

Gresham-Barlow



School District

BOARD OF EDUCATION

Regular Board Meeting / Work Session

AGENDA

December 10, 2015

BOARD OF EDUCATION

December 10, 2015

Board Meeting / Work Session – 6 p.m.

**Partnership Room (Room 112)
Center for Advanced Learning (CAL)
1484 NW Civic Drive, Gresham, OR**

I. CALL TO ORDER

II. ROLL CALL

_____ Carla Piluso, Chair
_____ Kris Howatt, Vice-Chair
_____ Sharon Garner, Director
_____ John Hartsock, Director
_____ Matt O’Connell, Director

_____ Kathy Ruthruff, Director
_____ Kent Zook, Director
_____ Jim Schlachter, Superintendent
_____ Mike Schofield, Chief Financial Officer

III. INFORMATION ITEMS

1. Bond Measure Planning Committee Update Schlachter / Schofield

IV. ACTION ITEMS

2. Policy Updates Ketelsen
3. Superintendent Evaluation Process Hartsock, Howatt, Garner

V. DISCUSSION ITEMS

4. Future Agenda Topics Schlachter

VI. ANNOUNCEMENTS

Dec. 16, 2015: Board Policy Review Committee - 9:30 a.m.
Gresham-Barlow School District Office
Large Conference Room

Dec. 21 – Jan. 1: Winter Break

Jan. 7, 2016: Regular Board Meeting - 7 p.m.
Council Chambers
Public Safety and Schools Building

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

TO: Board of Directors
FROM: Jim Schlachter
DATE: December 10, 2015
RE: No. 1 – Bond Measure Planning Committee Update

EXPLANATION: Representatives from DLR Architects will provide an update regarding the Bond Measure Planning Committee's work to date, and a possible timeline for when the committee will present its recommendation for board consideration.

PRESENTERS: Jim Schlachter, Mike Schofield, DLR Architects

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

:lc

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

TO: Board of Directors
FROM: Jim Schlachter
Teresa Ketelsen
DATE: December 10, 2015
RE: No. 2 – Policy Updates

EXPLANATION: At the work session this evening, board members will be asked to provide input regarding policy revisions recommended by the Oregon School Board Association and the district's Board Policy Review Committee.

Policy	Title
CPA	Layoff/Recall – Administrative Personnel
EBC/EBCA	Emergency Procedures and Disaster Plans
EBCB	Emergency Drills and Instruction
GAA	Personnel: Definitions
JFCF	Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student
KL	Public Complaints
LBEA	Residential Student Denial for Virtual Public Charter School Attendance

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY MATERIALS: Revised policies (7) with recommended changes.

RECOMMENDATION: The administration recommends that the board review policy revisions and/or additions as presented for first reading.

REQUESTED ACTION: No formal action is required at the time.

TK:lc

Gresham-Barlow School District
Board Policies
First Reading
December 10, 2015

Policy	Title
CPA	Layoff/Recall – Administrative Personnel
EBC/EBCA	Emergency Procedures and Disaster Plans
EBCB	Emergency Drills and Instruction
GAA	Personnel: Definitions
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Gresham-Barlow SD 10

Code: CPA
Adopted: 5/02/02
Readopted: 1/09/14; 11/07/13

Layoff/Recall - Administrative Personnel

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The primary factors considered in the layoff process will be license, seniority, qualifications, merit and or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

The Board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Prior to initial development of a recall procedure for administrators the superintendent or his/her designee will consult with the employees or a designated representative of the employees covered by this policy.

~~Administrative regulations shall be developed to implement this policy.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 342.934](#)

Gresham-Barlow SD 10

Code: **EBC/EBCA**
Adopted: 7/11/94
Revised/Readopted: 5/02/02; 1/09/14
Orig. Code(s): EBC/EBCA

Emergency Procedures and Disaster Plans

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and use of force on school property. The superintendent will consult with city and other appropriate agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other unit offices. Parents will be informed of the district's plan for the care of students during an emergency situation. Key administrators will also keep a copy of the plan at their residence.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)

[OAR 437-002-0161](#)

[OAR 581-022-0705](#)

[OAR 581-022-1420](#)

Cross Reference(s):

EEAC - School Bus Safety Program
GBE - Staff Health and Safety
JHCC - Communicable Disease

Gresham-Barlow SD 10

Code: **EBCB**
Adopted: 10/5/95
Revised/Readopted: 5/02/02; 1/09/14; 10/01/15
Orig. Code(s): EBCB

Emergency Drills **and Instruction**

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes **(ORS)**.

