

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
December 17, 2013
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Board Present:

Kim Strelchun, Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Beth Graser, Director, Communications
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board

Others Present:

Larry Brisbee, attorney

1. Executive Session

ORS 192.660(2)(h)—Legal Counsel. Board Chair Strelchun called the Board meeting to order at 5:17 p.m. and moved the Board into executive session under ORS 192.660(2)(h)—legal counsel. The Board discussed legal matters with their attorney; no action was taken. Board Chair Strelchun moved the Board out of executive session and recessed the meeting at 5:31 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Elaine Fox, Executive Director, Student Services
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Don Wolff, Director, Technology Services
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board

Others Present:

Lorena Colcer
Charlotte Schuster
Jennifer Gallegos
Lisa Allen
Maureen Barnhart, HEA
Luke Hammill, The Oregonian
Mike Federman, Hillsboro Tribune

2. Work Session

a. Anti-Bullying/Harassment Update and Input. Board Chair Kim Strelchun called the meeting to order at 5:35 p.m. Director of Safety and Operations Casey Waletich provided an update on the District's Anti-Bullying and Harassment Program review, which began last year, and presented a timeline of accomplishments and future steps in this focus area of the District's strategic plan. Director Waletich explained that the District's goal includes developing a student-led, student-driven program, and that the Mayor of Hillsboro's Youth Advisory Committee (YAC) has agreed to undertake the project of

developing this program. Representatives from the District met with YAC representatives in August and outlined goals, which included the creation of a campaign, slogan, printed material, and a video to be produced by students, expressing an anti-bullying message, to be promoted not only in Hillsboro schools, but throughout the community. The organization “Lines for Life” is conducting a series of workshops to guide the students through this process.

Director Waletich stated that this program represents one aspect of the District’s anti-bullying and harassment initiative, which also includes the development of curriculum and policy. He reported that last year’s goals included gathering information regarding how bullying and harassment are currently addressed in Hillsboro schools, and obtaining feedback from students regarding the situations they observe in their schools and how they think these situations should be addressed. Director Waletich stated that representatives from every District high school attended an anti-bullying summit last November and the feedback they provided has been presented to principals. He said that student feedback is also provided and reviewed annually, based on a survey of students representing the sixth, eighth, and eleventh grades. Other goals that were accomplished last year included identifying resources, and reviewing and updating policies. Director Waletich stated that the District has received a gold star rating from the Oregon Safe Schools and Communities Coalition.

Lorena Colcer, Glencoe High School senior, Hillsboro YAC co-chair, and Lines for Life workshop participant reported that YAC was enthusiastic about undertaking the project. She said that the information presented in the workshops regarding the legislation that addresses bullying was very interesting, and she thanked the District for working to meet these standards. She also said that feedback from the schools indicates that the process of reporting bullying and the steps that occur after a report has been made need to be clarified. YAC would like to ensure that an anonymous reporting process is established. Lorena emphasized that YAC’s goal is to change the high school culture, which currently perceives bullying as acceptable behavior.

Ms. Colcer reported that YAC has identified high school students as their target audience, established a main message for the campaign, and discussed marketing and branding ideas to deliver a positive message. Their strategy will avoid the term “bullying” and promote the concept of friendship. Workshops in January will include developing marketing materials and an implementation plan, designing the video, and filming. Director Waletich invited Board members to attend these workshops.

In response to Board member questions, Director Waletich explained that, although YAC has identified high school students as their target audience, they are developing a District-wide message. After the basic message has been developed, high school students will begin working with middle school leadership within their feeder groups and later with elementary students. He confirmed that other activities will also be taking place at these levels.

Board members expressed enthusiasm and support for YAC’s involvement in a student-led program with a goal of effecting positive culture change in the schools. Highlights of their discussion included the following:

- The importance of ensuring that administrators understand the value of the work
- The importance of educating adults, some of whom seem to be unaware of the significance of the problem

- Concerns regarding Ms. Colcer's statement that the process for reporting bullying is unclear
- The possibility that an anonymous report might not actually be anonymous in a situation where the fact that a report has been filed might flag someone as the reporter
- The confusion that students might feel about how to respond to inappropriate comments that they hear directed toward other students
- The courage that is required to speak up in these situations
- The importance of giving students the tools they need to stop situations that they observe immediately, rather than having to seek out the principal
- The importance of having a culture wherein peers hold each other accountable
- The importance of a safe environment on the development of cognitive functioning

