

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
September 12, 2017
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **WORK SESSION**

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
Martin Granum
Erika Lopez
Jaci Spross
Mark Watson

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
Michelle Morrison, Director, Business Services
Alex Oh, Supervisor of Security
Val Bokma, Assistant to the Board
Devin Hunter, Technology Support

Board Chair Lisa Allen called the meeting to order at 5:19 PM. Director Wayne Clift was unable to attend the meeting.

a. **ACTION ITEMS:**

1) **Adopt Resolution Designating the Hillsboro School District Public Safety Office as a Law Enforcement Agency**

Casey Waletich, Executive Director of Facilities, Safety, and Operations, asked the Board to approve a resolution designating the Hillsboro School District Public Safety Office as a law enforcement agency. Executive Director Waletich described the benefits to the District, including reduced expenses and improved services, compared with obtaining these services through a contractor. He also cited Oregon Revised Statutes that relate to this matter; explained that the Public Safety departments of both Beaverton School District and Portland Public Schools have been designated as law enforcement agencies; and introduced Alex Oh, the District's new Supervisor of Security, who has extensive experience as a Hillsboro police officer and a supervisor of Hillsboro School District's school resource officers.

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, to adopt the resolution designating the Hillsboro School District Public Safety Office as a law enforcement agency. The MOTION CARRIED (6-0).

2) **Award Contracts for Architectural Services and Athletic Field Design Consulting Services**

Chief Financial Officer (CFO) Adam Stewart asked the Board to award contracts for the following services:

- Architectural services for high school additions, renovations, and Career Technical Education (CTE) projects

- Architectural services for one replacement and two new elementary schools
- Athletic field design consulting services

He explained that the District has been recommended to take steps early to hire consultants and contractors in the current, very competitive, construction market, in preparation for the November election. Requests for proposals (RFPs) were published for these services, and proposals were received and reviewed. CFO Stewart described the screening and interviewing processes and answered Board members' questions regarding the contractors' experience and qualifications.

- a) Award Contract for Architectural Services for High School Additions, Renovations, and CTE Projects
Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, to award the contract for architectural services for high school additions, renovations, and CTE projects at Century, Liberty, Glencoe, and Hillsboro High Schools to BLRB Architects. The MOTION CARRIED (6-0).
- b) Award Contract for Architectural Services for One Replacement and Two New Elementary Schools
Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, to award the contract for architectural services for one replacement and two new elementary schools to DLR Group. The MOTION CARRIED (6-0).
- c) Award Contract for Athletic Field Design Consulting Services
Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, to award the contract for athletic field design consulting services to AKS Engineering. The MOTION CARRIED (6-0).

CFO Stewart explained that next steps include developing interim agreements regarding time and materials, and working out the terms of the contracts, which will be presented to the Board for approval if the election is successful.

b. Bond Update / CTE Areas of Study

Chief Financial Officer Stewart reported on information that is being shared throughout the District regarding bond projects.

Assistant Superintendent Travis Reiman presented an overview of the CTE program investments that are included in the bond; discussed the importance of collaborating with businesses and agencies in the community to provide internship opportunities for students; and explained the challenges to be resolved in creating a system where students are able to travel to different campuses during their school day (including scheduling, registration, staffing, and transportation).

Director Kim Strelchun shared the highlights of recent accomplishments of the bond Political Action Committee.

c. Discuss Citizens' Curriculum Advisory Committee Applications

Assistant Superintendent Travis Reiman recommended that the Board review the eleven Citizens' Curriculum Advisory Committee (CCAC) applications that were received, provide an opportunity for candidates to introduce themselves to the Board

during the September 26 work session, and appoint nine candidates to the committee, returning the number of committee members to 14, which was the baseline number agreed upon by Board in 2014. Assistant Superintendent Reiman also requested that the Board appoint all five students who applied, if they attend the September 26 work session to introduce themselves to the Board.

Board members discussed the selection process and recommendation. Key points of the discussion included possible selection methods, the level of participation of student committee members, and the number of students to appoint.

CCAC members will be appointed by the Board on September 26.

d. Strategic Planning – Year 2 Goals / District Evaluation

Director of Communications Beth Graser presented proposed metrics for the new District evaluation process and a work plan and goals for year two of the 2016-2021 strategic plan, incorporating feedback received during the July 31 Board retreat. The proposed District evaluation metrics align with the annual report of student achievement, with additional data points. The proposed goals for year two of the Strategic Plan align with the Strategic Plan agreements and commitments, and the tracking of progress and priorities will align with the District's budgeting process. Some previous goals are no longer listed separately, but incorporated into the new goals. In addition to the Strategic Plan SMART goals, much other important work is being accomplished throughout the District.

