

Gresham-Barlow



School District

## BOARD OF EDUCATION

Board Business Meeting

### AGENDA

December 7, 2017

**BOARD OF EDUCATION**

December 7, 2017

Board Work Session – 6 p.m.  
Board Business Meeting – 7 p.m.

**Public Safety and Schools Building  
1331 NW Eastman Parkway, Gresham, OR**

I. CALL REGULAR BUSINESS MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

- |       |                           |       |                                   |
|-------|---------------------------|-------|-----------------------------------|
| _____ | Kris Howatt, Chair        | _____ | Kathy Ruthruff, Director          |
| _____ | Sharon Garner, Vice-Chair | _____ | Blake Petersen, Director          |
| _____ | Carla Piluso, Director    |       |                                   |
| _____ | John Hartsock, Director   |       |                                   |
| _____ | Matt O’Connell, Director  | _____ | A. Katrise Perera, Superintendent |

III. COMMUNICATION FROM THE AUDIENCE

Time has been set aside on the agenda for Citizens’ Requests of the Board. If anyone in the audience wishes to address the board this evening, there are yellow “Citizens’ Requests of the Board” forms on the table in the back of the room; please complete a form and give it to our board secretary, Ms. Avery.

IV. APPROVE MEETING AGENDA

V. CONSENT AGENDA

All items listed below are matters considered by the board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the board or persons in the audience requests specific items be removed from the consent agenda and placed on the regular agenda.

1. Minutes from Regular Work Session ..... October 5, 2017
- Minutes from Regular Work Session ..... November 2, 2017
- Minutes from Regular Business Meeting ..... November 2, 2017
- Minutes from Special Work Session ..... November 16, 2017
- Minutes from Regular Work Session ..... November 30, 2017
2. Financial Report
3. Personnel Changes
4. Policy Updates

VI. RECOGNITIONS

5. Eagle Scouts Recognition: Gresham-Barlow School District Students ..... Ketelsen

VII. GRESHAM-BARLOW EDUCATION FOUNDATION REPORT

6. Gresham-Barlow Education Foundation (GBEF) Report..... Vadnais

VIII. SUPERINTENDENT'S REPORT

IX. PRESENTATIONS

7. Gresham Arthur Academy Annual Report ..... Evans  
8. School District Collaboration Grant ..... Ketelsen

X. RECESS/RECONVENE (5 Minutes)

XI. COMMITTEE MEETING MINUTES AND/OR REPORTS

This portion of the board meeting agenda has been provided for the presentation of advisory committee minutes. No action or discussion is required by the board; however, there may be occasional reports or discussion regarding work being completed by the committee(s).

9. Policy Review Committee Minutes of November 7, 2017 ..... Ketelsen  
10. Policy Review Committee Minutes of November 28, 2017 ..... Ketelsen  
11. Bond Oversight Committee Minutes, October 25, 2017 ..... Schofield  
12. Superintendent Evaluation Committee Minutes of November 7, 2017 ..... Hartsock

XII. ASSOCIATIONS REPORTS

- Gresham-Barlow Education Association (GBEA) (2 Minutes)
- Oregon School Employees Association (OSEA) (2 Minutes)

XIII. CITIZENS' REQUESTS OF BOARD (3 minutes per guest / 15 minutes total)

XIV. RECESS/RECONVENE (5 minutes)

XV. ACTION ITEMS

The board may, by majority vote, take action on items listed under first reading or information.

First Reading

13. OSBA Resolution, Board of Directors Positions 17 and 18,  
and Legislative Policy Committee (LPC) Representatives ..... Howatt

Second Reading

14. 2016-2017 Comprehensive Annual Financial Report (CAFR) ..... Schofield

XVI. BOARD REPORTS AND REQUESTS

XVII. DISTRICT LEADERSHIP TEAM (DLT) REPORTS

XVIII. INFORMATION ITEMS

- 15. OSBA 2017 Annual Convention Report ..... Howatt
- 16. Advanced Placement/International Baccalaureate Cost Analysis ..... Hahn-Huston

XIX. ANNOUNCEMENTS

Dec. 14, 2017: Board Work Session - 6 p.m.  
Partnership Room  
Center for Advanced Learning

Dec. 20, 2017 – Jan 2, 2018: Winter Break  
No Board Meetings

Jan. 4, 2018: Board Work Session - 6 p.m.  
Council Chambers Conference Room  
Public Safety and Schools Building

Jan. 4, 2018: Board Business Meeting - 7 p.m.  
Council Chambers  
Public Safety and Schools Building

XX. ADJOURNMENT (Estimated time for adjournment: No later than 9 p.m.)

**GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.**  
Minutes of Regular Board Work Session

October 5, 2017

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The Gresham-Barlow School District Board of Education held a regular work session on Thursday, October 5, 2017, in the council chambers conference room of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon.

The meeting was called to order at 6:07 p.m. by the chair, Kris Howatt. Other board members in attendance were Sharon Garner, Carla Piluso, Matt O’Connell, Blake Petersen, John Hartsock, and Kathy Ruthruff.

The following members of the superintendent’s district leadership team were present:

A. Katrise Perera	.....	Superintendent
Teresa Ketelsen	.....	Deputy Superintendent of Teaching and Learning
James Hiu	.....	Deputy Superintendent of Human Resources
Mike Schofield	.....	Chief Financial Officer
Julie Evans	.....	Executive Director of Elementary Education
Sara Hahn-Huston	.....	Executive Director of Secondary Teaching and Learning
Athena Vadnais	.....	Director of Communications and Community Engagement

The following members of the superintendent’s district leadership team were absent:

John Koch ..... Executive Director of Student Support Services

Rick Rainone, Cornerstone Management Group, Inc. was also present.

**MOTION 34 MEETING AGENDA (6:07 p.m.)**

It was moved by Matt O’Connell and seconded by John Hartsock to approve the meeting agenda. The Good to Great discussion item was moved to the October 19, 2017 board work session. The motion carried 7 to 0.

**BOND SUBCONTRACTOR PROCUREMENT (6:07 p.m.)**

Mike Schofield led a discussion on Minority, Women, and Emerging Small Businesses (MWESB) contractors and what process should be in place to encourage use of these contractors on bond projects.

Mr. Schofield shared the process that was used on the newly finished Boys and Girls Club project. The discussion that followed focused on how to engage local contractors prior to building, goals or targets to have in place, and geographic boundaries to consider when contracting with local businesses.

The board encouraged the administration to use a best effort approach to encourage MWESB contractors on district projects. The administration will report results to the board as appropriate.

**RECESS/RECONVENE** (6:30 p.m.)

The meeting was recessed at 6:30 p.m. and reconvened at 6:36 p.m.

**NSBA PRE-CONFERENCE SESSIONS** (6:36 p.m.)

The 2018 Annual NSBA Conference is coming up in April. Chair Howatt led a discussion to determine which board members were planning to attend the conference and if anyone was interested in attending the pre-conference this year. Board members were encouraged to look at the session offerings on the NSBA website. Those interested in attending the pre-conference will let Sarah Avery know.

**MISCELLANEOUS** (6:46 p.m.)

Chair Howatt and Director Garner noted that they were having difficulties accessing the OSBA Conference app. Mrs. Avery has a call into OSBA to resolve this issue.

**ADJOURNMENT** (6:47 p.m.)

There being no further business, the work session was adjourned at 6:47 p.m.

Submitted by: \_\_\_\_\_  
Sarah Avery  
Administrative Assistant to the Superintendent and  
Board of Directors

Note: These minutes were approved by the board on \_\_\_\_\_:sa

**GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.**  
Minutes of Regular Board Work Session

November 2, 2017

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The Gresham-Barlow School District Board of Education held a regular work session on Thursday, November 2, 2017, in the council chambers conference room of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon.

The meeting was called to order at 5:59 p.m. by the chair, Kris Howatt. Other board members in attendance were Sharon Garner, Kathy Ruthruff, Matt O’Connell, John Hartsock, Carla Piluso, and Blake Petersen.

The following members of the superintendent’s district leadership team were present:

A. Katrise Perera	.....	Superintendent
James Hiu	.....	Deputy Superintendent of Human Resources
Teresa Ketelsen	.....	Deputy Superintendent of Teaching and Learning
Mike Schofield	.....	Chief Financial Officer
Julie Evans	.....	Executive Director of Elementary Education
Sara Hahn-Huston	.....	Executive Director of Secondary Teaching and Learning
John Koch	.....	Executive Director of Student Support Services
Athena Vadnais	.....	Director of Communications and Community Engagement

Mike Nekritz, Felicity Educational Services, and Brian Hungerford, The Hungerford Law Firm, were also present.

**MOTION 40 MEETING AGENDA (5:59 p.m.)**

It was moved by John Hartsock and seconded by Matt O’Connell to approve the meeting agenda. If there is not enough time, the Fundraised Out-of-School Field Trips agenda item may move to another meeting. There was discussion around adding a date to fully discuss the academic audit findings. The motion carried 7 to 0 to approve the meeting agenda.

**ACADEMIC AUDIT: FIRST DRAFT (6:00 p.m.)**

Mike Nekritz, Felicity Education Services, provided an overview of the draft summary of the Academic Audit. The overview included information regarding the meetings his team held with students and staff, district documents that were reviewed, and data received from parent surveys. Mr. Nekritz reviewed recommendations his team developed based on the Academic Audit findings.

Discussion followed regarding the recommendations provided. The board and administrative team were asked to hold November 16, 2017 as a possible date to have a longer Academic Audit conversation.

**FUNDRAISED OUT-OF-STATE FIELD TRIPS (6:20 p.m.)**

Due to time constraints, this item was moved to a future board meeting agenda.

**EXECUTIVE SESSION** (6:20 p.m.)

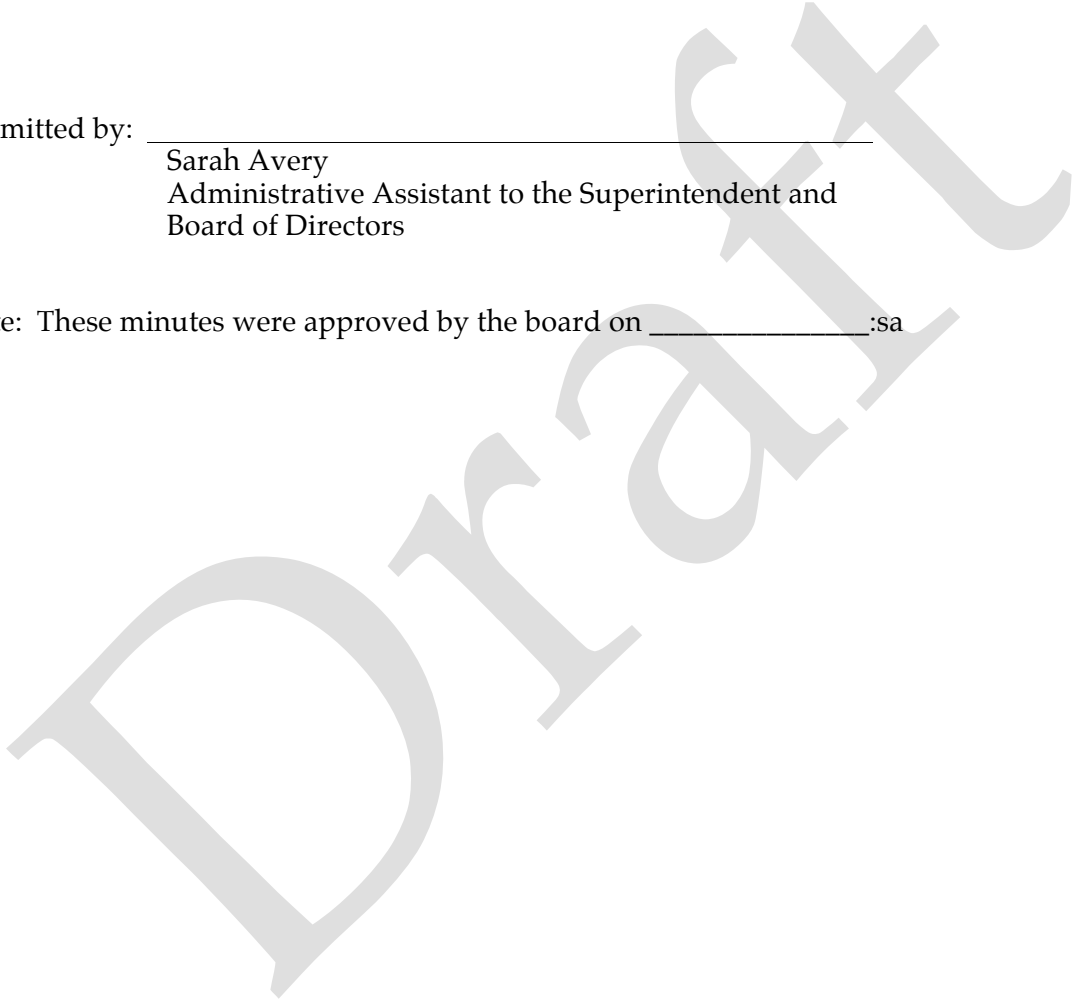
The board recessed into executive session at 6:20 p.m. to discuss Negotiations as provided by ORS 192.660(2)(d). The regular work session was reconvened at 6:58 p.m.

