

**MINUTES**

Regular Meeting of the

**BOARD OF DIRECTORS**

Corvallis School District 509J  
 1555 SW 35<sup>th</sup> Street  
 Corvallis, OR 97333

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:34 p.m. in the Board Room of the Central Administration Building, 1555 SW 35<sup>th</sup> Street, Corvallis, Oregon. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u>                  Kari Rieck, Chair                  Donna Keim, Vice Chair                  Blake Rodman                  Matt Donohue                  Helen Higgins                  Anne Schuster</p> <p><u>BOARD MEMBERS EXCUSED</u>                  Nell O'Malley</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u>                  Courtney Gardner, Crescent Valley High School                  (CV)</p>	<p><u>EXECUTIVE STAFF PRESENT</u>                  Dawn Tarzian, Superintendent                  Jim Hogeboom, Assistant Superintendent                  Jeanne Holmes, Human Resources Director                  Fred Wright, Auxiliary Services Director                  Brook MacNamara, Student Services Director                  Kathy Rodeman, Business Services Director                  Debbie Bell, Accounting Supervisor                  Fred Kane, Corvallis Public Schools Foundation                  Director                  Julie Catala, Executive Assistant to the                  Superintendent</p> <p><u>PRINCIPALS PRESENT</u>                  Denise Gorthy, Jefferson Elementary</p>
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A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

Chair Rieck led the group in the pledge of allegiance.



### **III. COMMITTEE/BOARD MEMBER ITEMS**

Chair Rieck encouraged all to vote in the November 6 election.

Chair Rieck stated that Corvallis High School (CHS) Student Representative Zachary Allen was not in attendance as he was participating in the dress rehearsal for Spitfire Grill, the CV/CHS combined play.

Director Schuster reported that she visited:

- CV for its green school award, also hearing a speaker regarding environment science.
- CHS to hear Senator Frank Morris speak to students

Director Keim reported that she attended the Michael Leeds talk about keeping lines of communication open with teenagers.

Chair Rieck related that she had been accepted to Leadership Oregon which is through Oregon School Boards Association (OSBA). It is a two-year program with 25 people enrolled.

Chair Rieck recognized and thanked Directors Keim, Donohue, Rodman, and Schuster for the significant energy they put into the District's levy promotion as well as Human Resources Director Jeanne Holmes and Business Services Director Kathy Rodeman. Director Rodman echoed the same sentiments for citizen Mark Armour and his levy work.

Director Higgins reported that Board members would soon be heading to their annual OSBA conference in Portland.

### **IV. SUPERINTENDENT'S REPORT**

Superintendent Tarzian invited Jefferson physical education teacher Tom Heath and Jefferson Principal Denise Gorthy to come forward while she announced that he had been named Oregon PE teacher of the year at the state conference October 13. She stated that the District has strained to provide PE support and he is appreciated. She informed that he recently modified his program to include Life Skills students and that university students come to observe him. She related that Principal Gorthy wrote that he is a humble and modest person, the go-to guy at Jefferson, works behind the scenes, and has a gift for engaging students and helps them find enjoyment in PE. Principal Gorthy orated more of his attributes and he gave credit to those who have gone before him in the District in earning this award, noting the District is well represented.

Superintendent Tarzian reported that the first vision-building forum had been held which several Board members attended along with parent-teacher organization presidents and parents. It lasted two hours and could have gone on longer. Director Keim noted that after the first activity attendees felt

comfortable to tell what they did not like and they expressed their appreciation to board members for coming. Superintendent Tarzian stated that the next step would be to train more meeting facilitators as future forums include three large groups that are a cross-cut of the community and several smaller groups.

Superintendent Tarzian reported that the District is in year two of the student health focus. This year they will be looking at drug and alcohol prevention. Last year's focus was fitness and nutrition. Staff will meet with middle school and high school leadership teams, and police; they will look at data, conduct parent meetings and trainings, arrange for student instruction, develop a communication plan and review how suspended students relate to the focus.

Superintendent Tarzian explained that the reason the Board Room flag had not been replaced as yet was because the flag donated by the Benton County Central Committee and the Benton County Republican Women last month was too large for the location. Chair Rieck added that 65 flags had also been donated to CHS. (Those flags were compliments of local American Legion members.)

Superintendent Tarzian recognized Director Higgins for being named Chief Executive Officer of the Corvallis Boys and Girls Club, a key partner of the District.

#### **V. PUBLIC TESTIMONY**

No one wished to speak.

#### **VI. STAFF PARTICIPATION**

No one wished to speak.

