

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS--MINUTES
August 6, 2018
The River House, 4000 SE Rood Bridge Road, Hillsboro, OR 97123

WORK SESSION / RETREAT

Board Present:

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

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Don Wolff, Chief Information Officer
Olga Acuña, Director, Federal Programs
Val Bokma, Assistant to the Board
Sev Flores, Technology Support

Others Present:

Sweta Moorthy, Coalition of
Communities of Color
Edna Nyamu, Coalition of
Communities of Color
Lori Sattenspiel, OSBA
Greg McKenzie, NextUp
Leadership (speaker phone)
Ed Hayden, Realtor

Board Chair Lisa Allen called the meeting to order at 8:07 AM.

A. Breakfast and Team-Building Activity 1

Chief Human Resources Officer Kona Lew-Williams facilitated a team-building activity with Board and Cabinet members.

B. Recess Board Meeting: Convene Meeting of the Local Contract Review Board

Board Chair Lisa Allen recessed the Board meeting and convened a meeting of the Local Contract Review Board (LCRB) at 8:28 AM.

1. Public Hearing Regarding Exemptions from Competitive Bidding Requirements

a. Public Testimony

Board Chair Lisa Allen declared the public hearing of the Local Contract Review Board open at 8:29 AM and asked for public testimony regarding the Findings of Fact allowing special procurements and exemptions from competitive bidding, and authorizing the use of a specific professional services provider, NIS Consulting, when the administrative project management team believes this is in the best interest of the Hillsboro School District. Hearing no requests to comment, Board Chair Allen closed the hearing at 8:30 AM.

Chief Information Officer Don Wolff presented an overview of the Findings of Fact, which are included in the Board meeting packet.

- b. ACTION: Review and Approve Findings of Fact for Use of a Request for Proposal with Competitive Bid Process for the Security Systems in Buildings in 2018-2022

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for the use of the Request for Proposals with Competitive Bid process for the security systems installation at all schools and the administration center. The MOTION CARRIED (7-0).

- c. ACTION: Review and Approve Findings of Fact for Special Procurements and Exception from Competitive Bidding, and Authorize a Specific Professional Services Provider

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact allowing Special Procurements and Exemptions from Competitive Bidding, and authorize the use of a specific professional services provider, NIS Consulting, when the administrative project management team believes this is in the best interest of the Hillsboro School District. The MOTION CARRIED (7-0).

- C. Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting
Board Chair Lisa Allen adjourned the meeting of the Local Contract Review Board and reconvened the Board meeting at 8:35 AM.

- D. ACTION: Approve Revised Agreement Regarding Easement for Turn Lane at NE Brookwood Parkway and NE 49th Place, Hillsboro

Chief Financial Officer Michelle Morrison explained that, following the Board's approval on June 26 of the previous easement agreement, the District was notified that the project schematics needed to be re-engineered. The revised easement agreement is included in the Board meeting packet. The revised compensation, based on fair market value, is \$39,202.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve an easement to the City of Hillsboro for a traffic turn lane from NE Brookwood Parkway onto NE 49th Place, Hillsboro, for consideration of fair market value. The MOTION CARRIED (7-0).

- E. Board Professional Development – Equity Report and Discussion

- 1. Leading with Race Report – Presentation of Findings

Coalition of Communities of Color representatives Shweta Moorthy and Edna Nyamu presented an overview of the cross-cultural findings of the Leading with Race report, focusing on opportunity gaps in education, and facilitated a discussion among Board members of their opportunities to respond to the call to action in the report summary.

- 2. Equity Discussion

Superintendent Mike Scott presented the five-year changes in graduation rates for student demographics. Board and Cabinet members discussed the achievement gap, the District's goals for student success, factors that contribute to student

success, and the use of data to help ensure that students are receiving the supports they need. Board members suggested topics for upcoming work sessions that could assist them in their equity work.

F. Recess Meeting

The meeting was recessed at 10:15 AM.

G. Break

H. Reconvene Meeting

The meeting was reconvened at 10:28 AM.

I. Team-Building Activity 2

Superintendent Mike Scott led the Board in a team-building activity.

