

## **REGULAR MEETING**

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, July 8, 2008, in Room 2, at Support Services Center, 2575 Commercial Street SE, Salem, Oregon, with Chairperson Rick Kimball opening the meeting and newly-elected Vice-Chairperson, Director Ron Jones presiding over the remainder of the meeting in the absence of newly-elected Chairperson Steve Chambers.

**BOARD MEMBERS PRESENT:** Rick Kimball, former Chair  
Krina Lemons, former Vice Chair  
Ron Jones, newly-elected Vice Chair  
Bob Mink, Director  
Hanten Day, Director

ABSENT: Steve Chambers, Chair  
Chuck Lee, Director

**EXECUTIVE CABINET PRESENT:** Sandy Husk, Superintendent-Clerk; Luis Caraballo, Director, Facilities and Auxiliary Services; and Mary Paulson, Chief of Staff, Executive Administration.

**ALSO PRESENT:** Paul Dakopolos, Attorney for the District

Representing the Statesman Journal: Mackenzie Ryan

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

### **ANNOUNCEMENTS/AGENDA MODIFICATIONS**

Chairperson Kimball made the following agenda modifications/announcements:

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: a handout on recruiting was also provided (see Attachment B – Recruiting the Best).

(See Spotlight on Success, **Attachment A.**)  
(See Recruiting the Best, **Attachment B.**)

### **COMMUNICATIONS ~ AUDIENCE** (Subjects related to agenda items)

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

None

### **ACTION ON ELECTION OF BOARD CHAIR FOR 2008-09**

DIRECTOR MINK NOMINATED DIRECTOR STEVE CHAMBERS AS CHAIR OF THE SCHOOL BOARD FOR 2008-09. SECONDED BY DIRECTOR JONES.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Directors Chambers and Lee were absent

Director Chambers was voted in as the 2008-09 Chair.

### **ACTION ON ELECTION OF BOARD VICE CHAIR FOR 2008-09**

Director Lemons, as current Vice-Chair, took over in the absence of newly-elected Board Chair Steve Chambers, and thanked Director Kimball for his excellent service as chair during the 2007-08 year.

DIRECTOR KIMBALL NOMINATED DIRECTOR JONES AS VICE-CHAIR OF THE SCHOOL BOARD FOR 2008-09.. SECONDED BY DIRECTOR DAY.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Chairperson Chambers and Director Lee were absent.

Director Jones was voted in as the 2008-09 Vice-Chair.

### **ACTION ON REAPPOINTMENT OF LEGAL COUNSEL**

DIRECTOR LEMONS MOVED APPROVAL OF THE REAPPOINTMENT OF THE LAW FIRM OF GARRETT, HEMANN, ET AL AS THE BOARD'S LEGAL COUNSEL FOR 2008-09. SECONDED BY DIRECTOR KIMBALL.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Chairperson Chambers and Director Lee were absent.

### **ACTION ON NOMINATION OF DIRECTOR KRINA LEMONS FOR OREGON SCHOOL BOARDS ASSOCIATION (OSBA) BOARD OF DIRECTORS – POSITION 11**

#### Background

The School Board is required tot formally nominate Director Krina Lemons to the OSBA Board of Directors for position 11.

DIRECTOR KIMBALL NOMINATED DIRECTOR KRINA LEMONS TO THE OREGON SCHOOL BOARDS ASSOCIATION BOARD OF DIRECTORS FOR POSITION 11. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Chairperson Chambers and Director Lee were absent.

(See Nomination Form, **Attachment C.**)

### **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 a regular school board meeting.

Four vacancies exist at this time. Positions are for three-year terms and will expire June 30, 2011. Copies of candidate applications were sent to the Board in advance. The Board will interview candidates at the meeting on July 8, 2008.

Staff recommends that the Board complete the interview/selection process to fill the vacancies on the Citizens' Budget Committee. The Board is requested to take action to fill the vacancies on the Citizens' Budget Committee.

Paul Dakopolos, Attorney for the District, explained the appointment process. Five candidates were interested in the four vacant positions on the Citizens' Budget Committee, and those present at the meeting shared with the Board why they wished to serve the District. The candidates who spoke were as follows:

Michael Bufalino (Note: Board members asked a variety of questions regarding Mr. Bufalino's interest and experience.)

Action on Budget Committee Appointments (continued)

Patrick Seing (Note: Board members asked a variety of questions regarding Mr. Seing's interest and experience.)

Richard Rothweiler (Note: was not present.)

Todd Edgar (Note: was not present.)

