



## **APPROVAL OF BOARD MEETING MINUTES**

### **POLICY ISSUE/SITUATION**

Enclosed are the minutes for:

- July 1, 2015 – Business Meeting
- August 18, 2015 – Work Session

### **BACKGROUND INFORMATION**

Minutes of the School Board's Business Meetings, Work Sessions, Public Hearings and Special Sessions are presented to the Board for approval at School Board Business Meetings.

### **RECOMMENDATION:**

**(15-571)** BE IT RESOLVED that the minutes of the above School Board meetings be and hereby are approved.

**District Goal:** All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

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.

**Business Meeting****July 1, 2015****Board Members Present:**

Anne Bryan, Vice Chair  
Linda Degman  
LeeAnn Larsen  
Donna Tyner  
Susan Greenberg  
Becky Tymchuk  
Eric Simpson

**Staff Present:**

Jeff Rose	Superintendent
Sue Robertson	Chief Human Resource Officer
Maureen Wheeler	Public Communication Officer
Dick Steinbrugge	Executive Administrator for Facilities
Jordan Beveridge	Administrator for Information Technology
Sheri Stanley	Administrator for Facilities Development

**Visitors: 13****Media: 0****CALL MEETING TO ORDER AND BOARD PROCEDURES** – Anne Bryan

School Board Vice-Chair Anne Bryan called the meeting to order at 5:35 p.m. and asked for any changes.

1. LeeAnn Larsen proposed to add an agenda item: endorsement of John Hayes as School Board representative to the Metro Policy Advisory Committee.
2. Linda Degman asked to pull two projects listed on Public Contracts out for discussion first before voting; New Elementary School Kaiser location and Vose Elementary Replacement.
3. Donna Tyner asked to pull the Cafeteria Tables for Beaverton Schools listed under Public Contracts out for discussion before voting.
4. Anne Bryan asked to move up the time for public comments.

**PUBLIC PARTICIPATION**

There was no public participation.

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## **ACTION ITEMS**

**A. Oath of Office to New and Re-Elected School Board Members – Anne Bryan (15-552)**

The following individuals were elected and re-elected to the Beaverton School Board on May 19, 2015. LeeAnn Larsen administered the Oath of Office.

Zone 3 - Eric Simpson  
Zone 6 - Becky Tymchuk  
Zone 7 - Linda Degman (re-elected)

**B. Election of School Board Chair and Vice Chair for 2015 – 2016 - Anne Bryan (15-553)**

Susan Greenberg nominated Anne Bryan to be Board Chair. Anne has been on the School Board for two years and for the last year she has served as Vice Chair. LeeAnn Larsen seconded and the Board voted unanimously.

Donna Tyner nominated Linda Degman for Vice Chair. Linda has been on the School Board for over two years and has provided leadership for the Bond Committee. LeeAnn Larsen seconded the nomination and the Board voted unanimously.

**C. Certify School Board Election Results - Maureen Wheeler (15-554)**

Maureen Wheeler certified the May 19, 2015 election results. LeeAnn Larsen made the motion to approve the results and the Board voted unanimously.

**D. Additional Action Item Added: Consideration of John Hayes for Metro - (15-567)**

John Hayes is a current school board member in Forest Grove who is interested in the School Board Representative position to the Metro Policy Advisory Committee (MPAC). LeeAnn and Susan have worked closely with him the last couple of years on the Washington County legislative forum. The MPAC advises the Metro Council on growth management and land use issues at the policy level. It is comprised of 21 voting members representing cities, counties, special districts and the public and six non-voting members. LeeAnn Larsen made the motion to endorse John Hayes and the Board voted unanimously.

**E. Public Contracts: Contracts # 1 & 2 – New Elementary School, Kaiser Location and Vose Elementary Replacement – (15-557a)**

Linda Degman voiced concerns over the contract requests for the new Kaiser Elementary School and Vose replacement. She did not see the RFP listed on Beaverton's Solicitation site. A formal RFP process was used and DLR Architects was the firm selected. Dick Steinbrugge stated that the process was completed in May and the amounts of those contracts were just received: Vose – \$1,904,000 and Keiser - \$1,882,000. The district is asking for advanced authorization to award the design contract so that work may be started soon. Question: Will we go out competitively for the other elementary schools? *Undetermined at this time.*

**F. Public Contracts: Contract #4 - Cafeteria Tables for Beaverton School District (15-557b)**

Donna Tyner expressed concern that there was no pre-approval of a vendor ahead of time for the cafeteria table replacement. Dick Steinbrugge explained that this practice is followed each year. Waiting until the next Board meeting in August would mean that the tables would not be available by the time school opens. The Board requested to know the name of the vendor. LeeAnn Larsen made the motion to approve the table replacement and Donna Tyner seconded. The motion passed unanimously.

