



AGENDA

February 9, 2016

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

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|-----------------------------|---|----------------------|
| <u>CALL TO ORDER</u> | Pledge of Allegiance, Roll Call, Agenda Modifications | Chairperson |
| 1. | <u>SPOTLIGHT ON SUCCESS</u> | Superintendent Perry |
| 2. | <u>AUDIENCE COMMUNICATIONS</u> | Patrons |
| | a. Audience (testimony related to agenda items only). | |
| 3. | <u>ACTION</u> | Superintendent Perry |
| | a. * None. | |
| 4. | <u>ADOPTION OF CONSENT CALENDAR</u>
(All items adopted by a single motion unless pulled for consideration) | Chairperson |
| | a. *Adoption and Appropriation of Grant Budgets. | |
| | b. *Personnel Actions. | |
| 5. | <u>READINGS</u> | |
| | a. None. | Superintendent Perry |
| 6. | <u>REPORTS</u> | |
| | a. *Monitoring Report: EL-8 – Financial Administration. | Superintendent Perry |
| | b. *Research and Develop Strategies for using Technology to Improve Teaching and Learning. | |
| 7. | <u>INFORMATION</u> (These items are information only unless pulled for individual consideration) | Chairperson |
| | a. *2015-16 Upcoming School Board and Budget Committee Meetings. | |
| 8. | <u>AUDIENCE COMMUNICATIONS</u> | Patrons |
| | a. Audience (testimony on non-agenda items). | |
| 9. | <u>BOARD REPORT ON ACTIVITIES</u>
(Board Directors share highlights on recent activities of their assigned committees.) | School Board |
| 10. | <u>SUPERINTENDENT'S COMMENTS</u> | Superintendent Perry |
| | <u>ADJOURNMENT</u> | |

*Support Materials Included

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: Destinee Dunmyer
Recognition: Volunteer of the Month
Presented by: Krina Lee, Executive Director
Salem-Keizer Education Foundation

Honoring: Uptown Music
Recognition: Business Partner of the Month
Presented by: Jay Remy, Director - Community Relations and Communication

Honoring: Straub Middle School Lego Robotics Team
Recognition: Intel Oregon First Lego League Award
Presented by: Matt Biondi, Director – Middle Schools

Honoring: Claggett Creek Middle School Counselors
Recognition: RAMP Designation Recognition
Presented by: Matt Biondi, Director – Middle Schools

Honoring: Fallon Dunham, student - McNary High School
Recognition: 2016 Awesome 3000 Design Winner
Presented by: Larry Ramirez, Director – High Schools

Honoring: John Honey, CTEC Principal
Recognition: Keizer Chamber Award
Presented by: Larry Ramirez, Director – High Schools

Honoring: West Salem Students - Ty Brewen, Jonathan Fredericks, Lucas Plaisted,
Madison Plaisted, Kara Warkentin & Emma Fagan
Recognition: Verizon Foundation Award
Presented by: Larry Ramirez, Director – High Schools

Recommendation/Board Action:
For Information Only

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.

G16P1 Secondary Pathway Funding **\$142,210**
Secondary Education

20 CTE programs throughout all 6 high schools receive specific funds based on ODE criteria to improve and enhance the program generating the funds. ODE's criteria take into account the number of students enrolled from the prior school year; the number of students who earned 3 or more credits in an approved CTE Program of Study that leads to a high wage and high demand occupation; and the number of students in CTE programs who are traditionally underserved.

Decision making about use of funds must include a district and/or school administrator, the CTE teacher from the program, and the CTE Regional Coordinator for that area.

