

**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 O'Malley called the meeting to order at 7:02 p.m. in the Central Office Board Room, 1555 SW 35<sup>th</sup> Street, Corvallis. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u>  Nell O'Malley, Chair  Kari Rieck, Vice Chair  Helen Higgins  Donna Keim  Blake Rodman  Matt Donohue, joined at 7:08 p.m.  Sara Gelser, joined at 7:29 p.m.</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u>  Brayden Moore, Crescent Valley High  Lynn Hector, Corvallis High</p>	<p><u>EXECUTIVE STAFF PRESENT</u>  Dawn Tarzian, Superintendent  Jim Hogeboom, Assistant Superintendent  Kathy Rodeman, Business Services Director  Mary McKay, Student Services Director  Jeanne Holmes, Human Resources Director  Fred Wright, Auxiliary Services Director  Debbie Bell, Accounting Supervisor  Julie Catala, Executive Assistant</p> <p><u>PRINCIPALS PRESENT</u>  Jay Conroy, Corvallis High  Denise Gorthy, Jefferson Elementary</p>
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A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

Chair O'Malley led the group in the pledge of allegiance.

**III. COMMITTEE/BOARD MEMBER ITEMS**

Vice Chair Rieck announced that the Budget Advisory Committee had been formed. She stated its purpose is to create a clearer budget document. They will be scheduling a forum to show the committee's work and to receive community input. They are posting their minutes to the District's website and meeting notices are posted in the Corvallis Gazette-Times. The committee meets every Wednesday at 7 p.m. in the Board Room. All are welcome to attend.

**IV. STUDENT REPRESENTATIVES - Introduce/Welcome New Student Representatives**

Chair O'Malley stated that student representatives have been attending board meetings since the 1970's and that she was most honored to have them. Student Representatives are non-voting members. The student representatives, student body presidents Lynn Hector of Corvallis High and Brayden Moore of Crescent Valley High, each introduced themselves telling of their numerous activities and goals.

**V. SUPERINTENDENT'S REPORT**

Due to the full agenda, Superintendent Tarzian stated she would limit her report to two short items:

Superintendent Tarzian highlighted that the Director of Love, Inc., Wilma Van Schelven, worked with 14 local churches and numerous businesses identified on page 19 of the Board packet to collect about \$30,000 of school supplies for use by all of the District's schools, a tremendous contribution. (See Supplemental Item #X-8 in the official 2005-06 Board Minutes.)

She also highlighted that the District received a blue ribbon rating, representing the top 33% of schools evaluated nationwide by Expansion Management Periodicals, one of the leading site location and facility magazines. They evaluate districts in order to provide their 45,000 corporate subscribers with information about comparing what kind of work force they might encounter in different communities. They look at school districts with 3,300 or more students; 2,800 school districts were evaluated in this last survey. Business Services Director Kathy Rodeman determined that the District was within 0.08 points from receiving the gold medal award given to the top 16% of schools evaluated.

Director Donohue jointed the meeting at 7:08 p.m.

**VI. CITIZEN PARTICIPATION**

No one wished to speak.

**VII. STAFF PARTICIPATION**

Business Services Director Kathy Rodeman provided clarification for her request to authorize a Payroll Specialist 2 Non-Represented Staff Position (See Supplemental Item #IV-9 in the Official 2005-06 Board minutes.) She reviewed that a similar position had been in existence for the past 13 years. When it became vacated last March she opted to leave it unfilled but after six months sees the definite need to have it reinstated. Funding for the position is authorized in the budget but not included in the non-represented compensation agreement. In referring to her written request she noted that she had inadvertently misplaced the descriptors, "beginning" and "experienced," for the annual salary savings in the 5th paragraph. The sentence should read:

Annual salary savings from this decrease in schedule range from \$6,314 for an *experienced* person to \$10,430 for a *beginning* person.

She apologized for the confusion.

Kerry Richey, Community and Employee Relations, also acknowledged the work of Wilma Van Schelven and Pastor Johnstone, in attendance, for their assistance in helping collect the enormous amount of school supplies for which teachers were truly grateful.

