

REGULAR MEETING

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, January 8, 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
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.

Representing the Statesman Journal: Tracy Loew

Chairperson Kimball called the meeting to order at 6:00 p.m.

ANNOUNCEMENTS/AGENDA MODIFICATIONS

Chairperson Kimball made the following agenda modifications/announcements:

Revised Boardplate 6.b. Report on Comprehensive Program Model for ELL Students.

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):

Linda Farrington, 2615 Sunrise Avenue S., Salem.

ACTION ON RESOLUTION SUPPORTING FEDERAL HOUSE RESOLUTION 648 RELATING TO REFORMING THE NO CHILD LEFT BEHIND ACT OF 2007

Director Lemons explained that the Resolution would, if adopted, publicly state the Board's support of Federal House Resolution 648 relating to reforming the No Child Left Behind Act of 2007; and she read the Resolution.

Director Chambers asked Director Lemons to share some of the reforms that House Resolution 648 addresses and provides, which she did. There was general discussion on the Resolution and what it would do, and on the ongoing issue of adequate funding for meeting the requirements of No Child Left Behind. Discussion continued regarding whether or not the President had stated that he may veto this Resolution if it passes, and which Oregon legislative representatives were "on board" with the House Resolution. Director Day asked about the urgency of voting on this that night and suggested postponing it until more information could be provided.

DIRECTOR DAY MOVED APPROVAL OF THE ADDITION OF A FRIENDLY AMENDMENT TO POSTPONE VOTING ON THIS RESOLUTION OF SUPPORT UNTIL MORE INFORMATION COULD BE PROVIDED. SECONDED BY DIRECTOR JONES.

Director Lemons explained that many other Oregon districts had passed a resolution of support, adding that she was going to Washington, D.C. along with legislators to show support for HR 648 and that timing was critical. Director Mink said this information had been provided to the Board in their weekly mailing packets from the Superintendent's office as he was aware of it. Director Jones asked if it was possible to get a list of the benefits of the reform from staff before the Board voted. Superintendent Husk explained how No Child Left

Behind assessments were done, how and when students were counted, and said that the Board had previously been provided information on this in their mail packets from both the District and the Oregon School Boards Association. General discussion on issue continued.

Action on House Resolution 648 (continued)

Director Mink Called for the Question on Director Day's amendment.

BY VOICE VOTE, THE MOTION FAILED WITH DIRECTORS KIMBALL, LEMONS, CHAMBERS, MINK AND LEE VOTING NO. 2-Yes; 5-No.

Chairperson Kimball reviewed the Resolution of support and the discussion, and said he would vote for it. Director Chambers and Director Lee said they would support it also. Director Day suggested that in the future they may want to have more discussion and information available before something is brought to the Board for a vote. Director Lemons said resolutions are brought by Board members and not staff, and that there had been time for questions and information to be asked ahead of time, and that information had been provided to the Board.

DIRECTOR LEMONS MOVED APPROVAL OF THE RESOLUTION TO SUPPORT FEDERAL HOUSE RESOLUTION 648 RELATING TO REFORMING THE NO CHILD LEFT BEHIND ACT OF 2007 AS PRESENTED. SECONDED BY DIRECTOR CHAMBERS.

BY VOICE VOTE, THE MOTION CARRIED WITH DIRECTORS JONES AND DAY ABSTAINING. 5-Yes; 2-Abstentions.

Director Jones explained that his abstention was due to his discomfort with the process and that he felt he was unprepared to vote.

(See Resolution Relating to HR 648, **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 LEMONS MOVED ADOPTION OF THE CONSENT CALENDAR AS PRESENTED. SECONDED BY DIRECTOR CHAMBERS.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY.

- 4.a.(1) Minutes of Meetings held on December 11, 2007.
- 4.b.(1) Donation of Funds for Capital Improvement at South Salem High School Relating to Restrooms and Concession Stand.
- 4.b.(2) Adoption and Appropriation of Grant Project Budgets.
- 4.c.(1) Hiring of a Supervisor.
- 4.c.(2) Personnel Actions.
- 4.c.(3) Memorandum of Understanding Between the District and the Salem-Keizer Education Association Relating to Workday Schedule Adjustments to Accommodate Spring 2008 Parent-Teacher Conferences.

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

MONITORING REPORT: EL-7 – BUDGETING AND FINANCIAL PLANNING

Background

This is the seventh 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 7: Budgeting/Financial Planning

Financial planning for any fiscal year shall not: Deviate from statutory requirements, the Board's Results policies, or Generally Accepted Accounting Practices; risk fiscal stability of the district; or fail to be derived from a multi-year plan.

