

**CENTENNIAL SCHOOL DISTRICT 28JT
GOVERNING BOARD MEETING**

Virtually via the Zoom App
Wednesday, February 27, 2019

Regular Session at 7:00 PM

A G E N D A

1. CALL TO ORDER

- 1. Adoption of Agenda for February 27, 2019

2. INTRODUCTION OF GUESTS (Optional)

- 1. Powell Butte Elementary Choir Performance - Cory Cumming

3. APPROVAL OF MINUTES

- 1. Board Meeting Minutes from January 23, 2019 3
- 2. Board Meeting Minutes from February 13, 2019 7

4. PUBLIC FORUM (None at this work session)

5. REPORTS

- 1. Oliver Elementary School Report - Principal, Jeb Hubbs
- 2. Student Representative's Report - Reyna Tapia-Herrera
- 3. Superintendent's Report - Dr. Coakley
- 4. HB 3681 - Open Enrollment Report - James Owens

6. CONFIRMATION ITEMS (Confirmed en masse)

- 1. **Site Council Minutes** 10
- 2. **Miscellaneous Items**
- 3. **Financial Statements**
- 1. Financial Statement as of January 31, 2019
- 4. **Enrollment Reports**
- 5. **Human Resources**
- 1. Unpaid Leave (Stengel) 22
- 2. Resignation (Rockwell) 23
- 3. Temporary Employment for 2018-2019 School Year (Doe, Wissler) 24
- 6. **Business/Operations**
- 7. **Board Policies (Deletions/Legal Reference Changes Only)**
- 8. **Student Services**
- 9. **Student Travel**
- 1. Approve Trip Request: CHS A. 25
- P. Science Class to Columbia Hills State Camp in Lyle, Washington.

7. BOARD ACTION ITEMS

1. OLD BUSINESS

2. NEW BUSINESS

- 1. Consider Approval of Textbooks for AP Am. Gov & U.S. History - Angela Hubbs 33
- 2. Consider School Start Times Changes for CSD - Dr. Coakley
- 3. Consider Recommendation of Comprehensive Support CPS - Dr. Coakley
- 4. Consider Student Transfer Limits for 2019-2020 - James Owens 34
- 5. Consider Contract Award for Multifunction Reproduction Devices - Greg Lecuyer 37

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board Secretary, Pamela Jordan, 503-760-7990.

**CENTENNIAL SCHOOL DISTRICT
GOVERNING BOARD MINUTES
January 23, 2019**

REGULAR SESSION

The Centennial School District Governing Board met in regular session on Wednesday, January 23, 2019, in the Boardroom of the district administration office, 18135 SE Brooklyn St, Portland, Oregon.

1.0 CALL TO ORDER

Board Chair, Pam Shields, called the meeting to order at 7:10 p.m. The following Board members were also in attendance: Rod Boettcher, Ernie Butenschoen, Claudia Andrews and Ronald “Jess” Hardin, and Rhonda Etherly. Absent: Vice-Chair Brenda Clark, Student Representative Renya Tapia-Herrera.

The following district administrative team members were in attendance:

Dr. Paul Coakley.....	Superintendent
James Owens.....	Assistant Superintendent/Director, Human Resources
Greg Lecuyer	Director, Business & Operations
Angela Hubbs	Director, Curriculum & Student Learning
Denise Wright	Director, Student Services
Mairi Scott-Aguirre.....	Principal, Centennial High School
Carol Fenstermacher	Community Engagement Coordinator
Elise Ferreria de Azevedo	Director, EL Programs
Pamela Jordan	Recording Secretary

OFFICIAL BUSINESS

1.1 Adoption of Agenda for January 23, 2019

Director Butenschoen moved and Director Hardin seconded a motion to adopt the agenda for January 23, 2019. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Etherly, Boettcher, and Chair Shields.

2.0 INTRODUCTION OF GUESTS (Optional)

3.0 APPROVAL OF MINUTES

3.1 Board Meeting Minutes of January 9, 2018

Director Hardin moved and Director Butenschoen seconded a motion to adopt the minutes for January 9, 2019. The motion was approved by: Directors Hardin, Etherly, Andrews, Butenschoen, Boettcher, and Chair Shields.

4.0 PUBLIC FORUM

Dr. Coakley introduced Avery Hendrickson, President, Centennial Education Association. Mrs. Hendrickson read a resolution asking for full funding by the state legislature for school districts throughout the state of Oregon. The resolution was adopted by the board.

5.0 REPORTS

5.1 ELD Program Report – Elise Ferreira de Azevedo

Elise Ferreira de Azevedo, CSD's Federal Grants Administrator introduced members of her staff in attendance before making her presentation.

During the 19 minute presentation shared detailed information about her program and the community it serves, including the percentage of students enrolled in the EL program, sub category classifications of students served (Recent Arriver English Learner or RAEL, Students with Interrupted Formal Education – SIEF, etc.), and how services are provided to the EL students.

Ms. Ferreira de Azevedo also shared academic achievement data, as well as strengths and challenges within the EL Program. All of the information shared was aligned with CSD's Destination 2023 Strategic Plan.

Director Hardin asked clarifying questions about which schools have the largest numbers of EL students. He also asked about participation in after school programs including the SUN program. Director Hardin also wanted information regarding EL parent participation and outreach at the district's schools.

Director Boettcher also asked clarifying questions regarding EL student demographics and outreach to families.

Director Butenschoen also asked questions regarding optimal grades/ages for teaching second languages to native English speakers.

Director Ferreira de Azevedo ended her presentation by praising her staff for their dedication, professionalism, and willingness to go far above and beyond what is required to work with the students they serve.

5.2 Superintendent's Report – Dr. Paul Coakley

The superintendent discussed the Oregon Department of Education's efforts to support the US Department of Education's Every Student Succeeds Act. Both agencies have revised the way they provide support to struggling schools from a more punitive model to a more collaborative one. Three schools were identified for comprehensive support – Parklane, Oliver and Centennial Park. Dr. Coakley also explained the criteria for selecting schools in need of this support. In addition, the superintendent shared that state graduation data has been released, but has been embargoed until January 24th. His intention is to share that information with board officers tomorrow, with the goal of digging more deeply into the data and its implications at the Board work session on February 13.

Dr. Coakley also added that district administrators had a meeting with representatives from ODE on January 10th. ODE is very supportive of CSD's Destination 2023 Strategic Plan, and will work with the district's plan as they provide supports to the three identified schools.

5.3 Division 22 Assurance of State Standards Report – Dr. Paul Coakley & Angela Hubbs

Superintendent Coakley stated that CSD is in compliance with all D22 standards except 2055 - Career Education, and 2340 - Media Programs. Both of these standards are only partially in compliance. Mrs. Wright and Mrs. Hubbs explained why CSD is not in compliance in these two areas, and what is being done to remedy the non-compliance matters. Budgetary issues with regard to staffing impact compliance in both areas. Mrs. Wright stated that counselors within some schools are being pulled away from specific career education or supporting teachers in that effort, because of the need for responsive counseling services within the schools. She added that the district is working through a comprehensive framework that specifically addresses career education and ways to move toward compliance under 2055. During the upcoming budget process, Mrs. Hubbs stated that she hopes that the district will be able to allocate more funds to hiring additional library media staff to bring CSD into compliance under 2340.