Funding breakdown:

Instructional	\$135,438
Support	\$0
Community	\$0
Overhead	\$6,772

Funding Source: ODE

Breakdown by Schools and Coordinators:

<u>McKay High School</u>	
Cosmetology/Cosmetologist	\$5,657
Automotive Mechanics Technology	\$12,445
Pre-Nursing Studies	\$21,496
<u>McNary High School</u>	
Computer Programming	\$2,000
Culinary Arts	\$2,828
Solar Energy Technology	\$3,394
Automotive Mechanics Technology	\$15,839
Graphic Design	\$2,000
<u>North Salem High School</u>	
Pre-Engineering	\$4,525
Health Services/Health Sciences	\$16,971
Marketing Management	\$2,000
<u>South Salem High School</u>	
Culinary Arts	\$7,354
Marketing Management	\$3,394

<u>Sprague High School</u>	
Teacher Education	\$2,828
Civil Engineering Technology	\$4,526
Automotive Mechanics Technology	\$11,314
Pre-Physical Therapy Studies	\$7,354

<u>West Salem High School</u>	
Early Childhood Education and Teaching	\$2,000
Emergency Medical Technology	\$8,485
Banking and Financial Support Services	\$2,000

<u>Regional Coordinators</u>	
Regional Coordinators	\$3,800

G16WW Let's Move! Active School Grant

The following elementary schools received grand funds from the Let's Move Active School Grant funded by Nike, Kaiser Permanente and Northwest Health Foundation. Elementary schools were 70% of students qualified for free or reduced-priced lunch and where less than 65% of students met 3rd grade reading benchmark. State Priority and Focus schools were also eligible.

G16WA Let's Move! Active School Grant – Auburn \$3,000
Elementary Education

Funds will be used to purchase a portable sound system (with headset) for use by PE teachers for both inside and outside activities.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WE Let's Move! Active School Grant – Englewood \$3,000
Elementary Education

Englewood applied for this grant to increase physical activity throughout the day. To accomplish this, they plan to tie P.E., recess and the classroom together to increase knowledge and enthusiasm for physical activity. They will purchase quality jump ropes and instruct students in their use during P.E. They will encourage them to use their new skills at home or recess. They will mount speakers in the gym to use music as a motivator for activity. Finally, they will purchase pedometers so students can monitor their physical activity for a day and set goals for themselves.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WM Let's Move! Active School Grant – Eyre Elementary Education **\$3,000**

Funds will be used to purchase gym mats and a climbing rope.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WC Let's Move! Active School Grant – Grant Elementary Education **\$3,000**

Funds will be used to purchase equipment for the PE department. This equipment is needed due to increased class sizes, and it will allow students to be more active during PE time.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WC Let's Move! Active School Grant – Highland Elementary Education **\$3,000**

Funds will be used to purchase additional PE and recess equipment to encourage activity. Funds will also be used for educational materials for students and staff.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WB Let's Move! Active School Grant – Hayesville Elementary Education **\$3,000**

Funds will be used to supply equipment for recess, PE, and before school, so kids can stay active and engaged.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WK Let's Move! Active School Grant – Keizer Elementary Education **\$3,000**

Funds will be used to purchase developmentally appropriate PE equipment in regards to keeping students active; and also, equipment that supports integration of health-related components to physical fitness.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WS Let's Move! Active School Grant – Swegle Elementary Education **\$3,000**

Funds will be used to purchase PE equipment to keep the students active and engage in physical activity.

Funding breakdown:

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

Funding Source: Northwest Health Foundation

G16WW Let's Move! Active School Grant – Washington Elementary Education **\$3,000**

Funds will be used towards the purchase of a Traverse Rock Wall. This will be used in PE to add new lifetime physical activities that students can explore outside of school and expose them to new ideas of team/individual and cooperative activities. This could also be used in the Enrichment Academy.

Funding breakdown:

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

G16J1 Title III Instructional Services **\$971,665**

This grant will provide services and staff professional development to assist English Language Learners to develop English language skills, succeed academically, and overcome barriers that impede their academic success. Grant has been resubmitted to align with ODE's current approved plan.

Board Approved 11-10-15

Final Revision

Funding breakdown:

Instructional	\$0	\$0
Support	\$951,732	\$945,432
Community	\$500	\$6,800
Overhead	\$19,433	\$19,433

Funding Source: ODE

**G16Y1 Siletz Grant – Eagle Feather Graduation 2016
Indian Education**

\$1,639

The funds will provide supplies needed for the annual Eagle Feather Celebration put on in collaboration with Indian Education, the community and the Indian Education Parent Advisory. This celebration has been an incentive for our Native students to complete high school and earn their Eagle feathers.

