

REGULAR MEETING

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, November 12, 2008, in Room 2, at Support Services Center, 2575 Commercial Street SE, Salem, Oregon, with Vice Chairperson Ron Jones presiding.

BOARD MEMBERS PRESENT: Ron Jones, Vice Chair
Rick Kimball, Director
Hanten Day, Director
Chuck Lee, Director

Absent: Steve Chambers, Chair
Bob Mink, Director
Krina Lemons, Director

EXECUTIVE CABINET PRESENT: Sandy Husk, Superintendent-Clerk; Rich Goward, Chief Operations Officer; Mary Cadez, Executive Director, Human Resources; Kristen Duus, Director, Technology and Information Services; and Jay Remy, Director, Communications and Community Relations.

Representing the Statesman Journal: Mackenzie Ryan

Representing the KeizerTimes: Herb Swett

SECRETARY TO THE SCHOOL BOARD
Debra Garrigues

Vice Chairperson Jones called the meeting to order at 6:05 p.m.

ANNOUNCEMENTS/AGENDA MODIFICATIONS

None.

SPOTLIGHT ON SUCCESS

Superintendent Husk, Vice Chairperson Jones, 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):

Janet Sanders, 4719 Thorman, Salem (see *Written Communication, Attachment B*).

ACTION ON REVISION TO RESULTS POLICY

Background

At the October 14, 2008 School Board work session, the Board reviewed the available academic achievement data as it related to their 2007-08 Results Policy and had a discussion regarding the 2008-09 Results Policy. The consensus of the Board was to stay with the current Results policy but update it to reflect the current year

Vice Chairman Jones reviewed the background and explained that these changes were being made to reflect the current year.

DIRECTOR LEE MOVED APPROVAL OF THE REVISION TO RESULTS POLICY AS PRESENTED.
SECONDED BY DIRECTOR KIMBALL.

Director Day asked if the Board had been provided two sets of data as stated in the policy, and Superintendent Husk responded that the Board had actually been provided more than two sets. Director Day said that if that was the case, he didn't think they needed to include that sentence in the policy anymore, and Superintendent Husk said he was correct.

DIRECTOR DAY MOVED TO AMEND THE REVISION TO THE RESULTS POLICY BY DELETING THE SENTENCE REFERING TO "...BEING PROVIDED TWO SETS OF DATA..." SECONDED BY DIRECTOR KIMBALL.

BY VOICE VOTE, THE MOTION CARRIED UNANIMOUSLY. Chairperson Chambers, Director Lemons and Director Mink were absent.

Action on Revision to Results Policy (continued)

To the original motion as amended:

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

(See Revision to Results Policy, **Attachment C.**)

ACTION ON RESOLUTION TO ADOPT NEW RULES FOR 403(b) PLAN DOCUMENT

Background

Salem-Keizer employees have the option of participating in Tax Sheltered Annuity Plans (TSA's or 403(b) plans), which allow them to make pre-tax contributions into personal retirement accounts, much like those offered in the private sector. In 2007-08 approximately 1,400 employees contributed \$4.3 million into TSAs.

On July 23, 2007, the Internal Revenue Service imposed new regulations for 403(b) plans that require Board adoption of a 403(b) plan document no later than December 31, 2008. Staff worked with a Third Party Administrator to draft a plan document that meets the needs of the District and is compliant with the new IRS regulations. This proposed plan document is available through a link on the District's website. Some of the key features include :

- Establishes rules that define a vendor's level of participation necessary to be considered active in the District plan.
- Defines responsibilities in administration of the plan.
- Establishes a list of definitions.
- Establishes rules for making employee contributions to a TSA.
- Establishes ability to make employer contributions to a TSA.
- Articulates contribution limits established in the Internal Revenue Code.
- Establishes rules for taking loans from TSA accounts.
- Establishes rules regarding the distribution of TSA dollars.
- Establishes death benefit provisions.
- Provides for rollovers and transfers between plans.
- Establishes employee responsibility for directing the investments in their TSA accounts.
- Establishes provision for amending or terminating the district plan.
- Provides other miscellaneous provisions associated with administering the plan.