6.0 CONFIRMATION ITEMS

Director Butenschoen moved and Director Hardin seconded a vote for approval of the confirmation items in mass. The motion was approved by the following Directors: Butenschoen, Boettcher, Etherly, Andrews, Hardin, and Chair Shields.

7.0 BOARD ACTION ITEMS

7.1. OLD BUSINESS

7.1.1. Third Reading of Policy & AR EDDA – Energy & Resource Conservation and Sustainability – Julie Mack & Greg Lecuyer

Chair Shields stated that because EDDA was passed at a previous board meeting, tonight is a review of the AR. No formal action by the board is required tonight. Julie Mack and Greg Lecuyer answered clarifying questions asked by board members regarding the policy. Director Boettcher expressed concerns about formatting of the document.

7.2. NEW BUSINESS

7.2.1. First Reading of Policy KI- Public Solicitation in District Facilities, Greg Lecuyer

Mr. Lecuyer shared with the board that policies KI and KJ are replacing the previously combined policy KI/KJ. He stated that KI requires approval by the district before companies, particularly companies offering 403b products, come to schools soliciting business. The policy also requires district approval before organizations wanting to perform surveys or use data from our facilities for research can have access to it.

Board members asked clarifying questions regarding how the proposed policy differs from our current policy, and questions regarding student privacy.

Director Boettcher also asked questions regarding footnoting of new the new policies in order to establish the history of the previous combined KI/KJ policy.

Director Boettcher moved, and Director Butenschoen seconded a motion to approve policy KI. The motion was approved by the following Directors: Butenschoen, Boettcher, Etherly, Andrews, Hardin, and Chair Shields.

7.2.2. First Reading of Policy KJ- Commercial Advertising, Greg Lecuyer

Mr. Lecuyer stated the proposed policy puts a permission system in place regarding commercial advertising at district facilities.

Board members asked questions regarding who within the district has authority to approve advertising contracts. Mr. Lecuyer and Dr. Coakley stated that any contracts under \$25,000 would be approved by the superintendent. Contracts above that amount require board approval.

Director Butenschoen moved and Director Etherly seconded the motion to approve the policy.

The motion was approved by the following Directors: Butenschoen, Boettcher, Etherly, Andrews, Hardin, and Chair Shields.

8.0 FUTURE AGENDA ITEMS

The February 13, 2019 meeting is a board work session. Board members will review changing school start times, data around ODE’s designation of three CSD schools for comprehensive support, and the facilities needs process and possible bond issuance.

9.0 MOTION TO ADJOURN

Chair Shields adjourned the meeting at 9:10 p.m.

Chair of the Governing Board

Recording Secretary

Next Regular Board Meeting: February 13, 2019

**CENTENNIAL SCHOOL DISTRICT
GOVERNING BOARD MINUTES
February 13, 2019**

REGULAR SESSION

The Centennial School District Governing Board met in a work session on Wednesday, February 13, 2019, in the Boardroom of the district administration office, 18135 SE Brooklyn St, Portland, Oregon.

1.0 CALL TO ORDER

Board Chair, Pam Shields, called the meeting to order at 7:04 p.m. The following Board members were also in attendance: Rod Boettcher, Ernie Butenschoen, Claudia Andrews and Ronald “Jess” Hardin, and Vice Chair Clark and Student Representative Renya Tapia-Herrera. Absent: Rhonda Etherly

The following district administrative team members were in attendance:

Dr. Paul Coakley.....	Superintendent
James Owens.....	Assistant Superintendent/Director, Human Resources
Greg Lecuyer	Director, Business & Operations
Angela Hubbs	Director, Curriculum & Student Learning
Denise Wright.....	Director, Student Services
Carol Fenstermacher	Community Engagement Coordinator
Pamela Jordan.....	Recording Secretary

OFFICIAL BUSINESS

1.1 Adoption of Agenda for February 13, 2019

Director Butenschoen moved and Director Boettcher seconded a motion to adopt the agenda for February 13, 2019. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Vice Chair Clark, Boettcher, and Chair Shields.

2.0 INTRODUCTION OF GUESTS (Optional)

Avery Hendrickson, the Centennial Education Association’ president, asked to be recognized by the board. Mrs. Hendrickson invited the board to join members of the CEA on March 13th for a rally on the corner of SE Powell Blvd and 181st to rally support from the general public for full funding of K-12 public education across the state of Oregon. The rally will take place from 3:45 pm to 4:30 pm.

Chair Shields thanked Mrs. Hendrickson for her invitation.

3.0 APPROVAL OF MINUTES

Because tonight’s meeting is a work session, no previous board meeting minutes were approved.

4.0 REPORTS

4.1 Student Representative Report – Renya Tapia-Herrera

Ms. Tapia-Herrera discussed a number of events taking place at Centennial High School in the coming weeks. (See attached report.) Following her report Chair Shields asked Ms. Tapia-Herrera if an election for her replacement was planned, or if discussions are taking place regarding next year’s student representative to the board. Ms. Tapia-Herrera stated that they were not, and that the selection of a student representative is done by the high school’s principal. She also expressed a desire to see a student selected who represents all of the students at the school, not just a select group of high achieving students.

4.2 Graduation Rate Discussion & Comprehensive Support – Dr. Coakley, Angela Hubbs, Denise Wright

The superintendent discussed the most recent graduation rate numbers released from the Oregon Department of Education. This year there was a slight drop in the four year graduation rate, and a spike in the five year graduation rate from the previous year. There was also a large drop at Centennial Park School.

Dr. Coakley introduced Mrs. Hubbs and stated that she has reviewed graduation data with administrators, particularly secondary administrators. Mrs. Hubbs said that administrators taking an holistic view when looking at data to determine next steps to improve the graduation rate. (See attached sheets.)

Director Andrews asked Director Hubbs about what is happening now to improve graduation rates. Ms. Hubbs pointed to freshman teamwork that grew directly out of Measure 98. Freshman teachers work in teams with specific groups of students. She stated that the most recent semester's data showed that the academic achievement of these students is 10 percentage points higher than in the past, which is quite promising. At Centennial Park there is an additional counselor is doing more case management with students there.

Mrs. Hubbs added that there is more data to gather to determine how to support specific groups of students who may not be on track. Mrs. Wright also joined Mrs. Hubbs in answering questions from the board. She stated that there were very specific conversations around students groups where there were declines (African American students, students with disabilities, economically disadvantaged students).

Superintendent Coakley also stated that the district has been working hard to address chronic absenteeism. Concerns about Centennial Park School's graduation rate are valid but there is also chronic absenteeism at the school, and graduation is very difficult for those who are chronically absent.

Chair Shields stated she initially wanted to close Centennial Park School immediately after reviewing its graduation and absenteeism rates, the dollars allocated per student compared to Centennial High School, and the cost of building repairs. Instead, she would like to pause enrollment at the school, while the district reviews its options for revising the program. She asked the superintendent to work with his executive cabinet to create a plan for CPS that the board will review for possible action.

