

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
June 13, 2017  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

1. **WORK SESSION**

Board Present:

Wayne Clift, Chair  
Glenn Miller, Vice Chair  
Monte Akers  
Lisa Allen  
Janeen Sollman  
Kim Strelchun

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Adam Stewart, Chief Financial Officer  
Beth Graser, Director, Communications  
Val Bokma, Assistant to the Board  
Sev Flores, Technology Support

Board Members-Elect Present:

Martin Granum  
Erika Lopez  
Jaci Spross  
Mark Watson (on speaker phone)

Others Present:

Liberty High School's Student  
Equity Team Members:  
Jennifer Hernandez Cruz  
Maria Mejia  
Kanani King  
Rae Karea (Advisor)  
Arcema Tovar  
Kellie Petrick  
Jamie Elrath Goldstein

Board Chair Wayne Clift called the meeting to order at 5:17 PM. Director Erik Seligman was unable to attend.

a. Liberty High School's Student Equity Team Report

Members of Liberty High School's (LHS's) Student Equity Team (SET) reported on their work in the 2016-17 school year, which focused on identifying strategies to support students and help them feel safe and valued. Key points of the report and discussion included the fact that many seemingly small actions can accumulate to make a significant difference in a student's life; and the importance of staff members developing connections with students, having discussions regarding race and privilege, incorporating positive elements of all cultures into the school community and school events, and creating space for students to provide input and feedback. The students also outlined the SET's goals for the 2017-18 school year.

- b. Discuss Construction Management Request for Proposals  
Chief Financial Officer (CFO) Adam Stewart discussed the construction management request for proposals (RFP) that was issued to solicit bids for the management of the November 2017 bond program, and the process of selecting Cornerstone Management Group as the finalist. CFO Stewart explained that awarding a construction management contract at this point in the bond process will help the District begin foundational work that will support fulfilling the timelines mandated by the Internal Revenue Service for spending bond funds. The Board will be asked to award the construction management contract during the regular session.
- c. Elementary Professional Development Structure  
Office for School Performance Coordinator Arcema Tovar and Teachers on Special Assignment Kellie Petrick and Jaime Elrath Goldstein presented information regarding the District's professional development structure for elementary-level math and language arts, and its benefits for staff and students. The report included a description of the professional development structure, feedback from staff and students regarding its effectiveness, and participation data.
- d. Bond Discussion – Next Steps  
Superintendent Mike Scott and Chief Financial Officer Adam Stewart provided information regarding next steps in the process of preparing to place a \$408 million bond package on the November 7, 2017, ballot. Board members-elect joined current Board members for this discussion. Key points of the discussion included the selection of a bond underwriter (Piper-Jaffrey and Co), bond counsel (Hawkins Delafield & Wood, LLP), construction management firm (in process), and communications consultant (Wright Public Affairs); and the role of each of these consultants in preparing for the election. Board members discussed the process of developing a political action committee (PAC), which will be co-chaired by Director Kim Strelchun and Deanna Palm, president of the Hillsboro Chamber of Commerce; scheduling the work that the PAC needs to accomplish; and recruiting volunteers. Staff members discussed informational communications that will be separate from the advocacy work of the PAC.
- e. Board Leadership Planning  
Board members expressed their interest in serving as Board chair or vice chair for 2017-18, and discussed the duties of these positions and the qualities they would like to see in these officers. Board members-elect joined current Board members for this discussion.  
  
Erika Lopez and Director Kim Strelchun expressed their interest in serving as Board vice chair.  
  
Mark Watson expressed his interest in serving as chair or vice chair at some point in time, but said this could be at a future date.  
  
Director Lisa Allen expressed her interest in serving as Board chair.  
  
Martin Granum expressed his interest in supporting the success of the bond, and serving on the bargaining committee.  
  
Jaci Spross expressed her interest in focusing on learning and gaining experience during her first year on the Board.

Board Chair Wayne Clift said that he does not plan to volunteer his name for consideration, since he is uncertain about his schedule next year.

