

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
November 15, 2016  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

1. **WORK SESSION**

Board Present:

Wayne Clift, Chair  
Monte Akers  
Lisa Allen  
Erik Seligman  
Janeen Sollman  
Kim Strelchun

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Adam Stewart, Chief Financial Officer  
Casey Waletich, Executive Director, Facilities, Safety, Operations  
Beth Graser, Director, Communications  
Brian Haats, Director, Human Resources  
Michelle Morrison, Director, Business Services  
Nate Roedel, Director, Nutrition Services  
Val Bokma, Assistant to the Board  
Laurie Boyd, Assistant to the Superintendent  
Sev Flores, Technology Support

Others Present:

Scott Cummins, EMS  
Devin Hunter, HCU  
Jill Golay, HEA  
Joe Vermeire, HEA

Board Chair Wayne Clift called the meeting to order at 5:17 PM, explaining that Director Janeen Sollman would be arriving late; Director Glenn Miller would be unable to attend; and the annual support services report would be moved forward on the agenda to accommodate staff members' schedules. (Director Sollman arrived during the first agenda item.)

a. Update on Locker Room Upgrade Project

Superintendent Mike Scott and Casey Waletich, Executive Director of Facilities, Safety, and Operations, provided information regarding the creation of a limited number of private changing and showering spaces in the locker rooms at the secondary schools and Hare Field. The number of spaces at each location will range from two to four, based on the need to work within the original or existing building designs, making minimal modifications. The private spaces are intended to be available for the use of students who do not feel comfortable changing or showering in public for a variety of reasons. Invitations to bid on the locker room upgrade project were issued in October, and the Board will take action on a recommendation to award a contract during tonight's regular session.

Additional aspects of the project that were discussed included: installation plans and timelines, which will vary by location, depending on the extent of work required at each facility; budget priorities; the need to avoid impacting programs and services; the potential benefits to students; and recent changes in legislation and the social landscape.

h. Annual Support Services Report

This item was moved forward on the agenda to accommodate the schedules of staff members.

The annual support services report was presented by Chief Financial Officer Adam Stewart, Executive Director Casey Waletich, and Director Nate Roedel. This report, which includes information regarding the District's Facilities and Maintenance, Nutrition Services, and Transportation departments, is included in the Board packet. The discussion included accomplishments, challenges, and upcoming projects; meal participation; and cost savings resulting from the District's production kitchens, the Nutrition Services warehouse, and districtwide energy conservation measures.

b. Introduce Citizens' Curriculum Advisory Committee (CCAC) Applicant

Assistant Superintendent Travis Reiman explained that CCAC members serve two-year staggered terms, and the recent resignations of two CCAC members has resulted in two committee openings, one with a term ending June 2017, and the other with a term ending June 2018. Assistant Superintendent Reiman said that he and CCAC Chair Elizabeth Moore recommend that Kristi Wilson, who submitted her application shortly after the due date and has been attending CCAC meetings as an observer, be appointed through June 2018, and that the position with the shorter term remain vacant until the next recruitment cycle. He also explained that another community member, Joe Everton, recently contacted Board members and Assistant Superintendent Reiman, asking to be considered for appointment to the committee. Assistant Superintendent Reiman suggested that an appointment of less than one year would not allow adequate time for a CCAC member to acquire the background information that is needed to perform the committee's work. He also suggested that Board members consider establishing guidelines regarding the filling of off-cycle vacancies.

Board members discussed the number of committee members who were appointed this year, the learning curve associated with the type of work performed by the CCAC, communications regarding off-cycle openings, the importance of having equitable processes, and the alignment of Budget Committee and CCAC application procedures. Board members agreed to not make off-cycle appointments, and to leave both of the CCAC positions vacant until the next recruitment cycle. They emphasized that this decision was not in any way a reflection on the qualifications of the community members who have expressed interest in the positions.

c. High School Academic Program Development Process Update

Assistant Superintendent Reiman reported that CCAC members have been reviewing and analyzing the input that has been collected from community members, staff, students, and families regarding shared values around educational outcomes for students. The CCAC will synthesize the data into a document that defines the community's core values, and will make recommendations regarding ability versus heterogeneous groupings of students, presenting this information to the Board on December 6. The goal is not for all schools to have identical course offerings, but to identify consistent criteria that can be considered when making program decisions across the District.

Assistant Superintendent Reiman said that the themes that are developing are consistent, and include the need for students to be challenged, supported, career- and college-ready, critical thinkers, and contributing citizens. He also discussed the process and timeline for developing the 2017-18 high school course catalog, which will include additional opportunities for the community to provide feedback.

The CCAC has expressed the need to obtain a broader range of student input, so a student panel discussion has been scheduled on November 28. Assistant

Superintendent Reiman is working with school leaders to identify students with varied educational experiences to serve on the panel.

All of the input that has been received during this process will also be made available to the community. Board members emphasized the need to make this information available soon, to assure stakeholders that their voices are being heard.

d. Budget Update

Superintendent Mike Scott, Chief Financial Officer Adam Stewart, and Director of Business Services Michelle Morrison discussed the upcoming budget process for the 2017-18 school year. Based on outcomes of the recent election and the latest budget estimates from the State, the District needs to be prepared for a potential budget shortfall.