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal **tsunami hazard** zone, and safety threats.

Instruction on fires, earthquakes and safety threats, and drills for students, shall be conducted for at least 30 minutes each school month. ~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. At least two drills on earthquakes and two drills on safety threats shall be conducted each year.~~

Fire Emergencies

The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include ~~appropriate actions to take when there is a threat to safety, such as~~ **procedures related to lockdown, procedures or lockout, shelter in place, evacuation and** ~~procedures or other procedures appropriate to the safety threat~~ **actions to take when there is a threat to safety.**

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures **and assist the district with the instruction and the conducting of drills for students in these emergency procedures.**

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 336.071](#)

[ORS 476.030\(1\)](#)

[OAR 581-022-1420](#)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014). Staff Health and Safety

Personnel: Definitions

“Licensed employees” are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission (TSPC).

1. “A teacher” is an employee who holds a teacher’s license or is registered to teach by TSPC.
2. “A contract teacher” means any teacher who has been regularly employed by a ~~school~~ district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.
3. “A probationary teacher” is one who is not a contract teacher and who ~~works~~ **is employed for** at least 135 consecutive days in any school year as a teacher in the district. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.
4. “A temporary teacher” is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract nonextension or dismissal of a contract or probationary teacher.
5. “A substitute teacher” is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. A substitute teacher is employed on a day-to-day basis, without contract, and does the work of the regularly assigned teacher during the latter’s absence from duty. Substitutes will not be eligible for fringe benefits and will be paid at a rate established annually by the Board in accordance with the provisions of Oregon law.
6. “An intern teacher” is a regularly enrolled ~~student of a college or university~~ **candidate of an approved educator preparation provider**, who teaches under the supervision of the staff of ~~such institution the provider~~ and of the **employing** district, in order to acquire practical experience in teaching. The intern teacher may receive both academic credit from ~~such institution the provider~~ and financial compensation from the district **or education service district**.
7. “An administrator” is an employee who ~~has been granted administrative authority and who spends more than one-half time in the organization, direction, supervision, control or evaluation of district employees or programs~~ **holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes but is not limited to, all superintendents, assistant superintendents, principals and academic program directors in public schools or education service districts, who have direct responsibility for supervision or evaluation of licensed teachers and who are compensated for their services with public funds.**

8. “A specialist” is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education and who is employed half-time or more.

“Classified personnel” are those employees in positions for which no teaching or administrative licenses are required by law.

1. “Regular classified employees” are those employed in positions established by the Board requiring 15 or more hours per week for at least a full school year.
2. “Part-time regular classified employees” are those employed in positions established by the Board requiring less than 15 hours per week for at least a full school year.
3. “Temporary/Substitute classified employees” are those employed on an as-needed basis. The Board shall determine if these employees are eligible for benefits.

“Supervisory employees” are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment. ~~No nurse, charge nurse or similar nursing position shall be deemed to be supervisory unless such position has been traditionally classified as supervisory.~~

“Confidential employees” are designated in accordance with Oregon law ([ORS 342.650\(6\)](#)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

“Administrative employee” means an employee of the district who possesses authority to formulate and carry out administrative and/or program decisions, or who represents administration’s interest by taking or effectively recommending discretionary actions that control or implement district policy, and who has discretion in the performance of these administrative and/or program responsibilities beyond the routine discharge of duties. An “administrative employee” need not act in a supervisory capacity in relation to other employees.

END OF POLICY

Legal Reference(s):

[ORS 243.650\(6\), \(23\)](#)
[ORS 332.505](#)
[ORS 332.554\(3\)](#)
[ORS 342.120](#)

[ORS 342.125](#)
[ORS 342.420](#)
[ORS 342.610](#)
[ORS 342.815](#)

[ORS 342.835](#)
[ORS 342.840](#)
[ORS 342.845](#)

[OAR 584-020-0005](#)

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

**Harassment/Intimidation/Bullying/Cyberbullying/
Teen Dating Violence/**Domestic Violence** – Student**

The Board, in its commitment to providing a positive and productive learning environment will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes.

Harassment, intimidation, bullying and acts of cyberbullying by students are strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion and referral to law enforcement officials. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion.