Funding breakdown:

Instructional	\$0
Support	\$0
Community	\$1,639
Overhead	\$0

Funding Source: Siletz Tribal Charitable Contribution Fund

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.

PERSONNEL ACTIONS

The Superintendent recommends that the Board:

1. Change the status of Casey Ellsworth, English teacher at Straub Middle School, from second year probation full-time to second year probation part-time, effective February 1, 2016
2. 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
Pamela Cartwright	Grant, Grade 2 (.50)	1/11/16-6/16/16	B+69	3
Connie Schroeder	Keizer, Basic Skills (.50)	2/1/16-6/16/16	B+24	16
Kirsten Manning	Hoover, Grade K-5 (.50)	1/25/16-6/16/16	M+0	9
Christina Chrowl	Pringle, Grade 3 (.50)	2/1/16-6/16/16	B+0	1

3. 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
Margaret Courchane	Liberty, Grade 3	1/4/16-6/16/16	M+0	5
Kenneth Mace	McKay, Health/Physical Education	1/29/16-6/16/16	B+0	1
Diane Menicosy	McKinley, LSC	1/4/16-6/16/16	M+0	13
Annee Blevins	Sprague, English	12/18/16-6/16/16	M+0	3
LeAnn Harris	Parrish, Social Studies/Computers	1/14/16-6/16/16	B+0	1
Ayat Haidar	Cesar Chavez, Grade 1 Bilingual	1/4/16-6/16/16	B+0	1
Diana Alvarez Ramirez	Sprague, Spanish	1/14/16-6/16/16	B+0	1
Janelle Everetts	Miller, Grade 5 ESOL	1/21/16-4/8/16	B+24	1
Rebecca Lippmann	Sprague, Chemistry	2/1/16-6/16/16	M+45	12
Kyle Alcock	Swegle, Behavior Specialist	TBD-6/16/16	M+0	1
David Holcomb	McNary, Social Studies	2/11/16-6/16/16	B+24	1
Sheila Muller	Harritt, Grade 2-3 ESOL	1/26/16-6/16/16	B+0	4
Christopher Claggett	McKay, Physical Science	1/28/16-6/16/16	M+0	3
*Nancy Cruz	Waldo, Spanish	2/1/16-6/16/16	M+0	1
Taylor Miller	Keizer, Grade 2 ESOL	2/1/16-6/16/16	B+0	1
Sarah Collins	Battle Creek, Grade 4	TDB-6/16/16	B+0	12
*Roanna Gingrich	Student Services, Special Ed PA-ERC	2/8/16-3/18/16	M+45	14

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

Name	Location	Effective Date	Tentative Trng Level	Tentative Exper. Level
Maria Neads	Kennedy, Grade 2 ESOL	1/4/16-6/16/16	B+0	2

The Superintendent announces the resignation of the following licensed staff members:

Name	Reason	Effective Date	Current Assignment	Total Years in Salem
Frances Alexander	Retirement	3/31/2016	Parrish, Science	17.7
Kathleen Andrews	Retirement	6/30/2016	North, LRC	11.0
Jeffrey Hayes	Resignation	6/30/2016	Parrish, Mathematics	1.0
Leslie Parpart	Resignation	1/6/2016	Sprague, English	29.4
George Whatley	Retirement	2/2/2016	Sprague, Chemistry	8.5
Ruth Gelbrich	Retirement	1/31/2016	Student Services, Director	26.5
Nona Foster Cape	Resignation	1/25/2016	Swegle, Grade 4 ESOL	.1
Brian Frost	Resignation	6/30/2016	Crossler, Science	1.0
Celeste Lopez	Resignation	1/29/2016	Hoover, Principal	2.4
Dana Pedersen	Resignation	2/12/2016	Student Services, Program Assistant	1.5
Lowell Smith	Resignation	6/30/2016	Student Services, School Psychologist	26.0
Janet GrosJacques	Retirement	2/29/2016	Forest Ridge, Kindergarten ESOL	18.6
Pamela Cartwright	Resignation	1/29/2016	Grant, Grade 2	.1

EXECUTIVE LIMITATION 8: FINANCIAL ADMINISTRATION

Background/Discussion:

This is the eighth 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 8: Financial Administration

With respect to the actual, ongoing condition of the District's financial health, the Superintendent shall not cause or allow:

- A material deviation from the annual budget or budget policy adopted by the Board;
- Any fiscal condition that is inconsistent with achieving the Board's Results, or
- Any fiscal condition that places the long-term fiscal stability of the District at risk.

