

REGULAR MEETING

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, September 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; Mary Cadez, Executive Direction, Human Resource; 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 6:00 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).

Note: Tim Waters, representing McREL, who's company has a contract with the District up for action later in the agenda, spoke briefly during this time about what McREL does related to research and training in the administrative end of education, especially in the area of leadership. There was brief general discussion and comments by Board members related to McREL's research and administrative development.

(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):

None.

ACTION ON CONTRACT FOR ADMINISTRATIVE DEVELOPMENT FOR BALANCED LEADERSHIP

Background

Mid-continent Research fro Education and Learning (McREL) conducted META analysis research project and compiled data evidencing the impact of administrative leadership on student achievement. McREL provides a series of training sessions for administrators focusing on leadership responsibilities and techniques to create a school environment designed to improve student achievement. The focus of the training is on professional development and incremental improvement.

McREL is a sole source provider for this training program. Over the course of the year, McREL will provide eight days of training for 120 administrators. The cost for the training is \$115,500, not including costs for travel, lodging and materials. The funding source for this training is Title IIA grant funds from the Federal government.

Staff recommends the ratification of the contract with McREL. The Board is requested to ratify the contract with McREL under the terms stated above.

Superintendent Husk pointed out that the funding for this was coming from Title IIA grant funds and recommended the Board's approval.

DIRECTOR LEMONS MOVED APPROVAL OF THE CONTRACT FOR ADMINISTRATIVE DEVELOPMENT FOR BALANCED LEADERSHIP AS PRESENTED. SECONDED BY DIRECTOR CHAMBERS.

Action on Contract for Administrative Development (continued)

Director Jones asked when the training would take place, and Superintendent Husk responded that it would be provided during the regular principal meetings. Director Jones asked for the agenda of the training and Superintendent Husk said they would provide that to him. Director Mink commented that he thought this was an excellent resource for the District to utilize. Director Chambers added that the thinking was beginning to change about the importance of leadership training. Director Day commented on the costs and thought there might be ways to use the money more "wisely and efficiently." Superintendent Husk clarified the days of training and other resources provided under the contract.

Director Mink called for the question.

BY VOICE VOTE, MOTION CARRIED WITH DIRECTOR DAY VOTING NO. 6-Yes; 1-No.

(See Contract for Administrative Development, **Attachment B.**)

ACTION ON PURCHASE OF HOSTS LEARNING SOFTWARE
(Helping One Student to Succeed)

Background

HOSTS Learning is a provider of a structured tutoring program that supports the teaching process. Specifically, we will begin its use at five elementary schools to connect local volunteers to children who need additional time and support throughout the day while providing instructionally relevant activities that are connected to the Oregon State Standards and the District's adopted curriculum. This program has a strong research base with demonstrated results in student achievement.

HOSTS Learning Software is a sole source provider for this program and the cost for the software and related professional development and installation is \$125,000.

Staff recommends ratification of the contract with HOSTS Learning Software. The Board is requested to ratify the contract with HOSTS under the terms stated above.

Superintendent Husk reiterated the background and what the HOSTS software provides, and recommended the Board's approval.

DIRECTOR CHAMBERS MOVED APPROVAL OF THE PURCHASE OF HOSTS (HELPING ONE STUDENT TO SUCCEED) LEARNING SOFTWARE AS PRESENTED. SECONDED BY DIRECTOR JONES.

Director Day asked if this was the only company that provides this service and Superintendent Husk responded that it was the only one she knew of.

BY VOICE VOTE, MOTION CARRIED WITH DIRECTOR DAY ABSTAINING. 6-Yes; 1-Absention.

(See Purchase of HOSTS Learning Software, **Attachment C.**)

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 LEMONS MOVED ADOPTION OF THE CONSENT CALENDAR AS PRESENTED. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY.

