

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

Vice Chair Rieck called the meeting to order at 7:07 p.m. in the Central Office Board Room, 1555 SW 35th Street, Corvallis. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u> Kari Rieck, Vice Chair Helen Higgins Sara Gelser Matt Donohue Donna Keim	<u>EXECUTIVE STAFF PRESENT</u> Dawn Tarzian, Superintendent Jim Hogeboom, Assistant Superintendent Kathy Rodeman, Business Services Director Mary McKay, Student Services Director Jeanne Holmes, Human Resources Director Julie Catala, Executive Assistant
<u>BOARD MEMBERS EXCUSED</u> Nell O'Malley, Chair Blake Rodman	

A quorum was present and due notice had been published.

Vice Chair Rieck announced that she would be leading the meeting in Chair O'Malley's absence.

II. PLEDGE OF ALLEGIANCE

Vice Chair Rieck led the group in the pledge of allegiance.

III. COMMITTEE/BOARD MEMBER ITEMS

In light of Lead Project Coordinator Tom Correia's upcoming retirement, Director Gelser recognized his valued leadership contribution in overseeing the newly constructed facilities projects of Linus Pauling Middle School and Corvallis High School. She stated that he understood the needs of teachers and students.

IV. SUPERINTENDENT'S REPORT

Superintendent Tarzian expressed her appreciation for the efforts of two Crescent Valley High School students who had produced compact discs to raise funds for the high school music

programs. She also was appreciative of the Gazette-Times for highlighting the fact in their July article.

Superintendent Tarzian reported that the District had received a letter from the Oregon Department of Education stating that a Title 1 school in the District, Linus Pauling Middle School, had for the second year in a row not made significant yearly progress. Title 1 schools in this category are levied sanctions which state they are to 1) notify parents prior to first day of school of its status, 2) offer to let them attend another school in the district, 3) set aside 20% of Title 1 funds at the District level to provide transportation to those students, 4) develop a technical assistance plan and 5) revise its improvement plan. Superintendent Tarzian related that the District had made a decision in spring of 2005 to not fund Linus Pauling as a Title 1 school but rather provide similar services at all the middle schools so that all students could receive the benefits. Assistant Superintendent Hogeboom will investigate that matter with the State in the hope that they will amend the sanctions as schools who do not receive Title 1 funds are not subject to receive sanctions. Linus Pauling Middle School did not meet the criteria in the areas of special education, Hispanic origin students, and English Language Learner students.

The Executive Staff (department directors) and the Superintendent held a retreat last week facilitated by former Board member Bob Johnson, as part of his on-going commitment to community service. The seven (two who are new to the District, one in a new position) discussed the District Improvement Plan, supervision and evaluation of staff, school board initiatives, strong working relationships, clarification of roles, their relationships with Superintendent, Board, and Leadership Team (primarily building principals) and planned for the first 90 days of the school year.

The Leadership Team also had a retreat attended by 31 administrators and non-represented employees (seven who were new to the District or in new positions). After having the opportunity to discuss and clarify, the group recommitted to the District Improvement Plan, identifying their key foci for the coming year to be K-12 literacy (reading and writing) and extended learning, primarily in grades 6-12. Concerns were voiced regarding competition influenced by school choice and open enrollment. Strong relationship-building occurred.

Superintendent Tarzian provided dates that spaces at the still-under-construction Corvallis High School had and will become ready for occupancy. She said the good news is it is proceeding on schedule, the bad news is there is no where else to go.

On a related topic, Superintendent Tarzian reported that steps were in motion to provide relief to newly constructed Linus Pauling Middle School's above comfortable temperatures. Air conditioning equipment was ordered in July which should be completely installed by October.

Superintendent Tarzian invited Board members to attend the annual Back to School rally August 31, where they will be introduced. She described the program as including a rock video created by Linus Pauling Middle School students, a keynote address on learning for all by Dr. Robert Barr, former dean of the Oregon State University (OSU) School of Education, and two poems read by Dr. Ingram, the first black professor to receive tenure at OSU.

