

**MINUTES**  
Regular Meeting of the  
**BOARD OF DIRECTORS**  
Corvallis School District 509J  
1555 SW 35<sup>th</sup> Street  
Corvallis, Oregon

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

The meeting was called to order at 6:33 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.

<u>BOARD MEMBERS PRESENT</u>	<u>EXECUTIVE STAFF PRESENT</u>
Blake Rodman, Chair	Dawn Tarzian, Superintendent
Matt Donohue, Vice Chair	Kathy Rodeman, Business Services Director
Helen Higgins	Jeanne Holmes, Human Resources Director
Lisa Corrigan	Kathleen Walker, Student Services Director
Bill Ten Pas	
John Turman	
Anne Schuster	

A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

Chair Rodman led the group in the pledge of allegiance.

Chair Rodman announced that public testimony would precede the superintendent's report.

**III. COMMITTEE/BOARD MEMBER ITEMS**

Director Ten Pas noted that he was able to go and see the new Garfield playground.

Director Higgins announced a change in the Boys and Girls Club format that creates space for the 11-17 age group. She indicated that a large number of kids in that age group have been coming in to the club.

#### IV. PUBLIC TESTIMONY

Greg Perry, 7770 NW Canyon, Corvallis, testified regarding the construction excise tax. He said that he is a home builder by avocation and is building a house in South Corvallis. He said that he has been told that the building fees are among the highest in the area and that building lots are hard to find. He said that he has found that middle class families have been pushed out of the district, and said that if the excise tax is adopted it will increase fees by 13%. He encouraged the Board to consider this and said that the revenue from house starts may not be helpful, as building has decreased. He said that new housing is the best source of new kids, and encouraged the board to think about the implications of the tax.

John-Nicholas Furst, a Crescent Valley High School (CVHS) student, spoke regarding the robotics program at that school, saying that the program helps students discover interesting, new ways to learn about science. He expounded on the program's lack of funding, specifically due to the loss of funding from Hewlett Packard. He distributed a budget and a list of funds raised. He said that the Corvallis High School team has a similar funding situation. He said that both teams are seeking support and grants, but that the programs are in peril. He said that approximately 30 students are interested in joining the team this year, and he also gave information on past donations, including money, materials and labor.

Ichigo Takikawa, a CVHS student, spoke regarding the robotics program at that school, which both she and her brother have been a part of. She spoke on how enjoyable the regional competitions are and that it is surprising that approximately 60 to 80 teams attend. She said that it is interesting to see everyone's robots and the ways the teams work together. She commented that making a robot in six weeks is a really hard but fun experience.

David Ward, a CVHS student, spoke regarding the robotics program at that school. He said that this year will be his fourth year in the program, having joined in eighth grade. He described the sub-categories in the team, and said that he is the fundraising captain again this year and gives presentations to possible funders. He said that the team has tried to contact 20 companies recently but have not received any funding. He said that the robotics program is a fun experience and teaches a lot of life lessons. He said that he has learned leadership and teamwork.

Will Rottenkolber, 1840 NW 14<sup>th</sup> St., Corvallis, spoke regarding the robotics program at CVHS. He said that he has been a mentor in that program for the last three years and does it because the kids he mentors get chances that would not be available otherwise. He said students learn practical skills they can use in the future, such as interacting with each other, the community, and others in the field. He encouraged the Board to think about funding for the program, and noted that the team has partnered with Oregon State University in the past, but that their money and time is tight and precious.

Austin Brandt, a Corvallis High School (CHS) student, spoke regarding the robotics program at that school. He said that this will be his third year on the team and that, despite increased

fundraising, there has been a loss of funding. He said that he does not know what he would do after school without the team. He said that he took metal shop after being on the team, and it has given him more skills. He said the more skills one learns in high school the more choices one will have after graduation. He said that there are 15 dedicated team members and that dedicated people make a good team.

Rajeer Krishnan, 3317 NW Teal Place, Corvallis, said that he is a parent of one of the CHS robotics team members and has been involved for three years. He said that for the team to be successful they need \$20,000 and to make robotics part of the curriculum, which he said will cause the program to be taken seriously by students and staff. He said that his wife hired a CHS student who turned out to be one of the best rookie engineers because of his experience with robotics. Mr. Krishnan said that students get a lot from their mentors, learn to work as a team, to respect others' skills, and to realize that without the other parts, the whole is not successful – an example for real life.

