



## **APPROVAL OF BOARD MEETING MINUTES**

### **POLICY ISSUE/SITUATION**

Enclosed are the minutes for:

- December 15, 2014 – Business Meeting

### **BACKGROUND INFORMATION**

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

### **RECOMMENDATION:**

**(15-500)** 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****December 15, 2014****Board Members Present**

Mary VanderWeele, Chair  
Anne Bryan, Vice Chair  
Linda Degman  
Susan Greenberg  
Jeff Hicks  
LeeAnn Larsen  
Donna Tyner – By phone

**Staff Present**

Jeff Rose	Superintendent
Ron Porterfield	Deputy Superintendent
Sue Robertson	Chief Human Resource Officer
Claire Hertz	Chief Financial Officer
Steve Langford	Chief Information Officer
Maureen Wheeler	Public Communication Officer
Mike Chamberlain	Executive Administrator
Barbara Evans	Executive Administrator
Matt Casteel	Executive Administrator
Brenda Lewis	Executive Administrator
Ginny Hansmann	Administrator for Curriculum, Instruction & Assessment
Jon Bridges	Administrator for Instructional Accountability
Danielle Sheldrake	Executive Administrator for Student Services

Visitors: 50

Media: 1

**CALL MEETING TO ORDER – Mary VanderWeele**

School Board Chair Mary VanderWeele called the Business Meeting to order at 6:33 p.m. Amy Powers, from the SHINE Program, 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:

**The Beaverton School District Board of Directors** was recognized for exemplifying the WE Expect Excellence pillar by being named Master School Board by the Oregon School Boards Association.

**The SHINE Program** was recognized for exemplifying the WE Embrace Equity pillar at Barnes, Beaver Acres, Findley, Kinnaman and William Walker elementary schools.

**BOARD PROCEDURES – Mary VanderWeele**

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

## **PUBLIC PARTICIPATION**

- Karen Hoffman thanked the Board for all they do for Beaverton students.
- Karen Stabeno, Counselor at Beaverton High School and C&CR Coordinator reported on the work that counselors are doing to prepare students for College and Career Readiness.
- Chelsie Orr asked the Board to consider retaining some half-day kindergarten classes for those students that are not ready for a full-day program.
- Pam Kessinger, Teaching Librarian at PCC, stated that some of the freshmen that she works with are not prepared to do basic library research. The Beaverton School District needs teaching librarians in each school.
- Kelli Rich stated that the survey to parents regarding the desire for half-day kindergarten classes was inadequate. She asked the Board to retain some half-day classes.
- Kieran McLain reported to the Board how important music is to him and his education. He asked that orchestra classes be in each school.

## **BOARD COMMUNICATION**

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

- Susan Greenberg reported that she toured Vose Elementary School with Jeff Rose. She also went with LeeAnn Larsen to testify in Salem.
- LeeAnn Larsen reported that she spoke to the Education Committee in Salem along with representatives from Portland Public School District and Salem-Keizer School District. They talked mostly about funding, class time and Career and Technical Education (CTE). LeeAnn also reported that she sat on a panel at the Student Advisory Committee Listening Session. The main topics discussed were Proficiency Grading and Common Core. The committee did an awesome job and she is encouraging them to do another listening session in the spring.
- Anne Bryan complimented the excellent job with the overcrowding information on the District website. She also thanked Mary VanderWeele on her great work to advocate for the Master Board commendation.
- Jeff Hicks talked about three newspaper articles, two on volunteering in schools and another article on Carmen Gelman, Deer Park Principal.
- Mary VanderWeele reported that the Active Student Task Force is underway. The sub-committees are working hard and the next meeting will be on January 8, 2015.

### **B. Superintendent's Comments**

- a. Jeff Rose stated that the Student Advisory Committee Listening Session was the highlight of many, many weeks. It was a proud moment for him. It was the best listening session in his career and he would like to duplicate the format with the adult sessions.
- b. He thanked everyone for their patience during the windstorm last week.
- c. The orchestra quartet that played before the meeting tonight was very special, thank you.
- d. He thanked the School Board for their continued advocacy at the state level.

## **REPORTS**

### **A. Student Advisory Committee – Student Advisory Board**

Nine students from the Student Advisory Committee reported on the Listening Session. They were impressed that students are invested in their education and willing to come and have a dialogue about it.

Two take-a-ways from the event were

1. The importance for students to have trusting relationships with adults at school.
2. The importance of seeking feedback from students.

Jeff Rose stated that the event was videoed and will be posted on the website and promoted to each staff member for viewing.

## **B. School Board Committee Updates**

### **Draft Board Communication Protocol – LeeAnn Larsen**

The Public Engagement Committee has submitted a draft Board Protocol for Responding to Information. She asked the Board for any comments or additions.

- Will the Co-Chair be the back up if the Chair is not available? *Yes*
- What is the timeline for responding? *It should be in a timely manner. We will add that to the document.*

### **Board Advocacy/Funding Committee – Linda Degman**

Linda Degman reported that the Bond Accountability Committee met last week. They had a great meeting and are currently working on term limits for members.

