

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

March 18, 2014

District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Board Present:

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

Staff Present:

Val Bokma, Assistant to the Board

Others Present:

Rich Bagin, NSPRA
Frank Kwan, NSPRA
Enedelia Schofield, Principal, Butternut Creek Elementary School
Charlotte Schuster
Dean Pfaender, HCU

1. Focus Group Meeting with Communications Auditors

Board Chair Kim Strelchun called the meeting to order at 5:20 p.m. Representatives from the National School Public Relations Association met with the Board as a focus group for the communications audit that the organization is conducting for the District. The auditors asked the Board questions relevant to the District's strengths and areas for improvement, the effectiveness of the District's communication tools, and the public's perception of the District. Board Chair Strelchun recessed the meeting at 6:01 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
Matt Smith, Executive Director, Secondary Education
Beth Graser, Director, Communications
Saideh Haghighi, Director, Equity and Human Resources
Michelle Morrison, Manager of Business Services
Enedelia Schofield, Principal, Butternut Creek Elementary School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board

Budget Committee Present:

Chris Barry
Nina Carlson
Cathy Clark Thomas
Tim Farrell
Rebecca Lantz
Jennifer Rychlik

Others Present:

Kristen Martin
Shannon Brehmer
Kathy Newman
Brooke Nova
Dean Pfaender
Charlotte Schuster
Devin Hunter, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian
Kathy Fuller, Hillsboro Tribune

Board Chair Kim Strelchun reconvened the meeting at 6:05 p.m.

2. Work Session

- a. Discuss Superintendent Evaluation Timeline / Process. Consultant Greg McKenzie from Window to Leadership, LLC, has been working with Directors Wayne Clift, Monte Akers, and Janeen Sollman, and Superintendent Mike Scott to modify the District's superintendent evaluation process. Director Clift presented an overview of the revised process and timeline for completing the superintendent's 2014 evaluation. Highlights of the process include 360° feedback from staff and community leaders, and a self-evaluation prepared by the superintendent. Staff feedback will be received via anonymous responses to an online survey, and will be compiled by the consultant and presented to the Board. The survey questions are based on the eight standards that have been defined to measure the superintendent's performance. Director Clift stated that the first year will be considered a pilot year.

Board members' questions and comments:

- Evaluation factors include established goals, the superintendent's self-evaluation, and 360° feedback.
 - The grading scale and metrics for the revised superintendent evaluation process are comparable to the grading scale and metrics used for teachers' evaluations.
 - Success metrics for the District will be defined at the Board retreat this summer.
- b. Budget Committee Update. Superintendent Mike Scott and Chief Financial Officer Adam Stewart presented to the Budget Committee an extended budget projection outlook and a final draft recommendation for additions to the 2014-15 budget. Projected revenue estimates and recommended expenditures were revised based on updated state revenue information and feedback from earlier presentations, including the elimination of the proposal to transfer funds from reserves, and the addition of technology as an annual budget line item.

Based on the most recent State School Fund estimates and assumptions regarding Gain Share and PERS, the difference between projected revenues and expenditures is anticipated to be \$2,000,000. Recommendations for the use of these funds include:

- Class size reduction
 - Kindergarten classes (four students)
 - First and second grade classes (two students)
- Parallel supports / core / interventions
- Elementary interventions – targeted after-school support for students in poverty
- Classified hours (principal's discretion, related to enrollment)

- District-level coordinator for college/career, Career and Technical Education (CTE), Advancement Via Individual Determination (AVID), and dual credit programs
- Instructional coaches – 0.5 full-time equivalent (FTE) at each of the four middle schools

Recommendations for the use of potential additional revenue include:

- STEM / STEAM stipends for after-school programs
- Addition of technology as an annual budget line item

Recommendations regarding Bond interest reserves include:

- Investment in the arts
- Banking for future needs (e.g., full school year, bargaining, increases in PERS costs)
- Annual contributions to reserves

Budget Committee members' questions and comments included the following:

- Budget Committee members expressed general support for the final draft recommendations.
- If additional revenue from the state allows for more than \$1,000,000 in technology funding, committee members would like to reconvene for further discussion of this funding area.
- Questions were asked regarding:
 - Whether the revenue can be depended upon to continue to sustain the investments, including salaries, STE(A)M, and the arts, for future years
 - Guidelines for STE(A)M after-school programs
 - The potential for incorporating flexibility into discretionary funding and allowing schools to support their unique, identified needs
 - Other suggested expenditures, including full-year school calendars and improvements to kindergarten classrooms
 - Developing a process for identifying the schools with the greatest technology needs
 - The anticipated impact of the suggested \$100,000 investments (classified hours; college / career, CTE, AVID, dual credit programs)

Budget Committee members were asked to contact Superintendent Scott or Chief Financial Officer Stewart with their recommendations, thoughts, and concerns. Updated budget information, including new State School Fund estimates, will be provided at the April 22 Board meeting.

