

MINUTES

Regular Meeting of the

BOARD OF DIRECTORS

Corvallis School District 509J
1555 SW 35th Street
Corvallis, OR 97333

I. CALL TO ORDER AND ROLL CALL

Chair Gable called the meeting to order at 7:07 p.m. in Central Office Board Room, 1555 SW 35th Street, Corvallis. Chair Gable dispensed with the calling of the roll and the secretary recorded those present as listed below.

BOARD MEMBERS PRESENT

Cyrel Gable, Chair
Sara Gelser, Vice Chair
Robert Baldwin, Member
Nell O'Malley, Member
Robert Johnson, Member
Joan Demarest, Member
Kari Rieck, Member

EXECUTIVE STAFF PRESENT

Jim Ford, Superintendent
Kathy Rodeman, Business Services Director
Julie Catala, Board Secretary

A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Gable led the group in the Pledge of Allegiance.

III. SWEARING IN OF BOARD MEMBERS

Chair Gable administered the oath of office to Director O'Malley, who began a four-year term.

IV. ELECTION OF OFFICERS

Director Gable announced this meeting was the annual organizational meeting and called for nominations for Board Chair for the 2003-04 fiscal year.

Motion #4: Director Baldwin moved, Director Demarest seconded, to nominate Director Cyrel Gable to serve as Board Chair for the 2003-04 year.

Hearing no objections or further nominations, the nominations were closed.

The motion was unanimously approved and the newly elected Chair Gable led the remainder of the meeting.

Chair Gable called for nominations for Board Vice Chair for the 2003-04 fiscal year.

Motion #5: Director O'Malley moved, Director Baldwin seconded, to nominate Director Sara Gelser to serve as Board Vice Chair for the 2003-04 year.

Hearing no objections or further nominations, the nominations were closed.

The motion was unanimously approved.

V. COMMITTEE/BOARD MEMBER ITEMS

Chair Gable announced the Board had just held an executive session for the purpose of the superintendent's evaluation. She reported that he received glowingly positive evaluations from all members. Chair Gable expressed her appreciation of the District Improvement Plan created by Superintendent Ford, his performance management, and his seeking of opportunities and partnerships in the community.

VI. SUPERINTENDENT'S REPORT

Superintendent Ford reported that two middle school assistant principal positions were open in the district. Candidates will be sought who can make contributions in alignment with the District Improvement Plan and who could be considered for increased responsibilities in two to three years. He expects to introduce the new administrators in August.

Superintendent Ford highlighted recent strategies within the overhaul of the Human Resources Department. This includes a vision of a flexible innovative work force, core staff, community partnerships, volunteers and contractors collaborating creatively to achieve the goals of the improvement plan with the resources of the district. Another priority of the department is supervisory evaluations including a support plan to mentor new and probationary teachers for three years. The focus of staff development includes crafting a culture that embraces continuous learning and improvement, increases employee self-direction, and creates within employees a sense of working for the whole district. For principals, leadership training will be sought to enable them to develop their organizational capacity in staffing and in the community, especially in terms of building fundraising and partnerships.

Superintendent Ford also announced:

- The Administration Retreat would be kicked off August 11, followed by the retreat on the 12th and 13th.
- Teams are working on updating the District Improvement Plan, addressing equity/standardization issues in the district, and administrative development and evaluation.

Business Services Director Kathy Rodeman reported that public participation would be sought regarding what schools would look like at different levels of funding in an all-day session

August 11. Hewlett-Packard consultants will facilitate the event with possible participation from a nationally recognized speaker on organizational improvement. Around 75 invitations will be sent to parent groups, chamber of commerce members, and adults without children. She asked for the attendance of up to three Board members. Chair Gable and Director Johnson stated they would attend. Superintendent Ford commented that the event exemplifies Goal 2 of next year's District Improvement Plan regarding Strategy #3, to increase participation in solving difficult issues by providing innovative opportunities to come together. (See Supplemental Item #VII-1 in the Official 2003-04 Board Minutes.)