Susan Greenberg reported that they had great participation at the Legislative Breakfast on December 5. She asked the Board to RSVP for the Washington County Legislative Forum being held on January 21, 2015 by the end of this week.

Susan read a report from Donna Tyner on the Advocacy Committee. The Committee was tasked with developing some guidance for Board Members when they are in Salem or in contact with Legislators or other government entities. The key part is what to do to prepare before the meeting, during the meeting and after the meeting. They are planning on bringing the draft to the Board in January for approval.

## **C. Financial Update – Claire Hertz**

Claire Hertz reported that the ending fund balance for the General Fund is 7.9% and 1.4% for the Local Option Levy.

Since the Local Option Levy fund is growing over time, she recommends putting that money in a savings fund for future economic downturns.

The Governor's budget has education funding at \$6.9 billion.

Questions and comments from the Board:

- What is the plan for the Local Option Levy fund growth?
  - Leaving a couple of percent in a fund to help with lean times.
- Thank you for a good ending fund balance; it was just a few years ago it was almost depleted.
- If the kicker kicks what is the impact for us?
  - There will be less revenue to go around.

## **DISCUSSION ITEMS**

### **A. Volunteerism & Engagement Strategic Plan**

Maureen Wheeler reviewed the Volunteerism & Engagement Report.

WE expect and encourage families and community members to be active participants in our schools. Families and community members will be welcomed, valued and connected to each other, school staff and what students are learning.

She reported about Volunteers:

- Of the parents/guardians responding to the email survey, nearly 89% reported they had made a positive contribution.
- A record number of community volunteer applicants (745) were processed this past year.
- WE Read Intergenerational Reading Program started. Targets 50+ and older adults to mentor elementary students

- Clothes Closet/Shoe Box operations served 1,847 students (2,705 visits). Over 423 volunteers provided 1,843 hours to support this important service to students in need.

Some issues:

- We need to encourage our parents/guardians to participate in the survey and give us feedback.
- Volunteer hours are under-reported for after-school, evening activities and sports at high school level.
- The current volunteer tracking system needs to be secure, more robust and flexible.

Action plan for this year:

- Work with T & L Dept. to do a pre-survey communication to get broader participation.
- Working in collaboration with the BSD Public Safety Office, we will complete a Request for Proposals for a new Integrated Volunteer Management System including improved Background Check functionalities.
- Support school-based volunteer coordinators and PTO leaders with professional development in volunteer management and leadership.
- Need to hire additional staff – 1 APU to assist in Volunteer Services. This will be proposed in the 2016 budget process. In addition, there will likely be a need for additional staffing in the Public Safety Office.
- Staff will work closely with principals, executive administrators and school volunteer coordinators to ensure volunteer hours are captured more completely, especially after-hours.

Questions and comments from the Board:

- Please look into a new system for logging volunteer hours that can be accessed outside of the District. Volunteers do a lot of work at home.

Maureen Wheeler reported on Engagement:

- IT and T & L Depts. launched Parent Vue/Student Vue providing parents and students with more information about progress.
- Formation of Hispanic Parent Advisory Council with 35-50 parents across the District participating in three meetings.
- Launched redesigned Website and BSD App in collaboration with IT for improved communications.
- Developed monthly Pillars of Learning exemplars highlighting outstanding examples tied to the Strategic Plan and shared across a variety of channels.

Some issues:

- When the survey data is disaggregated, there are several schools that appear to struggle. This appears especially true at the high school level.

Action plan this year:

- Collaborate with departments and schools to develop Communication Standards that set consistent expectations for one-way and two-way communication and engagement strategies across our schools.
- Last year was the first year for the Hispanic Parent Advisory Council to meet with the Superintendent and staff. They met three times. This year, we want to work with an organizer to assist this group to become advocates and change agents to help their children attend school and graduate.
- Develop regular Parent Tips and Counselor Corner feature in weekly BSD Briefs, social media and website parent pages.



Questions and comments from the Board:

- PCC Rock Creek can be a support for engaging the Hispanic community.
- The growth in the percentage of families who report they feel well informed about what their students are learning and their progress is impressive. *Parent Vue and Student Vue are a big part of that.*

## **B. PERS Bonds**

Claire Hertz reported that the District has a current unfunded actuarial liability (UAL) with the Oregon Public Employees Retirement System (PERS) totaling \$81 million. The current UAL could increase the District's PERS costs in future years.

In 2005, the District issued \$189 million in Pension Bonds to pay off an unfunded actuarial liability with PERS. The proceeds from the bonds were placed in a side account at PERS to offset future rate increases. The 2005 Pension Bonds have saved the District \$34 million to date and project an additional \$47 million through 2028.

The District has been working with Piper Jaffray, Underwriters, and Hawkins Delafield & Wood, Bond Counsel, to review the possibility of issuing bonds to offset the current \$81 million UAL. Staff reviewed with the Board a draft resolution, schedule and scenarios for the bond issue.

The Board agreed to move forward in bringing a resolution for approval in January 2015.

**BREAK 7:55 – 8:05 p.m.**

## **ACTION ITEMS**

### **A. Comprehensive Annual Financial Report (CAFR) (14-486)**

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, 2014. The Committee Chair, Rob Drake, presented the CAFR to the Board.

