

REGULAR MEETING

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, December 11, 2007, in Room 2, at Support Services Center, 2575 Commercial Street SE, Salem, Oregon, with Chairperson Rick Kimball presiding.

BOARD MEMBERS PRESENT: Rick Kimball, Chair
Krina Lemons, Vice Chair
Steve Chambers, Director
Bob Mink, Director
Ron Jones, Director
Hanten Day, Director
Chuck Lee, Director

EXECUTIVE CABINET PRESENT: Sandy Husk, Superintendent-Clerk; Glenn Gelbrich, Deputy Superintendent; Rich Goward, Chief Operations Officer; Mary Cadez, Executive Director, Human Resources; John Cuddy, Director, Technology and Information Services; Mary Paulson, Chief of Staff, Executive Administration; and Jay Remy, Director, Communications and Community Relations.

ALSO PRESENT: Paul Dakopolos, Attorney for the District.

Representing the Statesman Journal: Tracy Loew

Chairperson Kimball called the meeting to order at 6:15 p.m.

ANNOUNCEMENTS/AGENDA MODIFICATIONS

None.

SPOTLIGHT ON SUCCESS

Superintendent Husk, Chairperson Kimball, and various Cabinet members shared recognition of individuals and/or groups for their outstanding work and/or contributions to the School District (see Attachment A for details).

(See Spotlight on Success, **Attachment A.**)

COMMUNICATIONS ~ AUDIENCE

(Subjects related to agenda items)

The following citizens addressed the Board (see Sign-Up Sheet for further information):

James Aiken, 3910 Dakota Road, Salem.

JoAnn Tongue, 2347 Wintergreen Avenue NW, Salem.

Jane Killefer, President, Salem-Keizer Education Association, 4485 18th Place S, Salem.

Janet Sanders, President, Salem-Keizer Association of Classified Employees.

Eduardo Angulo, no address provided.

ACTION ON INTERVIEW AND APPOINTMENT OF CITIZENS' BUDGET COMMITTEE MEMBERS

Background

The Salem-Keizer School District Citizens' Budget Committee is open to all qualified registered voters of the District; except officers, agents or employees of the District. Each candidate must be a resident of Salem-Keizer School District 24J. Each year, as member terms expire, vacant positions are advertised and then appointed by the School Board following an interview process during the December Board meeting.

Two vacancies exist at this time. One position is for a three-year (complete) term, which will expire on June 30, 2010. The other position is for one year only and will expire on June 30, 2008. This position completes the term of a member who resigned. Two applications were received for the Board's consideration from Carl Beach (reapplying for another appointment) and Jim Green.

Staff recommends that the Board complete the interview/selection process to fill the vacancies on the Citizens' Budget Committee.

Rich Goward, Chief Operations Officer, led the Board through the process of interviewing and appointing two members to the two vacant positions on the Citizens' Budget Committee and their term lengths.

Candidate Carl Beach spoke briefly as to why he would like to serve on the Committee again, sharing that he would prefer the three-year term but would serve for any term length appointed. Director Lemons spoke in Action on Budget Committee Appointments (continued)

support of the second candidate, Jim Green, who was unable to attend the meeting. Director Day agreed with Director Lemons' comments. There was general discussion on a process for determining who would serve which term lengths with Chairperson Kimball suggesting that the "pick a hand" selection be used for deciding term lengths.

Note: Because there were two vacant positions and two candidates, the Board agreed by consensus to appoint them each to a vacancy.

DIRECTOR CHAMBERS MOVED APPROVAL OF THE "PICK A HAND" METHOD FOR DETERMINING WHICH LENGTH OF TERM EACH CANDIDATE SERVE. SECONDED BY DIRECTOR DAY.

BY VOICE VOTE, THE MOTION PASSED.

Mr. Beach "picked a hand" (of Chairperson Kimball) and selected the one-year term, so the remaining three-year term went to Mr. Green.

VOICE VOTE, MOTION CARRIED UNANIMOUSLY.