Accordingly, the Superintendent shall not present to the Board a recommended budget which:

1. Is not consistent with the Board's established priorities as established in the Results policies.

Evidence of compliance: The School Board's results policy of increasing the number of students who meet or exceed State benchmarks was incorporated in the District's strategic plan and addressed specifically in the Superintendent's Proposed Budget. Examples of budget items that align with the results policy include funding:

- Class size reductions
- Professional Development coordination and activities
- Implementation of formative assessments
- Enhancement of Science and TAG coordination
- Technology for instruction
- Acceleration of textbook and library material purchases
- Implementation of a Data Warehouse
- Enhancement of Instructional Coaching
- Structured tutoring through HOST and AVID.

The Superintendent's proposed budget and supplemental budget were approved by the Budget Committee and adopted by the Board of Education.

Areas of Focus:

Our commitment is to reduce K-3 class size by 1 student for next year (2008-09).

Evidence of non-compliance:

None.

2. Is not in a summary format that is understandable to the Board.

Evidence of compliance: While the school district has a legal obligation to create a budget document formatted in a manner prescribed by local budget law, staff has the discretion and opted to include charts, graphs and statistical data designed to enhance the readability of the required document. In addition, the district also provided budget data in alternative formats including:

- The Superintendent's Budget Message(s) and Power-point overview
- The budget support document

- A Budget Guide for the Community

Areas of Focus:

We continue to work toward improving our communication with the public regarding our budget. Currently we are working on revising our program descriptions in order to convey in an easy to understand format how the funding is used.

Evidence of non-compliance:

None.

3. Fails to adequately describe proposed expenditures.

Evidence of compliance: The budget document required by the State provides detailed expenditures, for all funds, using account codes established in the State's Program Budgeting and Accounting Manual. Additionally, general fund expenditures are presented in the Budget Support Document and includes a program description and details on funds allocated for salaries and benefits; purchased services, supplies, capital, and other expenditures. There is also a summary of staffing provided by program.

Evidence of non-compliance:

None.

4. Contains too little information to enable credible projection of revenue and expenses.

Evidence of compliance: Revenue and expenditure information is detailed in the proposed budget. Revenue estimates also include narratives that describe the specifics of each source. The budget document provides current budget information as well as two prior year's actual expenditure information for comparison. Additionally, the Superintendent's budget message includes an overview of estimated revenue and proposed expenditures used to balance the budget.

Evidence of non-compliance:

None.

5. Fails to disclose budget-planning assumptions.

Evidence of compliance: Budget planning assumptions are disclosed in the following ways.

- The Superintendent's budget message includes information concerning assumed funding levels, projections of beginning and ending fund balance and calculation of current service level costs.
- The budget support document includes information concerning how the budget is built, taking into account inflation, increases in Salaries and APC, and enrollment growth.
- The support document delineates increases in staffing, due to growth and program adjustments.
- The proposed budget also includes a Notes and Comments section that provides additional program level detail. This detail is also reflected on individual program summaries within the support document.

Evidence of non-compliance:

None.

6. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year unless otherwise approved by the Board.

Report on EL-7: Budgeting/Financial Planning (continued)

Evidence of compliance: The district budgets revenue, using a conservative projection, taking into account over fifteen revenue components. As a buffer against a mid-year reduction in revenue, and to provide continuity of program over multiple years, the district reserves a portion of the beginning fund balance for use in subsequent years. This method of budgeting prevents a violation of this limitation. Actual revenue is tracked against the budget assumptions and reported to the board on a quarterly basis.

Evidence of non-compliance:

None.

7. Reduces, without approval of the Board, the targeted fund balance at any time to an amount less than the percentage of budgeted expenditures set annually by the School Board during the budget process.

Evidence of compliance: The School Board has targeted a range of 5-7% of revenue for ending fund balance. This projection is updated on a quarterly basis and reported to the Board. All projections to date have been within this targeted amount.

Evidence of non-compliance:

None.

8. Fails to provide adequate and reasonable budget support for Board and staff development and other governance priorities.

Evidence of compliance: Budget staff has been available to respond to board and budget committee requests for information and analysis both during and subsequent to the budget adoption process.

Evidence of non-compliance:

None.

9. Fails to take into consideration fiscal soundness in future years or ignores the building of organizational capabilities sufficient to achieve Results in future years.

Evidence of compliance: Budget projections have been based upon a multi-year planning horizon. The impact, on future years, of program additions was taken into account in the preparation of this year's budget and the projection of fund balance in the subsequent fiscal year. Additionally, program additions included a blend of ongoing costs and one-time expenditures in order to accommodate a potential shortfall in future periods while minimizing the impact on ongoing instructional programming.

Evidence of non-compliance:

None.

10. Fails to reflect anticipated changes in employee compensation including inflationary adjustments, step increases, education adjustments, performance increases and benefits.

Evidence of compliance: Salary adjustments (COLA and step increases) and changes to benefit packages are based on current collective bargaining agreements and are reflected in the proposed budget. Additionally, a standard inflation factor was included for non-salary items and additional adjustments were made when inflation in a particular category was anticipated to exceed the standard factor.

Evidence of non-compliance:
None.

