

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

June 10, 2014

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

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Val Bokma, Assistant to the Board

1. Executive Session

ORS 192.660(2)(i)—Evaluation of Superintendent. Board Chair Kim Strelchun called the meeting to order at 5:18 p.m. and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of superintendent. Director Wayne Clift was not present. The Board discussed the superintendent's evaluation with the Superintendent. No action was taken. Board Chair Strelchun moved the Board out of executive session and recessed the meeting at 5:20 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
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Don Wolff, Director, Technology Services
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
Zaida Rosa, Bilingual Interpreter and Translator

Budget Committee Present:

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

Others Present:

Jill Golay
Carissa Martus
Devin Hunter, HCU
Eric Weyrauch, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian

2. Work Session

Board Chair Kim Strelchun reconvened the meeting at 5:28 p.m. Director Wayne Clift was not yet present. Board Chair Strelchun expressed the Board's sympathy for the staff, students, and community of the Reynolds School District.

Discuss Superintendent Compensation. Board Chair Strelchun explained that the recommendation for the Superintendent's contract includes a one-year extension and a salary increase of 3.4 percent, the equivalent of one step, which is similar to the increase that is being recommended for the other non-union groups. As with all other employee groups, part of the compensation increase will be used to increase the monthly insurance cap to \$1,075. The remainder of the compensation increase will be used for different components of the Superintendent's contract, including mileage; his base salary will remain the same.

Board Chair Strelchun explained that the Superintendent's evaluation letter would be read into the record during the regular session, and a motion would be made to approve the letter. A separate motion would be made to approve the Superintendent's contract.

Board Chair Strelchun also explained that the work session would adjourn at 6:15 p.m. for the Budget Committee meeting to be conducted, and would reconvene after the completion of the Budget Committee meeting.

Policy Discussion -- JFG: Searches; and JFCEB: Personal Communication Devices and Social Media—Students. Superintendent Mike Scott explained that adjustments are being made to policies JFG and JFCEB, the associated administrative regulations (ARs), and District practices. Executive Director of Secondary Education Matt Smith, Director of Safety and Operations Casey Waletich, and Director of Technology Don Wolff provided information to the Board regarding the proposed policy and practice revisions, explaining that the revisions are based on feedback received from legal counsel, law enforcement, and the administration team, and have been developed with a focus on making the best decisions for students and all levels of staff. Executive Director Smith provided an overview of the training plan for the administrative team. The roles of policies, ARs, and procedures / training were discussed.

Board members asked clarifying questions, and discussed the implications of a suggestion that language be added to the AR to prohibit staff from deleting items from students' personal phones. The following wording was suggested for addition to JFCEB-AR: "Staff will refrain from deleting items without prior consultation with the parent and, when appropriate, law enforcement." This language will be reviewed with the District's legal counsel. Additionally, Oregon School Boards Association (OSBA) is expected to provide new recommendations for policy JFCEB and JFCEB-AR, which may result in further revisions.

The meeting was recessed at 6:15 p.m. so that the Budget Committee meeting could be conducted.

Board Chair Strelchun reconvened the meeting at 6:55 p.m.

Board Leadership Planning for 2014-15. Board Chair Strelchun discussed the process of selecting the Board Chair and Vice Chair for the upcoming school year and invited input from Board members who are interested in these positions.

- Board Chair Strelchun said that she has enjoyed her work as Board Chair, has continued her work with OSBA leadership training, is honored to represent the Board in public settings, and would be happy to continue that work.
- Director Glenn Miller said that he still considers himself to be a junior member of the Board, so is not considering a leadership role at this time; however, he would like to expand his commitment at some point and is looking for opportunities to serve in other areas.
- Director Monte Akers said that Director Miller should not consider himself to be a junior; Director Akers also said that he does not think he will be acting as Vice Chair next year because of the time commitment; he commended Board Chair Strelchun for her work and said that he would like to see someone else work as Vice Chair with her.

Board Chair Strelchun commented that she likes the model of having an active Vice Chair, sharing work and planning with the Chair and the Superintendent. Superintendent Scott said that the model was Director Sollman's idea in a previous year, and it has enriched the conversations.

