

MINUTES

Regular Meeting of the

**BOARD OF DIRECTORS**

Corvallis School District 509J  
1555 SW 35<sup>th</sup> Street  
Corvallis, OR 97333

**I. CALL TO ORDER AND ROLL CALL**

Chair Gable called the meeting to order at 7:03 p.m. in Central Office Board Room, 1555 SW 35<sup>th</sup> Street, Corvallis. Chair Gable dispensed with the calling of the roll and the secretary recorded those present as listed below.

BOARD MEMBERS PRESENT

Cyrel Gable, Chair  
Sara Gelser, Vice Chair  
Robert Baldwin, Member  
Nell O'Malley, Member  
Robert Johnson, Member  
Joan Demarest, Member  
Kari Rieck, Member

EXECUTIVE STAFF PRESENT

Jim Ford, Superintendent  
Ron Corbell, Assistant Superintendent  
Jeanne Holmes, Assistant to the Superintendent  
Dawn Tarzian, Director of Teaching and Learning  
Laverne Pitts, Corvallis Public Schools Foundation  
Duane Jager, Technology Integration Manger

STUDENT REPRESENTATIVES

PRESENT

Bethany Potts, Corvallis High School

A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

Chair Gable led the group in the Pledge of Allegiance.

**III. COMMITTEE/BOARD MEMBER ITEMS**

Chair Gable announced that the "Performance Review Committees – Update" and the "Fifteen Year Plan Review" listed on the agenda would be postponed until a later date due to a death in the presenter's family. Also, the "Award Of Contract – Planning And Acquisition Of Furniture, Fixtures And Equipment Services" was withdrawn until a later meeting.

Chair Gable exercised her prerogative and altered the order of the agenda:

- The “CHS Algebra/Geometry 3 Mentorship Program” would be heard next, prior to the “Superintendent’s Report,” allowing participants to adjourn the meeting at their completion.
- The “Appointment of Budget Committee Citizen Members” would be heard directly after the “Superintendent’s Report,” allowing interested parties to adjourn the meeting directly after the appointments.

Chair Gable announced that the Corvallis Education Coalition would be meeting Nov. 5 with other government entities and human service groups to assist placing the legislators’ tax package on the February ballot.

#### **IV. SPECIAL REPORT - CHS PRE-ALGEBRA/ALBEGRA-GEOMETRY 3 MENTORSHIP PROGRAM**

Superintendent Ford had the opportunity a few weeks ago to visit classes at both high schools in which significant changes were being made in attempting to address District Improvement efforts around work and life skills, self-direction, and others. One such example was Corvallis High School’s Pre-Algebra/Algebra-Geometry 3 Mentorship Program. The teachers and some of the students involved were on-hand to lend insightful and positive experiences from the program. Superintendent Ford noted that personal connections are part of the District Plan. This program helps in that way as well. He added he would like to bring student-based evidence to each board meeting of applications of the District Improvement Plan.

#### **V. SUPERINTENDENT’S REPORT**

Superintendent Ford related it was a sad day for the District, especially Mt. View and Hoover elementaries, as District media specialist Janet Knoke, was killed at Lewisburg Road and Highway 99 on her trek from one school to the other. The District Crisis Team will be at Hoover and Mt. View tomorrow to lend assistance.

Superintendent Ford’s other announcements included:

- The replacement middle school naming process is underway. Nominations are due November 14. Information is on the District web site and key communicators have been notified. Jared Cordon, a Westland Middle School staff member is leading the process.
- The Board equity committee will begin work this Thursday.
- The usual Board meeting pattern of one business meeting and one work session each month will be altered this month, substituting an executive session on November 17 for the work session in order to prepare for certified bargaining.
- An Oregon School Boards Association meeting is coming up next week.
- Business Services Director Kathy Rodeman’s father passed away very recently so he is postponing her reports.

## **VI. OTHER DISTRICT BUSINESS - APPOINTMENT OF BUDGET COMMITTEE CITIZEN MEMBERS**

Chair Gable opened the topic by announcing that there are two other District opportunities in which applicants could serve if they were not appointed to the Budget Committee this evening. One would be serving on a task force that would review administrative costs as they compare with similar districts and private industry. The other would be serving on a task force that would be looking into how the District communicates its financial information to the public. Both could use citizens with similar experiences and skills that have been solicited for the Budget Committee positions under consideration this evening.