#### **VII. SPECIAL REPORT – VITAL SIGNS**

Business Services Director Kathy Rodeman noted that the Board had had the opportunity to review the Vital Signs report so she would be briefly highlighting it and then would answer questions. She thanked Budget Analyst Linda Martin and volunteer Denise Cardinali for compiling the report. (See Supplemental Item #VII-13 in the Official 2006-07 Board Minutes.)

She reviewed that the Vital Signs were developed as part of the Program and Resource Review (PR2) process and are intended to be indicators to guide in prioritizing the District budget and facility usage. The Vital Signs come to the Board two times a year, in March and November, when the supporting data are available annually.

Ms. Rodeman related that the data on Page 2 has not changed since it was calculated in May as part of the annual budget process.

Referring to Page 3, she noted that class sizes were much better in kindergarten, first, and second grades due to principals focusing to lower those class sizes. The middle and high schools have larger core class sizes and differences can be seen. She noted that Linus Pauling Middle School deliberately increased PE classes to enable smaller core class sizes so they have fewer core classes that have 35 or more students. Assistant Superintendent Hogeboom is planning to meet with both middle schools to hear how they can keep core class sizes down.

Looking to Page 4, Ms. Rodeman stated that enrollment change was within the 5% threshold. Lincoln K-8 exceeded enrollment by 45 students in K-5 which was a surprise. The middle and high schools were held to a 7% difference in enrollment. Students moved in the summer to the CHS area.

Page 5 shows that the District is close to the utilization target, with elementary schools over at 95%. Next year, she would expect that new transfers would not be allowed into Adams Elementary.

Comments and questions that followed:

- Responding to a comment that students may be using business addresses to allow enrollment into CHS, Ms. Rodeman responded that proof had been requested when staff were aware and Superintendent Tarzian added that questionable applications had been followed up.
- Ms. Rodeman did not see any indications of earthshaking problems among the Vital Signs. Elementary and middle school capacity were improved with the closing of Inavale K-8 last year. While average class size is above the targeted threshold, the PR2 Committee set the threshold as an ideal for an awareness comparison knowing that the District could not meet. Superintendent Tarzian added that the Vital Signs might be seen as a report on health or well-being. They are to initiate discussion when dramatic changes are seen. There are definitely problems to address but not a dramatic shift since last time.
- Ms. Rodeman stated that the Vital Signs report is helpful as it boils down some of the many things the District oversees and monitors.
- Superintendent Tarzian pointed out the difference listed (Page 5) in cost per student between CHS (\$442) and CV (\$677). She stated that it needs to be continually asked if there is more that can be done in the way resources are spent. Director Schuster noted the difference in utility spending between the two schools (last page), expressed how fabulous CV is, and stated that the reason CHS is preferred needs to be found.
- The answer to why enrollment increased is not known. Staff have tried to determine where students were before. Elementary levels were higher by 50 students. Staff found that a lot were moving in with guardians or were young parents moving in with their parents.
- Chair Rieck questioned whether a different way to analyze enrollment should be considered for K-8's, perhaps splitting into K-5 and 6-8. She will leave it up to Ms. Rodeman's discretion.

- Custodial costs are dependent on square footage. Even if all rooms are not occupied as classrooms they still get utilized and need cleaning.
- Some administrative positions, such as principal and secretary, need to be funded on a full-day basis, not as a direct ratio to enrollment. A school's funding allocation starts at what it takes to open the doors (principal, secretary, custodian, etc.), then weighting for additional enrollment funding.

### VIII. CONSOLIDATED ACTION

Chair Rieck announced edits to the submitted June 5 and June 8 minutes and that Item B.4. had been pulled from consideration for approval as it is still a work in progress.

#### **MOTION #21:**

Considering that:

- The word "short" is to be replaced by the word "tort" in the 3<sup>rd</sup> line from the bottom on page 294 of the June 5, 2006 minutes,
- The word "anyone" is to be replaced by the word "everyone" in the 6<sup>th</sup> bullet on page 298 of the June 8, 2006 minutes,
- Item B.4. Board Policy **IGAEA** – HIV, AIDS, HBV, and HCV Health—New—Second Reading has been pulled from consideration,

Director Rodman moved, Director Higgins seconded, to approve the Consolidated Action Items. The motion was unanimously approved.

#### A. APPROVAL OF MINUTES

The minutes of:

- May 1, 2006
- May 8, 2006 – Including Language Revision
- May 22, 2006
- May 30, 2006
- June 1, 2006
- June 5, 2006
- June 8, 2006

were approved as presented with edits as mentioned in Motion #21.

