

REGULAR MEETING

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, February 12, 2008, 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
Chuck Lee, Director

ABSENT: Ron Jones, Director
Hanten Day, 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; Jay Remy, Director, Communications and Community Relations; and John Weeks, Director, Curriculum, Instruction and Assessment.

ALSO PRESENT: Paul Dakopolos, Attorney for the District

SECRETARY TO THE SCHOOL BOARD
Debra Garrigues

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).

(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):

Teresa Ramos, 610 Bliler Avenue NE., Salem (see Written Testimony, Attachment B).

PUBLIC HEARING ON BAKER CHARTER SCHOOL CONTRACT RENEWAL NEGOTIATIONS

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

Alex Olsen, 1054 Swingwood Drive, Keizer (see Written Testimony, Attachment C).

Adam Flint, 5226 Summer Leaf Court N, Keizer.

Teena Kunkel, 196 Stoneway Drive NW, Salem.

ACTION ON NEGOTIATION OF THE CONTRACT FOR THE SUPERINTENDENT

Background

Superintendent Sandy Husk's existing contract expires on June 30, 2009, and based on the conversation of the Board during Superintendent Husk's evaluation, there is consensus to renew her contract.

Board Leadership is requesting the Board formalize this consensus through a vote which would allow the Board Chair and Vice Chair to work with Paul Dakopolos, the District's legal counsel to negotiate the terms of a new contract and to bring the contract back to the School Board for approval. There is no intent to negotiate the Superintendent's compensation package.

The School Board is requested to give the Board Chair and Vice Chair to permission to work with legal counsel to negotiate the terms of a new contract for Superintendent Husk. The contract will return to the School Board for approval.

Action on Superintendent Contract Negotiation (continued)

Chairperson Kimball reviewed that the Board overall was pleased with Superintendent Husk and her performance. There was general discussion that this action would be for a new contract with the negotiation focusing on the length of the contract as well as some general "clean up" language.

DIRECTOR CHAMBERS MOVED APPROVAL OF NEGOTIATION OF THE CONTRACT FOR THE SUPERINTENDENT AS PRESENTED. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Directors Ron Jones and Hanten Day were absent.

(See Superintendent Contract Negotiation, **Attachment D.**)

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

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Directors Ron Jones and Hanten Day were absent.

- 4.a.(1) Minutes of Meetings Held on January 8, 2008.
- 4.b.(1) Resolutions for Funding of Special Programs from the Willamette Education Service District.
- 4.b.(2) Adoption and Appropriation of Grant Budgets.
- 4.b.(3) Intent to Renew the Baker Charter School Contract.
- 4.c.(1) Contract Renewal for Deputy Superintendent.
- 4.c.(2) Personnel Action.

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

READING ON ADOPTION OF ELEMENTARY MUSIC MATERIALSBackground

The District's long range materials adoption plan guides the selection of student materials. District staff have completed the review of elementary music materials.

The last adoption of materials for elementary music was in 1990. Music teachers have identified the core standards for beginning music, reviewed publisher programs for music variety, culture variation, authenticity to students, age appropriate and ability to engage second language learners.

The adoption committee members started their work in October. Priorities were:

- Emphasis on activities that engage students in multi-cultural music
- Bring together students of all ability levels.

- Integration with other areas of the curriculum.
- Emphasis on reading with avenues for students to increase comprehension skills.

Reading on Adoption of Elementary Music Materials (continued)

The two programs recommended for final review and negotiations with the publishers are:

- Silver Burdett's Making Music
- Macmillan-McGraw Hill's Spotlight on Music

As per District administrative policy and rules IFA the materials are available for public review and comment at the following sites:

- Auburn Elementary School, 4612 Auburn Rd. NE, (3rd and 4th grade materials)
- Gubser Elementary School, 6610 14th Ave. NE, (5th grade materials)
- Wright Elementary School, 4060 Lone Oak Rd. SE, (K and 1st grade materials)
- Yoshikai Elementary School, 4900 Jade St. NE, (2nd and 3rd grade materials)

Superintendent Husk reviewed that this adoption was provided for in the budget completed last year. Chairperson Kimball shared that Auburn, Gubser, Wright and Yoshikai elementary schools were going to have these materials available. Glenn Gelbrich, Assistant Superintendent, added that Chapman Hill Elementary School would also be a part of this adoption.

(See Reading on Elementary Music Materials Adoption, **Attachment F.**)

READING ON RESOLUTION FOR REFINANCING OF GENERAL OBLIGATION BONDS

Background

The District has determined, based on a favorable interest rate, that it is in the best interest of the taxpayers of the District to refinance all or a portion of its outstanding 1998 Bonds ("Refundable Bonds"). The attached resolution, drafted by bond counsel, will initiate this refinance and authorize the issuance, negotiated sale and delivery of these Refundable Bonds. This mechanism replaces old bonds with new bonds. If the current low interest rates hold, local property taxpayers would save approximately \$1 million in debt retirement costs. Approximate bond issue: \$26 million

By refinancing these bonds to a lower rate, the District anticipates saving taxpayers approximately \$1.4 million dollars (estimated present value savings at current market rates). Bond counsel has provided the resolution for the refinancing.