**ADJOURNMENT** (6:58 p.m.)

The work session was adjourned at 6:58 p.m. A regular board business meeting followed in the council chambers at 7:00 p.m.

Submitted by: \_\_\_\_\_  
Sarah Avery  
Administrative Assistant to the Superintendent and  
Board of Directors

Note: These minutes were approved by the board on \_\_\_\_\_:sa





**GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.**  
Minutes of Regular Board Meeting / Business

November 2, 2017

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The Gresham-Barlow School District Board of Education met in regular session on Thursday, November 2, 2017, in the council chambers of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon.

The meeting was called to order at 7:07 p.m. by the chair, Kris Howatt. Other board members in attendance were Sharon Garner, Carla Piluso, Kathy Ruthruff, Blake Petersen, Matt O'Connell, and John Hartsock.

The following members of the superintendent's district leadership team were present:

Katrise Perera	Superintendent
James Hiu	Deputy Superintendent of Human Resources
Teresa Ketelsen	Deputy Superintendent of Teaching and Learning
Mike Schofield	Chief Financial Officer
Julie Evans	Executive Director of Elementary Education
Sara Hahn-Huston	Executive Director of Secondary Teaching and Learning
John Koch	Executive Director of Student Support Services
Athena Vadnais	Director of Communications and Community Engagement
Angie Kautz	Director of Elementary Teaching and Learning
April Olson	Director of Federal Programs
Bill DeWitz	Director of Technology Services
Karina Bruzzese	ELL Director

The chair led board members, administrators and all those present in the Pledge of Allegiance.

Note: All handouts provided at this session have been uploaded to the School Board page on the district's web site: [www.gresham.k12.or.us](http://www.gresham.k12.or.us). Copies are also on file at the district office.

**MOTION 41 MEETING AGENDA** (7:07 p.m.)

It was moved by Matt O'Connell, seconded by Sharon Garner and carried unanimously to approve the meeting agenda as presented.

**MOTION 42 CONSENT AGENDA** (7:08 p.m.)

The following items were included on the consent agenda:

1. Minutes from Regular Work Session.....October 5, 2017  
Minutes from Regular Business Meeting.....October 5, 2017  
Minutes from Regular Work Session.....October 19, 2017
2. Financial Report
3. Personnel Report
4. Policy Updates

It was moved by Matt O'Connell and seconded by Kathy Ruthruff to approve the consent agenda as presented. John Hartsock requested that the minutes from the October 5, 2017 regular work session be removed for a minor correction to them.

The minutes from the October 5, 2017 work session are incomplete and will be removed and resubmitted at the next available work session. The motion to approve the remaining consent agenda items carried unanimously 7 to 0.

**RECOGNITIONS** (7:10 p.m.)

Civic Scholars: Teresa Ketelsen recognized four teachers from the district who were named Civic Scholars by Oregon state legislators. The Civic Scholars program is part of a statewide initiative to enhance high quality professional development in civic education teachers. Director Piluso shared some additional information on the history of the civic scholars and what teachers receive with this honor.

Gresham-Barlow School District Doctoral Staff: The Gresham-Barlow Board of Directors and Administration would like to recognize staff members that have earned their doctoral degree in the past two years. Dr. Sandra Duty was recognized for this accomplishment.

**GRESHAM-BARLOW EDUCATION FOUNDATION REPORT** (7:17 p.m.)

Foundation reports are not typically presented every month. Accordingly, there was no Foundation report this month. The next update from the Foundation will be presented January 4, 2018.

**SUPERINTENDENT'S REPORT** (7:17 p.m.)

Academic Audit First Draft: Superintendent Perera introduced Mike Nekritz of Felicity Education Services. Mr. Nekritz and his team spent three and a half days in the district conducting an Academic Audit. This audit included research, extensive interviews, review of various different types of documentation from the district, and a review of websites containing information on the district.

Mr. Nekritz shared the community survey data with the board and reviewed areas for potential growth and the recommendations his team developed. Following the presentation, there was discussion and questions related to the Academic Audit recommendations.

**PRESENTATIONS** (7:32 p.m.)

Center for Advanced Learning (CAL) Annual Report: Carol Egan, Director of the Center for Advanced Learning, provided a report on the performance of the school and its students for the 2016-2017 school year.

The report contained information on student summary data around demographics, grades, and attendance, the results of last year's school wide goal, challenges the school is working on to improve for the coming school year, a report of the financial report, and a new program being offered at CAL next year.

In the discussion that followed, board members asked Ms. Egan questions related to information provided in her report.

**RECESS/RECONVENE** (8:03 p.m.)

The meeting was recessed at 8:03 p.m. and reconvened at 8:15 p.m.

**PRESENTATIONS (Cont.)** (8:16 p.m.)

Nutrition Services Annual Report: Keely Davidson, Nutrition Services Manager, provided a presentation reviewing the highlights of last year's nutrition services program. The food service management company (Sodexo) employs a staff of more than 90 to provide nutrition services to approximately 12,000 students at 25 sites.

**COMMITTEE MEETING MINUTES AND/OR REPORTS** (8:28 p.m.)

Audit Involvement Committee: Chair Howatt noted that minutes from the audit involvement committee were included in the packet and that information from that meeting will be discussed along with agenda item number 12, Comprehensive Annual Financial Report.

**ASSOCIATIONS REPORTS** (8:28 p.m.)

Rhett Hyman, a teacher at East Orient Elementary School, reported on behalf of the Gresham-Barlow Education Association (GBEA).

Judy Hardy, an educational assistant at Hogan Cedars Elementary School, shared that on behalf of the Oregon School Education Association (OSEA) Chapter 8 employees, there is nothing to report at this time.

**CITIZENS' REQUESTS OF THE BOARD** (8:29 p.m.)

There were no citizens' requests of the board. There was a request from last month that was forwarded on to the appropriate group.

**ACTION ITEMS**

**Comprehensive Annual Financial Report 2016-2017** (8:30 p.m.)

The board's auditor, Matt Graves of Pauly, Rogers & Co., presented the first reading of the Comprehensive Annual Financial Report (CAFR) for 2016-2017. Mr. Graves reviewed the audit process. This year there were new pronouncements that the Governmental Accounting Standards Board required to be implemented and Mr. Graves pointed out where these occurred in the report. A clean opinion was presented on the financial statements.

Formal action to accept the CAFR will be presented in December.

**MOTION 43 Bond: Portable/Modular Classrooms for Sam Barlow and Gresham H.S.**  
(8:48 p.m.)

As part of the 2016 Capital Construction bond projects for Sam Barlow High School and Gresham High School, the design teams have determined the schools will need portable classrooms during construction. Sam Barlow High School will need five (5) portable structures, equaling 10 classrooms, and Gresham High School will need one (1) portable structure, equaling one classroom.

It was moved by John Hartsock and seconded by Blake Petersen to approve the leasing of modular buildings through Modern Building Systems with a not to

exceed amount of \$450,000 using the Intermountain ESD/KPN contract for delivery and installation in August of 2018.

Chair Howatt made an amendment to specify that five (5) are going out to Sam Barlow High School and one (1) is going out to Gresham High School. The amendment was seconded by Director Hartsock and carried unanimously 7 to 0.

The amended language of the motion is to approve leasing modular buildings through Modern Building Systems with a not to exceed amount of \$450,000 using the Intermountain ESD/KPN contract for delivery and installation, five (5) at Sam Barlow High School, one (1) at Gresham High School, in August of 2018.

There was additional discussion on the land use process that will have to take place and the possibility of laying out space for additional portables at each site. The motion carried unanimously 7 to 0 as amended.

**MOTION 44 CMGC Not-to-Exceed Amounts (8:54 p.m.)**

In March of 2017 the board approved the following contractors and not-to-exceed amounts:

- Gresham High School – Fortis Construction \$125,000
- Sam Barlow High School – Lease Crutcher Lewis \$125,000
- East Gresham Elementary – P&C Construction \$80,000
- North Gresham Elementary – Bremik Construction \$80,000

The not-to-exceed amounts were to allow the contractors to provide pre-construction services for the respective projects. The administration is asking for additional authorization that will be a part of the guaranteed maximum price and will allow contractors to proceed with work on projects.

It was moved by Matt O’Connell, seconded by Kathy Ruthruff and carried unanimously 7 to 0 to approve the not-to-exceed contract amounts as follows:

- Gresham High School Project - Fortis Construction \$3.5 million
- Sam Barlow High School Project - Lease Crutcher Lewis \$3.5 million
- East Gresham Elementary Project - P & C Construction \$1.5 million
- North Gresham Elementary Project - Bremik Construction \$1.5 million

**BOARD REPORTS AND REQUESTS (8:59 p.m.)**

Board members summarized various meetings and other activities they participated in during the month. Topics the board reported on included safety, Barlow mock interviews, the high schools making the football playoffs, Principal for a Day, and participation in the Halloween activities on Main Street in downtown Gresham.

**DISTRICT LEADERSHIP TEAM (DLT) REPORTS (9:16 p.m.)**

There were no District Leadership Team reports this evening.

**INFORMATION ITEMS**

**City of Gresham Design Commission Hearing (9:16 p.m.)**

A City of Gresham Design Commission Hearing on the Gresham High School project was originally scheduled for October 18, 2017. Due to the lack of a quorum being present, that meeting was postponed to November 1, 2017.

Gresham High School is in a downtown development zone and is subject to different land use than other school sites. The design commission approved the land use for Gresham High School. There are also 39 conditions of approval that go along with the land use approval.

**Bond Communications Update** (9:17 p.m.)

Mike Schofield provided an update on bond communications noting specific deliverables that have taken place. He also shared that the building blocks quarterly newsletter will be mailed out to the community this weekend. Additional bond updates can be found online at <https://www.gresham-barlowbond.org/>.

