Swee	Resignation	12/18/2015	Judson, Physical Education	5.4
Marie Carver	Retirement	6/30/2016	JGEMS Charter, Math/General Science/Agri.	15.0
Marcine Scherette	Retirement	2/29/2016	Student Services, Speech Language Pathologist	10.6

EXECUTIVE LIMITATION 7: BUDGETING/FINANCIAL PLANNING

Background/Discussion:

On May 8, 2007, the School Board adopted policy governance policies, which include a schedule of monitoring reports from the Superintendent regarding the Executive Limitation policies. This is the seventh of twelve monitoring reports scheduled for 2015-16, and is designed to provide the School Board with information to determine if the Superintendent is meeting the criteria established within the adopted Executive Limitations.

Executive Limitation 7: Budgeting/Financial Planning

Financial planning for any fiscal year shall not:

- Deviate from statutory requirements, the Board's Results policies, or Generally Accepted Accounting Practices;
- Risk fiscal stability of the District; or
- Fail to be derived from a multi-year plan.

Accordingly, the Superintendent shall not present to the Board a recommended budget which:

1. Is not consistent with the Board's established priorities as established in the Results policies.

Evidence of compliance: The District's strategic plan is updated annually to support continuous improvement and academic achievement in accordance with Board direction. The Superintendent's 2015-16 Proposed Budget was developed consistent with the Board's results policy and established priorities. The 2015-16 budget provided the District with resources sufficient to implement full day kindergarten, reduce class size at the middle schools as well as continue investing in critical support infrastructure such as instructional materials, instructional technology, capital maintenance projects, support vehicles and equipment.

Evidence of non-compliance:

None.

2. Is not in a summary format that is understandable to the Board.

Evidence of compliance: In addition to the required format and displays under Local Budget Law, staff has included graphs, charts and statistical data in the budget document to enhance its readability and transparency. Other support information includes:

- A Budget Guide for Our Community
- Superintendent's Budget Message and PowerPoint overview

The Budget Committee met to receive the Superintendent's budget message and proposed budget in accordance with ORS 294. Staff provided the Budget Committee with requested information regarding District programs and academic achievement. Additionally, quarterly financial updates are provided to the Board to further enhance understanding of how actual District revenues and expenditures compare to the budget plan.

Evidence of non-compliance:

None.

3. Fails to adequately describe proposed expenditures.

Evidence of compliance: The proposed budget provided detailed expenditures, for all funds, using account codes established in the State's Program Budgeting and Accounting Manual. Additionally, summary information is provided regarding expenditures by object, staffing levels and changes, and program additions and reductions. Charts and graphs are included in the document to provide a visual representation of proposed spending as well as prior year budgeted expenditures.

Evidence of non-compliance:

None.

4. Contains too little information to enable credible projection of revenue and expenses.

Evidence of compliance: Revenue and expenditure information is provided in full detailed in the proposed budget. Additionally, the document provides current budget information as well as two prior year's actual expenditure information for comparison. Revenue estimates also include narratives that describe the specifics of each source. Additionally, the Superintendent's budget message includes an overview of estimated revenue and proposed expenditures used to balance the budget.

Evidence of non-compliance:

None.

5. Fails to disclose budget-planning assumptions.

Evidence of compliance: Budget planning assumptions are disclosed in the following ways:

- The Superintendent's Budget Message includes information concerning assumed funding levels, projections of beginning and ending fund balance and calculation of current service level costs.
- The adopted budget includes a list of major assumptions used to build the budget beginning on page 66.
- The adopted budget delineates changes to staffing beginning on page 197.
- Budget planning assumptions are shared with the Budget Committee and School Board during scheduled meetings.

Evidence of non-compliance:

None.

6. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year unless otherwise approved by the Board.

