

August 17, 2012

DeAnn O'Neil, Business Manager
Sheridan School District
435 S Bridge St
Sheridan, OR 97378

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Dear DeAnn:

The Oregon School Boards Association is pleased that your district has elected to participate in the Oregon Lighthouse Project. Congratulations.

Your district will, during this professional development, focus on the board's role in improving student achievement. The board's custodial role as defined in statute will remain the same, and OSBA is prepared to continue to assist you in those areas, as desired.

In order for us to begin working with your entire board-superintendent team, we need to make sure we have the enclosed agreement signed by each board member and returned to the OSBA office by September 5, 2012. If you have any questions please call me as soon as practical so I can provide you with the answers you need. After signing the agreement, please work directly with Renee Sessler to schedule your training sessions. She may be reached by email at rsessler@osba.org or on her personal cell at (503) 998-2159. If you'd like, you may also call OSBA to relay messages to Renee.

Training will progress at the board's pace. It is recommended that the board include key administrators in the training sessions, and when the time comes for the District Leadership Team to be involved in the training, we ask that they be included as well.

We thank you for your willingness to commit to the training sessions with three additional years of continued facilitation as you work to incorporate your new learning into how the board does its work.

Sincerely,



Joseph M. Wehrli
Director of Board Development

cc: AJ Grauer, Superintendent (via email)
Penny Elliott, Board Secretary (via email)

Enc.

OREGON LIGHTHOUSE PROJECT

AGREEMENT FOR SHERIDAN SCHOOL DISTRICT AND OREGON SCHOOL BOARDS ASSOCIATION in partnership with Oregon Department of Education (ODE)

Since 1998, the Lighthouse research of the Iowa School Boards Foundation (“ISBF”) has shown that school boards and superintendents can lead districts to higher levels of student achievement. The research has identified activities and workshops that have helped school board/superintendent teams to develop their leadership in this area. Districts in Title IA improvement status for the 2011-2012 school year may qualify for support funding through this partnership. In an effort to provide districts with additional resources to assist school improvement efforts Oregon School Boards Association and Oregon Department of Education have collaborated to establish a support system that will provide interested districts some financial support in pursuing this professional development offering for the district leadership team.

This agreement dated this August 17, 2012, between Oregon School Boards Association (“OSBA”) and Sheridan School District (“District”) with support from the Oregon Department of Education (“ODE”), describes the roles and responsibilities of each party and the commitments of OSBA, ODE and the District that are part of a two-year collaboration to develop board-superintendent team leadership for high and equitable student achievement, building on the results of the Lighthouse research to date. The district agrees to participate in follow up surveys if requested by OSBA Staff.

Purpose

The purpose of the Oregon Lighthouse Project is to provide school boards and district leadership teams with information to assist them in functioning in a manner that has a positive impact on student achievement. The project uses a systematic approach through various phases of study designed to impact the knowledge, skills, and beliefs of board members in a manner that increases their governance, policies, priorities, decisions and actions in such a way as to maximize their impact on all students through increased student achievement.

Assumptions

The OSBA and District commit to a two-year collaboration, as described below. In the workshops and activities associated with the project, OSBA will introduce research based or best practice tools and processes that improve board-superintendent leadership skills for improving student achievement. The board and superintendent of the District will use the materials and tools introduced in the workshops and activities to guide their leadership in the district, as described in more detail below.

OSBA Mission Statement¹: To improve student achievement through advocacy, leadership and services to Oregon public school boards.

Role of the OSBA Lighthouse Team

Staff from the OSBA will provide technical support to the board-superintendent team focused on improving board-superintendent leadership for high and equitable student achievement. Data gathered over the course of the project will measure the degree to which the District is developing the beliefs and “7 conditions” that are characteristic of self-renewing districts that consistently have higher levels of student achievement. Data will also measure changes in student achievement itself.

¹ 2011-12 OSBA Mission Statement.

The OSBA will:

- Provide workshops and work sessions with the board-superintendent team designed to improve leadership for high and equitable student achievement district-wide;
- Collect and report project-related data that help the board-superintendent team monitor changes in the district and make effective decisions.
 - At a minimum, these data include: student achievement data, the Beliefs survey and the 7 Conditions Survey.
- Coach the board-superintendent team on implementing the concepts and practices introduced in the workshops;
- Provide guidance on working with leadership from within the district to coordinate efforts;
- Support policy development and monitoring to ensure lasting implementation of the leadership decisions;
- Commit to revisit the project agreement each year;
- Follow the guidelines below for use of data in communications and publications;
- OSBA will process billing statements through ODE for contract service.

