

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
March 13, 2018
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **EXECUTIVE SESSION**

ORS 192.660(2)(i)—Evaluation of the Superintendent

Board Present:

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

Administration / Staff Present:

Mike Scott, Superintendent
Val Bokma, Assistant to the Board

Others Present:

Greg McKenzie, Consultant

Board Chair Lisa Allen called the meeting to order at 5:15 PM, and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of the Superintendent. The Board discussed the Hillsboro School District Superintendent evaluation. Consultant Greg McKenzie (NextUp Leadership) facilitated the discussion. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:47 PM.

2. **WORK SESSION**

Board Present:

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

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Val Bokma, Assistant to the Board

Others Present:

Greg McKenzie, Consultant

Diana Kleintob, Technology Support

Board Chair Lisa Allen called the meeting to order at 5:51 PM.

a. **Discuss Board Evaluation Process and Timeline**

Consultant Greg McKenzie (NextUp Leadership) presented an overview of the Board evaluation process that the Hillsboro School District Board of Directors adopted in February 2016. Board members discussed the evaluation process and timeline. Since most of the Board members have not yet completed their first year of service, the Board agreed that the evaluation timeline should be modified this year so that the process will be completed during the summer or early fall. It was suggested that completing the evaluation process prior to the Board's full-day summer work session (tentatively scheduled for August 6) could be beneficial for planning this meeting.

b. Review Proposed Revisions to Approved 2018-19 School Calendar

Chief Human Resources Officer Kona Lew-Williams presented three draft revision options for the 2018-19 school calendar, which incorporated changes that Board members requested during the February 27 Board work session, as a result of input received from the community. Chief Human Resources Officer Lew-Williams also discussed the process of developing the draft revision options.

The three calendar options were included in the Board meeting packet.

Board members discussed the draft calendar revision options and reached a consensus in support of draft option 3. Features of draft option 3 include the following:

- Non-contract day before Thanksgiving break: Wednesday, November 21
- Winter break: Monday, December 24 – Friday, January 4
- Last day for students: Friday, June 14
- Possible inclement weather make-up days / non-contract days: Tuesday, June 18, and Wednesday, June 19

The Board took action to adopt the selected calendar during the regular session.

c. Bond Update and Citizens' Bond Oversight Committee Selection

Capital Projects Officer Adam Stewart explained that the Board agreed during the February 27 work session to appoint 8 to 10 candidates, plus up to four (4) students, to serve on the Citizens' Bond Oversight Committee. Information that Board members requested regarding the applicants' feeder groups and service on other committees has been provided.

Director Kim Strelchun explained that although Matthew Buckingham did not indicate on his application that he would be interested in serving in a leadership position, she contacted him to ask about this and he confirmed that he is willing to serve in this capacity. Director Strelchun asked the Board to consider Matthew Buckingham for committee leadership.

Board members each recommended eight (8) applicants to serve on the committee, agreeing that up to ten (10) committee members would be appointed.

- Director Kim Strelchun recommended Monte Akers, Maureen Barnhart, Peter Brandom, Matthew Buckingham, Matthew Costigan, William Caleb Ford, Patrick Preston, and Kevin Zuercher.
- Director Jaci Spross recommended Monte Akers, Maureen Barnhart, Matthew Buckingham, April Davis, William Caleb Ford, Patrick Preston, Jeffrey Johnathan Sarafa, and Kevin Zuercher.
- Director Erika Lopez recommended Peter Brandom, Matthew Buckingham, Matthew Costigan, Earl Fines, Sonja Marie Likumahuwa-Ackman, Patrick Preston, Holly Robison, and Kevin Zuercher.
- Director Mark Watson recommended Peter Brandom, Matthew Costigan, William Caleb Ford, Sonja Marie Likumahuwa-Ackman, Glenn Miller, Patrick Preston, Jeffrey Johnathan Sarafa, and Kevin Zuercher.

