

**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**

Chair O’Malley called the meeting to order at 7:00 p.m. in the Central Office Board Room, 1555 SW 35<sup>th</sup> Street, Corvallis. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u>                  Nell O’Malley, Chair                  Kari Rieck, Vice Chair                  Helen Higgins                  Sara Gelser                  Blake Rodman                  Matt Donohue                  Donna Keim</p>	<p><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                  Fred Wright, Auxiliary Services Director                  Julie Catala, Executive Assistant to the Superintendent</p>
<p><u>STUDENT REPRESENTATIVES PRESENT</u>                  Lynn Hector, Corvallis High School                  Brayden Moore, Crescent Valley High</p>	<p><u>PRINCIPALS PRESENT</u>                  Cheri Stroud, Crescent Valley High School</p>

A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

Chair O’Malley led the group in the pledge of allegiance.

**III. COMMITTEE/BOARD MEMBER ITEMS**

**A. GENERAL COMMENTS**

Chair O’Malley reminded those present that the Corvallis High School dedication would be on Saturday, December 3, with student led tours.

Chair O’Malley then turned the board’s attention to its Board Agreements adopted in October. She stated that one agreement is written in such a way that she needs clarification. She questioned if she should be responding to correspondence when the board is copied, as opposed to being the one to which the document is addressed. Discussion rested on the general impression that the chair’s response would be that it was acknowledged to have been seen by the

board and that the issue had not yet reached the board level, if that applied, as would be the case of correspondence addressed to the Program and Resource Review Committee. Chair O'Malley stated the response structure could be reviewed at the Board's December 12 retreat.

Chair O'Malley stated that she would be calling a break around 9 p.m.

## B. PROGRAM AND RESOURCE REVIEW (PR2) COMMITTEE

Board and staff members of the PR2 Committee provided a PowerPoint presentation that offered a final "Vital Signs" document for approval. (See Supplemental Item #VII-6 in the Official 2005-06 Minutes.) The Vital Signs were designed to be a reporting format at the district and building level that would inform on indicators impacting educational resources such as changes in funding, enrollment, or capacity utilization. The presentation also included updated information on the District's actual and projected enrollment, the committee's criteria matrix, and capacity calculations. It concluded with Superintendent Tarzian providing the first ever semi-annual report based upon the Vital Signs.

When Director Rieck and others raised concerns regarding 100% building capacity being too high of an indicator, not leaving the enough time to respond, Director Higgins made the following motion:

**MOTION #29:** Director Higgins moved, Director Rieck seconded, that the Vital Signs document be approved as presented with the exception of the capacity utilization figures (less than 80% or greater than 100%) in Item 3 and that Administrative Regulations be set for transfers at near 97% capacity.

The continued presentation and discussion brought out the following points:

- It was desired to hear the evening's Vital Signs report before considering the motion
- While the District had fewer students enroll this year than they had expected, there were more students enrolled at the elementary level than had been anticipated. More students came into 9<sup>th</sup> grade than have in the past (perhaps coming from private and home schooling), but more 10<sup>th</sup> graders are leaving (for as yet unknown reasons).
- Over the next 10 years, the District's total enrollment is expected to decline, with the most difference occurring at the high school level.
- The Criteria Matrix to be used by the Committee was derived from the Consolidation and Closure "Considerations" document, with items removed that were deemed not appropriate as objective criteria such as a school's volunteer base. Others were dropped as more appropriate for Board consideration as they were value-based.
- The Capacity Methodology (Capacity=class size x number of classrooms x 85%) worked well at the elementary level but secondary levels are more complicated due to teachers not teaching all day, students not taking classes all day, and more specialized room uses. A different method was developed for secondary levels using a middle range between the architectural design capacity of 25 students per traditional classroom to a maximum capacity of 30 students per any room that could accommodate that number less the library and cafeteria.

