

REGULAR MEETING

The Regular Meeting of the School Board of School District 24J, Marion County, Salem, Oregon, was held Tuesday, April 14, 2009, in Room 2, at Support Services Center, 2575 Commercial Street SE, Salem, Oregon, with Chairperson Steve Chambers presiding.

BOARD MEMBERS PRESENT: Steve Chambers, Chair
Ron Jones, Vice Chair
Krina Lemons, Director
Rick Kimball, Director
Hanten Day, Director

ABSENT: Bob Mink, Director
Chuck Lee, Director

EXECUTIVE CABINET PRESENT: Sandy Husk, Superintendent-Clerk; Glenn Gelbrich, Deputy Superintendent; Rich Goward, Chief Financial Officer; Mary Cadez, Assistant Superintendent for Human Resources; Salam Noor, Assistant Superintendent for Research and Development; 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

Representing the KeizerTimes: Herb Swett

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

ANNOUNCEMENTS/AGENDA MODIFICATIONS

Chairperson Chambers made the following agenda modifications/announcements:

Revised Boardplate: 3.a. – *Action on Bond Citizen Oversight Committee.*

Revised Boardplate: 6.a. – *Report on EL-10 Relating to Facilities.*

SPOTLIGHT ON SUCCESS

Superintendent Husk, Chairperson Chambers, 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):

None.

ACTION ON APPOINTMENT OF CITIZEN OVERSIGHT COMMITTEE FOR THE BOND

Background

During the recent bond campaign, the School Board committed to the public that a citizen's oversight committee would be formed if the bond election was successful. Staff has been working with Board Leadership (Steve Chambers and Ron Jones) on identifying individuals who are interested in serving on the Citizen's Oversight Committee for the Bond. An overview of the job description for the committee is as follows:

Purpose: The Citizen Committee for Bond Oversight will be designed as a subcommittee of the School Board and will act as a review committee. Areas of review will include the management plan, quarterly reports, and accountability issues. The objective is to engage citizens as key communicators to share information related to the bond and provide them with the appropriate information so they help assure the bond projects are delivered on time and within the promised scope and budget.

Board Leadership is recommending the School Board appoint the following members to the Citizen Committee for Bond Oversight. Each of these individuals has expressed an interest in serving on the committee and is either a parent and/or has been actively involved in volunteer efforts in the District.

Eduardo Angulo
Vic Backlund
Kevin Baker

Matthew Boulay
Chris Brantley
Megan Cogswell
Joel Conder
Linda Farrington
Thom Kaffun
Jane Killefer
Christina Laurido
Kim Morisson
Lisa Nair,
David Philbrick
Janet Sanders

In addition, the SKEA and SKACE (labor unions) presidents will appoint one additional SKEA and SKACE member to serve on the committee and the Board Chair will appoint two or three Board members as liaisons to the committee as well.

At this point, Board Leadership and staff recognize that there is a need to increase the diversity of the committee to include representation from minority communities as well as increase representation from the business community. Once these individuals are identified, their names will be brought to the Board for action on appointment. Board leadership will select the co-chairs for the Oversight Committee prior to their first meeting.

Superintendent Husk explained that this was only a partial list of committee members and that more would eventually be appointed. She said that members had been solicited as well as a general invitation put out to the community for those interested in serving on the committee. Chairperson Chambers reminded that the committee was designed to—among other responsibilities—review bond management plans and provide quarterly update reports to the Board relating to bond fund expenditures.

DIRECTOR LEMONS MOVED APPROVAL OF THE APPOINTMENT OF THE CITIZEN OVERSIGHT COMMITTEE FOR THE BOND AND MEMBERS AS PRESENTED. SECONDED BY DIRECTOR DAY.

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

(See Appoint of Bond Citizen Oversight Committee, **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 KIMBALL.

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

- 4.a.(1) Minutes of Meetings held on March 10, 2009.
- 4.b.(1) RFP 464 – Finance Package for Bus Replacement.
- 4.b.(2) Adoption and Appropriation of Grant Project Budgets.

4.c.(1) Personnel Actions.

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

MONITORING REPORT: EL-10 - FACILITIES

Background

The Superintendent shall not fail to assure that physical facilities support the accomplishment of the Board's Results policies. Accordingly, the Superintendent shall not:

1. Fail to take reasonable steps to ensure that facilities and equipment are clean, sanitary, and safe and are not subject to improper wear and tear or insufficient maintenance.

Evidence of compliance: The District budgets for and operates a Facilities & Planning Department which provides custodial, physical plant maintenance and construction support for all District owned properties. All facilities and equipment are maintained in a safe and proper working condition. With the improvements in facilities including the addition of staff in both maintenance and custodial services in 2008-09, a greater number of projects were accomplished.