Evidence of compliance: The District budgets revenue, using a conservative projection, taking into account multiple components. As a buffer against a mid-year reduction in revenue, and to provide continuity of programming over multiple years, the District plans for a contingency funded at least one percent of total resources. In addition to the contingency fund, the District closely monitors expenditures throughout the fiscal period and provides a quarterly financial report to the Board that includes a projected ending fund balance. This method of budgeting and forecasting helps to prevent a violation of this limitation. However, economic uncertainty always exists which could require that the District modify the budget due to circumstances unforeseen in the creation of the original expenditure plan. Actual revenue is tracked against the budget assumptions and reported to the Board on a quarterly basis.

Evidence of non-compliance:
None.

7. Fails to disclose a variance from the targeted ending fund balance that is currently reflected within the District's Financial Management Administrative Policy (ADM-A001).

Evidence of compliance: The District's Financial Management Administrative Policy (ADM-A001) has targeted a range of 5-7% of resources for the ending fund balance. The District's ending fund balance has been above the 7% target for the past several years. The Board is updated on the projected ending fund balance through the quarterly financial report.

Evidence of non-compliance:
None.

8. Fails to provide adequate and reasonable budget support for Board and staff development and other governance priorities.

Evidence of compliance: Board activities and staff development budgets are reasonably adequate to meet the identified and emergent needs of staff and Board members.

Evidence of non-compliance:
None.

9. Fails to take into consideration fiscal soundness in future years or ignores the building of organizational capabilities sufficient to achieve results in future years.

Evidence of compliance: Budget projections have been based upon a multi-year planning horizon. Impacts of future years on program changes were taken into account in the preparation of this year's budget and the projection of fund balance in the subsequent fiscal year. The K-12 funding levels determined by the Legislature during 2015-17 biennium are a critical component to providing stable revenue so that the District can continue to make progress toward the desired student achievement results in future years.

Evidence of non-compliance:

None.

10. Fails to reflect anticipated changes in employee compensation including inflationary adjustments, step increases, education adjustments, performance increases and benefits.

Evidence of compliance: Salary adjustments (COLA and step increases) and changes to benefit packages are based on current collective bargaining agreements and are reflected in the budget.

Evidence of non-compliance:

None.

11. Fails to recommend a budget to the Board that reflects engagement of the Board and appropriate staff and community.

Evidence of compliance: The District initiated the 2015-16 budget development process in October 2014 by conducting a system-wide program review and carefully considering anticipated revenue with critical investments that supported the Board Results Policy and priorities. Superintendent Perry presented the proposed budget to the Budget Committee on April 28, 2015, and the Budget Committee received public testimony on the budget and after deliberation, approved the budget on May 19, 2015. The budget was adopted by the Board on June 9, 2015 after public testimony at noticed hearings.

Evidence of non-compliance:

None.

Board Action:

This report is provided to the School Board for discussion and consensus on content.

**SALEM-KEIZER PUBLIC SCHOOLS HEAD
START PRE-KINDERGARTEN PROGRAM**

Background/Discussion

Head Start Performance Standards require that each Head Start program grantee have an established governing body, which is the School Board. As per Federal Head Start performance standards and Oregon Department of Education requirements, written reports are submitted to the School Board three times a year, which include program information.

2015-2016 Enrollment:

Salem-Keizer Head Start serves 306 students in nine classrooms located across the District, including the East Salem Community Center, Lee, Schirle, Baker, Bethel and Fruitland schools. Each classroom holds a morning and afternoon session. To accommodate full day kindergarten implementation two of our Head Start classrooms relocated from Bush and Four Corners to the East Salem Community Center.

The Head Start program is at capacity with a waiting list of 79 students. The majority (61%) of students are four-years old and will be entering kindergarten next year with the rest (39%) are three-year old students. The preK students come from diverse backgrounds with 61% of students have English as their primary language, 37% of students have Spanish as their primary language; and 2% of students have a primary language other than Spanish or English.

Quality Rating Improvement System (QRIS) Update

Salem-Keizer Head Start has earned the highest rating (5 stars) from Oregon's Quality Rating Improvement System (QRIS), which is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs.

The QRIS process includes an in-depth review by Oregon Department of Education to determine if best practices are being followed in adult-child interaction, encouraging parent involvement, assessing the level of staff training, accreditation, and support provided to our staff. Participation in this process helps raise the quality and consistency of early learning programs, by connecting programs, using rigorous criteria, and a comprehensive evaluation process to determine program quality.