Mrs. Wright asked the board to keep in mind that CPS serves the district's most vulnerable population, as it considers moving forward with any plan for the school's closure or relocation.

4.2 School Start Times Discussion – Dr. Coakley

Dr. Coakley reviewed the history of the CSD's assessment of school start times, explaining that the process began two years ago as part of a review of attendance data. Following research by a committee made up of Centennial High School students, a recommendation was made to consider moving school times to later in the day. C SD has followed up with a survey of district constituents including parents, staff, students and community members. There were also community listening sessions facilitated by Kristen Miles, with the Oregon School Boards Association.

The result was that 63 percent of those who participated in the survey wanted to change the start times. The consensus was to change school start times by 30 minutes. Students would start school ½ hour later.

Board members expressed concerns regarding student participation in sports and other after school activities. They also asked about the impact of a possible change on late Wednesday start days.

Chair Shields asked Dr. Coakley to bring forward a proposal at the next meeting that the board can review with the intention of taking action.

4.3 School Board Elections Discussion – Chair Shields

Chair Shields reminded school board members that five of the positions on the board are up for election, May 21, 2019. Ms. Shields asked that current board members who plan on running file their paperwork with the Multnomah County Elections Office by March 21, 2019. She also asked the board to be on the lookout for potential candidates to fill vacant board seats. Several board members mentioned people who had contacted them expressing interest in possibly serving on the board.

4.4 Destination 2023/Bond Discussion – Dr. Coakley

Superintendent Coakley gave an overview of the district’s facilities review process, explaining that it ties directly into CSD’s strategic plan - Destination 2023 – under the category of Healthy Culture and Environment. He then introduced Karen Montavino, with DLR, the company contracted to oversee the facilities review process.

Mrs. Montavino discussed the listening sessions held with staff, administrators and students regarding the facilities. She also explained the process of gathering community input over the course of approximately 18 months while at the same time DLR is developing an overall plan for the district’s facilities. Mrs. Montavino said there will be a total of five community workshops. The final workshop will take place in June where DLR will present a draft plan. The plan will be vetted with the community over the following months with the intention of the board adopting a final facilities plan in January of 2020. The board will then choose to move forward with a bond measure either in May or November of 2020.

5.0 CONFIRMATION ITEMS

5.1 CHS Trip to State Wrestling Tournament, Portland, OR Feb 22, 2019

Chair Shields stated that normally during a board work session no action is taken on items, but because Centennial High School had students who were participating in the Oregon State Boys Wrestling Tournament, and the board must approve overnight student trips, an exception was being made at tonight to place the trip on the agenda.

Director Butenschoen moved and Director Hardin seconded a vote for approval of the confirmation items in mass. The motion was approved by the following Directors: Butenschoen, Boettcher, Andrews, Hardin, Vice Chair Clark and Chair Shields.

6.0 FUTURE AGENDA ITEMS

The February 27, 2019 meeting will have a number of items on the agenda, including a performance by the Powell Butte Elementary School Choir, a school report from Oliver Elementary School’s principal, Jeb Hubbs, and an Open Enrollment Report by Assistant Superintendent, James Owens.

7.0 MOTION TO ADJOURN

Chair Shields adjourned the meeting at 9:42 p.m.

Chair of the Governing Board

Recording Secretary

Next Regular Board Meeting: February 27, 2019

Butler Creek Site Council 2/20/19

Attendance: Heather Bailey, Lori Voakes, Mary Gilbert, Erin Boxell

Looking at results of parent survey about homework:

Things noted:

- Some parents discuss impossibility of completing homework with kids based on their work schedules.
- Many parents mentioned struggling with supporting kids with math homework. Some specifically asked for websites or links for support.
- Some parents indicated they get some resources for math that are helpful. (“Getting the parent help sheet that I get helps a lot.”)
- 198 responses, so only a bit less than $\frac{1}{3}$ of parents responded.
- Maybe we can give parents another chance at it during spring conferences
- Some parents indicated they get some resources for math that are helpful.
- 77% felt they know how to help their child with homework
- 65% say the amount of homework is just about right.
- 19% say the amount of homework is too much
- 15% say the amount of homework is not enough
- Important for PLCs to have a conversation about homework expectations, have an agreement about consistency. (For example, all have a reading log with a common understanding of what expectations for time spent, etc.)
- Homework can serve as a form of communication about the learning in the classroom. - Important to be thoughtful about what is sent. It should be practice for work already taught & practiced at school.
- Important to communicate what the purpose of homework serves.

**Centennial High School Site Council Meeting Agenda
February 21, 2019**

Attendance:	X	Mairi Scott-Aguirre, Principal Cing Dim, Student Dylan Phung, Student Mary Karam, Student Brandy Slack, Parent	X	Terry Schloth, Assist Principal and Parent Tami Burton, Secretary Louise Kim, Student Eleonora Nuryagdieva, Counselor
	X	Kai Gutierrez	X	Candice Behm, Parent

Topic	Information/Discussion	Conclusion
Approve January Site Council Minutes	Site Council reviewed the January minutes.	The January minutes were approved.
Share out data from Start Times survey	Mairi Scott-Aguirre shared results from the start time survey. There was a good response rate to the survey. Teens sleep cycle requires a later start time. Data shows attendance and grades improve with the additional rest. The survey results are as follows: 40% in favor of half hour later 18-20% in favor of 20 minutes later 40% in favor of no change Site Council members discussed the bus system and schedule.	
Data for Freshman On Track - Mairi will present	Mairi Scott-Aguirre shared Freshman On Track data. Freshman On Track End Of Semester 1: 2018: 81% 2019: 91.94% The University of Chicago stated that GPA is also a predictor of being on track. 3.0 or higher is	

	<p>considered on track for a 4 year university. Our data shows: 2018: 55% 3.0+ GPA 2019: 79% 3.0+ GPA</p> <p>Data for different student sub groups was shared. Mairi Scott-Aguirre feels CHS has been very successful but realizes there are areas to concentrate on.</p>	
<p>Sending SBAC results to parents/students in a timely manner.</p>	<p>Mairi Scott-Aguirre discussed SBAC test results have been mailed home to families in the fall of the year after the tests are taken.</p> <p>At the Semester 1 report card printing the transcripts are mailed home. At the Semester 2 report card printing can SBAC scores be mailed home?</p> <p>Mairi Scott-Aguirre will do research on the SBAC information to see if it's possible to mail home with the June report cards. This topic will be discussed at a future Site Council meeting.</p>	
<p>Outreach to out of state colleges - How do we get more college visits?</p>	<p>Parents want to know when they should start working with their student on scholarships. Mairi Scott-Aguirre shared there are a few scholarships that can be worked on during junior year but nearly all are worked on senior year. CHS has a new senior success class and counselors help students with scholarships during that time. FAFSA applications are completed during the fall of senior year. Service Academies are applied for during junior year.</p>	
<p>Mentor Programs - Such as College Possible.</p>	<p>Mairi Scott-Aguirre shared right now the only mentor program at CHS is College Possible.</p>	