### **VIII. SPECIAL REPORTS - Corvallis School District Community Performing Arts Center**

Superintendent Tarzian introduced the speakers for the presentation regarding the still-under-construction Corvallis High School (CHS) theater:

Chuck Eisler, owner of Producers Network, a professional international theater producer of several years, now in New York, a long-time family friend of the Tarzians

Bill Kemper, parent of two graduates of CHS and one current CHS student, involved in design committee when CHS was a dream, recruited by CHS staff to continue to stay involved in work of designing theater, background in serving on board of the Majestic Theater for five years.

Rick Wallace highly-held esteemed teacher in District for 31 years (theater arts), retired in 2003 but continues to volunteer with students and committees.

Jay Conroy, CHS principal

She announced that the committee would share information about the new theater and plans for community use and building a program.

The presenters brought forth the following points while narrating their Power Point presentation regarding the CHS Theater: (See Supplemental Item #VII-1 in the Official 2005-06 Minutes.)

- The design committee had two goals: provide the best opportunity for students to learn and to provide for community use
- Lots of student learning and extended learning comes from productions which provide real world job skills in areas such as lighting, sound, stage management, theater management (publicity, marketing, ticket sales, business management, staffing), costuming, make-up, studio recording, dance, acting, and set design and creation applicable to theme park design, houses of worship, political events, retail store displays, trade shows, stage, television, and film
- The theater could be shared with Linn Benton Community College and in partnership with Crescent Valley High School
- School performances will be scheduled first; students could help with other productions.
- Supplemental rooms, such as a smaller rehearsal theatre and a scene shop, allow for multiple uses of stage time
- A lot of value has been obtained for the price
- It is a state of the art theater; told only reason not top tier in Oregon as it does not have a \$25,000 hydraulic lift in the orchestra pit
- Staffing priorities would be two-fold: one to serve as a district-wide facility scheduler; the other would be in technical management, an extension of the Technical Theater Instructor

Principal Conroy introduced Erin Walcon, the new theater teacher at CHS.

Director Gelser joined the meeting at 7:29 p.m.

Mr. Eisler put forth his views that it is possible a summer theater could use the facility. He noted

the wisdom of having a professional technical director so that equipment is not damaged and accidents are avoided. This director and students could assist in running events at other venues and be paid for their services. The theater could enhance music and dance departments as well as drama. Mr. Eisler referenced a high school he knew in which students raised \$100,000 per year to support their program. They wrote grants and consistently report that skills learned there were the most valuable of their school years.

The remaining discussion focused on where the theater fit into the local market. Its size (620 seats) fits between that of the Majestic Theater at 300 seats and Oregon State University's LaSells Stewart Center at 1200 seats and its fee structure is set accordingly, taking into consideration its amenities. It is predicted that if 45 events were scheduled at the theater, \$35,000 to \$55,000 per year could be yielded. Fundraising opportunities could be explored as well as an endowment through the Corvallis Public Schools foundation.

Superintendent Tarzian noted that among the top five pursuits that the districts' high school graduates list, fine arts and performing arts are named, along with engineering, education, and business.

Board members requested:

- a fee schedule that would illustrate what amounts would generate what return and what percent of the theater's budget that would be
- knowledge from other districts as to what impact it has had on their staff to run a theater as has been suggested for CHS, having outside users

Student Representative Brayden Moore commented that he could envision business classes being involved with productions as well.

## **IX. CONSOLIDATED ACTION**

Vice Chair Rieck acknowledged staff member Kerry Richey's work on the numerous policies and the Student Services Department for getting contracts to the Board on time.

Vice Chair Rieck asked that the following Consolidated Action Items be held for discussion:

- B.10. Agreement with Old Mill Center for Therapeutic Counseling
- B.13, Agreement with Trillium Family Services for Therapeutic Counseling

**MOTION #11:** Director Rieck moved, Director Donohue seconded, to approve the Consolidated Action Items with the exceptions of Agreement with Old Mill Center for Therapeutic Counseling (Item B10) and Agreement with Trillium Family Services for Therapeutic Counseling (Item B13).

The motion passed unanimously.

## A. APPROVAL OF MINUTES

The work session and special meeting minutes of May 23, 2005 were approved as presented as well as the regular meeting minutes of June 6, 2005.