- 4.a.(1) Substantial Completion of Contract CR2268 at Harritt Elementary and Walker Middle Schools.
- 4.a.(2) Adoption and Appropriation of Grant Project Budgets.
- 4.b.(1) Hiring of Supervisors.
- 4.b.(2) Personnel Actions.
- 4.b.(3) Memorandum of Understanding Between the District and Salem Education Association Relating to Workday Schedule Adjustments to Accommodate Fall 2007 Parent-Teacher Conferences.
- 4.b.(4) Memorandum of Understanding Between the District and Salem Education Association Relating to Workday Schedule Adjustments to Accommodate Spring 2008 Parent-Teacher Conferences.

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

MONITORING REPORT: EL-3 – RELATIONSHIP WITH STUDENTS, PARENTS AND CITIZENS

Background

This is the third 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 3: Relationship with Students, Parents, and Citizens

With respect to relationships with parents, students and citizens, the Superintendent shall not cause or allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified or in violation of Board policy.

Accordingly, the Superintendent shall not:

1. *Use methods of managing information that fail to protect confidential information.*
2. *Fail to provide and communicate a process for the effective handling of complaints.*
3. *Fail to establish policies and procedures to ensure organizational compliance with all federal and state laws, including those dealing with ethnic, gender, disability, religious and age discrimination.*
4. *Fail to maintain an organizational culture that treats all stakeholders with respect, dignity and courtesy and that includes:*
 - a. *Open, honest and effective communication in all written and interpersonal interaction.*
 - b. *Respect for others and their opinions.*
 - c. *Focus on common organizational goals as expressed in Board Results policies.*
5. *Fail to appropriately involve stakeholders in an advisory capacity in important issues, which impact them directly.*
6. *Fail to provide timely notice to parents and students about decisions that affect them, especially program changes, school assignments and calendars.*
7. *Fail to take reasonable steps to inform stakeholders of these policies that affect them.*

Action on Monitoring Report (continued)

Evidence of compliance:

The Superintendent has ensured that this executive limitation has not been violated through several actions. Those include:

- Administrative policies/rules clearly delineate the protection of confidential information and compliance with State and Federal laws regarding discrimination.
- A written complaint procedure is shared through parent handbooks and on the District's website. Additionally, parents have the option of filing complaints with the Oregon Department of Education, the Office of Civil Rights, Teacher's Standards and Practices, and the State of Oregon Ethics Commission.
- The Superintendent meets and gathers input from external stakeholders on a regular basis. Examples of interactions include meeting with the Chambers of Commerce, Stand for Children, Marion County Commission on Children and Families, CEOs of Salem, Friends of Music, Coalition for Equality, local legislators, PFLAG, Rotary, and the annual School Talk Summit.
- The Superintendent meets and gathers input from internal stakeholders on a regular basis through regular school visits and meetings with school staff. Additionally, she meets monthly with the Professional Action Committee for Education. PACE is a group which represents all employees who meets for the purpose of listening, problem solving, and creating strength for the strategic plan and mission of the school district.
- The District has long standing practices for the approval and communication the school calendar and the boundary change process which also includes a significant amount of public engagement.

Areas of Focus:

- The Superintendent will begin meeting regularly with communication groups which will be comprised of licensed staff, classified staff, parents, and business leaders.
- Site based decision-making can complicate the communication process for individual school decisions resulting in pockets of inconsistent communication with parents.
- Training for high school principals on public engagement.

Evidence of non-compliance:

None.

Superintendent Husk reiterated the background and processes in place for a variety of communication with students, parents and citizens as well as the various local committees and groups she personally participates in or visits with on a regular or scheduled basis. She also talked about site-based decision-making and some changes in that area.

Director Mink said this represented a lot of good work by many, many more people and their committed efforts on behalf of the District. Director Day said he couldn't find anything about the Superintendent communicating with students. Director Jones said the Superintendent was doing an excellent job.

The Board by a consensus of agreement approved the report.

(See EL-3 Monitoring Report, **Attachment E.**)

STRATEGIC PLAN: DEVELOP A PLAN AND TOOLS TO EXTERNAL PUBLIC ENGAGEMENT

Background

The School Board and district administration have identified public engagement as a top priority and have taken specific actions and set in motion several activities to engage stakeholders.