The target dates for this refunding are:

- | | |
|-----------------------|-------------------|
| • First Reading: | February 12, 2008 |
| • Resolution Adoption | March 11, 2008 |
| • Closing: | Early April, 2008 |

This is being presented as information only and will be returned to the School Board for action at the March 11, 2008 business meeting.

Superintendent Husk reviewed the background information (see above) and pointed out that this would be a benefit to the taxpayers on some of the bonds and would save approximately \$1.4 million.

Director Lemons said this is the kind of pro-active management of District resources that keeps its business department continually receiving awards for their work. There was general discussion that this would be the

Reading on General Bond Obligation Refinancing (continued)

second refinancing of these bonds in order to continue to try and save the taxpayers even more money, and that there would be a reduction in property taxes for the 2010 tax year.

(See Reading on Resolution for General Obligation Bonds Refinancing), **Attachment G.**)

MONITORING REPORT: EL-8 – FINANCIAL ADMINISTRATION

Background

This is the eighth 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 8: Financial Administration

With respect to the actual, ongoing condition of the District's financial health, the Superintendent shall not cause or allow:

- A material deviation from the annual budget or budget policy adopted by the Board;
- Any fiscal condition that is inconsistent with achieving the Board's Results, or
- Any fiscal condition that places the long-term fiscal stability of the District at risk.
-

The Superintendent shall not:

1. Expend more funds than have been budgeted in the fiscal year unless authorized by the Board.

Evidence of compliance:

Our audited Comprehensive Annual Financial Report for 2006-07 showed that no over expenditures occurred in any final budgets in the Schedules of Revenues, Expenditures and Changes in Fund Balance for all funds. The General Fund statement can be found on page 68 of the report. In addition, the current budget (2007-08) has not been over expended.

Evidence of non-compliance:

None.

2. Expend funds in a manner that materially changes the intent of the adopted budget unless the change is authorized by the Board.

Evidence of compliance:

The expenditures for the 2007-08 budget have not been materially changed and are within the intent set by the Board. Cabinet and program managers monitor and evaluate program expenditures on an ongoing basis to ensure program integrity is maintained. In addition, as per public budgeting law, a transfer that would change the original appropriations of the adopted budget must have Board approval. Through December 2007, no such transfers have been requested.

Evidence of non-compliance:

None.

Monitoring Report: EL-8 (continued)

- 3. Materially indebted the organization unless authorized by the Board.

Evidence of compliance:
During the 2007-08 fiscal year, The District has not entered into any material debt.
Evidence of non-compliance:
None.

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- 4. Fail to operate within state and federal statutes regarding public budget law.

Evidence of compliance:
Copies of the district budget document, public notices for hearings, board motion and resolution as well as other forms required by local budget law are submitted to the Oregon Department of Revenue, County Assessors and Oregon Department of Education. We have received no feedback from any agency indicating non-compliance with statutory requirements. Additionally, staff closely monitors requirements of all components of ORS 294 to ensure district actions are in compliance.
Evidence of non-compliance:
None.

- 5. Fail to operate within the State of Oregon's public contracting laws.

Evidence of compliance:
The district is not aware of any material violation of Oregon's public contracting law.
Evidence of non-compliance:
The district's purchasing department monitors approximately 13,600 school and department procurements annually to ensure compliance with public contracting laws. As part of this monitoring, they became aware of four transactions which failed to obtain the required quotes. All transactions exceeded \$5,000 but were under \$10,000. The appropriate supervisors were contacted and appropriate action was taken with the responsible staff members.

- 6. Fail to provide quarterly budget reports that include a recap of the current and previous years' budget and changes to revenue or enrollment.

Evidence of compliance:
The District has provided quarterly reports, for each quarter, to the school board and has posted them on the district web-site. The reports have discussed current and previous year's budgets, changes in enrollment, and the outlook for next year.
Evidence of non-compliance:
None.

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- 7. Fail to file reports or filings required by any state or federal agency accurately and on time.

Evidence of compliance:
The district budget, Comprehensive Annual Financial Report and all associated forms have been filed with regulatory agencies in a timely manner and we have received no adverse feedback concerning their

submission. We have no evidence to indicate that any of our required financial reports or filings have missed a filing deadline.

Evidence of non-compliance:
None.

Monitoring Report: EL-8 (continued)

8. Fail to arrange for the annual external audit of all district funds and accounts following the close of the fiscal year.

Evidence of compliance:

The District's Comprehensive Annual Financial Report for 2006-07 was audited by Grove, Mueller & Swank, PC, who are licensed CPAs and municipal auditors. The School Board received a copy of the report and it has been made available to the public.

Evidence of non-compliance:
None.

9. Fail to keep complete and accurate financial records by funds and accounts that conforms to both Generally Accepted Accounting Principles (GAAP) adopted by the Government Accounting and Standards Board (GASB) and Oregon local government budget law.

