

# HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

September 23, 2014

District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

## Board Present:

Kim Strelchun, Chair  
Wayne Clift, Vice Chair  
Monte Akers  
Adriana Cañas  
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  
Travis Reiman, Executive Director, School Performance  
Olga Acuña, Director, Federal Grants  
Michelle Morrison, Director, Business Services  
Laurie Boyd, Assistant to the Superintendent  
Val Bokma, Assistant to the Board

## Others Present:

Lisa Allen, CCAC Chair  
Sharri Baker Anderson, CCAC applicant  
Eddie Chavez Bolaños, CCAC applicant  
Lynn Coffin, CCAC applicant  
Karen Hanson, CCAC applicant  
Melanie Coffee Hesselberg, CCAC member  
Bonnie Howden, CCAC applicant  
Mary Phelps, CCAC applicant  
Diana Santiago Paz, CCAC applicant  
Ruth Teklu, CCAC applicant  
Jeannine Rustad, City of Hillsboro  
Paul Peterson, NWRES D  
Devin Hunter  
Scott Ruyk  
Maureen Barnhart, HEA  
Charlotte Schuster, HCU  
Kathy Fuller, Hillsboro Tribune  
Wendy Owen, The Oregonian

## 1. Work Session

Board Chair Kim Strelchun called the meeting to order at 5:32 p.m.

Chief Financial Officer Adam Stewart reminded Board members that the District's auditor routinely sends fraud questionnaires to Board members, and that some or all Board members will receive this questionnaire.

Chief Financial Officer Stewart asked Board members if they would like Budget Committee meetings to begin at 7:00 this year, as they have in recent years. Board members agreed that they would prefer the start time for Budget Committee meetings be moved to 7:30, to align with the start time for Board meeting regular sessions.

a. Introduction of Citizens' Curriculum Advisory Committee (CCAC) Applicants

Executive Director Travis Reiman discussed the purpose of the committee and the revised selection process, and introduced the CCAC applicants. The following applicants spoke to the Board regarding their interest in serving on the CCAC: Sharri Baker Anderson (new applicant), Lynn Coffin (new applicant), Karen Hanson (reappointment), Bonnie Howden (new applicant), Diana Santiago Paz (reappointment – student), Mary Phelps (reappointment), Ruth Meles Teklu (new applicant, student), Eddie Bolaños (reappointment).

CCAC Chair Lisa Allen and current CCAC member Melanie Coffee Hesselberg spoke to the Board about the value of serving on the CCAC.

Board Chair Strelchun suggested that all applicants be elected as a slate, since the number of candidates does not exceed the number of openings. Board members agreed.

Board members thanked the candidates for their interest in serving on the committee and discussed various aspects of candidate recruitment, and the role and responsibilities of CCAC members. Executive Director Reiman thanked Ms. Allen for her leadership of the CCAC.

b. Long-Range Planning Committee (LRPC) Report

Superintendent Mike Scott and Chief Financial Officer Adam Stewart provided information regarding Long-Range Planning Committee projects accomplished to date, goals for the 2014-15 school year, and next steps in the long-range planning process. Superintendent Scott stated that substantial population growth is anticipated, and it is essential that the District be thoroughly prepared well in advance.

City of Hillsboro Planning Supervisor Jeannine Rustad shared information regarding the South Hillsboro development planning and implementation.

Discussion items included:

- A review of the 2006 bond (lessons learned and building projects / facility upgrades completed)
- Tracking residential development (working with the City of Hillsboro and Washington County)
- Developing enrollment projections (working with Portland State University)
- Updating an assessment of District facilities
- Options for housing students
- The development of a comprehensive plan to prepare for a November 2017 bond, including
  - A projected bond issue timeline
  - Identifying construction / remodeling / maintenance needs to be included in the bond
  - The formation of a Community Bond Involvement Committee
- Aspects considered in identifying the November 2017 target date (including debt service rate levels and election costs)

- Board members requested regular updates from the Community Bond Involvement Committee and the LRPC, and a timeline for date-specific community involvement

Superintendent Scott described next steps and items that will be presented to the Board during a future work session, and he expressed appreciation to Ms. Rustad and the City of Hillsboro for the level of engagement and assistance they provide.

c. First Reading—Achievement Compact

Assistant Superintendent Steve Larson presented the Achievement Compact for first reading. He discussed the development of the Achievement Compact, the reporting requirements and challenges, and the work of the Achievement Compact Advisory Committee. He stated that the Oregon Education Investment Board (OEIB) is expected to recommend a new reporting structure with updated timelines in the near future. Board members asked questions regarding the District's options regarding this reporting requirement. The Achievement Compact is scheduled for approval at the October 14 Board meeting.

d. Board Discussion Time

The following items were discussed:

- Board members discussed their plans for attending the OSBA regional meeting on October 1.
- Superintendent Scott asked Board members for feedback regarding a suggestion that Board members and District staff jointly conduct focus group meetings in the community, specifically with groups who have not previously been engaged. Board members expressed support for this suggestion. Superintendent Scott will draft a list of focus groups and meeting dates so Board members can indicate their interest and availability.
- Email / Calendar system features were discussed.