#### B. SUPPORT SERVICES ITEMS

##### 1. LICENSED PERSONNEL RECOMMENDATIONS

The Board approved the recommendations. (See Supplemental Item #IV-11 in the Official 2006-07

Board Minutes.)

2. IN-KIND DONATIONS

The Board accepted the donations. (Filed as Supplemental Item #X-5 of the Official 2006-07 Board Minutes.)

3. RESOLUTION NO. 06-1101 TRANSFER OF APPROPRIATIONS IN GENERAL FUND FOR DEBT SERVICE

The Board adopted this Resolution to authorize use and transfer of \$174 from unused carryover appropriations in Support Services (Function 2000) to Debt Service (Function 5100) as detailed in the Resolution in accordance with ORS 150-294.450(1) to make the final debt service payment to the State Energy Loan Program. (See Supplemental Item #III-9 in the Official 2006-07 Board Minutes.)

4. BOARD POLICY IGAEA – HIV, AIDS, HBV, AND HCV HEALTH—NEW—SECOND READING

**Withdrawn.** Director Keim questioned whether this policy might be one that the Wellness Committee should review.

5. BOARD DECISION REGARDING SPENDING ADDITIONAL REMAINING BOND DOLLARS TO COMPLETE EXISTING BOND PROJECTS

The Board authorized District staff to:

- Approve project budgets as outlined in Appendix A
- Approve the project budgets as stated for Franklin School shown in Appendix B
- Approve the additional recommended project budget for the district-wide upgrade of restrooms as also illustrated in Appendix B

(See Supplemental Item #X-6 in the Official 2006-07 Board Minutes.)

6. WILDCAT PARK PLAYGROUND STRUCTURE & DESIGN SERVICES

**Note:** The Board Meeting Information Packet contained only background information related to this topic, noting that a specific recommendation would follow at the meeting. The recommendation had not been reviewed by the Board prior to the vote on Consolidated Action. Therefore, a motion for the Wildcat Park Playground Structure & Design Services recommendation was needed. The recommendation was heard, discussed, and voted upon after Consolidated Information. That conversation and vote follows. (See Supplemental Item #II-2 in the Official 2006-07 Board Minutes.)

Auxiliary Services Director Fred Wright approached the Board with Wildcat Park Planning Committee Members Mark Hoffman and Nason McCullough, chairman.



Mr. McCullough explained that part of the goal of the committee was to address how to replace the school and community park. He noted that the Request for Proposal (RFP) was summarized in the information supplied to the Board. Three vendors proposed, including the designers of the old playground, Leathers and Associates. The Committee spent significant hours last week reviewing and rating the vendors on a 1-100 scale with Leathers and Associates having the top score, the next vendor being at 77. Leathers and Associates is their recommendation.

Through questions and answers it was ascertained that:

- Playground structures of bright plastic did not elicit their approval,
- Mr. McCullough, who as an engineer at CH2M Hill has experience with codes and RFP's, approved the recommendation,
- A safety consultant and grounds foreman worked with the committee.

**MOTION #22:** Director Higgins moved, Director Donohue seconded, to approve the Wildcat Playground recommendation. When motion clarity was sought Director Higgins restated the motion as it appeared in the recommendation: move that District staff concur with the Wildcat Park Planning Committee and recommend that Leathers Associates be approved to provide playground structure and design services for the new Wildcat Park for a negotiated fee not to exceed \$47,940.00. Director Donohue seconded the restated motion. The motion was approved unanimously.

#### 7. FOOD SERVICES VENDED MEAL AGREEMENTS

The Board authorized Food Services to enter into agreements to provide meals for FY 06-07 to Presbyterian Preschool, Grace Center, OSU Child Care, Philomath Schools and Zion Lutheran School. (See Supplemental Item #I-18 in the Official 2006-07 Board Minutes.)

### **IX. CONSOLIDATED INFORMATION**

#### A. CORRESPONDENCE

Filed in Section V of the Official 2006-07 Minutes.

#### B. INSTRUCTIONAL SERVICES ITEMS

##### 1. INTERDISTRICT TRANSFER INFORMATION

The Board received information on 33 interdistrict transfers.

##### 2. EXTENDED FIELD TRIP INFORMATION

The Board received information on 2 extended field trips. (See Supplemental Item #IV-12 in the Official 2006-07 Board Minutes.)

### C. SUPPORT SERVICES ITEMS

#### 1. NON-LICENSED PERSONNEL INFORMATION

Filed as Supplemental Item #IV-13 in the Official 2006-07 Minutes.

