

MINUTES

Regular Meeting of the

BOARD OF DIRECTORS

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

I. CALL TO ORDER AND ROLL CALL

Vice Chair Miller called the meeting to order at 6:00 p.m. in Central Office Board Room, 1555 SW 35th Street, Corvallis. Vice Chair Miller dispensed with the calling of the roll and the secretary recorded those present as listed below.

BOARD MEMBERS PRESENT

Ron Miller, Vice Chair
Cyrel Gable, Member
Joan Demarest, Member
Robert Baldwin, Member
Sara Gelser, Member

EXECUTIVE STAFF PRESENT

Jim Ford, Superintendent
Kathy Rodeman, Business Services Director
Fred Wright, Auxiliary Services Director
Laverne Pitts, Foundation Director
Debbie Bell, Accounting Supervisor
Julie Catala, Board Secretary

BOARD MEMBERS EXCUSED

Robert Johnson, Member

A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Vice Chair Miller led the group in the Pledge of Allegiance.

III. ELECTION OF OFFICERS

Vice Chair Miller called for nominations for Board Chair for the 2002-2003 fiscal year.

Motion #1: Director Baldwin moved, Director Gelser seconded, to nominate Director Cyrel Gable to serve as Board Chair for the 2002-2003 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 2002-2003 fiscal year.

Motion #2: Director Gelser moved, Director Baldwin seconded, to nominate Director Ron Miller to serve as Board Vice Chair for the 2002-2003 year.

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

The motion was unanimously approved.

IV. SELECTION OF INTERIM BOARD MEMBER

Chair Gable announced the selection process would begin to select a new interim Board member to fill the vacant position created by Director TenPas' resignation. The new member would serve until June 2003. The 2003 elections will have five positions open, including the position appointed at this meeting. She explained that each applicant would be asked the same four questions. Board Secretary Catala led the applicants into the meeting room one at a time for their interview. The applicants were: Elizabeth Spatafora, Brad Smith, Ian Walsh, Shaun McKinney, Mark Volmert, Jill Schuster, Fred Decker, Nell O'Malley, and Bob Keith.

At the conclusion of the interviews Chair Gable called for a five-minute break, which commenced at 7:32.

When the meeting resumed each Board member in attendance was asked to name their top three choices. The naming resulted in Nell O'Malley receiving four votes, Shaun McKinney receiving three, Jill Schuster, Brad Smith, Elizabeth Spatafora, and Mark Volmert each receiving two. The Board then agreed to narrow the field to the top two, Nell O'Malley and Shaun McKinney. Members each then spoke to the attributes of the two candidates. As the majority of Ms. O'Malley's background is in education and Mr. McKinney's is in serving on boards and reaching consensus, a light discussion ensued regarding the Board's purpose as to managing education versus management of the business of education.

At the conclusion of the discussion each Board member present named his or her top choice. Ms. O'Malley received three nominations, Mr. McKinney two. A majority of the Board (four members) must approve the appointment.

The two candidates were asked the same additional questions. Board members then again each nominated their top choice. Mr. McKinney received three; Ms. O'Malley received two.

Motion #3: Director Miller moved, Director Gelser seconded, to postpone the appointment until the August 19, 2002 meeting. The motion was approved unanimously.

V. COMMITTEE/BOARD MEMBER ITEMS

There were no items brought forth.

VI. SUPERINTENDENT'S REPORT

Superintendent Ford reported:

- The second year of the orchestrated district summer school program had begun with 661 students enrolled.
- The District will be the hosts of this month's Community Leaders Breakfast at which common issues are discussed.
- He toured the District facilities affected by relocations. Fairplay and Dixie looked ready to rent, the Central Instructional Media Center was shaping up at the Harding Center, and the Auxiliary Services Department was on target with moving 130 classrooms, setting up 9 modulars, and completing 120 major and minor maintenance projects.
- The Board's choices for the Golden Apple awards would be due Friday.
- A Board retreat may be scheduled for September.
- The focus of this year's Leadership Retreat in August would be to revisit the District's four goals for possible refinement and identifying what would support those goals.
- Business Services Director Kathy Rodeman would be distributing an updated summary of what is now known about the legislative special session. The next economic forecast is due in September or October. Predictions are that it will look worse. (Filed as Supplemental Item VI-1, in the Official 2002-2003 Board Minutes)

VII. CITIZEN PARTICIPATION

No citizens wished to speak.

VIII. STAFF PARTICIPATION

Franklin Principal Mike Strowbridge provided background to the Board of the proposed private Franklin Core Knowledge Preschool, an information item in this meeting's agenda. A Request for Proposal will be advertised. The preschool would be leasing space from the District. He hopes to have a recommendation to the Board by the August 19, 2002 meeting. The preschool would not limit the number of students accommodated at the Franklin K-8 School. There was some Board concern that the District may be opening the door to any number of entrepreneurial activities during the school day. The District currently has two private preschools renting space in elementary schools. This lease would be for one year with the option to renew, providing the school has space available. The District's attorney will be consulted.

