

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
April 22, 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
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Val Bokma, Assistant to the Board

Others Present:

Greg McKenzie, Consultant
Andrea Castillo, The Oregonian

1. Executive Session

ORS 192.660(2)(i)—Evaluation of Superintendent. Board Chair Kim Strelchun called the meeting to order at 5:19 p.m. and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of superintendent. She explained that Director Erik Seligman was unable to attend the meeting because of a medical situation.

The Board discussed the superintendent's evaluation. Consultant Greg McKenzie from Window to Leadership, LLC, facilitated the discussion. Superintendent Mike Scott left the meeting at 5:22 p.m. No action was taken. Board Chair Strelchun moved the Board out of executive session and recessed the meeting at 6:02 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Cliff
Glenn Miller
Janeen Sollman

Budget Committee Present:

Chris Barry
Cathy Clark Thomas
Angie Ellis
Rebecca Lantz
Jennifer Rychlik

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
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Michelle Morrison, Manager, Business Services
Enedelia Schofield, Principal, Butternut Creek Elementary School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

Others Present:

Donald Cleland
Edie Rickard
Dean Pfaender
Devin Hunter
Maureen Barnhart, HEA
Charlotte Schuster, HCU
Andrea Castillo, The Oregonian
Kathy Fuller, Hillsboro Tribune

2. Work Session

Board Chair Kim Strelchun reconvened the meeting 6:06 p.m. She explained that Director Erik Seligman would be unable to attend due to medical issues, and that Director Wayne Cliff would need to leave early.

- a. Budget Update. Superintendent Mike Scott and Chief Financial Officer Adam Stewart provided an overview of the District's budget history for the past six years and a summary of the factors that have aligned to allow the District, for the first time in several years, to add funding back into the budget. Chief Financial Officer Stewart described the assumptions that are used in estimating revenues and expenses, and he shared information regarding the District's reserve funds.

Superintendent Scott and Chief Financial Officer Stewart presented three budget proposals, based on identified values, and explained that the proposed budget to be presented at the May 8 Budget Committee meeting would be based on the committee's feedback. Superintendent Scott emphasized the importance of strategically identifying areas where funding would have the most impact in

support of the District's goals, values, and objectives, rather than simply re-funding areas where cuts have previously been made.

The Budget Committee expressed a preference for proposal one, which included:

- No expenditures from discretionary reserves for 2014-15
- Staffing ratio reductions
- Parallel supports at the high school level
- Elementary interventions
- Classified hours to be allocated based on each principal's discretion
- College and career, Career and Technical Education (CTE), Advancement Via Individual Determination (AVID), and dual credit support
- Middle school instructional coaches
- A five percent increase in building discretionary funds (i.e., restoring a small portion of the funds that have been reduced over the years)
- STE(A)M stipends
- An investment in the arts
- An annual general fund technology investment
- A one-time technology infrastructure investment
- The restoration of one instructional day
- One full-time-equivalent addition in the Communications Department
- Funds placed in reserves, targeted for future expenses

Discussion regarding the proposed budgets included the following questions and comments:

- The STE(A)M stipend would be available for all District schools, and would support a staff member to coordinate afterschool activities. The District would work with the union to develop job descriptions and guidelines. Teachers who would like to participate would submit applications / proposals, which would need to be approved prior to receiving funding. Different schools might utilize different programs / activities, depending on their students' needs. The amount of time that would be funded by the proposed budget, and the method of determining the amount of funding to be available to each school have not yet been determined. Budget Committee members spoke in support of adding STE(A)M funding and also discussed the value of right brain integration programs.
- Investments in technology have not been sustained for several years; a budget line item that will roll up year after year is needed.
- It is the District's intention to be able to sustain the high-value items that are being added to the budget. (It was noted that the technology infrastructure investment and the restoration of one instructional day are one-time increases.)

- The communications audit revealed that the District's Communications Department is understaffed, which impacts the District's ability to communicate effectively with the community.
- The identified staffing ratios represent a goal; there is some flexibility in these numbers, based in part on the number of students enrolled at each grade level.
- The District is receiving additional guidance from ODE regarding the requirement for classroom hours, and examining how this will be impacted by adding a day back to the school calendar. Questions were asked regarding the comparative cost and value of adding back a day or adjusting instructional hours within the school day.
- A process for prioritizing requests for funding of the arts will be developed.
- Students' participation in music and activities has been demonstrated to impact their achievement and engagement.
- A plan will be developed to ensure that funding that is based on the poverty formula will be used to support the students for whom it was received, even if they are not enrolled in Title I schools.
- A variance of 0.5% in a budget the size of the District's would be \$1,000,000. While the District practices and encourages conservatism, its margins of error are relatively small, and adjustments are made every spring for prior, current, and future years.
- Funds from the development of South Hillsboro are not yet reflected in the budget.