The meeting was recessed at 7:20 p.m.

Board Present:

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

Others Present:

Scott Palmer  
Claudia Rodriguez-Mojica  
Elizabeth Roberson  
Shellie Dewitt  
Devin Hunter  
Olga Vargas  
Maureen Barnhart, HEA  
Charlotte Schuster, HCU  
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  
Matt Smith, Executive Director, Secondary Education  
Olga Acuña, Director, Federal Grants  
Gregg O'Mara, Director, Alternative Education  
Casey Waletich, Director, Safety and Operations  
Kona Williams, Director, Human Resources  
Pete Mulenburg, Assistant Principal, Hillsboro High School  
Becky Kingsmith, Coordinator, Teaching and Learning, Secondary  
Brooke Nova, Coordinator, College and Career Pathways  
Gustavo Olvera, Coordinator, Bilingual Programs  
Laurie Boyd, Assistant to the Superintendent  
Val Bokma, Assistant to the Board  
Zaida Rosa, Bilingual Interpreter and Translator

7:30 p.m. Regular Session

2. Call to Order and Flag Salute

Board Chair Strelchun reconvened the meeting at 7:29 p.m. and led the Pledge of Allegiance.

3. Recognition / Student Presentation

The Board recognized Bag&Baggage (B&B), Hillsboro's only professional theatre troupe, for providing opportunities for students to experience theatre, both as audience members (through the Passport program), and as participants (through the pre-professional training program). B&B's artistic director, Scott Palmer, discussed the impact of theatre on his life, and the benefits it creates for students. Two District students discussed the value of their experiences in the B&B pre-professional training program.

The District program Inspiring Growth Now in Teacher Education (IGNiTE) allows District students in grades 10 through 12, who are interested in teacher education, to explore college and career opportunities through internships, committees, and mentorships, and to gain valuable experience in the professional teaching world. College and Career Pathways Coordinator Brooke Nova and Secondary Teaching and Learning Coordinator Becky Kingsmith provided an overview of the program, and student participants spoke about the development of their career goals, and the benefits and growth they have experienced through IGNiTE.

4. Approval of Agenda

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

5. Audience Time

Board Chair Strelchun explained the procedure for addressing the Board according to policy BDDH: Public Participation in Board Meetings. Two requests were received to address the Board on an agenda-related issue (the revised school calendar).

6. 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 August 13, 2014, Board Meeting
- b. Approve Minutes of August 14, 2014, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations

7. Action Items

a. Appoint Citizens' Curriculum Advisory Committee (CCAC) Members

Executive Director Reiman introduced the slate of CCAC candidates.

Director Sollman MOVED, SECONDED by Director Seligman, to accept the slate of applicants, as discussed during the work session. The MOTION CARRIED (7-0).

The CCAC candidates listed below were appointed to two-year positions with terms ending on June 30, 2016:

- Sharri Baker Anderson
- Eddie Chavez Bolaños
- Lynn Coffin
- Michael Cunningham
- Wendy Fresh
- Karen Hanson
- Bonnie Howden
- Elizabeth Moore
- Melissa Oviedo
- Mary Phelps
- Diana Santiago Paz (student)
- Amariah Camille Salcedo (student)
- Shirley Ariaza Santaella (student)
- Ruth Meles Teklu (student)

Board members expressed appreciation to Executive Director Reiman and CCAC Chair Lisa Allen.

Executive Director Reiman announced that the first CCAC meeting for the 2014-15 school year is scheduled on October 6.

b. Suspend Review of Budget Committee Applicants

Chief Financial Officer Stewart requested that the Board suspend the review of the Budget Committee applicants until the October 14 Board meeting. He explained that the current number of applicants is not adequate to fill the open positions, and the advertisement has been extended through the month of September in order to allow time for additional candidates to apply. This timeline will still allow applicants to be reviewed by the Board during the October 14 Board meeting, and formally appointed during the October 28 meeting. Since Board policy DBEA states that the Board will review applicants in September, postponing the review date requires Board action.