- c. Board Discussion Time. Board members' comments included the following:
- Interest in scheduling a Gain Share discussion with representatives from the City and County
 - Interest in scheduling a bond discussion

- Compliments to the Boundary Adjustment Committee on their hard work, outstanding process, and communication
- Request for clarification regarding the inclement weather makeup day proposal; request that a predictable inclement weather makeup plan be established for future school years

The meeting was recessed at 7:25 p.m.

7:30 p.m. Regular Session

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
Travis Reiman, Executive Director, School Performance
Loren Rogers, Executive Director, Facilities and Transportation
Matt Smith, Executive Director, Secondary Education
Beth Graser, Director, Communications
Saideh Haghighi, Director, Equity and Human Resources
Don Wolff, Director, Technology Services
Linda Harrington, Principal, Hillsboro Online Academy
Janis Hill, Principal, Quatama Elementary School
Enedelia Schofield, Principal, Butternut Creek Elementary School
Greg Timmons, Principal, Poynter Middle School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

Others Present:

Sally Bland
Lynn Coffin
Tim Farrell
Mary Diane Mendoza
Brooke Nova
Eloise Richardson
Charlotte Schuster
Ski Taylor
Members of the Century High School Swim Team
Christina Delgado, Adelante Chicas
Cecilia Girón, Adelante Chicas
Devin Hunter, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian
Kathy Fuller, Hillsboro Tribune

3. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:32 p.m. and led the Pledge of Allegiance.
4. Recognition / Student Presentation. Century High School's Swim Team was recognized for their accomplishments, and Jackson Elementary School's fifth and sixth grade choir performed "Sing my Song" and "Pizza," led by their teacher Marsha Kelly.

5. Approval of Agenda. Director Sollman moved to approve the agenda. Director Cañas seconded the motion. The motion carried by a vote of 7-0.
6. Audience Time. Board Chair Strelchun explained the procedure for addressing the Board according to Policy BDDH: Public Participation in Board Meetings. No requests were received to address the Board.
7. Consent Agenda. Director Miller moved to approve the Consent Agenda as printed. Director Sollman seconded the motion. The motion carried by a vote of 7-0. Consent Agenda items were as follows:
 - a. Approve Minutes of February 11, 2014
 - b. Approve Minutes of February 25, 2014
 - c. Approve Routine Personnel Matters, as included in the March 18, 2014, Board meeting packet
 - d. Accept Donations, as included in the March 18, 2014, Board meeting packet
 - e. Adjust Appropriations, as included in the March 18, 2014, Board meeting packet
 - f. Authorize 2014 Migrant Summer School Application
8. Action Items
 - a. Approve Boundary Changes. Chief Financial Officer Stewart presented the Boundary Adjustment Committee’s final recommendation to the Board, reviewing the guiding principles and describing the process of developing the proposal and the challenges involved. Details of the recommendation are included in the March 18 Board meeting packet.

Board members asked questions about the notification process for families who will be impacted by the adjusted boundaries, the anticipated period of time before a transfer process will be needed again, and the possibility of offering incentives for voluntary transfers when future enrollment changes are needed. They also discussed the need for legislators to recognize schools as an essential service.

Superintendent Scott emphasized that when boundary adjustments are necessary, the District takes the responsibility of making these changes very seriously, with thoughtfulness, integrity, and transparency, realizing that families are passionate about and invest heavily in their students’ schools. Superintendent Scott specifically thanked Chief Financial Officer Adam Stewart, Director of Communications Beth Graser, and Board member Glenn Miller for their roles in the boundary adjustment process.

Director Miller added that the committee agonized over every version of the proposal and voted unanimously to bring the final version to the Board.

Director Miller moved to approve the Boundary Adjustment Committee’s recommendation. Director Cañas seconded the motion. The motion carried by a vote of 7-0.