Board Discussion Time. The following items were discussed:

- Director Cañas said that the 2014 annual convention of the National Association of Latino Elected and Appointed Officials (NALEO) will be held in California. She attended last year with a scholarship, but is not yet sure whether she will be able to attend again this year. She had questions about whether Board approval would be needed to cover the cost of her hotel and registration. Director Akers and Board Chair Strelchun confirmed that approval would not be needed if the cost was within the allocated amount.
- Board and Cabinet members discussed the District's communications with parents, students, and the community regarding situations that occur within the District, within specific schools, and in other districts.
 - Board members appreciated District's the message expressing sympathy and support for the Reynolds High School community, and informing parents of the District's preparation status; they discussed the importance of making sure that parents, students, and community members know where to go for information before any crisis occurs.

- In response to Board members' questions, the following information was provided:
 - The District's goal is to over-communicate where legally possible; however, factors that can create challenges / constraints include:
 - ❖ Situations that involve a police investigation or legal restrictions
 - ❖ Balancing the needs of a victim with the needs of a group
 - When situations arise, the Superintendent and Cabinet debrief intensively to identify the best options for communication within the existing constraints
 - What the media chooses to communicate is largely outside of the District's control
 - The District's goal is to always have counselors accessible to students
 - In traumatic or disruptive situations, administrators and staff stay alert and focused on students' needs
 - Notifying parents of teacher changes is normal practice (at the school level) and will be added specifically to the District's protocol
 - Personnel issues are tracked and investigation files retained in the Human Resources Department
 - Parents or community members who have concerns about employee performance can contact the District (links are available on the website)

The meeting was adjourned at 7:24 p.m.

Board Present:

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

Others Present:

Representative Joe Gallegos
Poynter Middle School students
Blake Allen
Lisa Allen
Yvette Chapman
Laura Duncan
Carissa Martus
Juanita Martus
Jaime Rodriguez
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
Travis Reiman, Executive Director, School Performance
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Don Wolff, Director, Technology Services
Alison Paulus, Principal, W. L. Henry 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

7:30 p.m. Regular Session

3. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:34 p.m. and led the Pledge of Allegiance. She shared that thoughts and prayers are with the families of the Reynolds School District.
4. Recognition / Student Presentation. Director Sollman introduced three eighth-grade members of the Poynter Players, who performed two skits: “The Movie Store” and “The Ugly Christmas Sweater Party.”

Several second grade students from W. L. Henry Elementary School, introduced by school counselor Erika Pierce, read their compositions in English and Spanish regarding “the best part of me.” Their readings were accompanied by photographs of their best feature.

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. One request was received to address the Board on a non-agenda item. Quatama Elementary School teacher Carisa Martus shared information about the school’s adaptive music class, and explained that there is no allocation for the class for the 2014-15 school year. She said that similar classes at Patterson and Orenco Elementary Schools might also be cut next year. She spoke about the benefits of music in the learning process, and said that she and other music specialists are excited to work with the District to find creative solutions to better help serve special education student through music.

Superintendent Scott thanked Ms. Martus for bringing the situation to the attention of the Board and administrators, expressed appreciation and support for the program, and stated that administrators will connect with her to problem solve.

7. Consent Agenda. Director Sollman MOVED, SECONDED by Director Seligman to approve the Consent Agenda as printed. The MOTION CARRIED (7-0). Consent Agenda items were as follows:
 - a. Approve Routine Personnel Matters
 - b. Accept Donations
 - c. Adjust Appropriations
 - d. Approve Parent Organization Activities for Liability Insurance Coverage
8. Action Items
 - a. Approve Resolution for General Obligation Bond Refunding. Chief Financial Officer Adam Stewart explained that refinancing certain bonds would result in savings for taxpayers. In order to accomplish this, the Board needs to adopt a

resolution authorizing the refinancing, and designating staff to act on behalf of the District.

Director Sollman, MOVED, SECONDED by Director Cañas, to adopt the resolution authorizing the issuance, sale, and delivery of General Obligation refunding. The MOTION CARRIED (7-0).

