



**BOARD MEETING DATE**  
**January 9, 2012**

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## **APPROVAL OF BOARD MEETING MINUTES**

### **POLICY ISSUE/SITUATION**

Enclosed are the minutes for:

- December 12 Executive Session
- December 12 Business Meeting

### **BACKGROUND INFORMATION:**

Minutes of the School Board's Business Meetings, Study Sessions, Work Sessions, Public Hearing and Special Sessions (executive and regular) are presented to the Board for approval at School Board Business Meetings.

### **RECOMMENDATION:**

**(11-127)** BE IT RESOLVED that the minutes of the following School Board meetings be and hereby are approved:

- December 12 Executive Session
- December 12 Business Meeting

*The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.*



**MEETING OF THE SCHOOL BOARD  
BEAVERTON SCHOOL DISTRICT 48  
ADMINISTRATION CENTER**

**Executive Session**

**December 12, 2011**

The School Board of Beaverton School District conducted an Executive Session at the Administration Center on Monday, December 12, 2011 starting at 5:30 p.m.

**Present:**

LeeAnn Larsen, Chair  
Karen Cunningham  
Jeff Hicks  
Sarah Smith

Jeff Rose  
Ron Porterfield  
Richard Steinbrugge  
John Hartsock  
Maureen Wheeler  
Jack Orchard

Superintendent  
Deputy Superintendent of Operations & Support Services  
Executive Administrator for Facilities  
Project Manager, Facilities  
Public Communication Officer  
Legal Counsel

**Media: 1**

School Board Chair, LeeAnn Larsen called the Executive Session to order at 5:30 p.m. under authority of ORS.192.660(2)(e), Real Estate Discussion.

**CALL TO ORDER**

Supt. Jeff Rose provided information and led a discussion regarding a future high school land site.

**REAL ESTATE  
DISCUSSION**

Jeff Rose reported that Colliers Real Estate Services were commissioned to appraise the property. They determined a value of \$75,000 - \$125,000 per acre.

Very little progress has been made to come to an agreement with the seller.

The meeting was adjourned at 6:15 p.m.

**ADJOURNMENT**

Carol Marshall, Secretary

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LeeAnn Larsen, Chair



**Business Meeting**

**December 12, 2011**

The School Board of Beaverton School District 48 conducted a Business Meeting at the Administration Center on December 12, 2011 at 6:30 p.m.

**Board Members Present:**

LeeAnn Larsen, Chair  
Karen Cunningham  
Jeff Hicks  
Sarah Smith

**High School Student Representatives:**

Luke Oskierko	Arts & Communication Magnet Academy
Sarah Landels	Aloha High School
Allie Fox	Beaverton High School
Jessica Palacios	Health & Science School
John Yee	International School of Beaverton
Naman Jain	Merlo Station High School
Mitchell Lee	Southridge High School
Macky Leveton	Sunset High School
Calvin Nguyen	Westview High School

**Staff Present:**

Jeff Rose	Superintendent
Carl Mead	Deputy Superintendent for Teaching & Learning
Ron Porterfield	Deputy Superintendent of Operations & Support Services
Sue Robertson	Chief Human Resource Officer
Claire Hertz	Chief Financial Officer
Steve Langford	Chief Information Officer
Maureen Wheeler	Public Communication Officer
Brenda Lewis	Executive Administrator
Holly Lekas	Executive Administrator
Vicki Lukich	Executive Administrator
Robin Kobrowski	Administrator for Curriculum, Instruction & Assessment
Dick Steinbrugge	Executive Administrator for Facilities

**Visitors: 40**

**Media: 1**

School Board Chair LeeAnn Larsen called the Business Meeting to order at 6:35 p.m. The Health Career Rebels led the group in the Pledge to the Flag.

The Health Career Rebels, a group of students attending the Health Careers Program at Beaverton High School, were recognized for developing a youth lung cancer awareness program. The program is a joint effort of the Beaverton Health Careers Program, Providence School Outreach and Providence Cancer Center.

