

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



## AGENDA

February 14, 2017

5:00 p.m. Executive Session – 5:30 p.m. Work Session – 6:45 p.m. Regular Business Meeting

*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.*

6:45 PM - REGULAR MEETING – or at the conclusion of the Work Session.

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

Chairperson

1. **SPOTLIGHT ON SUCCESS**

Superintendent Perry

None.

2. **AUDIENCE COMMUNICATIONS**

Patrons

a. Audience. (testimony related to agenda items only)

3. **ACTION**

Chairperson

a. \*None.

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.

6. **REPORTS**

a. \*Monitoring Report: EL-8 – Financial Administration.

Superintendent Perry

b. \*Strategic Plan: Implement strategies for using technology to improve teaching and learning.

Robert Silva

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

Chairperson

a. \*2016-17 Upcoming School Board and Budget Committee Meeting.

b. \*2017 Facilities Task Force Meeting Schedule.

\*Support Materials Included

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)

10. **SUPERINTENDENT'S COMMENTS**

Superintendent Perry

**ADJOURNMENT**

Chairperson

Meetings preceding and/or following the Regular Business Meeting:

5:00 p.m. **EXECUTIVE SESSION – Room 2**

To consult with Counsel concerning the legal rights and duties of a public body regarding current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).

To consult with persons designated by the governing body to conduct labor negotiations pursuant to ORS 192.660 (2)(d).

5:30 p.m. **WORK SESSION – Room 2**

(or at the conclusion of the Executive Session)

Equity.

**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.

**G17J6 IDEA Enhancement 2016-17 \$21,218**  
**Student Services**

These funds are for the enhancement of trainings and activities related to the support of students with disabilities.

Funding breakdown

Instructional	\$0
Support	\$20,116
Community	\$0
Overhead	\$1,102

Funding Source: ODE

**G16C1 Title IA 15-16 - Carryover \$2,408,849**  
**Instructional Services**

This funding supplements District resources to ensure that students, in schools with high percentages of poverty, meet the challenging state academic standards.

Funding breakdown

Instructional	\$1,186,156
Support	\$1,090,688
Community	\$0
Overhead	\$132,005

Funding Source: ODE

**G17Y5 Eagle Feather Graduation Celebration 2017 \$1,785**  
**Indian Education**

These funds will provide supplies needed for the annual Eagle Feather Graduation Celebration put on in collaboration with Indian Education, the community and the Indian Education Parent Advisory Committee. 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	\$1,785
Overhead	\$0

Funding Source: Siletz Tribal Charitable Contribution Fund

**G17WA Let's Move! Active School Grant  
Elementary Education**

**\$15,000**

Funds can be used to support before, during and after school programs that will encourage physical activity. This would include such items as student incentives, and additional P.E. equipment to provide more opportunity to exercise.

Funding breakdown:

Instructional	\$15,000
Support	\$0
Community	\$0
Overhead	\$0

Funding Source: Northwest Health Foundation Fund

Awarded Schools:

Grant Community School	\$1,500
Hallman Elementary	\$1,500
Hayesville Elementary	\$1,500
Keizer Elementary	\$1,500
Hoover Elementary	\$3,000
Richmond Elementary	\$3,000
Swegle Elementary	\$1,500
Washington Elementary	\$1,500

**G17PM Oregon CTSO Chapter Incentive Grant – McNary  
Secondary Education**

**\$1,000**

The grant is provided to support Career and Technical Student Organizations (CTSO) such as Future Business Leaders of America (FBLA).

Funding breakdown:

Instructional	\$1,000
Support	\$0
Community	\$0
Overhead	\$0

Funding Source: ODE

**G17H1 Extended Assessment 16-17  
Student Services**

**\$20,700**

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

Funding breakdown:

Instructional	\$13,692
Support	\$5,933
Community	\$0
Overhead	\$1,075

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.

**PERSONNEL ACTIONS**

**Licensed Actions**

Last	First	Location	Start Date	End Date	Status
Landis	Sherrin	Claggett Creek Middle School	1/13/2017	6/21/2017	Temporary part-time
Loumena	Tracy	Whiteaker Middle School	1/27/2017	6/21/2017	Temporary part-time

Last	First	Location	Start Date	End Date	Status
Arnold	Mara	Hallman Elementary School	1/23/2017	3/24/2017	Temporary full-time
Berger	Daniel	McKay High School	1/13/2017	6/21/2017	Temporary full-time
Brower	Heather	Wright Elementary School	1/17/2017	3/17/2017	Temporary full-time
Curtis	Stephen	Waldo Middle School	1/30/2017	6/21/2017	Temporary full-time
Halstead	Michael	Battle Creek Elementary School	2/17/2017	4/7/2017	Temporary full-time
Hulst	Deborah	Miller Elementary School	1/26/2017	6/21/2017	Temporary full-time
Massie	Samantha	Waldo Middle School	2/28/2017	4/21/2017	Temporary full-time
Smith	Megan	McKay High School	3/13/2017	5/12/2017	Temporary full-time
Trujillo Caldera	Escarlett	Hallman Elementary School	2/13/2017	6/21/2017	Temporary full-time
Volvovic	Kaitlyn	Waldo Middle School	3/13/2017	5/26/2017	Temporary full-time