Board Chair Wayne Clift and Director Kim Strelchun discussed their experiences serving as officers, and the value of having either a Board chair or a vice chair with experience in the position, to act as a mentor to an officer who is new in the role.

Board Chair Wayne Clift was commended for the qualities he demonstrated as Board Chair and his effectiveness over the past two years.

Board Chair Wayne Clift described the nomination and election process. Elections for the chair and vice chair positions will be conducted during the July 11 regular session.

f. Board Discussion Time

Board members discussed this year's graduation ceremonies and the positive feedback they received regarding the use of the Hillsboro Stadium.

g. Recess Board Meeting

The meeting was recessed at 6:48 PM.

**REGULAR SESSION**

Board Present:

Wayne Clift, Chair  
Glenn Miller, Vice Chair  
Monte Akers  
Lisa Allen  
Janeen Sollman  
Kim Strelchun

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Adam Stewart, Chief Financial Officer  
Beth Graser, Director, Communications  
Val Bokma, Assistant to the Board

Board Members-Elect Present:

Martin Granum  
Erika Lopez  
Jaci Spross

Martha Méndez Bolaños, Bilingual Interpreter / Translator  
Gaspar Lopez Lopez, Bilingual Interpreter  
Sev Flores, Technology Support

Others Present:

Devin Hunter, HCU  
Jill Golay, HEA

2. Call to Order and Flag Salute

Board Chair Wayne Clift reconvened the meeting at 7:01 PM and led the Pledge of Allegiance. Director Erik Seligman was unable to attend.

3. RECOGNITION / PRESENTATION

Recognition and Appreciation – Outgoing Board Members: Erik Seligman, Glenn Miller, Monte Akers, and Janeen Sollman

Board members who are completing their terms of office were recognized for their years of service to the District, and commended for their dedication, personal strengths, positive impact, and accomplishments.

4. *Recess Board Meeting; Convene Budget Hearing*

5. Hold Budget Hearing

Board Chair Wayne Clift announced the final public hearing prior to Board adoption for the 2017-18 budget. He declared the budget hearing open at 7:40 PM, and asked for public testimony. Hearing no requests to comment, Board Chair Clift closed the budget hearing at 7:42 PM.

6. *Adjourn Budget Hearing; Reconvene Board Meeting*

7. Approval of Agendas

Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, to approve the agenda. The MOTION CARRIED (6-0).

8. Audience Time

Audience member April Davis addressed the Board regarding the importance of equity in summer school program participation, and the importance of ensuring that students' opportunities to salute the United States flag fulfill statutory and District policy requirements.

9. REPORTS AND DISCUSSION

a. Announce Budget Committee Vacancies

Chief Financial Officer Adam Stewart announced that there will be four vacancies on the Budget Committee, effective July 1, 2017, since the terms of two committee members will expire on June 30, and two members have been elected to the Board of Directors. CFO Stewart stated that the two members whose terms are ending have confirmed that they would like to be reappointed, and one Board member whose term is ending has expressed an interest in applying to serve on the Budget Committee.

Budget Committee vacancies will be advertised throughout the District and the community, and members will be appointed by the Board in October.

Director Janeen Sollman asked whether students might qualify to be appointed as official members of the Budget Committee. CFO Stewart will gather information regarding options for student participation.

b. Announce Citizens' Curriculum Advisory Committee (CCAC) Vacancies

Assistant Superintendent Travis Reiman described the process and timeline for announcing CCAC vacancies, and selecting and appointing CCAC members. He explained that the Board agreed in 2014 that the baseline number of CCAC members should be approximately 14, plus four student members (one from each comprehensive high school), with the option of modifying the number of positions, based on the number of qualified applicants. Assistant Superintendent Reiman explained that six active members have continuing terms, seven members whose

terms are ending are interested in reapplying, and four student positions are open, as a result of student members graduating.