There were three positions needing appointment. Two past citizen Budget Committee members, Karyl Butcher and Julie Manning, whose positions expired July 30, 2003, wished to serve another three-year term. Director Rieck necessarily vacated her Budget Committee position upon election to the Board so that position is vacant as well.

**Motion #22:** Director Demarest moved, Director O'Malley seconded, to re-appoint Karyl Butcher to fill a three-year position ending June 30, 2006 on the Corvallis School District Budget Committee.

The motion passed unanimously.

**Motion #23:** Director Baldwin moved, Director Demarest seconded, to re-appoint Julie Manning to fill a three-year position ending June 30, 2006 on the Corvallis School District Budget Committee.

The motion passed unanimously.

Chair Gable noted five applications were received for the one-year position expiring June 30, 2004. She read their names aloud in alphabetical order and opened the floor to nominations.

Director O'Malley nominated Bob Speaker. Director Baldwin seconded.

Director Gelser nominated Carl Shank. Director Demarest seconded.

Director Demarest nominated Roz Wilson. There was no second.

Director Rieck nominated Kathy Higdon. Director Gelser seconded.

There were no further nominations and the floor was open for discussion.

Successful nominators stated their candidate's attributes which would make a contribution to the committee. With a notation by Chair Gable that four votes were needed to appoint a candidate the vote was taken. Bob Speaker was appointed with four votes; Carl Shank received two and Kathy Higdon one. Chair Gable thanked the applicants for submitting their letters of interest.

Director Johnson was excused from the meeting at 7:40 p.m.

## **VII. CITIZEN PARTICIPATION**

No citizens wished to speak.

## **VIII. STAFF PARTICIPATION**

No staff wished to speak.

## **IX. SPECIAL REPORT - DISTRICT IMPROVEMENT PLAN UPDATE**

Teaching and Learning Director Dawn Tarzian came forward to explain the recent work in this area. She defined the District Improvement Plan as big and somewhat like a woven cloth. One can take a string out and work on it but if it is developed too much in isolation it will be hard to weave back into the cloth. She identified six big work pieces that are the focus for the coming year: self-directed learners-work and life skills, partnerships, internships, every child connected, counseling partnership, and principal partnership training. She noted principals are being provided the opportunity to work in these areas for the District as a whole as opposed to only their own school, using their project and outreach skills. Assistant to the Superintendent Jeanne Holmes added that having an identified focus for the year provides the foundation from which to plan and build. She stated the think tank held a few weeks ago garnered many great ideas and more think tanks may be planned. Non-profits are one area identified to be explored as they are also operating on decreased funds and student power could be a mutually beneficial experience.

## **X. CONSOLIDATED ACTION**

Considering the Consolidated Action Items listed on the agenda:

Chair Gable requested that

- “Award of Contract–Structural Steel Detailing for the New Corvallis High School” and
- “Board Policy IGBC – Title I/Parental Involvement – Revision – Second Reading” be held for discussion.

Director Baldwin requested

- “Board Policy JOA – Directory Information – Revision – Second Reading” and
- “Board Policy JOB–Personally Identifiable Information–Revision–Second Reading” be held for discussion.

It was noted that

- “Award Of Contract – Planning And Acquisition Of Furniture, Fixtures And Equipment Services” had been withdrawn as announced at the beginning of the meeting.

**Motion #24:** Director Baldwin moved, Director O'Malley seconded, to approve the remaining Consolidated Action items.

The motion passed unanimously.

A. APPROVAL OF MINUTES

The Budget Review Committee Minutes of May 27, 2003, June 2, 2003, and June 5, 2003; the Special Meeting minutes of June 9, 2003; and the Regular Meeting minutes of June 23, 2003 were approved as presented.

B. SUPPORT SERVICES ITEMS

1. SUPERINTENDENT'S LICENSED PERSONNEL RECOMMENDATIONS

The Board approved the recommendations. (Filed as Supplemental Item #IV-12 of the Official 2003-04 Board Minutes.)

2. AGREEMENT WITH LBL ESD FOR EARLY INTERVENTION/EARLY CHILDHOOD SPECIAL EDUCATION EVALUATIONS

The Board approved this agreement which contracts the Linn-Benton-Lincoln Educational Service District (LBL ESD) to provide evaluation services in conjunction with the Old Mill Center for preschool children age 0 to 5 years who may qualify for Early Intervention or Early Childhood Special Education. (Filed as Supplemental Item #I-12 of the Official 2003-04 Board Minutes.)