(See Appointments to the Citizens' Budget Committee, **Attachment B.**)

ADOPTION OF CONSENT CALENDAR

All items on the Consent Calendar may be adopted as a group by a single motion unless pulled for special consideration.

Director Lee asked to pull item 4.a.(1).

Director Day asked to pull item 4.b.(2).

DIRECTOR LEMONS MOVED ADOPTION OF THE CONSENT CALENDAR AS PRESENTED WITH ITEMS 4.A.(1) AND 4.B.(2) PULLED. SECONDED BY DIRECTOR CHAMBERS.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY.

Director Lee, referring to 4.a.(1), explained that he would abstain from voting on this item (minutes from the November 13, 2007 Board meeting) because he was absent.

DIRECTOR CHAMBERS MOVED ADOPTION OF CONSENT CALENDAR ITEM 4.A.(1) AS PRESENTED. SECONDED BY DIRECTOR LEMONS.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY WITH DIRECTOR LEE ABSTAINING. 6-Yes; 1-Abstention.

Director Day, referring to item 4.b.2; said he wanted to comment that the Howard Street Charter School was doing well and that his son attended that school.

DIRECTOR DAY MOVED ADOPTION OF CONSENT CALENDAR ITEM 4.B.(2) AS PRESENTED.
SECONDED BY DIRECTOR JONES.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY.

Adoption of Consent Calendar (continued)

- 4.a.(1)- Minutes of Meeting held on November 13, 2007.
- 4.b.(1) – Adoption and Appropriation of Grant Budgets.
- 4.b.(2) – Intent to Renew the Howard Street Charter School Contract.
- 4.c.(1) – Personnel Actions.
- 4.c.(2) – Hiring of a Supervisor.
- 4.c.(3) – Dismissal of a Licensed Employee.

(For Adopted Items, see **Attachment C.**)

MONITORING REPORT: EL-6 – STAFF EVALUATION

Background

This is the sixth of twelve monitoring reports and is designed to provide the School Board with information to determine if the Superintendent is meeting the criteria established within the adopted Executive Limitations.

With respect to evaluation of employees, the Superintendent shall not fail to develop an evaluation system that measures employee performance in terms of achieving the Board's Results policies. Accordingly, the Superintendent shall not:

1. Fail to develop and administer an evaluation system for licensed personnel that is designed to: a) Improve instruction; b) Measure professional improvement, development, and performance; c) Document unsatisfactory performance; d) Link teacher performance with multiple measures; and e) Assure that instructional time is used to maximize student learning.

Evidence of compliance: An adopted published evaluation document "Evaluation Through Performance Improvement Commitments (EPIC) is used to report in a summative fashion the performance of licensed personnel relative to the district licensed staff standards outlined in the appendix. In addition there are specialized observation tools for administrators to use in observing and evaluating counselors, speech and language pathologists, occupational therapists, and physical therapists. A minimum of two formal observations are completed for probationary licensed staff and at least one formal observation is completed for contract licensed staff annually. An option of using a Professional Growth Plan is available for contract licensed staff with the approval of their supervisor. Performance goals are an important part of the evaluation process for licensed personnel and are completed annually in addition to the aforementioned process.

Performance evaluation considers the time that students are engaged in the classroom and whether classroom instruction is maximized through the teaching standard that is evaluated in the EPIC summative evaluation. This process is completed by June of each year and is monitored by the Human Resources Department.

Evidence of non-compliance:

None.

2. Fail to develop and administer an evaluation system for classified personnel that links performance with continued employment.

Monitoring Report: EL-6 (continued)

Evidence of compliance: District classified employees are evaluated annually using a ten factor evaluation form that is completed by their supervisor that indicates whether the employee meets the district standard or requires improvement. If a factor is noted as requiring improvement then a written explanation is provided to the employee. A summary cover page is completed with the factor rating sheet and provides information about growth and development and the supervisor's recommendation for continued employment. The completed performance rating form and cover sheet is sent to Human Resources Department at the end of the probationary period (6 months) and then annually (by June) for each employee.

