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**APPROVAL OF BOARD MEETING MINUTES**

**POLICY ISSUE/SITUATION**

Enclosed are the minutes for:

- August 26 – 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:**

**(13-328)** BE IT RESOLVED that the minutes of the above School Board meetings be and hereby are approved.



## Business Meeting

August 26, 2013

### Board Members Present

Mary VanderWeele, Chair  
Anne Bryan  
Linda Degman  
Susan Greenberg  
LeeAnn Larsen  
Donna Tyner

### Staff Present

Jeff Rose	Superintendent
Carl Mead	Deputy Superintendent
Ron Porterfield	Deputy Superintendent
Sue Robertson	Chief Human Resource Officer
Clair Hertz	Chief Financial Officer
Steve Langford	Chief Information Officer
Maureen Wheeler	Public Communication Officer
Vicki Lukich	Executive Administrator
Barbara Evans	Executive Administrator
Brenda Lewis	Executive Administrator
Robin Kobrowski	Administrator for Curriculum, Instruction & Assessment
Jan Martin	Administrator for Curriculum, Instruction & Assessment
Jon Bridges	Administrator for Instructional Accountability
Danielle Sheldrake	Administrator of Student Services

Visitors: 35

Media: 1

### CALL MEETING TO ORDER – LeeAnn Larsen

School Board Chair Mary VanderWeele called the Business Meeting to order at 6:30 p.m. Max Calderon led the group in the Pledge to the Flag.

### RECOGNITION OF STUDENTS, STAFF AND COMMUNITY

The Board recognized the following individuals for their outstanding achievements and contributions to the Beaverton School District and the community:

**Iglesia Multicultural Westside** under the direction of Pastor Max Calderon for providing much needed support to Mountain View Middle School this summer.

**Wells Fargo Barnhart Center** for participating in their annual Volunteer Day providing many improvement projects at Five Oaks Middle School.

### BOARD PROCEDURES – Mary VanderWeele

Mary VanderWeele asked if there were any changes to the agenda. There were no changes requested.

## **PUBLIC PARTICIPATION**

- Karen Hoffman reported that in the pre-service meetings teachers are confident and optimistic about the new school year. They had as many transfers as last year, but this year teachers were able to choose what and where they wanted to teach. 100 new teachers were added to the ranks. This is a great way to start a new year. Adopting the Common Core Standards, forming learning teams across all levels, adjusting to the changes with Synergy and implementing the new teacher effectiveness tool will all present challenges. BEA is in favor of Supt. Rose's recommendation for the use of the Gain Share fund by restoring 2 days back to the school year. This is the one recommendation that is fair to students, staff, parents and the community.
- Andy Duyck, Chairman of the Washington County Board of Commissioners, explained the Gain Share & Strategic Investment Program. The Gain Share Program will provide \$5 million a year for the next 2 years to all school districts in Washington County. The funds will be allocated on a per student basis. Beaverton School District will receive \$2,311,852 per year for the next two years, no strings attached. Chairman Duyck asked the Board to talk with the legislature about working towards stability in this program.
- Mike Schlabach reported to the Board that there is a need for more qualified music substitutes in the District.
- Jennifer Mohr, music teacher at both Fir Grove Elementary School and Cooper Mtn. Elementary School, presented a history of music education staffing allocations. There has been a significant drop in the number of music teachers. Music is essential for a complete education for Beaverton students. She will personally volunteer her time at her schools to provide a quality program for her students. She will be presenting concerts at both schools this year. She promised to email the dates to the Board and encouraged their attendance.
- David Gasper, Stoller Middle School Student, spoke to the Board regarding classroom disruptions. He presented his plan of turning discipline into a game where students would be rewarded with points for good behavior and those students that are disruptive would lose points.
- Paul Gasper, Stoller Middle School Student, reported that the new Synergy program adds stress to students during the testing process.
- Martin Healy, Ridgewood parent volunteer, suggested that the School District develop a protocol for vetting their volunteers for their qualifications before allowing them to work on school improvements.
- Laural Bookhardt, Beaverton Friends of Music, thanked the District and Board for listening to the community regarding music instruction with the development of the Music Task Force. She presented statistics of the benefits of music instruction.

