

## **REGULAR MEETING**

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, July 10, 2007, in Room 2, at Support Services Center, 2575 Commercial Street SE, Salem, Oregon, with Chairperson Krina Lemons opening the meeting and newly-elected Chairperson Kimball presiding for the remainder of the meeting.

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

**ABSENT:** Ron Jones, Director

**EXECUTIVE CABINET PRESENT:** Sandy Husk, Superintendent-Clerk  
Rich Goward, Chief Operations Officer  
Mary Cadez, Executive Director, Human Resources  
Luis Caraballo, Director, Facilities and Auxiliary Services  
John Cuddy, Director, Technology & Information Services  
John Weeks, Director, Curriculum, Instruction, and Assessment

**ALSO PRESENT:** Paul Dakopolos, Attorney for the District; Mary Paulson, Management Coordinator, Executive Administration; and Jay Remy, Director, Communications & Community Relations.

Representing the Statesman Journal: Tracy Loew

Chairperson Lemons called the meeting to order at 6:03 p.m.

### **ANNOUNCEMENTS/AGENDA MODIFICATIONS**

Chairperson Lemons made the following agenda modifications/announcements:

Added *Boardplate on Hiring Update* 8.a.(2)

### **SPOTLIGHT ON SUCCESS**

Superintendent Husk, Chairperson Lemons, and 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.**)

### **UPDATES ON BOARD COMMITTEES**

Board Directors shared general information and updates on the current work and projects of various Board committees.

### **COMMUNICATIONS ~ AUDIENCE**

(Subjects related to agenda items)

*None*

### **ACTION ON SWEARING IN OF NEWLY-ELECTED AND RE-ELECTED SCHOOL BOARD MEMBERS**

Paul Dakopolos, Attorney for the District, administered the Oath of Office to newly-elected Board member, Chuck Lee, and re-elected Board members, Steve Chambers and Krina Lemons.

### **ACTION ON ELECTION OF BOARD CHAIR**

DIRECTOR MINK NOMINATED DIRECTOR KIMBALL FOR BOARD CHAIR FOR 2007-08. SECONDED BY DIRECTOR DAY.

DIRECTOR MINK MOVED THE NOMINATIONS BE CLOSED. SECONDED BY DIRECTOR CHAMBERS.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY TO CLOSE NOMINATIONS. Director Jones was absent.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY TO ELECT DIRECTOR KIMBALL AS BOARD CHAIR FOR 2007-08. Director Jones was absent.

Director Kimball was elected Board Chair for 2007-08.

### **ACTION ON ELECTION OF BOARD VICE CHAIR**

DIRECTOR CHAMBERS NOMINATED DIRECTOR LEMONS FOR BOARD VICE CHAIR FOR 2007-08. SECONDED BY DIRECTOR LEE.

DIRECTOR CHAMBERS MOVED THE NOMINATIONS BE CLOSED. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY TO CLOSE NOMINATIONS. Director Jones was absent.

BY VOICE VOTE, MOTION CARRIED TO ELECT DIRECTOR LEMONS BOARD VICE CHAIR FOR 2007-08 WITH DIRECTOR DAY ABSTAINING (no reason provided). 5-Yes; 1-Abstention. Director Jones was absent.

Director Lemons was elected Board Vice Chair for 2007-08.

### **ACTION ON APPOINTMENT OF LEGAL COUNSEL**

DIRECTOR LEMONS MOVED APPROVAL OF THE APPOINTMENT OF GARRETT, HEMANN ET AL AS THE SALEM-KEIZER SCHOOL DISTRICT'S LEGAL FIRM AS PRESENTED. SECONDED BY DIRECTOR CHAMBERS.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Director Jones was absent.

### **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 requested to pull items **9043** and **9044**.

Director Day requested to pull item **9045**.