Ed Peipmeier, 805 NW Elizabeth, Corvallis, said that he is a local physician and was a Corvallis School District student. He said that when he attended school in Corvallis, a program called Junior Achievement helped him because he was not good in athletics. He likened that program to robotics, which gives an opportunity for students to learn leadership and grow in other areas in which they are strong; he said these things are important to our society. He said that we cannot produce large amounts of baseball players, but we can produce large amounts of engineers, and that it is a great investment to our community.

Director Corrigan asked if either schools get money from the District. A parent from the audience said that Crescent Valley pays for the teachers' salary, as robotics is part of the curriculum, and that Principal Stroud has granted \$1,500 for supplies.

Paula Furst, 1185 NW Country Hills Rd., Corvallis, noted that funding for robotics is critical for the coming year, because all previous funding has evaporated. She said that grants are being worked on for future years but all deadlines have been missed for this year. She said the team is trying to get non-profit status. She said that they are in a desperate situation until they can get different sponsors and become sustainable in the future.

## **V. SUPERINTENDENT'S REPORT**

*New Administrators* – New administrators Julie Linhares, Assistant Principal at CVHS; David Jakious, Assistant Principal at LPMS; Tin Kha, Assistant Principal at CMS; Greg Lecuyer, Facilities Manager; Cindy Pedersen, interim Special Education Coordinator; and Kathleen Walker, Student Services Director, were introduced and brief information about their backgrounds was provided. Ms. Pedersen has agreed to fill the Special Education Coordinator position this year until the district can recruit someone to continue on after next year. An update on the hiring process for the vacant CHS assistant principal position was provided and it was noted that the temporary position will be reposted in the winter.

*Excise Tax* – Benton County Commissioners will hold a work session tomorrow regarding this issue. The District sent information about the excise tax to all elected officials in Benton County after Superintendent Tarzian was contacted by an elected official with concerns that the tax might make it more difficult for the community to continue with affordable housing.

*Board Policy* – The board, its policy subcommittee and policy custodian Kerry Richey were praised for the work they did over the last year and a half to reduce the backlog of policies.

*Email/Voicemail Server Crash* – A recap of the server failure and an explanation of the resulting impact and cleanup effort was provided. Information about future prevention efforts was also given.

*New Teacher Training* – Training began this morning and there are 50 new teachers and 22 mentors. A week of activities has been planned for new teachers. Each board member received a schedule of the week.

*New Administrator Training* – Training occurred last week. Each board member received a copy of the “administrator tip sheet.” New administrators participated in a “fireside chat” with the superintendent to talk about what it is like to work in Corvallis – the cultural truths about our community and what is important for administrators to know. It’s an effort to really support new administrators through this transition.

*Leadership Team Retreat* – The retreat took place last week. The board was provided a synopsis of some of the work conducted at the retreat. Employee association leaders and teacher leaders joined administrators at the training. A brief explanation was provided about coaching training that took place at the retreat and about the training provided by the author of the book *Quality Teaching in a Culture of Coaching*.

*Back to School Week* – Events for this annual event start next week, with the back to school all-staff rally taking place on August 27. Louis Martinez, keynote speaker, will talk about Professional Learning Communities (PLC), tenets of which the district has been working on for the past two years. This will be the first time line staff has been trained about PLC and it is hoped that they will be as inspired as administrators have been after obtaining training from Mr. and Mrs. DuFour last year. Highlights of the three basic tenets of PLC were provided.

## **VI. STAFF TESTIMONY**

No staff testified.

## VII. SPECIAL REPORTS

No reports were presented.

## VIII. CONSOLIDATED ACTION

Chair Rodman announced the addition of consolidated action item *Selection of Proposal for After School Learning Center at Franklin*. He noted that Board members had received information about this item prior to the board meeting and that the vote on the consolidated action agenda would include this item.

Chair Rodman announced a correction to the draft May 5, 2008 minutes: addition of language about privacy issues relating to the PE changing rooms for middle schools as well as K-8 schools. He said the vote on the May 5, 2008 minutes would include this revision.

Chair Rodman said that Director Schuster is interested in having all audience members introduce themselves and provide their affiliation at the start of each board meeting. Board members will provide their feedback about this suggestion to Chair Rodman.

Chair Rodman called a break at 7:55 p.m.; he reconvened the meeting at 8:00 p.m.