## **BOARD COMMUNICATION**

### **A. Individual School Board Member Comments**

- LeeAnn Larsen reported meeting with some community members to brainstorm ideas on how to keep people involved in the District. There was so much interest and enthusiasm on getting the Local Option Levy passed and they want to keep that advocacy going. She also met with Tobias Read about PERS reform. He asked the Board to be thinking of future bills that he can put forward in the legislature.
- Linda Degman thanked everyone for attending the Board meeting. She was inspired by the video on the Packed with Love event and encouraged everyone to watch it. The Clothes Closet opens this week and she asked everyone to donate needed items. Linda also reported that she met with members of the community regarding music.
- Donna Tyner reported that Kinnaman Elementary, Aloha High, and the International School of Beaverton are in areas where few sidewalks exist. Safety is a concern for students walking to these schools and this issue has not been given adequate attention. The District needs to be the voice of our children with the City of Hillsboro and Washington County to make sure that sidewalks are in place. The City is hosting meetings concerning these safety issues. The County's Roadway Safety policy section 8.0, (8.6) directs the County to work with school districts to identify barriers and hazards to children walking and bicycling to and from school. Donna proposed to the School

District and the Board that they follow the South Hillsboro development closely to make sure the City of Hillsboro's improvements include sidewalks and that Washington County elevates the importance of sidewalks in the Aloha area.

- Susan Greenberg met with the principals at Montclair and Vose Elementaries. She is excited to work with all the principals in her zone and to work with the Board.
- Anne Bryan thanked staff, the Board and the community for all the energy, enthusiasm, and caring for the students this year. She related a story from graduation practice at Westview High School in June. Principal Chamberlain asked a series of questions of the students about their future plans. He ended with asking the students to please stand up if they were planning on attending college sometime in their future. Every single student stood. This was a very moving moment and a great visual of BSD's mission to "Engage our students in rigorous and joyful learning experiences that meet their individual needs so they may thrive, contribute, compete, and excel in reaching their full potential". Anne is excited to be a part of the Board to help make this a reality.
- Mary VanderWeele stated that the Board member's families stretch from a new kindergarten student to students going off to college. She is honored to serve on a Board where the members all have the same goals for the District students that they have for their own families. It is that passion that will move them forward this year.

#### B. Superintendent's Comments

- Supt. Rose stated that there is great enthusiasm going into this school year. The new leadership on School Board is very energizing. This is the first time as superintendent that he will be operating in the black. The District is projecting enrollment to be up again this year.
- The WE campaign is being launched this week. This will help to move our Strategic Plan forward and will define what it means to be a Beaverton community member, what it means to engage and own our schools. For Beaverton students to lead full and successful lives, we need to expand and strengthen the definition of "WE."

Education isn't something they – the teachers and students in a school building – are solely responsible for doing. There is a role for everyone to play in Beaverton public schools. Together WE are stronger.

WE share a vision for education – a culture of thinking that promotes high expectations for all students to thrive, contribute and excel. Our community depends on our students' success.

WE have 4 pillars of learning:

#### **WE Expect Excellence**

Example: The District executed a successful teacher transfer process, this is good for teacher moral and good for students. The teacher support and evaluation model has been put in place. We are adding instructional time for all elementary students so that students will have more face-to-face time on a daily basis.

#### **WE Innovate**

Example: Guest wireless networks in all middle schools and high schools. We are developing a Music Task Force in order to start rebuilding music programs in the District.

#### **WE Embrace Equity**

Example: The Equity Summit was phenomenal and targeted the school secretaries who are on the frontlines every day.

#### **WE Collaborate**

Example: Collaboration teams at all levels are in place without implementing a late start. We

are launching a new website next week for better communication. There will be an App for students and parents providing the opportunity for both to check on their progress. Supt. Rose will be tweeting daily updates on what is happening in the District. Follow him at @jeffrosesupt.

## REPORTS

### A. OSBA Summer Board Conference Update – Donna Tyner, Linda Degman

Linda Degman reported the Key Note Speaker, Jim Bearden, spoke on *Leadership & Culture, Closing the Gaps Between What Sounds Good and What Gets Done*. He was an excellent speaker and spoke about the Board working with administration. He explained the “Happily Ever After Cycle” and how to deal with changes when the feel-good feelings wear off.

Donna Tyner reported that she learned the Three Keys to Fiscal Oversight and Financial Reporting. Heidi Franklin spoke on the cardinal rules of budgeting. You can’t spend what is not appropriated and you can’t spend what is not received. Ms. Franklin also spoke on Budget forecasting, and expenditure planning, and auditing.

Peggy Holstedt, OSBA Director of Policy Services, explained board governance through policy. She explained that Governance is the act of transforming the needs, desires, beliefs and values of the community into policies and goals that direct the district. Policy making is one of the keys to board governance and oversight. Donna learned that Board Policies tell the “what” and the “why.” They chart a course of action that is broad enough to allow district discretion but specific enough to give clear guidance. They establish a legal record and a basis for board actions. They are the basis of appraisal and accountability. Board policies may be required by law and are not detailed direction.

