



AGENDA

March 8, 2016

6:00 p.m. – Regular Meeting, 5:00 pm – 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. Audience (testimony related to agenda items only).

3. **ACTION**

Superintendent Perry

a. * Classified Employee Appreciate Week Resolution.

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.

c. *Administrator Personnel Actions.

5. **READINGS**

a. None.

Superintendent Perry

6. **REPORTS**

a. *Monitoring Report: EL-9 – Asset Protection.

Superintendent Perry

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

Chairperson

a. *2015-16 Upcoming School Board and Budget Committee Meetings.

8. **AUDIENCE COMMUNICATIONS**

Patrons

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

9. **BOARD REPORT ON ACTIVITIES**

School Board

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

*Support Materials Included

10. SUPERINTENDENT'S COMMENTS

Superintendent Perry

ADJOURNMENT

Meetings preceding and/or following the Regular Board Meeting:

5:00 PM WORK SESSION – Room 2

Charter Schools.

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: Rebecca Laudon-Blume
Recognition: Volunteer of the Month
Presented by: Krina Lee, Executive Director
Salem-Keizer Education Foundation

Honoring: Café Yumm!
Recognition: Business Partner of the Month
Presented by: Jay Remy, Director - Community Relations and Communication

Honoring: Sheri Burleson, teacher Sprague High School
Recognition: Eastern Oregon University award
Presented by: Larry Ramirez, Director – High Schools

Recommendation/Board Action:

For Information Only

CLASSIFIED EMPLOYEE APPRECIATION WEEK RESOLUTION

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 Salem-Keizer School District Board of Directors proclaims March 7-11, 2016, to be **CLASSIFIED EMPLOYEE APPRECIATION WEEK**; and

BE IT FURTHER RESOLVED that the Board of Directors strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

Adopted this 8th day of March, 2016.

Signed:

Rick Kimball, Chairperson
Salem-Keizer School District Board of Directors

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.

G16M5 Sustainable Practices for English Language Learners (SPELL) \$45,270
Instructional Services

A Salem-Keizer cohort of teachers will take courses in WOU's ESOL endorsement program and this grant will provide coaches and coordination of the program.

Funding breakdown:

Instructional	\$0
Support	\$41,916
Community	\$0
Overhead	\$3,354

Funding Source: Western Oregon University

G15C5 Title III (Carryover) \$266,806
Instructional Services

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.

Funding breakdown:

Instructional	\$0
Support	\$251,469
Community	\$10,000
Overhead	\$5,337

Funding Source: ODE

G15C6 Title I-D (Carryover) 21,203
Instructional Services

Funds will be used to provide students in local institution for neglected or delinquent youth with services to make a successful transition to further schooling and to prevent at-risk youth from dropping out of school.

Funding breakdown:

Instructional	\$12,880
Support	\$7,216
Community	\$0
Overhead	\$1,107

Funding Source: ODE

**G16K7 Long Term Care & Treatment (LTCT) Title ID
Student Services**

\$12,441

Through the LTCT contract, the Salem-Keizer School District provides educational services to students placed in In-Program Schools (IPS), an alternative placement for court adjudicated students with academic and behavioral deficiencies, grades 6-12. The LTCT contract provides for staffing and supplies for this program.

Funding breakdown:

Instructional	\$11,791
Support	\$0
Community	\$0
Overhead	\$650

Funding Source: ODE

**G16Z5 NIKE College and Career Readiness Program
Secondary Education**

\$45,876

This grant supports AVID expansion in four high schools (McKay, North, South, McNary) by providing additional funds for membership fees and professional development including registration and other costs associated for 5 staff members to attend the AVID Summer Institute.

Funding breakdown:

Instructional	\$0
Support	\$45,876
Community	\$0
Overhead	\$0

Funding Source: NIKE School Innovation 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. Rescind Board Action of February 9, 2016 approving Casey Ellsworth to a second year part-time position, effective February 1, 2016. (See #5)
2. Change the status of Deborah Eide, Reading teacher at Judson Middle School, from contract full-time to contract part-time effective August 30, 2016.
3. Change the status of Leigh Elliott, Kindergarten ESOL teacher at Chapman Hill Elementary School, from third year probation full-time to third year probation part-time effective August 30, 2016.
4. Authorize the execution of the necessary contracts for the employment of the following as less than half-time teachers for **2015-16**:

Name	Location	Effective Date	Tentative Trng Level	Tentative Exper. Level
Cole Haole-Valenzuela	South, Choir (.15)	2/17/16-6/16/16	M+0	1
Danielle Tschebotarjew	Student Services, Health Nurse (.40)	2/18/16-6/16/16	B+0	5

5. 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
Janet Wineland	JGEMS, LRC .50	2/5/16-6/16/16	M+45	17
Marcia Zegar	Student Services, Autism Consultant (.80)	3/28/16-6/16/16	M+45	17
Tessa Welterien	McNary, Band (.61)	2/3/16-6/16/16	M+0	1