DIRECTOR CHAMBERS MOVED ADOPTION OF THE CONSENT CALENDAR WITH ITEMS 9043, 9044, AND 9045 PULLED AS PRESENTED. SECONDED BY DIRECTOR LEMONS.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Director Jones was absent.

Director Lee, referring to items **9043** and **9044**, said he would abstain from voting as he was not a member of the School Board at the time those meetings occurred, so it would be inappropriate for him to vote on the adoption of the minutes.

DIRECTOR LEMONS MOVED APPROVAL OF CONSENT CALENDAR ITEMS 9043 AND 9044 AS PRESENTED. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED WITH DIRECTOR LEE ABSTAINING. 5-Yes; 1-Absention. Director Jones was absent.

Director Day, referring to item **9045**, asked clarifying questions regarding contracts and agreements and what is specified in the contracts and why they are the same each year. Rich Goward, Chief Operations Officer,

Action on Consent Calendar (continued)

explained what the contracts were and why they needed to come to the Board. Discussion continued regarding various contracts that come to the Board based on dollar amounts. Paul Dakopolos, Attorney for the District, offered further explanation of what contracts are signed by the superintendent without Board approval and what the Board has specified needs to come to them for approval. Discussion continued on this issue.

DIRECTOR CHAMBERS MOVED ADOPTION OF CONSENT CALENDAR ITEM 9045 AS PRESENTED. SECONDED BY DIRECTOR LEMONS.

BY VOICE VOTE, MOTION CARRIED WITH DIRECTOR DAY ABSTAINING (no reason provided). 5-Yes; 1-No. Director Jones was absent.

(9043) Minutes of Regular Meeting and Executive Session held on June 12, 2007; (9044) Minutes of Special Meeting held on June 26, 2007; (9045) Annual Resolutions Delegating Fiscal Authority for Fiscal Year 2007-08; (9046) Adoption and Appropriation of Grant Project Budgets; (9047) Summary of Disbursements for May 1, 2007, through May 31, 2007; (9048) List Property for Sale at Gilmore Site; (9049) Bid 4019 – Kennedy Elementary School Roofing; (9050) Bid 4020 – New Roof at Mary Eyre Elementary School; (9051) Donation of Funds for Capital Improvement at Grant Elementary School; (9052) Donation of Funds for Capital Improvement at Four Corners Elementary School; (9053) Personnel Actions; (9054) Hiring of Supervisors.

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

### **MONITORING REPORT (EL 1)**

This is the first of twelve monitoring reports scheduled for 2007-08, 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.

Executive Limitation 1: Global Executive Constraint - *The Superintendent shall not cause or allow any practice, activity, decision or organizational condition which is unlawful, unethical, unsafe, disrespectful, imprudent, or in violation of commonly accepted business and professional ethic and practices, and Board policy.*

**Evidence of compliance:**

The Superintendent has ensured the appropriate measures have been taken to avoid violation of the policy. An independent financial audit (Grove, Mueller & Swank, PC); and we are in the process of adding both internal and external independent performance audits to verify that actions were appropriate, lawful, and prudent.

Over the past year, we have conducted internal audits as needed through our Internal Auditor. No major problems have been identified and minor corrections were implemented as appropriate.

Additionally, the Chief of Staff and Internal Auditor are leading the Quality Assurance Program for process management. The Management Review Team has been formed and trained and the Quality Assurance Manual is in final draft form and close to approval. Internal auditors will be trained and performance audits are scheduled to begin this Fall. We have set a projected goal of June 2008 for our external performance audit.

**Evidence of non-compliance:**

None.