Evidence of compliance:

The 2006-07 Comprehensive Annual Financial Report, on page 15 the auditors state that the district financial statements fairly present the district's financial position in accordance with GAAP. The auditors conducted tests of transactions, assessments of internal controls and other analysis in forming an unqualified opinion of our financial statements.

Evidence of non-compliance:
None.

10. Fail to issue a Comprehensive Annual Financial Report.

Evidence of compliance:

Our Comprehensive Annual Financial Report for 2006-07 was issued, in a timely manner, and distributed to the School Board and is available for the public. The 2005-06 Comprehensive Annual Financial Report received the Association of School Business "Certificate of Excellence in Financial Reporting" award and the Government Finance Officers' "Certificate of Achievement for Excellence in Financial Reporting" award.

Evidence of non-compliance:
None.

Superintendent Husk reviewed the background information and said the District was in compliance, with one exception being that there were four school-level transactions (in the \$5,000-\$10,000 range relating to uniforms) that failed to obtain the required quotes, which was a misunderstanding at the school level and has since been rectified. There was general consensus of Board that the District was in compliance.

(See Report on EL-8 Relating to Financial Administration, **Attachment H.**)

STRATEGIC PLAN REPORT: WHAT STUDENTS WILL KNOW AND BE ABLE

TO DO DISTRICTWIDE IN LITERACY, MATH AND SECONDARY SCIENCE

Background

Under the 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. This month's Strategic Plan Update (continued)

report is in reference to the following goal: Clarify what students will know and be able to do districtwide in literacy, math, and secondary science (Core Standards).

Every school district in the nation has some form of state academic content standards. These standards describe what students are expected to know and be able to do. The standards give the classroom teacher and principal clarity about which standards are the most important for future success. Because of the limitations of time and the variety of learning backgrounds of District students, teachers and principals need focus in order to prepare students for success. Core standards help to provide the focus and clarity. Core standards represent the essential knowledge and skills and are not the total curriculum.

The Curriculum, Instruction and Assessment Department provide staff development in best practices, scientifically research-based materials, and defined quality instruction. They also provide teachers with information on the latest state standards and how they align with benchmark assessments.

The District has initiated the process of identifying core standards in reading, writing and literature. Last fall members of the assessment department organized committees of grade level teachers and worked with a consultant from WESD (Willamette Education Service District) to begin the identification process. Teachers from each grade level (K-10) were trained in the process and have met several times. Drafts of their work have been sent to teachers and principals for comments and feedback. A Distinct email account was set up in Groupwise to collect the feedback. Cross grade level articulation has also occurred.

Core standards in mathematics are being developed at the Oregon Department of Education. Several Salem-Keizer teachers are on the committee. The state has finished the draft of K-8 and those will be available for review this month. Core standards in science for grades 6-11 are also in the draft stage. Final versions of the literacy, math and science core standards will be available this spring.

Core standards are a vital key in helping teachers and principals make wise decisions about what is most important in the curriculum. They are not a device to ignore everything else in the curriculum, but rather a mechanism to help staff separate the critical elements from learning objectives that are less important. The District needs to ensure that every student understands the items inside the core standards.

John Weeks, Supervisor, Curriculum, Instruction and Assessment, provided a PowerPoint presentation that reviewed the background information relating to developing core standards or "What students will need to know and be able to do districtwide in literacy, math and secondary science" (see Attachment I for further information).

Director Chambers commented that he thought it was great they were getting down to the basics (core) and not expecting that students "know everything about everything." There was general discussion about the accreditation process.

(See Strategic Plan Report Update, **Attachment I.**)

INFORMATION ON SALEM-KEIZER HEAD START PRE-KINDERGARTEN PROGRAM

Director Lemons commented on the Program and thanked the parents who came to testify on that subject. For further information, see Attachment J.

(See Information on Head Start Pre-Kindergarten Program, **Attachment J.**)

FUTURE WORK SESSIONS OF THE SCHOOL BOARD

Chairperson Kimball commented that there was a work session scheduled for March 17 on Board assessment, and that they would be scheduling a work session relating to the bond as soon as the Board was polled for availability.

(See **Attachment K.**)

SCHOOL BOARD LISTENING SESSION SCHEDULE

Chairperson Kimball commented that the Listening Session scheduled for February 26 was going to be rescheduled.

(See **Attachment L.**)

ADDITIONAL AUDIENCE COMMUNICATION

(Subjects not related to agenda items)

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. *(Note: Director Lemons provided a handout relating to her Washington, D. C. lobbying trip regarding a No Child Left Behind (see **Attachment M**)).*

SUPERINTENDENT'S COMMENTS

Superintendent Husk commented on the following:

- A TAG (Talented and Gifted program) complaint was filed against the District and the Superintendent shared the report from the Department of Education with the Board.
- Staff has almost finished all the facilities conversations with the public.
- The Educators Fair was a great success and the District did a wonderful job in their presentation.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, CHAIRPERSON KIMBALL
ADJOURNED THIS MEETING AT 7:10 P.M.

3-11-08

APPROVAL

4.a.(1)

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Chairperson

Superintendent-Clerk