Superintendent Tarzian announced that the District's Corvallis Public Schools Foundation Director Laverne Pitts had accepted a position closer to her family. She stated that her work in the District over last four years has been phenomenal. The Foundation Board, with the

assistance of the District's Human Resources Department, has already been working to find a replacement.

V. CITIZEN PARTICIPATION

No citizens wished to speak.

VI. STAFF PARTICIPATION

Business Services Director Kathy Rodeman shared her draft of "Improving Budget and Financial Communications" which outlines a method to better inform and engage the community through a revised budget process and document for the next year.

Ms. Rodeman noted that the budget process is fairly well defined by Oregon Statutes. She elaborated that the District's current style of budget document is a result of committee discussions in 1999, in which 18 people served on the committee, a little unwieldy. The committee did not seek community input. For this process and document review, she suggested a smaller superintendent's committee be formed that would reach out to particular groups such as political parties, senior citizens, and parents. She recommended that the work start soon so that changes can be made to next year's document. Page 1 of her proposal outlines her method, Page 2 lists what is required by Oregon Budget Law (Chapter 294 of the Oregon Revised Statutes), and Page 3 provides suggestions garnered from the "Chalkboard Project," an independent and non-partisan group that offers Oregonians a voice to make the state's K-12 public schools among the nation's best.

Discussion ensued regarding:

- Whether the committee should be a board committee or a superintendent's committee.
- The size of the committee
- What skill sets or representative groups should be on the committee

Director Gelser departed the meeting at 7:45 p.m.

MOTION #6: Director Higgins moved, Director Donohue seconded, that the Budget Advisory Committee be a Board Committee.

The motion passed unanimously.

MOTION #7: Director Higgins moved, Director Keim seconded, that the Budget Advisory Committee has a minimum of 7 members, a maximum of 9.

The motion passed unanimously, after a discussion showing a desire to reach out for input beyond the 7-9 members and allowing for testimony longer than the few minutes a public meeting usually provides.

It was agreed that Chair O'Malley would appoint two board members to the committee. Those board members could clarify the committee charge and oversee the appointment of other committee members. Discussion took place on the balance of citizen and staff members.

Suggestions for adding to the proposed charge and including in the committee's scope were:

- clearly decide and delineate process and timeline in which budget gets done
- enable process to start sooner
- increase community input
- make user-friendly
- include comparative charts and graphs that show how much is spent in areas compared to the total budget
- provide easily found budget amounts for big ticket items
- use inclusive language when stating who the district is engaging and serving, ie. "community" might infer parents and staff are left out, perhaps "stakeholder"

VII. SPECIAL REPORTS

There were no special reports.

VIII. CONSOLIDATED ACTION

Directors Donohue, Gelser and Rieck respectively asked that the following items be held for discussion:

- A.3. Resolution No. 05-0801 – Authorize Transfer of \$1.5 Million Contingency for State School Fund Increase
- A.4. Board Policy AC – Nondiscrimination—Revision—Second Reading
- A.8. Board Policy JEA – Compulsory Attendance—Revised—Second Reading

MOTION #8: Director Higgins moved, Director Donohue seconded, to approve the Consolidated Action Items with the exceptions of A.3., A.4. and A.8.

The motion was approved unanimously.

A. SUPPORT SERVICES ITEMS

1. LICENSED PERSONNEL RECOMMENDATIONS

The Board approved the recommendations. (Filed as Supplemental Item #IV-5 in the Official 2005-06 Board Minutes.)

2. SUBSTITUTE TEACHER PER DIEM RATE

The Board approved the substitute teacher per diem rate at the Department of Education's minimum for eight hours, at \$139.17 per day. Minimum salary after the tenth day is 1/190th of the District's base salary schedule, or \$165.87 per day. (See Supplemental Item #X-6 in the Official 2005-06 Board minutes.)

3. RESOLUTION NO. 05-0801 – AUTHORIZE TRANSFER OF \$1.5 MILLION CONTINGENCY FOR STATE SCHOOL FUND INCREASE

Held for Discussion: Director Donohue asked if any problems would occur if the Board approves moving \$1.5 million but only receives from the state the other end of the estimated range of \$1.4 million. Ms. Rodeman explained the difference would be reflected in the reserve, Item 12 of the Add-Back Priorities list for replacement of telephone equipment. If receive less than the anticipated \$1.5 million from the State, then that reserve would be smaller; if receive more, it would be larger. (See Supplemental Item #III-3 in the Official 2005-06 Board Minutes.)