District leaders are now participating in the Government Finance Officers Association's (GFOA's) Smarter Schools Spending program. An interdisciplinary team has been formed, which will meet regularly to determine the impact that investments have on the District's student achievement goals. The work to be accomplished in the initial year of this program is expected to be challenging, and to result in modifications to the District's budget development process.

e. Substitute Contract Update

Director of Business Services Michelle Morrison and Director of Human Services Brian Haats presented a report on the three-year contract for substitute services that went into effect with EMS SubDesk in July 2016. EMS' performance in key assessment areas has been determined to be exemplary. The discussion included benefits experienced by substitutes, and other effects of the transition.

f. Legislative Priorities Update

Director of Communication Services Beth Graser asked the Board to identify their priorities for the upcoming legislative session. Based on their input, she will draft a document to present for their review during a future meeting. Items that were mentioned included stable and adequate funding for K-12 education, funding requirements for new programs and physical education, grant-funded programs, funded carve-outs, unfunded mandates, PERS expenses, and testing and mitigation expenses for lead in drinking water. Director Kim Strelchun discussed recent revisions to OSBA's revenue reform package.

g. Strategic Plan Goals Update

This report was moved to a future Board meeting agenda.

h. Annual Support Services Report

This item was moved forward on the agenda (see above).

i. Review Board / Superintendent Working Agreements

This discussion was moved to a future Board meeting agenda.

j. Board Discussion Time

This item was delayed until the regular session.

Recess Board Meeting

The meeting was recessed at 7:00 PM.

**REGULAR SESSION**

**Board Present:**

Wayne Clift, Chair  
Monte Akers  
Lisa Allen  
Erik Seligman  
Janeen Sollman  
Kim Strelchun

**Staff Present:**

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Adam Stewart, Chief Financial Officer  
Elaine Fox, Executive Director, Student Services  
Ted Zehr, Executive Director, Secondary Education  
Beth Graser, Director, Communications  
Don Wolff, Chief Information Officer  
Brooke Nova, Coordinator, College and Career Pathways  
Val Bokma, Assistant to the Board  
Martha Méndez Bolaños, Bilingual Interpreter / Translator  
Sindy Avila, Parent and Community Engagement Liaison  
Sev Flores, Technology Support

**Others Present:**

HHS Drama Students and  
their Instructor  
Brian Pendergrass, HHS  
Marisol Cariño, PAC  
Mary Carmen Gaona, PAC  
Javier Leon, PAC  
Elizabeth Moore, CCAC  
Devin Hunter, HCU  
Jill Golay, HEA  
Joe Vermeire, HEA

2. **Call to Order and Flag Salute**

Board Chair Wayne Clift reconvened the meeting at 7:10 PM. and led the Pledge of Allegiance. Director Glenn Miller was unable to attend.

3. **RECOGNITION / PRESENTATION**

**Student Presentation: Hillsboro High School Drama**

Hillsboro High School drama students performed a scene from their upcoming play, "Dorothy Meets Alice or the Wizard of Wonderland."

4. **Approval of Agenda**

Director Janeen Sollman MOVED, SECONDED by Director Kim Strelchun, to approve the agenda.

Director Lisa Allen MOVED, SECONDED by Director Erik Seligman, to remove action item 8a [appoint CCAC member] from the agenda.

Board Chair Wayne Clift explained that the Board discussed the two CCAC vacancies during the work session, and determined that the appointment processes for the Budget Committee and the CCAC should be aligned. Therefore, CCAC appointments will not be made off-cycle. He added that, even with attrition, the CCAC has a sufficient number of members to perform its role.

Board Chair Clift emphasized that the candidate who was recommended to fill one of the two vacant positions is extremely qualified, and her contributions to the District are valued.

The AMENDED MOTION CARRIED (6-0).

The MAIN MOTION CARRIED (6-0).

5. Audience Time

Hillsboro School District parent Erika Lopez discussed the need for community members to encourage and support each other. She described the recent “We are Hillsboro” event that she organized, where participants created almost 200 posters expressing affirmation and support, which were donated to Hillsboro schools.

Hillsboro School District parent Shannon Waldo requested clarification regarding the high school academic program development process, the CCAC’s role, and access to CCAC meeting minutes and agendas. Board Chair Cliff encouraged her to connect with Assistant Superintendent Travis Reiman for answers to her questions.

6. REPORTS AND DISCUSSION

a. Migrant / Bilingual / English Language Learner Programs – Parent Advisory Council (PAC) Report

Members of the District’s Migrant / Bilingual / English Language Learner PAC discussed the purpose, goals, and accomplishments of the PAC; the workshops that have been conducted; and PAC leaders’ recommendations. Board Chair Cliff asked staff to ensure that Board members are informed of the PAC meeting schedule.

b. First Reading—2016-17 Drug, Alcohol, and Tobacco Prevention Plan

Chief Financial Officer Adam Stewart presented the 2016-17 Drug, Alcohol, and Tobacco Prevention Plan for first reading. Director Erik Seligman asked how the significant decrease in student smoking was accomplished. Chief Financial Officer Stewart will consult with Executive Director Casey Waletich, who prepared the report, but was unable to attend the regular session.