**G. Consent Agenda**

Donny Tyner moved to approve the Consent Agenda.  
LeeAnn Larsen seconded and the motion passed unanimously.

**1. Personnel (15-555)**

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

**2. Approval of Board Meeting Minutes (15-556)**

BE IT RESOLVED that the School Board minutes for **June 1, 2015** and **June 29, 2015** are approved.

3. **Public Contracts (15-557)**  
BE IT RESOLVED that the School Board authorizes the Superintendent or a designee to obligate the District for the public contract items as submitted at this meeting, July 1, 2015.
4. **Designate Signatories for Student Body Accounts (15-558)**  
BE IT RESOLVED that the School Board designate the individuals submitted at this meeting, July 1, 2015, as student body fund signatories for the 2015 – 2016 year.
5. **Designation of Depositories (15-559)**  
BE IT RESOLVED that Bank of America, Piper Jaffray, RBC Dain Rauscher, US Bank, Wells Fargo Bank, Seattle Northwest Securities, D.A. Davidson, Bank of the Cascades and Columbia Bank be and hereby are designated as depositories for Beaverton School District for the fiscal year 2015 – 2016.
6. **Appointment of Real Estate Agent (15-560)**  
BE IT RESOLVED that Ed Hayden of Hayden Group LLC, be and hereby is appointed to serve as Real Estate Agent of Beaverton School District for the fiscal year 2015 – 2016.
7. **Appointment of Budget Officer (15-561)**  
BE IT RESOLVED that Claire Hertz, Chief Financial Officer, is hereby designated the Budget Officer for Beaverton School District for the fiscal year 2015 – 2016.
8. **Appointment of Clerk and Deputy Clerks (15-562)**  
BE IT RESOLVED that Jeff Rose, Superintendent, is hereby appointed to serve as Clerk of Beaverton School District for the fiscal year of 2015 – 2016. And that Carl Mead, Deputy Superintendent, and Ron Porterfield, Deputy Superintendent, are hereby appointed to serve as Deputy Clerks of Beaverton School District for the fiscal year 2015 – 2016.
9. **Appointment of Custodians of School Funds (15-563)**  
BE IT RESOLVED that, in accordance with the provisions of ORS 328.441, the School Board of Beaverton School District designates Jeff Rose, Superintendent; Claire Hertz, Chief Financial Officer; Jason Guchereau, Finance Manager and Craig Irwin, Treasury Specialist, as Custodians of School Funds for the 2015 – 2016 fiscal year. BE IT FURTHER RESOLVED that, in accordance with the provisions of ORS 328.445, School District obligations may be paid by check bearing the original signature of any Custodian of School Funds or the Custodian's facsimile signature. Alternatively, School District obligations may be paid by bank wire transfer.
10. **Appointment of Financial Auditor (15-564)**  
BE IT RESOLVED that Grove, Mueller & Swank, P.C., be and hereby are appointed to serve as financial auditors of Beaverton School District for the fiscal year 2015 – 2016.
11. **Appointment of Legal Counsel (15-565)**  
BE IT RESOLVED that the attorneys submitted at this meeting, July 1, 2015, be and hereby are designated as legal counsel for Beaverton School District for the 2015 – 2016 fiscal year.

#### **CLOSING COMMENTS** – Anne Bryan and Jeff Rose

Jeff welcomed Eric and Becky and congratulated Anne. He also commented that there would be lots of work going on over the summer.

Anne appreciated being elected as Board Chair. In preparation for the August meeting she asked that Board members complete their Board self-evaluation and to let her know of any agenda items for upcoming meetings.

The meeting was adjourned at 6:00 p.m.