## B. SUPPORT SERVICES ITEMS

## 1. LICENSED PERSONNEL RECOMMENDATIONS

The Board approved the recommendations. (Filed as Supplemental Item #IV-8 in the Official 2005-06 Board Minutes.)

## 2. IN-KIND DONATIONS

The Board accepted the donations. (Filed as Supplemental Item #X-8 of the Official 2005-06 Board Minutes.)

## 3. BOARD POLICY GCBDE/GDBDE – MILITARY LEAVE OF ABSENCE – NEW –SECOND READING

The Board approved this policy which provides the District with a framework to follow in responding to requests for military leave. (Filed as Supplemental Item #XII-8 of the Official 2005-06 Board Minutes.)

## 4. BOARD POLICY JEA – COMPULSORY ATTENDANCE—REVISED—SECOND READING

The Board approved this policy which reflects the State change in violation from a Class B infraction to a Class C violation. (Filed as Supplemental Item #XII-9 of the Official 2005-06 Board Minutes.)

Clarity regarding withdrawal from school due to irregular attendance and its affect on Policy JHFDA—Suspension of Driving Privileges was discussed in the cover sheet for this policy revision.

## 5. BOARD POLICY AC – NONDISCRIMINATION—REVISION—SECOND READING

The Board approved this policy revision which reflects that the Board does adopt and publish grievance procedures for student and employee complaints and that it recognizes citizenship to be among the listed items of non-discrimination. (Filed as Supplemental Item #XII-10 of the Official 2005-06 Board Minutes.)

## 6. BOARD POLICY GBA – EQUAL EMPLOYMENT OPPORTUNITY—REVISION—FIRST READING

The Board approved this policy revision which adds the word “citizenship” to its list of non-discriminatory traits. (Filed as Supplemental Item # XII-10 of the Official 2005-06 Board Minutes.)

## 7. BOARD POLICY IL – ASSESSMENT PROGRAM—REVISION—FIRST READING

The Board approved this policy revision which adds the word “citizenship” to its list of non-discriminatory traits. (Filed as Supplemental Item # XII-10 of the Official 2005-06 Board Minutes.)

## 8. BOARD POLICY JB – EQUAL EDUCATIONAL OPPORTUNITY—REVISION—FIRST READING

The Board approved this policy revision which adds the word “citizenship” to its list of non-discriminatory traits. (Filed as Supplemental Item # XII-10 of the Official 2005-06 Board Minutes.)

## 9. AGREEMENT WITH MILESTONES FAMILY RECOVERY PROGRAM/YES HOUSE

The Board approved this agreement which provides a District teacher to YES House to fulfill state and federal educational requirements. (Filed as Supplemental Item #I-3 of the Official 2005-06 Board Minutes.)

## 10. AGREEMENT WITH OLD MILL CENTER FOR THERAPEUTIC COUNSELING

**Held for Discussion:** Vice Chair Rieck questioned why this agreement and the agreement with Trillium (Item B.13.) were nearly identical. Student Services Director Mary McKay responded that Old Mill Center tends to work with younger students and Trillium with older and she understands that having the two agreements serves the volume of work each can accommodate.

**MOTION #12:** Director Rieck moved, Director Higgins seconded, to approve the Agreement with Old Mill Center for Therapeutic Counseling as presented. (Filed as Supplemental Item #I-4 of the Official 2005-06 Board Minutes.)

The motion passed unanimously.

## 11. AGREEMENT WITH OREGON SCHOOL FOR THE DEAF

The Board approved this agreement with the Oregon School for the Deaf (OSD) through which the District will provide a special education staff member to attend all Individualized Education Plan meetings of District students attending OSD and the District will provide the student transportation. (Filed as Supplemental Item #I-5 of the Official 2005-06 Board Minutes.)

## 12. AGREEMENT WITH OREGON STATE UNIVERSITY FOR SHORT-TERM TEACHER PARTNERSHIP

The Board approved this agreement through which Oregon State University will provide a teacher (the lead of the School of Education’s “English as a Second Language” program) to fill the District’s 61-day vacancy in a bi-lingual classroom. The District will pay OSU the normal long-term substitute rate while OSU will retain the staff person as their employee and be responsible for salary and benefits. (Filed as Supplemental Item #I-6 of the Official 2005-06 Board Minutes.)

