

**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**

Chair TenPas called the meeting to order at 7:04 p.m. in Central Office Board Room, 1555 SW 35<sup>th</sup> Street, Corvallis. Chair TenPas dispensed with the calling of the roll and the secretary recorded those present as listed below.

BOARD MEMBERS PRESENT

Bill TenPas, Chair  
Ron Miller, Vice Chair  
Robert Johnson, Member  
Cyrel Gable, Member  
Joan Demarest, Member  
Robert Baldwin, Member

EXECUTIVE STAFF PRESENT

Jim Ford, Superintendent  
Ron Corbell, Assistant Superintendent  
Jeanne Holmes, Assistant to Superintendent  
Kathy Rodeman, Business Services Director  
Fred Wright, Auxiliary Services Director  
Laverne Pitts, Foundation Director  
Michael Ann McIlvenny, Special Education  
Coordinator  
Dawn Tarzian, Teaching and Learning  
Director  
Duane Jager, Technology Integration Manager  
Linda Martin, Budget Analyst  
Julie Catala, Board Secretary

BOARD MEMBERS EXCUSED

Sara Gelser, Member

A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

Chair TenPas led the group in the Pledge of Allegiance.

**III. BUDGET – Public Hearings**

Business Services Director Kathy Rodeman stated the district still does not know the budget amount due to unknowns in the State budget but approval of the recommended budget will set the upper limit. The final budget will likely be less.

Chair TenPas opened the public budget hearing at 7:05 p.m.

A. SUPPLEMENTAL BUDGET FOR 2001-2002

No one testified.

B. HEARING FOR PUBLIC TESTIMONY ON THE 2002-2003 BUDGET

No one testified.

**IV. BUDGET ACTIONS**

A. 2001-2002 BUDGET ADJUSTMENTS

1. RESOLUTION NO. 02-0601 SUPPLEMENTAL BUDGET - INSURANCE FUND

This Resolution establishes a new category, Instruction, within the Insurance Fund. A transfer from the Support Services category of the Insurance Fund will finance the new category. The purpose of the new category is to more accurately track those funds used for the cost of services to Medicaid-eligible students requiring one-on-one aides with the actual function (1220-Essential Life Skills Program) out of which these services are paid. The Instruction budget is less than 10% of the Insurance Fund. (The Resolution is filed in Section III of the Official 2001-2002 Board Minutes.)

**Motion #55:** Director Johnson moved, Director Baldwin seconded, and the motion was unanimously approved to adopt Resolution 02-0601.

2. RESOLUTION NO. 02-0602 REALLOCATIONS OF GENERAL FUND AND GRANTS FUND APPROPRIATIONS

The first part of this Resolution transfers funds from the General Fund to the Print Shop Fund, via the Transfer of Funds category. This is to offset the Print Shop Fund deficit, closing the account at the end of the 2001-02 fiscal year. The Print Shop has been sold to the Willamette Educational Services District.

The remaining part of this Resolution transfers funds from the Grants Fund to the Support Services category to finance larger than anticipated expenditures in that category related to Grants. (The Resolution is filed in Section III of the Official 2001-02 Board Minutes.)

**Motion #56:** Director Gable moved, Director Baldwin seconded, and the motion was unanimously approved to adopt Resolution 02-0602. The Resolution is filed in Section III of the Official 2001-2002 Board Minutes.

B. 2002-2003 BUDGET

1. RESOLUTION NO. 02-0603 ADOPTING THE BUDGET AND MAKING APPROPRIATIONS

This Resolution establishes the Corvallis School District 509J budget for the 2002-03 fiscal year

in the amount of \$189,391,690. (The Resolution is filed in Section III of the Official 2001-2002 Board Minutes. The proposed 2002-03 Budget Document is on file in Business Services.)

**Motion #57:** Director Johnson moved, Director Miller seconded, and the motion was unanimously approved to adopt Resolution 02-0603.

2. RESOLUTION NO. 02-0604 LEVY AND CATEGORIZE AD VALOREM PROPERTY TAXES

This Resolution establishes the recalculated education tax rate (\$4.4614/\$1,000 of assessed value) and the local option taxes for operations (\$3,000,000) and levy for payment of bonded debt (\$815,000 Aquatic Bond payments). The Resolution is filed in Section III of the Official 2001-2002 Board Minutes.

