

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 27, 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:

Mike Scott, Superintendent
Val Bokma, Assistant to the Board

Others Present:

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 5:17 p.m. and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of superintendent. The Board discussed the superintendent's evaluation with the Superintendent. Superintendent Mike Scott left the meeting at 5:51 p.m. No action was taken. Board Chair Strelchun moved the Board out of executive session and recessed the meeting at 6:04 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
Dayle Spitzer, Executive Director, Elementary Education
Olga Acuña, Director, Federal Grants
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
Lourdes Salas, Secretary, Office for School Performance

Others Present:

Lisa Allen
Donald Cleland
Devin Hunter, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian
Kathy Fuller, Hillsboro Tribune

2. Work Session

Board Chair Kim Strelchun reconvened the meeting at 6:06 p.m.

- a. Discuss Board Meeting Dates for 2014-15. Board members discussed a draft list of Board meeting dates for 2014-15. Most of the Board members prefer that the summer retreat be scheduled as two partial days, rather than one full day. There were no reported scheduling conflicts with the proposed dates, but Board members will check their calendars and contact the Board secretary if any conflicts exist. The Board will vote on the meeting schedule at the regular Board meeting on June 10. Meeting times for the retreat will be determined. (Last year the meeting times for the retreat included one daytime meeting and one evening meeting.)

- b. Bond Discussion. Board members discussed whether or not to ask voters to approve a bond in November. The following aspects of the question were considered:
 - The importance of scheduling the bond measure at the appropriate time
 - The need to build communication in preparation for a future construction bond (due to Hillsboro's anticipated population growth)
 - Perspectives regarding the importance of Board members' unified support
 - The observation that the need to build new schools is often not felt by voters until existing schools are already crowded; since some schools will overflow before others, it can be difficult to gain Districtwide support
 - The variations between different districts' tax rates

In order to determine when to propose a future bond, the Board will analyze data and information that will be provided next year by the Long Range Planning Committee.

Chief Financial Officer Stewart informed the Board that the District has an opportunity to refund certain callable deferred interest bonds, which would result in more than nine million dollars of interest savings and a drop in tax levy rates in 2019. (Net Present Value savings are estimated at approximately 35 percent.) The drop in tax levy rates could provide an opportunity for a new bond issue for the construction of new schools and upgrades to existing facilities without increasing the taxpayers' rate per \$1000. Since taxes are collected a year in advance, it was suggested that in order to maintain rate stability, the District could potentially propose a bond in the fall of 2017. In order to pursue the current refinancing opportunity, the Budget Committee needs to be reconvened, and an additional Board meeting needs to be scheduled for the budget hearing and adoption.

Alternatively, the District has the option of refinancing these bonds over a three-year period. Although this option does not require scheduling additional meetings, neither does it result in the same level of savings, and it would create a temporary dip in the debt service levy, which could be confusing to taxpayers.

The Board agreed to move forward with the first refinancing option, reconvene the Budget Committee, and add a June 24 Board meeting for the budget hearing and adoption.

c. Board Discussion Time. (Director Cliff left the meeting at 6:37 p.m.)

Board members discussed the following:

- Graduation
 - The District's strong graduation rates, in a statewide comparison
 - The increase in Hillsboro Online Academy graduations from 13 last year to approximately 30 this year
 - The personal relationship with students that is reflected in Miller Education Center's graduation ceremony
 - The upcoming Valedictorian / Salutatorian luncheon
- Right-Brain Initiative
 - Attendance at the year-end event, which included shared learning, school highlights, pre- and post-assessments, and a showcase of student art work
 - Recognition of W. L. Henry's Elementary School's excellent first year of participation
 - A large grant, awarded through the Oregon Community Foundation for a studio-to-schools program, which involves incorporating local artists into the classroom, teachers and principals at successful schools mentoring those involved in beginning programs, and piloting a middle school Right Brain program
- Math action research project
 - Commendations for Assistant Superintendent Larson and his team for the math action research project
 - The value of seeing teachers in action and talking with students who were willing to share their perspectives
- Special education field trip
 - Appreciation for the valuable opportunity to visit classrooms that serve medically fragile students;

The meeting was recessed at 6:45 p.m.