Last	First	Location	Start Date	End Date	Status
Koenig	Melissa	Claggett Creek Middle School	2/13/2017	6/21/2017	First year probation full-time
Proudfoot	Denise	Student Services	1/23/2017	6/21/2017	First year probation full-time

**Administrator Actions**

Last	First	Location / Assignment	Start Date	End Date	Status
Gilmore	Lorelei	North High School / Assistant Principal	2/1/2017	6/5/2017	Temporary full-time
Myers	Linda	Instructional Services/ Director of Strategic Initiatives	2/13/2017	6/30/2017	First year probation full-time

**Retirements/Resignations**

Last	First	Location	Effective Date	Action
Arcangel	Teresa	Auburn Elementary School	1/20/2017	Resignation
Barnett	Paula	Miller Elementary School	6/30/2017	Retirement
Blackwell	Kami	Miller Elementary School	2/3/2017	Resignation
Bush	H. Craig	Judson Middle School	6/30/2017	Retirement
Culbertson	Susan	Miller Elementary School	6/30/2017	Retirement
deMeurers	Alan	Myers Elementary School	6/30/2017	Retirement
Gasperini	Susan	Hoover Elementary	6/30/2017	Retirement
Hadden	Kary	Sprague High School	6/30/2017	Retirement
Harmon	Lisa	Parrish Middle School	3/10/2017	Resignation
Harris	Meghan	McKinley Elementary School	6/30/2017	Resignation
Herrle-Bradshaw	Anna	Lamb Elementary School	6/30/2017	Retirement
Link	Nancy	Roberts High School	6/30/2017	Retirement
McConville	Patti	Parrish Middle School	6/30/2017	Retirement
McKain	Aria	Sumpter Middle School	2/3/2017	Resignation

**Retirements/Resignations - continued.**

<b>Last</b>	<b>First</b>	<b>Location</b>	<b>Effective Date</b>	<b>Action</b>
Norris	Theresa	Parrish Middle School	6/30/2017	Retirement
Orminston	Sydney	Student Services	2/8/2017	Resignation
Rigsby	Tammy	Bush Elementary	1/30/2017	Resignation
Schilling	Leilani	Miller Elementary School	2/28/2017	Resignation
Shippy	Jeffrey	Walker Middle School	6/30/2017	Retirement
Thompson	Deanna	Four Corners Elementary School	3/30/2017	Resignation
Thompson	Mark	Houck Middle School	3/30/2017	Resignation
Watkins	Adam	Curriculum	6/27/2017	Resignation

**EXECUTIVE LIMITATION 8: FINANCIAL ADMINISTRATION**

Background/Discussion:

This is the eighth of twelve monitoring reports, scheduled for 2016-17 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 2015-16 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 81 of the report. The District is closely monitoring the 2016-17 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 2016-17 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. 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:

No new material indebtedness has been authorized by the Board 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:

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 generates reports of non-compliance, which are followed up through the Quality Assurance processes for resolution.

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 last year through March 30, 2016. 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 through the financial reports. The December 31, 2016 quarterly financial report issued on time in January 2017. The reports are back on schedule.

Evidence of non-compliance:

Due to staff turnover, year-end close-out activities, CAFR preparation and the implementation of budget software, two quarterly financial reports were not issued: June 30, 2016 and September 30, 2016. The District was closely monitoring all financial information and transactions during that time period.



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 2016-17 is included as part of the quarterly financial update, therefore no additional notification is required under this Executive Limitation. For the current fiscal year, ending fund balance projections remain within 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 2015-16 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 15 of the 2015-16 Comprehensive Annual Financial Report, the auditors' opinion states 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 2015-16 was issued, in a timely manner, distributed to the School Board and is available for the public. The 2014-15 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: **Implement strategies for using technology to improve teaching and learning.**

**Background/Discussion:**

Over the last two years, strategic investments in technology infrastructure have built a strong foundation for the District's technology platform. The investments upgraded the district network capacity and speed, including the expansion of robust wireless connectivity into all buildings and classrooms, improved the District's data center to ensure services such as email and student information are not impacted by power outages, and replaced an aging communication system with an advanced platform that integrates voice communications with paging, intercom, bells, building security and emergency notifications.

The presentation will focus on the system and support strategies to improve teaching and learning. Up to date computing resources for staff and students and exceptional support processes are vital to the learning process. The presentation will also share how the District is looking at using data in a holistic manner to drive better outcomes through informed decision-making and predictive analytics.

**Board Action**

This is for the Board's information only.

**2016-17 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 14, 2017**

5:00 p.m. Executive Session.

5:30 p.m. Work Session – Equity. (or directly following the executive session)

6:45 p.m. School Board Meeting. (or directly following the work session)

**February 28, 2017**

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

**March 14, 2017**

5:00 p.m. Executive Session.

6:00 p.m. School Board Meeting.

**March 21, 2017** (Third week due to Spring Break)

6:00 p.m. Budget Committee.

**April 11, 2017**

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

6:00 p.m. School Board Meeting.

**April 25, 2017**

6:00 p.m. Budget Message.

**May 9, 2017**

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

6:00 p.m. School Board Meeting.

7:00 p.m. Budget Committee.

INFORMATION

7.b.

February 14, 2017

**2017 UPCOMING FACILITIES TASK FORCE MEETINGS**

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

All meetings will be held at 2450 Lancaster Drive NE in Room 101 unless otherwise noted.

Monday, February 20, 2017

Monday, February 27, 2017