Director Sollman MOVED, SECONDED by Director Miller, to suspend the review of Budget Committee applicants until the October 14 Board meeting. The MOTION CARRIED (7-0).

Director Sollman asked whether the Spanish version of the announcement specified that Spanish translation is available during meetings. This information will be added to the posting.

c. Approve 2014-15 Alternative Education Programs

Executive Director of Secondary Education Matt Smith and Director of Alternative Education Gregg O'Mara presented a description of the District's alternative education programs, and the students the programs focus on serving, explaining that the list in the Board packet includes contracted programs. Executive Director Smith explained that a committee of District leaders was established last spring, and will continue meeting this year to review the District's alternative education programs. The committee's goal is to ensure that students' needs are being met, identify best practices for meeting these needs, and identify focus areas to ensure that high quality options are available for students.

Director Seligman MOVED, SECONDED by Director Cañas, to approve the list of programs. The MOTION CARRIED (7-0).

Board members asked clarifying questions, and inquired whether it might be possible to obtain feedback from students who have completed alternative education programs with the District.

d. Approve Resolution to Appoint a New Paying Agent

Chief Financial Officer Stewart asked the Board to approve a resolution to remove the Bank of New York and appoint US Bank as the District's Paying Agent. Chief Financial Officer Stewart explained the following:

- The Paying Agent's role is to receive principal and interest payments from the District, and distribute them per contract to various certificate holders

- The District recently solicited bids from banks to provide this service for all of the District's outstanding bond issues; US Bank was identified as the successful bidder
- The District has worked with US Bank as the Paying Agent on several bond issues with very good success
- This change will allow the District to experience modest cost savings and consolidate this service to a single vendor

Board members asked clarifying questions.

Director Sollman MOVED, SECONDED by Director Miller, to approve the resolution to remove the Bank of New York and appoint US Bank as the District's Paying Agent. The MOTION CARRIED (7-0).

e. Approve Revised 2014-15 School Calendar

Assistant Superintendent Debbie Ashley presented the revised 2014-15 school calendar for the Board's approval, explaining that the proposed calendar restores the District's full school-year, based on Board members' confirmation during the August 14 Board meeting of their intention to support the use of increased Gain Share revenue from Washington County and the City of Hillsboro for this purpose. She also explained that the proposed revisions minimize disruptions to the current calendar and include:

- Changing the November 26, 2014, budget-reduction day to a licensed non-contract day
- Adding June 12, 2015, as an instructional day, which shifts the last day for teachers to June 15, 2015, and the inclement weather days to June 16 and 17, 2015

HEA President Maureen Barnhart addressed the Board, on behalf of the HEA representative council and individual members, celebrating the restoration of a full school year, and presenting a reminder of the reason behind the calendar reductions, and the reasons why educators were willing to make concessions. Ms. Barnhart spoke about inadequate school funding, and the need to work together toward a solution. She invited Board members to attend the Quality Education Festival scheduled to take place at Pioneer Square on Sunday, October 19, to support schools, and discussed additional steps that are needed to provide the best education for students.

Charlotte Schuster addressed the Board in support of restoring the full calendar. She emphasized the value of minutes to students and staff, and explained that it is impossible to predict which day might be revelatory and life-changing for a student.

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

Board members discussed the feedback that was received regarding this issue. Appreciation was expressed for the City, County, and community, and for the sacrifices made by District staff over the years.

f. Approve Revisions to Policy GCL/GDL: Staff Development

Human Resources Director Kona Williams asked the Board to approve the revisions to policy GCL/GDL, which was presented for first reading at the August 14 Board meeting. No public questions or comments were received during the review period.

Director Akers MOVED, SECONDED by Director Sollman, to approve the revisions to policy GCL/GDL: Staff Development. The MOTION CARRIED (7-0).

g. Readopt Working Agreements

Superintendent Scott explained that the Board / Superintendent working agreements are annually reviewed and readopted by the Board, and that revisions discussed during the August 13 and September 9 Board meetings have been incorporated into the Board / Superintendent working agreement document for the 2014-15 school year. Board members discussed details of the revisions.

Director Sollman MOVED, SECONDED by Director Cañas, to readopt the Board / Superintendent Working Agreements. The MOTION CARRIED (7-0).

h. Nominate Oregon School Boards Association (OSBA) Board Members

Board Chair Strelchun announced the opportunity for District Board members to express their willingness to serve on the OSBA board. No Board members expressed interest in this opportunity. Board members asked questions about the timeline for the announcement of candidates.