Director Waletich provided the following additional progress and planning information, which coincides with the District's year-by-year plan:

- The District's anonymous tip reporting line was activated in October.
- The District safety web page is being redesigned.
- Printed materials, which will be presented to principals this spring, will include reporting processes and an "expectation manual."
- The video, which will be produced on January 30, is expected to be edited this spring and presented to the Board at an upcoming meeting.
- Policies and procedures will be reviewed in the spring.
- Curriculum will be reviewed this spring for each grade level.
- At the end of the school year, materials will be presented and promoted to the community and partners.
- Plans for the second and third year will include:
 - Professional development for staff regarding recognizing signs of bullying and addressing situations;
 - Steps for continuing YAC's work in the middle and elementary schools.

Board Chair Strelchun asked Ms. Colcer to thank YAC for their work on this project.

- b. Legislative Priorities Input. The Board discussed the upcoming legislative session and decided not to adopt legislative priorities. Highlights of the discussion included the following:
- Bills will not be available for review until mid-January; it is unknown at this time how many of the bills will be relevant to education, although it seems likely that health care will be a focus.
 - Since legislators begin working early on upcoming sessions and will begin drafting bills in early fall for the 2015 session, it is important to be aware of events, communicate with elected officials, and focus on preparing for 2015.
 - Defining schools as essential services is important. Director Janeen Sollman stated that the community does not understand that adjusting boundaries in response to student enrollment growth is not optional. Superintendent Mike Scott stated that, based on information currently being gathered, it appears that a bill might be introduced to at least include school districts in discussions when decisions are made about tax abatements.
 - Director of Communications Beth Graser provided an updated version of the District's unfunded mandate list, which includes new input from District administrators.
 - Two local events with legislators have been announced:

- The second annual Washington County Legislative Forum, hosted by the Beaverton School District, to which school board members, superintendents, and legislators have been invited
- An education information-gathering session, coordinated by a Beaverton parent, which is expected to include Suzanne Bonamici, Tobias Read, Rob Saxton, and Ben Unger

Board members discussed the possibility of hosting a legislative town hall, focused on education, and reached the following conclusion:

- If legislators are available prior to the session or early in the session, the event will be scheduled; if multi-party representation is not available at this time, the event will not be scheduled this winter.
- All legislators who represent Hillsboro School District will be invited to participate.
- It will be important to be very clear about the purpose of the event, which is to provide the community an opportunity to share their thoughts, perspectives, and questions. Specific topics may be identified after the new bills are reviewed.

The Board requested the following information:

- Determine the availability and interest of the legislators for a late January event
- Add dollar-values to the unfunded mandate list so that this information can be used in conversations with legislators

Director of Technology Services Don Wolff informed the Board that the Oregon Education Investment Board (OEIB) will present a report and options, if not recommendations, to the 2014 legislature regarding OEIB's longitudinal data system. One of the recommendations being considered is to set aside the current system and develop a completely new system, which would provide the Chief Education Officer with instant access to the records of any student from six months of age through post-graduate education. To provide a perspective on the potential cost of this project, Director Wolff stated that a consultant two years ago calculated a cost of \$50 million for designing a new system, leveraging systems that were already in place. He also explained that the State of Oregon has spent between \$14 million and \$22 million on the current system over the past eight years, not including the work that K-12 institutions, including Hillsboro School District, have invested in their own data warehouses. Director Wolff is concerned about the financial cost, as well as the loss of data and expertise, that would result from creating a new system that is not built on the work that has already been accomplished. Director Wolff also explained that Hillsboro School District is one of six data warehouse providers for the State of Oregon, providing information used by the state's Oregon Student Transcript Exchange system, and that the District completes more than 80 different reports annually for the state.