Evidence of non-compliance:
None.

2. Fail to establish a procedure for the development of long-range facilities plans to address changes in student enrollment.

Evidence of compliance: The District routinely monitors community development and projects student growth through its planning functions. Enrollment growth continued over the past decade and most growth need has been met through the use of modular classrooms and minor boundary changes. In this fiscal year, three new portables are currently being added across the District to meet enrollment needs and staff is in the planning stages for three new elementary schools and one new middle school to be constructed from bond funds. Recently, the school board adopted the district's long range facilities plan.

Facility maintenance needs have been comprehensively evaluated. Information about the needs and plans to address the needs were key in the successful bond campaign. Critical maintenance needs have been set for attention either through the use of General Fund maintenance dollars, capital maintenance funds, and/or bond funds. Additionally, staff is working on a replacement schedule for maintenance issues such as roofs, windows, and exterior seals.

Evidence of non-compliance:
None.

3. Fail to establish administrative policies that address capital project planning and routine maintenance needs.

Evidence of compliance: The District adopted administrative policy FAC-A002 in January 2009. The policy addresses the development of a capital maintenance plan, including replacement cycles for major facility

systems; an inspection cycle to provide a comprehensive evaluation at all schools and support facilities; minimum funding allocation for capital maintenance projects.

Evidence of non-compliance:

None.

Monitoring Report: EL-10 (continued)

4. Fail to implement procedures to protect the District from loss or significant damage due to negligence.

Evidence of compliance: The District has a number of strategies targeting prevention of personal injury and property loss throughout the District. These strategies include facility safety committees which periodically review facilities for safety conditions and ensure that identified issues are addressed. The District also maintains a risk management group which works across the District to ensure that risk is minimized in areas such as environmental conditions (mold, air quality, floor covering, etc), physical structures or auxiliary equipment such as play toys and playgrounds. Staff maintains records related to property damage and the actions taken in addressing such damage. Additional information is available if the Board is interested.

Evidence of non-compliance:

None.

5. Fail to develop and consistently administer detailed community use guidelines and fees which allow access to District facilities.

Evidence of compliance: Facilities and Planning maintains a comprehensive facility use guidelines and fee schedule for non-school use of District facilities. Application and contracts for use of facilities are consistently applied and enforced for all user categories. Use of District facilities during non-school hours is substantial across the district for many types of events ranging from sports activities to personal birthday celebrations. Currently, staff is conducting comprehensive review regarding the facility rental process.

Evidence of non-compliance:

None.

6. Build new facilities without Board approval.

Evidence of compliance: While the planning process for the bond funded new elementary schools and new middle school has begun, no new facilities have been built in this fiscal year.

Evidence of non-compliance:

None.

7. Authorize change orders to building projects that increase the square footage and/or alters the initial scope and purpose of the project.

Evidence of compliance: No change orders have been authorized to capital projects that altered the initial scope or purpose of the project.

Evidence of non-compliance:

None.

Monitoring Report: EL-10 (continued)

- 8. Fail to develop a school naming process which includes final approval by the School Board.

Evidence of compliance: Staff is currently working with Board leadership to update the school naming process.

Evidence of non-compliance:

None.

Superintendent Husk reviewed Executive Limitation (EL) 10 (see Background above for details) and summed up by stating that there had been no evidence of non-compliance. The Board agreed by general consensus that the District was in compliance with EL-10 as evidenced.

Director Day asked clarifying questions on the specific change to the revised boardplate, which was responded to by Superintendent Husk.

(See Monitoring Report: EL-10 - Facilities, **Attachment D.**)

STRATEGIC PLAN UPDATE: CONTINUE TO EXPEDITE THE HIRING PROCESS AND FOCUS ON DIVERSITY AND QUALITY, AND IMPROVE SUBSTITUTE COVERAGE

Background

This month's reports are in reference to the goals: *Expedite the hiring process to fill staff vacancies with a focus on diversity and quality; and Implement the plan for improved substitute coverage.*

The original strategic plan goal was to expedite the hiring process with a focus on diversity. The goal was expanded in 2008-09 to include a focus on quality. Renewed efforts were made with regard to reference checking, prescreening teacher candidates for talent using Teacher Insight and closer monitoring of highly qualified teacher status.

