

GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.
Minutes of Regular Board Work Session

Thursday, September 18, 2025

The Gresham-Barlow School District Board of Directors held a regular work session on Thursday, September 18, 2025 in the large conference room of the Public Safety and Schools Building, 1331 NW Eastman Parkway, Gresham, OR. A Zoom link was provided for virtual meeting attendance.

Board Members present:

Heather Coleman-Cox, Shawn Farrens, Kris Howatt, David Ligatich, Brenna Puderbaugh, Holly Riegelmann

Cabinet Members present:

Dr. Tracy Klinger, Superintendent
John Koch, Deputy Superintendent
Sara Deboy van Horn, Assistant Superintendent

Opening Items

1. Call to Order (6:00 p.m.)

The meeting was called to order at 6:00 p.m. by the board vice-chair, Holly Riegelmann.

2. Roll Call (6:00 p.m.)

Chair Petersen was absent from the meeting. A quorum of the board was in attendance. Director Coleman-Cox arrived at 6:35 p.m.

3. Approve Meeting Agenda (6:01 p.m.)

MOTION 22: Move to approve the meeting agenda as presented. This motion, made by Shawn Farrens and seconded by Kris Howatt, Carried.

Aye: Shawn Farrens, Kris Howatt, David Ligatich, Brenna Puderbaugh, Holly Riegelmann

Not present at vote: Heather Coleman-Cox

Absent: Blake Petersen

Aye: 5, No: 0, Absent: 2

Action Items

4. Policy Review: First Reading (6:02 p.m.)

Mr. Koch provided an overview of board policy revisions noting that there were three policies for the group to review. The first was Policy JFCEB - Personal Electronic Devices. Mr. Koch noted that there was a second update sent to the district that wasn't reviewed with the committee. Areas highlighted in yellow were not reviewed by the committee. He clarified the brackets on page 3, and confirmed that the green strikeouts are what the committee reviewed and recommended. Board members asked about the et cetera (etc.) included in the brackets on page 2 when talking about possible discipline since that wording is not usually included in policy. Mr. Koch noted that it gives staff leeway for the many situations that could come up in the classroom. This is the same process that the middle schools have already been using. The secondary level would like some leeway for when phones are taken away. He noted that if a student gets a warning about their phone in 1st period, the 4th period teacher might not know that they have already had a first warning. In some instances, the teacher may take away a phone in 1st period.

The board discussed possibly approving this policy at the meeting to activate it now rather than waiting until the October business meeting. There was conversation around what the reason would be to have this as a stand-alone policy that is approved now instead of including it on the consent agenda. Some board members were uncomfortable approving it in this meeting noting that it would not change what they are already doing. They discussed that they have a process on place for approving their policies. Board members asked if there will be more stories about this when the date becomes official in January. The administration didn't think so, noting that about half of the big ten district have implemented this policy.

They confirmed that they will keep the brackets on the third page of the policy. Mr. Koch shared that the timelines in the policy are different than what is in the AR. The administration will align the AR timeline with what is in policy. They will move this forward to the consent agenda in October.

Policy IKFA - Early Graduation is being recommended for deletion. Mr. Koch shared that these elements were moved to the graduation requirements policy making this policy redundant. They will move this forward for deletion.

Mr. Koch shared that Policy IKFB - Graduation Exercises was pretty straightforward and there was not a lot of discussion about it in the policy committee. The board discussed moving the verbiage about an honorary diploma from the 4th paragraph to the 1st paragraph since there aren't necessarily requirements for an honorary diploma. They also discussed making it a stand-alone sentence about those with honorary diplomas participating in graduation exercises. After discussion, they chose to move the honorary diploma wording from the 4th paragraph to the 1st paragraph. This policy will move forward to the consent agenda in October.

5. Personnel Report: Employee Contracts (6:20 p.m.)

Vice-Chair Riegelmann shared that there were four names being brought forward for approval.