- c. Book Discussion: The Five Dysfunctions of a Team. The goals adopted by the Board in September 2013 included reading and discussing the book The Five Dysfunctions of a Team, by Patrick Lencioni. Director Monte Akers facilitated the discussion and requested feedback regarding the book, to set a course for future steps. Aspects of teamwork that were discussed included the following:
- The importance of building communication and trust
 - The possibility that individuals can have different ideas regarding what is best for students
 - The challenges of working together toward the same goal, with different ideologies and ideas about how to reach the goal

- The potential for gaining insight from each other's different views, and complementing each other's strengths

Director Akers asked the Board for suggestions regarding next steps and how to measure success for this goal at the end of the year. He asked whether they wanted to use the assessment in the book as a benchmark. Board members discussed the possibility of using the activities suggested in the book for growth in different areas, as well as the amount of time available to invest in these activities. Director Akers will obtain the facilitator's handbook and assemble some ideas to present to the Board at a future meeting.

d. OSBA Annual Convention Reports. Board members who attended the OSBA annual convention shared information from the workshops:

- Board Chair Strelchun spoke about the McMinnville School Board presentation, stating that all McMinnville schools are level four and five, with the exception of the high school, which saw a dip this year. She explained that all McMinnville board members participate on two committees, as well as adopting specific schools, sharing in the work of those schools, serving as the schools' liaison with the community, and rotating schools over the course of their term. Board Chair Strelchun also attended Dr. Golden's presentation and brought back information to share with the Board regarding OEIB's vision.
- Director Wayne Clift attended a session on House Bill 2220. He also attended a session regarding collaboration for teachers and different philosophies for integrating next-generation teachers into schools, including official mentoring programs, longer-term peer connections, and arranging for new teachers to co-teach with experienced teachers for longer periods of time.
- Based on a review of the presentations that were offered at the convention, Director Clift suggested that Hillsboro School District also has ideas and experiences that are worth sharing and that the District could increase its impact on the state by presenting its ideas.
- Director Sollman especially appreciated the workshops presented by school districts. She was impressed with a presentation regarding Eastern Promise, and she brought back information to share with the Board, as this model is relevant to the District's discussions regarding career and college pathways. Board Chair Strelchun explained that the Eastern Promise program has found a way to break down barriers between K-12, community college, and Eastern Oregon University so that students are earning a substantial amount of college credit (45 – 90 college credits) while they are still in high school. Director Sollman stated that this program is more available to all students than traditional pathways, which contain hidden roadblocks for some students.
- Director Erik Seligman shared his thoughts regarding the keynote speech, "Literacy in the Digital Age." Director Seligman stated that knowledge has always needed to be analyzed for credibility and integrated with information from other sources, and that basic reading, writing, and math skills are still essential, although the tools used to gather and present information have changed.
- Director Adriana Cañas spoke about the Gap Year Program and the opportunities it presents to students who are not ready for college when they graduate from high school.
- Director Sollman shared that the McMinnville school board has a January retreat, and that she feels this could be a valuable experience.
- Director Sollman stated that Brett Bigham, Oregon's Teacher of the Year, gave an incredibly powerful, touching, and inspiring speech.

The Board requested the following information:

- Since Director Miller was registered for the convention but unable to attend, Director Sollman requested that the Board secretary find out whether, in the future, another Board member (or Cabinet member) can attend conventions in place of an absentee.
- e. Board Discussion Time. This item was moved to the end of the regular session portion of the meeting due to time constraints. The meeting was recessed at 7:22 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
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Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Others Present:

J. B. Cohen
Lisa Allen
Maureen Barnhart, HEA
Luke Hammill, The Oregonian
Mike Federman, Hillsboro Tribune

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Elaine Fox, Executive Director, Student Services
Loren Rogers, Executive Director, Facilities, Planning, Properties, & Transportation
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board

3. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:30 p.m. and led the Pledge of Allegiance.
4. Approval of Agenda. Director Janeen Sollman moved to approve the agenda. Director Glenn Miller seconded the motion. The motion carried by a vote of 7-0.
5. Audience Time. Board Chair Strelchun explained the procedure for addressing the Board according to Policy BDDH: Public Participation in Board Meetings. Two requests were received to address the Board on non-agenda items.

Lisa Allen introduced herself as the Chair of the Citizens Curriculum Advisory Committee and a parent, teacher, and volunteer. She addressed the Board regarding the importance of school visits, stating that school visits are essential in order to understand processes and see the impact of decisions. She stated that processes are as important as results, and that school visits are a crucial part of making fully-informed decisions.