IX. SPECIAL REPORTS

There were no special reports.

X. CONSOLIDATED ACTION

Chair Gable drew the Board's attention to the Consolidated Action items and entertained a motion.

Motion #4: Director Miller moved, Director Baldwin seconded, and it was approved unanimously to approve the Consolidated Action items as presented.

A. APPROVAL OF MINUTES

The Special Meeting minutes of May 20, 2002 and the regular meeting minutes of June 24, 2002 were approved as presented. (Filed in the Official 2001-2002 Board Minutes.)

B. SUPPORT SERVICES ITEMS

1. SUPERINTENDENT'S LICENSED PERSONNEL RECOMMENDATIONS

The Board approved the recommendations. (Filed as Supplemental Item IV-1, of the Official 2002-2003 Board Minutes.)

2. COST OF LIVING SALARY INCREASE FOR NON-REPRESENTED EMPLOYEES

The 3% Cost-of-Living salary increase for Non-Represented Employees was approved. (Filed as Supplemental Item X-1, of the Official 2002-2003 Board Minutes.)

3. IN-KIND DONATIONS

The Board accepted the donations. (Filed as Supplemental Item X-2, of the Official 2002-2003 Board Minutes.)

4. ORGANIZATIONAL MOTIONS FOR 2002-2003

a. Appointed Officials

District officials for the Corvallis School District for the 2002-2003 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)

b. Appointment of Professional Services

School District Legal Counsel:

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

Graham Hicks of Miller, Nash, Wiener, Hager and Carlsen of Portland, Oregon: General legal services.

Dick Roberts and Harvey Rogers, of Preston, Gates & Ellis: Bond Counsel. *Annual appointment in years that services are needed.*

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

Auditors

Pauly, Rogers, & Col, P.C. of Tigard, Oregon. Contract ends FY 02-03.

Insurance Agent of Record

Steve Uerlings, Barker-Uerlings Insurance. Property, liability, workers compensation insurances.

Tim Hennessee, Gene Keil & Associates. Employee benefits insurances.

Consultant

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

c. Designation of Depository of District Funds

Wells Fargo (Corvallis Branch) is the designated depository for Corvallis School District funds for the 2002-2003 fiscal year. (Filed as Supplemental Item X-3, of the Official 2002-2003 Board Minutes.)

d. Authorization to Invest Surplus Funds

The Custodian of Funds is authorized to invest surplus funds for the Corvallis School District 509J in accordance with current Oregon law during the 2002-2003 fiscal year. (Filed as Supplemental Item X-4, of the Official 2002-2003 Board Minutes.)

e. Acceptance of Bonds of Appointed Officials

The District Clerk will be bonded for \$500,000 and the Custodian of Funds bonded for \$500,000 for the 2002-2003 school year. (Filed as Supplemental Item X-5, of the Official 2002-2003 Board Minutes.)

f. Signing of Documents and Agreements for Funded Programs

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 2002-2003 fiscal year on behalf of the Board of Directors of Corvallis School District 509J. (Filed as Supplemental Item X-6 of the Official 2002-2003 Board Minutes.)

g. Designation of Official Newspaper

The Corvallis Gazette-Times will be the official newspaper of the Corvallis School District 509J for the 2002-2003 school year. (Filed as Supplemental Item IV-2, of the Official 2002-2003 Board Minutes.)

h. ESD Attendance Services

Corvallis School District 509J will use the services of the Attendance Supervisor of the Linn-Benton-Lincoln Education Service District for the 2002-2003 school year. (Filed as Supplemental Item IV-3 of the Official 2002-2003 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 \$6,535 for 2002-2003. (Filed as Supplemental Item VI-2 of the Official 2002-2003 Board Minutes.)

5. RESOLUTION 02-0701 - APPOINTMENT OF STUDENT BODY FUND CHECKING ACCOUNTS

The Board approved a Resolution for the use of Student Body checking accounts through the approved depository (Wells Fargo Bank) for the following schools: Mountain View Elementary, Wilson Elementary, Cheldelin Middle, Westland Middle, Corvallis High, and Crescent Valley High. (Filed as Supplemental Item III-1 of the Official 2002-2003 Board Minutes.)

6. RESOLUTION 02-0702 - 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 2002-2003 fiscal year. (Filed as Supplemental Item III-2 of the Official 2002-2003 Board Minutes.)