Evidence of non-compliance:
None.

3. Fail to develop and administer an evaluation system for administrative personnel that links multiple levels of performance with continued employment.

Evidence of compliance: Supervision: A Guide for Administrators (SAGA) is the evaluation document used in the district for evaluating licensed supervisory staff. In the first three years this process involves mentor conferences every nine weeks with written feedback to the administrator with a year end report that includes the feedback forms from the nine week formative meetings. For the administrator with a standard or basic license the process includes participation in the Continuing Professional Development and Professional Development Plan CPD/PDP process for license renewal. Contract administrators on standard and continuing licenses continue with a professional development plan (PDP) and goal setting. Each of these is completed annually and the written document is placed in the administrator's file by June.

Evidence of non-compliance:
None.

4. Fail to provide to the Board an annual report on the effectiveness of the evaluation system and its alignment with the Board's Results policies.

Evidence of compliance: As this is our first year under policy governance, we have not yet provided the School Board with a report on the effectiveness of the staff evaluation systems. Board leadership and human resource executive staff will be involved in designing a reporting format that highlights the significant number of professional development opportunities the District has in partnership with our associations which are designed to improve student academic achievement. Our goal will be to present this information along with the Results policy year end report.

Evidence of non-compliance:
See above.

Superintendent Husk reviewed the background of EL-6 relating to staff evaluations, and provided evidence that this Executive Limitation was being followed and executed. The Board, by general consensus, agreed that the expectations were being met.

(See Monitoring Report: EL-6 – Staff Evaluation, **Attachment D.**)

STRATEGIC PLAN: ESTABLISH A QUALITY ASSURANCE MODEL FOR TECHNOLOGY AND INFORMATION SERVICES, HUMAN RESOURCES, AND FISCAL SERVICES

Background

Under the District's new governance structure, the School Board receives one or more reports each month, which are updates, and progress reports on administrative goals established through the Strategic Plan.

Quality Assurance is a method designed to improve services to District schools through a structured process that enhances the District's ability to consistently meet needs and make continuous improvements.

Mary Paulson, Chief of Staff, provided a brochure on the District's Corrective Actions (see Attachment F – Correction Actions/Quality Assurance Model) and a presentation via PowerPoint, as follows:

- Provided an overview of the Quality Assurance Model in general.
- Shared progress documentation and monitoring.
- Explained tracking and performance measures.
- Explained The Management Review Team.
- Reviewed the corrective and preventive action processes.
- Provided an overview of the focus areas of the Quality Assurance Model.

Director Lemons commented on the incredible speed with which this process was occurring. Director Lee and Chairperson Kimball added their supportive comments as well.

(See Report on Quality Assurance Model for Technology and Information Services, Human Resources, and Fiscal Services, **Attachment E.**)
(See Corrective Actions/Quality Assurance Model, **Attachment F.**)

FUTURE WORK SESSIONS OF THE SCHOOL BOARD

(See **Attachment G.**)

SCHOOL BOARD LISTENING SESSIONS OF THE SCHOOL BOARD

(See **Attachment H.**)

ADDITIONAL AUDIENCE COMMUNICATION

(Subjects not related to agenda items)

The following citizens addressed the Board (see Sign-Up Sheet for more information):

None.

SCHOOL BOARD REPORTS AND HIGHLIGHTS

Board Directors highlighted their recent activities, such as attending school, District, and community functions, conferences and seminars, and other community or local government meetings and events; and provided updates on other areas of participation or attendance.

SUPERINTENDENT'S COMMENTS

Superintendent Husk commented on the following:

- The facilities walkthroughs have been completed and the information will come to the Board in early 2008 – possibly January or February.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, CHAIRPERSON KIMBALL
ADJOURNED THIS MEETING AT 7:24 P.M.

Chairperson

Superintendent-Clerk