J. B. Cohen addressed the Board regarding the following items: to encourage the Board to revise District policies to allow the use of smart phone applications like graphing calculators in schools for a significant cost savings to students; to request that the Wi-Fi log-in capacity that exists at the Administration Center be expanded to schools; to request that the City of Hillsboro and Hillsboro School District meet jointly with citizens to share information about a joint process for expansion into south Hillsboro; and to urge the District to make recycling and sustainability choices more available to students.

6. Consent Agenda. Director Sollman moved to approve the Consent Agenda as printed. Director Cañas seconded the motion. The motion carried by a vote of 7-0. Consent Agenda items were as follows:

a. Approve Minutes of November 12, 2013.

b. Approve Routine Personnel Matters.

Ratify the acceptance of the retirement of the following licensed personnel:

Christine Eberle Gregory Trousdale

Ratify the acceptance of the resignation of the following licensed personnel:

Wendy Gregor Jennifer Hendrickson

Approve the employment of the following licensed personnel in the 2013-14 school year:

Christopher Keller Ruby Dawn Lyman

c. Accept Donations that are valued at \$500 or more.

- Donation of a Wilson 4-key euphonium from Kathy Stenfors to South Meadows Middle School for the band program. The estimated value of the donation is \$1,800.
- Donation of \$735 from Rebecca McAllister to W. L. Henry Elementary School to be used for the backpack program.
- Donation of \$10,360 from Orenco Boosters Club to Orenco Elementary School to be used for mounting school projectors.
- Donation of \$1,000 from Robert and Edna Wellnitz in memory of their son, Captain Kirk Wellnitz, to Hillsboro School District to be used for building materials needed for the new concession building at Hare Field.
- Donation of \$1,000 from Portland Football Officials Association in memory of Captain Kirk Wellnitz to Hillsboro School District to be used for building materials needed for the new concession building at Hare Field.
- Donation of \$600 from Truist to Brookwood Elementary School to be used for general education.
- Donation of \$738.72 from the Give with Target Campaign to be used for general education and distributed as follows:
 - \$52.00 to McKinney Elementary School
 - \$150.00 to Minter Bridge Elementary School
 - \$253.00 to Quatama Elementary School
 - \$283.72 to Witch Hazel Elementary School
- Donation of \$2,841.81 from Target Take Charge of Education Campaign to be used for general education and distributed as follows:
 - \$163.25 to McKinney Elementary School
 - \$279.33 to Orenco Elementary School
 - \$303.64 to Brookwood Elementary School
 - \$358.12 to Tobias Elementary School
 - \$399.86 to North Plains Elementary School
 - \$409.41 to Farmington View Elementary School
 - \$460.46 to Jackson Elementary School
 - \$467.74 to Lenox Elementary School
- Donation of \$860.10 from The Standard Employee Giving program to be used for general education and distributed as follows:
 - \$60.00 to Minter Bridge Elementary School
 - \$800.10 to Quatama Elementary School
- Donation of \$1,159.43 from Wells Fargo Community Support Campaign to be used for general education and distributed as follows:
 - \$7.00 to Indian Hills Elementary School

- \$50.05 to Brookwood Elementary School
- \$57.05 to Patterson Elementary School
- \$70.00 to Century High School
- \$99.00 to Jackson Elementary School
- \$115.50 to Tobias Elementary School
- \$115.78 to Rosedale Elementary School
- \$645.05 to Imlay Elementary School
- Donation of \$6,600 from West Union Community Club to West Union Elementary School to be used for technology.
- Donation of \$3,000 from Witch Hazel PTA to Witch Hazel Elementary School to be used for technology.

d. Adopt Planning Calendar for 2014-15 Budget.

e. Approve PTO/Booster Club Activities for Liability Insurance Coverage.

7. Action Items

a. Approve Contractor Prequalification. Chief Financial Officer Adam Stewart introduced Executive Director of Facilities, Planning, Properties, and Transportation Loren Rogers, to discuss the contractor prequalification process. Executive Director Rogers explained the following:

- The District developed scoring criteria and approved a prequalified contractor list in 2008, in accordance with Oregon State statutes, because of problems with the schedule, cost, and quality of work of some of the jobs that were contracted via the District's previous procedure.
- The District has continued to use the same contractor list since 2008.
- The District began preparing a new Request for Qualification (RFQ) in January 2013. Review and evaluation of the submitted qualifications required approximately six weeks, with each team member investing an estimated 40 – 45 hours of time.
- Contractors for bids of less than \$100,000 were not included in the RFQ because Oregon statutes allow the District to seek informal bids for jobs valued at less than \$100,000, but public procurement is required for bids valued at \$100,000 or more.
- The new prequalified contractor list only includes contractors who received adequate scores based on the District's criteria. New contractors who did not earn enough points and previous contractors who lost points (due to issues including poor performance and/or inadequate staff) were not able to prequalify. Each member of the selection team independently rated the contractors and then met to compare results, discovering that all team members independently eliminated the same contractors. The maximum rating on the rubric was 110 points, and the cut-off was 87 points. Of the 52 contractors who submitted qualifications, 41 were prequalified by the selection committee.
- The District's allows everyone on the prequalification list the opportunity to bid on jobs.
- Prequalified contractors can only use subcontractors who have also been prequalified.

Board members discussed the timeline for reopening the list, including the following considerations:

- The advantages of providing the public an opportunity to be added to the list more often than every five years;
- The benefits of having a predictable timeframe that is known to the public;
- The need for flexibility based on circumstances, including changes in the economy;

- The possibility of reopening the list to new contractors every two or three years, while retaining previously prequalified contractors.

Since the timeframe is not a matter of policy, it was determined that further discussion on this matter can take place at a later date. Director Clift suggested that, in the interest of establishing the best pool of available contractors, rather than pre-determining a timeframe, administration have the flexibility to determine when to reopen the list, based on the status of the economy and other relevant factors.

Director Cañas moved to approve the prequalified contractor list. Director Sollman seconded the motion. The motion carried by a vote of 7-0.

- b. Adopt 2013-14 Drug, Alcohol, and Tobacco Prevention Plan. Director Waletich explained that the 2013-14 Drug, Alcohol, and Tobacco Prevention Plan was presented for first reading on December 3, and no additional comments or questions were received during the review period. Director Akers moved to adopt the 2013-14 Drug, Alcohol, and Tobacco Prevention Plan. Director Seligman seconded the motion. The motion carried by a vote of 7-0.
 - c. Approve Revisions to Policy JHFF: Reporting Requirements Regarding Sexual Conduct with Students. Director Waletich explained that Policy JHFF: Reporting Requirements Regarding Sexual Conduct with Students was presented for first reading on December 3, and that additional language has been added in response to Board input. The Assistant Superintendent of the Office for School Performance was designated as the additional layer of reporting, which is consistent with other Board policies. Director Seligman moved to approve revisions to Policy JHFF: Reporting Requirements Regarding Sexual Conduct with Students. Director Sollman seconded the motion. The motion carried by a vote of 7-0.
8. Reports and Discussion.
- a. Strategic Plan Performance Update. Superintendent Mike Scott asked the five strategy leaders to review progress for their areas of responsibility. Assistant Superintendent Steve Larson noted that key actions and indicators are posted on the District website at <http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/StrategicPlan20112016.aspx>.
 - Instruction
 - Professional Development: Reedville Elementary School was a Level 1 school two years ago and now has moved into Level 3 status, partly because of the planning they have done and the extra resources they have received from the state (\$300,000). Their strategies have included a professional development structure that keeps students after school for additional instruction time, and brings teachers together from across the District to work on instructional strategies consistent with the bilingual program model, literacy, and mathematics. Superintendent Larson invited the Board to let him know if they would like to visit the program.
 - Structure enabling teachers to access and interact with curriculum resources, assessments, and other tools have been finalized.
 - Communication structures that build leadership capacity in instructional areas are being developed; participation in parent, student, teacher, and classified feedback sessions has almost doubled, and valuable feedback is being received and collected.