Board Present:

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

Others Present:

Kristi Wilson, City of Hillsboro
Laura Bekken, HSF
Aron Carlson, HSF
Lisa Allen
Dan Bosshardt
Brooke Nova
Karen Sprecher
Nisala Kalupahana
Century High School students
Glencoe High School students
Una Voz Mariachi Band members
Devin Hunter, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian

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
Travis Reiman, Executive Director, School Performance
Loren Rogers, Executive Director, Facilities and Transportation
Olga Acuña, Director, Federal Grants
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Don Wolff, Director, Technology Services
Ene delia Schofield, Principal, Butternut Creek Elementary School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Lourdes Salas, Secretary, Office for School Performance

7:30 p.m. Regular Session

3. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:28 p.m. and led the Pledge of Allegiance.
4. Recognition. The Board recognized Karen Sprecher for her life-saving skills and commitment to students. Ms. Sprecher, a third grade teacher at Orenco Elementary School, performed the Heimlich maneuver on a choking student in April. Superintendent Scott commended Ms. Sprecher for excellent reputation with staff, her servant's heart, and the valuable connections that she has with students.
5. Approval of Agenda. Director Sollman MOVED, SECONDED by Director Cañas, to approve the agenda. The MOTION CARRIED (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 Sollman MOVED, SECONDED by Director Miller, to approve the consent agenda as printed. The MOTION CARRIED (7-0).

Consent agenda items were as follows:

- a. Approve Minutes of April 8, 2014
- b. Approve Minutes of April 22, 2014
- c. Approve Routine Personnel Matters, as included in the May 27, 2014, Board meeting packet
- d. Accept Donations, as included in the May 27, 2014, Board meeting packet
- e. Approve Consolidated ESEA Sub-grants
- f. Approve Nutrition Services Meal Prices

In reference to the donations item on the consent agenda, Director Sollman asked what process is used for thanking community members for donations. Chief Financial Officer Stewart explained that the District and the schools send thank-you letters for donations within certain ranges of values. Additional information will be provided in a Board update. Board Chair Strelchun suggested that clubs probably also send thank-you letters.

Director Akers requested information regarding sub-grants. The information will be provided in a Board update.

8. Action Items

- a. Approve Revised 2014-15 School Calendar. Assistant Superintendent Debbie Ashley explained that the 2014-15 school calendar approved by the Board on March 18 included two budget reduction days: November 26, 2014, and March 20, 2015. However, on May 8, the Budget Committee approved a budget that included only one budget reduction day. Assistant Superintendent Ashley proposed that the March 20 budget reduction day be restored, and the November 26 budget reduction day be retained. This recommendation is based on the following factors:

- Better balance for instructional needs
- Less disruption to the approved calendar

Director Sollman MOVED, SECONDED by Director Akers, to approve the revised 2014-15 school calendar, and direct staff to distribute the calendar and inform District stakeholders. The MOTION CARRIED (7-0).

- b. Award Bid for Emergency Egress Lighting. Chief Financial Officer Stewart spoke to the Board about the bid for Group 5 emergency egress lighting improvements, explaining the following:

- The threshold for Board approval is \$150,000
- This is the second group that requires Board approval
- The bidders are prequalified contractors
- The bids are available for the Board to review
- The apparent low bidder for Group 5 improvements was Global Electric

- Global Electric also received the bid for Group 2 improvements, which was approved in March 2014

In response to a question from the Board regarding the differences between the bid amounts, it was explained that, in accordance with the District's process, Executive Director Loren Rogers confirmed with the contractor that his price was correct and accurate.

Director Glenn Miller MOVED, SECONDED by Director Wayne Clift, to authorize the administration to award the contract for Group 5 Emergency Egress Lighting Improvements to Global Electric for \$227,550. The MOTION CARRIED (7-0).