MOTION #9: Director Donohue moved, Director Higgins seconded, to approve Resolution No. 05-0801 – Authorize Transfer of \$1.5 Million Contingency for State School Fund Increase

The motion was unanimously approved.

4. BOARD POLICY AC – NONDISCRIMINATION—REVISION—SECOND READING

Held for Discussion: Director Rieck stated that the question that was raised to her was how can the policy ensure non-discrimination of students with regard to their citizenship. As the policy affects both students and staff, discussion took place as to how to include that issue as there are laws regarding employment of non-citizens. Director Rieck stated that the District is not required to report students who are not citizens. Director Donohue replied that his understanding of discrimination is that one is discriminating against a trait or characteristic as a voluntary choice; if it is against the law, such as hiring a non-citizen, that action would not be included.

Reference to nondiscrimination with regard to citizenship will be added to the listed characteristics in paragraphs one and three of the policy when it comes again to the Board for approval.

5. BOARD POLICY GBA – EQUAL EMPLOYMENT OPPORTUNITY—REVISION—SECOND READING

The Board approved this policy revision which reflects the requirements of Title IX to designate a coordinator who will investigate complaints alleging noncompliance with Title IX (discrimination based on sex), and to provide to staff the name, address, and telephone number of the Title IX coordinator. (See Supplemental Item #XII-5 in the Official 2005-06 Board Minutes.)

Assistant Superintendent Jim Hogeboom is the District's designated Title IX coordinator. His contact information is provided to all new employees and is to be sent by official 509J e-mail notification to all employees once the school year begins.

6. BOARD POLICY GCBDA/GDBDA – FAMILY MEDICAL LEAVE—REVISIONS—SECOND READING

The Board approved this policy which has revisions to its listed legal references. (See Supplemental Item #XII-6 in the Official 2005-06 Board Minutes.)

The related revisions to this policy's Administrative Regulations (AR) reflect those in the Oregon Administrative Rules regulating Oregon's Family Leave Act. The changes include new definitions for "child" and for "family member." AR's 1, 2, and 4 were affected by the changes; AR's 3 and 5 were not.

7. BOARD POLICY JB – EQUAL EDUCATIONAL OPPORTUNITY—REVISION—SECOND READING

The Board approved this policy revision which reflects the requirements of Title IX to designate a coordinator who will investigate complaints alleging noncompliance with Title IX (discrimination based on sex), and to provide to students the name, address, and telephone number of the Title IX coordinator. (See Supplemental Item #XII-7 in the Official 2005-06 Board Minutes.)

Assistant Superintendent Jim Hogeboom is the District's designated Title IX coordinator. His contact information has been included in the Corvallis School District Calendar and Handbook provided to all families in the fall.

8. BOARD POLICY JEA – COMPULSORY ATTENDANCE—REVISED—SECOND READING

Held for Discussion: Director Rieck requested that this item be held for adoption until the following month as she has many questions regarding constant monitoring of the details of home schooling, absences of more than ten days which can be considered withdrawal, and reporting such to the Department of Motor Vehicles.

No one had any concerns regarding her request. The policy will be held for review.

IX. CONSOLIDATED INFORMATION

A. CORRESPONDENCE

Filed in Section V of the Official 2005-06 Board Minutes.

B. SUPPORT SERVICES ITEMS

1. 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 2005-06 Board Minutes.)

2. BOARD POLICY GCBDE/GDBDE – MILITARY LEAVE OF ABSENCE – NEW –FIRST READING

This policy provides the District with a framework to follow in responding to requests for military leave.

Director Rieck clarified that the reference to an employee on military leave for over 18 months paying up to 102% of premium costs, as opposed to the up to 100% the prior 18 months, is to offset administrative costs.

3. ADMINISTRATIVE REGULATION IIBGA-AR – ELECTRONIC COMMUNICATIONS SYSTEM – REVISION

This AR has been reviewed and updated. Minor changes have been made regarding transmission of any materials regarding political campaigns, personal use of district-owned computers, and confidentially surrounding the scheduling of student meetings.