Concern was raised regarding permitting, health codes, traffic, and neighborhood response when considering the capacity of educating 1650 students at Corvallis High School when it was built

for 1550. (Current enrollment is 1366.) It was explained that the lower figure came from the architect's standard formula of 25 students per classroom, not counting gyms, theaters, etc. where classes are held. If it came to the District desiring to accommodate significantly more students than permitted for, Auxiliary Services Director Wright stated the District would have to show the City Planning Department that the building could accommodate the increase. Mr. Wright added that anytime the District desires to add space in a residential area it has to apply to the City Planning Commission, which can put on conditions. The District has applied for 12-15 such permits in his tenure. Conditions have been applied. None have been turned down, though none involved student drivers with an increase of 300 students.

Director Higgins noted that the actual capacity numbers were not being asked for approval this evening but being presented to give baselines and a foundational structure to the capacity methodology at the secondary level.

#### Superintendent's Inaugural Vital Signs Report

Superintendent Tarzian provided information on the three Vital Sign thresholds that had been met:

- Average class sizes at every level (elementary, middle, and high) have been exceeded in 2005-06:
  - ✓ K-5 – 26.7 (25 is proposed threshold)
  - ✓ 6-8 – 32.7 (28 is core subject proposed threshold average)
  - ✓ 9-12 – 32 (30 is core subject proposed threshold)
- High School enrollment is expected to decrease by about 10% over the next three years (proposed threshold is 10%)
- Building capacities exceed 100% at some schools while others are below 80%
  - ✓ Adams (108.2%), Hoover (101.1%), Jefferson (99.8%), Franklin (97.5%)
  - ✓ Lincoln (71.1%), Wilson (67.5%), Cheldelin (71.2%), CHS (74.4%), CVHS (64.9%)

Discussion revealed the desire to include staff and student input regarding possible District reconfigurations while adding value-based Board work sessions and public forums in January.

As some Board members desired more familiarity with the Vital Sign threshold numbers and their consequences, Director Higgins agreed to table her motion.

The motion was tabled.

Director Higgins desired that Board members fully understand the Committee's tools and implications such as average class sizes and capacity formulas prior to the Committee's November 21<sup>st</sup> handoff to the Board of their work. Chair O'Malley stated that she would work with Superintendent Tarzian to see if another meeting could be scheduled for that purpose but to consider November 21<sup>st</sup> as the next opportunity for discussion unless the Board heard otherwise. She noted that the PR2 Committee would be meeting the next evening and again the next week. She recommended attendance as a way Board members could become familiar with the Committee's work as she had found past meetings very informative.

#### **IV. STUDENT REPRESENTATIVES**

Brayden Moore, Crescent Valley High School representative, stated he was still trying to absorb

all of the presented information. He expressed his appreciation of the Board's obvious caring passion in seeking what is best for students.

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

Superintendent Tarzian reported that:

- The Leadership Team's last meeting focused on analyzing student data by gender, English Language Learners, Hispanic origin, special education, socio-economic status, etc, to see how the groups were performing in reading and writing skills.
- Extended Learning Coordinator Brian Flannery and high school administrators will be attending the E3 (Employers for Educational Excellence) Gates Small Schools Conference next week. They will be looking to see whether the District's high school plans are in line with the small schools initiative. E3 grants support substantial staff development. Director Rodman added that with the District's predicted declining high school enrollment over the next decade, that the high schools might indeed be considered small schools in the future, if not now, so looking at this opportunity through that widened scope might prove beneficial.
- In another type of grant venue, E3 is seeking school districts in Oregon to apply for grants to engage the community in an initiative that the district sees as key to their improvement. E3 is interested in having Corvallis apply for this grant. Oregon School Boards Association will have a presentation this weekend related to engaging the community in adolescent literacy that she plans on attending and invited the Board to do so as well.
- The pamphlet "History of Corvallis High School," a requirement of the Benton County Historical Society, was ready for distribution. She supplied a copy to each Board member along with their invitations to the school's open house.
- The automated security system had its first use last Thursday at Corvallis High School (CHS). There had been a robbery at Fred Meyer so CHS and Franklin K-8 went into lockdown. The new electronic doors, along with student preparedness, worked so well and smoothly that some students thought it was a drill.

## **VI. CITIZEN PARTICIPATION**

No one wished to speak.

## **VII. STAFF PARTICIPATION**

No one wished to speak.

Chair O'Malley called for a break at 8:45 p.m. The meeting reconvened at 8:54 p.m.