<p>8th Grade Transition - ideas for next year and this year.</p>	<p>Site Council was asked for ideas on how CHS could support CMS 8th graders transitioning to CHS.</p> <ul style="list-style-type: none"> ● Student could visit CMS students at CMS: Topics to talk about include workload change, being more responsible for themselves and students work more individually at the high school. ● A student could talk to CMS families at the Eagle Expo ● Parents sometimes feel they are left in the dark about high school. A session on “Is my child on track? For parents”, “ How do I know if assignments are missing?” for parents. <p>Mairi Scott-Aguirre shared this is the first year the middle school is joining Eagle Expo. Eagle Expo displays student work done in the classrooms.</p>	
<p>Site Council Recruitment - Can someone be at a table during Eagle Expo and/or Parent/Teacher conferences</p>	<p>The members discussed being present at a table during Eagle Expo for Site Council recruitment. Candice Behm and Louise Kim will try to attend during some of the Expo</p>	

<p>Introductions</p>	<p>Jeffrey Cerveney - admin Shalon Dittler - Parent Kim West- classified Joan Callaghan - licensed Carolyn Curry - Parent Jenny Webb -Parent</p>	
<p>Purpose</p>	<p>To review progress on strategic plan and discuss proposed updates.</p>	
<p>Follow up from last meeting</p>	<ul style="list-style-type: none"> ● A parent night for helping parents understand how to support math more effectively ● The team reviewed an information pamphlet related to math that could be useful for parents understanding what their students are learning ● The pamphlets are included in the Eureka math program ● The team discussed one of the biggest detractors for these parent materials is that they are typically English only; PE has 30+ languages represented in their community ● The team discussed the possibility of making resources (e.g., handouts and youtube) available on the website 	
<p>Parent Involvement</p>	<ul style="list-style-type: none"> ● Moving “meet and greet” to pre-service week to start positive relationships with families prior to the start of the school year ● Making time for a night at the start of the year to involve parents in curriculum discussion would be a great opportunity for parent involvement since conferences are at the end of november ● Discussed creating a generic curriculum map to give parents an idea of what their students should be learning. This could be created during pre-service and translated into Spanish and Russian. ● Monthly newsletters including bullet points of what students should be learning each month. 	

<p>CAP</p>	<ul style="list-style-type: none"> ● The team discussed the start of a parent involvement program that could include home visits that is being started by the counselor and funded through Title funds. The focus on developing relationship and being used as one of the attendance interventions. ● The team discussed PBIS 'You Roar' assemblies 	
<p>Site Council</p>	<ul style="list-style-type: none"> ● The team discussed getting more teachers on site council ● The team discussed rotating teachers through the site council ● The team discussed getting primary and upper grade ● The team discussed the possibility in the future of including parents on the Tier I team to meet the mandates of site council 	

Site Council
 February 21, 2019
 2:45-3:30 Office

Introductions	Jeffrey Cerveny - Admin Shalon Dittler - Parent Kim West- Classified Joan Callaghan - Licensed Ed Ugarte - Licensed	
Purpose	To review progress on strategic plan and discuss proposed updates.	
Follow up from last meeting	<ul style="list-style-type: none"> • Updates to the strategic plan discussed in the previous meeting were shared--staff agreed to adopt Responsive Classrooms. Responsive Classrooms is a social emotional learning framework for teachers to use to support student engagement and a health climate in the classrooms and in the school. 	
Parent Involvement	<ul style="list-style-type: none"> • Team discussed a higher level of frequency for progress reporting for students. • Teacher discussed that she tries to communicate as frequently as possible and send work home about what is happening the the classrooms. • The team discussed different opportunities for getting parent involvement. 	
CAP	<ul style="list-style-type: none"> • Multi-tiered systems of support -- the Tier II team is operational and working on improving systems, efficiency, and access to interventions. • The team discussed there is additional time for PLC planning to help teachers include language supports in their instruction. 	
Site Council	<ul style="list-style-type: none"> • The team discussed next steps with three meetings left in the school year. • The team will discuss MTSS updates and adoption 	

Pleasant Valley Elementary School Site Council Minutes

Date: January 31, 2019

Members:

X	Laura Nixon, Principal	X	Todd Saks, Teacher	X	Penny Close, Support Staff
X	Lori Bigler, Teacher			X	Amanda Grover, Parent
	Jerry Ray, Parent	X	Rob Brown, Parent		Jenni Ray, Parent
X	Jenn Stoddard, coach	X	Allison Schefers, TOSA	X	Jamie Reddy, teacher
X	Dwayne Odoms, Teacher	X	Kennedy Morgana, teacher	X	Katie Slichon

X - Present/A - Absent

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TOPIC	INFORMATION/DISCUSSION	CONCLUSION/DECISIONS
Building Leave	Allison Schefers to sub for Laura Nixon one day in March when Laura attends the EL Alliance conference in Eugene. Allison is finishing her initial administrators license and would like this experience.	Approved for 3/14/19
SIP Review	<ul style="list-style-type: none"> ● Review 4 focus areas ● work groups to fill in 2018-19 action steps for each focus area - 40 minutes 	<ul style="list-style-type: none"> ● Team reviewed our one page SIP plan and decided to adopt the same language as the district's 4 focus areas. We will keep some of our PV language under Student Focused Teaching and Learning, to maintain our emphasis on Professional Development at PV. ● Teams worked to fill in action steps on this SIP document. The

		<p>discussion centered around what we have accomplished so far this year, as well as next steps in all 4 areas.</p> <p>SIP action steps</p>
<p>Agenda for Next Staff Meeting - Feb. 5, 2019</p>	<ul style="list-style-type: none"> ● Grounding activity ● Dibels data interpretation ● Dibels data student groupings and next steps 	<p>Instructional Coach, Jenn Stoddard is planning to lead staff through a data protocol for their Dibels data. Through the protocol, staff will have time to analyze needs for both core instruction as well as interventions.</p>
<p>Other</p>		

MEADOWS SILT/SITE COUNCIL MINUTES

Agenda for:

2/7/19

Attendance:

x	#Karen Weinert	x	#Meagan Rouse (Coach)	x	Sally Gradwohl (Title)	ab	Barb (SUN)
x	Erin Buehler (K-2 Rep)	x	Dianne Reyes (3rd/4th Rep)	x	Holly Reed (5th/6th Rep)	x	Kendal Smith (ELL Rep)
x	Kate Ahl (parent)			ab	Bonnie Grimm (Equity)	x	Lizzie Taylor (counselor)
x	Julie Wade (parent)	x	Adriann Hardin (parent)				

X Present AB Absent
Chairperson

We commit to the following **norms** while we work together as a team:

1. Give everyone equal opportunity to participate and contribute, share talk-time equally, and practice active listening.
2. Meetings will start at 2:40 and will end at 3:40, focus will be on the agenda, and discussions will remain on topic. (SILT members agree to be flexible if the meeting needs to be extended.)
3. We will have a consensus decision-making process where all points of view have been heard and the will of the group is evident or a decision is put to vote. Before a vote takes place, the decision to be made is restated clearly so that all members understand.
4. Decisions and items to be shared with staff will be clearly stated in the notes.
5. A flexible agenda will be set for the following meeting. Members need to email additional items for the

agenda to Karen W.