Based on the Budget Committee's input, Superintendent Scott stated that the District would pursue proposal one, adding funding to STE(A)M and/or right brain programs, and that the proposed budget would be presented to the committee on May 8.

Director Clift left the meeting at 7:15.

- b. Discuss Compensation for Nonunion Employees. This item was moved to the regular session in the interest of time.
- c. Board Discussion Time. This item was moved to the regular session in the interest of time.

The meeting was recessed at 7:23 p.m.

7:30 p.m. Regular Session

Board Present:

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

Others Present:

Robyn Bean, NWRES D
Shannon Jones
Carissa Martus
Becky Rice
Sandy Beeber
Kim Cain
Yvette Chapman
Nicole Gordon
Heather Stover
Devin Hunter
Dean Pfaender
Maureen Barnhart, HEA
Charlotte Schuster, HCU
Andrea Castillo, The Oregonian
Kathy Fuller, 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
Travis Reiman, Executive Director, School Performance
Loren Rogers, Executive Director, Facilities and Transportation
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Jon Pede, Director, Student Services
Janis Hill, Principal, Quatama Elementary School
Julie Le, Coordinator, Student Services
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

3. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:31 p.m. and led the Pledge of Allegiance. She explained that Director Seligman would be unable to attend the meeting due to medical issues, and she shared that the Hillsboro Schools Foundation telephone fundraiser, involving approximately 100 students, was in progress upstairs. (Director Clift returned to the meeting prior to the beginning of the regular session.)
4. Recognition / Student Presentation. Quatama Elementary School's Reverse Mainstream Music Class led by Becky Rice and Carissa Martus, presented a dramatized story, "The Runaway Wok."
5. Approval of Agenda. Director Janeen Sollman moved to approve the agenda. Director Adriana Cañas seconded the motion. The motion carried by a vote of 6-0.
6. Audience Time. Board Chair Strelchun explained the procedure for addressing the Board according to Policy BDDH: Public Participation in Board Meetings. One request was received to address the Board on a non-agenda item.

Shannon Jones introduced herself as a parent and a teacher at Quatama Elementary School. She addressed the Board regarding the importance of class size, sharing her observations that students who are able to begin their formal education in smaller classes have greater opportunities to develop confidence, courage, and the ability to face challenges and overcome obstacles. Ms. Jones explained that changes in enrollment at Quatama Elementary School this year resulted in smaller than anticipated fourth grade classes, which allowed staff unique opportunities for team work, planning, and working with students one-on-one and in small groups. She stated that if class size reductions cannot be made at all grade levels, then making the reductions at the earliest grade levels will have the most impact on achievement. She urged the Board to prioritize class size reductions.

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

- a. Approve Minutes of March 18, 2014
- b. Approve Routine Personnel Matters, as included in the Board meeting packet
- c. Accept Donations, as included in the Board meeting packet
- d. Approve Agreement for Fire Hydrant Easement at North Plains Elementary School

8. Action Items

- a. Award Bid for Bleacher Replacement – Hare Field. Chief Financial Officer Stewart explained that the consultant who annually inspects the District's bleachers reported last September that the Hare Field and Glencoe High School bleachers were out of compliance and needed repair. This evaluation was confirmed by the District's insurance company, which completed a similar inspection. Based on their suggestions, sections above the second row have been roped off.

The District has collected information regarding possible solutions, ranging from a complete replacement to various options for retro-fitting the bleachers. Based on this research and a review of the submitted bids, staff recommends that a contract for replacing the bleachers at Hare Field with new aluminum bleachers be awarded to TS Gray, the apparent low bidder, and that District staff retro-fit the bleachers at Glencoe High School with wood seats and footboards. The estimated total cost for both bleacher projects is \$518,155.

Director Akers moved to authorize the administration to award the contract for bleacher replacement to the apparent low bidder, TS Gray, for Hare Field in the amount of \$254,861; and that the Glencoe High School portion of the project be retro-fitted with wood bleacher [seats] and footboards, with the work completed by District staff. Director Sollman seconded the motion. The motion carried by a vote of 6-0.