- Engagement
 - The Hillsboro School District application has reached 2,244 downloads; business cards are being distributed.
 - Superintendent Scott has a Twitter account with 35 followers; a link will be added to the District website.
 - Between the last report and December 4, 19 events took place, engaging 642 people, not including Board members or staff working the events.
 - Research was completed for the first annual School Choice report.
- Equity
 - Uniting to Understand Racism (UUR) at South Meadows Middle School included 19 participants.
 - Positive feedback is being received from last month's Brown Middle School UUR training; staff who participated are seeing the relevance between the equity work and practices in the classroom.
 - Beyond Diversity (a two-day training at NWRESA) included 21 participants; positive feedback includes requests for additional training.
 - Four administrators attended Coaching for Educational Equity (CFEE).
 - A seminar is scheduled for December 19 to bring together equity training alumni for the purpose of ongoing conversations and continued work.
 - A two-day Taking-It-Up training was completed with 85 participants. Another session will be scheduled in the spring because demand is so high. Participants include staff members, community members, and parents.
 - Eleven classified staff members are currently interested in the bilingual teacher pathway program (BTP).
 - Superintendent Scott and Assistant Superintendent Larson met with the principals of the two Level 1 schools to discuss plans for using the additional resources that were approved for them. Positions have been posted for tutors for after-school programs and a half-time coordinator. Assistant Superintendent Larson stated that progress data will be provided to the Board and asked whether the Board would like the data to be provided as a separate item or combined with other student data. Director Akers said that he would like the Level 1 progress data to be provided separately.
 - In process:
 - Identifying the number of bilingual teachers that will be needed next year
 - Building a comprehensive recruitment plan to meet the needs of the District
 - Reaching out to community organizations, including a local Somali organization, to share information regarding employment opportunities
- Facilities
 - Boundary Adjustment Process
 - The November 14 Long-Range Planning Committee meeting included a discussion of the boundary adjustment issue (shared with the Board during the December 3 work session).
 - Chief Financial Officer Stewart will be training on the transportation routing software, which provides demographic information and allows different boundary adjustment scenarios to be explored.
 - An initial boundary adjustment proposal will be developed, meeting as many of the criteria as possible.
 - A boundary adjustment web page has been set up.
 - The Long-Range Planning Committee is involved in the process of designing equitable classroom spaces for all schools. A representative from Mahlum Architects met with the committee to discuss educational specifications that have

been developed over the years for the Hillsboro School District, based on input that parents, teachers, and administrators submitted prior to the building of new elementary and middle schools. Director of Technology Don Wolff will attend the Long-Range Planning Committee's December meeting to share information regarding the Tech Enhanced Classroom.

- Safety
 - An anti-bullying / harassment update was provided in the work session.
 - Emergency procedures for the District – Director Waletich facilitated a workshop on establishing a county-wide parent reunification plan for the Safe Schools Committee of Washington County. A drill will be conducted in the spring, after the plan is finalized.
 - Threat-assessment teams conducted a workshop for administrators to provide information on the assessment process and available resources.

Discussion regarding the information provided by the strategy leaders included the following comments:

- Board Chair Strelchun said that she was very impressed with the amount and value of strategy update information on the District's website and asked how the information being reported can be made more readily available to the community – not only parents of students, but all community members – so they can understand the complexity of the work that is being done.
- Director Seligman commented that it would be interesting to track the school choice data and see how it changes over time.
- Superintendent Scott said that the coffee chats reach a cross-section of the public that would not have been reached in any other way.
- Director Cañas expressed an interest in having a coffee chat arranged that would be Spanish only, Superintendent Scott said that this is being worked on with Director of Federal Grants Olga Acuña, and that attending the January PAC meeting is also on the calendar.
- Director Sollman discussed the value of CFEE.
- Board members asked questions about bilingual recruiting.
- Director Cañas discussed her visit to Mooberry Elementary School with Superintendent Scott and the value of the equity work that is being done there.
- Director Sollman suggested that visits to the Level 1 schools be arranged because it is inspiring for Board members to see the work that is being done and it is valuable for staff to feel recognized for their work.
- Director Sollman asked about a classroom plan for full-day kindergarteners. Chief Financial Officer Stewart said that full-day kindergarteners were included in the capacity study.
- Director Sollman asked about the possibility of closing the wall between kindergarten classrooms. Chief Financial Officer Stewart said that cost estimates have not yet been calculated for construction in buildings with capacity.
- Board members discussed the importance of keeping students safe. Director Waletich confirmed that the presence of School Resource Officer's (SROs) on-site largely contributes to reduced incidence time. He also emphasized the importance of threat assessment and said that communication and training are essential.
- Director Sollman talked about the fire drill that occurred last week during her visit to Farmington View Elementary School. She said that the building was evacuated in three minutes and eight seconds. Director Waletich explained that fire drills are mandated by law, and there is discussion of mandating other types of drills since this is such an effective strategy. He said that the last student death in a school fire occurred in 1947.