**CALL MEETING TO ORDER AND PLEDGE TO FLAG**

Recognition of Students, Staff and Community

LeeAnn Larsen asked if there were any changes to the agenda.

**BOARD  
PROCEDURES**

There were no changes.

David Wilkinson, Beaverton Education Association President, reported that educators are staying focused on student achievement. He also stated that he has been reviewing District financial information in preparation for the budget process.

**PUBLIC  
PARTICIPATION**

Debbie Alvarez addressed the Board with her concern about the Budget Priority Survey. She stated that the questions could lead to an inequitable situation pitting one department or employee against another. She also stated many great things going on in the Ridgewood Elementary School library.

**BOARD  
COMMUNICATION**

Jeff Hicks commented that there are three open positions on the Budget Committee and the Board has received close to 30 applications. He commended all the applicants for their willingness to serve on this committee. He also reported that he attended the Math Standards Workshop and enjoyed hearing about the standards based learning system.

Individual School  
Board Member  
Comments

Jeff also spoke of George Russell, former District employee, who passed away on December 5, 2011.

LeeAnn Larsen stated that she ran into Jerry Colonna and he told her about his recent trip to China where he visited a grade school. He is developing a video of the visit and will present it to the Board when it is finished.

Jeff Rose reported meeting with Jerry Colonna today and thought it was interesting to hear how educators do their jobs in other parts of the world.

Superintendent's  
Comments

Jeff continues to visit schools where he sees education excellence that is encouraging.

He attended the Standard Based Learning Math Workshop and was impressed how that work is directly aligned to the Strategic Plan.

The budget comes into discussions everyday. He is impressed that our educators are staying focused. Our goal is to keep student achievement the main thing. There is a lot of work to do on the budget priorities.

He also stated that he is continuing the video communication work.

Naman Jain, Merlo Station High School Representative, reported that the

**HIGH SCHOOL**

School of Science & Technology Green Club is having trouble with fund raising. The Community School is forming leadership committees. The Night School is starting their second session.

## **BOARD REPRESENTATIVES**

Mackey Leveton, Sunset High School Representative, stated that the students welcomed their new principal Mr. Huelskamp. He saw in a Districtwide survey that 85% of Sunset High students reported having at least one adult at school that they have a relationship with. He was not satisfied that 15% of students did not have that type of relationship. The school dedicated one week to do acts of kindness. Sunset has a culture of love and compassion, where nobody has to eat their lunch alone, they are truly a family.

Calvin Nguyen, Westview High School Representative, reported on a program that helps with reading at Rock Creek Elementary School. This program helps students develop leadership and teaching skills. The students have realized they have more potential than they ever thought. Using older students to help younger students not only helps the high school student and the elementary school student, but can also help in the District in this tight financial situation as teachers are stretched with larger class sizes.

## **REPORTS**

James Sager, NWRES D Superintendent, and Michael Ingalls, NWRES D Board Chair, reviewed the 2010-2011 Annual Report. Beaverton School District received \$3,981,016.49 in programs and services from the NWRES D.

NWRES D Annual Report

The Board thanked them for their presentation and for the support they provide the District.

Jeff Hicks reported that he and Karen Cunningham will comprise the Board Development Committee. He will contact Lisa Shultz for materials that were in process when she resigned.

Updates from School Board Standing Committees

Sarah Smith and Mary VanderWeele comprise the Policy Committee. They will meet with Jeff Rose to be apprised of the new proposed policy review process. They will also be reviewing Board policy on community engagement.

Sarah Smith also reported on the Community Outreach Committee. Their goal is to work with schools to fulfill all Community Engagement Committee slots. She encouraged each Board member to be checking with their zone schools to encourage fulfillment of the CECs. They will be seeking exceptional volunteers and school partners to recognize at Board meetings.

LeeAnn Larsen reported that the Audit Committee met and approved the CAFR.

Claire Hertz reported that the projected ending fund balance percentage of actual (forecast) revenue at 6/30/2012 is 3.7%.