7. RESOLUTION 02-0703 APPOINTMENT OF LOCAL CONTRACT REVIEW BOARD (LCRB)

To comply with State law, the Board authorized the creation of a Local Contract Review Board. The board determines purchasing policies and exemptions. The LCRB is the only entity that can make standard exemptions from formal bidding requirements. Unless the LCRB approved exemptions, every purchase made by the District would require competitive bidding. The Resolution names the School Board as the District's LCRB. The Resolution will remain in force until revocation by the Corvallis School District 509J School Board. (Filed as Supplemental Item III-3 of the Official 2002-2003 Board Minutes.)

8. FIRE/LIFE SAFETY INSPECTIONS AGREEMENT RENEWAL

The Board approved an agreement with the City of Corvallis through which the City Fire Department will complete an annual fire and safety inspection of each facility, a re-inspection to check compliance and deficiency corrections and investigative/consultant services on fire and life safety problems. The fee for this service is \$5,000 for the 2002-2003 school year. (Filed as Supplemental Item I-1 of the Official 2002-2003 Board Minutes.)

9. SCHOOL REGISTRATION FEES

The Board approved registration fees for middle and high school students. The fees cover such items as student planners, student body cards, student activities, student handbooks, student directories, school newsletters, health and emergency supplies. The fee does not subsidize textbooks or materials prescribed in lieu of a standard textbook such as floppy discs, printer cartridges, copy costs, etc. or for courses which are part of the regular school program, including electives. The high school fee was set at \$40; the middle school fee, \$25, for the 2002-2003 school year. (Filed as Supplemental Item X-7 of the Official 2002-2003 Board Minutes.)

10. REFINANCING OF SELP LOAN

The Board approved the refinancing of this loan from 8% to 6.18%. This will save the District \$5,760 over the remaining 48 months of the loan. The loan supports a contract with the Oregon State Department of Energy to complete energy efficient projects. (Filed as Supplemental Item VI-3 of the Official 2002-2003 Board Minutes.)

11. MIGRANT EDUCATION SUMMER SCHOOL AGREEMENT WITH WESD

The Board approved an agreement with the Willamette Education Service District to provide summer school education for migrant students. (Filed as Supplemental Item I-2 of the Official 2002-2003 Board Minutes.)

XI. CONSOLIDATED INFORMATION

A. CORRESPONDENCE

Filed in Section V of the Official 2002-2003 Board Minutes.

B. EDUCATIONAL SERVICES ITEMS

1. EXTENDED FIELD TRIP INFORMATION

The Board received information on three extended field trips. (Filed as Supplemental Item IV-4 of the Official 2002-2003 Board Minutes.)

2. INTERDISTRICT TRANSFER INFORMATION

The Board received information on three interdistrict transfers.

C. SUPPORT SERVICES ITEMS

1. NON-LICENSED PERSONNEL INFORMATION

(Filed as Supplemental Item IV-5 of the Official 2002-2003 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, 2002. (Filed as Supplemental Item X-8 of the Official 2002-2003 Board Minutes.)

3. PERS UNFUNDED ACTUARIAL LIABILITY BONDS

Prior to the District's issuance of \$23,000,000 in PERS Unfunded Actuarial Liability bonds to refinance debt, the attorney general issued an opinion, which undermined the reason to refinance the debt. The Board was provided copies of letters sent to Senator Cliff Trow, Representative Kelly Wirth, President Gene Derfler, Speaker Mark Simmons, and Senator David Nelson outlining the problem and requesting their support to rectify so that bonds may be issued that will be of value to the District. (Filed in Section V of the Official 2002-2003 Board Minutes.)

4. 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-9 of the Official 2002-2003 Board Minutes.)

5. FRANKLIN CORE KNOWLEDGE PRESCHOOL

Initiated by a request to begin a core knowledge preschool at Franklin, a request for proposal will be issued so that accessibility to the opportunity is available to all. Lease of the room for the school year would generate about \$275 per month. The preschool would operate as a completely separate entity responsible for its own substitutes, insurance, etc. See preceding Item VIII, Staff Participation, for additional information. (Filed as Supplemental Item IV-6 of the Official 2002-2003 Board Minutes.)

6. BOARD POLICY BBFA – BOARD MEMBER CONFLICT OF INTEREST—REVISION—FIRST READING

The 2001 Legislature amended statutory language redefining “business with which the person is associated.” This policy revision adds the changes suggested by the Oregon School Boards Association. (Filed as Supplemental Item XII-1 of the Official 2002-2003 Board Minutes.)

7. BOARD POLICY DJ – DISTRICT PURCHASING – REVISION – FIRST READING

This policy was revised to comply with the changes in state purchasing laws. (Filed as Supplemental Item XII-2 of the Official 2002-2003 Board Minutes.)