- Director Yadira Martinez recommended Maureen Barnhart, Matthew Buckingham, William Caleb Ford, Sonja Marie Likumahuwa-Ackman, Glenn Miller, Patrick Preston, Holly Robison, and Kevin Zuercher.
- Director Martin Granum recommended Maureen Barnhart, Peter Brandom, Matthew Buckingham, Matthew Costigan, William Caleb Ford, Holly Robison, Jeffrey Johnathan Sarafa, and Kevin Zuercher.
- Board Chair Lisa Allen recommended Maureen Barnhart, Peter Brandom, Matthew Buckingham, Matthew Costigan, April Davis, Sonja Marie Likumahuwa-Ackman, Patrick Preston, and Holly Robison.

All Board members supported the selection of Amanda Adzima as a student member of the committee.

Candidates who received the highest number of recommendations for committee membership were:

- Matthew Buckingham, Patrick Preston, and Kevin Zuercher (6)
- Maureen Barnhart, Peter Brandom, Matthew Costigan, and William Caleb Ford (5)
- Sonja Marie Likumahuwa-Ackman and Holly Robison (4)
- Jeffrey Johnathan Sarafa (3)

After making their recommendations regarding Citizens' Bond Oversight Committee members, to be appointed during the regular session, Board members discussed their recommendations for the committee chair and vice chair positions.

- Director Kim Strelchun recommended Matthew Buckingham to serve as chair and Patrick Preston to serve as vice chair.
- Director Jaci Spross recommended Matthew Buckingham to serve as chair and Amanda Adzima to serve as vice chair.
- Director Erika Lopez recommended Peter Brandom to serve as chair and Amanda Adzima to serve as vice chair.
- Director Mark Watson recommended Matthew Buckingham to serve as chair and Patrick Preston to serve as vice chair.
- Director Yadira Martinez recommended Matthew Buckingham to serve as chair and Amanda Adzima to serve as vice chair.
- Director Martin Granum recommended Matthew Buckingham to serve as chair and Patrick Preston to serve as vice chair.
- Board Chair Lisa Allen recommended Matthew Buckingham to serve as chair and Patrick Preston to serve as vice chair.

Matthew Buckingham received the highest number of recommendations for the committee chair position (6), and Patrick Preston received the highest number of recommendations for the vice chair position (4).

Appointments of committee members and designation of the committee chair and vice chair were conducted during the regular session.

Following the discussion of committee members and officers, Capital Projects Officer Stewart asked the Board for feedback regarding the following documents, which will be shared with the Citizens' Bond Advisory Committee:

- Hillsboro 2017 Capital Construction Bond Program Goals
- Procurement and Insurance Requirements for Bond Projects
- 2017 Bond Contingency Document

Board members provided positive feedback. The documents are included in the Board meeting packet.

d. Board Discussion Time

1) Discuss Sidewalks Near Schools

Board Chair Lisa Allen and Director Kim Strelchun explained that the City of Hillsboro is currently working on its pedestrian plan, scheduling projects for the next (approximately) 30 years, and this provides an opportunity for the District to send a letter to the City Council and the planning team, asking the City to increase the weighting of sidewalks near schools that have high youth pedestrian traffic and are areas of high concern. The Transportation Committee will be finalizing the plan during its March 27 meeting.

Board members discussed the suggestion and its implications, and reached a consensus in favor of sending a letter to the City with this request.

Board members expressed appreciation for the partnership of the City and the County. A suggestion was made that the Board conduct joint meetings with the councils of cities within the District's boundaries.

2) Discuss Board Meeting Efficiencies

Due to time constraints, this item was postponed and will be scheduled on a future meeting agenda.

3) Board Discussion

Due to time constraints, this item was moved to the regular session.

e. Recess Board Meeting

The meeting was recessed at 7:00 PM.