**MOTION #1:** It was moved by Director Ten Pas and seconded by Vice Chair Donohue to approve consolidated action with the exception of items B.6 – Intergovernmental Agreement With the City of Corvallis; Amendment #1 to Intergovernmental Agreement and B.9 – Agreement Between Boys & Girls Club and 509J 21st Century (CAEC) Grant.

Motion #1 was voted on and passed unanimously.

## A. APPROVAL OF MINUTES

The board adopted the minutes of the May 5, 2008 meeting – with the revision noted earlier in the meeting, and the May 19, 2008, May 27, 2008, June 23, 2008, and June 26, 2008 meetings as submitted.

**B. SUPPORT SERVICES ITEMS****1. RATIFY 2008-09 ACTIONS TAKEN AT JUNE 23, 2008 ANNUAL ORGANIZATIONAL MEETING**

The actions were ratified as presented. (Filed as Supplemental Item #X-2 of the Official 2008-09 Board Minutes.)

**2. LICENSED PERSONNEL RECOMMENDATIONS**

The Board approved the following recommendations:

Recommendation to Hire

- Katherine Berg: Fourth Grade Teacher, 1.0 FTE, Mountain View Elementary School; effective August 27, 2008 (Probationary).
- Jan Boley: Computer Science/Technology/Business Teacher, 1.0 FTE, Crescent Valley High School; effective August 27, 2008 (Probationary).
- Laura Casey: Spanish Teacher, 0.67 FTE, Crescent Valley High School; effective August 27, 2008 (Probationary).
- Robyn Chapman: Music Teacher, 0.60 FTE, Franklin School; effective August 27, 2008 (Temporary).
- Jean Dick: Music Teacher, 1.0 FTE, Lincoln School; effective August 27, 2008 (Probationary).
- Lisa Griffith: Language Arts Teacher, 0.17 FTE, Corvallis High School; effective August 27, 2008 (Temporary).
- Viktoria Haddan: Spanish/Yearbook Teacher, 1.0 FTE, Linus Pauling Middle School; effective August 27, 2008 (Probationary).
- Becca Hammagren: First Grade Teacher, 0.50 FTE, Mountain View Elementary School; effective August 27, 2008 (Temporary).
- Heather Hartman: Life Skills Teacher, 1.0 FTE, Harding Center; effective August 27, 2008 (Probationary).
- David Jakious: Assistant Principal, 1.0 FTE, Linus Pauling Middle School; effective July 1, 2008 (Probationary).
- Tin Kha: Assistant Principal, 1.0 FTE, Cheldelin Middle School; effective July 1, 2008 (Probationary).
- Sarah Kimmell: Fourth Grade Teacher, 1.0 FTE, Lincoln School; effective August 27, 2008 (Probationary).
- Julie Linhares: Assistant Principal, 1.0 FTE, Crescent Valley High School; effective July 1, 2008 (Probationary).
- Katherine Myers: French Teacher, 0.17 FTE, Crescent Valley High School; effective August 27, 2008 (Probationary). Katherine currently has a 0.83 FTE contract giving her a total of 1.0 FTE.
- Jane Stone: First Grade Teacher, 1.0 FTE, Wilson Elementary School; effective August 27,

- 2008 (Probationary).
- Steven Youngblood: Assistant Superintendent, 1.0 FTE, District Office; effective July 1, 2008 (Probationary).
- Iris Acutt: Reading Specialist, 0.33 FTE, Linus Pauling Middle School; effective August 27, 2008 (Temporary).
- Charlene Lampert: Life Skills Teacher – WINGS, 1.0 FTE, Harding Center; effective August 27, 2008 (Temporary).

#### Termination/Resignation

- Susan Breckenridge: Reading Specialist, 0.50 FTE, Garfield Elementary School; effective July 24, 2008 (Resignation).
- Stephanie Lassetter: Math Teacher, 0.50 FTE, Corvallis High School; effective July 22, 2008 (Resignation).
- Patricia Starker: Reading Specialist, 0.50 FTE, Lincoln School; effective July 31, 2008 (Retirement).
- Patricia White: First Grade Teacher, 1.0 FTE, Wilson Elementary School; effective August 31, 2008 (Retirement).

### **3. SUBSTITUTE TEACHER PER DIEM RATE**

The board approved the substitute teacher per diem rate for eight hours at \$150.16 per day. Minimum salary after the tenth day is 1/190<sup>th</sup> of the District's base salary schedule, or \$177.44 per day. (Filed as Supplemental Item #IV-2 in the Official 2008-09 Board Minutes.)

