

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

August 14, 2014

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

Board Present:

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

Others Present:

Maureen Barnhart, HEA

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
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Michelle Morrison, Director, Business Services
Val Bokma, Assistant to the Board
Sev Flores, Technical Support

1. Work Session

Board Chair Kim Strelchun called the meeting to order at 1:02 p.m.

Superintendent Scott explained that some items postponed from the August 13 meeting as a result of time constraints would be added to the August 14 agenda, and that the Long-Range Planning item from the August 13 meeting would be added to one of the September Board meeting agendas.

- a. Professional Development Opportunities Brainstorming and Review of Board Budget
Chief Financial Officer Stewart answered Board members' questions regarding the Board's 2014-15 budget.

Board members discussed ideas for 2014-15 professional development, including work session and report topics, school visits, and field trips.

- b. Communication

Director of Communications Beth Graser shared highlights of the District's recent communications audit and an overview of the 2014-15 strategic communications plan. She shared key messages that have been identified, and the District's new theme: "Proud to be HSD!" She also explained that the District will begin utilizing "Thoughtexchange" to receive, analyze, and moderate feedback from stakeholders, and that the format of "Hot News" will be changing.

Superintendent Scott asked Board members for feedback regarding his current methods of communicating with them (weekly posted updates, one-on-one meetings, interim calls if needed). Board members said that the current processes are valuable, and requested that they also receive text messages notifying them when urgent updates are posted.

c. Board Engagement Opportunities

Superintendent Scott asked Board members if they would like to participate in the following engagement opportunities: Rotary meetings, parent events, specific school assignments. Board members expressed interest in all of these opportunities. They also discussed McMinnville School District's model, wherein Board members act as liaisons, supporting specific "adopted" schools on a rotating cycle. They agreed that they would like Superintendent Scott, Board Chair Strelchun, and Board Vice Chair Clift to draft a plan for their consideration.

d. Preview of Preliminary Student Achievement Data / Strategic Planning – Instruction Strategy

Assistant Superintendent Larson continued the goal-setting discussion from the August 13 work session, and asked Board members to identify the specific aspects of the Instruction Strategy where reports are needed in order to evaluate the strategy area. He explained that preparing quantitative data for many aspects of the Instruction Strategy is impossible (and for many others is a time-intensive process) due to the nature of these items, and he invited Board members to meet with him one-on-one for additional information regarding any areas that may be important to them individually, but are not included in the final list for reporting. Assistant Superintendent Larson will include a list of Instruction Strategy items in a Board update so that Board members can provide additional feedback regarding their priority areas. He will also work with the executive team to identify goals that are resourced and draft new Instruction Strategy outcomes, focusing on prioritized items.

Assistant Superintendent Larson also provided a list of the data reports that are currently prepared by the District, and a sample of the 2013-14 Report of Student Achievement for the Board's review. Board members agreed that the report is valuable, and discussed possible changes to the format and the type of data presented.

Assistant Superintendent Larson explained that identifying a direct one-to-one relationship between input and output is often impossible in education, and reminded the Board that awareness of the necessary resources is an essential element of goal-setting. He suggested scheduling future goal-setting in conjunction with the development of the District's budget.

The meeting was recessed at 2:57 p.m.

Board Present:

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

Others Present:

Aron Carleson, Hillsboro City Council
Justin Arey
Charlotte Schuster
Maureen Barnhart, HEA
Devin Hunter, HCU

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Travis Reiman, Executive Director, School Performance
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Saideh Haghighi, Director, Equity and Human Resources
Cindy Longway, Director, Nutrition Services
Michelle Morrison, Director, Business Services
Carol Hatfield, Transportation Supervisor
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator
Sev Flores, Technical Support

3:00 p.m. Regular Session

2. Call to Order and Flag Salute

Board Chair Strelchun reconvened the meeting at 3:06 p.m. and led the Pledge of Allegiance.

3. Approval of Agenda

Director Sollman MOVED, SECONDED by Director Cañas, to approve the agenda. The MOTION CARRIED (7-0).

4. Audience Time

Board Chair Strelchun explained the procedure for addressing the Board according to policy BDDH: Public Participation in Board Meetings. Three requests were received to address the Board on agenda-related issues (Gain Share and policy revisions).