Ms. Holstedt also spoke on the difference between policy and administrative regulations. AR’s build on board policy. They tell us the “who, when and where” – how the policy will be implemented. They provide detailed requirements, procedures and prohibitions under which the district will operate. Not every policy needs an administrative regulation. Ms. Holstedt also provided tips for creating a policy.

Linda Degman reported that she attended a session on Legislative Review where the speakers reported on the topics of PERS, K-12 Funding, Education Service Districts, Grand Bargain, Oregon Education Investment Board and several other topics.

Linda also attended the School Law Basics for Board Members session. During this session they talked about the Board’s scope of authority, elections and qualifications for Board members, public meeting laws and other related topics.

### B. Center for Reform of School Systems (CRSS) Update – LeeAnn Larsen

LeeAnn Larsen reported that the Board and Supt. Rose attended the CRSS meeting with Portland Public School District’s Board and Superintendent and Salem Keiser District’s Board and Superintendent along with some staff members and one student. The agenda of the meeting was to look at a case study on improving student achievement and core values for board members. They also looked at the different roles and responsibilities of a board member and the administration.

She stated that it was powerful to realize that all three of these large districts are moving in the same direction and working together for common goals.

### C. Financial Report – Claire Hertz

Claire Hertz reported that the 2012-2013 financials are closing. There is a 2.3% ending fund balance. The audit committee is meeting tomorrow. There are 4 openings on the budget committee. Claire asked the Board for their support on the nonprofit low-income housing property tax exemption that will be an action item later in this meeting. The program will improve long-term financial stability of

nonprofit low-income housing providers serving Washington County low-income working families.

**D. Bond Update - Ron Porterfield, Dick Steinbrugge, Maureen Wheeler**

Ron Porterfield stated that the Beaverton School District expects to be the 2<sup>nd</sup> largest district in the state, if not this year then next year. A Bond Community Involvement Committee has been developed and they have plans to present to District voters a bond proposal at the May 2014 election.

Maureen Wheeler reviewed the Committee Membership list. She stated that they are still looking for a representative from Intel. The committee will be working with information that is provided by District staff.

Dick Steinbrugge reviewed the meeting schedule. He also stated that the purpose of the committee is to determine the program package intended to encompass new capacity construction projects, modernization of existing facilities, and technology improvements.

David Etchart reported that they are moving to retain a national level consultant to review security in our schools. They are also working on building analysis to determine the best practice for destruction and rebuild or to remodel older school buildings.

**BREAK – 8:00 - 8:10 p.m.**

**DISCUSSION ITEMS**

**A. Board Retreat, Committee Structure and School Board Goals – Mary VanderWeele**

Mary VanderWeele reported on August 12 the School Board members and Superintendent Rose held an all-day retreat where they engaged in team-building activities, reviewed significant events from the District's history, and outlined three primary focus areas for Board work in 2013-14. These areas are:

1. Strategic Plan
2. Funding
3. Board Development/Community Connections.

Mary reviewed responsibilities for each area:

**Strategic Plan**

The committee will review the strategic plan and targets. They will recommend any changes and adjust as needed.

**Funding**

The committee will focus on the bond program development and legislative advocacy. They will determine how the Board can join other community groups working on advocacy. All Board members are responsible for advocacy; this committee will give direction.

**Board Development/Community Connection**

This committee will work on orientation and on-boarding of new Board members, review the operating agreements and performance standards, monitor information about the Board and Board activities on the website, and possibly develop a speakers bureau.

All committees will come to the Board with goals and direction for the whole Board.

Committees need to meet the week of September 9, develop a draft of goals, and be ready to report at the next business meeting on September 23. Staff will be asked to join the committees and Mary Hawkins will schedule once a month meetings for all committees.