Monitoring Report (continued)

2007-08 Monitoring Report Schedule for Executive Limitations Policies

<u>Policy</u>	<u>Date</u>
EL – 1 Global Executive Constraint	July
EL – 2 Emergency Superintendent Succession	August
EL – 3 Relationships with Students, Parents, and Citizens	September
EL – 4 Relationships with Staff	October
EL – 5 Staff Compensation and Professional Development	November
EL – 6 Staff Evaluation	December
EL – 7 Budgeting/Financial Planning	January
EL – 8 Financial Administration	February
EL – 9 Asset Protection	March
EL – 10 Academic Program	April
EL – 11 Textbook and Instructional Materials	May
EL – 12 Legally Required Policies	June

Superintendent Husk reviewed the background and said the District was in compliance with this Executive Limitation (for details of legal opinion, see Attachment D – Garrett, Hemann, et al Letter). She shared that they were in the process of adding process audits, and asked the Board for consensus to approve this report.

Director Lemons said she was pleased with this first report under their new policy governance structure. Director Lee asked about timelines for finance audits and Mr. Goward explained the timeframe process, which amounted to about half the year. Director Lee and Mr. Goward continued discussing state audits and contracts of the auditors for the District (for details, see Attachment E – Grove, Mueller & Swank Audit Letter). Director Mink pointed out that the quality assurance program that's being put in place under the new policy governance structure is shown in this first report to the Board. Director Day asked why they were getting the letter from the auditors so late and he was reminded by Superintendent Husk that the Board had received it as well as the entire audit in October 2006.

Mr. Goward asked if there was consensus from the Board to accept this and there was.

(See Report on Monitoring, EL 1, **Attachment C.**)  
(See Letter from Garrett, Hemann, et al, **Attachment D.**)  
(See Grove, Mueller & Swank Audit Letter, **Attachment E.**)

**REPORT ON HIRING UPDATE**

Superintendent Husk reviewed the background of the work projects related to hiring. She added that the intention of these types of reports was to be a “point in time snapshot” of where the District is at with a particular goal, and where they're seeing the successes, challenges and needs.

Mary Cadez, Executive Director, Human Resources, provided a presentation via PowerPoint (for more detail, see Attachment G – Presentation on Hiring Update) on the hiring of staff across the District, such as new teachers and employee transfers within the District as well as what's being done with the application process to streamline it and make it more welcoming and user-friendly. She said that there were shortages of teachers in math, special education, ELL (English Language Learners) and support services adding that there were low numbers of culturally-diverse students entering the teaching programs in universities and colleges. She said

Report on Hiring Update (continued)

that the bilingual positions in the District are all currently filled. She concluded by stating that they would continue to work hard to aggressively recruit and market the District to find the best qualified applicants possible, and would continue reviewing exit surveys to see the various reasons why people leave the District.

There was general discussion on surveys and exit surveys (Director Day asked to see some exit surveys for his information), different ways to apply for positions, the timeframe for hiring and how it's changed over the last couple of years, the linkage between fiscal and human resources, more user-friendly application and interview processes, and recruiting and retention of quality employees.

(See Hiring Update, **Attachment F.**)  
(See PowerPoint Presentation, **Attachment G.**)

**ADDITIONAL AUDIENCE COMMUNICATION**

(Subjects not related to agenda items)

*None*

**FUTURE WORK SESSIONS OF THE SCHOOL BOARD**

(See **Attachment H.**)

Chairperson Kimball reminded that there would be Budget Committee meeting on the supplemental budget on August 7 and 8 as well as the Regular School Board Meeting on August 14 and the Annual Board Retreat (Work Session) on August 21.

**SCHOOL BOARD 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.

**SUPERINTENDENT'S COMMENTS**

Superintendent Husk commented on the following:

- Reviewed what the Board would continue to get regarding Human Resources and the hiring process.
- Welcomed new Board member, Chuck Lee, and thanked Directors Lemons and Mink for their leadership over the last year.
- Shared that the District went live with MUNIS (new financial system) in Fiscal Services this week.
- Deputy Superintendent Gelbrich and his team are participating in a week-long training at Harvard in Boston, which is being funded by the Stupski Foundation.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, CHAIRPERSON KIMBALL ADJOURNED THIS MEETING AT 7:17P.M.

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Chairperson

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Superintendent-Clerk