District administration and the department of Human Resources have taken specific actions through infrastructure changes and the goals of the human resources action work plan for 2008-09 in their work towards meeting this goal. Below is an overview of specific actions taken and the results:

Actions	Results
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<p>Hiring pools have been established to permit a larger number of potential candidates for administrators and supervisors to review for consideration for hiring. Licensed positions are posted three times per week instead of once a week.</p>	<p>Manifest numbers have increased by 65 percent overall in a random sample.</p>
<p>Reference checking for licensed staff has been brought into human resources and is being done as candidates apply so that hiring can move more quickly and smoothly as administrators are able to review reference checks online.</p>	<p>Offers can be made within 24-48 hours of the recommendation.</p>

Strategic Plan Update (continued)

<p>Administrators were trained on the Gallup Teacher Insight system last August and the research based online prescreening tool has been in use to assess teacher talent as part of the hiring process.</p>	<p>Data indicates that the tool has been successful in identifying strong talented educators for Salem-Keizer.</p>
<p>Classified applications are now completed online through Edzapp just as the licensed applications are done.</p>	<p>Classified applicants can now apply for open positions with a single application and a click of the mouse, saving lots of paper and HR staff time in filing and sorting application materials. Administrators and supervisors are able to review the application materials online on their computer desktop which saves them a trip to the LPC to review materials.</p>
<p>Focus on diversity hiring.</p>	<p>Four of nine new hires in administration in 2008 were individuals of color.</p>
<p>A bi-national teacher agreement program a joint effort of Human Resources and Instructional Services through the Willamette ESD and the University of Guadalajara started this year.</p>	<p>Four teachers from Mexico are currently working in Salem-Keizer Schools with J-1 visas. Meetings have continued to refine this process through the WESD and ODE. A guide has been completed to memorialize the process for HR and IS staff and others.</p>
<p>The MUNIS position control system module is in place and is used to monitor and balance staffing.</p>	<p>Increased ability to monitor and balance staffing as per the adopted budget.</p>
<p>The transition to teaching program from Western Oregon University and Georg Fox are working in our schools in our bilingual programs. Several high school dual language teachers are also receiving support through the "Grow Your Own" program.</p>	<p>Cohort 2 from Western Oregon University is working in our schools in our bilingual programs (7 FTE) and the third cohort (6 FTE) are now completing their MATs through George Fox University and will enter our work force in our bilingual programs in fall, 2009.</p>
<p>Discussions have been held with two colleges about a cohort counselor training program. A discussion with Oregon State University is scheduled this week. Financial cutbacks may interrupt plans for this program.</p>	<p>It is estimated that up to 15 staff members may benefit from this program.</p>

Additional activities within Human Resources include:

- Human Resource staff have worked with the Oregon Work Source office staff in Salem so that they may also assist people in applying for positions in Salem-Keizer Schools.
- The employee application and self serve center was opened after Spring Break. Four computer kiosks are available to applicants and staff for their use. Two application specialists are available to assist applicants and staff.
- The MUNIS employee self serve module is ready for implementation. This will permit Salem-Keizer employees access to their payroll history, leave information and demographic information on any district computer.
- The reception desk has been moved to the LPC central foyer to provide staff and the public with a more central point of information and service. Hours will be expanded to address staff service needs.
- The job description project and compensation study for educational support professionals (classified employee) group will be completed this summer.

Strategic Plan Update (continued)

- Clinics for administrative staff on working with teaching staff needing extra support and evaluating performance are being held this year.

Next Steps

- Provide refresher training on the use of the Gallup TI system.
- Evaluate, revise and refine the online application system and application service center based on survey data from candidates and staff.
- Design and implement an online confidential reference tool.
- Expand the teacher induction (mentoring) program and align the NTC protocols used in the program with supervision and coaching protocols used in the district.
- Complete the job description project for educational support professionals and the compensation study and present to the board in the fall.
- Expand the use of clinical seminars for school administrators and department supervisors surrounding staff quality, performance issues, and hiring processes.
- Complete the process for electronic exchange of data to TSPC and ODE for HQT staff assignment reports, licensure and license renewal.
- Continue training for staff and community supporters in Beyond Diversity: Courageous conversations about race.
- A customer satisfaction survey will be utilized in June to gather information to revise and refine the online application process and the application-employee self serve center.

IMPROVED SUBSTITUTE COVERAGE

A study completed in the summer of 2007 recommended implementation of a web-based electronic sub-calling system and recruiting efforts to expand the substitute pool to provide improved coverage when employees must be absent from work. The substitute placement office and MUNIS project implementation team in TIS worked diligently and brought the Smart Find Express web-based calling system online in October 2008. Below is an overview of specific actions taken and the results:

Actions	Results
Recruitment efforts including holding substitute orientations every two weeks rather than monthly	Licensed subs have increased from 328 in 2007-08 to 514 in 2008-09 and in classified subs the

have resulted in an increased sub pool.	numbers have increased from 341 in 2007-08 to 461 in 2008-09.
Orientations for preservice teachers completing their degree programs have been held at several universities in the area in December in order to bring new teachers into the pool in the winter when absences tend to rise.	Approximately 35 to 40 new subs were added to the pool from the new teacher group.
An emphasis was put on looking into and encouraging restricted sub licenses especially in difficult to fill positions such as business education, math, etc.	The results include 6 teachers working as subs, 1 teacher working as a classified sub and 2 teachers from this group were hired to fill existing positions in the district.