Superintendent Husk reiterated the background and said this was a technical change which resulted from a change by the IRS (Internal Revenue Service).

DIRECTOR KIMBALL MOVED APPROVAL OF THE RESOLUTION TO ADOPT NEW RULES FOR 403(b) PLAN DOCUMENT AS PRESENTED. SECONDED BY DIRECTOR DAY.

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

(See Resolution to Adopt New Rules for 403(b) Plan Document, **Attachment D.**)

ACTION ON PROCLAMATION FOR EDUCATIONAL SUPPORT PROFESSIONAL DAY

Background

On an annual basis, the National Education Association proclaims a day for recognition of Education Support Professionals. The Salem-Keizer School District extends the following recognition to our staff in honor of their continued commitment to the education of our students.

Proclamation Education Support Professional Day

Whereas, public schools are the backbone of our democracy, providing our young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

Whereas, Education Support Professionals are integral to the education process; and

Whereas, Education Support Professionals provide a safe and healthy learning environment for students; and

Whereas, Education Support Professionals work tirelessly to serve our children and communities with care and professionalism;

Now, therefore, the Salem Keizer School Board of the Salem Keizer School District, Salem, Oregon, does hereby proclaim November 19, 2008, as

Education Support Professional Day

And recognize and acknowledge the importance of Education Support Professionals in our public schools.

The School Board is requested to proclaim November 19, 2008, as Education Support Professional Day in the Salem-Keizer School District.

Superintendent Husk read the Proclamation relating to an Educational Support Professional Day for November 19, 2008.

DIRECTOR DAY MOVED APPROVAL OF THE PROCLAMATION FOR EDUCATIONAL SUPPORT PROFESSIONAL DAY AS PRESENTED. SECONDED BY DIRECTOR KIMBALL.

Director Day asked if the District had a Professional Teachers Day, and Mary Cadez, Executive Director, Human Resources, responded that the District did and that it was in May.

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

(See Proclamation for Educational Support Professional Day, **Attachment E**.)

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 KIMBALL MOVED ADOPTION OF THE CONSENT CALENDAR AS PRESENTED. SECONDED BY DIRECTOR DAY.

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

- 4.a.(1) Minutes of Meetings held on October 14, 2008.
- 4.b.(1) Adoption and Appropriation of Grant Budgets.
- 4.c.(1) Personnel Actions.

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

READING ON CONTINGENCY TRANSFER FOR THE PURCHASE OF ePROCUREMENT SOFTWARE

Background

The District currently relies on a manual system of bidding that is costly and labor intensive. The Purchasing department spends many hours copying, mailing and receiving large volumes of paperwork associated with bid activities. Additionally, with this system, the District is required to publish legal notices for each bidding process. This transfer request will be used to fund an electronic bidding system that will allow the District to publish bid documents electronically, publish only one legal notice at system implementation, and to receive bids from vendors electronically. The District expects to have a net savings of approximately \$16,000 per year and to redirect approximately 670 labor hours per year. With the passage of the District bond, this system will be critical to the efficient and timely bid processing and management. Additional advantages of this software include:

- Integration with MUNIS system.

- Improved access for vendors, which will streamline communications and encourage competition and better pricing.
- Improved access to warehouse catalogs and contract information.
- Increased network security over existing system.

Staff requests the Board approve a contingency transfer in the amount of \$110,500 to purchase this software. The Board is scheduled to take action on this item at the December 9, 2008, meeting.

Superintendent Husk reiterated the background, explained what the new software would do, and said it had a cost avoidance of approximately \$16,000.

Director Kimball said he would like to see information at the next Board meeting equating the 670 hours saved into actual cost savings. Superintendent Husk said they would provide that information. Director Lee clarified that the cost for the software was coming from the general fund. There was general discussion on this software need being discussed during the MUNIS process, the differences between what MUNIS does and what this new software will do, and what is involved in the evaluation process of bids.