8. Reports and Discussion

a. Eleventh Grade Dual Language Cohort

District staff and students shared information regarding the effectiveness and benefits of the District's dual language programs, including their perspectives and experiences, data analysis results, and next steps. Highlights of the presentation:

- Assistant Superintendent Larson, Executive Director Reiman, and Coordinator of Bilingual Program Gustavo Olvera provided information regarding the history of the District's dual language programs, and explained that the District has contracted with Education Northwest to complete a comprehensive evaluation of the impact of the District's dual language programs.
- Claudia Rodriguez-Mojica, a program advisor with Education Northwest, presented the results of the evaluation, and summarized the benefits of the program model.
- Two eleventh-grade District students discussed the opportunities that the dual language program has created for them, and their experience attending the bilingual seal stakeholder meeting last Friday.
- Hillsboro High School Dual Language Coordinator Elizabeth Roberson and Hillsboro High School Assistant Principal Pete Mulenburg spoke about the opportunities and requirement of the bilingual seal program; Executive Director Reiman explained that the Oregon Department of Education (ODE) will make a

proposal to the State Board of Education for a bilingual seal program, based on feedback received from stakeholders.

- Board members asked clarifying questions about the dual language program evaluation process and results, and the official state seal of biliteracy.

b. Summer School Programs Report

Executive Director Reiman presented the annual summer school programs report, highlighting each program in the report, and commending staff who make the programs possible. He explained that academic assistance is not the only benefit that student participants receive, since many of them also receive meals through the summer food program. Board members asked questions regarding tracking or measuring the benefit that students receive from participating in summer programs, and suggested contacting schools in other districts that have moved to a year-round calendar, to find out about their experiences.

c. First Reading—Drug, Alcohol, and Tobacco Prevention Plan

Director of Safety and Operations Casey Waletich presented the 2014-15 Drug, Alcohol, and Tobacco Prevention Plan for first reading. He highlighted the District's programs, and discussed the Student Safety Survey results and the District's implementation of ODE's updated health standards. Board members requested additional information regarding concussion reports and statewide Student Safety Survey data, and expressed appreciation for resources that benefit the District, students, and their families, including the Family Resource Center, and School Resource Officers. Board Chair Strelchun reminded Board members to contact Director Waletich with any questions they have regarding the report during the review period.

d. First Reading—Policy EBCB: Emergency Drills

Director Waletich presented policy EBCB for first reading, explaining that the revisions are based on OSBA's recommendation for aligning the policy with the new legal requirements of House Bill 2789, and clarifying that the District currently exceeds the legal requirements.

e. First Reading—Policy KGB: Public Conduct on District Property

Director Waletich presented policy KGB for first reading, explaining that House Bill 2192 resulted in revisions to several policies, including those that refer to dangerous weapons, and that OSBA has proposed revised language for policy KGB to bring it into alignment with these new legal requirements. Board Chair Strelchun reminded Board members to contact Director Waletich with any questions they have regarding the policy revision during the review period.

f. First Reading—Policy GCN/GDN: Evaluation of Staff

Director of Human Resources Kona Williams presented policy GCN/GDN for first reading, explaining that Senate Bill 290 requires that school boards use core teaching and administrative standards adopted by the State Board of Education for evaluations of teachers and administrators. OSBA's recommended revisions to policy GCN/GDN reflect the use of these standards. Board members asked questions about the frequency of classified and licensed evaluations, observing that

the classified evaluation frequency was added to the policy with the new language, but the licensed evaluation frequency was not included in the policy. Board members discussed with staff the state-mandated and contractual requirements for the employee groups, and requested that the evaluation frequency for classified staff be removed from the policy.

g. First Reading—IGBHB: Establishment of Alternative Education Programs

Executive Director of Secondary Education Matt Smith presented policy IGBHB for first reading, explaining that the updates recommended by OSBA for this policy reflect ODE requirements, and changes in the accreditation association. Board members asked clarifying questions regarding accreditation and the revisions.

h. Curriculum Adoption Cycle: Postpone Selection of Instructional Materials

Executive Director Reiman shared information regarding the request to postpone the selection of instructional materials. He explained that Division 22 requirements regarding the adoption of instructional materials specify that school districts must annually notify both the Board and the public regarding their intentions to postpone curriculum adoption cycles prescribed by ODE. He clarified that the District is currently engaged in a high school math adoption and is beginning a K-12 science adoption, but, due to multiple years of budget reductions, is not aligned with the state's established timelines in the following academic content areas: Science, World Languages, Health and Physical Education, Social Science, and Art. He added that laws regarding adoption of instructional materials are changing, due to the broad availability of digital resources and the ability to access information on the Internet in ways that challenge the lifespan of paper textbooks, and said that staff will continue to report on this requirement annually until the State Board of Education provides revised guidance.