Rob Drake congratulated Claire Hertz and her staff for an excellent job. They have received 2 awards this year.

LeeAnn Larsen moved to receive the Comprehensive Annual Financial Report as presented by the District Audit Committee.

Susan Greenberg seconded and the motion passed unanimously.

(14-486) BE IT RESOLVED that the Beaverton School Board hereby receives the Comprehensive Annual Financial Report for the year ended June 30, 2014 now on file in the Office of the Chief Financial Officer.

### **B. Financial Goals for 2015 - 2016 (14-487)**

Claire Hertz presented the recommendation for the District's Financial Goals for 2015-16, created from the School Board's work session on December 9, 2014.

The District will develop a budget to:

1. Align with statutory and policy requirements, the Strategic Plan and community priorities with particular attention to:
  - Providing additional instruction time;
  - Reducing class size;
  - Supporting teachers with collaboration time to differentiate instruction; and
  - Ensuring all students have access to a comprehensive education including arts, music,

- physical education, foreign language and CTE coursework.
2. Maintain a higher fund balance in General Fund to support future bond issues and ensure good financial health of the District.

Questions and comments from the Board:

- This was a great summary, thank you.
- Should technology and library services be added to the list?
- The word comprehensive really says it all.
- It is good to have a list so people know what was meant by comprehensive.
- The list could almost be unending.
- A bigger conversation needs to happen in Beaverton regarding a vision for our libraries.

LeeAnn Larsen moved to approve the proposed Financial Goals for the 2015-16 budget year.

Susan Greenberg seconded and the motion passed unanimously.

(14-487) BE IT RESOLVED that, the Beaverton School Board reviewed and approved the proposed Financial Goals for the 2015-16 budget year.

**C. Superintendent Evaluation Process (14-488)**

Mary VanderWeele presented the Superintendent Evaluation Process and Timeline. She asked for any further questions or comments from the Board. There were no questions or comments.

Anne Bryan moved to approve the Superintendent's Evaluation Process for 2014-2015.

Susan Greenberg seconded and the motion passed unanimously.

(14-488) BE IT RESOLVED that the Beaverton School Board approved the Superintendent's evaluation process for 2014 - 2015.

**D. School Board Evaluation Process (14-489)**

Anne Bryan presented the School Board Evaluation Process and Timeline for 2014-2015. She asked for any further question or comments from the Board. There were no questions or comments.

Donna Tyner moved to approve the School Board Evaluation Process for 2014-2015.

LeeAnn Larsen seconded and the motion passed unanimously.

(14-489) BE IT RESOLVED that the Beaverton School Board approved the School Board Evaluation Process for 2014-2015.

**E. Conestoga Middle School/THPRD Field Development Project (14-490)**

Ron Porterfield reported that Tualatin Hills Parks and Recreation District (THPRD) approached the Beaverton School District with a proposal to install a synthetic turf multi-use field and lights on the Conestoga Middle School athletic field. All costs associated with this project will be paid by THPRD.

LeeAnn Larsen moved to authorize the Superintendent, or designee, to execute an Intergovernmental Agreement with Tualatin Hills Park & Recreation District for the purposes of establishing a 25-year shared use agreement for the new field at Conestoga Middle School.

Donna Tyner seconded and the motion passed unanimously.

(14-490) BE IT RESOLVED that the Beaverton School Board authorized the Superintendent, or designee, to execute an Intergovernmental Agreement with Tualatin Hills Park & Recreation District for the purposes of establishing a 25-year shared use agreement for the new field at Conestoga Middle School.

**F. Consent Agenda**

LeeAnn Larsen moved to adopt the Consent Agenda.

Donna Tyner seconded and the motion passed unanimously.

**1. Personnel (14-491)**

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. Approval of Board Meeting Minutes (14-492)**

BE IT RESOLVED that the minutes of the School Board meetings below be and hereby are approved:

- November 6, 2014, – Business Meeting
- November 17, 2014 – Business Meeting
- December 9, 2014 – Work Session

**3. Public Contracts (14-493)**

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.

**4. Brand Name Approvals for Facilities Projects (14-494)**

BE IT RESOLVED that the Beaverton School Board approved an exemption to ORS 279C.345 and authorizes use of brand names in public improvement contract specifications for the items listed and presented at this meeting and based upon the findings listed.

**5. Unused Property Sale (14-495)**

BE IT RESOLVED that the Beaverton School Board authorized the District to enter into an agreement for the purpose of selling approximately 0.25 acres of the Scholls Heights Elementary School site for a minimum amount of \$4,500.00 and further authorized the Superintendent or designee to execute the appropriate documents on behalf of the District.

**6. Second Reading of School Board Policy (14-496)**

BE IT RESOLVED that the Beaverton School Board adopted policy changes to JGAB – Use of Restraint and Seclusion.

**CLOSING COMMENTS**

Mary VanderWeele thanked everyone for a good meeting. She encouraged a safe and relaxing holiday.

**ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.

Submitted by Carol Marshall, Recording Secretary

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Mary VanderWeele, School Board Chair