Craig Urbani (Note: was not present.)

The Board discussed what they wanted to do regarding nominations. Director Day asked if they could wait and vote on this at next month's meeting. There was general discussion on Director Day's suggestion with Director Kimball suggesting that they vote that evening as planned, and that if they can't reach agreement, then they could do it next month. By a general head-nod of agreement, the Board reached consensus to vote that evening as scheduled.

DIRECTOR MINK NOMINATED MICHAEL BUFALINO, PATRICK SEING, RICHARD ROTHWEILER, AND TODD EDGAR TO FILL THE FOUR VACANT POSITION ON THE CITIZENS' BUDGET COMMITTEE. SECONDED BY DIRECTOR LEMONS.

Director Mink explained that he was impressed with all the resumes, and thought Mr. Bufalino would offer a perspective through "new eyes" since he's new to the community, and that Mr. Seing would also bring a fresh perspective as a recent graduate of the District. He continued that both Mr. Rothweiler and Mr. Edgar were current members of the Budget Committee and would provide a lot of knowledge and experience at this point in their service. Director Lemons added her agreement as did Directors Jones and Day.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Chairperson Chambers and Director Lee were absent.

(See Interview and Appointment of Budget Committee Members, **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 asked to pull item **4.c.(2)**.

Director Kimball asked to pull item **4.a(2)**.

Director Day asked to pull item **4.b.(1)**.

DIRECTOR LEMONS MOVED ADOPTION OF THE CONSENT CALENDAR AS PRESENTED WITH ITEMS 4.A.(2), 4.B.(1) and 4.C.(2) PULLED. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Chairperson Chambers and Director Lee were absent.

Director Kimball, referring to item **4.a(2)**, said he was in favor of this and just wanted to point out all the work that's gone into it and that continues to go into it as they progress towards building back maintenance needs.

Adoption of Consent Calendar (continued)

Superintendent Husk added more detailed comments about what EL-10 (Executive Limitation relating to facilities) does.

DIRECTOR KIMBALL MOVED ADOPTION OF CONSENT CALENDAR ITEM 4.A.(2) AS PRESENTED. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Chairperson Chambers and Director Lee were absent.

Director Day, referring to item **4.b.(1)**, asked clarifying questions relating to "petty cash" funds (the "Imprest Fund") and purchasing authority ("Impact Aid") and Superintendent Husk responded.

DIRECTOR DAY MOVED ADOPTION OF CONSENT CALENDAR ITEM 4.B.(1) AS PRESENTED. SECONDED BY DIRECTOR MINK.

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY. Chairperson Chambers and Director Lee were absent.

Director Mink, referring to item **4.c.(2)**, declared a *Conflict Of Interest* as his wife, Cathy Mink, was being hired as the principal of Howard Street Charter School.  
Rick/hanten

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

BY VOICE VOTE, MOTION CARRIED UNANIMOUSLY WITH DIRECTOR MINK ABSTAINING. 4-Yes; 1-Abstention. Chairperson Chambers and Director Lee were absent.

- 4.a.(1) Minutes of Meetings held on June 10, 2008
- 4.a.(2) Revisions to Executive Limitation 10 (EL-10)
- 4.b.(1) Annual Resolutions Delegating Fiscal Authority for Fiscal Year 2008-09
- 4.b.(2) Adoption and Appropriation of Grant Project Budgets
- 4.b.(3) Bid 4044 – Re-Roofing of Portable Classrooms
- 4.b.(4) Storm Sewer Pipeline Easement at Hallman Elementary School
- 4.b.(5) School Bus Access and Turnaround Easement for Hallman Elementary School
- 4.c.(1) Personnel Actions
- 4.c.(2) Hiring of Licensed Supervisors

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

**READING ON RESOLUTION: SUPPORT FOR RESTORATION  
OF SIMPLE MAJORITY VOTING REQUIREMENTS**

Director Lemons explained the resolution was to support the restoration of simple majority voting requirements and hoped the Board would approve it at their next meeting. There was general discussion on who to send signed copies to (if approved by the Board who might have an interest. There was continuing discussion on “double majority” and “simple majority,” special elections, and the May and November elections in general.  
Reading on Resolution Relating to Simple Majority Requirements (continued)

Director Kimball requested of Director Lemons that she provide the Board copies of the pertinent legislative bills between now and their August Board meeting, and Director Lemons said she would provide that information. General discussion on these issues continued.