VII. CITIZEN PARTICIPATION

A. BENTON COUNTY BOARD OF COMMISSIONERS – LEVY RENEWAL UPDATE

Benton County Commissioner Jay Dixon provided the Board an overview of the county's upcoming ballot items: 1998 Health and Safety Levy Renewal and Jail Space Rental Levy Renewal, as well as three charter amendments. The vote-by-mail election will be held September 16, 2003.

After hearing Mr. Dixon's presentation and request for endorsement, Chair Gable established an ad hoc committee consisting of Directors Johnson and Gelser. In August, they are to bring back to the Board their recommendation. Commissioner Dixon volunteered to be available for questions and further information.

VIII. STAFF PARTICIPATION

Chair Gable brought to the Board's attention an additional action item to the evening's agenda, "Amending Categorization of Local Option Levy Taxes," which will be acted upon under "Other District Business." Written information was provided to the Board that evening and Business Services Director Kathy Rodeman came forward to explain the amendment. Ms. Rodeman stated on June 3, 2003, the Board had approved the Local Option Levy. The requested amendment recategorizes the levy from "Excluded from Limitation" to "Education Limitation" as advised by the Oregon Department of Revenue. (See Supplemental Item #III-3 in the Official 2003-04 Board Minutes.)

IX. SPECIAL REPORTS

A. DISTRICT IMPROVEMENT PLAN UPDATE

Superintendent Ford reviewed the many accomplishments in the past year with regard to the District Improvement Plan. The plan had been simplified from 15 Key Initiatives to 10, though the goals remained the same. (See Supplemental Item #VII-1 in the Official 2003-04 Board Minutes.) He asked the Board to provide feedback regarding the alternative format that he in turn could bring up for discussion at the administrator's retreat.

X. CONSOLIDATED ACTION

Chair Gable requested two items be held for discussion: Salary Freeze for Non-Represented Employees and Award of the Track Surfacing Package, the latter due to receiving the final

information just prior to the meeting.

Motion #6: Director Johnson moved, Director Baldwin seconded, with the exception of “Salary Freeze for Non-Represented Employees” and “Award of the Track Surfacing Package” to approve the Consolidated Action items. The motion passed unanimously.

A. APPROVAL OF MINUTES

The minutes of March 10, 2003 were approved as presented.

The Budget Review Committee Meeting Minutes of May 27, 2003 and June 2, 2003 were approved as presented.

B. SUPPORT SERVICES ITEMS

1. SUPERINTENDENT’S LICENSED PERSONNEL RECOMMENDATIONS

The Board approved the recommendations. (Filed as Supplemental Item #IV-1 of the Official 2003-04 Board Minutes.)

2. SALARY FREEZE FOR NON-REPRESENTED EMPLOYEES

Held for Discussion: Chair Gable stated she had pulled this item from consolidated action so as to provide the opportunity to comment on her appreciation of this employee group’s generous offer.

Motion #7: Director Gelser moved, Director Baldwin seconded, to approve the Salary Freeze for Non-Represented Employees. (See Supplemental Item #X-1 in the Official 2003-04 Board Minutes.)

Director Johnson wanted it known that this group has stepped up to the plate each year with this offer. Chair Gable commented that four leaders in the district office on separate contracts also had already stepped forward to offer no salary increase.

Director Johnson voted in opposition to the motion; all others voted in favor. The motion carried.

Director Johnson wished to express his “no” vote was due to his belief it was not the right thing to do and his desire to keep the district competitive with others. Interest was voiced to know how the district compared to others.

Director Gelser wanted it acknowledged that the classified employees had also come forward with a generous offer.

3. IN-KIND DONATIONS

The Board accepted the donations. (Filed as Supplemental Item #X-2 of the Official 2003-04 Board Minutes.)