8. BOARD POLICY DJC – BIDDING REQUIREMENTS – FIRST READING

This policy was revised to comply with the changes in state purchasing laws. The key points, which

were affected by the update, are:

- Declaration of intention to purchase competitively,
- Outlining of exemptions by generic types of activity,
- Instruction of key concepts for award of contracts to minimize cost and maximize revenue,
- Statement that the School Board will serve as the District's Local Contract Review Board,
- Statement that the District adopts the Oregon Attorney General's Model Public Contract Rules and State of Oregon, Department of Administrative Services, contract exemptions.

(Filed as Supplemental Item XII-3 of the Official 2002-2003 Board Minutes.)

9. ADMINISTRATIVE REGULATION DJC-AR – EXEMPTIONS FROM COMPETITIVE BIDDING

This policy was revised to comply with the changes in state purchasing laws. The key points, which were affected by the update, are:

- Outlining of specific categories for exemptions from competitive bidding processes,
- Reporting of "Findings of Fact" to document why the exemption should be allowed,
- Statements that the school board will convene as the "Local Contract Review Board" to formally adopt the listed exemptions.

(Filed as Supplemental Item XII-4 of the Official 2002-2003 Board Minutes.)

10. BOARD POLICY DJCA – PERSONAL SERVICES CONTRACTS - FIRST READING

This policy was revised to comply with the changes in state purchasing laws. The key points, which were affected by the update, are:

- Provision for the authorization for the District to enter into personal service contracts,
- Definition of what a personal service contract is and how a vendor will be selected,
- The requirement that personal service contracts greater than \$75,000 be awarded by the board.

(Filed as Supplemental Item XII-5 of the Official 2002-2003 Board Minutes.)

11. ADMINISTRATIVE REGULATION DJCA-AR – PERSONAL SERVICES CONTRACTS

This policy was revised to comply with the changes in state purchasing laws. The key points, which were affected by the update, are:

- Definition of personal services eligibility and criteria in depth,
- Outlining of procurement requirements, exemptions, emergencies, and protest procedures,
- The description of the request for proposal process.

(Filed as Supplemental Item XII-6 of the Official 2002-2003 Board Minutes.)

12. BOARD POLICY EEACD – USE OF DISTRICT ACTIVITY VEHICLES FOR STUDENT
TRANSPORTATION – REVISION –FIRST READING

This policy was revised to add language regarding new safety requirements for transporting students between the ages of four and six and for students weighing between 40 and 60 pounds. Booster seats are required for children in the designated parameters. (Filed as Supplemental Item XII-7 of the Official 2002-2003 Board Minutes.)

13. BOARD POLICY EEAE AND EEAE-AR – USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS AND STUDENT TRANSPORTATION IN PRIVATE VEHICLES – REVISION – FIRST READING

This policy was revised to add language regarding new safety requirements for transporting students between the ages of four and six and for students weighing between 40 and 60 pounds. Booster seats are required for children in the designated parameters. (Filed as Supplemental Item XII-8 of the Official 2002-2003 Board Minutes.)

14. BOARD POLICY EEBA – DISTRICT VEHICLES/SEAT BELTS/CHILD SAFETY SYSTEMS – REVISION – FIRST READING

This policy requires the driver of any district-owned vehicle, except school buses, be responsible for determining that the proper number of seat belts is available for the passengers and their use is required. This policy was revised to add language regarding new safety requirements for transporting students between the ages of four and six and for students weighing between 40 and 60 pounds. Booster seats are required for children in the designated parameters. The policy lists an exemption for vehicles over 10,000 pounds. (Filed as Supplemental Item XII-9 of the Official 2002-2003 Board Minutes.)

15. ADMINISTRATIVE REGULATION JO-AR – EDUCATION RECORDS MANAGEMENT – REVISION – FIRST READING

The 2001 Legislature amended statutory language to add detention facilities to ORS 326.575. This administrative regulation has been revised to reflect that change. (Filed as Supplemental Item XII-10 of the Official 2002-2003 Board Minutes.)

16. BOARD POLICY LBE AND LBE-AR – PUBLIC CHARTER SCHOOLS – REVISION – FIRST READING

The 2001 Legislature amended statutory language impacting the District's policy by prohibiting corporal punishment in public charter schools and expanded its nondiscrimination statement to include race and religion. This policy and administrative regulation reflect those changes. (Filed as Supplemental Item XII-11 of the Official 2002-2003 Board Minutes.)

XII. OTHER DISTRICT BUSINESS

No other District business was addressed at this time.

XIII. ADJOURNMENT

Being no further business, Chair Gable adjourned the meeting at 9:28 p.m.

Cyrel Gable, Chair

Jim Ford, Superintendent

Prepared by: Jolene Shute
(super/julie/board/minutes/2002/july 15.doc)