## 13. AGREEMENT WITH TRILLIUM FAMILY SERVICES FOR THERAPEUTIC COUNSELING

**Held for Discussion:** See Item B.10 in this section, Agreement with Old Mill Center for Therapeutic Counseling

**MOTION #13** Director Rieck moved, Director Higgins seconded, to approve the Agreement with Trillium Family Services for Therapeutic Counseling as presented. (Filed as Supplemental Item #I-7 of the Official 2005-06 Board Minutes.)

The motion passed unanimously.

## 14. AUTHORIZE PAYROLL SPECIALIST 2 NON-REPRESENTED STAFF POSITION

*Note:* During the “Staff Participation” portion of the meeting, Business Services Director Kathy Rodeman provided a correction to this item. She noted that she had inadvertently misplaced the descriptors, “beginning” and “experienced,” for the annual salary savings in the 5th paragraph. The sentence should read:

Annual salary savings from this decrease in schedule range from \$6,314 for an *experienced* person to \$10,430 for a *beginning* person.

The Board approved this item, with the stated correction, which reinstates an employee position that had been vacated and left unfilled for six months on a trial basis. (Filed as Supplemental Item #IV-9 of the Official 2005-06 Board Minutes.)

## 15. INTERDISTRICT STUDENT TRANSFER REQUEST – LEBANON SCHOOL DISTRICT – REQUEST NUMBER ONE OF TWO

The Board approved this request for a student residing outside of the District to attend a school within the District in order to receive special education services, with compensation from the resident district (Lebanon) to the attending district (Corvallis School District). (Filed as Supplemental Item #I-8 of the Official 2005-06 Board Minutes.)

## 16. INTERDISTRICT STUDENT TRANSFER REQUEST – LEBANON SCHOOL DISTRICT – REQUEST NUMBER TWO OF TWO

The Board approved this request for a student residing outside of the District to attend a school within the District in order to receive special education services, with compensation from the resident district (Lebanon) to the attending district (Corvallis School District). (Filed as Supplemental Item #I-9 of the Official 2005-06 Board Minutes.)

## 17. INTERDISTRICT STUDENT TRANSFER REQUEST – PHILOMATH SCHOOL DISTRICT

The Board approved this request for a student residing outside of the District to attend a school within the District in order to receive special education services, with compensation from the resident district (Philomath) to the attending district (Corvallis School District). (Filed as Supplemental Item #I-10 of the Official 2005-06 Board Minutes.)

**X. CONSOLIDATED INFORMATION**

## A. CORRESPONDENCE

Filed in Section V of the Official 2005-06 Board Minutes.

## B. EDUCATIONAL SERVICES ITEMS - Interdistrict Transfer Information

The Board received information on 261 interdistrict transfers.

## C. SUPPORT SERVICES ITEMS

## 1. NON-LICENSED PERSONNEL INFORMATION

(Filed as Supplemental Item #IV-10 in the Official 2005-06 Board Minutes.)

## 2. 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-9 in the Official 2005-06 Board Minutes.)

## 3. ADMINISTRATIVE REGULATION AC-AR – DISCRIMINATION COMPLAINT PROCEDURE – REVISION

The Board received a copy of this revised administrative regulation which adds the word “citizenship” to its list of non-discriminatory traits.

## 4. ADMINISTRATIVE REGULATION IGBHA-AR – EVALUATION OF ALTERNATIVE EDUCATION PROGRAMS – REVISION

The Board received a copy of this revised administrative regulation which adds the word “citizenship” to its list of non-discriminatory traits.

## 5. MINUTES – APRIL 12, 2005 BOARD CANDIDATE OVERVIEW – INFORMATION ONLY

The Board received a copy of these minutes filed as Supplemental Item #IV-11 in the Official 2005-06 Minutes.

## 6. MINUTES – MAY 26, 2005 PROGRAM AND RESOURCES REVIEW COMMITTEE – INFORMATION ONLY

The Board received a copy of these sub-committee minutes filed in the Official 2005-06 Minutes.

## 7. MINUTES – JUNE 30, 2005 PROGRAM AND RESOURCES REVIEW COMMITTEE – INFORMATION ONLY

The Board received a copy of these sub-committee minutes filed in the Official 2005-06

Minutes.