Financial Report

Carl Mead explained that Beaverton Schools has had a Site Based Health Center (SBHC) for over 20 years at Merlo Station High School serving the children and parents in the CEYP Program and Merlo programs. In May of 2006 Washington County Superintendents began countywide conversations and committed to further investigation in our school communities for development of SBHCs. Tigard-Tualatin School District committed to the first SBHC under the guidance of the Washington County Commission on Children and Families and opened a clinic in April 2006. Forest Grove School District opened a clinic in the early winter of 2009. Hillsboro School District is planning to open a center in the Spring of 2012. Beaverton Schools has pursued this opportunity and began conversations and planning for a SBHC to be located at Beaverton High School. Due to a lack of a medical sponsor the District temporarily suspended planning. In September of 2011, a medical sponsor stepped forward to provide support and ensure a successful partnership and opening. The Beaverton School District, in cooperation with the Washington County Commission are pursuing grants for the renovation of existing space in the Beaverton Annex. Based on previous support of the Beaverton School Board, we are continuing to move forward in re-establishing a community/school based advisory and application of city, state and federal funding for renovation and operation.

School Based Health Center at Beaverton High School

#### DISCUSSION ITEMS

The School Board discussed the overall process they will use to appoint a new school board member to Zone 7 that recently became vacant by the resignation of Lisa Shultz.

New School Board Member Recruitment Process (Zone 7)

The qualifications are set by statute. They include:

- Individual must be a legally registered voter
- Resident within the District for one year immediately preceding the appointment
- Live within Zone 7

The Board reviewed the suggested timeline:

#### Publicize

- Per policy, the vacancy should be advertised for a minimum of 20 days. Staff recommends at least one month, from December 13, 2011 through January 13, 2012.
- Individuals wishing to be considered for appointment should email or mail a letter of interest and/or resume and references to the Communications and Community Involvement Department between December 13, 2011 and January 13, 2012.
- The vacancy will be advertised through all communication channels including the media, the District's website and internal and external sources.
- Some additional strategies for recruiting a qualified and diverse

New School Board Member

candidate pool include: working with Dr. Wei-Wei Lou and the ESL Welcome Center staff to identify and encourage diverse candidates to apply; ask principals in Zone 7 for their help in identifying candidates; work with community partners such as the City of Beaverton and the Chamber of Commerce; and contact faith community for recommendations.

Recruitment  
Process (Zone 7)  
(Cont'd.)

### **Review of Applications**

- The entire Board would review all the applications.

### **Interviewing Candidates**

- Depending on the number of applicants, the School Board could decide to interview all or select the top three to four candidates during the Winter Work Session on Monday, January 30, 2012.
- After the interviews, the Board could discuss the vote. The Board needs to determine when the selected candidate would be appointed. The appointment could be done at the Winter Work Session. The next regularly scheduled Board Business Meeting is February 21. Staff recommends the earlier date of January 30, 2012.

### **Appointment**

The Board would appoint the selected candidate to serve until June 30, 2013. The next regularly scheduled Board Election is May 2013. This individual could then choose to run for Zone 7, along with other potential candidates. The winner of this election serves the remaining unexpired term until June 30, 2015.

The Board discussed the interview questions. They made several suggestions for changes to question #5. LeeAnn Larsen will work on revising the questions per the Board suggestions and will email the new version to the Board for input.

A break was called from 7:37 – 7:45 p.m.

**BREAK**

Susan Barker and Ron Porterfield reviewed the Nutrition Services Report and financial profit and loss statement.

Budget Mini  
Session:  
Nutrition Services

The Beaverton School District Nutrition Services serves 18,000 lunches and 5,000 breakfasts daily. During summer 2010-11 year Nutrition Services served almost 125,000 meals.