4. ORGANIZATIONAL MOTIONS FOR 2003-04

a. Appointed Officials

The Board approved the following District officials for the Corvallis School District for the 2003-04 fiscal year:

Clerk	James P. Ford, Superintendent	(ORS 332.515)
Deputy Clerk	Kathy Rodeman, Business Manager	(ORS 332.515)
Custodian Of Funds	Kathy Rodeman, Business Manager	(ORS 328.441)
Budget Officer	Kathy Rodeman, Business Manager	(ORS 294.331)

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

b. Appointment of Professional Services

The Board approved the following appointments:

School District Attorneys:

Graham Hicks of Miller, Nash, Wiener, Hager and Carlsen of Portland, Oregon for Special Education, Section 504, and related legal services.

Carol McCoog and Harvey Rogers, of Preston, Gates & Ellis for Bond Counsel. *Annual appointment in years that services are needed.*

Joe Richards of Luvaas, Cobb, Richards & Fraser of Eugene, Oregon for general legal advice.

Auditors

Pauly, Rogers, & Co., P.C. of Tigard, Oregon. Five year contract awarded in 1997-98 following RFP. Contract extended for three years; ends FY 05-06.

Insurance Agent of Record

Steve Uerlings, Barker-Uerlings Insurance for property, liability, and workers compensation insurances. Contract began July 1, 1991.

Tim Hennessee, Gene Keil & Associates for employee benefits insurances. Contract began July 1, 1991.

Consultant

Ted Heid, Human Resources Labor & Negotiation Consultant for services to be contracted as needed during fiscal year.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

c. Designation of Depository of District Funds

The Board approved Wells Fargo (Corvallis Branch) as the designated depository for Corvallis School District funds for the 2003-04 fiscal year. The contract term began July 1, 1998 and will end June 30, 2003. The contract is being extended through June 30, 2004.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

d. Authorization to Invest Surplus Funds

The Board authorized the Custodian of Funds to invest surplus funds for the Corvallis School District 509J in accordance with current Oregon law during the 2003-04 fiscal year.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

e. Acceptance of Bonds of Appointed Officials

The Board approved that the District Clerk will be bonded for \$500,000 and the Custodian of Funds bonded for \$500,000 for the 2003-04 school year.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

f. Signing of Documents and Agreements for Funded Programs

The Board approved that Assistant Superintendent Ron Corbell, or in his absence, Superintendent Jim Ford, is authorized to file applications and sign documents and agreements related to Public Law 874 and other funded programs during the 2003-04 fiscal year on behalf of the Board of Directors of Corvallis School District 509J.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

g. Designation of Official Newspaper

The Board approved the Corvallis Gazette-Times published by Lee Northwest Publishing, as the official newspaper of the Corvallis School District 509J for the 2003-04 school year.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

h. ESD Attendance Services

The Board approved Corvallis School District 509J to use the services of the Attendance Supervisor of the Linn-Benton-Lincoln Education Service District for the 2003-04 school year.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

i. Tuition for Non-Resident Students

Board Policy JECF calls for tuition rates to be approved by the Board and reviewed annually. The Board approved a full-year tuition rate of \$6,210 for 2003-04. This rate applies uniformly to students who are not residents of the Corvallis School District and where the district has not entered into inter-district agreements. The rate would cover the cost of the regular educational program for the school year. Services for students requiring special education will be calculated on a program basis to capture the actual cost to the district providing those extra services.

(See Supplemental Item #X-3 in the Official 2003-04 Board Minutes.)

5. RESOLUTION 03-0701 - AUTHORIZING FACSIMILE SIGNATURES FOR DISTRICT CHECKING ACCOUNTS

The Board approved a Resolution for the use of facsimile signatures for checks issued on the main checking account and the payroll checking account for the 2003-04 fiscal year.

(Filed as Supplemental Item III-1 of the Official 2003-04 Board Minutes.)