6. The note taker for the day will share notes with Cathy for distribution.

[SIP Priorities 18/19](#)

[Equity Lense and Compass](#)

TOPIC	DISCUSSION	CONCLUSION
<p>2:40-2:45 Norms Good News Welcome New Parents</p>	<ul style="list-style-type: none"> Welcome Julie & Adriann!!! 	
<p>2:45-3:05</p> <ul style="list-style-type: none"> PD Plan Feb. 15 Slide Show 	<ul style="list-style-type: none"> Options for PD day on the 15th. Some options are not available to us since we have many staff gone for Constructing Meaning All staff will see slide 1-8 at their designated location. At ME, the remaining slides will be shared with staff present. Slide 9-13 is district priorities and ME priorities side by side. Slide 14 outlines the day for teachers at Meadows. 	<ul style="list-style-type: none"> Option 2B - for PD Meagan is creating sample google doc for PD work proposal
<p>3:05-3:20</p> <ul style="list-style-type: none"> SIP Action Steps 	<ul style="list-style-type: none"> Went through action steps and entered who, frequency and measurement. 	<ul style="list-style-type: none"> Dianne, Kendal, & Lizzie will do CSC walk-thru's Feb/March & May Dianne will provide a walk-thru equity audit form Bonnie will do a survey at the end of the year with Familias Hispanas

<p>3:20-3:30</p> <ul style="list-style-type: none"> • ELA Pet 	<ul style="list-style-type: none"> • Do we want to synthesize this as SILT, small groups, or take it to staff 	<ul style="list-style-type: none"> • Kendal, Dianne, Lizzie & Meagan will summarize PET before present to staff • Move all staff PET to March 5
<p>3:35-3:40</p> <ul style="list-style-type: none"> • PTO Fundraiser 	<ul style="list-style-type: none"> • PTO researched fundraisers- money would go towards PTO • Powell Butte uses the Big Kahuna - food items, kitchen tools; recommended to have an assembly-20-30 min. If we raise 10,000, PTO doesn't have to pay. • Delivery day - Rep comes and parents have to come and pick up. • Concern was brought up regarding socio-economics of families and ability to pick-up items. 	<ul style="list-style-type: none"> • SILT agreed to having the fundraiser and the assembly. Assembly will happen towards end of February. (February 27 @ 1:30 was suggested)
<p>NEXT AGENDA:</p>		<p>Meagan share notes with Cathy and post onto Meadows Staff Website.</p>

Centennial School District
18135 SE Brooklyn ST
Portland, OR 97236-1049

CONFIRMATION

To: Board of Directors
Date: February 13, 2019
RE: **Approve Unpaid Leave of Absence**

The following licensed staff member has submitted a request to extend an Unpaid Leave of Absence through March 22, 2019, returning to work April 1, 2019.

<u>NAME</u>	<u>SUBJECT</u>	<u>REASON</u>	<u>REQUESTED LEAVE</u>
<u>HAROLD OLIVER ELEMENTARY</u> Stengel, Kathleen	Title I Reading	Family	0.70 FTE

It is recommended that the Board approve the Unpaid Leave of Absence as listed above.

Centennial School District
18135 SE Brooklyn ST
Portland, OR 97236-1049

CONFIRMATION

To: Board of Directors
Date: February 13, 2019
RE: **Adjust Approved Resignation of Licensed Teacher**

The following licensed staff member has submitted an adjusted resignation letter to help with the transition of filling the position. Mr. Rockwell will stay until March 22, 2019, with a request to be released as soon as the vacancy has been filled.

<u>NAME</u>	<u>SUBJECT/FTE</u>	<u>EFFECTIVE</u>	<u>YEARS</u>
<u>CENTENNIAL HIGH SCHOOL</u>			
Rockwell, Matthew	Home Economics / 1.00 FTE	03/22/2019	1 Year

It is recommended that the Board approve the licensed staff resignation as listed above.

Centennial School District
 18135 SE Brooklyn ST
 Portland, OR 97236-1049

CONFIRMATION

To: Board of Directors
Date: February 27, 2019
RE: **Approve Temporary Employment for the 2018-2019 School Year**

The following licensed staff members have been offered an employment contract, as listed below to fill a vacant position within the Centennial School District for the 2018-2019 school year.

Name	Position (FTE)	Degree/University	Experience	
			Yrs.	District
<u>CENTENNIAL HIGH SCHOOL</u>				
Wissler, Kathrin	Teacher – Home Economics	MA/Concordia University	8	
			1 Year	Reynolds SD, OR
			6 Years	Parkrose SD, OR
			1 Year	St. Helens SD, OR
<u>HAROLD OLIVER ELEMENTARY</u>				
Doe, Jessica	Teacher- Learning Specialist (Temporary)	MA/Merrimack College	0	N/A

It is recommended that the Board approve the employment for the licensed staff members listed above for the 2018-2019 school year.

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

CONFIRMATION

To: Board of Directors
Date: February 27, 2019
Subject: **Approve Trip Request: CHS A. P. Environmental Science Class to Columbia Hills State Camp in Lyle, Washington.**

A request has been received from Centennial High School's A. P. Environmental Science Class, 50 students (female and male), 1 instructor (male) and 3 chaperones (female and male) to travel to Columbia Hills State Park May 31, 2019 – June 1, 2019. The camp site is closest to Lyle, Washington.

The instructor (Joel McKee) and chaperones (Jarom Sweazey, Jim Johnson and Isabel McKean) have been background checked as required by board policy.

Lodging will be at the Columbia Hills State Park in tent campsites. Students will be transported by school bus. Expenses will be paid for with funds from the students and Metro.

It is recommended that the Board approve the CHS A. P. Environmental Science Class to travel to the Columbia Hills State Park in Washington.

Respectfully submitted,

Prepared by,

Approved February 7, 2019

Dr. Paul Coakley
Superintendent of Schools

Mairi Scott-Aguirre
Principal

Centennial School District

Date: _____

To: The Governing Board
Centennial School District

From: _____, Principal

Via: Superintendent

Subject: **REQUEST FOR APPROVAL OF
OUT-OF-STATE/OVERNIGHT FIELD TRIP**

In accordance with Policy IIC/IICA, the following request is made for approval of student travel by

50 students and 1 instructors 3 chaperone(s)

from CHS to Columbia Hills State Park
SCHOOL DESTINATION

Date of trip: 5/31/19 - 6/1/19

Persons participating: A.P. Environmental Science class

Destination: (conference, locale, etc.) Columbia Hills State Park

Type of transportation: School BUS

Lodging at: Campground

Financing: Student funded with help from Metro.

Substitute teacher required? Yes No If yes, number of days 1

Supervision: (Number of chaperones, names of supervising instructors. If this trip will have both male and female students participating, male and female chaperones are required.)
Jaron Sweazy Joel McKee
Jim Johnson
Isabel McKean

Parent permission: Parent Permission form 425-013, from parents or guardians, must be received prior to departure. Anyone failing to return a permission slip will not be eligible to participate.