- b. Approve Licensed Elementary Staff Computer Purchase. Chief Financial Officer Stewart explained that the District has secured discount pricing for a three-year lease purchase of 650 Apple laptops for licensed staff through an Organization for Educational Technology Consortium (OETC) purchasing agreement, and that the computers will be purchased using 2014-15 funds budgeted for technology.

Director Miller MOVED, SECONDED by Director Seligman, to approve the purchase lease agreement with Apple, Inc., by resolution for the purposes described in the record and in compliance with District policy. The MOTION CARRIED (7-0).

- c. Approve Compensation for Non-Union Employees for 2014-15. Assistant Superintendent Debbie Ashley explained that the Board annually authorizes compensation for non-union employee groups. The proposal for the 2014-15 school year includes a compensation increase equivalent to one step, with a portion of the increase to be utilized to increase the monthly insurance cap to \$1,075. This will maintain the insurance cap alignment for all employee groups. Language clarifying tuition reimbursement for administrators and supervisory-technical is also recommended, as is language outlining expectations for administrators.

Director Sollman MOVED, SECONDED by Director Miller, to approve the 2014-15 individual contracts with executive management, administrators, and supervisory-technical specialist employees. The MOTION CARRIED (7-0).

Director Sollman expressed appreciation for the time invested in aligning the benefit levels for all employee groups.

- d. Review Superintendent's Performance and Approve Performance Evaluation. Board Chair Strelchun explained that the Board has completed an exhaustive evaluation of Superintendent Scott's performance, resulting in an excellent evaluation. She read the evaluation letter into the record.

Director Miller MOVED, SECONDED by Director Akers, to commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file.

Board Chair Strelchun and Directors Sollman, Cañas, and Akers expressed appreciation for Superintendent Scott's leadership, honesty, integrity, and

achievements, his ability to understand other peoples' perspectives, his willingness to listen and learn, his selection of high-caliber staff who are committed to students, the work that is being accomplished, and the culture that is being developed.

Director Seligman said that he agrees with the positive aspects of the evaluation letter, but that he will vote against it because two schools received level one ratings on state report cards this year, and he feels that the letter evaluating the Superintendent needs to have a section discussing the overall academic performance of the District.

Board Chair Strelchun thanked Board members who worked on revising the District's Superintendent evaluation process.

The MOTION CARRIED (6-1), with Director Seligman opposed.

- e. Approve Extension of Superintendent Contract. Director Miller MOVED, SECONDED by Director Sollman, to approve the following resolution: Be it resolved that the Hillsboro School District Board of Directors approves the 2014-15 contract with the Superintendent, with a one-year extension through June 30, 2017. The MOTION CARRIED (7-0).
- f. Approve Board Meeting Dates for 2014-15. The Board meeting dates for 2014-15 were previously discussed during the May 27, 2014, work session. Based on Board members' input, the following change has been made to the proposed schedule: the August work session on the schedule presented for approval consists of half-day sessions on August 13 and 14.

Director Akers MOVED, SECONDED by Director Sollman, to approve the Board meeting dates for the 2014-15 school year. The MOTION PASSED (7-0).

- g. Approve New High School Course Proposal: Community Service Learning Elective. Executive Director Travis Reiman and Citizens' Curriculum Advisory Committee Chair Lisa Allen presented the Community Service Learning Elective course proposal for approval, and responded to Board members' comments and clarifying questions. The course proposal was presented to the Board for first reading during the May 27, 2014, meeting.

Director Sollman MOVED, SECONDED by Director Cañas, to approve the proposed new high school course, Community Service Learning Elective.

The MOTION CARRIED (7-0).

- h. Approve New High School Course Proposal: Mariachi. Executive Director Travis Reiman and Citizens' Curriculum Advisory Committee Chair Lisa Allen presented

the Mariachi course proposal for approval, and responded to Board members' comments and clarifying questions. The course proposal was presented to the Board for first reading during the May 27, 2014, meeting.

Director Sollman MOVED, SECONDED by Director Miller, to approve the proposed new high school course, Mariachi. The MOTION CARRIED (7-0).