Mary VanderWeele reviewed the Board committees and members:

Strategic Plan – Mary VanderWeele, Donna Tyner, Anne Bryan  
Funding – Linda Degman, Susan Greenberg, LeeAnn Larsen  
Board Development/Community Connection – Anne Bryan, Jeff Hicks  
Policy – Donna Tyner, Jeff Hicks

Other key tasks and roles:

Superintendent Evaluation – Mary VanderWeele, Jeff Hicks  
Employee groups/negotiations – BEA – Linda Degman, Anne Bryan, OSEA – Jeff Hicks ABSA – Susan Greenberg  
Audit – LeeAnn Larsen, Anne Bryan  
Music Task Force – Susan Greenberg  
Bond Committee/support – Linda Degman, LeeAnn Larsen  
OSBA Representative – LeeAnn Larsen  
Collaboration with other districts – Susan Greenberg

#### **B. 2013-14 Enrollment and Staffing Update – Sue Robertson**

Sue Robertson stated that it is good to be hiring again. The Local Option Levy voted on by the community allowed us to hire and reduce class sizes. Staffing started months earlier this year allowing teachers to know their placements as early as June. To provide teachers with even more opportunities to obtain their preferred placements, a summer internal application process was implemented, resulting in hundreds of changes over the summer as additional transfers, recall and hires took place. All Local Option Levy dollars have been allocated.

Class sizes as of today are running:

Kindergarten, under 30

1 – 5, mid 30's

Middle school, mid 30's

High school and options cannot be adjusted until students actually show up on the first day.

The Board had the following questions and comments:

- These numbers need to be communicated out to the community prior to the start of school.
- What is the magic number or the target cap for the different levels?
  - Sue explained that there are no magic numbers, the number of dollars available regulates class sizes. It has been many years since districts have been able to have hard and fast class size caps.
- What is the upper end for all levels?
  - Kindergarten, under 30
  - 1 – 5, mid 30's
  - Middle school, core classes, mid 30's
  - High School, 50's for some classes

#### **C. Music Task Force – Carl Mead, Jeff Rose**

The Board reviewed the overview of the Music Task Force to be appointed in September. This group will be working to refine budget and program needs, in addition to reviewing practices of the District and recommending areas for improvement.

Carl Mead stated that the Music Task Force would be meeting twice a month through December starting on September 15. They will meet once a month starting in January through the end of the school year. He reviewed the makeup of the committee and the proposed timeline.

The Board had the following questions or comments:

- Members of The Friends of Music should have representation on the task force.
- Is there a special education representative on the committee?

**D. Gain Share Revenue and Appropriation – Jeff Rose**

The Beaverton School District Board may adopt a supplemental budget and appropriate budget in order to authorize additional expenditures from funds that are made available by another unit of federal, state or local government which the availability of which was not reasonably foreseen when preparing the original budget for the current year (ORS 294.471 (1) (c)).

The administration requests the Board adopt a supplemental budget for the 2013-14 fiscal year in order to appropriate funds in the General Fund in the amount of \$2,311,853 to be received from Washington County Gain Share in accordance with ORS 294.471.

Jeff Rose stated that this unexpected revenue was a great problem to have. Administration discussed several options:

- Restoring days to the calendar
- Increasing the ending fund balance
- Reducing class sizes
- Increasing the ESL budget
- Increasing the non salary budgets at all schools
- Providing or increasing after school activities

Supt. Rose recommended restoring two instructional days to the calendar. Adding days positively impacts every student, staff member and family in the district. He recommended restoring one day now, and asked for discretion to hold the dollars for a second day based on the needs that can't be anticipated until students arrive at school. Staff would report to the Board in October on whether or not the District would restore a second day.

The Board had the following comments or questions:

- It should be spent on something that helps students engage.
- I support Supt. Rose's recommendation, as it benefits all students. Community members have been asking why we didn't restore our calendar.
- I support one day being added back.
- We need to look at what we value. Are we happy with what our classrooms look like; what we are offering everyday? Should we add back days or strengthen what we have. I can support adding back one day, along with something else to improve our classrooms.
- I advocate to add back one day now, and waiting to determine if there is something else needed at a later time. Would like to add back staff if possible.
- I can support adding one day back with a holdback for additional staff where needed. Community members have said add back days, just not the Wednesday before Thanksgiving.
- I would support adding back one day and adding back staff as the administration determines.

Jeff Rose stated that it would be very helpful if the Board could make a determination tonight so that staff can get the work started.

Mary VanderWeele move to add an action item on tonight's agenda in order to appropriate \$2,311,853.

Susan Greenberg seconded and the motion passed unanimously 6 – 0.



## **ACTION ITEMS**

### **A. Proposed 2013-2014 School Meal Prices (13-316)**

Ron Porterfield and Susan Barker reviewed the proposed 2013-2014 school meal prices. Ron explained that School Board Policy EF/EFA is in need of updating. The policy will be presented later in the year for Board approval.

Susan Barker explained that Nutrition Services is required to be self-supporting, with no local tax revenue subsidizing the program. School Board Policy EF/EFA specifies that staff shall report to the Board any financial condition changes/forecasts in the food services program that necessitates a change in meal prices.