Understanding Community Needs to Help Define District Success:

- We have conducted two major community surveys this year regarding district performance and facilities needs.
- We held the first annual School Talk Summit in February, using keypad technology and small group discussions to elicit feedback from our community. Results were published in a report which the Board discussed in a work session.
- We have conducted smaller electronic surveys using the Internet to reach people who were not part of other events/surveys.

The Board Accountability Process:

- The Board has scheduled Listening Sessions for each month of this school year which will involve various stakeholders who will come discuss key issues related to public trust in the school district.
- In December, a summary of what the Board has heard throughout the year will be developed, the Board will identify policy changes that will be made based on the data, and the changes will be presented at the Annual School Talk Summit.

Community Understanding the Schools and District:

- The Superintendent and the School Board will conduct district school bus tours to provide opportunities for the community to better understand the District. This is a new process and staff is in the planning stages and will implement several tours this school year.

Citizen Ambassadors for Public Schools:

- Staff is in the planning stages for next school year, as scheduled.

Board Members as Strategic Communicators:

- The Board and Administrators will go out into the community to share information about the District's Strategic Plan and respond to the community's question. This would be a more focused process than currently used. We are still in the planning stages. Emphasis may be placed on facilities needs.

Public Engagement "Focus Schools"

The goal of this project is to develop best practices in public engagement at the school level and spread them district-wide. This came as a recommendation from the communications audit by the National School Public Relations Association. The project launched in late spring of 2007 with three schools (one at each level) and began with an informal survey of staff and community (not just parents). An evaluation and planning session was then held with the principal and a school communication plan was developed for the year. This project is being expanded and accelerated from the original schedule and will include all schools.

All principals have been asked to develop a list of "key communicators" in their school areas and will be asked to form communications/public engagement plans, with district-administration support, later this fall.

Action on Strategic Plan Update (continuing)

Public engagement is essential to building and maintaining confidence in the school district. The issues and activities outlined in this report represent the hard work of the School Board, the Community Relations and Communications Department, and many other staff. The activities are just the beginning of a multi-year plan that will improve our ability to systematically listen to our community, respond with the appropriate actions, and become even more transparent with critical information that is important to our community.

Superintendent Husk reiterated the background and said this was basically a Board-designed element of the Strategic Plan. Jay Remy, Director, Communications and Community Relations, explained “where we are at this time” with the District’s various plans and tools for external public engagement and input, including the Board’s upcoming listening sessions with various invited groups within the community, including parents, the business community, and senior citizens.

Director Lee and Mr. Remy talked about timelines for the “school bus” tours and who will be invited to participate. Director Lemons said that the Communications Department really deserved extra “kudos” for their excellent and outstanding hard work. Director Day asked about more information on the school bus tours, and Superintendent Husk reminded that the Board had delegated that to staff to develop and, then, keep the Board informed once the process was in place, which is what they were doing. Director Lee commented that it would be helpful to have a view of the Strategic Plan to refer to and Superintendent Husk responded that already had one on order for the Board room.

(See Strategic Plan: Plan for External Public Engagement, **Attachment F.**)

INFORMATION ON HEAD START REPORT

Director Lemons commented that they had had an audit of District’s Head Start Program, and complimented staff for their wonderful work on this program. Director Day echoed the positive comments.

(See Information on, **Attachment G.**)

FUTURE WORK SESSIONS OF THE SCHOOL BOARD

Chairperson Kimball reminded everyone that the Board’s requested “listening sessions” would begin that month with the first one being on September 25.

(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:

- Smooth opening of schools.
- Enrollment is up from last year and slightly below projections so far.
- Received a lot of wonderful comments about the school district.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, CHAIRPERSON
KIMBALL ADJOURNED THIS MEETING AT 7:00 P.M.

Chairperson

Superintendent-Clerk