REGULAR SESSION

Board Present:

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

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Don Wolff, Chief Information Officer
Elaine Fox, Executive Director, Student Services
Brian Haats, Director, Human Resources
Saideh Haghighi, Director, Equity and Human Resources
Becky Kingsmith, Coordinator, Teaching and Learning
Val Bokma, Assistant to the Board
Kathy Wilson, Assistant to the Superintendent
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

Others Present:

Monte Akers,
Hillsboro Optimist Club
Mike and Laura McMurray,
Hillsboro Hops
Kristy Kottkey, Team Up
Rebecca Nelson, CCAC
Kim Bliss, HHS
Kathy Grant, EMS
Michelle Gray, CHS
OJ Gulley, EMS
Michiah Kaiser, HHS
Brian Pendergrass, HHS
Devin Hunter, HCU
Jill Golay, HEA

3. Call to Order and Flag Salute
Board Chair Lisa Allen reconvened the meeting at 7:11 PM, and led the Pledge of Allegiance.
4. Approval of Agenda
Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, to approve the agenda. The MOTION CARRIED (7-0).
5. Audience Time
No requests to address the Board were received.
6. REPORTS AND DISCUSSION
 - a. Team Up Program Report
Hillsboro Hops President Mike McMurray presented an overview of the new “Team Up” program that is being created by community partners, including Hillsboro Hops, Columbia Industries, Hillsboro Optimist Club, Dick’s Auto Group, Burgerville, and Hillsboro School District. Team Up will start at Evergreen Middle School this coming fall, with a goal of reigniting a love of learning in students who have been identified as disconnected from their schools or communities, offering them enhanced community connections, career opportunity awareness, character development, and an understanding of the value and relevance of critical thinking and math skills on their lives and futures.

b. Human Resources Department Update

Chief Human Resources Officer Kona Lew-Williams, Director Saideh Haghighi, and Director Brian Haats presented an overview of the District's Human Resources Department and its focus on providing support and serving as a resource for District students, staff, and community members.

c. First Reading – New High School Course Proposals

Assistant Superintendent Travis Reiman, Citizens' Curriculum Advisory Committee (CCAC) Vice Chair Rebecca Nelson, Hillsboro High School International Baccalaureate (IB) Coordinator Kim Bliss, and District teachers presented the following new course proposals for first reading:

- 1) Link Crew – Brian Pendergrass (Hillsboro High School)
- 2) IB Global Politics – sponsored by Julio Galian; presented by Kim Bliss (Hillsboro High School)
- 3) IB Business Management – Michiah Kaiser (Hillsboro High School)
- 4) IB Sports, Exercise, and Health Services – sponsored by Stacey Hutchinson; presented by Kim Bliss (Hillsboro High School)
- 5) AP Spanish Literature and Culture – sponsored by Michelle Gray and Missy Ellis; presented by Michelle Gray (Century High School)

The course proposals are included in the Board meeting packet. They are scheduled to be presented to the Board for approval on April 24, 2018, and implemented during the 2018-19 school year.

d. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report. Board members asked that additional information regarding budget implications be included in new course proposals, and requested additional information regarding student incident reports.

The financial report is included in the Board meeting packet.

e. Policies—First Reading

The following policies were presented for first reading, and are included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular Board meeting session.

- 1) Policies Regarding Communicable Diseases
 - a) Policy GBEB and GBEB-AR: Communicable Diseases – Staff
 - b) Policy JHCC and JHCC-AR: Communicable Diseases – Students
 - c) JHCC-AR-1: Procedures for Dealing with Students Having HIV, AIDS, or HBV (Delete)
 - d) JHCC/GBEB-AR-2: Communicable Diseases (Delete)

7. CONSENT AGENDA

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

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- a. Approve Minutes of February 13, 2018, Board Meeting
- b. Approve Minutes of February 27, 2018, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Authorize 2018 Migrant Summer School Application
- f. Approve Policy Revisions

The following policies were presented for first reading on February 27, 2018

- 1) Policies Regarding Complaints
 - a) Policy GBM: Staff Complaints
 - b) Policy GBMA: Whistleblower
 - c) Policy KL: Public Complaints
 - d) Policy LGA: Compliance with Standards (Delete)
 - e) Policy JGAB: Use of Restraint and Seclusion

8. ACTION ITEMS

- a. Appoint Citizens' Bond Oversight Committee Members; Designate a Chair and Vice Chair

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, to appoint the following members to the Citizens' Bond Oversight Committee: Amanda Adzima (student), Kevin Zuercher, Patrick Preston, Maureen Barnhart, Peter Brandom, Matthew Buckingham, Matthew Costigan, William Caleb Ford, Holly Robison, Sonja Marie Likumahuwa-Ackman, and Jeffrey Johnathan Sarafa. The MOTION CARRIED (7-0).