The Superintendent shall not:

1. Expend more funds than have been budgeted in the fiscal year unless authorized by the Board.

Evidence of compliance:

Our audited Comprehensive Annual Financial Report for 2014-15 concluded that no over expenditures occurred in any funds. The General Fund Statement of Revenue, Expenditures and Changes in Fund Balance can be found on page 67 of the report. The District is closely monitoring the 2015-16 budget to ensure adherence with the adopted authorization levels.

Evidence of non-compliance:

None

2. Expend funds in a manner that materially changes the intent of the adopted budget unless the change is authorized by the Board.

Evidence of compliance:

The expenditures for the 2015-16 Budget have not been materially changed and are in alignment with the intent set by the Board. Cabinet, department managers and individual program managers are provided with expenditure summaries to monitor and evaluate expenditures on an ongoing basis ensuring program integrity is maintained. There have been no changes in the District's budget that would require a supplemental budget in accordance with Oregon Public Budgeting Law for 2014-15. Additionally, a transfer that would change the original appropriations of the adopted budget must have Board approval. To date the District has not initiated any transfers that would materially change the intent of the adopted budget.

Evidence of non-compliance:

None.

3. Materially indebted the organization unless authorized by the Board.

Evidence of compliance:

In November of 2014 the School Board approved a resolution to issue pension bonds to address the District's current Public Employees Retirement System (PERS) Unfunded Actuarial Liability (UAL). On January 15, 2015, the District issued \$50,145,000 of pension obligation bonds at a True Interest Cost (TIC) of 3.45% to finance its current PERS UAL. The District's financial advisor estimates an approximate \$21.6 million or 43% present value savings from the transaction over the life of the bonds.

In June 2015 the School Board approved a resolution to finance the purchase of 63 school buses for the 2015-16 fiscal year in the amount of \$6,479,944 at an interest rate of 2.08% through the issuance of a ten year tax exempt installment agreement.

There has been no other material debt incurred since the last report.

Evidence of non-compliance:

None.

4. Fail to operate within state and federal statutes regarding public budget law.

Evidence of compliance:

Copies of the district budget document, public notices for hearings, board motions and resolutions as well as other forms required by local budget law are submitted to the Oregon Department of Revenue, County Assessors and the Oregon Department of Education. The District has not received any feedback from any agency indicating non-compliance with statutory requirements and is not aware of any material violations of any kind.

Evidence of non-compliance:

None.

5. Fail to operate within the State of Oregon's public contracting laws.

Evidence of compliance:

There were two instances during this reporting period where proper procedures were not followed (see below). The District is not aware of any other violations of Oregon's public contracting law.

Evidence of non-compliance:

Our purchasing department monitors school and department procurement to ensure compliance with public contracting laws and have reported the two transactions, which did not follow the District's procedure and is out of compliance with Board policy.

- Purchasing received a requisition to provide payment to a contractor in the amount of \$10,400. In accordance with ORS 279B and District policy PUR-P001, the acquisition of services greater than \$3,000 shall be done through the Purchasing department, by means of a formal quote or bid process. The requested services had already been performed, bypassing the quote process.

- Through a routine review, Purchasing discovered that a department failed to follow proper procurement procedures and purchased over \$10,000 worth of materials from one vendor. In accordance with ORS 279B and District policy PUR-P001, the acquisition of materials greater than \$10,000 require a solicitation of at least three quotes.

Both infractions were identified through established internal controls and addressed immediately with follow up from the chief operations officer and the Purchasing department. Appropriate corrective action has been taken with staff to assure clarity of understanding on the proper procedures and future compliance.

6. Fail to provide quarterly financial reports that include a recap of changes between the current and previous report in expenditures, revenue, or enrollment, and a projected ending fund balance.