Discussion regarding the bleacher project included the following questions and comments:

- If the Board approves the plan, a timeline will be developed, with work scheduled to begin as soon as possible.
- Upon completion of the project, the bleachers will be ADA compliant.
- The inspection report did not indicate that any other bleachers are out of compliance.
- Community support with funding would be welcome.

- b. Award Bid for Storm Water Drainage System Replacement at Reedville Elementary School. Chief Financial Officer Stewart explained that during a rainy period in the fall, it was discovered that storm water was encroaching into the interior of Reedville Elementary School in areas of the building that are below grade level. Investigation revealed that the storm water drainage system had failed irreparably. Based on consultation with a civil engineering firm, it has been decided that the best solution is to construct a new exterior perimeter drainage system. Invitations to Bid were issued, and one prequalified bidder, Evergreen Pacific, submitted an estimate that was significantly lower than the others. Staff recommends that the contract for this contract be awarded to Evergreen Pacific.

Director Miller moved to authorize the administration to award the contract for the storm water drainage system replacement at Reedville Elementary School to the apparent low bidder, Evergreen Pacific, for \$274,772. Director Sollman seconded the motion. The motion carried by a vote of 6-0.

Board members asked whether the difference in bid amounts might be due to a misunderstanding regarding the project or materials. Executive Director of Facilities, Planning, Properties, and Transportation Loren Rogers explained that the bid specifications are very clear regarding materials to be used, the contractor re-checked and confirmed his numbers, and the District has used this contractor often and has no concerns about his work. In response to Board members' questions about the process that would occur if there was an error in the estimate, Executive Director Rogers explained that the contractor could be held accountable or the situation could be negotiated.

Director Sollman thanked Executive Director Rogers for his work in multiple departments.

9. Reports / Discussion Items:

- a. Dual Language Update. Executive Director of Teaching and Learning / Bilingual Education Travis Reiman presented a summary of the information presented by Drs. Virginia Collier and Wayne Thomas at their April 4 workshop. Drs. Collier and Thomas have worked as a team, studying student performance in different program models throughout the United States, for many years, and their research now includes the performance of over eight million students. Their

findings include conclusive evidence that dual language programs, sustained over time, will result in academic achievement outcomes for all students, including those who have learning disabilities, and that the academic results of dual language programs exceed those of other programs. Their research demonstrates that English language learners reach a saturation point, at which additional minutes of English language instruction no longer yield benefits. However, students who receive instruction in their primary language as well as a second language, achieve significant increases in scores over time. The research indicates that students with special needs also benefit from dual language programs, and that these programs might, in fact, represent the best model for them. In response to Board members' questions, Executive Director Reiman stated that Drs. Collier and Thomas' data does not show evidence of early diminished results in native English speakers; although there are individual stories of students who have struggles, the scores show acceleration, rather than slowing. Executive Director Reiman also stated that Drs. Collier and Thomas have offered to work with the District in reviewing and strengthening the District's programs.

Board members thanked staff for the invitation to the Colliers and Thomas workshop and discussed the value of the work.

Assistant Superintendent Steve Larson said that the District's first dual language cohort will be eleventh graders next year, and plans are being made for them to address the Board at a future meeting. He also stated that the District has contracted with Education Northwest to complete an evaluation of the District's dual language program results.

- b. Spring School Supervision Report. Executive Directors of Elementary and Secondary Education Dayle Spitzer and Matt Smith provided an overview of the supports provided to principals and the supervision model used for monitoring progress on a variety of measures, professional development, coaching, and mentoring at all District schools. Their work with principals focuses on targeted improvement plans, high quality professional learning, individual coaching, and accountability for action, with the goal of closing the achievement gap and ensuring success and growth for all students, not only academically, but as lifelong learners.

Principals are provided with a schedule of supervisory targets for instructional leadership. Executive Directors Spitzer and Smith visit classrooms with principals and meet with them to discuss system strengths, elements of quality instruction, strategies for improvement, and resources needed. In addition to regular school visits, mid-year checks are conducted with principals regarding accountability in focus areas.

Valuable professional development resources include professional learning communities (PLCs), collaborative monitoring of data to assess growth, and multiple methods of feedback.

In response to Board members' questions, Executive Directors Spitzer and Smith shared the following insights:

- This has been a difficult year for principals, and most of the challenges they discuss are related to legislative changes
- The District's staff members are resilient educators who are doing terrific work in classrooms and need support
- New principals need guidance in how to manage and delegate responsibilities
- Principals are aware of what their students are working on and how they are performing
- Connections are a vital part of success; the executive directors thanked staff and administrators for working together for the benefit of students

Superintendent Mike Scott and Assistant Superintendent Steve Larson expressed appreciation for the invaluable work performed by Executive Directors Spitzer and Smith.