3. AGREEMENT WITH BENTON COUNTY FOR STUDENTS TODAY AREN'T READY FOR SEX (STARS) PROGRAM

The Board approved this agreement which continues the statewide reproductive health program for middle school students. Locally, it is provided by the District in collaboration with Benton County. Students will receive sex education instruction that adheres to the Oregon Health Division STARS program. STARS materials will be available at the schools for examination by parents, community members and others. (Filed as Supplemental Item #I-13 of the Official 2003-04 Board Minutes.)

4. IN-KIND DONATIONS

The Board accepted the donations. (Filed as Supplemental Item #X-15 of the Official 2003-04 Board Minutes.)

5. AWARD OF CONTRACT – PLANNING AND ACQUISITION OF FURNITURE, FIXTURES AND EQUIPMENT SERVICES

**Withdrawn:** The award process is not yet at the stage for Board consideration.

6. AWARD OF CONTRACT—STRUCTURAL STEEL DETAILING FOR THE NEW CORVALLIS HIGH SCHOOL

**Held For Discussion:** As an addendum was published after the distribution of the meeting information packet, Chair Gable asked staff to speak to the award, including the information in the addendum, which recommends entering into a contract with Dowco Consultants, Ltd.

In November 2002, voters approved \$86.4 million in general obligation bonds to provide the necessary funds for Phase I of the District's Long Range Facilities Master Plan. A major project of the plan is building a new Corvallis High School. In anticipation of an accelerated construction schedule, due to the LUBA appeal set back, the District and architects would like to expedite the steel design and fabrication process to avoid construction delays by selecting a firm to detail structural steel drawings for the new Corvallis High School. By completing the design detailing of the structural steel work prior to the bid process, the detail drawings will be included in the bid set to provide more definitive information to bidders and accelerate the fabrication process after the award of the construction contract.

Lead Project Coordinator Tom Correia came forward and explained awarding the structural steel detailing prior and separately from the general construction contract for the replacement Corvallis High School would be a timesaver of six to eight weeks and \$150,000. One of the three firms responding to the Request for Proposal in a timely manner met all the qualifications. The project architect and a staff consultant reviewed the qualifications and recommended that the Board authorize staff to enter into an agreement with Dowco Consultants, Ltd, a company based in Burnaby, British Columbia.

**Motion #25:** To complete the items described in the District's Request for Proposal No. 01-0304-4150-842-FW-34, Director Baldwin moved, Director O'Malley seconded, to authorize staff to enter into a contract with Dowco Consultants, Ltd. (Filed as Supplemental Item #II-6 of the Official 2003-04 Board Minutes.)

The motion passed unanimously.

7. RETIRED TEACHER EMPLOYEE'S SINGLE ASSIGNMENT CONTRACT

The Board approved the Retired Employee's Single Assignment Contract, which provides a Curriculum Project Coordinator for the Teaching and Learning Department during the months of October to December 2003. Dawn Tarzian and other District staff recommended this due to shifting responsibilities in the offices of the Superintendent and Assistant Superintendent. (See Supplemental Item #I-14 of the Official 2003-04 Board Minutes.)

8. BOARD POLICY IGBAE – SPECIAL EDUCATION – PARTICIPATION IN REGULAR EDUCATION PROGRAMS – REVISION – SECOND READING

The Board adopted this policy. The State Board of Education recently amended Oregon

Administrative Rules (OAR) for Special Education. The amendments update program language, clarify requirements, and incorporate both the suggested revisions of various constituent groups and the revisions required by the U.S. Office of Special Education Programs. The proposed amendments have been incorporated into this Board policy. (See Supplemental Item #XII-4 of the Official 2003-04 Board Minutes.)

9. BOARD POLICY IGBAG – SPECIAL EDUCATION – PROCEDURAL SAFEGUARDS – REVISION – SECOND READING

The Board adopted this policy. The State Board of Education recently amended Oregon Administrative Rules (OAR) for Special Education. The amendments update program language, clarify requirements, and incorporate both the suggested revisions of various constituent groups and the revisions required by the U.S. Office of Special Education Programs. The proposed amendments have been incorporated into this Board policy. (See Supplemental Item #XII-4 of the Official 2003-04 Board Minutes.)