**ANNOUNCEMENTS** (9:18 p.m.)

Nov. 9-12, 2017: OSBA 2017 Annual Convention  
Portland Marriott Downtown Waterfront  
1401 SW Naito Pkwy, Portland, OR 97201

Nov. 16, 2017: Special Board Work Session - 6 p.m.  
Partnership Room  
Center for Advanced Learning

Nov. 23, 2017: No Board Meeting  
Thanksgiving Holiday

Nov. 30, 2017: Board Work Session - 6 p.m.  
Partnership Room  
Center for Advanced Learning

Dec. 7, 2017: Board Work Session - 6 p.m.  
Council Chambers Conference Room  
Public Safety and Schools Building

Dec. 7, 2017: Regular Board Meeting - 7 p.m.  
Council Chambers  
Public Safety and Schools Building

**ADJOURNMENT** (9:20 p.m.)

There being no other business, the meeting was adjourned at 9:20 p.m.

Submitted by: \_\_\_\_\_  
Sarah Avery  
Administrative Assistant to the Superintendent and  
Board of Directors

Note: These minutes were approved by the board on \_\_\_\_\_:sa

**GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.**  
Minutes of Special Board Work Session

November 16, 2017

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The Gresham-Barlow School District Board of Education held a special work session on Thursday, November 16, 2017, in the Partnership Room at the Center for Advanced Learning, 1484 NW Civic Drive, Gresham, Oregon.

The meeting was called to order at 6:21 p.m. by the chair, Kris Howatt. Other board members in attendance were Sharon Garner, John Hartsock, Matt O’Connell, Blake Petersen, and Kathy Ruthruff. Carla Piluso was absent.

The following members of the superintendent’s district leadership team were present:

A. Katrise Perera	.....	Superintendent
James Hiu	.....	Deputy Superintendent of Human Resources
Teresa Ketelsen	.....	Deputy Superintendent of Teaching and Learning
Mike Schofield	.....	Chief Financial Officer
Julie Evans	.....	Executive Director of Elementary Education
Sara Hahn-Huston	.....	Executive Director of Secondary Teaching and Learning
John Koch	.....	Executive Director of Student Support Services

Athena Vadnais, Director of Communications and Community Engagement, was absent.

Mike Nekritz, Felicity Educational Services, was also present.

**MOTION 45 MEETING AGENDA (6:22 p.m.)**

It was moved by John Hartsock, seconded by Kathy Ruthruff, and carried unanimously 6 to 0 to approve the meeting agenda as presented.

**MOTION 46 BOND: SECURITY – DOOR LOCKS/HARDWARE (6:22 p.m.)**

Student and staff safety is an important component of the 2016 capital construction bond. Last spring, the administration and district staff determined a standard for door locks/hardware replacements for East Orient Elementary, Highland Elementary, Powell Valley Elementary, and West Gresham Elementary. Mike Schofield provided background information on the two bids received by the district and the recommendation by the administration is to select JS Perrott & Company.

It was moved by John Hartsock and seconded by Kathy Ruthruff to approve JS Perrott as the lowest responsible bidder pending successful contract negotiations at an amount not to exceed \$177,659.

Discussion followed in regards to the RFP, bidding process, and installation timeline. Following discussion, the motion carried 6 to 0.

**ACADEMIC AUDIT** (6:29 p.m.)

A preliminary summary of the Academic Audit was presented to the board and administration at the November 2, 2017 board business meeting. Mike Nekritz, Felicity Educational Services, provided a more detailed presentation of the initial academic audit findings.

Following Mike's presentation there was discussion on how to build a framework and create a systems approach for the district. In addition, the efficient use of time, energy, and resources as well as having a clear vision and mission were topics of conversation. There was further discussion on curriculum, student engagement, and resilience.

The board will continue this conversation at the December 14, 2017 work session with a discussion on district values.

**MEETING PROTOCOL** (8:06 p.m.)

Chair Howatt led a discussion on the meeting protocol for the board business meetings. The board report has been moved to the end of the business meeting.

There was discussion around the pledge of allegiance and why it is only done at the business meetings. For future meetings, the board may invite boy scouts or girl scouts from the district to lead the pledge of allegiance. The pledge will continue to be said at business meetings and possibly be said occasionally at work sessions as well.

**ADJOURNMENT** (8:16 p.m.)

There being no further business, the work session was adjourned at 8:16 p.m.

Submitted by: \_\_\_\_\_  
Sarah Avery  
Administrative Assistant to the Superintendent and  
Board of Directors

Note: These minutes were approved by the board on \_\_\_\_\_:sa

**GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.**  
Minutes of Regular Board Work Session

November 30, 2017

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The Gresham-Barlow School District Board of Education held a regular work session on Thursday, November 30, 2017 in the Partnership Room at the Center for Advanced Learning, 1484 NW Civic Drive, Gresham, Oregon.

The meeting was called to order at 6:12 p.m. by the chair, Kris Howatt. Other board members in attendance were John Hartsock, Matt O’Connell, Blake Petersen, Carla Piluso, and Kathy Ruthruff. Sharon Garner was absent.

The following members of the superintendent’s district leadership team were present:

A. Katrise Perera	.....	Superintendent
James Hiu	.....	Deputy Superintendent of Human Resources
Teresa Ketelsen	.....	Deputy Superintendent of Teaching and Learning
Mike Schofield	.....	Chief Financial Officer
Julie Evans	.....	Executive Director of Elementary Education
Sara Hahn-Huston	.....	Executive Director of Secondary Teaching and Learning
John Koch	.....	Executive Director of Student Support Services
Athena Vadnais	.....	Director of Communications and Community Engagement
April Olson	.....	Director of Federal Programs

Rick Rainone, Cornerstone Management Group, Inc. was also present.

**MOTION 47 MEETING AGENDA (6:12 p.m.)**

It was moved by John Hartsock, seconded by Kathy Ruthruff and carried 6 to 0 to approve the meeting agenda as presented.

Agenda item number seven, Bond: Budget Update/Transfers, was moved to the top of the agenda.

**BOND: BUDGET UPDATE / TRANSFERS (6:13 p.m.)**

Mike Schofield distributed a Program Contingency Summary and Bond Budget Summary handout. (This handout will be included with the agenda packet that can be found on the district website.)

Mr. Schofield reviewed the school projects, maintenance projects, program contingency transfers, and updated estimate. A discussion followed on proposed budget transfers and modifications.

**POLICY REVIEW (6:37 p.m.)**

Teresa Ketelsen led a discussion and review of the policy revisions, additions, and/or deletions of six (6) policies. There was additional discussion on policy JHC Student Health Services and Requirements, a new policy for the district.

**MOTION 48 SUPERINTENDENT EVALUATION PROCESS (6:49 p.m.)**



The superintendent evaluation committee met November 7, 2017 and developed the Superintendent Evaluation Committee Charter and the Process Calendar. Director Hartsock reviewed the superintendent evaluation process with the board and administration.

It was moved by Blake Petersen, seconded by Matt O'Connell and carried 6 to 0 to approve the superintendent evaluation process charter and calendar.

**MT. HOOD COMMUNITY COLLEGE PRESIDENTIAL SEARCH** (6:55 p.m.)

Director Hartsock shared time and date information regarding the Mt. Hood Community College Presidential Search Community forum. There are two sessions taking place December 5, 2017. The first is at 12:00 p.m. at the college and the second is at 6:30 p.m. at David Douglas High School.

**STUDENT HEALTH CENTER STEERING COMMITTEE UPDATE** (6:57 p.m.)

The Gresham-Barlow School District has received funding from Multnomah County to explore the feasibility of developing a Student (school-based) Health Center (SHC) at Gresham High School. A steering committee has been formed to discuss the kinds of services and supports the SHC should provide.

April Olson provided an update on the steering committee. Following the presentation, there was discussion on how to receive input from parents, students, and the community to assist in recommendations and decisions for the development of the Student Health Center.

**FUNDRAISED OUT-OF-STATE FIELD TRIPS** (7:15 p.m.)

Fundraised out-of-state field trips were discussed at the October 19, 2017 work session. At that session, the board requested information on the number of trips programs have taken over the past several years.

In order to relieve the financial burden on families, the district has followed guidelines to approve fundraised out-of-state field trips occurring every other year for any particular program. Over the past couple years, these guidelines have become less clear and more complex to follow.

Teresa Ketelsen led a discussion on the proposal to allow school programs to travel based on tiered agreements. There was additional discussion on having equitable access for students in regards to participating in field trips.

**OREGON DEPT. OF ED. SCHOOL PERFORMANCE RATINGS** (7:37 p.m.)

The Oregon Department of Education (ODE) produces yearly report cards for schools and districts. ODE did not assign summative ratings for the 2016 - 17 report cards due to the expiration of Oregon's ESEA flexibility waiver and the transition to ESSA in 2017 - 18.

Sara Hahn-Huston shared information on how the Gresham-Barlow School District performed, by indicator, in accordance with the ratings. There was

further discussion on the rating levels and maintaining a focus on academic growth.

**ILT’S PRIORITIZED RECOMMENDATIONS FROM THE ACADEMIC AUDIT** (7:51 p.m.)

The Instructional Leadership Team (ILT) prioritized the recommendations provided through the academic audit. The top three priorities from the team are as follows:

- 1. Build systems that define and align curriculum and assessment in academic areas, social-emotional learning, and digital literacy.
- 2. Build systems that give students a voice and make them feel comfortable, appreciated, and understood.
- 3. Build systems that are committed to high-quality, effective instructional practices.

Teresa Ketelsen and Julie Evans provided a presentation on the process ILT used to prioritize recommendations. In addition, they shared work that has recently been completed, is currently in progress, or still needs to be planned in each area. Additional discussion followed the presentation.

**ADJOURNMENT** (8:16 p.m.)

There being no further business, the work session was adjourned at 8:16 p.m.

Submitted by: \_\_\_\_\_  
Sarah Avery  
Administrative Assistant to the Superintendent and  
Board of Directors

Note: These minutes were approved by the board on \_\_\_\_\_:sa

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors  
FROM: A. Katrise Perera  
Mike Schofield  
DATE: December 7, 2017  
RE: No. 2 – Financial Report

EXPLANATION: State Revenue Forecast. The State of Oregon Office of Economic Analysis updated their financial forecast on November 29, 2017. To summarize, the outlook is relatively stable for the current and upcoming biennia. Ballot Measure 101, which will be voted on in a January Special Election may have an impact on current and future funding for schools.

The attached financial report reflects staffing additions made for enrollment at the start of the school year.