Board members expressed appreciation for the Boundary Adjustment Committee's hard work; guiding principles; open, honest, fair process; consideration for community and staff concerns; and commitment to communication. They also commended the principals for their thoughtfulness, openness to change, and warm welcome to new students and their families.

- b. Appoint Citizens' Curriculum Advisory Committee Members. Executive Director Travis Reiman explained that the Citizens' Curriculum Advisory Committee (CCAC) consists of 14 citizens who advise the Board and the District on matters related to curriculum. Each Board member appoints two members to the committee in staggered terms. When a CCAC member resigns, Board members have the opportunity to appoint a new member. As a result of recent resignations, Board members Akers and Sollman nominated the following new candidates to the committee.

Representative	Appointed by	Term Ends
Pamela Valverde-Smith	Monte Akers	June 30, 2014
Diana Santiago	Janeen Sollman	June 30, 2014
Melanie Coffee Hesselberg	Janeen Sollman	June 30, 2015

Director Akers moved to appoint Pamela Valverde-Smith, Diana Santiago, and Melanie Coffee Hesselberg to the CCAC. Director Sollman seconded the motion. The motion carried by a vote of 7-0.

- c. Approve 2014-15 School Calendar. Assistant Superintendent of Human Resources Debbie Ashley discussed the two versions of the 2014-15 school calendar that were presented to the Board for first reading at the February 25 Board meeting. Feedback received from the community overwhelmingly reflects a preference for version B, with conferences scheduled during the week of Thanksgiving. No questions or feedback were received from the Board during the review period.

Board members' questions and comments included the following:

- They discussed the number of school days in November and emphasized the need for conference and teacher preparation days to be valued as different types of school days, rather than being perceived as "non-school" days.
- They asked questions about the number of inclement weather make-up days that have been needed in recent years.
- They asked questions about substitute arrangements that might allow principals to plan professional development days for teachers, using building substitutes.
- They noted a future need for professional development time related to upcoming new systems and processes, and discussed the possibility of scheduling professional development days for 2015-16 if a full school year calendar is planned.

Director Akers moved to approve version B of the 2014-15 school calendar. Director Clift seconded the motion. After a discussion regarding the number of inclement weather make-up days that need to be reserved, Director Akers moved to amend the motion to approve version B of the 2014-15 school calendar with only March 20, June 15, and June 16, 2014, reserved as inclement weather make-up days. Director Clift seconded the motion. The motion carried by a vote of 7-0.

- d. Approve Inclement Weather Make-up Proposal. In February, the District was closed for a period of two days as a result of inclement weather. Assistant Superintendent of Human Resources Debbie Ashley presented a proposal that these two days be made up on June 16 and 17 as professional development / staff collaboration days.
- This proposal takes into account instructional seat time requirements for the granting of Carnegie units, contractual obligations with bargaining units, and the need to provide staff with critical professional development opportunities.
 - By contract, teachers are not required to make up inclement weather days unless the makeup days require student attendance, but Hillsboro Education Association (HEA) is supportive of this proposal, based on the critical need for professional development and collaboration time.
 - A plan for licensed staff makeup days will be developed by a committee, which HEA President Maureen Barnhart has been invited to join.
 - Because classified work calendars vary according to position, Human Resources will work with supervisors to plan the makeup days for classified staff. Ideas that are being considered include using some of this time to complete mandatory annual trainings that usually take place in the fall.

Director Akers moved to approve the inclement weather make-up proposal. Director Cañas seconded the motion. The motion carried by a vote of 7-0.

- e. Approve Liberty High School Turf Fields Resolution. Chief Financial Officer Adam Stewart presented a resolution authorizing a settlement with Robinson Construction Company, Southwest Recreational Industries, Grading Unlimited, and Knife River Corporation Northwest in the issue of the Liberty High School Turf Field lawsuit.

Director Sollman moved to approve the resolution authorizing settlement with Robinson Construction Company, Southwest Recreational Industries, Grading Unlimited, and Knife River Corporation Northwest. Director Miller seconded the motion. The motion carried by a vote of 7-0.

- f. Approve Contract for Audit Services. Chief Financial Officer Adam Stewart provided the following information:
- The District recently issued a Request for Proposals (RFP) to solicit price and service scope offers from qualified auditors at large.