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, that the Board appoint Matthew Buckingham as the committee chair and Patrick Preston as the committee vice chair. The MOTION CARRIED (7-0).

Board members expressed appreciation for all community members who applied to serve on the committee, emphasized the difficulty of making the candidate selections, and encouraged applicants who were not selected to remain involved with the District in other available roles.

- b. Approve Revisions to Adopted 2018-19 School Calendar

Chief Human Resources Officer Kona Lew-Williams explained that three draft revised 2018-19 school calendars were reviewed by the Board during the work session and summarized the key points of the calendar options.

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, to approve revisions to the 2018-19 school year calendar, selecting and adopting draft calendar 3. The MOTION CARRIED (7-0).

Apologies were extended to anyone who may have been inconvenienced as a result of the calendar revisions. The original calendars were developed and adopted during a year when the District had to make up several snow days, and it was suggested that this experience may have impacted decisions that were made in developing the 2018-19 school calendar. Board members have recommended that the District no longer adopt calendars more than one year in advance.

- c. Award Contract for Site Work Contracted Services for Glencoe High School and Hillsboro High School Field Renovation Projects to Bernhardt Golf
Capital Projects Officer Adam Stewart explained that the Board of Directors, acting as the Local Contract Review Board, approved the use of an alternative procurement method for site work for turf fields at Glencoe High School and Hillsboro High School on January 23, 2018.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to award the contract for site work services for Glencoe High School and Hillsboro High School athletic field renovation projects to Bernhardt Golf. The MOTION CARRIED (7-0).

- d. Award Contract for Construction Management / General Contractor (CM/GC) Services for Brookwood Elementary School Replacement to LCG Pence Construction
Capital Projects Officer Adam Stewart explained that the Board of Directors, acting as as the Local Contract Review Board, approved the use of the CM/GC alternative construction method for the Brookwood Elementary School replacement project on January 11, 2018.

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, to award the contract for CM/GC services for the Brookwood Elementary School Replacement to LCG Pence Construction. The MOTION CARRIED (7-0).

- e. Award Contract for Construction of District-Wide Fiber Network
Chief Information Officer Don Wolff explained that the cost of the District-wide fiber network project has increased since the original estimate was developed during the bond planning process, and the current cost is \$13.9 million. The District is investigating the potential use of eRate, as well as the possibility of offsetting the cost with savings on other bond-funded technology projects.

Chief Information Officer Wolff also discussed the significant increases in the District's bandwidth needs in recent years and the substantial long-term cost savings that are anticipated as a result of constructing a District-owned and District-maintained fiber network.

Director Mark Watson MOVED, SECONDED by Director Martin Granum, to authorize the administration to award the contract for the construction of a District owned and maintained fiber network, as defined in the RFP, to Henkels & McCoy in the amount of \$13,940,965.35. The MOTION CARRIED (7-0).

9. NWRESA/HCU/HEA Reports

HEA President Jill Golay discussed the revised 2018-19 school calendar; collaboration between the unions and administration; the importance of reading with very young children; and the 5K fun run on May 26, with proceeds to benefit Butternut Creek Elementary School. She also thanked the Board for their efforts and accomplishments.

HCU President Devin Hunter discussed the revised 2018-19 school calendar; collaboration between the unions and administration; the importance of the District's Human Resources department; and the value of team-building opportunities, not only between departments, but also for school staff.

10. Superintendent's Time

Superintendent Scott discussed District events, processes, programs, and priorities.

11. Board of Directors' Time

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

12. Follow-Up Items

| Agenda Item / Request | Action |
|---|------------------|
| <u>Financial Report</u> : Provide additional information regarding student incident reports | Will be provided |
| <u>Board of Directors' Time</u> : Create a scheduling process for Board members attending high school listening sessions, and provide follow-up information | Will be provided |

13. Executive Session

No executive session was called.

14. Adjournment

The meeting was adjourned at 8:50 PM.



Approved April 24, 2018