(See Reading on Resolution: Support for Restoration of Simple Majority Voting Requirements, **Attachment F.**)

### **READING ON RESOLUTION: OPPOSITION FOR FEDERAL INCOME TAX DEDUCTIBILITY**

Director Lemons explained that the resolution—if passed—would modify the cap regarding the amount of federal income tax that can be deducted from state taxes. There was general discussion on this issue, such as it was an initiative that has already qualified to be on the November ballot, that it would have untold negative impacts on the state education system, and some possible wording changes to the resolution.

(See Reading on Resolution: Opposition for Federal Income Tax Deductibility, **Attachment G.**)

### **MONITORING REPORT: EL-1 – GLOBAL EXECUTIVE CONSTRAINT**

#### Background

This is the first of twelve monitoring reports for 2008-09, which are designed to provide the School Board with information to determine if the Superintendent is meeting the criteria within the 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 approved and the Internal auditors are trained and performance audits are

completed our first round of quality assurance audits.. We have set a projected goal of Spring 2009 for our external performance audit.

Evidence of non-compliance:

None.

Monitoring Report – EL-1 (continued)

Superintendent Husk reviewed EL-1 relating to global executive constraint and stated that the District was in compliance with the scope and intent of EL-1. The Board, by consensus, agreed that the District was in compliance of EL-1.

(See Monitoring Report: EL-1 – Global Executive Constraint, **Attachment H.**)

## **STRATEGIC PLAN UPDATE: EXPAND THE QUALITY ASSURANCE MODEL AND DEVELOP STAFF AWARENESS**

### Background

This month's report is in reference to the goal to expand the Quality Assurance Model and develop staff awareness. Quality Assurance is a method designed to improve services to District schools through a structured process that enhances their ability to consistently meet needs and make continuous improvements. Since the last report to the School Board, the following actions have taken place:

- Documented and approved key procedures in Curriculum and Purchasing, Central Stores, and Transportation.
- Created key procedures in the final approval process for Transportation, Facilities, Central Stores, Curriculum, and Human Resources.
- Added the Budget Office, Payroll, and Disbursements and have begun to identify and document key procedures.
- Had the Quality Assurance Manual approved by the Management Review Team and Cabinet.
- Actively receiving and addressing corrective and preventive actions.
- Trained District Quality Assurance auditors have completed the first round of audits.
- Are currently in the process of creating a timeline to review and revise, as appropriate, the District's administrative policies and rules to align with the School Board's policy governance structure and the District's Quality Assurance Model.
- District's Management Review Team is continuing to meet on a monthly basis.
- District has undergone an independent third party audit to assess its readiness for an external audit.

### Next steps include

- Planning the scope of the next phase of determining key processes to document and identifying the departments which will be participating.
- Finalizing and implementing a communication plan for the Quality Assurance Model (and corrective action process).
- Gathering feedback regarding the District's ability to meet the needs of its schools.
- Planning and preparing for an external audit.

The goal of the District is to create a culture that values and embraces continuous improvement and actively empowers its employees to deliver better quality services. Efficient and effective services will allow the focus to be on teaching and learning.

Implementing the District's Quality Assurance Model has been based on the hard work and commitment of those departments who stepped forward and took on the challenge; and additionally, the dedication and focus

Strategic Plan Update (continued)

of Lead Auditor Mike Halbirt, Management Assistant Kristy Brooks-Lathers, and the support of the Superintendent and School Board.

Mary Paulson, Chief of Staff, provided a PowerPoint presentation relating to expanding the quality assurance model and developing staff awareness (see background information), such as improving quality, consistency, efficiency, and overall satisfaction in all areas within the District. She added that this aided in the District's continual desire to focus their overall efforts on student learning and achievement. There was general discussion regarding third party audits, internal auditors within the District and how they were selected, possible national role-modeling opportunities, department evaluation processes, and that this is an ongoing process.

(See Strategic Plan Update: Expand Quality Assurance Model and Develop Staff Awareness, **Attachment I.**)

**FUTURE WORK SESSIONS OF THE SCHOOL BOARD**

(See **Attachment J.**)

**SCHOOL BOARD LISTENING SESSIONS SCHEDULE**

(See **Attachment K.**)

**ADDITIONAL AUDIENCE COMMUNICATION**

(Subjects not related to agenda items)

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

Jim Aiken, 3910 Dakota Road, Salem.

Alan Costic, 363 State Street, Salem.

**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 that music students were very happy with their new textbooks.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, CHAIRPERSON KIMBALL  
ADJOURNED THIS MEETING AT 7:45 P.M.

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Chairperson

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Superintendent-Clerk