Strategic Plan Update (continued)

Next Steps

- Continue the recruitment efforts with pre-service teachers.
- Continue orientations for new subs every two weeks.
- Resolve the interface issues with MUNIS and SmartFind Express that complicate the payroll system.
- Conduct a survey to further refine and revise the Smart Find Express system and the District substitute program.
- Continue to explore the restricted sub license program for hard-to-fill positions
- Move the culture in the District from a substitute teacher program to a guest teacher program.

Mary Cadiz, Assistant Superintendent, Human Resources, reviewed the two Strategic Plan goals (see background information above), explained each of the goals and the changes and adjustments that were taking place. She also pointed out that classified applications had also “gone green” – meaning that they were now online.

There was general discussion on “guest teachers” (substitute teachers), bilingual international exchange teachers, and new systems such as “Smart Call Express” and “Teacher Inside.” Chairperson Chambers commented on the positive changes taking place in the area of hiring and said it was evidenced in the great response of teacher applicants at the recent Oregon Education Fair.

(See Strategic Plan Update: Hiring Process/Diversity and Quality/Substitutes, **Attachment E.**)

UPDATE ON REVENUE AND BUDGET PROCESS

Background

Superintendent Husk provided a handout relating to budget information (see Attachment F – Salem-Keizer Public Schools Budget Presentation 2009) and gave an update on information regarding the revenue outlook and budget process for the District “as of that point in time.” She pointed out the following highlights:

- This is the presentation that will be taken out to the community.
- The priority is to minimize the impact to students.
- This will be a long-range challenge that will impact the next several years for the District.

- 50% of Oregonians still don't understand that this is a serious budget crisis for the District and for education in general.
- \$8.3 million has already been cut from this year's District budget.
- \$4.5 million has been cut from the District's Ending Fund Balance.
- A freeze has been put on purchases for the District.
- The law requires the District to adopt a budget by June 30 *even if there are no "hard figures"* to make budget decisions on, which will probably be the case.
- There is currently about a \$20 million spread in the projected funding cuts to the District, which is based on an anticipated overall cut of between \$30 million to \$50 million (for the Salem-Keizer District).
- Salaries and benefits make up 84% of the District's operating budget, which is typical of educational budgets in general.
- Position eliminations and/or layoffs (if they come) will be in the central office and support departments first, which could save between \$7 million and \$8 million.

Update on Revenue and Budget Process (continued)

There was general discussion on freezing specific purchasing; reducing the Ending Fund Balance, the Risk Management Reserve and Asset Replacement Fund; that the recently passed bond funds can only be used on specific expenditures laid out by the law (i.e. new construction, remodels); that there is no "hidden" money within the District budget, and that there is no "magic silver bullet" that can be cut to solve all the funding problems. Discussion continued on federal stimulus dollars; the upcoming community informational forums where this budget information will be presented; a \$30 million cut to the District equates—as *an example only*—to cutting 25 school days or 375 teaching positions; and the ongoing effects that drastic cuts within the District could have in the coming years.

Superintendent Husk summed up her presentation by explaining that "this is a very fragile time in our community and we all want to keep it from impacting the children as much as possible;" and that she believed the community and its leaders could work together in a respectful manner to make the tough decisions that will be needed. She said that everyone needs to keep communicating with each other, which is why this month the District will begin having staff meetings and community meetings and forums for input and discussion related to the budget. She concluded by sharing that her plea, invitation and encouragement were to have everyone show up at those budget meetings and forums.

(See Budget Presentation 2009, **Attachment F.**)

FUTURE WORK SESSIONS OF THE SCHOOL BOARD

(See **Attachment G.**)

MONTHLY BUDGET COMMITTEE MEETINGS SCHEDULE

(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):

Dave Harvey, representing Sodexo Food Services.

Ricardo Becerril, LCG Pence Construction, LLC, and Steve Lush, principal, Hallman Elementary School (see Written Testimony, Attachment I).

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 had no comments to share.

NO FURTHER BUSINESS BEING PRESENTED AT THIS TIME, CHAIRPERSON
CHAMBERS ADJOURNED THIS MEETING AT 7:43 P.M.

Chairperson

Superintendent-Clerk