- i. Approve Revisions to Policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline. Director of Safety and Operations Casey Waletich presented policies JF/JFA, JFC, and JG for approval. Director Waletich explained that the policies were presented for first reading on May 27, 2014, at which time Director Miller expressed concerns regarding the omission of language addressing searches from policy JF/JFA. Director Waletich explained that OSBA does not recommend adding language regarding searches to this policy, as there is a separate policy that addresses the specific, unique issues related to due process and searches.

Director Sollman MOVED, SECONDED by Board Chair Strelchun to approve the recommended revisions to policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline.

Board members discussed whether it is desirable to add the suggested wording regarding searches to policy JF/JFA, what the implications of adding the language might be, and other possible options, including referencing the search policy in policy JF/JFA.

Director Miller MOVED, SECONDED by Director Seligman, to include the following phrase to item 3 of policy JF/JFA: "searches and seizure of personal property."

The MOTION CARRIED (4-3), with Board Chair Strelchun, Director Sollman, and Director Cañas opposed.

The MOTION to approve the policies with the revised language CARRIED (4-3), with Board Chair Strelchun, Director Sollman, and Director Cañas opposed.

- j. Approve Revisions to Policy JGAB: Use of Restraint and Seclusion. Executive Director of Student Services Elaine Fox presented policy JGAB: Use of Restraint and Seclusion for approval. The policy was presented for first reading during the May 27, 2014, Board meeting. No comments or questions were received during the review period.

Director Akers MOVED, SECONDED by Director Cañas, to approve the recommended revisions to policy JGAB: Use of Restraint and Seclusion. The MOTION CARRIED (7-0).

- k. Approve Revisions to Policy JECB: Admission of Nonresident Students. Director of Communications Beth Graser presented policy JECB: Admission of Nonresident Students for approval. The policy was presented for first reading during the May 27, 2014, Board meeting.

Director Miller MOVED, SECONDED by Director Akers, to approve the recommended revisions to policy JECB: Admission of Nonresident Students. The MOTION CARRIED (7-0).

- l. Approve Revisions to Policy IA: Instructional Goals. Assistant Superintendent Steve Larson presented policy IA: Instructional Goals for approval. He explained that the additional wording for item 13 (“if transportation is required by law”), which was recommended during the first reading on May 27, 2014, is supported by OSBA and has been added to the presented policy.

Director Sollman MOVED, SECONDED by Director Miller, to approve the recommended revisions to policy IA: Instructional Goals. The MOTION CARRIED (7-0).

9. Reports / Discussion Items:

- a. Announce Budget Committee Vacancies. Chief Financial Officer Stewart explained that there will be two vacancies on the Budget Committee to announce and fill for next year. These positions are currently held by Tim Farrell and Jennifer Rychlik, whose terms are ending on June 30, 2014. Chief Financial Officer Stewart thanked Mr. Farrell and Ms. Rylchik for their service, and said they will be encouraged to reapply if they are interested.
- b. Announce Citizens’ Curriculum Advisory Committee (CCAC) Vacancies. Executive Director Reiman announced nine openings on the CCAC for the 2014-15 school year. Seven openings are due to expiring terms and two are due to resignations.

Executive Director Reiman and Ms. Allen explained that the CCAC has unanimously agreed to request that the Board consider revising the selection process to more closely resemble the process used to select Budget Committee members. They explained that the intent of this suggestion is to attract members who are invested in and dedicated to the work of the committee. Ms. Allen also explained that the CCAC would like 2 of the 14 seats on the committee to be specifically reserved for current high school students, since feedback from students on the committee has proven to be valuable.

Board members asked clarifying questions regarding the structure of the committee, meeting schedules, and expectations and opportunities for committee members. Ms. Allen said that expectations would be included in the

advertisement. Revisions that would be needed for policy IFF: Citizens' Curriculum Advisory Committee were also discussed. Board Chair Strelchun suggested that Executive Director Reiman present a formal proposal to the Board in July.

Superintendent Scott thanked Ms. Allen for her involvement in and commitment to the work of the committee.