### **4. BOARD POLICY BBFA—BOARD MEMBER ETHICS AND CONFLICTS OF INTEREST—REVISION—SECOND READING**

The Board approved the revised policy. (Filed as Supplemental Item #XII-1 in the Official 2008-09 Board Minutes.) The Oregon legislature, in the most recent session, reduced the value of “gift” amounts that public employees may receive from \$100 to \$50. The focus was directed at lobbyist activities with politicians and others, but the statutes apply to all “public employees.” Penalties for ethical violations in this regard were increased from \$1,000 to \$5,000.

*(These minutes continue on the following page.)*

**5. INTERGOVERNMENTAL AGREEMENTS WITH BENTON COUNTY FOR RECONNECTING YOUTH PROGRAMS FOR COLLEGE HILL HIGH SCHOOL, CRESCENT VALLEY HIGH SCHOOL AND CORVALLIS HIGH SCHOOL**

The board approved the agreements. (Filed as Supplemental Item #I-5 in the Official 2008-09 Board Minutes.) The Safe and Drug Free Schools Act supports the Reconnecting Youth Program grant issued to Benton County. Benton County in turn has developed agreements with the District to provide curriculum to students through health and alternative education classes that will teach students greater self-reliance, refusal skills, personal management skills and healthy living content.

**6. INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF CORVALLIS; AMENDMENT #1 TO INTERGOVERNMENTAL AGREEMENT**

The City of Corvallis is able to assist the Corvallis School District in its efforts to reduce parking and vehicle congestion on and around district facilities by providing bus service through or adjacent to its campuses. The district has proposed to provide a transit group pass program to its employees. This is the second year of the program. (Filed as Supplemental Item #I-3 in the Official 2008-09 Board Minutes.)

**Held for discussion.** Director Corrigan expressed her support for alternative transportation but said she would like to know if the count of ridership reflects a small number of riders riding multiple times. She said if that is the case, it would be more cost effective to buy the regular riders a one year bus pass. She referred to the robotics testimony from earlier in the meeting as a factor in her desire to ensure the district is spending its budget in the best ways possible.

In response to a question from Chair Rodman regarding what the district has done to promote the contract with the City of Corvallis, Community/Employee Relations staff member Kerry Richey said a survey after the first year's implementation yielded great results. She said the following year garnered great feedback and encouragement to continue the program.

Superintendent Tarzian noted that the district will take another look at the contract because another board member had the same concern as Director Corrigan. Superintendent Tarzian said she is intrigued by the idea of covering the cost for those who wish to take advantage of it.

Director Schuster referred to increased gas prices and opined that there might be an increase in bus ridership as a result.

Vice Chair Donohue cautioned that a comprehensive analysis of the ridership is needed to determine if there are cost savings to be had.

**MOTION #2:** – It was moved by Director Ten Pas and seconded by Director Higgins to approve the Intergovernmental Agreement With the City of Corvallis; Amendment #1 to Intergovernmental Agreement.

The motion was voted on and passed unanimously.

**7. INTERGOVERNMENTAL AGREEMENT WITH LINN BENTON LINCOLN ESD FOR PROGRAMMER ANALYST**

The board approved the agreement. (Filed as Supplemental Item #I-4 in the Official 2008-09 Board Minutes.) The district has contracted with the ESD for computer programming services for the past four years through Tier 2 funding. The Programmer Analyst plays a key role in designing and supporting business and student systems that supplement the ESD standard software.

**8. INTERGOVERNMENTAL AGREEMENT WITH UMATILLA-MORROW EDUCATION SERVICE DISTRICT FOR E-RATE MANAGEMENT**

The board approved the agreement. (Filed as Supplemental Item #I-2 in the Official 2008-09 Board Minutes.) The agreement covers preparation of all forms required by the Schools and Libraries Division of the National Exchange Carriers Association related to E-Rate. The District will be contracting for a three year period with Umatilla-Morrow to prepare and file forms on our behalf. Umatilla-Morrow will submit forms to the School District's vendors for discounts for items approved for funding. Average E-Rate funding commitment for the District the past three years has been more than \$130,000.