- Grove, Mueller, & Swank, P.C., was selected be the District’s auditor of record, beginning with the 2013-14 fiscal year, for a three-year engagement that includes a two-year contract extension option.
- The contract for services will be exclusively between the vendor and Hillsboro School District.

Director Seligman moved to approve a three-year contract between Grove, Mueller, & Swank, P.C., and Hillsboro School District to provide audit services as defined in the RFP and in compliance with District policy. Director Sollman seconded the motion. The motion carried by a vote of 7-0.

- g. Award Bid for Emergency Egress Lighting. Chief Financial Officer Adam Stewart provided the following information:
- These lighting improvement projects are on the District’s high priority maintenance list and in the general fund budget.
 - The first group that requires Board approval is “Group 2,” which includes Glencoe High School, Evergreen Middle School, Jackson Elementary School, and Patterson Elementary School.
 - The low bidder for Group 2 improvements was determined to be Global Electric.

Board members asked clarifying questions about the bidding and selection process for this project.

Director Sollman moved to award the contract for Group 2 Emergency Egress Lighting Improvements to Global Electric for \$285,500. Director Akers seconded the motion. The motion carried by a vote of 7-0.

- h. Approve RFP / Contract for Bandwidth Services. Director of Technology Services Don Wolff provided the following information:
- The District’s current five-year contract with the Comcast Cable Franchise for all bandwidth and interconnectivity of District schools and buildings will terminate on June 30, 2014.
 - In order to receive the best possible pricing and to meet eligibility requirements for eRate funding, the District has been working with Northwest Regional Education Service District, Beaverton School District, Forest Grove School District, and Tigard-Tualatin School District to develop and award a request for procurement (RFP) for all Washington County schools. Director Wolff has been representing Hillsboro School District in this effort.
 - Comcast won the collective RFP, but the contract is not yet ready for approval because:
 - The length of the contract and some network design / architecture details still need to be determined.
 - The RFP seven-day waiting period ends on March 20.
 - In order to qualify for eRate discounts, the contract must have an initial signature by March 26. Therefore, Board approval is requested for the

finalized contract to be signed when it is completed. The maximum cost will not exceed \$526,309.28 per year, and the actual cost is expected to be much less.

- A five-year contract is recommended to obtain the best pricing advantage.
- Details of the finalized contract will be provided.

Director Miller moved to approve the recommendation to authorize Chief Financial Officer Stewart to sign the contract with Comcast, the contractor selected by the inter-district team, to provide bandwidth and interconnectivity for the District, as defined in the RFP. Director Cañas seconded the motion. The motion carried by a vote of 7-0.

9. Reports and Discussion

- a. Adelante Chicas. Cecilia Girón and Christina Delgado of Adelante Chicas presented information about the school-based youth empowerment program for Latina girls, grades 3 through 12. The program, which is offered at Hillsboro High School, Glencoe High School, Evergreen Middle School, and South Meadows Middle School, helps Latina students develop their leadership potential, adopt healthy life styles, develop cultural identity, and achieve academic success with high school graduation and college enrollment. One-hundred percent of participating seniors during the past three years have graduated from high school and are currently enrolled in a college or university.

Resources and strategies include bilingual after-school workshops, field trips, events, family support, community involvement, and a college savings plan. Adelante Chicas has developed partnerships with community members, volunteers, and school staff, including principals, counselors, and advisors at each school.

Board members expressed appreciation for the valuable work being accomplished by the program and a desire to see it expand into other schools, and they asked questions about the non-profit organization's funding sources.

- b. Strategic Plan Performance Update. This item was moved to a future meeting, due to time constraints.
- c. Math Adoption Update. Executive Director for School Performance Travis Reiman updated the Board on the progress of the High School Math Study Team and their interest in evaluating the potential of open-source materials. Executive Director Reiman explained that developments in technology have influenced available teaching and learning methods and resources, and that the Oregon Department of Education (ODE) has changed its expectations for adoption cycles. Rather than building a list of acceptable textbooks, ODE is currently offering a facilitated adoption process, whereby the District can partner with ODE to investigate open-source materials, print materials, and digital materials, and

together choose the best option for students. During summer 2014, the District plans to partner with ODE for a facilitated adoption process.