- c. Financial Report. Chief Financial Officer Stewart explained that the primary focus in the Business Office has been development of the 2014-15 budget.
- d. Nonunion Compensation. Director Sollman moved to add a discussion regarding nonunion compensation to the reports and discussion section of the regular session agenda. Director Miller seconded the motion. The motion carried by 6-0.

Assistant Superintendent of Human Resources Debbie Ashley explained that meetings have been conducted with the administrative and supervisory / technical employee groups to discuss salary and benefits for the 2014-15 school year. She explained that these staff members have not yet decided as a group whether they want a full step to be approved for all who qualify, or whether they would prefer that a portion of the value of the step be added to the top of the salary schedule. Conversations on this topic will continue, and a recommendation will be presented at the May 27 Board meeting. Assistant Superintendent Ashley also stated that the insurance cap agreed upon for the classified and licensed employee groups for the 2014-15 school year is \$1075, deducted from the value of the step increase, so that the combined cost of the salary and benefits increase is equivalent to the value of a step. She stated that previous discussions indicated that the Board would like the insurance cap to be consistent for all employee groups.

Board members asked clarifying questions regarding the meet and confer process and the input provided by staff members.

10. NWRESD/HCU/HEA Reports.

NWRESD Human Resources Director Robyn Bean shared that St. Mary's Home for Boys is celebrating its 125th anniversary with special events and performances, including an opera, the Oregon Symphony, and a Nike summit. Cascade and Pacific Academies and Positive Advancement Center for Education (PACE) classes are also hosting special events.

HCU President Eric Weyrauch was unable to attend the meeting; Charlotte Schuster spoke in his absence. Ms. Schuster stated that she is encouraged by the improvements and programs mentioned in the budget discussion. She emphasized the need to restore classified hours for the following purposes:

- To ensure adequate student supervision
- To allow set-up time for health room assistants and kitchen staff before school begins
- To allow time for special education assistants to collaborate with teachers

HEA President Maureen Barnhart shared that May 17 will be the 60th anniversary of Brown versus the Board of Education, and she emphasized the need for educational assistants, teachers, specialists, and all staff members who support the needs of students to have time for collaboration.

11. Superintendent's Time. Superintendent Scott expressed appreciation to Val Bokma, the new Board secretary, for her hard work and willingness to take on a new position, and to Laurie Boyd, the Superintendent's secretary, for her knowledge and skills, kindness, patience, friendliness, and ability to predict the needs of those around her.

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

- Observation that Neil Armstrong Middle Schools' iPad pilot program is impressive, and Hillsboro School District may benefit from learning about Forest Grove's experiences
- Appreciation for the Quatama Elementary School student performance
- Appreciation for Ms. Jones' discussion of the impact that class size can have on student success
- Appreciation for kitchen staff members at Liberty High School and other schools, who have taken the initiative to recycle
- Invitation to the Hillsboro Optimist Club's celebration of Hillsboro students and teachers on April 29 at 6:30 p.m. at Trinity Lutheran Church
- Observation that Science Fair season allows students an opportunity to display their knowledge and express their personalities
- Description of McKinney Elementary School students having lunch in their classrooms with their teachers, sharing conversation, and cleaning up after themselves in a community environment
- Reminder that schools in Orange County, California, were desegregated in 1947; and that in 2011, the Presidential Medal of Freedom was awarded to Sylvia Mendez, a civil rights activist, who, as a child, was involved in the 1947 court case.

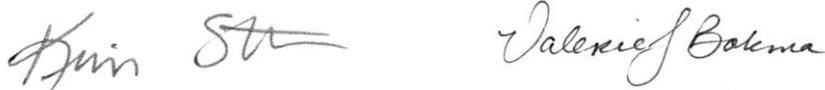
- Appreciation to District staff for organizing the field trip to Harkins House and lunch with the AVID students at Century High School
- Announcement that Glencoe High School's Robotics Team, Shockwave, has qualified for the world competition, and Glencoe's drama team will be representing Oregon at the International Thespian Conference
- Appreciation to Director Graser for the student art displayed in the Boardroom and throughout the Administration Center

13. Follow-Up Items.

Request	Action

14. Executive Session. No executive session was called.

15. Adjournment. The meeting was adjourned at 10:02 p.m.



Approved May 27, 2014