The superintendent or designee is responsible for ensuring that this policy is implemented.

Definitions

“District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;

3. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and household members²:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means harassment, intimidation, bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation, bullying, teen dating violence and acts of cyberbullying or retaliation.

Reporting

The principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation, bullying and cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

²“Family or household members” [as defined in ORS 107.705] OR [means any of the following:

1. Spouses;
2. Former spouses;
3. Adult persons related by blood, marriage or adoption;
4. Persons who are cohabiting or who have cohabited with each other;
5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;
6. Unmarried parents of a child.]

students to a district activity, shall immediately report the incident to the principal. Failure of an employee to report an act of harassment, intimidation, bullying, teen dating violence or an act of cyberbullying to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated, bullied, a victim of teen dating violence or cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the ~~appropriate district official~~ **principal or designee within the school.**

Complaints against the principal shall be filed with the superintendent or designee. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent, or designee, review the actions taken in the initial investigation, in accordance with administrative regulations and district complaint procedures.

The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying or acts of cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence **and domestic violence** into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, **domestic violence** and acts of cyberbullying.

The superintendent or designee shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district websites, and in the development of administrative regulations, including reporting and investigative procedures.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

END OF POLICY

Legal Reference(s):

[ORS 163.190](#)
[ORS 166.065](#)
[ORS 166.155 to -166.165](#)
[ORS 174.100\(6\)](#)
[ORS 332.072](#)

[ORS 332.107](#)
[ORS 339.240](#)
[ORS 339.250](#)
[ORS 339.254](#)
[ORS 339.351 to -339.366](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0055](#)
[OAR 581-022-1140](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Cross Reference(s):

GBN/JBA - Sexual Harassment
JBA/GBN - Sexual Harassment
JFCM - Threats of Violence

Gresham-Barlow SD 10

Code: **KL**
Adopted: 7/11/94
Revised/Readopted: 5/02/02; 12/04/14; 10/01/15
Orig. Code(s): KL

Public Complaints

Although no community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

The Board advises the public that the **There is a process and procedure** proper channeling of **for** complaints including, but not limited to, **is as follows** **the following:**

1. **Instruction;**
2. **Discipline;** or
3. **Learning materials; or**
4. **Retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation.**

Such complaints shall be handled in the following order unless otherwise identified. (See administrative regulation KL-AR - Public Complaint Procedure for specific procedures and timelines.)

1. Teacher/**Employee**;
2. Principal;
3. ~~Central administration~~ **District Administrator**;
4. Board.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees in open session, unless the employee requests.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to the Board vice chair.

Although no community member will be denied the right to petition the Board for redress of a grievance an issue, complaints will be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

If a complaint alleges a violation of state standards **or a violation of other statutory or administrative rule that the State Superintendent of Public Instruction has appeal responsibilities,** and is not resolved at the local level, ~~then~~ the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in Oregon Administrative Rules (OAR) 581-022-1940.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)

[ORS 332.107](#)

[OAR 581-022-1940](#)

[OAR 581-022-1941](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Cross Reference(s):

IIA - Instructional Resources/Instructional Materials

Gresham-Barlow SD 10

Code: **LBEA**
Adopted:

P Resident Student Denial for Virtual Public Charter School Attendance**

(This policy is required if the district plans to deny a student the right to attend a virtual public charter school.)

The district will annually, by October 1¹, calculate the percentage of the number of students residing in the district, who are enrolled in a virtual public charter school not sponsored by the district. When the established percentage is more than three percent, the district may not approve additional student enrollment to a virtual public charter school, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305 (2)

The district may send a notice of approval or disapproval to a parent² of a student who has sent a notice to the district of intent to enroll the student in a virtual public charter school not sponsored by the district (See OAR 581-026-0305 (3)).

The district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a district to not approve a student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

END OF POLICY

¹[Per OAR 581-026-0305 (7)(a) the district must choose annual, semi-annual or other date used for calculation; dates are provided as a recommendation only.]

²“Parent” means parent, legal guardian or person in “parental relationship” as defined in Oregon Revised Statute (ORS) 339.133.