6. 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
Debra Virden	Waldo, Science	2/22/16-4/3/16	M+0	4
Barbara Griffin	Sprague, English	2/12/16-3/18/16	B+69	16
Kerry Topel	JGEMS, Gr. 6 Math/Science	5/16/16-6/16/16	M+0	6
Vanessa Ritz	Gubser, Grade 1	2/22/16-6/16/16	B+0	1
Kenneth Prowse	Miller, Grade 1-2	2/29/16-6/16/16	B+0	2
Benjamin Madison	West, Social Studies/Spanish	3/7/16-6/16/16	M+0	2
Lori Loyd	Forest Ridge, Kindergarten ESOL	3/7/16-6/16/16	B+0	5
Robert Jones	Sprague, Integrated Science	3/2/16-6/16/16	M+0	1
Katie Wickham	McNary, Science	TBD-6/16/16	M+0	1

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

Name	Location	Effective Date	Tentative Trng Level	Tentative Exper. Level
Casey Ellsworth	Straub, English	2/1/16-6/16/16	M+45	7

8. Authorize the execution of the necessary contracts for the employment of the following as temporary full-time teachers for 2016-17: (* Indicates a current part-time employee who has been temporarily increased to full-time)

Name	Location	Effective Date	Tentative Trng Level	Tentative Exper. Level
Joy King	Judson, LRC-Internship	8/30/16-6/16/17	B+45	1

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

Name	Reason	Effective Date	Current Assignment	Total Years in Salem
Laurie Ashworth	Retirement	6/30/2016	Parrish, Integrated Science	25.0
Beth Wigham	Resignation	2/26/2016	Wright, Counselor	2.6
Andrei Rector	Resignation	3/1/2016	West, Spanish	10.7
Dale Adkins	Resignation	3/4/2016	McNary, Integrated Science	27.6
Brielyn Pager	Resignation	6/30/2016	Student Services, Occupational Therapist	2.0
Matthew Griede	Resignation	6/30/2016	McKay, Advance Mathematics	1.0
Dan Woodside	Resignation	6/30/2016	Stephens, Mathematics	1.0
Ryan Kinnett	Resignation	3/31/2016	ECES, Integrated Science	13.7
Jennifer Gilbert	Resignation	3/4/2016	Parrish, DLC/SCIP	2.6
Emanuel McGladrey	Retirement	6/30/2016	Straub, Physical Education/AVID	27.0
Sarah Collins	Resignation	2/8/2016	Battle Creek, Grade 4	.1
Eadie Anelli	Retirement	6/30/2016	Yoshikai, General Music	14.0
Nora Singleton	Retirement	6/30/2016	Cesar Chavez, Kindergarten Bilingual	20.0
Kathy Behrends	Retirement	6/30/2016	Chapman Hill, Grade 3 ESOL	30.4
Maureen MurphFoelkl	Retirement	6/30/2016	Chapman Hill, Grade 3	32.0
Shelley Heller	Retirement	6/30/2016	Chapman Hill, Grade 3-4 ESOL	31.0
Marypatricia Hill	Resignation	6/30/2016	Keizer, Counselor	1.0
Kalina Craig	Resignation	6/30/2016	Highland, Grade 3 Bilingual	6.0
Ellin Powers	Retirement	2/29/2016	Valley Inquiry/Englewood, LRC	1.6
Allison Grosh	Resignation	6/30/2016	Student Services, Occupational Therapist	2.0
Pamela Carey	Resignation	6/30/2016	Student Services, Occupational Therapist	3.0
Sheila Cunningham	Resignation	6/30/2016	Judson, LRC	1.0
Diane Menicosy	Resignation	2/26/2016	McKinley, LSC	.1
Shelley Baird	Retirement	6/30/2016	Judson, Computer Ed/Student Supervision	18.0
Jennifer Johnston	Resignation	6/30/2016	Cummings, Kindergarten	1.0
Michael Nove	Resignation	6/30/2016	Judson, Social Studies	7.0
Jennifer Kleiber	Resignation	6/30/2016	Hoover, Grade 1 ESOL	15.0
Molly Reiss	Retirement	6/30/2016	Schirle, Grade 1 ESOL	20.0

ADMINISTRATOR PERSONNEL ACTIONS

Assistant Coordinator, Head Start/Pre-Kindergarten

The Superintendent announces that Sophia Duerst has been hired for the position of Assistant Coordinator, Head Start/Pre-Kindergarten Program.

Ms. Duerst holds a Bachelor's degree from Oregon State University and a Master's degree from Willamette University. She began her career in education as an elementary teacher with the Silver Falls School District in August 2009 through June 2013. Ms. Duerst assumed the responsibilities of Assistant Coordinator, Head Start/Pre-Kindergarten with Salem-Keizer effective August 2013 through present.

This position is grant funded for the 2016-17 school year.



