

**MINUTES OF THE WORK SESSION AND
REGULAR MEETING
OF THE BOARD OF DIRECTORS
SCHOOL DISTRICT 4J, LANE COUNTY, OREGON**

August 2, 2017

The Board of Directors of School District No. 4J, Lane County, Eugene, Oregon, held executive sessions at 5:30 p.m. and a regular meeting at 7:00 p.m. at the Education Center, 200 North Monroe Street in Eugene, Oregon. Notice of the meeting was mailed to the media and posted in the Education Center on July 28, 2017, and published in *The Register-Guard* on August 2, 2017.

ROLL CALL

BOARD MEMBERS:

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

STAFF:

Dr. Gustavo Balderas, Superintendent of Schools
Charis McGaughy, Assistant Superintendent of Instruction
Kerry Delf, Associate Director of Communications
BJ Blake, Director of Secondary Education
Monica Brown, Director of Finance
Holly Langan, Financial Services
Cydney Vandercar, Director of Human Resources
Steve Menachemson, Director of Technology
Lisa Fjordbeck, Executive Assistant / Board Secretary

I. Executive Sessions:

At 5:30 p.m. the board convened in executive session to consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or hear complaints or charges brought against such a person pursuant to ORS 192.660(2)(b)

At 5:45 p.m. the board continued in executive session to conduct deliberations with persons designated by the governing body to carry on real property transactions, pursuant to ORS 192.660 (2)(e)

At 6:15 the board continued in executive session to conduct deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660 (2)(e).

II. REGULAR MEETING

III. CALL TO ORDER, ROLL CALL, FLAG SALUTE

Board Chair Nittler called the regular meeting to order at 7:03 p.m. Vice Chair Alicia Hays led everyone present in the pledge of allegiance.

IV. AGENDA REVIEW

Ms. Nittler asked if board members wanted to suggest any changes to the meeting agenda.

Ms. Hays requested to add an agenda item for decision this evening resulting from the executive session.

There was no objection and Ms. Nittler added the item for action.

V. INTRODUCTION OF GUESTS AND SUPERINTENDENT'S REPORT

Dr. Balderas welcomed the newest board members, Ms. Newman and Ms. Sundgrenz. He said two school buildings, The Arts and Technology Academy and River Road Elementary, were being constructed and were opening in the Fall. Dr. Balderas planned to invite the board members for a tour of each building later in August. Dr. Balderas reported that 4J hosted the Lane County Migrant Education Summer School at Holt Elementary School during the month of July. In addition, the district offered extended school year and high school credit recovery classes over the summer; both are programs offered every year. Other summer work included deep cleaning of facilities, as well as technology maintenance and updates. Dr. Balderas reported that the state budget was approved at \$8.2 billion, which equated to \$8 million dollars in additional resources for the 4J school district. Measures 98 and 99, which provided additional resources, were funded. He added that the newest administrators would be introduced at the next board meeting.

VI. COMMENTS AND COMMITTEE REPORTS BY INDIVIDUAL BOARD MEMBERS

Ms. Walston welcomed Ms. Newman and Ms. Sundgrenz to the board; she looked forward to working with both of them. Additionally, she congratulated Ms. Hays on her recent retirement. Ms. Walston attended the migrant education summer school celebration at Holt Elementary School and reported that it was a great event and encouraged everyone to attend next year.

Mr. Torrey also attended the migrant education summer school celebration and noted that the parents were very appreciative for the opportunity this program provided for their children.

Ms. Hays said that she, along with Ms. Sundgrenz and Dr. Balderas attended the Oregon School Board Association (OSBA) Summer Institute; she found it enjoyable and informative. Ms. Hays also welcomed Ms. Newman and Ms. Sundgrenz to the board.

Ms. Sundgrenz said she was thrilled to be on the board and was happy to have attended the OSBA Summer Institute. She looked forward to visiting schools and learning more about programs offered.

VII. BOARD CHAIR'S UPDATE ON CURRENT EVENTS

Ms. Nittler thanked Mr. Torrey and Ms. Walston for their work on the policy subcommittee.

VIII. ITEMS RAISED BY THE AUDIENCE

None.

IX. BOARD'S RESPONSE TO ITEMS RAISED BY THE AUDIENCE

None.

X. COMMENTS BY EMPLOYEE GROUPS

Ray Martin, the Oregon School Employees Association (OSEA Chapter 1) president, said he and the rest of the classified employees are excited about the new school year. He said he plans to work with classified staff over the next year and will be encouraging them to slow down and do the job well. He will work with classified staff to ensure their voice is heard and will share their comments with the board.

XI. CONSENT GROUP

Information about the consent group item was included in the board packet.

1. Approve Minutes from Board Meeting June 7, 2017

The following errors were noted:

- Throughout Dr. McGaughy was referred to as Ms. McGaughy. The recommended correction was to change to *Dr. McGaughy* throughout the document.
- Page 24 - *Gilham Elementary* was misspelled.