5. 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 July 29, 2014
- b. Approve Routine Personnel Matters, as included in the Board meeting packet
- c. Accept Donations, as included in the Board meeting packet

6. Action Items

a. Approve Contract for Commercial Food Products

Chief Financial Officer Stewart asked the Board to award the District's commercial food buying contract to Sysco Portland in conjunction with the Oregon Child Nutrition

Coalition (OCNC) food-buying cooperative. He explained that Food Services of America has terminated the joint contract for commercial food products that was in place to provide food products for Beaverton, Hillsboro, and Portland Public Schools. As a result, the District has joined the OCNC, a food buying cooperative that includes 80 Oregon school districts. OCNC awarded RFPs to Sysco Portland for Food Product and Non-Food Supplies Requirements in 2012, based on a competitive bidding process, and including four possible annual extensions. Sysco Portland's products, pricing, quality, and packaging are consistent with those of the District's former vendor, and the bid meets state and federal purchasing requirements. Director Longway explained that Sysco is required to meet all criteria of the federal nutritional guidelines.

Director Cañas MOVED, SECONDED by Director Miller, to award the District's commercial food buying contract to Sysco Portland in conjunction with the OCNC food-buying cooperative. The MOTION CARRIED (7-0).

- b. Approve Revisions to Policy IFF: Citizens' Curriculum Advisory Committee (CCAC)
Executive Director for School Performance Travis Reiman presented policy IFF for approval. Executive Director Reiman and Assistant Superintendent Larson answered Board members' questions regarding the selection process and timelines, clarifying that student members will be subject to the same application and selection requirements as other committee members, but since there is no cap on the number of committee members who can be selected, student members can be recruited after school begins. For the 2014-15 school year, the current goal is to fill nine vacant committee positions.

Director Akers MOVED, SECONDED by Director Seligman, to approve the revisions to Policy IFF: Citizens' Curriculum Advisory Committee. The MOTION CARRIED (7-0).

- c. Approve Revisions to Policy GBEDA: Drug and Alcohol Testing—Transportation Personnel
Director of Equity and Human Resources Saideh Haghighi and Transportation Supervisor Carol Hatfield presented policy GBEDA for approval. Board members asked clarifying questions.

Director Cañas MOVED, SECONDED by Director Miller, to approve the recommended revisions to policy GBEDA: Drug and Alcohol Testing—Transportation Personnel. The MOTION CARRIED (7-0).

- d. Approve Revisions to Policy KBA: Public Records
Chief Information Officer Don Wolff presented policy KBA for approval. The policy was presented for first reading during the July 29 Board meeting, and no public questions or comments were received during the review period. Board members asked clarifying questions.

Director Miller MOVED, SECONDED by Director Sollman, to approve the recommended revisions to policy KBA: Public Records. The MOTION CARRIED (7-0).

e. Approve Revisions to Policy GCAB: Personal Communication Devices and Social Media—Staff

Chief Information Officer Don Wolff presented policy GCAB for approval. The policy was presented for first reading during the July 29 Board meeting. During the review period, a Board member requested revised language regarding the mandatory reporting of illegal images on electronic devices. Legal counsel has clarified that illegal images or photographs must be reported to the appropriate agency (in some cases this may be the Department of Human Services or a School Resource Officer), and that failure to do so could result in the loss of a staff member's license. Based on legal counsel, another language option consistent with the District's legal requirements was included in the packet for the Board's consideration.

Devin Hunter, addressing the Board on his own behalf and on behalf of Hillsboro Classified United, expressed his concern that the language prohibiting staff from posting images of District facilities without authorization is overly broad and could include parents posting pictures on Facebook of their students competing in athletic events at District facilities. He also requested the addition of specific language to protect the sharing of information regarding labor-related activities.

Several board members agreed with the need for exceptions to be specifically identified. Chief Information Officer Wolff explained that these details will be included in the associated administrative regulation (GCAB-AR).

Director Miller MOVED, SECONDED by Director Seligman, to approve the revisions to policy GCAB. The MOTION CARRIED (7-0).

7. Reports and Discussion

a. Gain Share Discussion

Superintendent Scott explained that the District will be receiving \$728,716 more in Gain Share funds than initially projected for the 2014-15 school year, and that restoring the remaining budget-reduction day and adding classified and licensed staff time have been identified as priorities for the use of this additional funding.