J. Planning Ahead

1. 2016-2021 Strategic Plan

a. Year 2 Highlights (2017-18)

Board members received an update on the District's progress and accomplishments related to the 2017-18 Work Plan and SMART goals.

b. Year 3 Planning / Goals (2018-19)

Assistant Superintendents Travis Reiman and Dayle Spitzer and Chief Communications Officer Beth Graser presented a draft of the District's 2018-19 annual work plan and SMART goals and received Board members' input.

2. Oregon School Boards Association (OSBA) Advocacy / HSD Local Option Levy Discussion

a. OSBA's Plans for the Upcoming Biennium

OSBA Director of Legislative Services Lori Sattenspiel discussed OSBA's legislative priorities for the upcoming biennium and its advocacy plans regarding public school funding. She outlined steps that the Hillsboro School District Board of Directors can take to align their legislative priorities and advocacy plans with OSBA's efforts, and emphasized the importance of communicating with legislators and community members regarding the obstacles that hinder student success.

Note: The following items were discussed / took place at this time:

- *O.1: Board Meeting Planning Document Review (see page 4)*
- *O.3: 2019-20 Board Meeting Dates (see page 5)*
- *K: Recess Meeting*
- *L: Lunch Break*
- *M: Reconvene Meeting*

b. Local Option Levy Discussion

- Review Data Regarding Community Perception and Appetite for Local Option Levy
- Strategy / Timing Discussion

Chief Communications Officer Beth Graser provided an overview of the District's funding status and options, including the budget reductions that have occurred over the past ten years, projected revenue for the 2017-2019 biennium, the potential benefits and challenges of local option levy funding, and legislative advocacy regarding K-12 funding. She suggested that the Board revisit the topic of a local option levy during the summer 2019 retreat, and recommended that their decision regarding a local option levy be delayed until at least the summer of 2019 – or, if the November 2019 ballot will include school funding legislation, no earlier than May 2020. Board members discussed possible timelines for a local option ballot measure; the importance of having the support of the District's City, County, and community partners; the need for a funding solution at the state level; and actions that can be taken prior to revisiting this topic.

Note: The following item was discussed at this time:

- O.2: Board Discussion – Goals and Priorities (see page 5)

K. Recess Meeting

Note: The meeting was recessed at 12:27 PM, following item O3: 2019-20 Board Meeting Dates.

L. Lunch Break

M. Reconvene Meeting

The meeting was reconvened at 1:05 PM.

N. Team-Building Activity 3

Superintendent Scott led the Board in a team-building activity.

Note: The following items were discussed at this time:

- R: Bond Update (see page 6)
- S: Action: Authorize Leasing of Warehouse Space for Bond Projects (see page 6)

O. Planning Ahead

1. Board Meeting Planning Document Review

Note: This item was discussed following item J.2.a: OSBA's Plans for the Upcoming Biennium.

Superintendent Mike Scott received suggestions from Board members regarding Board meeting agenda planning for the 2018-19 school year, scheduling visits to District schools and facilities, participation in community events, and additional information the Board would like to receive.

Note: The following item was discussed at this time:

- O.3: 2019-20 Board Meeting Dates (see page 5)

2. Board Discussion – Goals and Priorities

Note: This item was discussed following item J.2.b: Local Option Levy Discussion.

Board members discussed their goals and priorities for the 2018-19 school year and agreed to continue this discussion after the September 11 presentation of their self-evaluation report.

3. 2019-20 Board Meeting Dates

Note: This item was discussed following item O.1: Board Meeting Planning Document Review.

Board members reviewed and expressed support for a proposed Board meeting schedule for the 2019-20 school year. The proposed schedule will be presented to the Board for approval in June 2019.

P. Board Professional Development Discussion

1. Committee Opportunities

Superintendent Scott presented opportunities for Board members to serve on various committees in 2018-19. Board members discussed their interest and availability to serve on the Superintendent's committees.

2. OSBA Summer Conference Reports

Directors Erika Lopez and Yadira Martinez shared highlights of the OSBA Summer 2018 Board Conference in Bend, Oregon, which they attended in July.