Evidence of compliance:

The District has provided quarterly financial reports to the School Board throughout the year and has posted them on the district web-site. These reports have included a recap of changes between the current and previous report in expenditures, revenue, or enrollment. Actual revenue and expenditures are tracked against the budget assumptions to derive a projected ending fund balance and reported to the Board on a quarterly basis.

Evidence of non-compliance:

None.

7. Fail to notify the Board, by May of each year, if the revenue projections, at that time, indicate that the ending fund balance might fall outside the parameters set by School Board as currently reflected within District's Financial Management Administrative Policy (ADM-A001).

Evidence of compliance:

The projected ending fund balance for 2014-14 was included in the quarterly financial updates throughout the fiscal period, therefore no additional notification was required under this Executive Limitation. For the current fiscal year, ending fund balance projections remain above the 5% to 7% target reflected within the District's Financial Administrative Policy (ADM-A001). The Board is kept informed of the any changes to the projected ending fund balance throughout the year as part of the quarterly financial updates.

Evidence of non-compliance:

None

8. Fail to file reports or filings required by any state or federal agency accurately and on time.

Evidence of compliance:

The District budget, Comprehensive Annual Financial Report and all associated forms have been filed with the required agencies in a timely manner and we have received no adverse feedback concerning their submission. The District is not aware of any evidence to indicate that any of the required financial reports have missed a filing deadline or that any filings have contained inaccuracies.

Evidence of non-compliance:

None.

9. Fail to arrange for the annual external audit of all district funds and accounts following the close of the fiscal year.

Evidence of compliance:

The District's Comprehensive Annual Financial Report for 2014-15 was audited by Grove, Mueller & Swank, PC, who are licensed CPAs and municipal auditors. The report has been made available to both the School Board and the public.

Evidence of non-compliance:

None.

10. Fail to keep complete and accurate financial records by funds and accounts that conforms to both Generally Accepted Accounting Principles (GAAP) adopted by the Government Accounting and Standards Board (GASB) and Oregon local government budget law.

Evidence of compliance:

On page 16 of the 2014-15 Comprehensive Annual Financial Report, the auditors state that the district financial statements "*present fairly, in all material respects,*" the District's financial position in accordance with accounting principles generally accepted in the United States of America. The auditors conducted tests of transactions, assessments of internal controls and other in depth analysis in forming an unmodified opinion of the District's financial statements.

Evidence of non-compliance:

None.

11. Fail to issue a Comprehensive Annual Financial Report.

Evidence of compliance:

The District's Comprehensive Annual Financial Report for 2014-15 was issued, in a timely manner, distributed to the School Board and is available for the public. The 2013-14 Comprehensive Annual Financial Report received the Association of School Business "Certificate of Excellence in Financial Reporting" award and the Government Finance Officers' "Certificate of Achievement for Excellence in Financial Reporting" award.

Evidence of non-compliance:

None.

Board Action:

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

PROGRESS REPORT ON ACTIVITIES RELATED TO THE STRATEGIC PLAN

Introduction:

At each business meeting the School Board receives one or more reports designed to provide a progress report on administrative goals established through the Strategic Plan. This month's report is in reference to the goal: **Research and develop strategies for using technology to improve teaching and learning.**

Background/Discussion:

Over the last two budget cycles, approximately \$1 million in general fund dollars and \$5 million dollars from the May adjustments, which is one-time funding, has been allocated to the Technology and Information Services Department. The focus of this funding has been to help address infrastructure needs across the District and meet the growing technology needs for today's classroom.

The presentation will focus on how resources are being invested in the infrastructure through upgrades to network capacity and speed, wireless expansion, telecommunications, and computer replacements.

In addition, the presentation will also share the continuous improvement focus through enhanced customer service and how Technology and Information Services has developed a cadre of innovation learning specialists who are providing professional development on the use of technology to enhance teaching and learning.

Board Action

This is for the Board's information only.

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.

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 Update.

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.

June 12, 2016

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

6:00 p.m. School Board Meeting.

June 26, 2016

6:00 p.m. Work Session – Topic to be Determined.