Submitted by Mary Hawkins

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Anne Bryan, School Board Chair

**Summer Work Session****August 18, 2015****Board Members Present:**

Anne Bryan, Chair  
Linda Degman, Vice Chair  
LeeAnn Larsen  
Donna Tyner  
Susan Greenberg  
Becky Tymchuk  
Eric Simpson

**Staff Present:**

Jeff Rose	Superintendent
Carl Mead	Deputy Superintendent of Teaching and Learning
Ron Porterfield	Deputy Superintendent of Operations
Claire Hertz	Chief Financial Officer
Steve Langford	Chief Information Officer
Sue Robertson	Chief Human Resource Officer
Maureen Wheeler	Public Communication Officer
Ginny Hansmann	Chief Academic Officer
David Williams	Administrator for Government Relations

**Visitors:** 0**Media:** 0**WELCOME** – Anne Bryan

School Board Chair Anne Bryan called the meeting to order at 8:50 a.m. Anne thanked Westview for accommodating Board members for the Work Session today and returning Board members for stepping up to help with agenda items. Anne reviewed the goals for the day:

- Build relationships
- Learn about each other
- Assess
- Set goals

She encouraged everyone to be open and curious, inspire and be inspired, challenge assumptions, respect commonalities and differences, embrace creativity, seek to understand, take risks and apply learning and to not hold back.

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## **INTRODUCTIONS** – Donna Tyner

Donna led Board members through a series of four activities; 1) answering questions about other Board members; 2) drawing a picture and then analyzing the picture; 3) staff bingo and 4) writing a short paragraph incorporating one line that they were given.

## **ACTION ITEM**

### **• Proposed 2015-2016 School Meal Prices (15-567)**

Susan Arakelian explained the proposed increase of 10¢ for elementary lunches and 10¢ for breakfast at elementary, middle and high school. The reimbursement rates were received in July. The rationale is to make them closer to what we receive from USDA in reimbursement for free meals. We have not increased breakfast prices for a long time.

#### Questions and Comments:

- Is it possible that the rates may be higher? *Cisco may change some contract language but we are still negotiating.*
- With the increase in pricing do we have a feel for how many students might not buy lunch and did we see a lag in purchases last year? *Participation went up last year. Kids who are eligible for pay meals are usually able to absorb the increase.*
- What are we doing as a district to ensure that students who arrive early to school are eating breakfast? *Nutrition Services has worked with transportation and they do try to deliver students in time to eat breakfast.*
- Generally, families that have more income will feed their students at home for breakfast.
- The price for reduced meals was set by USDA many years ago and we cannot change their pricing.
- We were successful in getting a source for anti-biotic free chicken and will be offering twice a month.

**(15-567)** LeeAnn made the motion to approve the proposed 2015-2016 School Meal Prices with the inclusion of high school breakfasts' being increased by 10¢ for the 2015-2016 school year. The motion was approved unanimously.

## **BREAK**

A break was called for 15 minutes.

## **CONTRACT TRAINING** – Linda Degman

Rules and laws are different from the public sector to the private sector. Today's conversation focused on the different construction contracts.

- **Monetary Threshold** – Anything over \$150,000 has to come to the Board for approval and the commodity or service has to be through a competitive process or through a cooperative services contract. The Board is notified of change orders over 25% of initial amount.
- **Emergency Contracts** are reported to the Board "after the fact".
- **Competitive Process** – If a contract is presented for Board approval that means it is over the \$150,000 threshold and needs a competitive solicitation with advertisement in a local paper, advertised on the BSD website, and is generally open to anyone qualified to respond.
- **Cooperative Purchasing Contract:** As a public agency BSD is allowed to use other public agency contracts to procure services or commodities. These contracts are procured by the agency that is in need of something and will state as part of the bid and/or contract that other agencies are allowed to use the services or purchase the commodities on the contract. Furniture and equipment are typically purchased with these types of contracts.

#### **Construction Related Contracts:**

- **Architect/Design Contract** – competitively solicited through qualifications based process. This is typically based on qualifications, similar projects of the same size and scope, team makeup, approach to the project, and anything else that the owner might deem important for a specific project. A price is

negotiated after the design team is selected. The design team may hire the engineers, landscape architects, and other necessary sub-consultants for the project. A project less than \$100,000 can be selected by price and not necessarily through the qualifications based process.

- **CMGC Construction Manager/General Contractor** – The Construction manager/general contractor project delivery method is an alternative procurement process, which requires Board preapproval and allows an owner to engage a construction manager during the design process to provide constructability input. The Construction Manager is generally selected on the basis of qualifications, past experience or a best-value basis.
- **Design-Build** – Design-build is an alternative procurement method in which BSD contracts directly with one entity to provide both the design and construction of the project.
- **Low Bid Construction Contract** – This is the most common type of contract awarded and is used for both large and small projects. An architect designs the plans. Once the project design is complete, then solicits bids from construction firms to construct the project. Once the bidding process concludes, the construction contract is awarded to the lowest responsive bidder. This type of contract would likely be used more for maintenance projects or smaller projects, not necessarily the large school projects.
- **Sole Source** – Law allows this if a case can be made that there is a specific business need to use a specified vendor or purchase a specific product an example could be computers.