**9. AGREEMENT BETWEEN BOYS & GIRLS CLUB OF CORVALLIS AND 509J 21<sup>ST</sup> CENTURY (CAEC) GRANT**

The 21st Century Grant requires partnerships within the community to provide an after school and summer program for at-risk Lincoln School students. 21<sup>st</sup> Century Grant funds were appropriated for 5 years in February of 2004. CAEC (Community Academics and Enrichment Clubs) is currently in its 5<sup>th</sup> year and funding has decreased by 50%. The agreement would provide a site director, club leaders and assistants and supplies for our after school program for the fiscal year of 2008-2009. (Filed as Supplemental Item #I-1 in the Official 2008-09 Board Minutes.)

**Held for discussion.** Director Higgins announced that she would recuse herself from the vote due to her role as CEO of the Boys & Girls Club of Corvallis.

In response to a question from Director Schuster, Director Higgins said the Boys & Girls Club of Corvallis will take over the CAEC program and it will become a satellite Boys & Girls Club site; the Boys & Girls Club of Corvallis will be responsible for fundraising and all operations.

**MOTION #3:** It was moved by Vice Chair Donohue and seconded by Director Ten Pas to approve the agreement between the Boys & Girls Club and 509J 21st Century (CAEC) Grant.

Director Higgins recused herself from the vote; all other board members voted in favor of the motion. The motion carried.

## **10. SELECTION OF PROPOSAL FOR AFTER SCHOOL LEARNING CENTER AT FRANKLIN**

The Board authorized District staff to enter into contract with Springboard After School to establish a program at Franklin School. (Filed as Supplemental Item #I-6 in the Official 2008-09 Board Minutes.) Franklin School parents had expressed interest in an after school learning center focused on academic enrichment, tutoring, and acceleration of learning.

## **IX. CONSOLIDATED INFORMATION**

### **A. CORRESPONDENCE**

(Filed in Section V of the Official 2008-09 Board Minutes.)

### **B. INSTRUCTIONAL SERVICES ITEMS**

No items were submitted for consideration.

### **C. SUPPORT SERVICES ITEMS**

#### **1. NON-LICENSED PERSONNEL INFORMATION**

The Board received the following information:

#### Recommendation to Hire

- Claudia Bolais: Educational Assistant 2 - Bilingual, 6.0 hours, Lincoln School; effective August 27, 2008 (Regular).
- Glenda Gassner: Administrative Assistant 1, 8.0 hours, increases to 260 day work calendar from 190 day work calendar, District Office; effective July 25, 2008 (Regular).
- Duane Jager: Tech Services Manager, 0.50 FTE, District Office; effective July 1, 2008 (Regular).
- Mary Marshall: Registrar, 8.0 hours, Linus Pauling Middle School; effective July 28, 2008

(Regular).

- Dolcie Myrold: Educational Assistant 2 - Bilingual, 6.0 hours, Lincoln School; effective August 27, 2008 (Regular).
- Rob Singleton: Tech Services Manager, 0.50 FTE, District Office; effective July 1, 2008 (Regular).
- Randy Trivett: Campus Steward 2, 8.0 hours, Linus Pauling Middle School; effective July 1, 2008 (Regular).
- Heidi Cleary: Educational Assistant 2, 5.5 hours, Franklin School; effective August 27, 2008 (Regular).
- Gretchen Cuevas: Administrative Assistant 1, 5.0 hours, Corvallis High School; effective August 27, 2008 (Limited Term).
- Martha Fontaine: Administrative Assistant 1, 6.0 hours, Health Service Assistant, 2.0 hours, Linus Pauling Middle School; effective August 27, 2008 (Regular).
- Lisa Frothingham: Educational Assistant 3, 3.0 hours, Jefferson Elementary School; effective August 27, 2008 (Regular).
- Candice Kinkade: Educational Assistant 2, 2.5 hours, Educational Assistant 1, 0.5 hours, Hoover Elementary School; effective August 27, 2008 (Regular).
- Chad Morrow: Student Behavior Assistant, 8.0 hours, Corvallis High School; effective August 27, 2008 (Limited Term).
- Joy Patton: Educational Assistant 2, 2.25 hours, Educational Assistant 1, 0.75 hours, Hoover Elementary School; effective August 27, 2008 (Regular).
- Carolyn Teegarden: Administrative Assistant 1, 6.5 hours, Jefferson Elementary School; effective August 27, 2008 (Regular).
- Hilary Wagner: Administrative Assistant 1, 7.0 hours, Lincoln School; effective August 11, 2008 (Limited Term).