4. ADMINISTRATIVE REGULATION JECC-AR – SCHOOL CHOICE PROGRAM – NEW

Corvallis schools offer a variety of instructional programs. Neighborhood schools have defined geographic boundaries and develop programs that reflect the needs and interests of their families. Specialized schools offer a distinctive curriculum or instructional approach that may be school wide or a program within a school. There may or may not be a neighborhood boundary for these schools.

The previous policy (JECC) was complex and confusing; the revised policy defines the school choice program more clearly.

Regulations for administering the policy had been included within policy JECC. Administrative regulation JECC-AR sets forth the parameters for starting a specialized program or school.

5. NON-LICENSED PERSONNEL INFORMATION

(Filed as Supplemental Item #IV-6 in the Official 2005-06 Board Minutes.)

X. OTHER DISTRICT BUSINESS - Program and Resources Review (PR2) Committee

Board member and PR2 Committee Chair Higgins stated that she would like to have the distributed decision-making flow chart approved, update the Board on the current drafts of the vital signs and considerations documents, and then gather input from the Board on particular questions.

MOTION #10: Director Keim moved, Director Donohue seconded, approve the decision-making flow chart as presented. (See Supplemental Item #IV-7 in the Official 2005-06 Board Minutes.)

The motion was unanimously approved.

Director Higgins then referred to the most recent draft of the “Vital Signs” document, a template of indicators that would cause the Board and District to contemplate taking action around the opening or closing of schools. Vital Signs categories are changes in:

1. Funding and allocations.
2. Population data, actual and forecasted.
3. Facilities, utilization and costs.

Number values had been included in this draft, ie. Enrollment changes between budget forecast and actual of greater than +/- 5%. In reviewing the current draft of the vital signs document it was ascertained that the numbers serving as thresholds for elementary average class sizes were obtained from Administrative Regulation (AR) JR. Annual reviews of the vital sign indicators would occur in March and November as the data becomes available. If the District were to use the yet-to-be defined capacity numbers by building to assist in granting or denying transfers, with forecasts not being reported until March, denial of requested transfers might not be known until May for the following year. It is understood that some of the indicators for action have already been hit. Discussion occurred around the average class size numbers and the desire to show lower numbers than listed and lower than what actually exists today in the schools as a statement of acknowledging that the District would like lower numbers and a reminder each year that the District is over that desired number at vital sign reporting time.

Superintendent Tarzian commented that elementary principals have a working agreement that even if a receiving class has a larger size than the average stated in the AR, a transfer may be granted if the student is coming from a school with even larger class sizes. This assists in getting class sizes as equal across the district as possible and puts a child in a better situation.

Director Rieck suggested a change from 95% to 90% as the high end for building utilization to initiate a review so that there would be a longer time period in which a decision could be made.

Director Higgins stated that the "Considerations" document, which would be used if action was deemed necessary, was still in process. It provides a holistic approach to assist in the decision making.

In responding to a question regarding that the plan was to adopt the vital signs and considerations at this meeting, Director Higgins responded that the PR2 Support Committee was working on the documents.

A short discussion focused on the number of classrooms allocated per building for school-wide use, i.e. computer labs, music rooms, etc. It was agreed the historic allocations would continue: three at the elementary level; five at the middle and high school levels.

As a final topic, Director Higgins solicited board input regarding the use of modulars. While no one was in favor of modulars, a request was made to provide PR2 information with and without the use of modulars. Reasons cited for non-endorsement of modular use were:

- Contributes to loss of building community.
- Deterioration
- Defers problems, enabling, not long-term solution
- Less-desirable learning environment than permanent building
- Huge security risk regarding lock downs
- Anyone can enter without going through the building.

XI. EXECUTIVE SESSION

The Board did not meet in executive session this evening.

XII. ADJOURNMENT

Being no further business, Vice Chair Rieck adjourned the meeting at 9:13 p.m.

Kari Rieck, Vice Chair

Dawn Tarzian, Superintendent

Prepared by Jolene Shute

(S:DO/Super/Julie/Board/Minutes/2005/august 15.doc)