By meeting Oregon's QRIS standards, at the highest level possible, staff is providing students with access to high quality learning opportunities that will help them develop the skills needed to be successful in kindergarten and beyond.

2015-2016 Assessment Information

Students are assessed three times per year using the Teaching Strategies Gold Assessment System. Data from the Fall 2015 assessment is as follows:

Area/Domain	% Students Proficient		
	Fall 2015	Winter 2016	Spring 2016
Social / Emotional Development	28%		
Physical Development	37%		
Cognitive Development	24%		
Math Development	18%		
Literacy Development	47%		
Language Development	19%		

The Teaching Strategies Gold evaluation system assesses students' skill levels. Checkpoints in fall, winter and spring compare children's growth against TS Gold's standardized expectations for three or four year olds. Proficiency is achieved when a student scores are at the "Meet" or "Exceed" level in the assessment dimension.

In October, students were assessed using the Teaching Strategies Gold assessment system. Fall outcome data indicates the highest percentage of proficiency in the area of Literacy Development at 47%. The lowest percentage of proficiency found in the area of Math at 18%.

Salem-Keizer Head Start will continue to support students in all domains and we will focus on improving outcomes in the areas of Math and Language Development for the 2015-2016 school year.

Support Strategies:

- Partner with Oregon State University to provide additional staff training around supporting students' social/emotional development. Teachers will administer the Child Behavior Rating Scale, which is an assessment tool used in the Kindergarten Readiness Assessment. Teachers will use this information to individualize curriculum approaches, targeting and implementing interventions prior to kindergarten transition.
- Implement updated Second Step Violence Prevention curriculum that includes self-regulation activities
- Involve parents by providing home strategies that will increase student's early math and literacy development. All parents received materials at fall conferences to increase their understanding of appropriate early literacy activities including, alphabet recognition, letter/name writing and phonemic awareness.
- Use home visits to encourage parents to establish a home reading routine, increase access to books for their child, and increase their confidence and competence in reading aloud to their children.
- Purchase classroom educational materials to support group and individual student learning.
- Planned classroom activities and lessons that will increase student exposure and experience in phonological awareness, print awareness and concepts, and book knowledge.
- Partner with Early Learning Hub, our P-3 Grant and the Kindergarten Partnerships, and Innovation grant to have PreK staff attend joint professional learning community meetings with kindergarten teachers.

Action

This report is submitted to the Salem-Keizer School Board for information only.

January 12, 2016

2015-16 UPCOMING SCHOOL BOARD AND BUDGET COMMITTEE MEETINGS

(Note: Meetings will be scheduled/rescheduled or canceled as needed)

All meetings will be held at 2575 Commercial Street SE in Rooms 1 or 2 unless otherwise noted.

January 12, 2016

5:00 p.m. Executive Session – Superintendent’s Evaluation.

6:00 p.m. School Board Meeting.

6:30 p.m. Work Session – Superintendent’s Evaluation. (or at the conclusion of the Regular Business Meeting)

January 26, 2016

6:00 p.m. Work Session – CTE Programs.

February 9, 2016

5:00 p.m. Work Session – Topic to be Determined.

6:00 p.m. School Board Meeting.

February 23, 2016

6:00 p.m. Work Session – Facilities Master Plan and Bond Wrap Up.

March 8, 2016

5:00 p.m. Work Session – Topic to be Determined.

6:00 p.m. School Board Meeting.

March 15, 2016

6:00 p.m. Budget Committee Meeting – Infrastructure Reports and Budget Forecast.

April 12, 2016

5:00 p.m. Work Session – Topic to be Determined.

6:00 p.m. School Board Meeting.

April 26, 2016

6:00 p.m. Budget Committee Meeting - Budget Message

May 10, 2016

5:00 p.m. Work Session – Topic to be Determined.

6:00 p.m. School Board Meeting.

May 17, 2016

6:00 p.m. Budget Committee Meeting.