## **VIII. SPECIAL REPORTS - FACILITIES ADVISORY COMMITTEE**

Auxiliary Services Director Fred Wright spoke to the Board regarding the formation of a Superintendent's Facilities Advisory Committee, the creation of a technical theater specialist position and the establishment of a centralized rental system for the District's facilities that are available for public use.

The impetus for implementing these ideas arose from the Board's goal to review and update the Long Range Facilities Master Plan, construction of the new high school (CHS) with its state of the art theater, its artificial turf field, and the amount of time individual schools are spending on rental coordination.

- The Superintendent's Facilities Advisory Committee could analyze fee structures to support these rentals as the existing guides do not address the level of these enhanced facilities. (Though Mr. Wright did not speak to the other functions of the committee, their stated functions do include advising in the area of facility master planning, capital improvements planning and review and modification of existing facilities related policies. See Supplemental Item #IV-21 of the Official 2005-06 minutes.)
- Mr. Wright related that the CHS Theater houses \$300,000 of equipment and hardware that warrants a knowledgeable operator. Ideally, that person would teach students and serve as a liaison with the community.
- Centralizing rentals would provide uniformity in rentals and the ability to suggest available venues when the desired one has been reserved.

When questioned about the District's ability to profit from rentals, Mr. Wright responded that whether costs are recouped depends on the renter's classification. Currently, there are three classifications depending on whether the group is non-profit, profit, or to the benefit of students. Business Services Director Kathy Rodeman explained that it is a dilemma for the District, a government entity, to profit from rentals.

Director Higgins questioned the haste in addressing the issue and Director Gelser voiced her desire that the non-discrimination clause in the current facilities use guidelines be included in the proposed guidelines.

Mr. Wright ended his presentation by clarifying some descriptions he has heard used when referring to the CHS rental facilities. He stated that if one were to compare the CHS artificial turf field to other new high school ones in Oregon, one would find that it was very similar. The theater, though it has been referred to as "world-class" probably is not; but "state-of-the art," yes.

## **IX. CONSOLIDATED ACTION**

Director Rieck expressed her great appreciation to the authors of the cover sheet of the Agreement between Corvallis School District Even Start and Linn-Benton Community College who acknowledged that the agreement was being presented late and explained why.

**MOTION #30:** Director Rieck moved, Director Higgins seconded, to approve the Consolidated Action Items.

The motion was approved unanimously.

A. SUPPORT SERVICES ITEMS

1. LICENSED PERSONNEL RECOMMENDATIONS

The Board approved the recommendations. (Filed as Supplemental Item #IV-16 in the Official 2005-06 Board Minutes.)

2. RESOLUTION NO. 05-1101 TRANSFER OF APPROPRIATIONS IN THE DISTRICT DONATION FUND

The Board approved this resolution which more appropriately charges the Executive Director of the Foundation's salary to the Community Services function instead of the Support Services function of the District Donation Fund. (Filed as Supplemental Item #III-5 in the Official 2005-06 Board Minutes.)

3. RESOLUTION NO. 05-1102 TRANSFER OF APPROPRIATIONS IN THE GENERAL FUND

The Board approved this resolution which transfers General Fund appropriations of \$1,500,000 from "Contingency" to be distributed between "Instruction" in the amount of \$1,001,513 and "Support Services" in the amount of \$498,487 to in accordance with ORS 150-294.450(1). (Filed as Supplemental Item #III-6 in the Official 2005-06 Board Minutes.)

The Board adopted the 2005-06 General Fund budget with a \$2,560,000 reserve for a potential statewide allocation increase, and approved an "Add-Back" list (see p. 18 of the 2005-06 Adopted Budget). The District estimates that it will receive \$1,500,000 in additional funding. In order to expend this additional funding, an intra-fund transfer must be done to move \$1,500,000 in appropriations from Contingency to Instruction (for lines 1 through 10 of the Add-Back list) and Support Services (for lines 11 and 12 of the Add-Back list).