i. Present Superintendent's Goals

Superintendent Scott publicly presented his goals for the 2014-15 school year.

j. Financial Report

Chief Financial Officer Adam Stewart thanked Business Office and Districtwide staff for their professionalism and understanding, in response to the recent payroll event. He explained that all employees were paid on the appropriate date, 127 banking institutions were contacted, and Business Office staff members are working with banks to ensure that employees will have no out-of-pocket costs related to this event.

9. NWRESD / HCU / HEA Reports

HEA Vice President Jill Golay introduced herself, and shared the following information:

- Ms. Golay is excited to be part of a collaborative team that is attending the upcoming ODE Professional Learning Team meeting (September 25-26)
- Hillsboro teachers have participated for the fourth year in the Hillsboro Farmer's Market, giving away books to students throughout the summer; this program is now self-sustaining, with community members, teachers, and retired teachers donating books

- HEA welcomed over 200 new hires this year
- Teachers are preparing for back-to-school night
- HEA is providing workshops throughout the year for all teachers
- The upcoming Quality Education Festival (October 19) is an opportunity for teachers and community members to work together, focusing on what is best for students

HCU First Vice President Charlotte Schuster shared the following thoughts:

- Thanked Chief Financial Officer Stewart for communicating with District office managers regarding the recent payroll event
- Emphasized the need for classified staff to have adequate preparation time built into their work schedules, stating that adding 15 minutes to an assistant's work shift before school starts would make a significant difference in the support that can be provided for students
- Urged Board members to consider the following: pay rates, workloads, and retention rates for classified staff; the necessity of investing in staff hours to provide adequate maintenance for District facilities; and the sacrifices that classified staff have made over the years as a result of the budget reductions
- Shared that classified staff are the foundation of all of the District's programs

10. Superintendent's Time

Superintendent Scott's comments included the following highlights:

- Explained that restoring the losses caused by millions of dollars of budget reductions over many years is a process that must be accomplished over time; classified staffing is a priority, together with other District priorities; and facilities expenses and staff salaries are paid from separate funding sources that cannot overlap
- Discussed his recent visit to Eastwood Elementary School
- Spoke about the recent Future Leaders meeting, and shared that an estimated 60-70 percent of current District administrators were previous members of Future Leaders
- Commended Business Office staff members for their response to the recent payroll event

11. Board of Directors' Time

Board members shared the following thoughts:

- Director Seligman thanked audience members for staying through the long meeting
- Director Cañas spoke about the importance of bus drivers to students, as their first staff contact each school day
- Director Clift expressed excitement about the restoration of a full school year and the opportunity to meet the District's new teachers, and gratitude for the economic upturn will benefit District students
- Director Miller praised the dedication and commitment of students who participate in sports and other events in all kinds of weather
- Director Sollman spoke about the importance of continuing to add days to the school calendar, the Synopsis work day that is scheduled to take place at W. L. Henry on September 27, the transitions that are taking place at Liberty High School, and the value of connections that can be established in a few moments of conversation; she also commended staff and students for their inspiring presentations, and thanked them for investing their time and sharing their experiences

- Director Akers commended Superintendent Scott for the success of the Districtwide all-staff school-year kick-off, and the Business Office for their handling of the payroll event
- Board Chair Strelchun explained that career experiences not only allow students to discover what careers they may want to pursue, but also provide them with opportunities to discover that some of their career interests would not provide satisfaction for them, and that this valuable learning cannot be obtained from textbooks; she also thanked the Hillsboro Schools Foundation (HSF) for its support, and shared that HSF held its first fundraising run at the Hillsboro airport on September 21.

12. Follow-Up Items

| Request  | Action  |
|--|---|
| Move Budget Committee meeting start times to 7:30  | Completed   |
| Investigate the possibility of obtaining feedback from previous students in alternative education programs | To be provided in a Board update or scheduled as a work session topic |
| Contact year-round schools regarding their experiences   | To be provided in a Board update or scheduled as a work session topic |
| Additional information regarding concussion precautions / protocols  | Provided in Board update  |
| Statewide Student Safety Survey data   | Provided in Board update  |

13. Executive Session

No executive session was called.

14. Adjournment

The meeting was adjourned at 10:11 p.m.




Approved October 28, 2014