3. NSBA Conference Planning

Board members discussed opportunities to attend upcoming National School Boards Association (NSBA) conferences. Board Chair Lisa Allen and Director Kim Strelchun expressed an interest in attending the 2019 conference in Philadelphia, Pennsylvania (March 30 – April 1, 2019). They will confirm their plans before the registration window opens.

Director Mark Watson may be interested in attending the 2020 conference in Chicago, Illinois (April 4 - 6, 2020).

Q. Review of Board Budget

- Review of Expenditures
- Planning

Chief Financial Officer Michelle Morrison presented an overview of the Board's expenditures in the 2017-18 school year and the Board's budget for 2018-19, and provided information regarding purchasing and expense reimbursement procedures. Superintendent Scott outlined the procedure for accessing professional development funds. Board members discussed whether restrictions should be placed on NSBA conference attendance, and agreed that funding should be approved for those who are interested in and available to attend.

R. Bond Update

Note: This item was discussed following item N: Team-Building Activity 3.

Capital Projects Officer Adam Stewart presented an update on the progress and status of the summer 2018 bond projects.

S. ACTION: Authorize Leasing of Warehouse Space for Bond Projects

Capital Projects Officer Adam Stewart explained that in order to control budgets and schedules for the upcoming bond projects, the District plans to order and store long-lead items and other materials. He explained that the District's warehouse space is currently overflowing, and asked the Board to authorize the administration to approve the 48-month lease of a warehouse space, for an approximate cost of \$251,000 plus operating expenses, following approval by the District's legal counsel. Capital Projects Officer Stewart and the District's realtor Ed Hayden answered Board members questions regarding cost factors, the length of the lease, security, and potential liability.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors authorize the administration to sign a 48-month lease with Griffin Oaks Flex, LLC, for 8,789 square feet of warehouse space, at an approximate base rent cost of \$251,000 plus operating expenses, with terms approved by the District's legal counsel. The MOTION CARRIED (7-0).

Capital Projects Officer Stewart invited Board members to join the Citizens' Bond Oversight Committee on August 23 for a field trip to view bond projects at several school locations. He also invited one or more Board members to serve on the interview team for respondents to the request for proposals (RFP) for a construction management / general contractor (CM/GC) for the 2019-20 bond projects.

T. Recess Meeting

The meeting was recessed at 3:33 PM, following item Q: Review of Board Budget.

U. Break

V. Reconvene Meeting

The meeting was reconvened at 3:43 PM.

W. Team-Building Activity 4

This item was cancelled, due to time limitations.

X. Teamwork / Communication / Evaluations

1. Superintendent / Board / District Evaluation Timelines

Board members reviewed the draft Superintendent and Board evaluation timelines, and agreed with the suggestion that the Board evaluation be scheduled every two years (during non-election years), with the next Board evaluation to be conducted during the summer / fall of 2020.

2. Board Evaluation Orientation

Attending via speaker phone, Consultant Greg McKenzie presented a brief orientation on the Board evaluation process. Board members will complete self-evaluation worksheets online in August, and an evaluation report will be presented

to the Board on September 11. Board members agreed that it would be valuable to receive input from Cabinet members in this year's process.

3. Review Working Agreements

Superintendent Mike Scott received input from Board members regarding the Board / Superintendent working agreements, which are annually updated and readopted by the Board. A draft document, with Board members' suggested edits, will be provided for the Board to review during the September 11 work session.

4. Communication

Board members discussed communication protocols.

Y. Information / Updates

1. Dual Credit Report

Assistant Superintendent Travis Reiman presented a report on dual credit opportunities for students, including progress that has been made, benefits to students, partnerships, and current challenges.

2. Security Advisory Committee

Superintendent Mike Scott and Chief Operations Officer Casey Waletich presented an update on the Community Safety Advisory Committee, which will meet twice each year, be co-facilitated by the Superintendent and Chief Operations Officer, and include members of the School Board, local law enforcement, District staff (licensed, non-licensed, school- and District-level administrators, and the District Safety Officer), parents, and students. The first meeting will be scheduled in October.

Z. Board Discussion Time

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

AA. Final Team Builder / Adjourn

Superintendent Mike Scott led the Board in a team-building activity.

The meeting was adjourned at 5:21 PM.



Approved September 25, 2018