Nutrition Services is required to be self-supporting and does not receive support from the District's General Fund. Their revenue sources are as follows:

- USDA meal reimbursements – 54%
- USDA foods – 5.2%
- Meal & A la Carte sales – 39%
- State Support – 1%
- Misc. Sales (e.g. Head Start meals) - < 1%

Budget Mini  
Session:

- Fund Balance Interest - < 1%

Nutrition Services total budget is \$13,918,969, 48% is labor costs and 52% goes to supplies/other.

The Board reviewed School Board Policy JECDA – Transcript Evaluation. There were no further questions or comments and the policy will return for a second reading in January.

Board Policy BCB states: The officers of the Board shall consist of a chair and a vice chair. The term of office for the chair and vice chair shall be for twelve (12) months from July 1, 2011 through June 30, 2012. The Board will elect one of its members to serve as chair and one to serve as vice chair. The vice chair position is currently open due to the November 15, 2011 resignation of School Board Vice Chair, Lisa Shultz.

**11-113** Karen Cunningham nominated Sarah Smith for Board Vice-Chair.

Jeff Hicks seconded and the nomination passed unanimously.

At the November 14, 2011 School Board meeting Board members were asked to review the Budget Priorities Worksheet and be prepared to make suggested edits, rewrite or agree with the proposed statements. Following the November 14<sup>th</sup> meeting all recommended suggestions were compiled and presented in the School Board Agenda Packet.

The Board discussed the 5 School Board Budget Priorities. They made suggestions for changes and the proposed priorities are listed below:

**College & Career Ready:** I believe that we need to prioritize the resources, supports and course offerings that have the closest connection to our District goal of students being college and career ready. They should be aligned to the core college admissions and graduation requirements and clearly explained to students, parents and other school stakeholders.

**Equity:** I believe we need to prioritize schools receiving equitable resources, which would include differentiating dollars beyond a common base level to areas in the district in need of the most support as determined by academic achievement for the purpose of reducing the achievement gap and providing educational opportunities and academic success for all students.

**Individual Student Achievement:** I believe we need to prioritize high levels of instruction by ensuring teachers have the appropriate supports, tools and time for purposeful collaboration to focus their efforts on individualizing education (interventions, accelerations, special needs, TAG, etc.) instruction and the Professional Learning Model referred to in our Strategic Plan.

Nutrition Services  
(Cont'd.)

First Reading of  
School Board  
Policy

**ACTION ITEMS**

**(11-113)**  
Election of School  
Board Vice Chair

**(11-114)**  
Board Budget  
Priorities

**(11-114)**  
Board Budget



**Instruction/Class Size:** I believe we need to prioritize class size, starting with the primary grades. We should invest in early childhood partnerships, consider class size in middle and high schools that facilitates student learning in core content areas, that we can sustainably afford.

**Technology:** I believe that our technology priorities, in order should be: 1) ensuring a secure district-wide infrastructure that protects and serves our students, staff and their confidential information, 2) integrating proven technology tools into classroom instruction when it will improve individual student achievement, 3) enhancing parent involvement in student achievement with an easy to use tool that communicates the level of academic progress of students.

**11-114** Sarah Smith moved to approve the budget priorities for 2012-2013 with the changes above.

Jeff Hicks seconded and the motion passed unanimously.

The Board clarified that this list of priorities are the School Board priorities and other suggestions will be taken into consideration as well.

The District Audit Committee met with the District's independent auditors in November to review the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2011.

**(11-115)**  
Comprehensive  
Annual Financial  
Report (CAFR)

Sang Ahn, Audit Committee Chair, reported that the committee received a clean audit report and had nothing of significance to report.

**11-115** Karen Cunningham moved to receive the Comprehensive Annual Financial Report for the year ended June 30, 2011 now on file in the Office of the Chief Financial Officer.

Sarah Smith seconded and the motion passed unanimously.