#### 2. CHECK REGISTER

The detailed check distribution ledger is on file in the Business Services Office and is available for information during business hours. (Filed as Supplemental Item #X-7 in the Official 2006-07 Board Minutes.)

#### 3. INDIRECT COST RATE FOR FY 2006-07

The Board received information on the indirect cost rate for 2006-07 that the District may elect to charge to grants to assist in recovering funds for administrative purposes such as audit, legal, fiscal, human resource and technology services. The data for the FY 06-07 rate is based on audited information from FY 04-05. The Indirect Cost rate is reviewed and approved by ODE (Oregon Department of Education). The District received approval for FY 06-07 at a rate of 4.24%. This rate is a decrease from the prior year's rate of 4.29%. Rates have been on a downward trend in recent years. As budget reductions and efficiencies have been made in Central Administration, the indirect cost rate follows suit. The indirect cost rate will be applied to all grants received by the District to the extent allowed by the grant. (See Supplemental Item #X-8 in the Official 2006-07 Board Minutes.)

#### 4. UNAUDITED FINANCIAL STATEMENTS

The Board received the unaudited statements of revenues, expenditures, and fund balances for the various funds of the District for the period ending September 30, 2006. (Filed as Supplemental Item #X-9 in the Official 2006-07 Board Minutes.)

#### 5. BOARD POLICY GBCBA—ALCOHOL/CONTROLLED SUBSTANCE USE—NEW—FIRST READING

The Board received a draft of this new policy which outlines prohibited conduct related to drugs, alcohol, or other impairing substances that will subject an employee to immediate discipline, up to and including termination.

6. ADMINISTRATIVE REGULATION—GBCBA-AR—ALCOHOL/CONTROLLED SUBSTANCE USE—NEW—FIRST READING

The Board received a copy this new administrative regulation which outlines prohibited conduct related to drugs, alcohol, or other impairing substances that will subject an employee to immediate discipline, up to and including termination.

7. BOARD POLICY—GBNAA/JFCFA—CYBERBULLYING—NEW—FIRST READING

The Board received a draft of this new policy directed to staff which specifically address the issue of harassment through electronic transmissions, otherwise know as cyberbullying.

8. BOARD POLICY—JFCFA/GBNAA—CYBERBULLYING—NEW—FIRST READING

The Board received a draft of this new policy directed to students which specifically address the issue of harassment through electronic transmissions, otherwise know as cyberbullying.

9. BOARD POLICY—GCBDE/GDBDE—MILITARY LEAVE OF ABSENCE—REVISED—FIRST READING

The Board received a draft of this revised policy which was updated to better reflect changes in State law.

Director Donohue pointed out that the cover sheet mentions that employees have 90 days to notify the district of their intention to return to their jobs but the policy does not.

10. BOARD POLICY—IIBGA—ELECTRONIC COMMUNICATIONS SYSTEM—REVISED—FIRST READING

The Board received a draft of this revised policy that reminds users that file sharing copyright work, i.e., music, videos, or other materials, without the owner's consent is illegal and will be monitored by the District to prevent violation of copyright laws in addition to monitoring and restricting internet use to obtain obscene materials.

11. ADMINISTRATIVE REGULATION—IIBGA-AR—ELECTRONIC COMMUNICATIONS SYSTEM—REVISED—FIRST READING

The Board received a copy of this revised administrative regulation that reminds users that file sharing copyright work, i.e., music, videos, or other materials, without the owner's consent is illegal and will be monitored by the District to prevent violation of copyright laws in addition to monitoring and restricting internet use to obtain obscene materials.

In referring to the regulation's "Harmful to Minors" definition, Director Donohue noted that it seems to key on sexually explicit material and questioned whether depictions of violence should be included as well. Director Rodman added that though he agrees that violence is harmful and war is most violent, he would not want students restricted from viewing it. Director Donohue countered that he felt that Item B.3. of the "Harmful to Minors" definition covered that, "Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors."

**X. OTHER DISTRICT BUSINESS**

There was no other District business.

**XI. EXECUTIVE SESSION**

The Board met in Executive Session at 7:45 p.m. under

- ORS 192.660(2)(e) – Consult With The District's Real Property Negotiator and
- ORS 192.660(2)(f) – Records That Are Exempt By Law From Public Inspection

**XII. ADJOURNMENT**

Being no further business, Chair Rieck adjourned the meeting at 7:40 p.m.

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Kari Rieck, Chair

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Dawn Tarzian, Superintendent

Prepared by: Jolene Shute

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