PRESENTER: Mike Schofield

SUPPLEMENTARY  
MATERIALS: Financial Report/Summary (Ending October 31, 2017)

RECOMMENDATION: None

REQUESTED ACTION: Consent agenda approval

MS:mkh:sa

**GENERAL FUND**

	Actual QTR 1	Actual October	Projected QTR 2	Projected QTR 3	Projected QTR 4	Projected Annual	Actual YTD	Adopted Budget	Variance To Budget
<b>Revenue</b>									
Current Taxes	-	-	24,600,000	1,160,000	940,000	26,700,000	-	26,700,000	0
Prior Year Taxes	145,369	38,499	126,499	80,000	125,000	476,868	183,868	500,000	-23,132
Other Taxes / Interest	259	41	216	2,950	550	3,975	300	15,000	-11,025
<b>Total Taxes</b>	<b>145,628</b>	<b>38,540</b>	<b>24,726,715</b>	<b>1,242,950</b>	<b>1,065,550</b>	<b>27,180,843</b>	<b>184,168</b>	<b>27,215,000</b>	<b>-34,157</b>
Common School Fund	-	-	-	750,000	750,000	1,500,000	-	1,500,000	0
County School Fund	-	-	-	-	-	2,000	-	2,000	0
Federal Forest Fees	1,430	-	-	-	11,750	13,180	1,430	12,000	1,180
State School Fund (SSF)	28,998,001	7,247,325	21,741,975	21,741,975	14,494,650	86,976,601	36,245,326	84,600,000	2,376,601
<b>Other SSF Revenue</b>	<b>28,999,431</b>	<b>7,247,325</b>	<b>21,741,975</b>	<b>22,491,975</b>	<b>15,258,400</b>	<b>88,491,781</b>	<b>36,246,756</b>	<b>86,114,000</b>	<b>2,377,781</b>
<b>Total Formula Revenue</b>	<b>29,145,059</b>	<b>7,285,865</b>	<b>46,468,690</b>	<b>23,734,925</b>	<b>16,323,950</b>	<b>115,672,624</b>	<b>36,430,924</b>	<b>113,329,000</b>	<b>2,343,624</b>
High Cost Disability	-	-	-	-	600,000	600,000	-	600,000	0
Prior Year SSF	-	-	-	-	-	-	-	-	0
State Restricted	-	-	-	-	-	-	-	-	0
<b>Other State Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	<b>600,000</b>	<b>0</b>
Tuition / Transportation	1,068	2,219	10,219	18,000	71,000	100,287	3,287	100,000	287
Earning on Investment	89,033	32,379	82,379	75,000	70,000	316,412	121,412	300,000	16,412
Student Fees / Admissions	35,734	7,326	62,326	76,000	161,500	335,560	43,060	365,000	-29,440
Rentals	53,437	21,979	71,979	72,000	60,000	257,416	75,416	250,000	7,416
Donations	-	-	60,000	60,000	100,000	220,000	-	250,000	-30,000
Services to other Funds	-	10,644	45,644	20,000	410,000	475,644	10,644	480,000	-4,356
Misc.	28,470	173,072	233,072	90,000	155,000	506,542	201,542	450,000	56,542
MESD Transfer	-	-	2,000,000	-	-	2,000,000	-	2,000,000	0
Other County Funds	-	-	-	-	-	-	-	-	0
Drivers' Education	-	-	-	-	-	-	-	-	0
Other Federal Revenue	-	-	-	-	-	-	-	-	0
Child Care Development	-	-	10,000	20,000	5,000	35,000	-	40,000	-5,000
Sale of Fixed Assets	-	-	-	-	-	-	-	5,000	-5,000
Bond Proceeds	-	-	-	-	-	-	-	-	0
TRANSFERS	-	-	-	-	-	-	-	-	0
<b>Total Other Revenue</b>	<b>207,742</b>	<b>247,619</b>	<b>2,575,619</b>	<b>431,000</b>	<b>1,032,500</b>	<b>4,246,861</b>	<b>455,361</b>	<b>4,240,000</b>	<b>6,861</b>
<b>TOTAL REVENUE</b>	<b>\$29,352,801</b>	<b>\$7,533,484</b>	<b>\$49,044,309</b>	<b>\$24,165,925</b>	<b>\$17,956,450</b>	<b>\$120,519,485</b>	<b>\$36,886,285</b>	<b>\$118,169,000</b>	<b>2,350,485</b> 31.2%
								12,115,813	BFB Budget
<b>Expenditures</b>									
Licensed Salaries	3,016,488	2,970,792	9,070,792	9,150,000	15,400,000	36,637,280	5,987,280	36,912,450	275,170
Support Staff Salaries	1,587,981	930,564	2,808,564	2,817,000	4,078,000	11,291,545	2,518,545	11,813,662	522,117
Admin Salaries	1,396,094	461,380	1,391,380	1,395,000	1,410,000	5,592,474	1,857,474	5,522,931	-69,543
Confidential Salaries	106,629	41,714	127,714	129,000	129,000	492,343	148,343	499,037	6,694
Subs' / Temp Salaries	310,259	326,015	1,041,015	900,000	1,490,000	3,741,274	636,274	3,863,751	122,477
<b>Total Salaries</b>	<b>6,417,451</b>	<b>4,730,465</b>	<b>14,439,465</b>	<b>14,391,000</b>	<b>22,507,000</b>	<b>57,754,916</b>	<b>11,147,916</b>	<b>58,611,831</b>	<b>856,915</b>
PERS	1,563,296	1,186,010	3,686,010	3,750,000	5,350,000	14,349,306	2,749,306	15,175,842	826,536
FICA	486,260	356,081	1,056,081	1,050,000	1,600,000	4,192,341	842,341	4,454,679	262,338
Insurance	1,540,434	1,144,799	3,524,799	3,570,000	5,580,000	14,215,233	2,685,233	13,824,446	-390,787
Other Benefits	313,624	166,847	381,847	330,000	505,000	1,530,471	480,471	1,356,340	-174,131
<b>Total Benefits</b>	<b>3,903,614</b>	<b>2,853,737</b>	<b>8,648,737</b>	<b>8,700,000</b>	<b>13,035,000</b>	<b>34,287,351</b>	<b>6,757,351</b>	<b>34,811,307</b>	<b>523,956</b>
Purchased Services	1,615,018	1,278,354	3,678,354	3,600,000	4,950,000	13,843,372	2,893,372	14,451,075	607,703
Charter School Payments	2,321,286	956,121	2,206,121	1,875,000	1,325,000	7,727,407	3,277,407	8,173,566	446,159
Supplies & Materials	453,812	222,275	487,275	375,000	865,000	2,181,087	676,087	2,263,290	82,203
Capital Outlay	-	22,813	32,813	10,000	10,000	52,813	22,813	50,000	-2,813
Other Objects	606,849	30,990	90,990	15,000	35,000	747,839	637,839	761,025	13,186
Transfers	820,000	-	-	-	-	820,000	820,000	820,000	0
<b>TOTAL EXPENDITURES</b>	<b>\$16,138,030</b>	<b>\$10,094,755</b>	<b>\$29,583,755</b>	<b>\$28,966,000</b>	<b>\$42,727,000</b>	<b>\$117,414,785</b>	<b>\$26,232,785</b>	<b>\$119,942,094</b>	<b>\$2,527,309</b> 21.9%
Reserves - Contingency/Unappropriated Ending Balance								6,963,168	
Beginning Cash Balance							\$11,855,631	\$0	
							\$3,104,700	\$126,905,262	Budget
							\$14,960,331		

12.7% (Percentage of Projected Expenditures)

Expenditure Summary		
Salaries	11,147,916	42.5%
Benefits	6,757,351	25.8%
Purchased Serv	6,170,779	23.5%
Supplies	676,087	2.6%
Capital Outlay	22,813	0.1%
Other Objects	637,839	2.4%
Transfers	820,000	3.1%
<b>\$</b>	<b>26,232,785</b>	<b>100.0%</b>

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
James Hiu

DATE: December 7, 2017

RE: No. 3 - Personnel Report: Employment Contracts

EXPLANATION: ORS 332.075(2)-(3), states that, "All contracts of the school district must be approved by the district school board before an order can be drawn for payment." This includes the provision of labor performed by employees of the district.

In addition, Board Policy GB, General Personnel Policies, provides that, "The employment contract of candidates to fill licensed and contracted positions will be approved by the Board upon the superintendent's recommendation."

Salary placement for licensed and administrator positions will follow the terms of the established collective bargaining agreement with the labor association and memorandum of understanding with the administrator group. These agreements are available on the District web site.

Board of Directors

Re: No. 3 - Personnel Changes: Employment Contracts

December 7, 2017

Page 2

PRESENTER: James Hiu

SUPPLEMENTARY  
MATERIALS:

1. Licensed New Hires
2. Change in Positions – Quarterly Report

RECOMMENDATION:

1. As required by Policy GB, the administration recommends the employment of candidates to fill positions as listed above in supplementary materials #1.
2. As required by Policy GB, the administration will report quarterly the number of employees that have changed their positions as listed above in supplementary materials #2.

REQUESTED ACTION: Consent agenda approval

JH: mc

(1) Licensed New Hires for 2017-2018  
Recommended for Hire for the 2017-2018 School Year

NAME	POSITION	LOCATION
Chau-Chin, Wing-Sze	Kindergarten Teacher	HCES

(2) Change In Positions  
9/1/17-11/30/17

Location	Classified				Reason	Licensed				Reason	Administration			
	Resign	Retire	Hire	New FTE		Resign	Retire	Hire	New FTE		Resign	Retire	Hire	
Deep Creek Damascus K-8		1	1											
East Gresham ES	1		1											
East Orient ES	1													
Hall ES	2		2											
Highland ES														
Hogan Cedars ES		1					1	1		LOA				
Hollydale ES	1		2											
Kelly Creek ES			1	1d	SpEd Support			1	1d	Increased enrollment				
North Gresham ES	1						1	1						
Powell Valley ES	1	1												
West Gresham ES	1		1											
Clear Creek MS	2		4					1		LOA				
Dexter McCarty MS	1		2											
Gordon Russell MS			1											
West Orient MS				1d	Increased enrollment			1		Increased enrollment				
Barlow HS			2	1a	M98									
Gresham HS	1		1	1a	M98			1	1a	M98				
REY Academy				1a	M98									
Springwater Trail HS	1		1	1a	M98									
Student Support Services	1		3					2						
District Office/Wide			1					1	2a	M98		1		
Facilities	2		1	1d	Custodial Supervisor									
Technology														

KEY

a = Measure 98

b= Title 1

c = Other Funds

d = General Fund



**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Teresa Ketelsen

DATE: December 7, 2017

RE: No. 4 – Policy Updates

EXPLANATION: Changes to the policies recommended by Oregon School Boards Association, district staff, and the Policy Review Committee were presented for first reading at the November 30, 2017 board work session. The board reviewed and provided input regarding the policy updates.

Policy	Title
CBA	Qualifications and Duties of the Superintendent
CBB	Recruitment and Appointment of the Superintendent
CBC	Superintendent's Contract
CBG	Evaluation of the Superintendent
JFCM	Threats of Violence
JHC	Student Health Services and Requirements

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY MATERIALS: Revised policies (6) with recommended revisions.

RECOMMENDATION: The administration recommends board approval of the policy changes as presented.

REQUESTED ACTION: Consent agenda approval.

TK:sa

# Gresham-Barlow SD 10

Code: **CBA**  
Adopted: 7/11/94  
Readopted: 6/03/99; 5/02/02; 1/09/03;  
11/07/13  
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

- POSITION: Superintendent of Schools/ Chief /Executive Officer (CEO)
- QUALIFICATIONS:
1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
  2. Successful experience as an educational leader and administrator;
  3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices approval pursuant to OAR 584-080-0151 and 584-080-0161;
  4. Other qualifications as determined by the Board.
- REPORTS TO: Board of Directors
- POSITION PURPOSE: A visionary, future-focused educational leader, that practices a collaborative leadership approach. A leader that focuses primarily on the growth and well-being of students, staff, and the community. The collaborative leader shares power, puts the needs of others first and helps people develop and perform as highly as possible. Provides for effective administration of all schools and departments, and educational leadership throughout the school system and community.
- NATURE AND SCOPE: The superintendent is the chief executive officer for the Gresham-Barlow School District and reports to the Board. ~~No other position reports to the Board.~~

### PERFORMANCE and RESPONSIBILITIES:

- The superintendent is the liaison between the staff and the Board, develops policy for Board approval and translates it into action through the development of administrative regulations.
- The superintendent directs the preparation of information and recommendations to the Board related to budget and capital expenditures, negotiations with representative employee groups and the hiring of all licensed personnel, presentations and responding to questions.