Board members thanked the strategy leaders for all their hard work and for providing useful, clear data.

- b. 2013 State Report Card Data Summary. Director of Communications Beth Graser explained that Board policy requires that an annual report be created, but does not specify details of the requirement. The content and format of this report have evolved over time. Currently, a report containing student achievement data is prepared in the spring, after final 2013 graduation rates have become available. Therefore, this year's annual report has been redesigned to provide the community with an at-a-glance summary of school and District performance data for the year, based on the official state and district report cards released by ODE.
- c. Financial Report. Chief Financial Officer Stewart provided the following updates:
 - The Business Office is releasing its student body accounting manual, compiled by Finance Officer Ann Ballard. The manual outlines expectations regarding student body accounts for office managers and bookkeepers. Chief Financial Officer Stewart thanked secondary school bookkeepers, administrators, and support staff for their patience and feedback during the development of the manual.
 - A trainer from Tyler Technology is here to conduct an Infinite Visions best-practices review. The District has been using the system for five years, and Tyler Technology will provide feedback and suggestions.
9. NWRESD/HCU/HEA Reports. NWRESD Chief Human Resources Officer Robyn Bean and HCU President Eric Weyrauch were not present. HEA President Maureen Barnhart suggested the following New Year's resolutions:
 - That we seek statewide solutions to secure adequate support for public education
 - That we promote a realistic recognition of the efforts that we are all making toward providing physically safe and intellectually challenging learning environments
 - That these resolutions help reduce the stress that is being created by the unrelenting expectations on public education
 - That we celebrate our progress
10. Superintendent's Time. Superintendent Scott discussed a recent meeting with TAG parents to gather feedback and identify ideas for improving the program. The meeting resulted in ideas that can be implemented soon, as well as suggestions that will require a longer implementation process. The idea for the meeting was suggested in one of the coffee chats.

Superintendent Scott also thanked Board members for making themselves available for school visits and said that staff appreciates Board member's visits. He also thanked the Board for all of their time, energy, and commitment, and wished them an enjoyable break.

11. Board of Directors' Time. The Board Chair and Directors wished everyone happy holidays.
 - Director Sollman spoke about her experience reading to students at Lincoln Street Elementary School, joining them for lunch, and receiving their handmade thank-you card. She shared that this will be her third December reading to elementary school students, that she has visited 19 schools, and that she loves seeing the similarities and differences between the schools and students, and the excitement of making connections. She also thanked Superintendent Scott and staff for organizing the options tour and expressed appreciation for the artwork in the boardroom. Director Graser stated that the artwork is from a Hillsboro Schools Foundation grant for a program that

helped students to evaluate the meaning of home and what it would mean to be homeless.

- Director Akers clarified that school visits are important and agreed that good processes are essential in order to obtain good results.
- Director Cañas stated that she was glad that audience time is scheduled at the beginning of the meeting. She also talked about her recent visit to Mooberry Elementary School and the significant progress that has occurred there; she was impressed with the students’ behavior and engagement level and with the number of volunteers who help with reading. She shared that her New Year’s resolution is to keep a gratitude journal, including all the amazing things that happen in the schools and in her personal life, and to let teachers know how much they are appreciated. She expressed gratitude for the opportunity to serve on the Board and excitement for the coming year.
- Director Clift discussed the culminating event that occurred for all levels of robotics in leading STEM programs in the District and across the state over the past two weekends. He stated that these events bring together excited students from all backgrounds, not merely for single events, but for the culmination of research projects, the raising of incredible amounts of funds to support their programs, and interactions with businesses to obtain funding and support. He emphasized that these are the kinds of activities that the District wants to continue to engage and support.
- Board Chair Strelchun thanked Superintendent Scott and his staff for putting together the options tour. She enjoyed interacting with students, helping them in their work, and learning from them.

12. Follow-Up Items.

Request	Action
Determine the availability and interest of legislators for a late January event	Information will be provided in an update
Add dollar values to the unfunded mandate list so that this information can be used in conversations with legislators	Information will be provided in an update
Find out whether, in the future, another Board member (or a Cabinet member) can attend in conventions place of an absentee, when the registration has been paid for	The Board secretary will contact OSBA

13. Executive Session. No executive session was called.

14. Adjournment. The meeting was adjourned at 9:14 p.m.



Approved January 28, 2014