Board members asked clarifying questions and provided additional input. The impact of attendance on graduation rates, technology needs, measure 98 funds, and wellness rooms were also discussed.

The documents presented by Director Graser are included in the Board meeting packet.

The meeting was recessed at 7:04 PM, and reconvened at 7:14 PM.

e. Student Achievement / Assessment Update

Assistant Superintendent Dayle Spitzer reported on general trends in the latest student achievement assessment data, and presented an overview of the District's assessment plan for the 2017-18 school year. Key aspects of the discussion included strategies in the areas of instructional focus and improvement, teacher support, technology support, training for school testing coordinators, and preparing students for testing. Principals have provided feedback on the plan.

Board members discussed the impact of the testing location (physical environment), and asked about strategies for parents to help support students.

f. Student Representatives on the School Board

Superintendent Mike Scott briefly summarized previous Board discussions regarding student representatives serving as ad hoc members of the school Board, and outlined a plan for receiving input from students on matters that are important to them. The plan included continuing the Board / Superintendent Advisory Committee meetings with students from the four comprehensive high schools, Miller Education Center, and Hillsboro Online Academy; and selecting three students each year to serve as representatives to the Board (two students from the comprehensive high schools and one student from either Miller Education Center or Hillsboro Online

Academy, rotating each year). Superintendent Scott recommended that applications for the student representative positions be provided to the schools in March 2018, and student representatives begin their service in the 2018-19 school year. The students will serve in advisory, non-voting roles. Eligibility criteria, a selection process, and participation guidelines were discussed.

A Board policy regarding student representatives will be drafted and scheduled for review, first reading, and approval.

g. Discuss Procedures for Public Comment / Audience Participation

Continuing a discussion that began during the Board retreat, Superintendent Mike Scott and Board members discussed potential changes in the District's protocol for receiving public comment during Board meetings. Board members discussed at length a recommendation that no public comments regarding personnel be received during public meetings, but that alternative methods of providing this input be readily available to community members. Key aspects of the discussion included the importance of having a readily accessible, structured process for receiving public input, while ensuring that the venue is appropriate for the topic; the importance of maintaining confidentiality and ensuring fairness (legally and ethically); and the importance of communicating clearly regarding the protocol for public comment, acceptable topics, and the Board's role in resolving concerns.

Board members also discussed the 30-minute time limit on audience participation that is currently specified in policy BDDH: Public Participation in Board meetings, and the advantages and disadvantages of scheduling extended periods of audience time near the beginning of the meeting. Key aspects of the discussion included past practice, the importance of ensuring that the process for receiving input from the community is fair and equitable, the importance of ensuring that community members understand that their input is welcome and valued, and the importance of ensuring that the Board has time to conduct the business it needs to accomplish during the meeting. The consensus was that the 30-minute time limit should be removed from the policy.

h. Discuss Board / Superintendent Working Agreements and Communication / Meeting Protocols

Superintendent Mike Scott received input from Board members regarding the Board / Superintendent working agreements, which are annually updated and readopted by the Board. Suggested edits will be made to the draft document, which Oregon School Boards Association (OSBA) Board Development Specialist Kristen Miles will review with the Board during the OSBA professional development session on September 26.

i. Board Discussion Time

1) NSBA 2018 Conference

Board members discussed attending the National School Boards Association conference in San Antonio, Texas, on April 7-9. Directors Jaci Spross and Mark Watson will consider attending the conference.

2) Dialogue with Community Groups

Board members continued a discussion that began during the Board retreat regarding dialoguing with community groups. Superintendent Scott explained that the original suggestion was that community groups be invited to share

information with the Board during Board meetings, but work session agendas are filling up quickly, with Board development and regular agenda topics. Board members discussed going out to meet with community groups, beginning in the spring, but the consensus was that it would be best to begin this project next school year. A list of organizations / agencies will be compiled, in preparation for scheduling these meetings.

3) Board Discussion

Board members discussed District and community events, and provided brief summaries of their recent and upcoming activities.

Director Martin Granum requested information regarding seismic upgrades and resiliency.

Superintendent Scott discussed the schedule for updating policies, based on recommendations from OSBA. Board Chair Lisa Allen and Director Jaci Spross will work with staff on prioritizing the policies.

j. Adjourn Board Meeting

The meeting was adjourned at 9:05 PM.



Approved October 24, 2017