10. BOARD POLICY IGBAJ – SPECIAL EDUCATION – FREE APPROPRIATE PUBLIC EDUCATION (FAPE) – REVISION – SECOND READING

The Board adopted this policy. The State Board of Education recently amended Oregon Administrative Rules (OAR) for Special Education. The amendments update program language, clarify requirements, and incorporate both the suggested revisions of various constituent groups and the revisions required by the U.S. Office of Special Education Programs. The proposed amendments have been incorporated into this Board policy. (See Supplemental Item #XII-4 of the Official 2003-04 Board Minutes.)

11. BOARD POLICY IGBC – TITLE I/PARENTAL INVOLVEMENT – REVISION – SECOND READING

**Held for Discussion:** The No Child Left Behind Act of 2001 revised Title I parental involvement requirements. Included in the revision, districts must now ensure that barriers to participation by parents, who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, are of any racial or ethnic minority, or are parents of homeless students are identified. An opportunity to fully participate must be provided. Parents of Title 1 students must now also be involved in the annual evaluation of the content and effectiveness of the policy. Not revising the policy puts the District out of compliance with state law and could open up the District to potential liability.

Chair Gable had noted that the cover page for this policy change, part of which is excerpted above, includes criteria schools must adhere to per the No Child Left Behind Act and includes the phrase “parents of any racial or ethnic minority” when referring to possible barriers to parent participation. The language in the presented policy, which was suggested by the Oregon School Boards Association, did not include that phrase. She requested that the policy, with the proposed added language, be adopted that evening as scheduled, as the added phrase was not a substantive change from the policy’s first reading.

The third paragraph in the policy would then read:

The district shall, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of any racial or ethnic minority, parents of homeless students, and parents of migratory students. Information and school reports will be provided in a format and language parents understand.

**Motion #26:** Chair Gable moved, Director Demarest seconded, to adopt Board Policy IGBC – Title I/Parental Involvement – Revision. (Filed as Supplemental Item #XII-5 of the Official 2003-04 Board Minutes.)

The motion passed unanimously.

#### 12. BOARD POLICY JECBD – HOMELESS STUDENTS – NEW – SECOND READING

The Board adopted this policy. The No Child Left Behind Act of 2001 requires districts to adopt a policy for students in a homeless situation. The law requires districts to appoint a liaison to carry out duties required by the law, ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless, and provide transportation to the students’ school of origin. Homeless students attending any school in the district are automatically eligible for Title 1 services, regardless of their current academic performance. Creating the policy puts the District in compliance with state law, diminishing liability. (Filed as Supplemental Item # XII-6 of the Official 2003-04 Board Minutes.)

#### 13. BOARD POLICY JOA – DIRECTORY INFORMATION – REVISION – SECOND READING

**Held for Discussion:** Director Baldwin questioned how military recruiters got to be named as recipients of student information. Chair Gable explained that it was a part of the No Child Left Behind Act but that the law requires parents be informed of the request and their right to have the District withhold the information.

The No Child Left Behind Act of 2001 requires districts to release a secondary student’s name, address, and telephone number, upon request, to military recruiters and institutions of higher education. Districts are required under the law to notify parents and eligible students of these requests and their right to require the District to withhold this information. Not revising the policy puts the District out of compliance with state law and could open up the District to

potential liability.

**Motion #27:** Director Baldwin moved, Director Rieck seconded, to adopt Board Policy JOA, Directory Information, Revision. (Filed as Supplemental Item # XII-7 of the Official 2003-04 Board Minutes.)

The motion passed unanimously.

14. BOARD POLICY JOB–PERSONALLY IDENTIFIABLE INFORMATION–REVISION–SECOND READING

Special Education policies were brought forth for action and approved by the Board on October 8, 2001. Since that time the Oregon School Boards Association has submitted suggested language revisions, which the Corvallis School District wishes to implement. Although the changes are relatively minor, it is desirable to remain as current as possible with OSBA recommendations.

**Held for Discussion:** Director Baldwin, who had requested this item be held, had no reservations at this time and proceeded with the motion.

**Motion #28:** Director Baldwin moved, Director Rieck seconded, to adopt Board Policy JOB–Personally Identifiable Information–Revision. (Filed as Supplemental Item # XII-8 of the Official 2003-04 Board Minutes.)

The motion passed unanimously.

## XI. CONSOLIDATED INFORMATION

### A. CORRESPONDENCE

Filed in Section V of the Official 2003-04 Board Minutes.

### B. EDUCATIONAL SERVICES ITEMS

#### 1. INTERDISTRICT TRANSFER INFORMATION

The Board received information on 8 interdistrict transfers.