9. Reports / Discussion Items:

- a. Project Citizen – Century High School Student Proposal. Century High School students presented a proposal for the installation of hand driers in Century High School's primary restrooms. They explained that their proposal would reduce District costs, improve restroom cleanliness, and save natural resources, and that paper towels would continue to be used in some areas of the school, including science labs and teachers' restrooms. They presented performance and cost / savings comparisons for two different hand driers, Dyson Air Blade and a conventional drier.

Board members asked clarifying questions. Superintendent Scott and the Board commended the students for their research and the positive outcome presented in their proposal. Superintendent Scott explained that the students approached him with their request prior to presenting it to the Board, and that he met with Executive Director Rogers regarding their proposal. During his meeting with Executive Director Rogers, it was determined that a trial of the proposal can be conducted at Century High School with the Dyson product, and District staff can complete the installation. He added that Executive Director Rogers had subsequently received a similar request from another school.

- b. School Technology Needs –Student Report. Jackson Elementary School sixth grader Nisala Kalupahana shared information regarding the impact that the District's current technology has on classroom learning time, based on timed tests he conducted of computer equipment used in classrooms. He discussed the age of the District's computers, but primarily attributed their slowness to server inadequacies, and he recommended that a new server be purchased.

Superintendent Scott and the Board commended Nisala for his research and presentation, and noted that it is helpful for the community to hear details of how the need for technology upgrades impacts students. Board members asked clarifying questions. Superintendent Scott explained that the District's latest bond proposal included \$17 million for technology upgrades, and that next year's budget includes a technology infrastructure investment of \$500,000.

- c. Hillsboro Schools Foundation Annual Report. Hillsboro Schools Foundation (HSF) Board President Laura Bekken presented the foundation's new mission and vision; described organizational structure changes; shared highlights of HSF's accomplishments during the past year; and discussed ongoing strategic planning. She emphasized HSF's goal of community-wide engagement for the benefit of all students, explained that the foundation has been reviewing its funding processes and seeking input from the community and other foundations, and announced that HSF has given away more than \$1,000,000 to schools and students since its inception, including:
- \$886,993 in innovative grants
 - \$140,800 for after-school homework programs
 - \$124,917 for high school activities (phone-a-thon)

Highlights of the past year included:

- The auction and gala raised \$146,000 with a record number of sponsors
- The phone-a-thon raised more than \$35,000 with 277 student callers

Ms. Bekken shared that HSF wants to grow and double its giving, and is looking for new fundraising events, in addition to continuing its successful events.

Board members thanked HSF for its partnership and valuable support for schools, students, and staff, creating possibilities beyond what the District can provide. Board members' comments included the observation that grant funding is often seed money that results in benefits multiplied beyond the initial investment. Superintendent Scott added that few partners are so dedicated and give so much, asking nothing in return.

- d. First Reading—High School Course Proposal: Mariachi. Executive Director for School Performance Travis Reiman, Citizens' Curriculum Advisory Committee (CCAC) Chair Lisa Allen, and Lincoln Street Elementary School teacher Dan Bosshardt presented a new high school course proposal for first reading. The proposed course, entitled "Mariachi," will be an additional band offering for high school students. Ms. Allen explained that CCAC members unanimously recommended that the course be presented to the Board for consideration of approval.

Mr. Bosshardt is the leader of the Hillsboro Mariachi Band *Una Voz*, which is currently a club activity. Several students who are members of *Una Voz* shared their personal stories of how membership in the Mariachi band has enriched their lives and provided connections that they had not experienced in traditional music classes. Mr. Bosshardt discussed the value of the course in providing more opportunities for students to participate in music education, and in building relationships with the community through performing at events (often by request).

Board members asked questions about staffing and funding for the course, how the course will impact *Una Voz*, and whether adding the new course would

require that another course or program be reduced. Executive Director Reiman explained that staffing for the course would come from the school's allocation, and instruments would be purchased using electives funds. Mr. Bosshardt and Executive Director Reiman explained that *Una Voz* will continue, but if the course is approved, Mariachi classes can become available at all of the high schools. Mr. Bosshardt explained that the goal is to expand the arts program and involve more students in music education, not draw students away from other electives. When asked whether the proposed course would support itself with revenue, Mr. Bosshardt explained that the course would not be "gig-oriented" like the club, but added that community members who have invited *Una Voz* to perform have been happy to provide support.