**Motion #58:** Director Miller moved, Director Johnson seconded, and the motion was unanimously approved to adopt Resolution 02-0604.

**V. STUDENT REPRESENTATIVES**

No report was given.

**VI. COMMITTEE/BOARD MEMBER ITEMS**

There were no items reported.

**VII. SUPERINTENDENT'S REPORT**

A. PRESENTATION TO RETIRING BOARD MEMBER

Superintendent Ford presented retiring Board Member and Chair Bill TenPas with a plaque from the district acknowledging and appreciating his years of service to the District from July of 1997 through June 2002. Superintendent Ford noted the District has been through some tough times in Chair TenPas' tenure and his leadership has been valued.

B. ANNOUNCEMENTS

Superintendent Ford announced:

- The District's Leadership Retreat will be held in August allowing attendees to unify and plan for the year ahead. The Board is welcome to attend.
- Harding Elementary and Fairplay Elementary have been emptied, Highland will be emptied by tomorrow and the Central Instructional Media Center will be emptied by the end of June.
- Nearly 600 students are registered for summer school, which is being held at four sites financed by grants and district funds.

Chair TenPas responded he is impressed by the facilities work in moving, erecting modulars, and performing annual summer maintenance projects and he thanked them on behalf of the Board.

### **VIII. CITIZEN PARTICIPATION**

Carolyn Miller, 4474 NW Crocus Place, Corvallis, modeled a T-shirt her political action committee designed to encourage passage of the District's fall facilities bond measure. The slogans are, "Vote Yes on the Corvallis School District Bond Measure. Our kids are counting on us." (Kids' version says, "We are counting on you.") She noted where they are available for purchase.

Betty Griffiths, 3248 NW Taft Avenue, Corvallis, requested the District release its hold on acreage it possesses in the Timberhill subdivision, as it is not in the District's proposed long-range plan. The neighborhood association would like to see it incorporated in park plans along with an adjacent property.

Karyn Bird, 3245 NW Silktassel Drive, Corvallis, also requested the District to release its hold on the same property described by Betty Griffiths. She said the community has a specific need for the property, while the District does not, and it costs the District to maintain the property. Plans call for park construction to begin in August on the adjacent property.

Frank Hall, 3348 SW Chintimini, Corvallis, stated he is on the site committee for Waldorf School. He requested the District act swiftly to put Fairplay Elementary up for sale. He stated that Fairplay is located in an area of high value farmland and that state law requires that to continue its non-conforming use as a school it would need to be used as a school within a year. Otherwise it will lose its exemption status. He added that Waldorf School could cash the District out in three years though it would take six months for them to break out of their current lease.

Chair TenPas responded that he thinks the building doesn't necessarily need to be occupied but rather used as an educational facility within that year.

### **IX. STAFF PARTICIPATION**

No staff came forward to speak to the Board.

### **X. SPECIAL REPORTS**

#### **A. PROFESSIONAL GROWTH PLAN/CERTIFIED EVALUATION**

Teaching and Learning Director Dawn Tarzian and Franklin Elementary Principal Mike Strowbridge presented the overview of the "Educator's Handbook for Professional Growth," which is the culmination of two years of work by teachers and administrators in the district. (The Handbook is available through the Teaching and Learning Department.) The document is a program to support teacher growth and assessment. The philosophical difference between this document and what has been done in the past is that this program directs teachers to monitor their own growth and provides more clarity in what it means to be a teacher and the associated performance standards. The program maintains a two-year cycle of formal observation and evaluation.

While several Board members had praise for the work, several also would like to see student/parent input considered, perhaps funneled through an administrator to the teacher.

Superintendent Ford added that there have been conversations with the education association regarding administrator evaluations, which might consist of reflection papers, questions, and survey results.

## **XI. CONSOLIDATED ACTION**

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

**Motion #59:** Director Johnson moved, Director Gable seconded, and it was approved unanimously to approve the Consolidated Action items as presented.

### **A. APPROVAL OF MINUTES**

The Regular Meeting minutes of May 6, 2002 were approved as presented. (Filed in the Official 2001-2002 Board Minutes.)