#### 2. EXTENDED FIELD TRIPS

The Board received information on two extended field trips. (Filed as Supplemental Item #IV-13 of the Official 2003-04 Board Minutes.)

### C. SUPPORT SERVICES ITEMS

1. NON-LICENSED PERSONNEL INFORMATION

(Filed as Supplemental Item #IV-14 in the Official 2003-04 Board Minutes.)

2. UNAUDITED FINANCIAL STATEMENTS

The Board received the unaudited statements of revenues, expenditures, and fund balances of the various funds of the District for the periods ending September 30, 2003. (Filed as Supplemental Item #X-16 in the Official 2003-04 Board Minutes.)

3. CHECK REGISTER

The detailed check distribution ledger is on file in the Business Services Office and is available for information during business hours. (Filed as Supplemental Item #X-17 in the Official 2003-04 Board Minutes.)

4. COMPARISON OF CLASS SIZES

The Board was provided a report of minimum, maximum, and average class sizes at each school. At the elementary and middle school level they were by grade, at the high school level by core subjects. (See Supplemental Item #VII-5 of the Official 2003-04 Board Minutes.)

5. BOARD POLICY BDDH – PUBLIC PARTICIPATION – REVISION – FIRST READING

The current policy states that those persons who address the Board must publicly state their name and address. However, citizens are sometimes uncomfortable giving out personal information in public. The policy change would provide them with the opportunity to submit their address information to the Board in written form only.

6. BOARD POLICY EE/EEA–STUDENT TRANSPORTATION SERVICES–REVISION–FIRST READING

The No Child Left Behind Act of 2001 expands districts' responsibility to provide transportation to students. Under the Act, districts now must provide transportation to homeless students to and from their school of origin, students transferring from a Title I school identified for improvement, a student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or a student transferring from a school identified as persistently dangerous for three consecutive years. The proposed policy amendments reflect these changes. Not revising the policy puts the District out of compliance with state law and could open up the District to potential liability.

7. ADMINISTRATIVE REGULATION IGBAG-AR – SPECIAL EDUCATION – PROCEDURAL SAFEGUARDS – REVISION

The State Board of Education recently amended Oregon Administrative Rules (OAR) for Special Education. The amendments update program language, clarify requirements, and incorporate both the suggested revisions of various constituent groups and the revisions required by the U.S. Office of Special Education Programs. Not revising the Administrative Regulation puts the District out of compliance with Oregon Administrative Rules and those required by the U.S. Office of Special Education Programs and could open up the District to potential liability.

8. ADMINISTRATIVE REGULATION IGBAJ-AR – SPECIAL EDUCATION – FREE APPROPRIATE PUBLIC EDUCATION (FAPE) – REVISION

The State Board of Education recently amended Oregon Administrative Rules (OAR) for Special Education. The amendments update program language, clarify requirements, and incorporate both the suggested revisions of various constituent groups and the revisions required by the U.S. Office of Special Education Programs. Not revising the Administrative Regulation puts the District out of compliance with Oregon Administrative Rules and those required by the U.S. Office of Special Education Programs and could open up the District to potential liability.

9. ADMINISTRATIVE REGULATION JGDA/JGEA-AR – SPECIAL EDUCATION – DISCIPLINE – REVISION

The State Board of Education recently amended Oregon Administrative Rules (OAR) for Special Education. The amendments update program language, clarify requirements, and incorporate both the suggested revisions of various constituent groups and the revisions required by the U.S. Office of Special Education Programs. Not revising the Administrative Regulation puts the District out of compliance with Oregon Administrative Rules and those required by the U.S. Office of Special Education Programs and could open up the District to potential liability.

10. ADMINISTRATIVE REGULATION KJA-AR – DISTRIBUTION OF ANNOUNCEMENTS AND COMMUNITY INFORMATION – REVISION

Last spring the District revised policy KJA—Distribution of Announcements and Community Information, as well as creating a new Administrative Regulation KJA-AR. Language was added to clarify the District's position regarding distribution of announcements and community information. The added language clarifies process and in doing so will guide staff and patrons.

## **XII. EXECUTIVE SESSION**

The Board did not meet in executive session.

**XIII. ADJOURNMENT**

Being no further business, Chair Gable adjourned the meeting at 8:13 p.m.

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Cyrel Gable, Chair

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Jim Ford, Superintendent

Prepared by: Jolene Shute  
(super/julie/board/minutes/2003/november 3.doc)