2. Approve Minutes from Board Meeting June 21, 2017

The following error was noted:

- Page 11 - the following was an incomplete sentence: *Ms. Geller and Ms. Gerot with plaques commemorating their work.*

3. Ratify Awards for Capital Improvement Program (CIP) Bond Funded Projects

4. Ratify Contract for School Based Health Centers

MOTION: Ms. Walston moved to approve the consent calendar as presented. Mr. Torrey seconded, but requested that item number 4, *Ratify Contract for School-Based Health Centers*, be removed to receive more information on the topic. Ms. Walston rescinded her motion. A vote was made on the removal of the item number 4, *Ratify Contract for School Based Health Centers*; the motion passed unanimously.

Dr. Balderas said the board would receive information on the status of school based health centers during the next 4J Board of Directors meeting, scheduled for August 16, 2017. He said this was a ratification of a contract working with PeaceHealth and was included in the board packet.

MOTION: Mr. Torrey moved, seconded by Ms. Hays, to accept item number 4, *Ratify Contract for School-Based Health Centers*. The motion passed unanimously.

MOTION: Ms. Levis, seconded by Ms. Walston, moved to approve the remainder of the consent calendar with the recommended edits to the minutes. The motion passed unanimously.

XII. ITEMS FOR Information

1. Receive Information Regarding Free Breakfast at Elementary Schools

Ms. Holly Langan shared that the district will be offering free breakfast at all elementary schools next school year. This is in addition to the free breakfast at three middle schools ATA, Kelly and Madison and four elementary schools Cesar Chavez, Howard, McCornack and River Road/El Camino del Rio through the Community Eligibility Provision program (CEP) that was initiated last year.

Ms. Nittler asked for an explanation of CEP.

Ms. Langan CEP is a community eligibility provision where students get free breakfast and lunch without applying for the free-reduced lunch program. However, families are encouraged to fill out the free and reduced lunch application as the benefits from that program to families would provide additional supports.

Ms. Langan said that breakfast was one of the lowest cost meals to produce and the district didn't anticipate the investment to be a deficit to the nutrition services budget.

Ms. Walston asked what food was served at the school breakfasts. She had heard from concerned community members that the schools served sugary foods such as French toast sticks.

Ms. Langan said French toast sticks were one of the items on the breakfast menu; however, there were also items such as bagels and cream cheese, yogurt, parfaits, pancakes, whole grain muffins, and fresh fruit, to name a few.

Ms. Nittler said this sounded like a real positive thing for students.

XIII. ITEMS FOR ACTION

1. Approve Revisions to Board Policies Section A/B and Section C

Dr. Balderas provided a brief overview of the memorandum entitled: *Approve Revisions to Board Policies Section A/B and Section C*, a copy of which was provided in the agenda packet. He noted that copies of documents with detailed information on administrator roles were also included in the agenda packet for board review. These documents were in draft format and the district staff continued to work on revisions. Dr. Balderas appreciated the time, effort and work that went into the revisions of these documents.

Ms. Walston said that this is just sections A/B and C of board policy. She said that she realizes this is a lot to read, especially for new board members.

Mr. Torrey echoed Dr. Balderas' appreciation for the work done to revise these documents. He asked that if board members saw areas for further potential revision, to bring them forward for reconsideration.

Ms. Hays thanks Ms. Walston and Mr. Torrey for their work on these documents as members of the policy committee.

Ms. Nittler asked about the board meeting procedures; if there was a quorum of five, would three board members suffice to exercise broad powers?

Ms. Walston replied, stating that under Oregon Revised Statutes (ORS) state law, a quorum of the board, meaning four members were needed.

MOTION: Mr. Torrey, seconded by Ms. Levis, moved to approve revisions to board policies A/B and section C. The motion passed, unanimously.

2. Review and Approve Names for Dedication Plaques on New School Buildings: Arts & Technology Academy and River Road/El Camino del Rio Elementary School

Dr. Balderas provided a brief overview of the process for dedication plaques. He shared a sample policy from OSBA for reference. However, we are seeking guidance on which board member names should be noted on the plaque. Should the names noted on dedication plaques include just current board members or include the names of past board members who were part of the bond campaign? Dr. Balderas said we have two new schools opening this year and the goal is to bring forward a board policy reflects the boards desire regarding which names to include.

Ms. Walston said she was glad that Craig Smith was added to the list of names on dedication plaques in the new school buildings; she thought any board member who was involved in the passing of the bond or on the board after, should be on the plaque. She advocated for increasing the names to be included on the dedication plaques, including new board members Evangelina Sundgrenz and Judy Newman.

Dr. Balderas noted that the goal was to bring a board policy back to the board for approval at a future meeting. He clarified that the names to be included were the board members that helped in the passing of the bond and the current board as well as administration.