EXECUTIVE LIMITATION 9: ASSET PROTECTION

Background/Discussion:

This is the ninth of twelve monitoring reports, scheduled for 2015-16 school year, 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 9: Asset Protection

The superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the Superintendent shall not:

1. Fail to maintain the District's self insurance fund at a level necessary to provide coverage against theft and casualty losses and against liability losses to Board members, staff, and the District itself in an amount that is reasonable for school districts of like size and in accordance with state law.

Evidence of compliance: The District maintains an amount in the risk management fund to cover potential losses in the areas of general liability and property, as well as workers' compensation and unemployment liability. The District is self-insured for the first \$700,000 of liability loss, first \$500,000 of property loss and the first \$600,000 of loss per worker's compensation claim. As of June 30, 2015, the District's Risk Management Fund contained a balance of approximately \$15.6 million. This is a reasonable balance that provides the District with a sufficient fund amount to address significant losses, without jeopardizing the General Fund. The Risk Management Fund balance is reviewed and audited by external auditors annually to ensure that the district is protected from catastrophic risks.

Evidence of non-compliance: None

2. Fail to maintain excess insurance to cover losses in excess of the District's self-insured retention.

Evidence of compliance: The District has excess liability coverage, through June 30, 2016, with Genesis Insurance Company with limits of \$9 million. The District has excess property insurance with Travelers Insurance through June 30, 2016, and uses replacement cost for buildings, equipment and hardware with policy limits of \$200 million per occurrence. Earthquake and flood coverage are each limited to \$25 million. The District has excess workers' compensation insurance with State National Insurance Company through June 30, 2016.

Evidence of non-compliance: None

3. Receive, process, or disburse funds under controls which are insufficient under generally accepted accounting principles for governments.

Evidence of compliance: The District maintains internal financial controls to prevent fraud and theft from occurring. These controls can be as basic as locking cabinets and having passwords for computers or more focused on behaviors such as separating out financial duties so no one individual has control over an entire financial transaction. Internal controls are tested as part of the District's annual external audit. Pages 170-173, of the current Comprehensive Annual Financial Report (CAFR) contain the auditor's report concerning internal controls. No deficiencies in internal control were identified that the auditors would consider to be a material weaknesses.

Evidence of non-compliance: None

4. Acquire, encumber, or dispose of land without approval of the Board.

Evidence of compliance:

The School Board approved the following requests from staff to acquire, encumber, or dispose of real property:

- The listing for sale of Rosedale Elementary School.
- The lease/purchase agreement for the facility at 1115 Commercial Street for the Robert's Literacy Annex and Community Transition Programs.
- The lease for the Career and Technical Education Center.

No other transactions to acquire, encumber or dispose of land occurred during this reporting period.

Evidence of non-compliance: None

5. Knowingly or recklessly expose the District, its Board, or staff to legal liability.

Evidence of compliance: Staff works closely with the District's legal counsel to evaluate and address active and threatened litigation. We are aware of no instances where the District, Board or staff have knowingly or recklessly exposed the District, staff or Board to legal liability.

Evidence of non-compliance: None.

6. Fail to implement procedures to protect intellectual property, information, and files from loss or significant damage due to negligence.

Evidence of compliance: The District has technology systems in place to protect electronic data. Information is protected by controlling access through a system of passwords, firewalls, and anti-virus. Policies and procedures are in place and are reviewed and updated regularly to inform staff of best practices and protocols for keeping data safe. Additionally, sensitive hard copy information is protected by using locks and fireproof safes as appropriate. The District is not aware of any significant gaps in our systems of protection, however, we are pursuing an opportunity for improvement to ensure all user

data is recoverable in the event of hardware failure. The District will be implementing a technology known as Folder Redirection which will ensure that all user data is stored on a secured server rather than employee workstations. The implementation is scheduled to be complete prior to the start of the 2016-17 school year.

Evidence of non-compliance: None

7. Fail to preserve and dispose of all records related to affairs or business of the District in accordance with state and federal law.

Evidence of compliance: The District maintains a records retention schedule that complies with state and federal requirements. Records past the retention requirement are purged and disposed of where appropriate and feasible, on an annual basis and in accordance with statute.

Evidence of non-compliance: None

8. Knowingly or recklessly endanger the District's public image or credibility, thereby jeopardizing the District's ability to accomplish its mission.

Evidence of compliance: The District makes every effort to preserve and enhance its public image and credibility within the community. Media relations, publications, community meetings and electronic communications are examples of efforts to ensure the public is aware of relevant issues.

Evidence of non-compliance: None

Board Action:

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

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.

March 8, 2016

5:00 p.m. Work Session – Charter Schools.

6:00 p.m. School Board Meeting.

March 15, 2016

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

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

May 23 & 24, 2016

6:00 p.m. Budget Hearings.

May 25 & 26, 2016

6:00 p.m. Budget Hearings. (if needed)

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.