Board members discussed the far-reaching benefits of music programs for students, and expressed support for the proposed course, appreciation for the students' shared stories, and excitement about the opportunity to add classes after so many years of reductions. Superintendent Scott commended Mr. Bosshardt for all of his hard work over the years, and the students for their expressions of what participation in *Una Voz* means to them.

Board Chair Strelchun called for a motion to move item "k," First Reading—High School Course Proposal: Community Service Learning Elective, forward on the agenda, and insert it between items "d" and "e," since the presenters had arrived earlier than anticipated from another event. Director Akers so MOVED. The MOTION CARRIED (7-0).

- k. First Reading—High School Course Proposal: Community Service Learning Elective. Executive Director Travis Reiman, CCAC Chair Lisa Allen, and Glencoe High School teacher Brooke Nova presented a new high school course proposal for first reading. The proposed course, entitled "Community Service Learning Elective" will allow students to earn high school credit during a standards-aligned, career-related elective offering. Ms. Allen explained that CCAC members voted 7-1 in favor of recommending that the course be presented to the Board for consideration of approval, and that the dissenting member was not in disagreement with the proposal, but rather requesting more review time. Ms. Allen said that the CCAC review process has since been adjusted to allow a longer review period. The following benefits of the course were discussed:
- Building volunteerism into the school day as an elective will create more equitable access for students.
 - Community service experience will allow students to be more competitive as they apply for college admission and scholarships.
 - Students will have opportunities to develop job skills and career connections, and to discover areas they might want to explore as career pathways.

The proposed course will pilot with Hillsboro Parks and Recreation's BLAST (Bringing Leadership, Arts, and Sports Together) program. Ms. Nova explained

that BLAST was identified as a pilot model, but other opportunities, which would align with other career pathways, are also available. Kristi Wilson, previous volunteer coordinator for Hillsboro Parks and Recreation, spoke about the value of high school student volunteers working in the BLAST program, and she added that opportunities for student volunteers might exist in other City departments and programs. Student volunteers who have participated in BLAST discussed the benefits of this experience, their thankfulness for the opportunities it has created for them, and their desire for other students to have the same opportunities.

In response to Board members' questions, Executive Director Reiman and Ms. Nova provided the following additional information:

- The proposed course will be “pass/no pass” because the intent of the course is for students to gain hands-on experience in the community.
- BLAST coordinators will track volunteer attendance and can remove students from the course if there are issues.
- Although the proposed course is designed to engage students in community service, there might eventually be a potential for paid internships for students who are already in the work force.

Board members discussed the benefits of the proposed course and asked clarifying questions. Board Chair Strelchun asked Board members to address any questions they may have during the review period to Executive Director Reiman.

- e. First Reading—Policy IA: Instructional Goals. Assistant Superintendent Steve Larson explained that Oregon School Boards Association (OSBA) has recommended a revision for policy IA, in response to House Bill (HB) 2099, and that the District's current policy is very different than OSBA's recommendation. Since there is no contradiction between the two versions, the policy revision presented to the Board includes OSBA's recommended wording, but retains language that reflects the District's values.

Director Wayne Clift suggested that clarifying wording be added to item 13, regarding the transportation of students. Chief Financial Officer Stewart suggested that the item could be revised to state that transportation is provided as legally required. Board members were directed to address any questions during the review period to Assistant Superintendent Larson.

- f. First Reading—Policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline. Director of Safety and Operations Casey Waletich explained that HB 2190 amends several statutes related to school discipline, suspension, and expulsion, and OSBA has provided recommended language to align District policies with the legal requirements. Director Waletich summarized the changes to the policies presented for first reading. Director Glenn Miller expressed concerns because policy JF/JFA does

not address students' rights to privacy. Director Waletich and Superintendent Scott explained that this issue is addressed in a separate, specific policy. Board Chair Strelchun reminded Board members to contact Director Waletich with any questions they may have during the review period.