Mr. Torrey asked for the superintendent's recommendation regarding action to be taken at this time.

Dr. Balderas said the action would be to revise board policy to ensure that all board members that were present when the bond was being passed and the current board and administration were included on the dedication plaques at the new school buildings, as well as future dedication plaques.

MOTION: Ms. Levis, seconded by Mr. Torrey, moved to have staff return with the policy as stated by Dr. Balderas, which included both board members who were on the board when the bond passed as well as current board members. The motion passed unanimously.

3. Approve Revisions to the Superintendent's Contract

Ms. Walston stated that this is the last step in the superintendent evaluation process, which was completed in June. Part of the evaluation process is to review the superintendent contract for any revisions. The proposed revisions address certain terms in the superintendent employment contract related to vacation days and contract days.

MOTION: Ms. Hays, seconded by Ms. Levis, moved to approve the revisions to the superintendent's contract. The motion passed unanimously.

Ms. Levis thanked Ms. Walston for her work on the superintendent's contract and evaluation; she noted that it was a lot of work. She also thanked Dr. Balderas for his hard work and leadership; she felt lucky to be on the board with his leadership.

Dr. Balderas commended the work of the staff; he said the work done was a team effort and notes that we have quality staff in 4J. From classified to licensed to administrators, we have quality staff to do the work. He appreciates the compliment from the board and thanks them for the honor to be in 4J.

4. Ms. Hays proposed action on a matter considered in an executive session. During the executive session, the board reviewed materials relating to a parent's request for a hearing on his complaint against three district employees. The superintendent had previously reviewed the complaint.

MOTION: Ms. Hays, seconded by Mr. Torrey, moved to decline the parent's request for a hearing. The motion passed unanimously.

XIV. Items for action at a future meeting

1. Consider amending the 2017-18 adopted budget (Supplemental Budget) The board approved a budget based on a State School Fund level of \$7.8 Billion.
- 2.

Ms. Brown said that the board approved a budget in June 2017 based on the State School Fund level of \$7.8 Billion. The Oregon Legislative Assembly adjourned on July 7, 2017, at which point the funding levels for the State School Fund and Ballot Measure 98 (Career and Technical Education) became final. With that, the latest estimates result in approximately \$8 million in additional General Fund resources to the District.

Ms. Brown said that at a board work session in June, the board discussed priorities of where we could be if additional funding came through. Those priorities included:

- Address General Fund structural deficit
- Increase counselors in elementary schools
- Increase behavior supports
- Asset replacement cycles
- Deferred maintenance
- Curriculum adoption

Ms. Brown shared a PowerPoint presentation that provided a financial picture of what the board would be looking at regarding budget including the increased revenue from the state. She said the purpose of this presentation was to review the adopted budget process and remind the board that at the work session in June we said we would come back to the board should revenue change to discuss options. She also reminded the board to keep in mind that the district is still in labor negotiations with EEA and those implications are not folded into the current budget estimates.

Mr. Torrey asked for assurance that the budget process adhered to the strategic plan.

Dr. Balderas and Ms. Brown confirmed that the process did adhere to the strategic plan.

Ms. Walston asked how the amendments affected class size as this was a priority topic identified through the strategic planning process.

Dr. Balderas replied, stating that there was roughly \$1.75 million dollars dedicated to targeted class size reduction. Class size was planned to be targeted in the Fall to make sure that there was enough Full Time Equivalent (FTE) staffing; as the cost for each teacher was roughly \$100,000. Currently there were 17 to 18 teachers projected to be hired in September 2017 to offset class sizes that were large.

2. Consider Oregon School Boards Association Membership for 2017-18

Dr. Balderas said that this is an annual renewal and board members are asked to review the agreement with OSBA each year. He reported that Oregon School Boards Association (OSBA) worked with 4J on policy revisions, provided web hosting and legal advice. This is for the board to consider and decide on at a future meeting.

XV. Suggestions by the Board for Consideration of Items at a Future Meeting

Ms. Walston mentioned an email received from a patron regarding the use of the herbicide "Round Up" at one of the schools. She said board policy Section F is next on the list of policies to be reviewed and she hopes that the district can find other alternatives of addressing the need to use this herbicide.

Dr. Balderas agreed with Ms. Walston. He added that Round Up was on the state approved list in Oregon and it was only used on two occasions: for poison oak and for cracks in concrete. He looked forward to the conversation on this topic in the future.

Ms. Hays said the Lane County Commissioners, with the help of Public Works and the Public Health Advisory Committee, just recently approved items used on roadsides and Round Up was not one of the approved items. She suggested that the board review the Lane County Commissioners' approved item list.

XVI. Adjourn

Ms. Nittler adjourned the regular board meeting at 7:47 p.m.

(Recorded by Emily Mathis, LCOG)

Dr. Gustavo Balderas
District Clerk

Eileen Nittler
Board Chair