**XI. OTHER DISTRICT BUSINESS - Program and Resources Review (PR2) Committee – Report and Possible Next Steps**

Board member and PR2 Committee Chair Higgins and the PR2 members in attendance came forward and provided the Board with a Power Point demonstration revolving around enrollment and capacity assessment. (See Supplemental Item #VII-2 in the Official 2005-06 Minutes.) The report included a 10-year enrollment forecast based on a study by Portland State University, which has proved reliable. This forecast indicates a district-wide decrease in nearly 600 students over the next decade, with about 500 of those at the high school level. Looking at the District's capacity, the Committee provided the definition upon which they based their findings: Capacity = class size times the number of classrooms times 85%. The 85% leaves room for school-wide use of rooms such as computer labs, music rooms, learning resource centers. Using that capacity definition it was illustrated that the District currently has a little over 2000 empty seats (670 at the elementary level, 458 at the middle school level, and 883 at the high school level) which is predicted to rise to nearly 2600 in the next ten years. The Committee used average class size numbers of 27 students at the elementary level, 30 in core subjects at the middle school level, and 32 in core subjects at the high school level. PR2 Committee Board members noted that vital signs have been hit in the areas of average class sizes exceeding the threshold, utilization of buildings over 90% and under 75%, and cumulative change in the number of students over a 3-year period greater than +/- 10% in a school and district-wide. It was noted that Corvallis is not alone in having to consider action regarding declining enrollment and resources. Seattle and Portland are also facing the same dilemma as well as other areas in the country.

Auxiliary Services Director Fred Wright also provided a Power Point presentation on the major and remaining Phase I projects (of the District's 2002 three-phase Long Range Facilities Plan covering about 20 years) yet to be completed and the Phase II and III projects.. (See Supplemental Item #VII-3 in the Official 2005-06 Minutes.) He noted that the work of the PR2 Committee falls in line with his presentation. Remaining Phase I projects include some Corvallis High School (CHS) buildings, its theater, ball fields, and parking lots scheduled to be completed in the summer of 2006 as well other various HVAC (heating, ventilation, air conditioning), fire/life/safety upgrade, and kitchen projects around the district also slated for completion in 2006. He noted that Phase II was slated to begin about five years after completion of Phase I, which for all intents and purposes is nearly complete. Estimated costs of Phase II, using 2002 dollars, are \$59 million, for which it was intended that another bond would need to be passed. Part of Phase II is completing the CHS master site plan which is to relocate Franklin K-8 to an alternate site and purchase residential properties adjacent to CHS. He noted that Franklin's parent group had submitted a plan to the District to relocate Franklin. He stated that completion of the CHS Master Site Plan could be considered a use of the expected remaining Phase I bond funds. Phase III calls for replacing Lincoln at a new site identified and purchased in Phase II and replacement of Inavale at the existing site if enrollment warrants.

Mr. Wright related that the City Planning Commission and Department imposed conditions at the Corvallis High School construction site which resulted in inadequate available space to complete projects initially planned in Phase I. The City made requirements that would manage the effects of storm water drainage during floods, such as can be experienced in a 10-year interval. He annotated that the 1996 flood was a 100-year flood. Requirements that would

mitigate the stress on the City's systems during flooding included:

- ground storage of 100,000 gallons of water that could be slowly released
- 25,000 gallon bio-swale, about 15' across, 7' deep at its deepest point, as a repository from the asphalt parking lot catch basins, running them through natural vegetation so that the solids would settle

These imposed conditions:

- left insufficient space availability for the tennis courts which were part of the original conceptual design
- eliminated the junior varsity baseball field
- eliminated the south-side grandstand at the football field
- reduced the size of two softball fields, which to exist need be smaller than regulation size

Mr. Wright offered suggestions for dealing with some of the unresolved issues named above, which included placing the tennis courts and softball field on space that either Franklin uses for hard play surface and parking or, to more fully address, the land occupied by Franklin itself. Conceptual drawings show complete use of Franklin property and 18 purchased residential properties adjacent to Pierce Street, which could take 20-30 years to acquire. For the present, Mr. Wright worked with coaches and the athletic department and came up with 3 offsite options for the JV baseball field:

1. Old Westland Middle School site, once the facility is removed
2. Linus Pauling Middle School, though it is not the best of situations due to proximity to other fields' interference, traffic, and removal of tennis courts which would need to be relocated to CHS
3. Williams Field across from Cheldelin Middle School, currently leased from the District to the Boys and Girls Club

Mr. Wright's proposed CHS master site plan shows tennis courts at Franklin's current location (eliminating the Franklin building), along with parking, two regulation size softball fields, fairly large practice field, and a batting cage. It does not show acquisition of the residential space that could accommodate a JV baseball field because it could be a 20-30 year project. He stated the Board needs to decide what to do to complete the CHS master site plan with funds that are expected to be leftover from the current project.

In responding to Director Gelser's question of whether the tennis courts could be located at Linus Pauling Middle School, Mr. Wright explained that the aim is to try and make CHS a self-utilized facility as best can. Conceptually, it can be done with the exception of the JV baseball field, considering the long-range plan (Phase II) of incorporating Franklin K-8's property into CHS. (Locating the tennis courts at Linus Pauling Middle School would still not provide enough space at CHS for the JV baseball field, without purchase of the additional properties.)

Chair O'Malley recapped that the Board has two major pieces to consider: updating the Long Range Facilities Master Plan (LRFMP) and the other to determine the PR2 Committee's next steps. They could be considered in concert or the Board could table the LRFMP update discussion. Director Higgins clarified that the PR2 Committee was not requesting that the LRFMP be updated this evening but to bring to light that it does need to be dusted off and reviewed.

Returning to the information presented by the PR2 Committee, a motion was put forth.

**MOTION #14:** Director Gelser moved, Director Keim seconded, to approve the Program and Resource Review Committee's 10-Year enrollment methodology and capacity definition as presented.

The motion passed unanimously.

Discussion then began on the PR2 Committee's next steps and in support of soliciting public input along the way. It was noted also that the public is welcome to attend the PR2 Committee meetings, PR2 notebooks are available for checkout, and citizens may write board members at any time.

Chair O'Malley noted that the average class size numbers used by the Committee were substantially above those recommended by the 2000 quality education model.

Director Higgins stated that the review and update of the Long-Range Facilities Master Plan (LRFMP) is not the work of the PR2 committee, but the Board.

Director Gelser questioned whether the Committee's work put the Board on track in answering the boundary placement question that was promised to be reviewed by November and whether the boundary adjustment or boundary/closure decision was the Board's to deal with. Superintendent Tarzian weighed in that the District is heating buildings with larger class sizes and fewer teachers. If the Board sees a problem, a decision needs to be made. Speaking to Director Gelser's point, she encouraged the Board to move forward. Director Rieck added that a financial analysis of the PR2's concepts should be included.

**MOTION #15:** Based on the Program and Resource Review Committee's report, Director Keim moved, Director Donohue seconded, that further action is required and that the Committee should perform the work.

The motion passed unanimously.

Concern was raised that the Committee was asked to do a lot of work in a short time without input from the Board as to educational priorities. It was noted that the expectation was not that the Committee would provide recommendations in November but possible scenarios that would address the concerns. The November timeline originated in relation to making boundary adjustments, if deemed necessary, as some schools are not balanced with others which has budget and quality impacts. The November deadline accommodates time to develop a budget and create guidelines for transfers.

**MOTION #16:** Director Rieck moved, Director Keim seconded, that the Program and Resource Review Committee address capacity issues and the financial impact using the analyses that have already been done and include scenarios, no recommendations, just scenarios on reconfigurations, boundary adjustments, and school closures and that they report in to the Board at the October Board meeting the status and expected deliverables to see if the Committee can meet a November deadline, and if not, provide a general idea of what would be realistic.

The motion passed unanimously.

**XII. EXECUTIVE SESSION**

The Board did not meet in executive session this evening.

**XIII. ADJOURNMENT**

Being no further business, Chair O'Malley adjourned the meeting at 10:08 p.m.

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Nell O'Malley, Chair

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Dawn Tarzian, Superintendent

Prepared by Jolene Shute  
(S:DO/Super/Julie/Board/Minutes/2005/September 12.doc)