### **B. SUPPORT SERVICES ITEMS**

#### **1. AMENDED APRIL 1, 2002 MINUTES**

The April 1, 2002 minutes were amended to include language that addressed delaying implementation of Policy KG and its accompanying administrative regulation KG-AR until July 1, 2002. (Amendment filed in the Official 2001-2002 Board Minutes.)

#### **2. SUPERINTENDENT'S LICENSED PERSONNEL RECOMMENDATIONS**

The Board approved the recommendations. (Filed in Section IV of the Official 2001-2002 Board Minutes.)

#### **3. RESOLUTION NO. 02-0605 TAX AND REVENUE ANTICIPATION NOTE (TRANS)**

This Resolution allows the District to issue Tax and Revenue Anticipation Notes to bridge the gap between early fiscal year expenditures and receipt of property taxes in the late fall. This method usually generates revenue for the District as the notes are issued at a rate that is less than the District usually receives on investments. The Resolution authorizes the Business Manager to negotiate a sale of tax and revenue anticipation notes in an amount not to exceed \$6,000,000. (The Resolution is filed in Section III of the Official 2001-2002 Board Minutes.)

#### **4. BOARD POLICY IGBAJ—SPECIAL EDUCATION – FREE APPROPRIATE PUBLIC EDUCATION (FAPE)—SECOND READING**

This policy was inadvertently omitted from the agenda listing for the October 8, 2001 Board Meeting. It is part of a set of replacement policies that supersedes outdated ones relating to Special Education. (Filed in Section XII of the Official 2001-2002 Board Minutes.)

5. BOARD POLICY IGBAK--SPECIAL EDUCATION - PUBLIC AVAILABILITY OF STATE APPLICATION--SECOND READING

This policy was also inadvertently omitted from the agenda listing for the October 8, 2001 Board Meeting. It is part of a set of replacement policies that supersedes outdated ones relating to Special Education. (Filed in Section XII of the Official 2001-2002 Board Minutes.)

6. REQUIREMENT CONTRACT FOR CUSTODIAL SUPPLIES

For several years the district has had a partnership with the Albany School District and Linn Benton Community College to solicit bids for a Custodial Stockless Requirement Contract. It was determined that by joining the combined purchasing power of the three agencies it would be much more beneficial regarding product pricing. Since that time there have been a total of 22 other public agencies that have been added to the contract.

The district's current joint contract for Custodial Supplies expires on June 30, 2002. Staff developed a new Request for Proposal (RFP) to seek competitive pricing for the next contract period.

Based on services offered, demonstrated previous ability and value for services, Superintendent Ford and Auxiliary Services Director Wright recommend authorization for the Superintendent to work with District's legal counsel to enter into a contract for Custodial Supplies and Equipment with Coastwide Laboratories. (Filed in the Official 2001-2002 Board Minutes.)

7. FAIRPLAY AND DIXIE SCHOOL FACILITIES RENTAL/LEASE

This item addresses the rental, lease, or sale of two of the District's vacated facilities. The Recommendation contains three parts. (Filed in the Official 2001-2002 Board Minutes.)

The first part of the recommendation is for the Board to authorize Superintendent Ford to work with District's legal counsel to enter into an agreement with the United States Department of Agriculture for the rental of the 1920/1950 portion (2900 square feet) of the Dixie facility, receiving \$609 per month at \$0.21 per square foot.

The second part of the recommendation is for the rejection of two proposals to rent/lease the Fairplay facility due to unacceptable monetary terms and to continue negotiations for a more realistic offer.

The third part of the recommendation is for staff to market the Fairplay and Dixie properties in a manner that will bring the best return to the District – either rental/lease or sale of the properties.

8. AGREEMENT WITH ODE FOR LONG TERM CARE

Through this agreement the District provides education to residential care students at Children's Farm Home at no cost to the District. Employees are hired through the District and have representation by the bargaining units and participate in staff development and curriculum oversight. Student Services submits annual census information to the State on behalf of the Farm Home School as well as technical training in Special Education. (Filed in Section I of the Official 2001-2002 Board Minutes.)

9. AGREEMENT WITH TRILLIUM FAMILY SERVICES FOR HORSE PROGRAM

This agreement provides Horse Program instruction to the students of Children's Farm Home School. (Filed in Section I of the Official 2001-2002 Board Minutes.)