### **COMMUNICATION STYLES** – Susan Greenberg

School Board members responded to a quiz about their communication style and discussed the four types of communicators: Thinker, Mover, Connector and Planner.

- **Thinker**– adjective and strategic, reflects upon a conversation and analyzes before responding. A thinker likes to obtain information so they can figure out, fix, improve or invent something as a result.
- **Mover** – active and straightforward. Movers tend to tell it like it is and get to the point quickly. They are OK to take risks. Movers may discard their decision if something else better comes along.
- **Connector** – personal and interactive in their approach and subjective. Thought of as a good listener. They feel most comfortable in a conversation that they can connect to and try to read between the lines.
- **Planner** – purposeful and goal oriented. They like to communicate in chronological order. They tend to talk about the right way of things, not much room for the in-between. They favor realistic and concrete conversations.

All communication styles need to be leveraged at all times. Good communication takes time and effort, it builds over time.

### **LUNCH & BUILDING TOUR**

Jon Franco, Principal of Westview High School led Board members and staff on a tour of Westview. Although one of our newer schools, they are starting their 21<sup>st</sup> year.

### **STAFF INTRODUCTIONS** – LeeAnn Larsen and Jeff Rose

Jeff explained the overall intent of the three activities is to learn a broader sense of the different responsibilities of the Cabinet members. Board members were split into two teams to match team members with job descriptions, read through scenarios of true/false statements and read through different scenarios aligned to their roles and the kind of situation that has or may likely be something that a Board member may experience.

### **BREAK**

### **STRATEGIC PLAN** – Anne Bryan and Jeff Rose

Last spring a process was adopted to approve a new Strategic Plan. As part of that effort the District worked with Anzalone Liszt Grove Research, a national survey company that conducted a telephone survey of 400 registered voters in the spring to seek input regarding District success.

Over 70% of our community rated BSD as positively including 84% of parents with a child currently attending public school. More than three out of five voters (61%) are satisfied with how the school district spends tax dollars. Among BSD parents, satisfaction climbs to 71%.

The community and parents sited that the most important goal for Beaverton schools was preparing students for the future and offering a quality well-rounded education. Preparing students for post-high school learning was seen as more important than preparing them for college.

Board members participated in an activity that all Beaverton School District Leadership participated in last week at the Leadership Institute. They were given “high-frequency” words that were pulled from the spring survey and were asked to create a new Strategic Plan with those words.

### **SELF-EVALUATION AND GOAL SETTING** – Anne Bryan

Board member input from the community was reviewed. The question was asked of how did the information change from a year ago? That information was not available but will be looked into. There were many positive comments and also suggestions of what to think about as they move forward.

Board members split into two groups to brainstorm on what the goals will be for the 2015-2016 school year. Information from the two teams will be further reviewed and voted on at a later Board meeting as priorities emerge. Goals will also be aligned to committee assignments for this year.

#### **Team 1**

- Engage with diverse populations
- Strategic Plan – hiring process
- Capital Bond – oversight
- Advocacy – local and state
- Collaborate with local and statewide government offices and entities
- Establish and organize practice for policy review
- Communication of progress . . . Strategic Plan
- Budget process/allocation communication
- “Policy vs. practice” task force
- Communication and engagement
  - Diverse populations
  - Advocacy with local and statewide government entities and elected officials
- Strategic Plan (goal, need way to measure)
  - Hone, focus and adopt
  - Communicate progress
  - Budget – communicate alignment
- Policy
- Advocacy platform



## **Team 2**

- Processes for Board direction and oversight
  - Bond
  - Strategic Plan
  - Evaluating strategic investments and policy changes
  - Learning about new educational trends, approaches
- Advocacy
  - Improve communication and relationships with all local agencies, i.e., Washington County, City of Beaverton, etc.
  - Long term facility planning with Washington County
  - Becoming educated by David Williams, Admin for Government Relations, and prepping for legislative session

Information from the two teams will be further reviewed and voted on at a later Board meeting as priorities emerge.

## **ADJOURNMENT** – Anne Bryan

Anne Bryan thanked everyone for their hard work and adjourned the meeting at 4:10 p.m.

Submitted by Mary Hawkins

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Anne Bryan, School Board Chair