The report is included in the Board packet.

c. First Reading – New Course Proposal: Introduction to Bioscience Technologies

Assistant Superintendent Travis Reiman, Hillsboro High School science teacher Brian Pendergrass, and CCAC Chair Elizabeth Moore presented the new course proposal, Introduction to Bioscience Technologies, for first reading. This course is aligned with Portland Community College’s Introduction to Bioscience Technologies course, so students will be able to earn dual credit; and the course will help students prepare for post-secondary employment. It is anticipated that Bioscience Technologies will become a full Career Technical Education pathway, offering a Basic (or Advanced) Bioscience Technician Certificate from Portland Community College.

CCAC Chair Elizabeth Moore explained that the CCAC voted unanimously that the course be recommended to the Board for consideration.

Board members and staff discussed additional aspects of the proposal, including community partnerships, grants, funding, expenses, program adjustments, credits, and staffing.

The course proposal, summary, and outline are included in the Board packet.

d. Financial Report

Chief Financial Officer Stewart presented the monthly financial report. The report is included in the Board meeting packet.

e. Policies – First Reading

*If no public comments or questions are received regarding these policies during the review period, they will be placed on the consent agenda for approval during the next regular meeting.*

1) Policies Regarding Board and Staff Ethics

- a) Policy BBFA: Board Member Ethics and Conflicts of Interest
- b) Policy BBFB: Board Member Ethics and Nepotism
- c) Policy GBC: Staff Ethics

Chief Financial Officer Adam Stewart presented Board and staff ethics policies BBFA, BBFB, and GBC for first reading. He explained that the policies are being updated to reflect legislative changes regarding the definition of “relative.” He also discussed the new language in policy GBC regarding members of the same family working in the same building, explaining that the new language reflects the District’s current practice.

The policies are included in the Board packet.

2) Policy BDC: Executive Sessions

Superintendent Mike Scott presented policy BDC: Executive Sessions for first reading. Board members requested legal clarification regarding the process of reaching a consensus. Staff will obtain legal clarification prior to the next Board meeting.

The policy is included in the Board packet.

3) Policy BFC: Adoption and Revision of Policies

Superintendent Mike Scott presented policy BFC: Adoption and Revision of Policies for first reading. The policy is included in the Board packet.

7. CONSENT AGENDA

*Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.*

Director Kim Strelchun MOVED, SECONDED by Director Erik Seligman, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of October 11, 2016, Board Meeting
- b. Approve Minutes of October 25, 2016, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Approve Policy Revisions

*The following policies were presented for first reading on October 25, 2016*

- 1) Policy AC: Nondiscrimination and AC-AR: Discrimination Complaint Procedure
- 2) Policy EBCD: Emergency School Closures
- 3) Policy IGBAF-AR: Special Education – Individualized Education Program (IEP)

8. ACTION ITEMS

a. Appoint CCAC Member

This item was removed from the agenda.

b. Award Contract for Locker Room Upgrade Project (Nine Sites)

Chief Financial Officer Adam Stewart explained that information regarding this project was discussed during the work session, and asked the Board to award the contract for locker room upgrades to Five Star Builders.

Director Monte Akers said that he would vote against the contract because he does not think it is a practical or effective solution, and he feels that athletic staff were not adequately involved in the decision.

Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, to authorize the administration to award the contract for the locker room upgrades at nine sites to Five Star Builders, Inc., in the amount of \$255,943. The MOTION CARRIED (5-1), with Director Akers opposed.

9. NWRES D/HCU/HEA Reports

HCU President Devin Hunter expressed appreciation for support staff members, and their hard work, dedication, and essential contributions to student success. He expressed hope that they will not be impacted, if the District faces budget cuts.

HEA President Jill Golay thanked Board members for recognizing teachers during American Education Week. She discussed the theme of American Education Week (“Great Public Schools: A Basic Right and Our Responsibility”), the importance of smaller class sizes, and the need for additional resources; and she said that teachers focus on what is best for students, and want to collaborate when difficult decisions need to be made.

10. Superintendent’s Time

Superintendent Scott provided a brief summary of his recent and upcoming activities; thanked staff members for their work, which impacts the lives of 21,000 students; and congratulated Director Janeen Sollman on her new role as state representative.

11. Board of Directors’ Time

Board members discussed District events, programs, and processes; provided brief summaries of their recent and upcoming activities; expressed appreciation for staff members; and congratulated Director Sollman on her election victory.

12. Follow-Up Items

Agenda Item / Request	Action
<ul style="list-style-type: none"> <li>• Provide PAC meeting schedule to Board members</li> <li>• Respond to question regarding decrease in student smoking</li> <li>• Provide legal clarification regarding the process of reaching a consensus</li> </ul>	<ul style="list-style-type: none"> <li>• Provided in Board update</li> <li>• Provided in Board update</li> <li>• Will be provided</li> </ul>

13. Executive Session

No executive session was called.

14. Adjournment

The meeting was adjourned at 8:42 PM.



Approved December 6, 2016