Legal Reference(s):

[ORS 338.125](#)

[OAR 581-026-0305](#)

[OAR 581-026-0310](#)

[OAR 581-022-1940 \(1\)\(b\)](#)

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

TO: Board of Directors

FROM: Superintendent Evaluation Process Committee:
Kris Howatt, Sharon Garner, and John Hartsock

DATE: December 10, 2015

RE: No. 3 – Superintendent Evaluation Process

EXPLANATION: A proposal regarding the implementation of a new Superintendent Evaluation Process was considered at the board's business meeting on November 5, 2015. Board members expressed an interest in discussing it further, and asked to have it brought forward to the next available work session for review. Accordingly, it has been included on this evening's agenda.

PRESENTERS: Kris Howatt, Sharon Garner, and John Hartsock

SUPPLEMENTARY MATERIALS: 1. Superintendent Evaluation Committee Charter
2. Superintendent Evaluation Process Calendar

(Copies of the executive summary from the November 5, 2015, agenda packet will be handed out at the meeting.)

RECOMMENDATION: Review the proposed Superintendent Evaluation Process

REQUESTED ACTION: Action will be requested at a subsequent meeting.

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BOARD OF DIRECTOR'S SUPERINTENDENT EVALUATION COMMITTEE CHARTER

September 18, 2015

Chartering Group	Members	Leader	Facilitator (if different from leader)	Team Kick Off Date	Team Sunset Date
GBSD Board of Directors	Kris Howatt / Sharon Garner / John Hartsock	Kris Howatt		Aug 21, 2015	Apr 30, 2016

Mission Statement	Development and implementation of a superintendent evaluation process
Goals & Objectives	<ul style="list-style-type: none"> • Evaluate current superintendent evaluation process • Develop an enhanced comprehensive superintendent evaluation process • Investigate a 360degree feedback approach • Develop an evaluation methodology and communication of process • Conduct evaluation surveys • Analyze results of survey and develop an evaluation report
Customers	Gresham-Barlow Board of Directors
Success Indicators / Feedback Plan	Track scope of work milestones for a monthly Board report
Problem Statement	The existing superintendent evaluation process does not provide a comprehensive review of the superintendent's job performance.
Procedures/ Meeting Frequency	Meet monthly with additional meetings as required to achieve the objectives
Decision Making Process	The team shall use a consensus model to make decisions
Decision Ratifying Body	Gresham-Barlow Board of Directors
Boundary Conditions to Decisions Made	<ol style="list-style-type: none"> 1. Board concurrence with evaluation process 2. Board approval of human resources evaluation consultant
How Decisions Are Communicated	Meeting minutes, issue papers and reports, draft recommendations, evaluation survey results and recommendations
Team Review Schedule	At monthly team meetings – establish recurring date
Sunset Clause	After establishment of a updated superintendent evaluation process and revision to policy CBG.
Sustaining Plan	Gresham-Barlow Board of Directors will conduct an annual evaluation of the superintendent according to the updated policy and process.

Gresham-Barlow School District Superintendent Evaluation Process

October 26, 2015 (Revised)

August 21, 2015	Board Committee established – Kris Howatt / Sharon Garner / John Hartsock
September 14, 2015	Obtain proposals from consultants to develop and administer a 360 process
November 5, 2015	Board approves evaluation process / calendar / use of a consultant
November 11, 2015	Committee selects Consultant
November 16-25, 2015	Committee meets with Consultant to draft process and Consultant provides draft process and evaluation questions to Committee and the Committee develops a list of evaluators
Nov 30 – Dec 4, 2015	Committee finalizes evaluation process, questions and evaluators
December 10, 2015	Board approves evaluation questions and evaluators
January 4, 2016	Consultant launches questioners
January 15, 2016	Response to questioner's due
January 29, 2016	Consultant provides draft results to Committee
February 1 -5, 2016	Committee reviews and if required clarifies results
February 8 – 12, 2016	Committee meets with Superintendent to review results
February 17, 2016	Committee / Consultant provide presentation to Board in Executive Session
March 3, 2016	Board accepts evaluation

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

TO: Board of Directors
FROM: Jim Schlachter
DATE: December 10, 2015
RE: No. 4 – Future Board Meeting Topics

EXPLANATION: Discussion of future board meeting topics has been included on this evening's agenda as part of the district's on-going process for planning meetings, and to ensure that subjects being reviewed are timely and meet expectations of the board.

PRESENTER: Carla Piluso

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: The administration recommends board discussion regarding future board agenda topics.

REQUESTED ACTION: No formal action is required.

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