Assistant Superintendent Reiman explained that CCAC leaders recommend that a combination of eight new and reinstated committee members, and four new student members, be appointed. Together with the six continuing members whose terms will not expire until June 2018, this will result in a committee of 14 members plus four student members.

District staff will advertise CCAC openings throughout the District and community during the summer, in order to recruit community members with diverse perspectives to serve on the committee and effectively represent the District's diverse student population.

The Board is scheduled to review applications and appoint committee members in September, and the first CCAC meeting of 2017-18 is scheduled to take place on October 2, 2017.

c. Financial Report

CFO Adam Stewart presented the monthly financial report, and thanked outgoing Board members for their contributions to the work of the Business Office. The financial report is included in the Board meeting packet.

10. CONSENT AGENDA

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

Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of May 4, 2017, Budget Committee Meeting
- b. Approve Minutes of May 9, 2017, Board Meeting
- c. Approve Minutes of May 23, 2017, Board Meeting
- d. Approve Routine Personnel Matters
- e. Accept Donations
- f. Award Bid for Dairy Products
- g. Approve Policy Revisions

*The following policies were presented for first reading on May 23, 2017:*

- 1) Nutrition and Wellness Policies
  - a) Policy EFA: Local Wellness Program
  - b) Policy EFAA: District Nutrition and Food Services
  - c) Policy EFAA-AR: Reimbursable School Meals
  - d) Delete Policy EFAE and EFAE-AR: Child Nutrition – Hearings Procedure / Appeal Process
  - e) Delete Policy EFAH: Child Nutrition – Collections Procedures and Accountability System

11. ACTION ITEMS

- a. Adopt Resolutions to Adopt the 2017-18 Budget, Appropriate the 2017-18 Budget, and Impose 2017-18 Taxes and Categorize the Tax Levy  
Chief Financial Officer Adam Stewart presented the resolutions to adopt and appropriate the 2017-18 budget in the total amount of \$301,738,600; and to impose

and categorize taxes at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$33,583,646 for bonds.

Director Glenn Miller MOVED, SECONDED by Director Monte Akers, that the Board of Directors adopt the Resolutions to Adopt the 2017-18 Budget, Appropriate the 2017-18 Budget, and Impose 2017-18 Taxes and Categorize the Levy, as shown in the Board packet. The MOTION CARRIED (6-0).

- b. Review Superintendent's Performance and Approve Performance Evaluation  
Board Chair Wayne Clift stated that the Board has completed its annual review of Superintendent Mike Scott's performance. Board Chair Clift read the evaluation letter into the record. The letter is included in the Board meeting packet, and will be placed in Superintendent Scott's personnel file.

Director Janeen Sollman MOVED, SECONDED by Director Kim Strelchun, to approve the Superintendent's performance evaluation. The MOTION CARRIED (6-0).

- c. Approve Extension of Superintendent's Contract  
Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, that the Board of Directors approve the 2017-18 individual contract with the Superintendent, with a one-year extension through June 30, 2020. The MOTION CARRIED (6-0).

- d. Adopt Physics Instructional Materials  
Assistant Superintendent Travis Reiman asked the Board to adopt *Physics, A First Course* texts and digital access and *Pattern Physics* as the core instructional materials for Physics 1, and approve the proposed complementary investment in instructional technology. The first reading of the physics instructional materials was presented on May 23.

Director Lisa Allen MOVED, SECONDED by Director Janeen Sollman, to adopt *Physics, A First Course*, texts (and digital access) and *Pattern Physics* as the core instructional materials for Physics 1, and approve the proposed complementary investment in instructional technology. The MOTION CARRIED (5-0). (Director Monte Akers was not present in the room at the time of the vote.)

- e. Approve 2017-18 Board Meeting Dates  
Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to approve the Board meeting dates for the 2017-18 school year. The MOTION CARRIED (6-0).

The schedule is included in the Board meeting packet.