- The ~~position superintendent~~ provides managerial direction to the central administrative ~~staff who in turn provides managerial direction to the~~ ~~and~~ school staffs to achieve the policies and priorities outlined by the Board. ~~It also~~
- ~~The superintendent~~ designs and maintains an organizational framework capable of effectively meeting these priorities ~~of the Board approved strategic plan.~~
- ~~The superintendent also directs the internal and external school community and staff communication programs, and develops effective relationships by helping the community and staff members know and understand the district's goals, achievements, concerns, needs and plans. The superintendent will demonstrate the skills necessary to establish effective two-way communications with the students, staff, parents and the community as a whole, including beneficial relationships with the media. The superintendent will elicit and respond to community feedback and build community support for the district.~~
- ~~The superintendent will provide leadership in providing for the recruitment, selection, development and retention of a quality workforce. The superintendent will demonstrate skills in applying ethical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.~~
- ~~The superintendent is responsible for determining and implementing the administrative structure and management systems. A related responsibility is the selection, assignment and evaluation of administrative personnel.~~  
~~The superintendent serves as spokesperson on educational issues concerning the district and directs staff in a similar role.~~
- ~~The superintendent also~~ presents testimony on proposed legislation to the State Legislature.
- The ~~position superintendent~~ maintains an awareness of educational trends, new concepts and approaches designed to improve student learning. As appropriate, the superintendent informs the Board about such trends, concepts and approaches and incorporates them into the instructional and operational programs.
- ~~The superintendent will direct attention to the attainment of district goals as adopted by the Board and to report progress toward goal attainment on a quarterly basis.~~

#### STANDARDS FOR SUPERINTENDENT PERFORMANCE:

##### **The superintendent shall develop:**

- Collaborative relationships with staff, parents, and the community to make decisions in the best interests of students and stakeholders
- Community and Civic partnerships for the mutual benefit of all involved
- A systems approach to align and guide the work of the District and address equity among the schools
- The Gresham-Barlow School District Strategic Plan as the path forward in providing high-quality educational experiences for a diverse student population

**The superintendent shall have knowledge of and experience with:**

- Instructional leadership to close achievement gaps, to challenge all students to their fullest potential, and to ensure the education of the whole child
- Financial oversight to provide fiscal stewardship for the community's investment in public education during volatile economic times for public education in Oregon
- Facility construction acumen to support the school facility improvements
- State and national leadership to understand and influence state and national educational policies impacting the Gresham-Barlow Schools
- Diverse populations and income levels

**The superintendent shall demonstrate:**

- Exceptional communication skills to engage the staff and community in discussion and decisions impacting the students being served
- Sophisticated technology skills in order to lead and communicate the efforts of the school district in preparing all students to be college and career ready
- An uncompromising commitment to excellence and equity for all students and staff

~~1. Leadership and District Culture~~

~~The superintendent will demonstrate exemplary leadership through empowering others, providing vision, by helping shape school culture, and by promoting a climate of understanding of multicultural and ethnic differences.~~

~~2. Policy and Governance~~

~~The superintendent will work with the Board to formulate internal and external district policy, define mutual expectations of performance with the Board and demonstrate exemplary school governance to staff, students and the community at large.~~

~~3. Communications, Community Relations and Partnerships~~

~~The superintendent will demonstrate the skills necessary to establish effective two-way communications with the students, staff, parents and the community as a whole, including beneficial relationships with the media. The superintendent will elicit and respond to community feedback and build community support for the district.~~

~~4. Organizational Management~~

~~The superintendent will gather and analyze data for decision making and for making recommendations to the Board. The superintendent will demonstrate the skills necessary to meet internal and external customer expectations and to effectively allocate resources.~~

~~5. Educational Systems and Practices~~

~~The superintendent will assure achievement of instructional goals and effective student learning by providing leadership in educational program development and implementation. The superintendent will ensure that the most effective teaching techniques are in place and that all instructional resources are used to maximize student achievement. Leadership will focus on applying research and best practice.~~

~~6. Human Resource Systems and Practices~~

~~The superintendent will provide leadership in providing for the recruitment, selection, development and retention of a quality workforce. The superintendent will demonstrate skills in applying ethical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.~~

~~7. District Goals~~

~~The superintendent will direct attention to the attainment of district goals as adopted by the Board and to report progress toward goal attainment on a semi-annual basis.~~

END OF POLICY

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**Legal Reference(s):**

[ORS 327.133](#)  
[ORS 332.075](#)  
[ORS 332.515](#)  
[ORS 342.125](#)  
[ORS 342.143](#)  
[ORS 342.173](#)  
[ORS 342.175](#)

[ORS 342.200](#)  
  
[OAR 581-022-0102 to -1940](#)  
[OAR 581-023-0006 to -0041](#)  
[OAR 581-023-0104](#)  
[OAR 581-023-0112](#)  
[OAR 581-023-0220 to -0240](#)

[OAR 584-020-0000 to -0045](#)  
[OAR 584-036-0035\(1\)](#)  
[OAR 584-046-0005 to -0024](#)  
[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent

# Gresham-Barlow SD 10

Code: **CBB**  
Adopted: 6/03/99  
Readopted: 5/02/02; 11/07/13

## Recruitment and Appointment of the Superintendent

The Board considers foremost among its responsibilities the selection and appointment of a superintendent who can effectively translate into action the Board's policies and the community's aspirations for its schools.

To provide the most capable leadership available for the district, the Board may engage in a nationwide search for applicants for the position of superintendent whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent or interim superintendent at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals, or of an advisory committee, or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection, however, will rest with the Board after a thorough consideration of qualified applicants.

The Board will hire the superintendent by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

At the time of superintendent appointment, the superintendent will be issued an initial contract with the length of the contract, salary, and benefits as mutually negotiated and determined by the superintendent and the Board. The Board will thereafter fix the superintendent salary and benefits annually prior to May 1.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)  
[ORS 332.505](#)

[ORS 342.513](#)  
[ORS 342.835](#)

### Cross Reference(s):

CBC - Superintendent's Contract

# Gresham-Barlow SD 10

Code: **CBC**  
Adopted: 6/03/99  
Readopted: 5/02/02; 11/07/13

## Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. Contracts shall not be issued for more than three years at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract extensions but in no case will the contract period be greater than three years. ~~for not more than an additional three years at any time~~

The compensation and benefits for the position of superintendent will be fixed by the Board, based upon the responsibilities required ~~of the superintendent~~ in performing ~~his/her~~ the superintendent's duties.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

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### Legal Reference(s):

[ORS 332.432](#)  
[ORS 332.505](#)  
[ORS 332.507](#)

[ORS 332.525](#)  
[ORS 342.549](#)  
[ORS 342.815\(1\),\(3\),\(6\),\(8\)](#)

[ORS 342.835](#)

Ambrose v. Bd. of Educ., 51 Or. App. 621 (1981).  
Babbitt v. Mari-Linn Sch. Dist., 94 Or. App. 161 (1988).

### Cross Reference(s):

CBB - Recruitment and Appointment of the Superintendent

# Gresham-Barlow SD 10

Code: **CBG**  
Adopted: 6/03/99  
Readopted: 5/02/02; 7/11/13

## Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance ~~will be evaluated formally~~ at least ~~annually~~ once each year. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent's ~~and his/her~~ performance will be in executive session, unless the superintendent requests an open session. However, such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

~~Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules. At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.~~

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)  
[ORS 332.107](#)

[ORS 332.505](#)  
[ORS 342.513](#)

[ORS 342.815](#)  
[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

### Cross Reference(s):

BDC - Executive Sessions  
CB - Superintendent  
CBA - Qualifications and Duties of the Superintendent



### **Threats of Violence\*\***

~~The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district.~~ In order to promoting healthy relationships and a safe learning environment, ~~To this end,~~ student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence ~~he/she has~~ they have knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

The principal shall, in determining appropriate ~~disciplinary~~ action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage school property;
2. Placing the student in a setting where the behavior will receive immediate attention from a building administrator, counselor, licensed mental health professional or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting. The student can also be evaluated by the district's Student Threat Assessment and Safety Management System (level 1 and/or level 2)

The principal shall ensure notification consistent with state and federal education records laws and district policies is provided to:

1. The parent of any student in violation of this policy and the disciplinary action imposed;
2. The parent of a student when the student's name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
3. Any school employee whose name appears on a targeted list threatening violence or harm to the district employee and when threats of violence or harm are made by a student or others.

Notification to the above shall be attempted by telephone or in person within 12 hours of discovery of a targeted list or learning of a threat. Regardless, a written follow-up notification shall be sent within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health-care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, ~~he/she~~ **the principal** may provide such information to other school officials, including teachers, within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options as may be required by law and this policy shall be provided by the district.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.015](#)  
[ORS 166.210 - 166.370](#)  
[ORS 332.107](#)  
[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 339.327](#)  
[ORS 809.060](#)  
[ORS 809.260](#)  
  
[OAR 581-021-0050 to -0075](#)  
[OAR 581-053-0010\(5\)](#)

[OAR 581-053-0230\(9\)\(k\)](#)  
[OAR 581-053-0330\(1\)\(r\)](#)  
[OAR 581-053-0430\(17\)](#)  
[OAR 581-053-0531\(16\)](#)  
[OAR 581-053-0630](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).  
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

**Cross Reference(s):**

GBNA - Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing – Staff  
JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence – Student  
JFCJ - Weapons in the Schools

# Oregon School Boards Association Selected Sample Policy

Code: **JHC**  
Adopted:

## Student Health Services and Requirements

~~Although the district's primary responsibility is to educate students, the students' health and general welfare is also a major Board concern. The Board believes s~~ School programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The district shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

The district shall maintain a prevention-oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems and also scoliosis;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that are appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by Oregon Health Authority, Public Health Division, and the county health department;
6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;

8. Integration of school health services with school health education programs.

The Board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of the Every Student Succeeds Act of 2015 (ESSA), the district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination<sup>1</sup> or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All district employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in vision or hearing screening. The district will abide by those requests.

END OF POLICY

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**Legal Reference(s):**

[ORS 329.025](#)

[ORS 336.201](#)

[OAR 581-022-0705](#)

[OAR 581-022-1420](#)

[OAR 581-022-1440](#)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2015); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2015).

Every Student Succeeds Act of 2015, 20 U.S.C. § 8548.

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g.

HR6/27/17 | PH

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<sup>1</sup>The term “invasive physical examination,” as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Teresa Ketelsen

DATE: December 7, 2017

RE: No. 5 – Eagle Scouts Recognition: Gresham-Barlow School District Students

EXPLANATION: The Gresham-Barlow School District Board of Directors and Administration would like to recognize district students who have attained the rank of Eagle Scout.

**Logan Blaney** – Sam Barlow High School, Senior  
**Jacob Byrne** – Sam Barlow High School, Freshman  
**Aaron W. Haage** – Metro East Web Academy, Junior  
**Matthew J. Merritt** – Sam Barlow High School, Senior  
**Elway Simpson** – Gresham High School, Senior  
**Nicholas Wagner** – Metro East Web Academy, Senior  
**Dylan Walsh** – Sam Barlow High School, Junior

We recognize the dedication and commitment it takes to achieve Scouting's highest rank of Eagle. We congratulate these young men for this worthy accomplishment.

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY  
MATERIALS: Certificates of Recognition

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No formal action is required.

TK:pkh:sa

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors  
FROM: A. Katrise Perera  
Athena Vadnais  
DATE: December 7, 2017  
RE: No. 6 – Gresham-Barlow Education Foundation Update

EXPLANATION: The Gresham-Barlow Education Foundation has identified the following dates for 2017-18 reports to the school board:

September 7, 2017  
October 5, 2017  
January 4, 2018  
March 1, 2018  
June 7, 2018

When a member of the Gresham-Barlow Education Foundation is not present to give a report, Director John Hartsock will act as a liaison to the foundation and will offer a report. The next update from the Foundation will be presented on January 4, 2018.