Role of Participating Districts

The District board-superintendent team will:

- Participate as a full board-superintendent team with OSBA in the Oregon Lighthouse Research 11 modules of training (some modules may require more than one meeting to complete);
- 100% attendance at regularly scheduled work sessions/workshops of OSBA Lighthouse Team with the full board-superintendent team for the purpose of developing the board-superintendent team leadership for high and equitable student achievement throughout the District;
- Be a member in good standing with OSBA;
- Annually administer the Beliefs and 7 Conditions Surveys to the full board, the superintendent, the central office administrators, building principals and teachers throughout the District for two years;
- Additional years of survey may be provided through a contracted service with OSBA;
- District has the responsibility to provide the necessary training to new board members to insure a successful transition into the program;
- Allocate time to apply the learning from the project at the board table and in the District (i.e., scheduling meetings aside from regular board meetings to implement what is learned);
- Support, through the calendar and budget, the decisions of the board/superintendent team resulting from the Lighthouse training. These often include:
 - The implementation of an initiative(s) with the focus of raising student achievement in a content area(s);
 - Implementation of quality and sustained professional development that includes theory, demonstration, practice, and coaching;
 - Study and implementation of action research that involves work with both student achievement and improvement initiatives;
 - Vision development;
 - Leadership development training;
 - Establishment of a leadership team that is able to meet regularly and is composed of, but not limited to building principals, central office administrators, and lead teachers.
- Attend Lighthouse training with other participating school boards in common sites, when requested;
- Design strategies for two-way communication for people at all levels of the system and community;
- Project costs for work outside the scope of this contract may be provided through additional written agreements;
- Commit to revisit project agreement each year;

- Provide the OSBA access to publicly available student achievement data sufficient to support project objectives;
- Provide a 72 hour cancellation notice to OSBA related to any and all scheduled training workshops and/or meetings with any member of the OSBA Lighthouse Team or the contracted trainer. Insufficient notice will accrue unnecessary expenses and will be charged back to the District.

The District Leadership Team is made up of at a minimum the superintendent/designee, designated central office staff, building principals and teachers that will:

- Meet regularly for the duration of the project.
- Study school improvement.
- Select an initiative(s) to improve instruction in the identified content area and recommend it to the board.
- Provide ongoing leadership to the faculty to sustain initiative implementation. Activities will include but not be limited to, the following:
 - Meet regularly and frequently.
 - Engage in the study of school improvement.
 - Engage in the study of data, both student achievement and implementation, and support the continuous use of data in decision-making and instruction.
 - Plan for quality professional development to improve instruction (based on data) for school staff with initiative trainer(s) and Lighthouse Team members.
 - Attend all professional development events provided.
 - Attend Lighthouse training in common sites with other schools involved in the project, if scheduled (possibly several two-day meetings per year).
 - Implement instructional strategies being learned.
 - Participate in peer coaching.

Use of Data

Training/Materials:

- District has permission to use among their own staff;
- Other use without express permission from OSBA is prohibited.

Student Achievement Data:

- District will provide OSBA the student achievement data sufficient to support project objectives;
- As part of the project activities, OSBA and the District board, superintendent and leadership team will study the data and use survey data to guide decisions.

Lighthouse Conditions and Beliefs Survey Data:

- On an annual basis, the District will administer the Lighthouse 7 Conditions and Beliefs surveys to the full board, the superintendent, central office licensed staff, building principals and teachers throughout the District;
- As part of the project activities, OSBA and the District board, superintendent and leadership team will study the data and use them to guide decisions.

Publication Rights

- OSBA reserves the right to publish results of districts participating in the Oregon Lighthouse Project.

Project Finances

OSBA Accountability

- OSBA will administer grant funds for services at the rates outlined below:
 - \$10,000 fee for the cost of professional services and training up to 18 facilitated Lighthouse sessions.
 - Mileage (calculated from the OSBA office in Salem) at current IRS Rate
 - Meals, lodging and other expenses at Actual Cost
- OSBA will be responsible for accounting and reporting for all receipts and expenditures of the project funded or conducted at the state level.

District Contribution

- The District will be responsible for accounting and reporting for all receipts and expenditures of the project funded or conducted at the individual district level.

Duration

- OSBA agrees to provide 11 modules of training as scheduled within 24 months of the date of this signed agreement.
- Any module training beyond the 24 month period will be billed at OSBA's Professional Contract rate in effect at that time.
- Expected length of project is two years beginning the date the contract is signed.

Term and Renewal of Agreement

This agreement shall be effective for a term of two years beginning the date the contract is signed. The agreement may be renewed upon its completion by mutual agreement of the parties.

Changes in Terms

This agreement may be changed or amended by OSBA upon 60 days written notice to the District.

Termination

This agreement may be terminated by either party for breach of this Agreement upon 60 days written notice to the other party. Termination of the Agreement shall not affect the rights of OSBA to receive payments on any unpaid balance of the compensation earned prior to the termination.

This agreement may also be terminated by mutual agreement of both parties.

This agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written and expresses all obligations of and restrictions imposed upon OSBA and the district. This Agreement is subject to amendment, alteration or additions only by a subsequent written agreement between and executed by OSBA and the district. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their officers designated below.

Oregon School Boards Association

By: Betsy Miller-Jones
Betsy Miller-Jones
Interim Executive Director

Oregon Department of Education

By: _____
Denny Nkemontoh
Education Specialist
School Improvement and Accountability

Sheridan School District

By: _____
Title: _____

Sheridan School Board

By: _____
By: _____
By: _____
By: _____
By: _____
By: _____