6. CONTRACT EXTENSION – WELLS FARGO BANK

The Board approved a one-year extension between the District and Wells Fargo Bank. This will allow the District to work with other local agencies in a joint request for proposal for banking services.

(See Supplemental Item #X-4 in the Official 2003-04 Board Minutes.)

7. AWARD OF TRACK SURFACING PACKAGE

Held for Discussion: Chair Gabel drew the Board's attention to the apparent low-bidder, SRI Sports, at slightly above the project estimate. (See Supplemental Item #II-4 in the Official 2003-04 Board Minutes.)

Motion #8: Director Baldwin moved, Director Johnson seconded, to authorize staff to enter into a contract with SRI Sports, Inc. to provide services outlined in Bid No. 12-0203-4150-865-FW-27; their base bid being \$349,592.

Superintendent Ford agreed to respond to Board members whether increased bond item expenditures would be aligned with a particular school's allocation or part of the whole bond package. It was noted that several awarded bid items had been lower than estimated.

The motion passed unanimously.

8. AWARD OF CONTRACT - HOOVER ELEMENTARY SCHOOL SIDING AND FASCIA UPGRADE

The Board authorized staff to enter into a contract in with Craig S. Hoffman, Inc. to provide services outlined in Quote No. 04-0203-4150-813-FW-28; the corporation's base bid being \$89,700. (See Supplemental Item #II-5 in the Official 2003-04 Board Minutes.)

In November 2002 voters approved \$86.4 million in general obligation bonds to provide necessary funds for Phase I of the district's "Long Range Facilities Master Plan". One of the improvement projects identified in the master plan is doing seismic improvements to selected siding and fascia at Hoover Elementary School, which this bid represents.

9. BOARD POLICY JFCH—USE OF TOBACCO, ALCOHOL OR DRUGS—REVISION—SECOND READING

The Board approved this policy revision that allows leeway in assessing consequences for selected offenses.

(See Supplemental Item #XII-1 in the Official 2003-04 Board Minutes.)

10. RETIRED ADMINISTRATOR EMPLOYEE'S SINGLE ASSIGNMENT CONTRACTS: CVHS (CRESCENT VALLEY HIGH SCHOOL) REMODEL; CVHS (CRESCENT VALLEY HIGH SCHOOL) OPERATION

The Board approved the contracts for Catherine Alden's services in support of both the remodel of CVHS and the operation of the school. It is standard practice to have a planning principal for a major school construction project. Catherine Alden acted as liaison for the remodel of Crescent Valley High School between the months of March and June 2003. She also provided services in support of the operation of the school, as she will be assuming the role of principal on July 1, 2003, and needed to participate in order to facilitate a smooth transition from one leader to another. These contracts represent the extent of the work for fiscal year 2002-03 for these projects. The contract attributed to CVHS remodel is \$450, paid with bond funds; the contract attributed to CVHS operation is \$4,680.

(See Supplemental Item #I-1 in the Official 2003-04 Board Minutes.)

11. EARLY CHILDHOOD LEARNING CENTER PROVIDER

The Board authorized staff to enter into a contract with Little Beavers Learning Center to provide an early childhood education program for Wilson School as outlined in the request for proposal. The contract will include terms for monthly rent and custodial payments to the District.

(See Supplemental Item #I-2 in the Official 2003-04 Board Minutes.)

XI. CONSOLIDATED INFORMATION

A. CORRESPONDENCE

Filed in Section V of the Official 2003-04 Board Minutes.

B. EDUCATIONAL SERVICES ITEMS

1. EXTENDED FIELD TRIP INFORMATION

The Board received information on two extended field trips. (Filed as Supplemental Item #IV-2 of the Official 2003-04 Board Minutes.)

2. INTERDISTRICT TRANSFER INFORMATION

The Board received information on 131 interdistrict transfers.

C. SUPPORT SERVICES ITEMS

1. NON-LICENSED PERSONNEL INFORMATION

(Filed as Supplemental Item #IV-3 in the Official 2003-04 Board Minutes.)