Ron Porterfield explained at the June 7, 2011 School Board Business Meeting, the Board adopted the following objective for the Beaver Acres-Kinnaman attendance boundary adjustments: "The Superintendent shall initiate an attendance boundary adjustment process involving the consideration of Beaver Acres and Kinnaman Elementary Schools, and the accompanying feeder middle schools, Five Oaks and Mountain View, with the intent of relieving current and projected future overcrowding at Beaver Acres, attempting to ensure preferred capacity rates of 95% or less at all schools, while adhering to the School Board Policy JC primary criteria and additional considerations, with an intended implementation of the 2012-2013 school year."

**(11-116)**  
Approval of  
Attendance  
Boundary  
Recommendations

An Attendance Boundary Work Group was convened to assist staff with determining a recommendation to the Superintendent. Technical support

**(11-116)**  
Approval of

was provided to the Group by representatives of the Facilities Department. The Group met on three different occasions, and came to consensus on a recommendation to the Superintendent.

Attendance  
Boundary  
Recommendations  
(Cont'd.)

Jeff Rose reviewed his recommendations:

Recommendation 1: Implementation of Alternative A in the 2012-2013 school year as shown in the Board packet.

Recommendation 2: Grandfathering (with the provision of transportation) of the last grade at the elementary school level (i.e., 2011 fourth graders). Grandfathering of the last two grades at the middle school level (i.e. 2011 sixth and seventh graders). This will give these students the option to finish in the same school they currently attend.

**11-116** Karen Cunningham moved to approve the Superintendent's recommended boundary adjustment effective with the 2012-2013 school year.

Jeff Hicks seconded and the motion passed unanimously.

Karen Cunningham moved to approve the consent grouping.

**CONSENT  
GROUPING**

Jeff Hicks seconded and the motion passed unanimously.

**11-117** BE IT RESOLVED that the employees who are recommended herein for administrator and teacher elections, leaves of absence, and resignations/terminations by accepted by the School Board as submitted at this meeting.

**(11-117)**  
Personnel

**11-118** BE IT RESOLVED that the School Board authorize the Superintendent or a designee to obligate the District for the public contract item listed in attachment A.

**(11-118)**  
Public Contracts

**11-119** BE IT RESOLVED that the minutes of the following School Board meetings be and hereby are approved:

**(11-119)**  
Approval of Board  
Meeting Minutes

November 14, 2011 School Board Business Meeting

**11-120** BE IT RESOLVED that the Grant Report and Proposals be and hereby are approved.

**(11-120)**  
Grant Report and  
Proposals

**11-121** BE IT RESOLVED that the School Board and administrative staff received the minutes from Community Engagement Committee meetings as

**(11-121)**  
Minutes from

an information item.

Community  
Engagement  
Committees

**11-122** BE IT RESOLVED that the School Board has canvassed the votes and concurs with the final results from the Washington County and Multnomah County Election Offices.

**(11-122)**  
Certify Election  
Results

**11-123** BE IT RESOLVED that the following attorneys be and hereby are designated as legal counsel for Beaverton School District:

**(11-123)**  
Appointment of  
Legal Counsel

<u>Firm</u>	<u>Attorney</u>	<u>Services</u>
Hawkins Delafield & Wood LLP	Ann Sherman	Bond Counsel

Jeff Rose recapped the meeting:  
There two major discussions that will be moving forward:

**CLOSING COMENTS  
AND NEXT STEPS**

- Recruitment of a new Board Member
- Budget process

The meeting was adjourned at 8:40 p.m.

**ADJOURNMENT**

Carol Marshall, Recording Secretary

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LeeAnn Larsen, School Board Chair

Attachment A  
December 12, 2011

PUBLIC CONTRACTS  
BOARD AUTHORIZATION OF SUPERINTENDENT TO  
OBLIGATE THE DISTRICT  
SUBMITTED FOR SCHOOL BOARD APPROVAL

Description of Items	Person Responsible For Contract	Acquisition Method/ Date Of Bid/RFP	Contractor Or Vendor Selected	Cost Not To Exceed
Professional Services and Software Development Contract 1204045 for TeacherSource	Todd Frimoth Robin Kobrowski	Sole Source October 28, 2011	Axian	\$200,000