#### Termination/Resignation

- Jenni Hernandez: Student Behavior Specialist 1, 8.0 hours, Linus Pauling Middle School; effective August 5, 2008 (Resignation).
- Sarah Hibbs: Payroll / Benefit Specialist, 8.0 hours, District Office; effective July 17, 2008 (Resignation).
- Valerie Jones: Educational Assistant 3 – ELL, 6.0 hours, Educational Assistant 2, hour, Garfield Elementary School; effective June 30, 2008 (Resignation).
- Mary-Louise Martinson: Educational Assistant 2, 7.0 hours, Linus Pauling Middle School; effective August 6, 2008 (Resignation).
- Kristine Pierce: Food Services Assistant, 4.25 hours, Central Kitchen; effective August 28, 2008 (Resignation).
- Carol Stange: Food Services Assistant, 3.0 hours, Central Kitchen; effective August 1, 2008 (Resignation).
- Elizabeth Amandi: Educational Assistant 2 – LRC, 6.5 hours, Educational Assistant 1, 1.5 hours, Adams Elementary School; effective August 30, 2008 (Retirement).

**2. ACCOUNTS PAYABLE CHECK SUMMARY**

The board received the following information:

<b>SCHOOL YEAR 2007-2008</b>			
<b>DATE</b>	<b>DESCRIPTION</b>	<b>CHECKS WRITTEN</b>	<b>TOTAL AMOUNT</b>
06/13/08	AP check run	317	\$ 724,944.36
06/18/08	Bond check run	17	\$ 709,678.67
06/18/08	Quick Pay	10	\$ 900.00
06/20/08	Quick Pay	1	\$ 33,968.00
06/24/08	Quick Pay	1	\$ 63.50
06/30/08	AP check run	315	\$ 660,918.19
06/30/08	Payroll liability	25	\$ 150,863.49
07/02/08	AP check run	52	\$ 68,131.77
07/10/08	Quick Pay	1	\$ 1,715.00
07/11/08	AP check run	263	\$ 608,316.91
07/17/08	AP check run	29	\$ 669,993.41
07/17/08	Bond check run	23	\$ 691,092.86
07/18/08	quick pay	1	\$ 847.66
07/31/08	Payroll liability	21	\$ 70,843.65
07/31/08	AP check run	26	\$ 59,529.43
07/31/08	Bond run	2	\$ 2,127.53
<b>Totals</b>	<b>Checks Written: 1104</b>		<b>\$ 4,453,934.43</b>
<b>SCHOOL YEAR 2008-2009</b>			
<b>DATE</b>	<b>DESCRIPTION</b>	<b>CHECKS WRITTEN</b>	<b>TOTAL AMOUNT</b>
07/10/08	Quick Pay	3	\$ 1,238.38
07/15/08	AP check run	31	\$ 679,739.32
07/15/08	Quick pay	3	\$ 47,419.72
07/21/08	Quick pay	1	\$ 385.69
07/31/08	Payroll liability	12	\$ 21,211.26
07/31/08	AP check run	104	\$ 285,390.17
07/31/08	Bond run	8	\$ 50,552.13
<b>Totals</b>	<b>Checks Written: 159</b>		<b>\$ 1,085,936.67</b>

**3. SB 1036 – CONSTRUCTION EXCISE TAX**

In response to a question from Director Corrigan, Facilities Manager Greg Lecuyer said one member of the community attended the first and three attended the second of two community input forums. He indicated that four or five people have submitted written comments and committed to providing copies of those and future comments to the Board. Background information on SB1036 was provided to the Board. (Filed as Supplemental Item #IV-1 in the Official 2008-09 Board Minutes).

**4. 403(B) PLAN DOCUMENT – TAX SHELTERED OPTIONS FOR EMPLOYEES**

For many years, the District has offered 403(b) salary deferral options to aid employees in planning for retirement. The Internal Revenue Service (IRS) issued new regulations for section 403(b) plans. These new regulations involve a shift in management responsibilities in that the District is held in a more formal role of administering a plan as compared with a limited role of providing a mechanism for employees to make salary deferred contributions. The District must formally adopt a detailed plan that identifies approved features of the plan. (Filed as Supplemental Item #X-1 in the Official 2008-09 Board Minutes.)

**5. BOARD POLICY BG/GBD — BOARD-STAFF COMMUNICATIONS – NEW – FIRST READING**

The Board received a copy of this new policy. A ruling from the Employee Relations Board in 2008 that raised concerns in the application of Board policy BG—Board-Staff Communications and Board policy CCB—Line and Staff Relations as they relate to protected labor relations communications has resulted in an amendment to the language in these policies. An audit of our Board Policy Handbook showed we did not have the adopted policies in place. Therefore, Board policy BG/GBD—Board-Staff Communications and Board policy CCB—Line and Staff Relations are submitted as new policies for adoption.