Executive Director Reiman explained that the District's materials and technology subcommittees have merged to investigate the relationship between materials and technology. The team has proposed an action research project to determine what data is needed in order to move forward confidently and responsibly with a math adoption that might include technology. The team would like to invest between \$45,000 and \$50,000 to purchase or pool enough technology to set up a technology-enhanced classroom at each high school. The investment would include the necessary professional development for instructors and technology for students to use on-line resources (e.g., Khan-Academy or CK-12 curriculum). The effectiveness of the on-line resources would be assessed based on data gathered via student surveys, teacher surveys, a rubric provided by ODE, and answers to stakeholders' questions.

The values of the Math Adoption Study Team include:

- Do what is best for students
- Make the most responsible choices with taxpayers' dollars
- Be completely transparent and clear in all communications

In response to Board members' questions, Executive Director Reiman, also provided the following information:

- The pilot program will reveal the percentage of students who need District-provided devices and the percentage who prefer to use their own devices.
- The course work focus will be Algebra / Geometry / Algebra II.
- The length / timeframe of the pilot study will be a period of at least one month and will take place prior to the end of the school year.
- The normal sequence of content for the identified time period will be covered using open-source materials.
- Each of the four classrooms will pilot a different option.
- Professional development is essential in order for this test to be effective in the amount of time available.
- The only purchase being made is the devices; after the pilot, they can also be used with the digital versions of purchased textbooks, if necessary.
- The Technology Department is working on bandwidth questions.
- Possible ongoing plans / investments / adoptions in different content areas will be identified as the team discovers how technology merges with instruction in different content areas.

Board members expressed support for the pilot program and requested updates regarding the process and results.

- d. Financial Report. Chief Financial Officer Adam Stewart reported that Business Office staff members have been accomplishing their ongoing work during the boundary adjustment process.

10. NWRES D/HCU/HEA Reports.

NWRES D Chief Human Resources Officer Robyn Bean was not present.

HCU President Eric Weyrauch was unable to attend the meeting; Devin Hunter spoke in his absence. Mr. Hunter stated that:

- Discussions of adding time back to classified staff are encouraging.
- Adding even a small amount of time to classified assignments will allow employees to collaborate, attend staff meetings, and read their emails.
- As a result of years of reduced hours with no decrease in workload, classified staff experience stress related to prioritizing their responsibilities.
- The cost of classified time is relatively low, and the impact of increasing classified hours is significant.
- He appreciates the support provided by the Human Resources Department, and he is hoping for the day when more hours can be restored.

HEA President Maureen Barnhart shared the following:

- She appreciates steps toward adding more licensed staff, reducing class size, adding more classified hours, and providing an opportunity for staff to collaborate.
- She would like the approved 2014-15 calendar to be accompanied by a statement to the community regarding the importance of conferences and clarifying that the November conference days are not an extension of the Thanksgiving break.
- She reminded everyone of the Oregon Education Association Symposium on March 24 at the Salem Convention Center.
- She clarified that teachers have a half-day to close their classrooms at the end of the school year.

11. Superintendent's Time. Items discussed by Superintendent Scott:

- Two District schools are below the 130-hour seat time requirement, based on the new interpretation. The District is engaged in conversations with the state and with its Washington County counterparts to verify that the new definition will be adopted moving forward. A fix has been identified for the two schools and can be put in place by next year if the new interpretation is confirmed to be ongoing. Discussions regarding seat time vs. proficiency-based instruction are also taking place.
- Visit to Hillsboro Online Academy (HOA) during a sixth grade science project
- Great participation by the Board at the recent Hillsboro Schools Foundation (HSF) event; HSF's contribution to the District is significant, and the Board's presence at the event was valuable and appreciated

12. Board of Directors' Time. Board members' comments included the following:

- Superintendent Scott received the Tom Ruhl Ally award at the 2014 Oregon Association of Latino Administrators (OALA) winter conference
- The boundary adjustment process was a great success

- Reminder that the District's bond interest is the result of strategic investments and good stewardship in handling the community's investment
- Appreciation for Hillsboro Online Academy's participation in the City of Hillsboro's St. Patrick's Day parade
- Appreciation to school staff for taking the time for Board members' visits
- Appreciation to Director Akers and the Optimist Club for their assistance with the student art mural installation at W. L. Henry Elementary School

11. Follow-Up Items.

Request	Action
Update on Bandwidth Contract	Information will be provided
Updates on progress of Math Adoption Study	Information will be provided

12. Executive Session. No executive session was called.

13. Adjournment. The meeting was adjourned at 10:26 p.m.



Approved April 22, 2014