(See Reading on Contingency Transfer for Purchase of eProcurement Software, **Attachment G.**)

MONITORING REPORT: EL -5 – STAFF COMPENSATION AND PROFESSIONAL DEVELOPMENT

Background

Executive Limitation 5: Staff Compensation and Professional Development: With respect to employment compensation and benefits for employees, the Superintendent shall not cause or allow jeopardy to the fiscal integrity or public image of the district.

Accordingly, the Superintendent shall not:

1. Change her own compensation or benefits.

Evidence of compliance:

The Superintendent's compensation and benefit package is negotiated via her approved employment contract with the Board with the advice of board counsel. A cost of living adjustment has been made by human resources as per the terms of her contract and in line with the cost of living adjustment for other district administrators.

Evidence of non-compliance:

None.

2. Promise or imply employment, to any person, in a manner that is outside of the District's established process or statutory requirements.

Evidence of compliance:

Administrative and supervisory staff have worked within the district hiring process and state and federal statutory requirements.

Evidence of non-compliance:

None.

3. Create obligations over a longer term than revenues can prudently be projected.

Evidence of compliance:

The budget prepared by Superintendent and staff was adopted by the School Board in June 2008. The budget includes a balance of both one-time and on-going expenditures that ensure fiscal viability and the District's ability to maintain and enhance the class size reductions for the foreseeable future and the support of teachers in improving instruction in order to increase student achievement.

Compensation increases for employee groups managed in the collective bargaining agreements reflect attention to the national consumer price index based on the calendar year or a previously agreed upon fixed rate for increase. The district put the OEGB program in place for insurance benefits for all employees this fall with the projection by the state for cost saving in the future.

Evidence of non-compliance:

None.

Monitoring Report: EL-5 (continued)

4. Fail to develop and implement salary schedules and pay plans for employees.

Evidence of compliance:

Salary and wage schedules for all employee groups for 2008-09 are developed, have been implemented and are posted on the district website. Employees have been paid using the newly implemented MUNIS HR/Payroll system with the first full payroll execution in September, 2008. Employees are paid on the last working day of the month.

Evidence of non-compliance:

None.

5. Fail to develop and implement compensation and professional development plans to attract and retain highly qualified staff.

Evidence of compliance:

A Teaching and Learning Academy Professional Development Program has been implemented in the Human Resources Department for licensed, classified and supervisory employees.

- A classified training program with offerings beginning this fall in behavior intervention training, Groupwise basics, creative computation, use of instructional media equipment and techniques, proctoring the OAKS testing, and Daily 5- the literacy model has been implemented. The training program is designed to allow current employees to improve their skills and have the necessary competencies for higher level positions within the district,
- A reading endorsement program for 19 teachers with Willamette University,
- A Transition to Teaching Program for 7 bilingual teachers through George Fox University
- Coaching seminars and content specific workshops for Instructional Coaches,
- An Aspiring Administrators group,

- Paraprofessional training program to meet NCLB requirements,
- Leadership Academy for Support Services managers and leaders,
- Cultural competency workshops for administrators to train them in ways to engage in Courageous Conversations about race,
- Balanced Leadership Training for administrators new to the district,
- SIOP, GLAD and ELD training for teachers of second language learners,
- TAG training and instruction for core subject teaching in the k-12 curriculum,
- Mentor program expanded under the state mentor grant to include both 1st and 2nd year teachers and new administrators. The grant has provided 4 full time mentors working with teachers as well as site based teacher mentors.
- Tuition reimbursement and professional development funds monitored through a joint committee.

Areas of Focus:

Revisions have been made to the hiring process to further expedite and improve the process. Teacher Insight was added in July as an online pre-interview screening tool to assess teacher talent and the licensed employee reference checking system was re-designed to provide more relevant information and more rapid access for administrators. A MUNIS employee self serve module is scheduled to begin in early December which will permit employees greater access to personal information such as change of address, W-4 modifications, pay and leave information, etc. Online applications will be available for classified employees in early 2009.

Monitoring Report: EL-5 (continued)

The job description performance competency project is on target and scheduled to be completed in mid 2009. Human Resources will continue to research compensation packages for employee groups in order to keep the District competitive and enhance our ability to attract and retain high quality staff.