- c. First Reading—Policy JFG: Searches. Executive Director of Secondary Education Matt Smith presented the first reading of policy JFG: Searches, explaining that the revisions are based on concerns expressed by Board members, and feedback from legal counsel and administrators. Director Miller expressed support of the policy, but requested a revision of the wording in the initial paragraphs regarding reasonable suspicion. Board Chair Strelchun reminded Board members to direct any questions they may have regarding the policy revisions to Executive Director Smith during the review period.
- d. First Reading—Policy JFCEB: Personal Communication Devices and Social Media—Students. Director of Technology Services Don Wolff presented the first reading of policy JFCEB: Personal Communication Devices and Social Media—Students, explaining that the revisions reflect changes in the types of personal communications devices and social media in use in the schools.
- e. First Reading—Policies JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff. Director of Safety and Operations Casey Waletich presented the first reading of policies JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff. He explained that the revisions, which are the result of House Bill 2192, include expanding the definition of the term “weapons,” removing zero tolerance, and separating the policies regarding staff and students.

Board members asked questions about how the Gun-Free School Zone Act relates to individuals carrying weapons outside of school boundaries, the relationship between state and federal law when differences exist, and how the District might respond to different situations. Director Waletich explained that:

- Oregon law differs from federal law regarding the possession of weapons outside of school boundaries; the Gun-Free School Zone Act is a federal law
- Oregon law enforcement personnel enforce Oregon laws
- The District's policies are relevant to situations that occur with staff and students on District property and at District events
- The District will work with staff and law enforcement to understand concerns and address situations

- f. First Reading—Policy JHCDA: Administering Injectable Medicines to Students. Executive Director Fox presented the first reading of policy JHCDA:

Administering Injectable Medicines to Students and summarized the recommended revisions. Board members asked clarifying questions.

- g. First Reading—Policy IGBAJ: Special Education—Free Appropriate Public Education (FAPE). Executive Director Fox presented the first reading of policy IGBAJ: Special Education—Free Appropriate Public Education (FAPE) and summarized the recommended revisions. Board members asked clarifying questions.

Board members were reminded to address any questions regarding the presented policies to the appropriate staff members during the review period.

- h. Financial Report. Chief Financial Officer Stewart shared that the Business Office is engaged in fiscal-year-end tasks, including completing four June payroll runs, audit preparations, and working on the bond refinancing.

10. NWRESA/HCU/HEA Reports.

HCU President Eric Weyrauch was unable to attend the meeting. Devin Hunter spoke in his absence. Mr. Hunter said that as planning is underway for the 2014-15 school year, investments in students and teachers are apparent, but he urged the Board to also invest in classified staff. He discussed the need to extend work calendars to allow for preparation prior to the first day of school, and the need for computer upgrades for many classified employees. He added that it is often difficult for classified staff to be heard.

HEA President Maureen Barnhart was present, but did not address the Board.

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

- Thanked Director Waletich for his work on the District's safety protocols and building partnerships with community members and law enforcement
- Expressed condolences and support for the Reynolds School District community
- Thanked the Board for a positive evaluation, stating that the work is a team effort, and thanked Cabinet and staff members for their contributions
- Discussed the W. L. Henry students' presentation and the pride and confidence demonstrated by the students

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

- Discussed graduation, including the excitement of the ceremonies, the privilege and enjoyment of handing out diplomas, the unique aspects of the different schools' ceremonies, the District's stellar graduation rates, and the inspiration of students who have overcome obstacles in order to graduate
- Commended teachers for their hard work and accomplishments
- Expressed heartfelt sympathy for Reynolds School District

- Expressed appreciation for District leadership’s response to the Reynolds tragedy, and acknowledged the hours of behind the scenes training that have taken place
- Discussed the importance of professional development for Board members, including OSBA online and in-person training
- Discussed Maya Angelou’s recent death, the value of her work, and the number of people who are not aware of who she was
- Discussed visits to elementary and middle school math classes, observing how students interact with teachers; gaining a teacher’s perspective of the changes being implemented; technology pilot visits, and eagerness for feedback on the project

13. Follow-Up Items.

Request	Action

14. Executive Session. No executive session was called.

15. Adjournment. The meeting was adjourned at 9:51 p.m.



Approved July 29, 2014