4. ADDENDUM TO AGREEMENT WITH MILESTONE FAMILY RECOVERY PROGRAM AGREEMENT/YES HOUSE

The Board approved this addendum to an earlier approved agreement. The addendum applies \$20,000 in additional Title 1-D (neglected and delinquent youth) funds the District received to YES House to support a Transition Specialist and necessary student transition supplies. (Filed as Supplemental Item #I-22 in the Official 2005-06 Board Minutes.)

5. AGREEMENT BETWEEN CORVALLIS SCHOOL DISTRICT EVEN START AND LINN-BENTON COMMUNITY COLLEGE (LBCC)

The Board approved this agreement covering the period September 26, 2005, and ending June 16, 2006, between Corvallis School District Even Start and Linn-Benton Community College (LBCC). LBCC will be providing services on site to families at Lincoln School, which include adult education classes; participation on the Collaborative Literacy Team; learner support and program development; and participation in professional development activities. (Filed as Supplemental Item #I-23 in the Official 2005-06 Board Minutes.)

6. AGREEMENT WITH LINN BENTON LINCOLN EDUCATIONAL SERVICE DISTRICT (LBL ESD)  
FOR THIRD PARTY MEDICAID BILLING

The Board approved this agreement. LBL ESD will provide direct services to the Corvallis School District in respect to Medicaid billing. The Corvallis School District will benefit from the expertise of the staff at the ESD with minimal financial obligations. (Filed as Supplemental Item #I-24 in the Official 2005-06 Board Minutes.)

7. AGREEMENTS WITH LINN BENTON LINCOLN EDUCATIONAL SERVICE DISTRICT (LBL ESD)  
FOR TIER 2 RESOLUTION SERVICES

The Board approved these agreements which represent the District's Tier 2 Services from LBL ESD. Each year, LBL ESD and Corvallis School District determine Tier 2 services that will be provided. (Filed as Supplemental Item #I-25 in the Official 2005-06 Board Minutes.)

8. IN-KIND DONATIONS

The Board accepted the donations. (Filed as Supplemental Item #X-12 of the Official 2005-06 Board Minutes.)

9. BOARD POLICIES RELATING TO CHILD ABUSE

a. Board Policy **GBL**—Personnel Records—Revised—Second Reading

The Board approved this policy revision. Changes were in its legal references and a definition. (Filed as Supplemental Item #XII-11 in the Official 2005-06 Board Minutes.)

b. Board Policy **GBLA**—Disclosure Information—New—Second Reading

The Board approved this new policy which outlines District parameters when releasing personnel records. (Filed as Supplemental Item #XII-11 in the Official 2005-06 Board Minutes.)

c. Board Policy **JHFE**—Reporting of Suspected Child Abuse—Revised—Second Reading

The Board approved this policy revision which more clearly delineates employee responsibility with regard to reporting child abuse. (Filed as Supplemental Item #XII-11 in the Official 2005-06 Board Minutes.)

d. Board Policy **KN**—Relations with Law Enforcement Agencies (only to add a cross-reference to **JHFE**) — Revised—Second Reading

The Board approved the proposed changes to this policy which were in its cross references to other District policies. (Filed as Supplemental Item #XII-11 in the Official 2005-06 Board Minutes.)

e. Board Policy **LBE**—Public Charter Schools—Revised—Second Reading

The Board approved the proposed changes to this policy which were in its legal references. (Filed as Supplemental Item #XII-11 in the Official 2005-06 Board Minutes.)

10. BOARD POLICY **IICC**—VOLUNTEERS—REVISED—SECOND READING

The Board approved the proposed changes in this policy which describes the parameters through which an employee can or cannot volunteer in the District with or without compensation. (Filed as Supplemental Item #XII-12 in the Official 2005-06 Board Minutes.)

11. BOARD POLICY **JHFDA**—SUSPENSION OF DRIVING PRIVILEGES—REVISED—SECOND READING

The Board approved the proposed changes to this policy which include withdrawal from school and certain drug offenses to the reasons for which the District may request the suspension of driving privileges or the right to apply for a driving privilege for students. (Filed as Supplemental Item #XII-13 in the Official 2005-06 Board Minutes.)