PRESENTER: Athena Vadnais

SUPPLEMENTARY  
MATERIALS: None

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

:sa

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Julie Evans

DATE: December 7, 2017

RE: No. 7 – Gresham Arthur Academy Annual Report

EXPLANATION: In accordance with ORS 338.095 (2), Gresham Arthur Academy must submit an annual report to the district and the State Board of Education each year on the performance of the school and its students in the preceding fiscal/school year. This report must include, among other things, information regarding the goals and outcomes relating to student performance, and a look forward at the school year ahead.

Gresham Arthur Academy Principal Kandace Burton will present that information this evening.

PRESENTER: Kandace Burton

SUPPLEMENTARY  
MATERIALS: None

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

JE:sa

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Teresa Ketelsen

DATE: December 7, 2017

RE: No. 8 – School District Collaboration Grant

EXPLANATION: In 2017-18, the Gresham-Barlow School District is in its second year of the School District Collaboration Grant from ODE. This year's allocation is just over a million dollars.

During tonight's Board meeting, the Grant Managers, Mark Kim and Regina Norris, will share highlights of the work completed in the past year and a half as well as plans for the future.

PRESENTER: Teresa Ketelsen, Mark Kim, and Regina Norris

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: This item is provided for information only.

REQUESTED ACTION: No action is required.

TK:sa



**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Teresa Ketelsen

DATE: December 7, 2017

RE: No. 9 – Policy Review Committee Minutes of November 7, 2017

EXPLANATION: The Policy Review Committee met on November 7, 2017, at the Gresham-Barlow School District administration office. Minutes of that meeting are included with this summary.

The Policy Review Committee is an advisory committee appointed by the Gresham-Barlow School District Board of Directors to review proposed policy updates and advance recommendations to the board to ensure that policies are current with legislative requirements and district practice.

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY MATERIALS: 1. Minutes of the November 7, 2017 Policy Review Committee meeting

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

TK:sa

## GRESHAM-BARLOW SCHOOL DISTRICT

### Policy Review Committee Meeting Minutes November 7, 2017

The meeting began at 8:05 a.m. on November 7, 2017, at the Gresham-Barlow School District administration office, 1331 NW Eastman Parkway, Gresham, Oregon.

Policy Review Committee members in attendance were Blake Petersen, John Hartsock, and Kris Howatt, school board members, and Teresa Ketelsen, deputy superintendent.

Revisions to the following policies were discussed and will be presented to the Board as a first reading during the November 30, 2017 work session:

<b>Policy</b>	<b>Title</b>
CBA	Qualifications and Duties of the Superintendent
CBB	Recruitment and Appointment of the Superintendent
CBC	Superintendent's Contract
CBG	Evaluation of the Superintendent
JFCM	Threats of Violence

The following policies were also discussed, however more information is needed to move forward.

<b>Policy</b>	<b>Title</b>
GBMA	Whistleblower
JHC	Student Health Services and Requirements

The needed information for these policies will be brought to the next Policy Review Committee meeting on November 28<sup>th</sup>.

The meeting ended at 9:15 a.m.

Submitted by: Teresa Ketelsen

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Teresa Ketelsen

DATE: December 7, 2017

RE: No. 10 – Policy Review Committee Minutes of November 28, 2017

EXPLANATION: The most recent Policy Review Committee meeting was held on November 28, 2017, at the Gresham-Barlow School District administration office. Minutes of that meeting are included with this summary.

The Policy Review Committee is an advisory committee appointed by the Gresham-Barlow School District Board of Directors to review proposed policy updates, and advance recommendations to the board to ensure that policies are current with legislative requirements and district practice.

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY MATERIALS: Minutes of the November 28, 2017 Policy Review Committee meeting

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

TK:sa

## GRESHAM-BARLOW SCHOOL DISTRICT

### Policy Review Committee Meeting Minutes November 28, 2017

The meeting began at 8:00 a.m. on November 28, 2017 at the Gresham-Barlow School District administration office, 1331 NW Eastman Parkway, Gresham, Oregon.

Policy Review Committee members in attendance were Blake Petersen, John Hartsock, and Kris Howatt, school board members, and Teresa Ketelsen, Deputy Superintendent.

Revisions to the following policies were discussed and will be presented to the Board as a first reading during the December 14, 2017 work session:

<b>Policy</b>	<b>Title</b>
AC	Nondiscrimination
BDDH	Public Comment at Board Meeting
CCG	Evaluation of Administrators
GBEB	Communicable Disease - Staff
GBH/JECAC	Custodial Parent

Policy GCDA/GDDA, Criminal Records Checks and Fingerprinting was also discussed, however more information is needed to move forward.

The following policies were on the agenda to be reviewed, however the meeting ended before they could be discussed. They will be placed on the next Policy Review Committee meeting on January 16<sup>th</sup>, 2018.

<b>Policy</b>	<b>Title</b>
GCDA/GDDA	Criminal Records Checks and Fingerprinting
GCM/GDM	Evaluation of Staff
KI	Public Solicitation in District Facilities

The meeting ended at 9:40 a.m.

Submitted by: Teresa Ketelsen

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Mike Schofield

DATE: December 7, 2017

RE: No. 11 – Bond Oversight Committee Minutes, October 25, 2017

EXPLANATION: The second Bond Oversight Committee meeting was held on October 25, 2017, at the Gresham-Barlow School District facilities office. Minutes of that meeting are included with this summary.

The Bond Oversight Committee is an advisory committee appointed by the Gresham-Barlow School District Board of Directors to review progress on the Gresham-Barlow School District Bond Measure 26-187. Committee members will review project improvements, monitor spending (program progress), and monitor schedules. The Oversight Committee shall report quarterly to the Board of Directors regarding program progress.

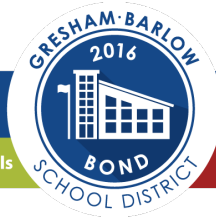
PRESENTER: Mike Schofield

SUPPLEMENTARY  
MATERIALS: Bond Oversight Committee Meeting Minutes, October 25, 2017

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

MS:mkh:sa



## **GRESHAM-BARLOW SCHOOL DISTRICT BOND OVERSIGHT COMMITTEE**

### **Minutes of October 25, 2017 Meeting #2**

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The Gresham-Barlow School District Bond Oversight Committee met at 6:00 p.m., Wednesday, October 25, 2017 in the conference room of the Gresham-Barlow Facilities Department, located at 2020 SE Fleming Avenue, Gresham, OR.

Members in attendance were: Rebecca Merchant, Brianna Bigham, Jason Dugan, Sharon Estes, Norm Hancock, Rick Searls, John Vandermosten, Karen Johnston, and George Seaman. Members: Michael Harris and Bess Wills were absent.

The following central office administrators were present: Mike Schofield.

Guests: Rick Rainone, Cornerstone Management Group, Inc., John Hartsock, School Board Member, and Shirley Vandermosten, community member.

#### **WELCOME AND INTRODUCTIONS**

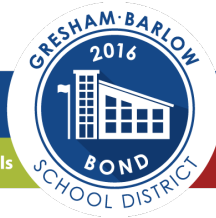
Committee Chair Rebecca Merchant called the meeting to order at 6:02 p.m., welcoming all present to the second Bond Oversight Committee meeting. Introductions were exchanged.

#### **PROJECT PRESENTATIONS**

##### **NORTH GRESHAM ELEMENTARY SCHOOL**

Matthew Guthrie, with BBT Architects, presented where they currently are at in the process, how they received input on what the new school should be like, and issues that they are currently encountering with property grading. He showed the bus loop that separates cars and busses, and where the new staff and visiting parking will be on the new site. The new building will be situated on the site to block the east wind from the playgrounds and fields. He also showed the educational arc, grade level clusters, organization outline, and circulation of the building.

Bob Trapa, with Bremik Construction, discussed the budget and bidding process, concept stage, design and development stage, and construction process. He reported that the project is currently on target. One outreach for local contractors has already completed and will do another soon. Rick Rainone, with Cornerstone, clarified for the committee that 'local' has been identified as east of I-205.



Rebecca Merchant asked if the building being built to go up another story or is it being built to expand. Rick Rainone responded that it's built for a 550-student capacity; you don't want to go much larger than that for an elementary school.

Karen Johnson asked how much input the city has had on the changes that have been made. Mr. Rainone responded that the city is not on the design committee; they deal with land use. However, the district has been informing the city of changes.

### **EAST GRESHAM ELEMENTARY SCHOOL**

Elizabeth Delorme, with DLR Group, presented the new site plan, which outlined the new bus loop, where parking for visitors and staff would be, and where the new building would be relative to Dexter McCarty Middle School. She also showed the layout of the first and second floor of the new building, along with interior and exterior design concepts. Ms. Delorme let the committee know that the district would have design and development soon.

Mr. Rainone informed the committee that a study was conducted to ensure that the new site would not interfere with any future rebuild or renovation of DMMS. Mr. Rainone also let the committee know that city originally wanted the district to build a wall to buffer the noise of students from neighbors that back up to the site. With the help of acoustic architects, the city has since decided that the vegetation surrounding the site will suffice.

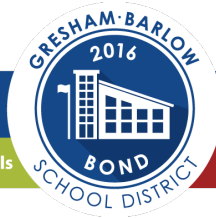
Shirley Vandermosten (guest) asked if vegetation has been selected. Mr. Rainone responded that the city and landscape architects are working on a selection of trees.

John Vandermosten asked if the site would have increased exterior lighting. Ms. Delorme responded that there would be a lot more lighting.

Brian Shoemaker, of P & C Construction, informed the committee that partnering with local companies is important to the district and to P & C Construction, which was founded in Gresham in 1961. They're hoping their presence in the community it will help bring in local contracts. He informed the committee that they have hired someone to help promote the project to get local companies excited, advertise, and do invites to get the word out about the project.

Mr. Shoemaker updated the committee on their involvement with keeping the project on budget. DLR has created several documents over the last 12 months. Each time they issue a new drawing, P & C Construction evaluates the drawings, at each stage, to ensure changes and additions still align with the budget. If it looks like it could go over, they will look at 'nice to have items' and bid out a more cost effective item, but also bid 'nice to have items'. On bid day if there is some wiggle room 'nice to have items' can be reevaluated.

John Vandermosten asked if the project was going to be a partnership. Mr. Ranione responded that there would not be a partnership agreement; however, the district is trying to have a partnership relationship moving into the construction phase.



Improve Safety and Security

Renovate and Replace Schools

Increase Efficiency

Modernize Classrooms

Karen Johnston asked what the exterior screens were going to be made of. Ms. Delorme responded that they would be made of perforated metal screening. Mr. Rainone added that whatever material is selected, it has to be easy to maintain.

Mr. Rainone informed the committee that the district has hired a security consultant. They will be working with architects to see if there are ways to make the buildings safer.

### **CONTRACTING 101**

Mr. Rainone discussed the selection process for CM/GC. He let the committee know that the selection process went through board approval. The district selected the design and build process, because you get a higher quality building if you go this route. The district might go this route on some of the safety and securities systems. It puts the owner in control of the CM/GC process.

### **PROJECT UPDATES**

CFO, Mike Schofield, went over the bond budget and committed budget summary. He also let the committee know that included in their packet was a bond project status report for each of the current projects. The report outlines a description of each project; status; design and construction schedule; the original estimate and cost to date; critical issues with the project; and a summary status.

Mr. Schofield let the committee know that the furthest ahead in design is East Gresham Elementary School. He also let the committee know that past budget concerns at Gresham High School and Sam Barlow are now inline. Planners went back to staff and identified 'we got to have' and 'nice to have' items, which brought us more inline with the budget.