Charlotte Schuster, addressing the Board as an audience member, advocated for the restoration of the budget-reduction day.

HEA President Maureen Barnhart urged the Board to restore the remaining budget-reduction day and use the remaining funds to increase work days or hours for classified staff.

Board members discussed the comparative value of these priorities, and their responsibilities to students, staff, the City, County, and community. They agreed to the proposal to restore the budget-reduction day and use the remaining funds for staffing needs.

Superintendent Scott expressed great thanks to Hillsboro City Council and the Washington County Commissioner. He stated that a modified school calendar will be presented to the Board in September, and said that the restored day might be placed at the end of the school year, rather than in November.

Chief Financial Officer said that the funds would be appropriated in the areas agreed upon by the Board.

b. First Reading—Policy GCL/GDL: Staff Development—Licensed

Assistant Superintendent Debbie Ashley presented policy GCL/GDL for first reading. Board members were reminded to contact Assistant Superintendent Ashley with any questions they may have during the review period.

c. Financial Report

Chief Financial Officer Adam Stewart presented the financial report and answered Board members' questions about the District's new web stores.

Board Chair Strelchun called for a motion to amend the approved agenda and move the following two items from the work session to the regular session:

- Superintendent's Committee Opportunities
- Transitioning from Teamworks to Google

Director Sollman MOVED, SECONDED by Director Akers, to amend the agenda, moving the two specified items from the work session to the regular session. The MOTION CARRIED (7-0).

d. Superintendent's Committee Opportunities

Superintendent Scott shared information with the Board regarding Superintendent's committee opportunities. Board members asked questions regarding committee functions and time commitments, and requested that the following information be provided in an interactive online document, with the item added to the September 9 Board meeting agenda:

- A list of current Board member committee assignments
- The estimated time commitment for each committee
- The number of committee members needed
- Committee meeting schedules (weekdays and times), and whether these schedules are flexible

e. Transitioning from Teamworks to Google

Chief Information Officer Wolff provided instructions to Board members for accessing their new Google site, and shared information regarding the transition from Teamworks to Google.

8. NWRESA/HCU/HEA Reports

HEA President Maureen Barnhart did not address the Board at this time.

Devin Hunter informed the Board that Eric Weyrauch has resigned as HCU president in order to spend more time with his family, and that Mr. Hunter has been appointed as HCU president through the remainder of term. Mr. Hunter addressed the Board regarding the need for additional time for classified staff, explaining that work shifts need to begin before students arrive and end after they depart in order to maximize the value of students' time. He thanked the Board for the conversation, thought, and energy they have invested in determining how to utilize the Gain Share funds.

9. Superintendent's Time

Superintendent Scott had no additional information to share.

10. Board of Directors' Time

Board members' comments included the following:

- Director Seligman had no additional information to share.
- Director Cañas shared personal thoughts regarding celebrating life and a person's life purpose, and said that she will begin pursuing her master's degree in education in September.
- Director Clift had no additional information to share.
- Director Miller congratulated Director Cañas on her educational journey, and said that he enjoyed the retreat and appreciates his colleagues.
- Director Sollman said that she values the discussions that take place, and that she is excited that school days and funding are being added back after so many years of reductions. She expressed appreciation for the District's partnerships with the City of Hillsboro and the Hillsboro Schools Foundation.
- Director Akers complimented staff on the Board retreat.
- Board Chair Strelchun thanked staff for their flexibility and the time invested in making the retreat effective. She also said that she is excited about meeting new staff members and wants to be sure the District shares the news and celebrates the restoration of a full school year.
- Board members confirmed their intention to support the restoration of a full school year.

11. Follow-Up Items

| Request | Action |
|---|---|
| McMinnville School District model drafted for Hillsboro | Superintendent Scott and Board Chair Strelchun will present the draft at a future Board meeting |
| Committee Opportunities Information | Interactive document to be posted and discussed at September 9 meeting |

12. Executive Session

No executive session was called.

13. Adjournment

The meeting was adjourned at 4:53 p.m.

Handwritten signature of Kevin St.Handwritten signature of Valerie J. Bakema

Approved September 23, 2014