Justification: (purpose of the travel requested - field trip, participation in competitive event, etc.) _____

Activity: (attach a brief itinerary of this trip) See attached

Endorsement: I endorse deny this request.

PRINCIPAL Date: 2-7-19

Wm Scott King

Wm Scott King

Overnight Proposal - Columbia Hills State Park 2019

Overview

On Friday, May 31st, 2019 no more than 60 students from the A.P. Environmental Science class at Centennial High School will be traveling to Columbia Hills State Park in Washington for an overnight camping trip. On the way to the campground, the bus will stop at a trail system known as Coyote Wall for an approximately 8 mile hike. After arriving at the campground and setting up camp, there will be the opportunity for relaxation at Horsethief lake and additional hiking followed by dinner in the campground. Following breakfast on Saturday morning, the class will take a guided hike to tour the nearby Native American petroglyphs. Following this tour we will break camp and head back to CHS.

Purpose

This field trip is meant to be a culminating experience for the A.P. Environmental Science Class. It will incorporate curriculum from throughout the year and serve as an opportunity to celebrate the natural beauty of the Pacific Northwest. In addition, the following content and skills will be explored:

- Ecology of the Eastern Columbia Gorge: Characteristics, climate, flora/fauna, etc.
- Fire ecology
- Native American History
- Hiking skills (Preparedness, navigation, etc.)
- Wilderness etiquette (Leave no-trace ethic, etc.)
- Camping etiquette and skills (Starting and putting out a fire, tent set-up, etc.)
- Geology of the Columbia Gorge

Funding

Metro, in partnership with the A.P. Environmental Science, will provide all funding for field trip expenses so that there will be no cost to students.

Supervision

In addition to the supervision provided by Mr. McKee, the following chaperones, all of whom have received background checks, will be present:

- Jim Johnson
- Isabel McKean
- Jarom Sweazey

Sleeping Logistics

Tents will be provided by Mr. McKee and other students. Tent groups will consist of like-gendered students, or solo sleeping students and will be arranged well in advance of the trip to ensure that all students have safe and comfortable sleeping arrangements. The tents will be set up at 7 different but adjacent campsites (campsites 9, 11, 12, 15, 16, 17, 18: see map on next page), which have already been reserved. Parents/guardians may check on the specifics of the tent groupings by visiting the following link: bit.ly/tentgroups.

Other Equipment

Students will be given a detailed equipment checklist as part of their information/permission form (Page 3 of this document).

Food

Dinner on 5/31 (Vegetarian spaghetti) will be provided by Mr. McKee. Lunch on 5/31 and breakfast on 6/1 will be provided by students. Extra food will be available for students that forget food.

Safety

Mr. McKee will have a first aid kit and, as always, will consult with the school Nurse about any special student health considerations.

Detailed Itinerary

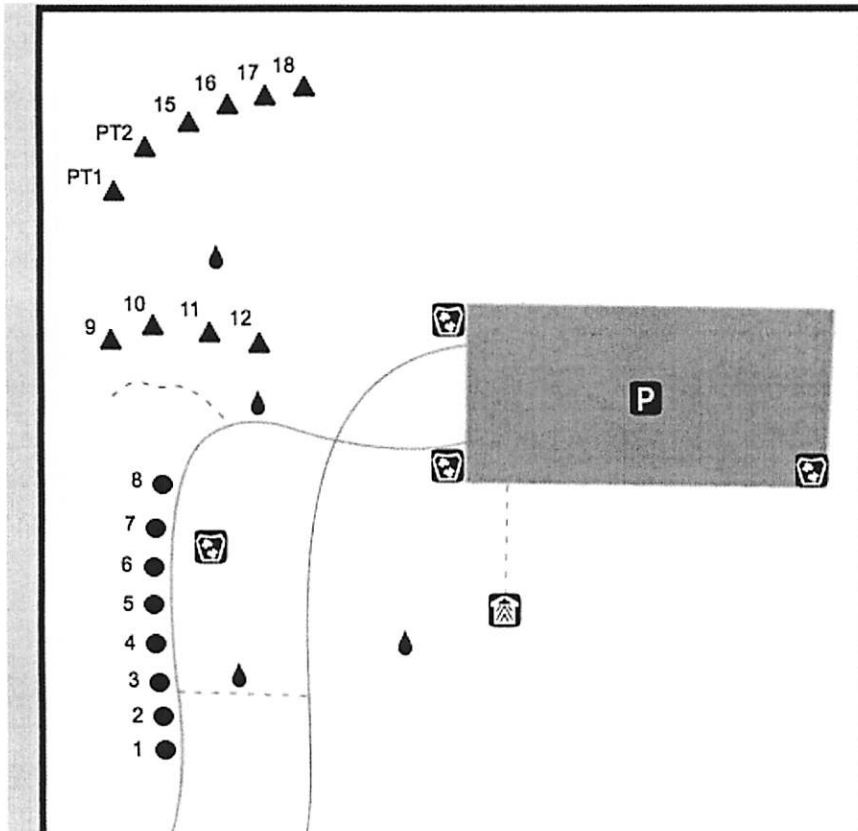
Friday, June 1

- 7:40 a.m. All students leave Centennial High School on the bus
- 9:30 a.m. Arrive at Coyote Wall in Columbia Gorge. Hike 7.8 mile loop.
- 2:00 p.m. Depart Coyote Wall
- 2:30 p.m. Arrive at Columbia Hills State Park. Set up camp.
- 3:30 p.m. Relaxation at Horsethief Lake
- 5:00 p.m. Sunset Hike at Horsethief Butte
- 6:30 p.m. Dinner
- 10:00 p.m. Lights out

Saturday, June 2

- 8:00 a.m. Wake up/breakfast (Breakfast provided by students - granola bars etc.)
- 9:00 a.m. **Break camp and load up bus**
- 10:00 a.m. Guided petroglyph hike
- 12:00 p.m. Board bus and return to CHS
- 2:00 p.m. Arrive back at CHS

Map of Campsites 9, 11, 12, 15, 16, 17, 18



Columbia Hills Overnight Field Trip - Information and Permission

Overview

On Friday, May 31st, 2019 no more than 60 students from the A.P. Environmental Science class at Centennial High School will be traveling to Columbia Hills State Park in Washington for an overnight camping trip. On the way to the campground, the bus will stop at a trail system known as Coyote Wall for an approximately 8 mile hike. After arriving at the campground and setting up camp, there will be the opportunity for relaxation at Horsethief lake and additional hiking followed by dinner in the campground. Following breakfast on Saturday morning, the class will take a guided hike to tour the nearby Native American petroglyphs. Following this tour we will break camp and head back to CHS.

Purpose

This field trip is meant to be a culminating experience for the A.P. Environmental Science Class. It will incorporate curriculum from throughout the year and serve as an opportunity to celebrate the natural beauty of the Pacific Northwest. In addition, the following content and skills will be explored:

- Ecology of the Eastern Columbia Gorge: Characteristics, climate, flora/fauna, etc.
- Fire ecology
- Native American History
- Hiking skills (Preparedness, navigation, etc.)
- Wilderness etiquette (Leave no-trace ethic, etc.)
- Camping etiquette and skills (Starting and putting out a fire, tent set-up, etc.)
- Geology of the Columbia Gorge

Funding

Metro, in partnership with the A.P. Environmental Science, will provide all funding for field trip expenses so that there will be no cost to students.