12. BOARD POLICY **JO--**EDUCATION RECORDS—REVISED—SECOND READING

The Board approved the proposed changes to this policy which reflect statutory changes to the collection of student debts and the withholding of records until the debt is paid and notice of such intent. (Filed as Supplemental Item #XII-14 in the Official 2005-06 Board Minutes.)

13. BOARD POLICY **IGBCA**—COMPARABILITY OF STAFF AND INSTRUCTIONAL MATERIALS—NEW—SECOND READING

The Board approved this proposed new policy which is intended by statute to ensure that equal educational opportunity is provided for all students within the District through equitable distribution of teachers, administrators, auxiliary personnel, curriculum materials and instructional supplies in consideration of the age and grade level requirements of each. (Filed as Supplemental Item #XII-15 in the Official 2005-06 Board Minutes.)

14. BOARD POLICY **KBA**—PUBLIC RECORDS—REVISED—SECOND READING

The Board approved the proposed changes to this policy which address written notification of the District's legal counsel when public records are requested in relation to a civil judicial proceeding, to notify the District in writing of such a records request, and to exclude social security numbers from such disclosure. (Filed as Supplemental Item #XII-16 in the Official 2005-06 Board Minutes.)

15. EXTENDED FIELD TRIPS – OUT OF STATE

The Board approved two extended field trips. (See Supplemental Item #IV-17 in the Official 2005-06 Board Minutes.)

**X. CONSOLIDATED INFORMATION**

A. CORRESPONDENCE

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

B. INSTRUCTIONAL SERVICES ITEMS

1. INTERDISTRICT TRANSFER INFORMATION

The Board received information on 17 interdistrict transfers.

2. EXTENDED FIELD TRIP INFORMATION

The Board received information on nine extended field trips. (Filed as Supplemental Item #IV-18 in the Official 2005-06 Board Minutes.)

C. SUPPORT SERVICES ITEMS

1. NON-LICENSED PERSONNEL INFORMATION

(Filed as Supplemental Item #IV-19 in the Official 2005-06 Board Minutes.)

2. 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, 2005. (Filed as Supplemental Item #X-13 in the Official 2005-06 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-14 in the Official 2005-06 Board Minutes.)

4. ADMINISTRATIVE REGULATION JHFE-AR—REPORTING OF SUSPECTED CHILD ABUSE—  
REVISED

The Board received the changes to this administrative regulation which more clearly identifies that it is the assistant superintendent who is to receive reports of child abuse by an employee and outlines the process for the initial consequences of a report of child abuse by an employee. At the request of board members at the October 10, 2005 meeting additional clarity was added regarding that:

- The extent of disciplinary action can include dismissal for an employee who fails to comply,
- Specifies the procedures followed upon receipt of a report of child abuse by an employee.

**XI. OTHER DISTRICT BUSINESS - Adopt 2005-06 School Board Goals**

Director Donohue raised his hope that seeking non-monetary resources such as partnerships could be included in one of the goals. Other board members agreed that while it was a worthy goal, it is already being done by staff. Rather than make it part of a board goal it was suggested that the board should support and encourage staff efforts in this endeavor. Director Donohue expressed his desire to know of those efforts, how they are being cultivated and how they are coming to the District. Superintendent Tarzian responded that it would be easy to report how much money comes in through grants, but much trickier to say how much Rotary contributes, and noted that resources such as those cannot be counted on to be sustained. It was suggested that the Board's role in connection with non-monetary resources could be discussed at the Board's upcoming retreat in December, talked about when discussing the accompanying goal detail sheets at another time, or be considered for inclusion in the next year's goals.

**MOTION #31:** Director Rieck moved to approve the "Corvallis School District Board of Directors 2005-06 Goal Statement Summary" as presented. Director Higgins seconded the motion. (Filed as Supplemental Item #IV-20 in the Official 2005-06 Board Minutes.)

The motion passed unanimously.

## **XII. EXECUTIVE SESSION**

The Board did not meet in executive session this evening.

## **XIII. ADJOURNMENT**

Being no further business, Chair O'Malley adjourned the meeting at 9:57 p.m.

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Nell O'Malley, Chair

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Dawn Tarzian, Superintendent

Prepared by Jolene Shute

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