11. Fails to recommend a budget to the Board that reflects engagement of the Board and appropriate staff and community.

Evidence of compliance: Changes identified in the proposed budget were based upon the district's adopted strategic plan. The strategic plan was the culmination of multiple listening/public engagement sessions involving the School Board, staff, and the community. Once proposed budget was shared by the Superintendent the Budget Committee and Board conducted budget hearings on the proposal and had public discussion prior to approving and adopting the final budget.

Evidence of non-compliance:
None.

Superintendent Husk reviewed the background (see above) of EL-7 and the evidence of compliance, and concluded that the District was in compliance with the guidelines and framework of EL-7.

Chairperson Kimball, referring to #8, said he thought that this meant having adequate funding for the work of the Board overall and not just during budget time. Director Chambers added that he thought it had meant the same thing but still didn't think there was any non-compliance evidence. Director Day commented that he thought it was confusing reading from item to item, and suggested adding wording, such as "fails to" or other phrases, to make more understandable language. Chairperson Kimball suggested keeping track of the comments and concerns, and discussing them at a later time. Director Chambers pointed out that if a person reads the preference phrase before each evidence summary, it is entirely grammatically correct. There was a general consensus of the Board for agreement that EL-7 was being complied with by the District.

(See Report on EL-7, **Attachment D.**)

REPORT ON STRATEGIC PLAN: ARTICULATE AND IMPLEMENT A COMPREHENSIVE PROGRAM MODEL FOR ELL (ENGLISH LANGUAGE LEARNER) STUDENTS

Background

In the Salem-Keizer School District, 16 percent of the students are English language learners. The District vision is that students will achieve proficiency in English and success in meeting academic performance standards. The District is deeply engaged in providing professional development to support research-based best practices, strategies, and instructional models to ensure that English language learners acquire the academic English proficiency they need to succeed in school and in the community. This will be achieved through:

- Creating a common understanding of an articulated English language learning instructional model.

- Training staff in English language learning instructional strategies aligned with that model, with an emphasis on teaching both English language and grade level subject content (including specific plans for instructional leaders).
- Providing explicit language development instruction consistent with the model.
- Encouraging parental involvement.

Strategic Plan Progress Report: Comprehensive Program Model for ELL (continued)

To achieve the goals, the following actions have occurred:

- Principals and teachers are working to align instruction and models to the specific steps they need to take in order to provide an effective, research-based program for English language learners.
- Established partnerships with Corban College and Western Oregon University and are initiating a District internal English for Speakers of Other Language Endorsement (ESOL). This will allow the District to address the need for well prepared teachers in the areas of language development, language acquisition and methods and materials for instructing English language learners across the core curriculum.
- A five-year professional development plan is being developed to address all of the schools. This includes small group follow-up sessions and individual coaching.
- Support for all schools in parental participation in different activities, such as family literacy project, reading in family groups and program information sessions.
- A plan to communicate results will be implemented and presented to all schools.

Results:

- Last year 47% of District second language learner students increased their English proficiency by one level compared to 30 percent the previous year.
- 197 teachers have completed nearly 20 hours of English Language Development training.
- 194 teachers have completed 30 hours of Guided Language Acquisition Design.
- 117 teachers have completed 20 hours of Sheltered Instruction Observation Protocol training.

Next Steps include:

- Continued professional development for administrators.
- Preparing a professional development program to prepare new teachers to attain an ESOL endorsement.

The goal is success for all students. In order to achieve that goal, the District needs to provide the language instruction necessary to provide its ELL students with the skills essential to academic achievement. The Salem-Keizer School District is poised to bring consistency and continuity to the way in which it educates its ELL students. It is through the dedication and commitment of instructional staff, including program assistants, native language specialists, translation departments and the support departments, that progress has been made. Additionally, the enormous support of principals, level directors, and the community has been, and will continue to be, critical to achieving their goals.

Superintendent Husk pointed out that the revised boardplate provided was for a corrected typographical error.

David Bautista, ELL, via a PowerPoint presentation, provided highlights of the District's English Language Learners (ELL) Program. He explained some of the changes, the statistics and data, and what comprised the different components of the program (see above for more details).

There was general discussion on the attributes of the many improvements, such as highly-trained teachers; and on English language development overall. Discussion continued on the training being voluntary and that teachers were willing to give up their time to attend; and on the various types and levels of training and programs.

(See Report on ELL Comprehensive Program Model, **Attachment E.**)

FUTURE WORK SESSIONS OF THE SCHOOL BOARD

(See **Attachment F.**)

SCHOOL BOARD LISTENING SESSIONS SCHEDULE

(See **Attachment G.**)

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 theme at the No Child Left Behind Conference for Marion County will be "Literacy."
- The Friends of Music had requested that Superintendent Husk provide answers to questions about the District's music program, and said it had been a positive gathering and that discussion with the music community will be ongoing.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, CHAIRPERSON KIMBALL
ADJOURNED THIS MEETING AT 7:18 P.M.

2-12-08

APPROVAL

4.a.(1)

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Chairperson

Superintendent-Clerk