Supervision

In addition to the supervision provided by Mr. McKee, the following chaperones, all of whom have received background checks, will be present:

- Jim Johnson
- Isabel McKean
- Jarom Sweazey

Sleeping Logistics

Tents will be provided by Mr. McKee and other students. Tent groups will consist of like-gendered students, or solo sleeping students and will be arranged well in advance of the trip to ensure that all students have safe and comfortable sleeping arrangements.. The tents will be set up at 7 different but adjacent campsites (campsites 9, 11, 12, 15, 16, 17, 18: see map on next page), which have already been reserved. Parents/guardians may check on the specifics of the tent groupings by visiting the following link: bit.ly/tentgroups.

Contact

joel_mckee@csd28j.org

503.762.6180 ex5502

Cost

For expenses associated with the field trip, students will need to pay \$30. Students that are unable to generate the \$30 should speak to Mr. McKee about alternative options. **In order to ensure adequate funding for students attending the field trip, the \$30 fee is non-refundable.**

Permission

Please sign and return attached permission slip. Keep this page for your own information. **The signed permission slip and money will be due by Friday, February 15th.**

Checklist

- Lunch for 5/31 (see attached permission slip for more options/information about sack lunches)
- Breakfast for 6/1 (Granola bars or some similar non-perishable food are recommended)
- Comfortable shoes (running shoes or trail running shoes are recommended, boots can be painful if not properly broken in)
- At least 3 liters of water
- Sun block
- Rain gear and multiple clothing layers for variable weather
- Sleeping bag
- Flashlight or headlamp
- Backpack for hiking excursions
- Composition notebook and writing utensil for field notes
- Camera (if possible)

Detailed Itinerary

Friday, June 1

7:30 a.m. Meet at main entrance to CHS

7:40 a.m. All students leave Centennial High School on the bus

9:00 a.m. Arrive at Falls Creek Falls in Washington and Hike to the falls (**Bus remains at Falls Creek while students are hiking**)

11:00 a.m. Depart Falls Creek for Lower Falls Campground

12:00 p.m. Arrive at Lower Falls Campground set up camp and have lunch on own (**The Bus will not be needed for the rest of the day**).

1:30 p.m. Hike to upper falls

5:00 p.m. Arrive back at camp and eat dinner, which will be provided by Mr. McKee

6:30 p.m. Evening instruction (map reading, compass use, etc.)

10:00 p.m. Lights out

Saturday, June 2

8:00 a.m. Wake up/breakfast (Breakfast provided by students - granola bars etc.)

9:00 a.m. **Break camp and load up bus**

10:00 a.m. Hike west on Lewis River trail (Trail #31)

12:00 p.m. Board bus and return to CHS (**The Bus should be at the campground for boarding by 11:30**)

2:00 p.m. Arrive back at CHS

CENTENNIAL SCHOOL DISTRICT
18135 S. E. Brooklyn St.
Portland, OR 97236
(503) 760-7990

NEW BUSINESS

TO: Board of Directors

DATE: February 27, 2019

SUBJECT: Approve Textbooks for Advanced Placement (AP) American Government & US History

Advanced Placement (AP) American Government and US History are existing courses at CHS. The proposed texts were selected by teachers with input from their students, and will replace the current textbooks. The last adoption of AP textbooks for these courses occurred in 2008-2009.

The Board is requested to consider the adoption of the following textbooks for AP American Government and US History curriculum:

Grade Level	Title	Publisher
High School	American Government Stories of a Nation © 2019 by Abernathy & Waples	BFW Publishers
High School	Alan Brinkley's American History: Connecting with the Past, 15 th Ed. © 2017	McGraw Hill

It is recommended that the Board approve the adoption of the recommended textbooks for AP American Government and US History.

CENTENNIAL SCHOOL DISTRICT

18135 S.E. Brooklyn

Portland, OR 97236

503-760-7990

NEW BUSINESS

TO: Board of Directors

DATE: February 27, 2019

SUBJECT: Consider Student Transfer Limits for 2019-2020

In 2013, the Oregon Legislature passed House Bill (HB) 2747, and in 2014, passed HB 4007. These two (2) bills modify the process for considering interdistrict transfer requests.

Past practice was the students wishing to apply for a transfer to a non-resident district were required to complete an application form including the reason for the transfer request. They had to obtain a release from the resident district as well as an approval from the non-resident district. After the release and approval, the mutual agreement was for one (1) year only.

Under HB 4007, districts are restricted in the information they may request; and they are not allowed to review request on an individual basis. Instead, the Board must adopt in advance the number of students that will be allowed to transfer in and out of the district. For students transferring into the district, the Board may determine a length of time for that transfer.

Open Enrollment, enacted by the Oregon Legislature in 2011, created an additional option for students wishing to transfer between districts. The open enrollment statute contains a sunset provision, effective July 1, 2019. What this means for Centennial:

- 2018-2019 was the last school year for students to transfer under this law.
- Any student who transferred to a new district through open enrollment prior to the 2019-2020 school year is allowed to stay in that district. The open enrollment statute contains language specifically stating that the sunset does not affect the status of a person who transferred via open enrollment prior to the 2019-2020 school year.
- Because 2018-2019 was the last year for transfer, districts should not go through the open enrollment procedure in the spring of 2019 and cannot enroll students through open enrollment in 2019-2020.

The Legislature may choose to extend the sunset during the 2019 legislative session. However, until the Legislature takes action, the sunset is still in effect and districts may not enroll new students through open enrollment.

Our transfer guidelines reflect the discontinuation of Open Enrollment.

Attached you will find the administration's recommended transfer guidelines for the Board's consideration for the 2019-2020 school year.

It is recommended that the Board adopt the attached guidelines for student interdistrict transfers for the 2019-2020 school year.

Request for Nonresident Students to Attend Centennial Schools

Interdistrict transfer requests for nonresident students wanting to attend a school within the Centennial School District will be accepted from **May 14 to August 16, 2019**, based on the following designated slot openings by building and grade-level:

Grade	School	Number of Slots
K-6	<i>Butler Creek, Meadows, Patrick Lynch, Pleasant Valley, and Powell Butte are closed due to capacity</i>	0
K-6	Oliver	15
K-6	Parklane	15
7-8	CMS	10
9	CHS	15
10	CHS	15
11	CHS	10
12	CHS	10
9-12	CPS	0

Total Openings for Nonresident Students: 90

If the total requests for any one location or grade exceed the number of Board adopted transfer slots, a blind lottery process will be held to determine selection.

Length of Request

A student approved for transfer into Centennial will be approved to attend through the highest offered grade at the requested school (e.g. 8th grade for CMS and 12th grade for CHS).

Revocation of Transfer

Interdistrict transfer approval will be revoked for students who are either:

1. Chronically absent (defined as missing 10 % of school days) in a grading period; or
2. Students who receive two or more suspensions from school; or
3. Repeat late drop off and/or pick up.

