MINUTES OF THE BOARD RETREAT
OF THE BOARD OF DIRECTORS
SCHOOL DISTRICT 4J, LANE COUNTY, OREGON

Monday, March 5, 2018

The Board of Directors of School District No. 4J, Lane County, Eugene, Oregon, held a board retreat 4:00 – 8:00 p.m. at **Arts Technology School, 1650 West 22nd Avenue, in Eugene, Oregon**. Notice of the meeting was mailed to the media and posted in the Education Center on March 2, 2018, and published in *The Register-Guard* on March 5, 2018.

ROLL CALL

BOARD MEMBERS:
Mary Walston
Evangelina Sundgrenz
Judy Newman
Alicia Hays, Vice Chair
Anne Marie Levis
Eileen Nittler, Chair
Jim Torrey

STAFF:
Dr. Gustavo Balderas, Superintendent of Schools
Kerry Delf, Associate Director of Communications
Brooke Wagner, Director of Elementary Education
BJ Blake, Director of Secondary Education
Cheryl Linder, Director of Educational Support Services
Cydney Vandercar, Director of Human Resources
Steve Menachemson, Director of Technology
Harlan Coats, Director of Facilities
Monica Brown, Student Services Business Manager
Andrea Belz, Associate Director-Finance
Holly Langan, Support Services Manager
Ryan Spain, Facilities Supervisor
Lisa Fjordbeck, Executive Assistant

Welcome / Agenda Review:
Alicia Hays welcomed the board and thanked everyone for attending. The Executive Session was rescheduled for another meeting.

Board Work:
Ms. Hays led the board in discussion.

Board members reviewed the following topics.

- **Board Self Evaluation**

The board discussed aligning the Board Self Evaluation to the districts Strategic Plan. Board members agreed it is important to evaluate progress and aligning to the districts strategic plan is a good idea.

Board Leadership will review the evaluation tool to revamp it and would bring back to the whole board for consideration.

- **Board Communication**
- **Board Norms, Agreements & Policies**

Board members discussed the importance of listening to community members and bringing the concerns or questions they have heard back to the whole board for discussion or reflection.

The suggestion was made to adjust the board meeting agendas so that the board member comments came after public comment and comments from employee associations (EEA and OSEA).

- **Board Leadership, Agenda Setting, Third Board Member**

Board Leadership agreed to review the agenda format and take board member suggestions into consideration.

- **Scheduling Agenda Topics**

The board reviewed their working agreements regarding setting topics for future meeting agendas. Three board members have to agree to have a topic brought forward as an agenda item.

An annual calendar that reflected agenda items such as budget, policy, the annual evaluation of the superintendent, would be helpful.

The board discussed the importance of clarifying the role of the board when assessing issues that come up. Board Leadership will work with the superintendent to determine if the issue needs to be an agenda item or if the superintendent could provide an update in the Friday Memo.

Board members discussed the importance of having information well in advance of a meeting. They want time to review handouts, presentations and material prior to a meeting. Staff should plan a brief presentation on the agenda item allowing more time for board discussion. Board members will review the materials included in the board packet prior to the meeting and staff are not expected to review in detail the entire presentation.

Having the board packet sent on Friday, allowed for review of the material and then individual board members could contact the superintendent by Tuesday prior to the Wednesday board meeting to share any questions they may have. The superintendent would review with staff and staff would be prepared to answer those questions when board members brought them up during the meeting.

It was suggested that board members hold all Wednesday evenings free on their calendars in case it was decided to schedule an additional work session.

Board Leadership will work with the superintendent to make sure agenda items are scheduled appropriately and that staff has enough time to prepare. In addition, Leadership will let the whole board know why a topic has been pulled from the agenda.

The board agreed to review board communication methods at the board retreat in the fall.

Nutrition Services Discussion:

- **Identifying the Problem to Solve**

The board discussed community input they have received regarding nutrition services and the impact to a possible future bond. Identifying the problem to be solved is an important first step in clarifying how best to respond.

Staff presented comparisons to other districts in Oregon. Some districts have central kitchens and prepare the food in-house. However, the food is then shipped to the schools where it is re-heated and served. Determining how much to invest in scratch based food service would be difficult in light of other budget needs and constraints.

Dr. Balderas asked if it was an issue with Sodexo or a food issue.

Mr. Torrey asked how much would need to come from general fund to support a central kitchen. Mr. Torrey said if the goal for the bond is to improve the kitchen in our schools, we should say it, however, that doesn't address programming.

Ms. Newman asked if a systematic study of what the options are would be possible.

Ms. Walston asked if the district wanted to continue outsource or do we bring food preparation in-house? Ms. Walston asked if it was brought in-house, could the district sustain it?

Ms. Levis suggested the district survey the community to see if they felt this was a key issue to include in the bond.

Dr. Balderas said providing education to parents to help families learn how to eat better is important.

Ms. Walston agreed that educating parents is a key thing to do.

Ms. Hays said that she heard three things to review for next steps:
Survey the community.
Conduct a thorough study.
Staff presentation at a future meeting.

Ms. Hays acknowledged that we have worked with our contractor in the past and have seen some good things happen (i.e., using local ingredients, have healthier choices, etc.).

Dr. Balderas said we can continue to do better and improve. Dr. Balderas said staff would bring this topic to a future work session with the board.

Bond Discussion:

- Community Meetings Recap
- Review Survey Questions
- Programs and Facilities
- School Safety
- Timelines

The board discussed the survey on the bond. The timeline for the survey would be March 20, 21 and 22. At the April 11 work session, the board would review the survey results and discuss next steps.

The board sub-committee would review the survey questions prior to execution.

The board discussed items they had learned at the community forum – Monroe band room, new Camas Ridge and use it as a swing school for Edison, Kinney Loop also could be a swing school.

Ms. Walston, Ms. Levis and Ms. Newman agreed to meet on Monday to review comments and then bring to the board for discussion on Wednesday.

Dr. Balderas said staff would work on a communication to the community that reflected calendar dates for bond topics to be discussed.

Wrap up:

Board leadership will review the calendar to make sure that we don't schedule a meeting on a high holiday. Leadership will also work to map out agenda topics in advance so board members can prepare.

The board discussed making sure the equity tool was used when making decisions. Mr. Torrey suggested the equity tool be on the wall in the auditorium so that it is clearly available and seen by all (staff, community and board).

Ms. Hays thanked everyone for attending the retreat and said she appreciated board members for their work.

Ms. Hays adjourned the meeting at 8:10 p.m.

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Dr. Gustavo Balderas Alicia Hays
District Clerk Board Chair