2. UNAUDITED FINANCIAL STATEMENTS

The Board received the unaudited statements of revenues, expenditures, and fund balances of the various funds of the District for the period ending May 31, 2003. (Filed as Supplemental Item #X-5 in the Official 2003-04 Board Minutes.)

3. 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-6 in the Official 2003-04 Board Minutes.)

4. PROPERTY, LIABILITY AND WORKERS COMPENSATION INSURANCE RENEWALS

Each school year, the District must bind insurance coverage for property, liability, and workers compensation. Following is the breakdown of the 2003-04 insurance carriers for Corvallis School District and the cost impact:

Cost Impact:

Travelers (Property, EQ, Flood & Crime)	\$165,192
Travelers (Boiler and Machinery)	21,898
SDAO (General Liability, Employee Benefits, Auto, Wrongful Act & Excess Insurance)	122,618
Coregis (Extended Reporting Period)	7,728
Old Republic Surety (Bonds)	2,350
Liberty Northwest (Workers Compensation)	<u>187,581</u>
	\$507,367

(See Supplemental Item #X-7 in the Official 2003-04 Board Minutes.)

XII. OTHER DISTRICT BUSINESS**A. RESOLUTION NO. 03-0702 IN SUPPORT OF BENTON COUNTY LOCAL INCOME TAX MEASURE TO SUPPORT SCHOOLS (BALLOT MEASURE 02-33)**

Motion #9: Director Baldwin moved, Director O'Malley seconded, to approve Resolution #03-0702 in support of Benton County local income tax measure to support schools (Ballot Measure 02-33)

(See Supplemental Item #III-2 in the Official 2003-04 Board Minutes.)

Director Rieck wanted it known that as co-chair of the initiating political action committee she has been very involved in promoting the measure and that she would indeed be voting for this motion.

Board members comments included the following:

- A statewide remedy would be preferable in the long-run but because of the district's dire need the motion is met favorably
- This measure represents the "haves" helping themselves when the whole state idea is equalization
- Poorer districts are better off at Corvallis School District's expense so they have been enriched
- Because the measure is county-based, Monroe, Alsea, and other county districts would receive benefits in addition to the Corvallis School District.

The motion passed unanimously.

B. OSEA CONTRACT APPROVAL

Motion #10: Director Johnson moved, Director O'Malley seconded, to ratify the contract with the Oregon School Employees Association.

Board member comments included:

- Recognition of the tremendous leadership this group shows in stepping up to the plate without a guaranty that the other bargaining unit will do the same
- Acknowledgement this employee group was making concessions after already enduring loss of pay for the cut school days this last school year
- These are people on the bottom of the pay scale that can ill-afford to do this

The motion passed unanimously.

(See Supplemental Item #X-8 in the Official 2003-04 Board Minutes.)

C. RESOLUTION 03-0703, AMENDING RESOLUTION 03-0602, CATEGORIZATION OF LOCAL OPTION LEVY TAXES

Motion #11: Director Demarest moved, Director Johnson seconded, to adopt Resolution 03-0703, Amending Categorization of Local Option Levy Taxes, thereby amending Resolution 03-0602. (See Supplemental Item #III-3 in the Official 2003-04 Board Minutes.)

The amendment recategorizes the levy from “Excluded from Limitation” to “Education Limitation” as advised by the Oregon Department of Revenue. See Item VIII., Staff Participation, in these minutes.

The motion passed unanimously.

XIII. EXECUTIVE SESSION – The Board met in Executive Session at 6:00 p.m. under ORS 192.660(1)(i) – Superintendent’s Evaluation

XIV. ADJOURNMENT

Being no further business, Chair Gable adjourned the meeting at 8:19 p.m.

Cyrel Gable, Chair

Jim Ford, Superintendent

Prepared by: Jolene Shute
(super/julie/board/minutes/2003/july 14.doc)