Chair Rodman expressed dissatisfaction with the wording relating to staff communications with the Board. Ms. Richey will work with the Board's policy subcommittee to refine the wording. She pointed out that it is a policy the district is required to have.

Superintendent Tarzian said she relates this policy to the complaint policy, which directs complainants to try to work out issues first with the person closest to the issue and to continue upward as needed if desired remedies are not obtained. She said she would like policy BG/GBD written in similar language as the complaint policy. She said it's about letting staff know the appropriate place to go with their problems.

Chair Rodman said he would like the policy written in a way that matches the District's culture and the Board's working agreements.

Vice Chair Donohue asked Board members to notify Ms. Richey about why the language bothers them so that the policy subcommittee can make sure that everyone's concerns can get incorporated. Ms. Richey will consolidate the comments and get them to the policy subcommittee.

**6. BOARD POLICY CCB — LINE AND STAFF RELATIONS – NEW – FIRST READING**

The Board received a copy of this new policy. A ruling from the Employee Relations Board in 2008 that raised concerns in the application of Board policy BG—Board-Staff Communications and Board policy CCB—Line and Staff Relations as they relate to protected labor relations communications has resulted in an amendment to the language in these policies. An audit of our Board Policy Handbook showed we did not have the adopted policies in place. Therefore, Board policy BG/GBD—Board-Staff Communications and Board policy CCB—Line and Staff Relations are submitted as new policies for adoption.

**7. BOARD POLICY CBA — QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT – REVISION – FIRST READING**

The Board received a copy of this revised policy. The contract term for Superintendent Dawn Tarzian is 260 days. The revised language of this policy reflects the correct number of calendar days for her current contract.

Chair Rodman asked that this policy be held for one month to allow more discussion regarding the requirement that the Board conduct a mid-year evaluation of the superintendent. He said he would like to craft language to get at his concerns.

Director Ten Pas noted that a mid-year evaluation is more like a progress report.

Superintendent Tarzian said the Board will be making a policy that will guide the future.

*(These minutes continue on the following page.)*

**8. ADMINISTRATIVE REGULATION GBNA-AR — HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING – REVISION**

The Board received a copy of this revised administrative regulation. The District has complaint forms for public complaints, sexual harassment, and student grievances. However, there is no generic form to cover general hazing, harassment, intimidation, bullying, or menacing. Sometimes patrons do not know which complaint form to use. The revisions to administrative regulations GBNA-AR and JFCF-AR add a general complaint form as well as a witness statement.

**9. ADMINISTRATIVE REGULATION JFCF-AR — HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING – REVISION**

The Board received a copy of this revised administrative regulation. The District has complaint forms for public complaints, sexual harassment, and student grievances. However, there is no generic form to cover general hazing, harassment, intimidation, bullying, or menacing. Sometimes patrons do not know which complaint form to use. The revisions to administrative regulations GBNA-AR and JFCF-AR add a general complaint form as well as a witness statement.

**10. BOARD POLICY IGAL — KINDERGARTEN EDUCATION/TUITION – NEW – FIRST READING**

The Board received a copy of this new policy. The Oregon Legislature passed SB 1068 allowing districts to charge tuition for supplemental kindergarten programs. If a District charges tuition for supplemental kindergarten, the Board must adopt policy establishing factors that constitute a severe hardship.

**11. ADMINISTRATIVE REGULATION JCA-AR — SCHOOL TRANSFERS – REVISION**

The Board received a copy of this revised administrative regulation. For kindergarten programs, student transfer requests for the following school year in September generally will be accepted May through mid-June. An update to administrative regulation JCA-AR—School Transfers reflects this change.

**X. OTHER DISTRICT BUSINESS**

No other business was conducted.

**XI. EXECUTIVE SESSION**

The Board did not meet in Executive Session.

**XII. ADJOURNMENT**

There being no further business before the board, Chair Rodman adjourned the meeting at 8:21 p.m.

---

Blake Rodman, Chair

---

Dawn Tarzian, Superintendent

Prepared by: Julie Catala

S:\DO\Super\Julie\BOARD\MINUTES\2008\August 18 2008.doc