Mr. Schofield informed members that safety and security bids came in. Work will be in swing shifts, when students are not there. The goal is to have the project done before the end of the calendar year.

### **COMMENTS AND QUESTIONS**

Mr. Schofield thanked everyone for their part in the process and their support of the district.

Chair Merchant adjourned the meeting at 7:40 p.m.

Minutes submitted by: Michelle Hobbs, Bond Oversight Committee Secretary.



**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
John Hartsock

DATE: December 7, 2017

RE: No. 12 – Superintendent Evaluation Committee Minutes of November 7, 2017

EXPLANATION: The Superintendent Evaluation Committee held a meeting on November 7, 2017 at the Gresham-Barlow School District administration office. Minutes of that meeting are included with this summary.

The Superintendent Evaluation Committee is an advisory committee appointed by the Gresham-Barlow School District Board of Directors to develop a plan for evaluation of the superintendent and coordinate the process.

PRESENTER: John Hartsock

SUPPLEMENTARY MATERIALS: Minutes of the November 7, 2017 meeting of the Superintendent Evaluation Committee

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

JH:sa

## **Superintendent Evaluation Committee Meeting Minutes November 7, 2017**

Present: Sharon Garner, John Hartsock, Board Members  
Location: Gresham-Barlow School District administration office  
1331 NW Eastman Parkway, Gresham, OR 97030

The meeting was convened on November 7, 2017 at 2:30 p.m.

The following items were discussed:

The committee discussed the draft committee charter and schedule and agreed to have it placed on the November 30, 2017 Board Work Session agenda for approval.

The committee reviewed the Superintendent Evaluation Workbook from OSBA and their suggested process and evaluation forms. Secondly, they reviewed a similar document from the Virginia Department of Education. Both outlined the utilization of performance standards and then rating those standards with performance indicators.

The following standards were adopted by the committee:

1. Mission Vision and Goals
2. Planning and Assessment
3. Instructional Leadership
4. Organizational Leadership and Safety
5. Communication and Community Relations
6. Professionalism
7. Student Academic Progress

It was determined to develop a survey instrument to obtain input for the evaluation. The survey will be provided to the Superintendent for a self-evaluation, Board (7), District Leadership Team (11), and Principals (18).

Having no further business, the meeting ended at 4:00 p.m.

The next Superintendent Search Committee meeting will be determined after the receipt of survey responses from the Superintendent, Board (7), District Leadership Team (11), and Principals (18).

Submitted by: John Hartsock

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Kris Howatt

DATE: December 7, 2017

RE: No. 13 – OSBA Resolution, Board of Directors Positions 17 and 18, and  
Legislative Policy Committee (LPC) Representatives

EXPLANATION: The Oregon School Boards Association (OSBA) has referred one resolution to its member school boards for consideration this year. If approved, the resolution will reorganize the Oregon School Boards Association as a non-profit corporation and adopt the proposed 2017 bylaws.

In addition, in the Multnomah County region, there are two board of directors positions open, and member school boards are asked to vote on the candidates who have filed for those positions.

Following is a slate of candidates representing Multnomah County school districts:

OSBA Board of Directors, Position 17

Michelle Vo, Corbett 39  
Mary Botkin, Multnomah ESD

OSBA Board of Directors, Position 18

Kris Howatt, Gresham-Barlow 10  
Uncontested

Member school boards have also been asked to vote on the three representative positions open for the Legislative Policy Committee.

Following is a slate of candidates running for the LPC Representative positions:

LPC Position 17

John Lindenthal, Reynolds 7  
Uncontested

LPC Position 18

Amy Kohnstamm, Portland 1J  
Dave Carter, Parkrose 3

LPC Position 19

John Hartsock, Gresham-Barlow 10  
Rita Moore, Portland 1J

Under OSBA's governance structure, member school boards are required to take official action on the proposed resolution and slate of candidates by casting one vote (meaning this is a board vote, not an individual vote).

The voting period opens in mid-November each year, following the fall regional dinner meeting. The Gresham-Barlow school board traditionally delays its vote until early December, because it falls after the annual OSBA convention where more information about candidates and resolutions can be acquired.

This information is now being presented for first reading and board action. The board secretary must submit the completed ballot online no later than December 15, 2017.

PRESENTERS:

Kris Howatt

SUPPLEMENTARY  
MATERIALS:

1. Resolution to Reorganize the Oregon School Boards Association as a Non-Profit Corporation and Adopt the Proposed Bylaws
2. Sample Ballot
3. 2017 OSBA Elections Calendar
4. Board candidate information can be viewed at:  
[http://www.osba.org/About-OSBA/Election\\_Center/Article/OSBA\\_Elections-Board.aspx](http://www.osba.org/About-OSBA/Election_Center/Article/OSBA_Elections-Board.aspx)

RECOMMENDATION:

The chair recommends that the board vote on the proposed OSBA resolution, board director candidates, and Legislative Policy Committee (LPC) representatives.

REQUESTED ACTION:

1. Move to approve/not approve OSBA Resolution No. 1 which reorganizes the Oregon School Boards Association as a non-profit corporation and adopts the proposed 2017 bylaws.
2. Move to elect \_\_\_\_\_ to the OSBA Board of Directors, Position 17.
3. Move to elect \_\_\_\_\_ to the OSBA Board of Directors, Position 18.
4. Move to elect \_\_\_\_\_ to the LPC Position 17.
5. Move to elect \_\_\_\_\_ to the LPC Position 18.
6. Move to elect \_\_\_\_\_ to the LPC Position 19.



## *Resolution*

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### **Resolution to Reorganize the Oregon School Boards Association as a Non-Profit Corporation and Adopt the Proposed 2017 Bylaws**

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**WHEREAS**, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards; and

**WHEREAS**, at the direction of the Board of Directors of OSBA, an organizational review was initiated with the goal of confirming OSBA's tax-exempt status and all related requirements; and

**WHEREAS**, the OSBA Board of Directors determined, based on the review, that it was in the membership's best interest to formally incorporate under ORS Chapter 65 as a nonprofit to ensure OSBA can maintain its political and legislative advocacy program; and

**WHEREAS**, a more clear recognition of OSBA's legal status will help ensure Board members' protection from individual liability; and

**WHEREAS**, the decision to formally incorporate under ORS Chapter 65 to nonprofit status requires replacement of the current OSBA Constitution with proposed Bylaws; and

**WHEREAS**, the OSBA Board of Directors received updates and discussed the transition at several OSBA Board meetings throughout 2016 and 2017 and conducted a review of the Bylaws at their June 2017 meeting; and

**WHEREAS**, after reviewing the recommended OSBA Bylaws as proposed by staff and legal counsel, the OSBA Board of Directors supports the recommendation to convert to a non-profit entity formed in accordance with the attached Bylaws:

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the proposed Bylaws be submitted to the membership for consideration during the 2017 OSBA election; and

**BE IT FURTHER RESOLVED** that the proposed Bylaws and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

*Submitted by: OSBA Board of Directors*

Oregon School Boards Association

# Proposed Bylaws

Approved by the Board of Directors on September 15, 2017

Submitted to Membership for consideration in the 2017 Election Process

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## SECTION 1: PURPOSE

- a) The Oregon School Boards Association (the “Association”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:
- b) To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- c) To gather and disseminate information pertinent to the successful operation of public schools.
- d) To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education and community colleges classified as a political subdivision.
- e) To work for adequate and dependable financial support for the public schools of this state.
- f) To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- g) To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- h) To study and interpret educational programs and to relate them to the needs of pupils.
- i) To promote public understanding of the role of school boards and school board members in the improvement of education.
- j) To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- k) To endeavor to implement the policies, beliefs and resolutions of the Association members and board of directors.
- l) To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- m) To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

## SECTION 2: MEMBERS

**2.1 Admission.** All members must qualify as (1) a “political subdivision” as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

**2.1.1** Local School District as defined under ORS Chapter 332;

**2.1.2** Education Service District as defined under ORS Chapter 334;

**2.1.3** Community College District as defined under ORS Chapter 341;

**2.1.4** State Board of Education as defined under ORS Chapter 326; and

**2.1.5** Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

- 2.2 Dues.** Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.
- 2.3 Reserved Powers of the Members.** The following corporate actions require the consent and approval of the members:
- 2.3.1** Election and removal of directors;
- 2.3.2** Election and removal of the Legislative Policy Committee (“LPC”) members;
- 2.3.3** Approval of resolutions to effectuate any of the following:
- a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
  - b) Modification to the region descriptions set forth in Section 2.6.1; and the
  - c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.
- 2.4 Voting Power.**
- 2.4.1** Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.
- 2.4.2** Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:
- a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have 2 votes.
  - b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have 3 votes.
  - c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have 4 votes.
  - d) K-12 Local Districts with an ADMr between 39,000.1 and above shall have 5 votes.
- 2.5 Process of Approval of Member Resolutions.**
- 2.5.1** Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30th. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.
- 2.5.2** The board of directors may call a special meeting of the members under Section 2.9, as necessary.
- 2.6 Regional Election of Directors and LPC Members**
- 2.6.1 Regional Voting.** For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:
- a. Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.

- b. Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- c. Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- d. Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- e. Southern Region includes all of the members located in the counties of Jackson and Josephine.
- f. Lane Region includes all of the members located in the county of Lane.
- g. Clackamas Region includes all of the members located in the county of Clackamas and Hood River.
- h. Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- i. Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- j. Marion Region includes all of the members located in the county of Marion.
- k. Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.
- l. North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.
- m. Washington Region includes all of the members located in the county of Washington.
- n. Multnomah Region includes all of the members located in the county of Multnomah.

Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

**2.6.2** Regional elections shall be taken by majority vote of the members within the region.

**2.7** **Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.11.

**2.8** **Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, any other officer or person whom the president may designate, shall report on the state of the Association, the activities and financial condition of the Association.

**2.9** **Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by

which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

- 2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in an annual or special meeting, or conduct the meetings through, use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present in person at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place in or out of Oregon designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.
- 2.12 Action by Written Ballot.** Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the Association delivers a written ballot to every member entitled to vote on the matter. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast is the same as the number of votes cast by ballot. A written ballot shall set forth each proposed action, indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter, and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a written ballot may not be revoked.
- 2.13 Unanimous Written Consent.** Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the action is taken by all members entitled to vote on the matter. The action shall be evidenced by one or more written consents describing the action taken, signed by each member, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is effective when the last member entitled to vote on the matter signs the consent, unless the consent specifies an earlier or later effective date.
- 2.14 Quorum and Voting.** A quorum of the members shall consist of those votes represented at a meeting of the members. If a quorum is present when a vote is taken, the affirmative vote of a majority of the votes represented and voting when the action is taken is the act of the members except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of members.

## **SECTION 3: DIRECTORS**

- 3.1 Powers.** Except as provided under Section 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of a board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.
- 3.2 Qualifications.** Directors must serve on the board of a member of the Association.
- 3.3 Number.** The board of directors shall consist of not fewer than three (3) nor more than 23 persons. The number of directors may be fixed or changed periodically, within the minimum, and maximum by the members.
- 3.4 Term.** Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.
  - 3.4.1** Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the Board of Directors.

**3.4.2** Directors taking office on or after January 1, 2018, may serve five (5) consecutive two (2) year terms and, if eligible, may rerun after a 2-year hiatus.

**3.4.3** If a director serving as an officer requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as past president.