10. AMENDED AGREEMENT WITH BENTON COUNTY FOR COMPREHENSIVE RISK EVALUATIONS

This agreement satisfies a requirement of the Health Insurance Portability and Accountability Act. (Filed in Section I of the Official 2001-2002 Board Minutes.)

11. AMENDED AGREEMENT WITH BENTON COUNTY FOR SCHOOL BASED HEALTH

This amendment transfers the assignment of a school nurse and mental health counseling service from the Boys and Girls Club to Lincoln Elementary and Garfield Elementary and provides for the receipt of additional funding. (Filed in Section I of the Official 2001-2002 Board Minutes.)

12. IN-KIND DONATIONS

The Board accepted the donations. (Filed in Section X of the Official 2001-2002 Board Minutes.)

C. OTHER

There were no other items included in this meeting's Consolidated Actions.

**XII. CONSOLIDATED INFORMATION**

A. CORRESPONDENCE

Filed in Section V of the Official 2001-2002 Board Minutes.

B. EDUCATIONAL SERVICES ITEMS

1. EXTENDED FIELD TRIP INFORMATION

The Board received information on eleven extended field trips. (Filed in Section IV of the Official 2001-2002 Board Minutes.)

2. INTERDISTRICT TRANSFER INFORMATION

The Board received information on 102 interdistrict transfers.

## C. SUPPORT SERVICES ITEMS

### 1. NON-LICENSED PERSONNEL INFORMATION

Filed in Section IV of the Official 2001-2002 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 April 30, 2002. (Filed in Section X of the Official 2001-2002 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.

## XIII. OTHER DISTRICT BUSINESS

### A. SUPERINTENDENT'S CONTRACT

The proposed Superintendent's contract is a rolling 3-year contract with a 3% cost of living increase, as with other administrators. (Contract on file in Human Resources.)

**Motion #60:** Director Johnson moved, Director Baldwin seconded, and it was approved unanimously to approve the Superintendent's 3-year contract.

### B. LONG-RANGE FACILITIES MASTER PLAN

Auxiliary Services Director Fred Wright provided background to the Long Range Facilities Master Plan presented for action this night. (Filed in Section VII of the Official 2001-2002 Board Minutes.) It has been a culmination of years of work by staff, Board members, and several committees. The Plan is in three phases and covers 20-30 years. (In March of this year the Board approved a motion to place a bond levy on the November 2002 ballot in the amount of \$86,400,000 to support Phase I of the Plan.)

Mr. Wright also provided background into the 6.84 acre Timberhill property listed in Appendix A, Item 1, "Sell and/or Trade these District-Owned Properties." This property was donated to the District about two years ago with the condition that if the District did not build a school on the property within ten years the property would transfer to the City, which owns an adjacent 5-acre parcel.

**Motion #61:** Director Johnson moved, Director Gable seconded, to approve the Long Range Facilities Master Plan as presented with the condition, regarding the Timberhill property, that Mr. Wright meet with the City to explore possibilities for the use of the land to the benefit of the District, ascertain whether their Master Plan for the Timberhill park is contingent on immediate receipt of the District's adjacent 6.84 acre parcel, and explore any other issues related to the transfer and report his findings back to the Board in a timely manner.

Discussion centered on the Timberhill property with members wanting to act in a responsible way to taxpayers regarding the asset while being aware of maintaining good community relations.

After two calls for a vote (first one failing 3-2 with Chair TenPas and Director Johnson ready to vote, Directors Gable, Miller, and Demarest not ready; second call for vote passing with all in favor of voting except Director Gable) with discussion in the interim, the motion was passed unanimously.

**XIV. EXECUTIVE SESSION**

The Board met in Executive Session at 6:00 p.m. under ORS 192.660(1)(e) – Real Estate Transactions; and ORS 192.660 (1) (i)—Superintendent’s Evaluation.

**XV. ADJOURNMENT**

Being no further business, Chair TenPas adjourned the meeting at 8:30 p.m.

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Ronald Miller, Vice Chair

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Jim Ford, Superintendent

(Chair TenPas unavailable for signature.)

**Prepared by: Jolene Shute**  
(super/julie/board/minutes/2002/june 24.doc)