Superintendent Husk said this is the second time the Board has seen this report, and reviewed the evidence of the District's compliance with EL-5. The Board, by general consensus, agreed that the District was in compliance.

Director Lee and Superintendent Husk discussed "evidence of non-compliance" and who makes the determination that there is non-compliance. General discussion on this issue continued.

(See Monitoring Report: EL-5 – Staff Compensation and Professional Development, **Attachment H.**)

**STRATEGIC PLAN UPDATE: CONTINUE TO IMPLEMENT
BEST PRACTICES FOR BUSINESS SERVICES**

Background

Efficient and effective business practices are a critical component in providing administrative support for the mission of the School District. As resources are short, it is vital that the District economize in the area of support spending to allow the maximum amount funding possible for programs that directly support the education of its children. Additionally, by providing systems that are easy to access and responsive to the needs of the internal customer, the District helps ensure that the focus remains on student achievement.

The following are key activities in support of this initiative:

- Evaluated and documented 63 key business processes and developed 57 Work Instructions using the District's QAM methodology. Processes represented a wide variety of business departments including Transportation, Purchasing, Facilities, Central Stores, Reprographics, Security, Risk Management, Accounting, Payroll and Budgeting. These processes have gone through, or are in the process of going through, review and adoption under the model.
- Implemented the following MUNIS systems: HR, Payroll, Work Order and Inventory. All of these processes represent state of the art methods of doing business and improve access and reporting features for the end user.
- In the process of implementing an automated substitute teacher management program. This program includes electronic tracking and assignment of substitutes and will help us be more competitive in substitute recruiting and placement. By implementing this system, the District can anticipate reducing first year cost by approximately \$52,000 with annual savings of approximately \$72,000 in future years.
- Began the process of instituting Position Control. This process will help provide integrity and budgetary alignment of District staffing by automating the process of tracking and managing positions.
- Implemented a stockless purchasing program. Under this program, schools and departments buy office supplies directly from the vendor and receive next day delivery, thereby reducing the average

Strategic Plan Update (continued)

turnaround time by 3 days. This process provides an improved selection and, due to a reduction of over 10% of warehouse stocked items, reduces District handling costs by over \$80,000 per year.

- In the process of implementing a central repository for standard district reports, allowing schools and departments to generate custom reports from their site specific data. By avoiding central printing and distribution of reports, the District saves approximately \$40,000 per year in paper and processing costs.
- In the process of implementing an employee self-serve module that allows employees to view their pay stub on-line and make address and withholding changes through the District web site. The savings associated with time spent answering basic questions that will soon be available on-line is approximately \$65,000 per year.
- In the process of storing standard district forms on-line allowing greater access for district employees.

Challenges:

The District will continue to work hard to ensure that the technological portions of these products are implemented completely, meet the needs of the users, and comply with specifications. Additionally, throughout this process, the District will work with its internal customers by providing training and documents that allow them to transition to the systems with the minimum disruption to their work.

Rich Goward, Chief Operations Officer, said this was a continuation of last year's implementation and reviewed—via a PowerPoint presentation—the various changes, additions and adjustments of the ongoing “best practices” mode of operation.

There was general discussion on specific cost avoidance and/or savings, the job application process, and how “cost avoidance” differs from “cost savings.”

(See Strategic Plan Update: Continue to Implement Best Practices for Business Services, **Attachment I**.)

FUTURE WORK SESSIONS OF THE SCHOOL BOARD

(See **Attachment J**.)

MONTHLY BUDGET COMMITTEE MEETINGS 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):

Patrick Sing, no address provided.

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. Vice Chairperson Jones read a letter of thanks from Chairperson Chambers into the record relating to the passage of the recent bond measure (see **Attachment L** – Letter of Thanks from Chairperson Chambers).

SUPERINTENDENT'S COMMENTS

Superintendent Husk commented on the following:

- The recent bond campaign and passage is a great time for the District to reaffirm their commitment to both education and the community.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, VICE CHAIRPERSON
JONES ADJOURNED THIS MEETING AT 7:35 P.M.

Chairperson

Superintendent-Clerk