**3.5 Composition.** Each region, as described under Section 2.6.1, shall elect one (1) director except as follows:

- a) Clackamas Region shall elect two (2) directors;
- b) Marion Region shall elect two (2) directors;
- c) Washington Region shall elect three (3) directors; and
- d) Multnomah Region shall elect three (3) directors.
- e) Provided, however, that if the president or immediate past president of the board of directors is a representative director from a region that elects only one (1) director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

**3.6 Regional Election.** The nomination and election of directors shall be in accordance with the elections calendar adopted by the board. Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted. Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes of the members shall be elected. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

**3.7 Ex-Officio.** The following individuals or their designee may serve as ex-officio nonvoting advisors to the board of directors:

- a) Any director of the National School Boards Association elected from Oregon;
- b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.
- c) The immediate past president of the Oregon Association of School Executives;
- d) The immediate past president of the Confederation of School Administrators;
- e) The board section president of the Oregon Association of Education Service Districts;
- f) The board section president of the Oregon Community College Association;
- g) The chair of the State Board of Education; and
- h) Any other person as the board of directors may appoint.

- 3.8 Vacancies.** In the event that any director position, other than the immediate past president, is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. If the board of directors cannot recruit a candidate from the region they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the Board. The members shall elect, using the procedures in Section 3.6, an interim director to serve from January 1 of the next year until the end of the remaining term.
- 3.9 Resignation.** A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.
- 3.10 Removal.** A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.
- 3.11 Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. The board of directors may hold annual, regular or special meetings in or out of the State of Oregon.
- 3.12 Notice of Meetings.** All members shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.
- 3.13 Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.
- 3.14 Quorum and Voting.** A quorum of the board of directors shall consist of a majority of the number of directors in office immediately before the meeting begins. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.
- 3.15 Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:
- a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
  - b) The director's dissent from the action taken is entered in the minutes of the meeting.

- 3.16 Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.
- 3.17 Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify its members and directors of the current Conflict of Interest policy. Each director shall annually complete and return a Conflict of Interest statement.

#### **SECTION 4: COMMITTEES**

- 4.1 Standing Committees.** The board of directors shall maintain the standing committees described below:
- 4.1.1 Executive Committee.** The executive committee shall consist of five (5) officers of the board of directors: the president as chairman, the president-elect, the vice president, the secretary-treasurer and the immediate past president. The executive committee may act, pursuant to delegation of authority to such committee by the board of directors, in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board by mail, email or at the next board meeting.
- 4.1.2 Finance Committee.** The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. The finance committee shall operate within the guidelines of the corporation's investment policy and the Finance Committee Operating Manual.
- 4.1.3 Legislative Policy Committee.** The board of directors shall maintain a Legislative Policy Committee.
- a) **Purpose.** The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4. The LPC also advises the executive director and staff during legislative sessions.
  - b) **Composition.** The LPC shall be composed of the voting members of the board of directors and the regional representatives elected under the procedures defined in 4.1.2c) and d). All committee members must be elected or appointed directors of a member. The vice president of the board shall chair the LPC.
  - c) **Nomination.** The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may nominate a candidate to the LPC and shall do so by formal resolution of the member and timely submission of the nomination form(s) to the office of the Association. Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. Nominations will be closed by a date identified in the elections calendar adopted by the board.
  - d) **Election.** Each LPC member shall be elected by majority of member boards of a region. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section d). Such elections shall be held using the procedures described in Section 3.6.

- e) **Term.** Each committee member shall take office on January 1 in even numbered years and serve for a term of two (2) years.
- f) **Vacancies.** In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

**4.2 Other Board Committees.** The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, however, that no committee of the board of directors may:

- a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
- b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
- c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
- d) Adopt, amend, or repeal the articles of incorporation or bylaws.

**4.3 Administration.** Each committee shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee shall also report on its activities at the regular meetings of the board of directors. Each committee shall comply with the public meetings laws requirements under ORS Chapter 192.

**4.4 Advisory Committees.** The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

## **SECTION 5: OFFICERS OF THE BOARD OF DIRECTORS**

**5.1 Appointment.** The board of directors shall elect officers by majority vote at least 10 days prior to the November member meeting. In cases where there are more than two (2) candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

**5.2 Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

**5.3 Compensation and Term of Office.** Officer terms are one calendar year. No officer except the secretary-treasurer shall serve two consecutive terms in the same office unless the director completed a term for another officer who was unable to complete a term and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.



Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**5.4 Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

**5.5 Officers.** The officers of the Association are as follows:

- 5.5.1 President:** The president shall preside at all member meetings of the Association and of the board of directors; shall appoint, committees subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be ex-officio voting member of all committees. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one (1) calendar year.
- 5.5.2 President-elect:** In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one (1) calendar year.
- 5.5.3 Vice president:** In the absence of the president-elect shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one (1) calendar year.
- 5.5.4 Secretary-treasurer:** The secretary-treasurer shall be responsible for keeping in a suitable minute book accurate minutes of all board of director meetings; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; and shall receive, account for and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are read, and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one (1)calendar year.
- 5.5.5 Immediate past president:** The immediate past president shall advise and counsel with other officers. The immediate past president chairs the officer succession planning process. The past president serves for one (1) calendar year.
- 5.5.6 Assistants:** The board of directors may appoint or authorize the appointment of an assistant to the secretary-treasurer. Such assistant may exercise the powers of the secretary-treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.

## **SECTION 6: NONDISCRIMINATION**

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender, race, creed, marital status, sexual orientation, religion, color, age, or national origin.

## **SECTION 7: GENERAL PROVISIONS**

### **7.1 Amendment of Bylaw.**

**7.1.1** Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. Amendments must be approved by a vote of two-thirds majority of the members at any regular or special meeting. The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws. Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.

**7.1.2** Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

**7.2 Inspection of Books and Records.** All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

**7.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.

**7.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.

**7.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.

**7.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

**7.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the

director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

**7.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July 1 and end on the last day of June in each year.

**7.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

\* \* \* \* \*

The foregoing bylaws were duly adopted by the Board of Directors of Oregon School Boards Association on September 15, 2017 and approved by the membership on (insert date election closes).

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Betty Reynolds, President

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Date

# Sample Ballot – 2017



Dedicated to improving student achievement through  
**advocacy, leadership and service**  
to locally elected, volunteer Oregon public school boards

## 2017 OSBA Election

### \* Board of Directors Position 17 (Vote for One)

- Michelle Vo, Corbett 39
- Mary Botkin, Multnomah ESD
- Abstain
- No action taken

### \* LPC Position 17

John Lindenthal, Reynolds 7

Vote

### \* Board of Directors Position 18

Kris Howatt

Vote

### \* LPC Position 18 (Vote for One)

- Amy Kohnstamm, Portland 1J
- Dave Carter, Parkrose 3
- Abstain
- No action taken

**OSBA Board Position 19**

Vote

No election for Board of Directors Position 19 this year

**\* LPC Position 19 (Vote for One)**

- John Hartsock, Gresham-Barlow 10
- Rita Moore, Portland 1J
- Abstain
- No action taken

**\* Resolution**

Resolution 1: Reorganizes the Oregon School Boards Association as a non-profit corporation and adopts the proposed 2017 bylaws

**\* Type the name of the district, ESD, or community college board that officially made this vote.**

**\* Type the meeting date when the board officially made this vote.**

**\* Type your name and title.**

To retain a record of your vote, you MUST print this page before clicking the Done button.

Done

## 2017 OSBA Elections Calendar

Adopted by the Board January 20, 2017

<b>Nomination and election of regional members of the OSBA board of directors holding even-numbered positions and <u>all</u> LPC representatives</b>		
<b>August 21, 2017</b>		Notice of position vacancies, candidate information packets, and official nomination forms shall be distributed to all incumbent directors, LPC members and boards in eligible regions.
<b>August 21, 2017 through September 29, 2017</b>		A school board nominating one or more of its regional board members to an open position must do so by formal resolution of the board and timely submission of the nomination forms to the office of the OSBA. Nominations are closed after this date.
<b>No later than October 13, 2017</b>		Official ballots are distributed to member boards in each region 30 days prior to the date of the election, but no later than October 13.
<b>No earlier than November 1, 2017</b>		Member boards are asked to vote on the candidates of their choice for their region <u>no earlier than</u> November 1, 2017, following the conclusion of all OSBA Fall Regional Meetings.
<b>November 13, 2017 through December 15, 2017</b>		Submission of votes to OSBA. Each member board in the appropriate region shall have one vote in the regional elections for members of the OSBA board of directors and the LPC. The person receiving a majority of the votes cast for any position on the OSBA board of directors shall be elected.
<b>As soon as possible</b>		In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes cast shall be declared elected.
<b>January 1, 2018</b>		Newly elected officers, regional members of the OSBA board of directors and LPC members officially take office.

<b>OSBA Resolution Election</b>		
<b>No later than September 29, 2017</b>		All resolutions to be submitted to the membership for a vote must be received at the OSBA offices.
<b>No later than October 13, 2017</b>		Resolution details, along with an official ballot, will be sent to the membership.
<b>November 13, 2017 through December 15, 2017</b>		Each member board in the state shall vote in the general election on resolutions and constitutional amendments using the weighted voting system outlined in the constitution.

<b>OSBA Officer Election</b>		
<b>September 15-16, 2017, or no later than September 29, 2017</b>		The currently seated OSBA board of directors meets to elect officers. Candidates receiving a majority of the votes cast for any officer position on the OSBA board shall be elected.

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors  
FROM: A. Katrise Perera  
Mike Schofield  
DATE: December 7, 2017  
RE: No. 14 – 2016-2017 Comprehensive Annual Financial Report (CAFR)

EXPLANATION: The Comprehensive Annual Financial Report for 2016 - 2017 was presented for first reading at the November 2, 2017 Board meeting.

It has been the Board's practice to take formal action to accept the Comprehensive Annual Financial Report as presented by the auditors.

PRESENTER: Mike Schofield

SUPPLEMENTARY  
MATERIALS: None

RECOMMENDATION: The administration recommends acceptance of the 2016 - 2017 Comprehensive Annual Financial Report as presented for second reading.

REQUESTED ACTION: Move to accept the 2016 - 2017 Comprehensive Annual Financial Report.

MS:mkh:sa

**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Kris Howatt

DATE: December 7, 2017

RE: No. 15 – OSBA 2017 Annual Convention Report

EXPLANATION: The Oregon School Boards Association (OSBA) held its 71<sup>st</sup> Annual Convention at the Portland Marriot Downtown Waterfront on November 9 - 12, 2017. The theme for this year's convention was "Leadership to Lift Our Promise of Graduation."

Time has been set-aside on this evening's agenda for school board members who attended the convention to report on their experiences and provide a summary of information they obtained from the convention sessions.

PRESENTER: Kris Howatt

SUPPLEMENTARY  
MATERIALS: None

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

:sa



**GRESHAM-BARLOW SCHOOL DISTRICT**  
**1331 NW Eastman Parkway**  
**Gresham, OR 97030-3825**

TO: Board of Directors

FROM: A. Katrise Perera  
Sara Hahn-Huston

DATE: December 7, 2017

RE: No. 16 – Advanced Placement / International Baccalaureate Program Reviews

EXPLANATION: Currently in the Gresham-Barlow School District, Sam Barlow High School offers an Advanced Placement (AP) program and Gresham High School offers an International Baccalaureate (IB) program for students. These programs provide additional learning opportunities and supports to help prepare high school students to be college and career ready. Program information, inclusive of a cost-analysis of expenditures currently being used to fund the implementation of these programs, will be highlighted. The information presented is in response to a request from the Board of Directors.

PRESENTERS: Sara Hahn-Huston, Executive Director of Secondary Teaching and Learning

SUPPLEMENTARY MATERIALS: Supplementary materials will be distributed at the board meeting.

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

SHH:sa