Each July 1<sup>st</sup>, USDA issues updated meal reimbursement rates for the new fiscal year. Depending on the individual school district's program, these meal reimbursement increases may or may not cover actual costs to operate the program. When actual costs increase beyond what increases in meal reimbursements can support, increasing meal prices is the only revenue-generating avenue for Nutrition Services to seek to cover the gap.

Nutrition Services is recommending increasing elementary school lunches by \$0.10.

The Board had the following questions or comments:

- Can bond dollars be used for kitchen equipment?
  - It would be better to use bond dollars for kitchen remodels. There are several kitchens that are in dire need of remodeling.
- What is the trend of usage when prices are raised?
  - There is no clear change in usage.
- How are the new prices communicated to parents?
  - The information is included in the student handbooks and it will be on the website.

LeeAnn Larsen moved to authorize the Superintendent to increase lunch prices for elementary students by \$0.10 for 2013-14.

Donna seconded and the motion passed unanimously.

### **B. School Board Committees (13-3217)**

Mary VanderWeele reviewed the School Board Committees as follows:

#### Strategic Plan:

Donna Tyner

Anne Bryan

Mary VanderWeele

#### Funding:

LeeAnn Larsen

Linda Degman

Susan Greenberg

#### Board Development/Community Connections:

Jeff Hicks

Anne Bryan

Policy:  
Donna Tyner  
Jeff Hicks

Audit:  
LeeAnn Larsen  
Anne Bryan

Linda Degman moved to approve the School Board Committees for 2013-2014.

Donna Tyner seconded and the motion passed unanimously.

**C. OSBA Board Position 15 Nomination (13-318)**

The Oregon School Boards Association is organized as one general state association with up to 21 elected representatives established to support member participation and representation. Candidates must be nominated by official action of a member board within the region.

LeeAnn Larsen has agreed to run for OSBA Board of Director for Position 15.

Donna Tyner moved that whereas, The Beaverton School District is a member of the Oregon School Boards Association; be it resolved that the Beaverton School District School Board nominates LeeAnn Larsen for OSBA Board of Director Position #15.

Susan Greenberg seconded and the motion passed unanimously.

**D. Gain Share Allocation (13-324)**

Mary VanderWeele moved that the School Board hereby adopts the supplemental budget for the 2013-14 fiscal year in the sum of \$501,700,089 now on file in the Office of the Chief Financial Officer.

BE IT FURTHER RESOLVED that the appropriations for the fiscal year beginning July 1, 2013, be amended within the following funds to appropriate \$2,311,853 to be received from Washington County Gain Share as follows:

Resources:		
Local Revenue	\$	2,311,853
Requirements:		
Instruction	\$	1,965,075
Support Services	\$	<u>346,778</u>
Total	\$	2,311,853

LeeAnn Larsen seconded and the motion passed unanimously.

**E. Consent Agenda**

1. Personnel (13-319)

BE IT RESOLVED that the employee(s) who are recommended herein for administrator and teacher elections, leaves of absence, and resignations/terminations are accepted by the School Board as submitted at this meeting.

2. Public Contracts (13-320)

BE IT RESOLVED that the School Board authorized the Superintendent or a designee to obligate the District for the public contract items as submitted at this meeting.

3. Approval of Board Meeting Minutes (13-321)  
BE IT RESOLVED that the minutes of the School Board meetings below be and hereby are approved:
  - July 8, 2013 – Business Meeting
  - August 12, 2013 – Board Retreat
4. Grant Report (13-322)  
BE IT RESOLVED that the Grand Report and Proposals are approved as submitted at this meeting.
5. Non-Profit Low-Income Housing Property Tax Exemption (13-323)  
BE IT RESOLVED that the Board hereby approves the use of exemptions from District-assessed property taxes on the value of certain properties that qualify for property administered by the City of Beaverton and Washington County as provided in the non-profit corporation low-income housing program authorized under ORS 307.540 through 307.548. Board approval of this exemption will extend through June 30, 2015, at which time the program will be evaluated.

#### **CLOSING COMMENTS AND NEXT STEPS**

Mary VanderWeele stated that the Board was off to a running start. She thanked the Board members for stepping up and accepting committee assignments.

Jeff Rose stated that many of the agenda items on tonight's agenda i.e., enrollment, Gain Share, bond information, will be ongoing discussions.

#### **ADJOURNMENT**

The meeting was adjourned at 9:40 p.m.

Submitted by Carol Marshall, Recording Secretary

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Mary VanderWeele, School Board Chair