- g. First Reading—Policy JGAB: Use of Restraint and Seclusion. Executive Director of Student Services Elaine Fox explained that new legislation requires revisions to policy JGAB, primarily regarding seclusion rooms and reporting. She explained that the District already complies with most aspects of the new requirements and will be completely in compliance by July 1, 2014. Director Sollman asked clarifying questions regarding the District's procedures. Board Chair Strelchun reminded Board members to contact Executive Director Fox with any additional questions they may have during the review period.
- h. First Reading—Policy JECB: Admission of Nonresident Students. Director of Communications Beth Graser explained that recent legislation regarding inter-district student transfers requires revisions to the District's current policy JECB, and that the proposed policy revision incorporates most of OSBA's recommended language. Because additional legislative changes are expected in 2015, Director Graser suggested that the District eliminate all optional transfer-related policies and administrative regulations, retaining only those that are mandated, until after the 2015 legislative session ends. She suggested that communications regarding inter-district transfers be accomplished by posting up-to-date information on the District's website. Board members asked clarifying questions regarding the new transfer requirements. Board Chair Strelchun reminded Board members to contact Director Graser with any additional questions they may have during the review period.
- i. Year 3 Strategic Plan Highlights / Recommendations. Superintendent Scott explained that the strategic plan report would focus on recommendations for next year, and that Board input regarding year 4 of the strategic plan would be sought during the July Board meeting. Staff reported on year 3 highlights and year 4 recommendations for each strategy.

Board members commented that school websites are an important area of focus, since this is where community members look for information (for volunteering, etc.), and that the elementary websites need to be developed.

- j. Financial Report. Chief Financial Officer Stewart explained that May and June are particularly busy months for the Business Office, with four payroll runs in June, new insurance rates received from the Oregon Educators Benefit Board (OEBB), fiscal year-end work on grants and other funds, and preparing the revised budget for the June 10 meeting.

In response to Board members' questions regarding year-end balances on building funds, Chief Financial Officer Stewart said that for the 2014-15 school year, a portion of building fund end balances can be carried over.

10. NWRES D/HCU/HEA Reports.

HEA President Maureen Barnhart shared that HEA representatives have provided feedback from building staff in support of the District's efforts toward reducing class size, investments in STE(A)M, stipends, and collaboration; and questioning any reserves from the additional funding, since students currently in the classrooms need support, and the budgeted resources are not adequate.

HCU President Eric Weyrauch was unable to attend the meeting. Devin Hunter spoke in his absence, discussing the need for better communication with classified staff. Mr. Hunter said that one of the causes of communication gaps is the lack of time for classified staff to check their email, speak with a supervisor, or attend staff meetings, and that 15 minutes per day of assigned time can have a significant impact on effective communication. He also commented that some staff members are reporting further reductions in their hours, as principals rearrange assignments for next year.

11. Superintendent's Time. Superintendent Scott's comments included the following highlights:

- Thanked the students who made presentations to the Board
- Summarized the District's plan for upgrading technology with limited resources
- Commended Director of Technology Services Don Wolff for his competent leadership, incredible vision, exceptional technical knowledge, and careful, effective use of District funds
- Thanked Board members for participating in classroom visits, and retirement and graduation events

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

- Thanked the students for their presentations
- Discussed student events, including:
 - Science fair
 - Senior showcase nights
 - Graduations
 - Visits to math classes
 - Fame night (Century High School)
- Thanked Board Chair Strelchun and Vice Chair Akers for their:
 - Leadership
 - Hard work
 - Investment of time
 - Interactions with the community on behalf of the Board
 - Understanding of meeting dynamics
 - Facilitation of respectful discussions about different perspectives

- Expressed the need for the District to find a way to inform the community of all the good things that are happening
- Acknowledged that many beloved staff are retiring this year

13. Follow-Up Items.

Request	Action
Number of Miller Education Center graduates	Will be provided in an update
Information regarding donation follow-up	Will be provided in an update
Information regarding sub-grants	Will be provided in an update

14. Executive Session. No executive session was called.

15. Adjournment. The meeting was adjourned at 10:14p.m.



Approved July 29, 2014