- f. Declare Surplus Equipment and Authorize Disposal by Public Auction  
Per Board policy DN: Disposal of District Property, Chief Financial Officer Adam Stewart requested that the Board declare a list of items identified by the District's Nutrition Services and Facilities department staff surplus, and authorize the disposal of the items at public auction. The items on the list (which is included in the Board meeting packet) are no longer useful to the District, but may have some value at auction.

Director Kim Strelchun MOVED, SECONDED by Director Monte Akers, to declare the list of items surplus, and authorize the disposal of the items by public auction. The MOTION CARRIED (6-0). The Board directed District office staff to ensure that school and program staff have the opportunity to claim any items that might be useful

to them (e.g., nonfunctioning items might serve as props for a theater program), prior to disposing of the items at auction.

g. Approve Changes in Workers' Compensation Coverage

Chief Financial Officer Adam Stewart asked the Board to approve a resolution regarding changes in the District's workers' compensation coverage, including changes in the coverage of volunteers, explaining that the changes were discussed during the May 23 Board work session, and action is required in June in order for the changes to be effective July 1. The resolution is included in the Board meeting packet.

Director Glenn Miller MOVED, SECONDED by Director Lisa Allen, to approve the resolution regarding coverage of District volunteers under workers' compensation. The MOTION CARRIED (6-0).

h. Award Construction Management Services Request for Proposals

Chief Financial Officer Adam Stewart explained that information regarding the process of selecting a construction management firm was provided during the evening's work session.

Director Kim Strelchun MOVED, SECONDED by Director Glenn Miller, that the Board of Directors contract with Cornerstone Management Group to provide construction management services for the November 2017 bond program, and authorize the Chief Financial Officer to execute contract documents. The MOTION CARRIED (6-0).

i. Approve Participation in Oregon School Boards Association (OSBA) Promise Scholarship Program

Superintendent Mike Scott explained that participation in the OSBA Promise Scholarship Program was discussed during the May 23 Board work session, and this training program for Board members includes a \$5000 scholarship for District students.

Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to approve the decision to participate in the OSBA Promise Scholarship Program during the 2017-18 school year. The MOTION CARRIED (6-0).

12. NWRES D/HCU/HEA Reports

HEA President Jill Golay thanked outgoing Board members for their service, and discussed the following recent events: Hillsboro Education Association's (HEA's) celebration of this year's retiring teachers; participation in an equity town hall meeting with students from the District's four comprehensive high schools and Forest Grove; and networking events with the HEA bargaining team and executive board.

HCU President Devin Hunter discussed the valuable contributions of classified staff members to the work of the District, including the long hours recently worked by facilities and maintenance crews to prepare for and clean up after the graduation ceremonies, and the support provided by classified staff members in the technology department and in classrooms. He discussed the impact of budget cuts on the compensation, workloads, and effectiveness of classified support staff, and asked that classified positions be restored if the District receives additional funding. Mr. Hunter also thanked outgoing Board members for their service, and for decisions they have made to benefit students.

13. Superintendent's Time

Superintendent Scott thanked the Board for his evaluation letter and thanked staff members, including administrators, teachers, and classified staff, for their work, which is essential to student achievement and the success of District events. He thanked outgoing Board members for their years of service for the benefit of students.

14. Board of Directors' Time

Board members expressed appreciation for the opportunity to participate in graduation ceremonies, and share in the celebration of students' achievements; and they thanked staff for their contributions to the success of this year's ceremonies.

15. Follow-Up Items

Agenda Item / Request	Action
<p><u>Announce Budget Committee Vacancies</u> Director Janeen Sollman asked whether students might qualify to be appointed as official members of the Budget Committee.</p>	<p>CFO Stewart will gather information regarding options for student participation.</p>
<p><u>Declare Surplus Equipment and Authorize Disposal by Public Auction</u> Board members directed District office staff to ensure that school and program staff have the opportunity to claim any items that might be useful to them, prior to disposing of the items at auction.</p>	<p>The list of items was sent to all schools; an update was provided to the Board.</p>

16. Executive Session

No executive session was called.

17. Adjournment

The meeting was adjourned at 8:58 PM.




Approved July 11, 2017