These criteria will be applied to all approved transfers, without bias.

Out-of-district Transfer Requests

It is recommended that the Board approve opening 30 interdistrict transfer slots for students requesting to transfer out of the district between **May 14 and June 28, 2019**. If we receive more than 30 out-of-district transfer requests, a lottery will be held on July 1, 2019.

In addition to the 30 transfer slots noted above, it is recommended that the Board approve allowing students who meet the following qualifications to be released out of district:

- Students who will have a sibling enrolled in their requested district next year.
- Students who were enrolled in their requested district as an 11th grader in the 2018-2019 school year.

CENTENNIAL SCHOOL DISTRICT

18135 S.E. Brooklyn St.
Portland, OR 97236
503-760-7990

NEW BUSINESS

TO: Board of Directors

DATE: February 27, 2019

SUBJECT: Award Contract for Multifunction Reproduction Devices (photocopiers)
to Pacific Office Automation

Attached is an executive summary of the process to request proposals and the results of that process. Thirteen vendors received the RFP and two complete responses were received.

The results of the RFP will be used to acquire Print Shop Multifunction Reproduction Devices for 2019 through 2024.

It is recommended that the Board award the contract for Multifunction Reproduction Devices to Pacific Office Automation in accordance with the terms of their November 28, 2018 proposal.



Centennial School District
Executive Summary of the RFPs 1819
January 22, 2019

Objective:

The RFP was issued with 3 components so that the award could be made to the vendor(s) who offer the best value to the District in each area.

Component Description	Objectives
RFP# 1819-01 Copier/MFD Hardware & Service	<ul style="list-style-type: none"> To replace copiers with expiring leases and devices that have reached end-of-life
RFP# 1819-02a Print Shop Hardware & Service	<ul style="list-style-type: none"> To replace copiers with production-grade hardware capable of meeting the increased volume of work.
RFP# 1819-02b Print Shop Job Submission Software	<ul style="list-style-type: none"> To acquire software that will increase efficiency in the production environment to improve workflow and to allow end users to submit print jobs electronically from anywhere, anytime.

Team:

A team consisting of Greg Lecuyer, Frank Decker, and Regina Castro of Centennial School District, and Hannah Recla, Mel Walker, and Lisa Kitamura of Optimizon was formed to evaluate the current requirements, develop a sourcing strategy, and issue the RFP to interested vendors.

Vendors:

The RFP was advertised per District and State requirements. RFP packets were sent to the following vendors. Responses were as noted.

Vendor	RFP# 1819-01 Copier/MFD Hardware & Service	RFP 1819-02a Print Shop Hardware & Service	RFP# 18/19-001b Printer/MFP Service and Supplies
Advanced Digital Solutions International Inc.	non-responsive	non-responsive	non-responsive
Canon Solutions America	non-responsive	non-responsive	non-responsive
Copiers Northwest	non-responsive	non-responsive	non-responsive
Copy Machine Specialist	non-responsive	non-responsive	non-responsive
CTX-Copytronix	complete	complete	complete
Kelley Imaging Systems	non-responsive	non-responsive	non-responsive
Konica Minolta Business Solutions	non-responsive	non-responsive	non-responsive
Kyocera Document Solutions	non-responsive	non-responsive	non-responsive
Onvia	non-responsive	non-responsive	non-responsive
Pacific Office Automation	complete	complete	complete
Ricoh	non-responsive	non-responsive	non-responsive
Solutions Yes	non-responsive	non-responsive	non-responsive
Xerox	non-responsive	non-responsive	non-responsive



Bid Process:

Analysis for the RFPs was conducted based on each vendor’s response to the terms and conditions, pricing for a period of (5) years, and equipment configurations.

The scoring criteria was shared with the vendors during the RFP process, and the proposals were scored as follows: Each question in each RFP was assigned a rank according to importance, and each category was assigned an overall percentage of importance. Optimizon and Centennial School District carefully analyzed each proposal and assigned a score to each vendor’s response in each area.

The details of scoring for each RFP can be found in the accompanying Bid Scoring Worksheet PDF files.

Following the initial scoring process, Pacific Office Automation (POA) was the top-ranked vendor for each component. As part of the analysis process, hardware/software demonstrations were conducted with Pacific Office Automation.

The total weighted scores and rankings for each RFP are as follows:

RFP# 1819-01 Copier/MFD Hardware & Service	Total Score	Rank
Pacific Office Automation (Sharp)	690	1
CTX – Copytronix (Kyocera)	652	2
Total Possible	690	

RFP 1819-02a Print Shop Hardware & Service	Total Score	Rank
Pacific Office Automation (Oce)	634	1
CTX – Copytronix (Xerox)	539	2
Total Possible	674	

RFP 1819-02b Print Shop Job Submission Software	Total Score	Rank
Pacific Office Automation (Prisma)	515	1
CTX – Copytronix (Skyline)	477	2
Total Possible	626	

Award Recommendation:

The recommendation is to award all three RFP components to Pacific Office Automation. Pacific Office Automation offered equipment, software, and terms that meet the District’s requirements. Pacific Office Automation also agreed to back up the guarantees they are making by providing a performance bond to the District equaling 25% of the total hardware and service costs for a period of 60 months.



Increased Capability for the Print Shop:

Over the past several years, the number of pages produced in the Print Shop has increased significantly, primarily due to curriculum adoptions. The Print Shop currently produces a high number of booklets for students.

One of the goals of this RFP was to acquire hardware and booklet making capability that is more suited to the production requirements because the current devices have had significant downtime due to being over-utilized. The downtime of the equipment often led to longer turnaround times for the schools.

The Oce production devices proposed by Pacific Office Automation for the Print Shop are significantly more robust than the current devices. Additionally, the booklet making capability on the Oce devices will be much more suited to handle the large number of booklets the Print Shop is creating for curriculum materials, including the Eureka program.

The Prisma software tool proposed by Pacific Office Automation, will aid the Print Shop in creating a more effective and efficient workflow while also creating a more consistent experience for the end users with better communication between the Print Shop and the schools. Jobs submitted to the Print Shop will eventually all be routed through the software, which will lead to fewer ordering issues. The end users will have access to a centrally managed catalog of items with materials they use on a regular basis to make it easy for them to order the right materials.

The combination of more robust hardware along with software tools will allow the Print Shop to complete the required work much more efficiently.

Financial Summary:

Component	Current Annual Cost	New Annual Cost
RFP 1819-01 Copier/MFD Hardware and Service: POA	\$79,849	\$74,950
RFP 1819-02a Print Shop Hardware & Service: POA	\$59,248	\$93,160 ¹
RFP 1819-02b Print Shop Job Submission Software: POA	n/a	\$16,861 ²
Total Annual Cost	\$139,097	\$184,971

Includes hardware, service, supplies, software (excluding paper)

¹ Production Hardware:

The recommended Oce production hardware will likely have a life of 6-7 years. After the initial 60-month term, the District will own the hardware and can purchase maintenance only. The annual maintenance cost is approximately \$30,000.

² Software: After the initial 60-month term, the District will own the software. Ongoing costs will be for maintenance only, at an estimated cost of \$7,000 per year.