MOTION 23: Move to approve the licensed new hires list for 2025-2026 as presented. This motion, made by David Ligatich and seconded by Brenna Puderbaugh, Carried.

Aye: Shawn Farrens, Kris Howatt, David Ligatich, Brenna Puderbaugh, Holly Riegelmann

Not present at vote: Heather Coleman-Cox

Absent: Blake Petersen

Aye: 5, No: 0, Absent: 2

6. Board and Superintendent Working Agreements (6:20 p.m.)

Dr. Klinger reviewed the changes made to the working agreements based on feedback from the board retreat. They struck information about having one on two or one on three meetings with the superintendent noting that they can meet with whatever number is appropriate. There was conversation around accountability so that language was updated and added to the agreements.

At the retreat there were comments about board training and where that might fit. Self-evaluation and board training seem to fit better with board actions and shared goals as opposed to the superintendent and board agreements. These topics will be addressed as the shared goals are further developed. Confidentiality came up as a conversation point. The group discussed whether the current language in the agreements is specific enough and how they want to define it. Changes weren't made to that section of the agreement, and the board acknowledged the need for more clarity on what is considered confidential. Board members noted that they need to be on the same page about what information is confidential, executive sessions are a clear example, as are most one-on-one meetings. Superintendent Klinger shared the importance of asking for clarification in the moment to avoid oversharing.

The board discussed the role of training and professional development, asking why training wasn't a broad part of the agreement. Board members felt it should be part of the collaborative governance section. Other board members explained that since the agreements are with the superintendent, training is more fitting as a goal for the board as a whole. They also discussed framing it as "lifelong learning through professional development" to emphasize a commitment to growth and allocate resources for it. Board members asked if this is a document that goes on the district website, and after discussion they concluded that this document is for internal use between the board and superintendent. It is included in the board agenda packet so the public could view it there.

MOTION 24: Move to approve the Board and Superintendent Working Agreements as amended. This motion, made by Shawn Farrens and seconded by David Ligatich, Carried.

Aye: Shawn Farrens, Kris Howatt, David Ligatich, Brenna Puderbaugh, Holly Riegelmann

Not present at vote: Heather Coleman-Cox

Absent: Blake Petersen

Aye: 5, No: 0, Absent: 2

7. Superintendent Evaluation Process (6:34 p.m.)

Superintendent Klinger noted that they reviewed this quickly at their retreat. Overall, it seemed that the process in terms of timeline and action steps was acceptable, with the knowledge that this is an interesting year with the evaluation happening in March and they are figuring out the process now. One of the feedback requests was to look at the scoring scale. They had conversation about scoring based on her progress toward certain actions and objectives. The process would look at what is missing, what meets the objectives, and what may need additional time or resources. This adds a time-based component to the evaluation.

The board discussed when the superintendent's goals would be presented to the board. It was brought up that they could be presented that evening, but since they didn't give prior notice for an executive session, they decided to present them at their next meeting in October. While the goals were originally intended to be finalized by September 30th, the board agreed that a slight delay was acceptable in order to ensure the final document is well-developed. The importance of meeting the final deadline in March was emphasized, as missing it would result in the automatic renewal of the superintendent's contract. Superintendent Klinger mentioned that she has added specific examples of work to the goals and cross-referenced them with the OSBA rubric to ensure they are well-aligned. The goal is to refine the evaluation process this year to make it more effective for future use.

MOTION 25: Move to approve the superintendent evaluation process for the 2025-26 school year as presented. This motion, made by David Ligatich and seconded by Kris Howatt, Carried.

Aye: Heather Coleman-Cox, Shawn Farrens, Kris Howatt, David Ligatich, Brenna Puderbaugh, Holly Riegelmann

Absent: Blake Petersen

Aye: 6, No: 0, Absent: 1

Discussion Items

8. Future Board Agenda Topics (6:41 p.m.)

Vice-Chair Riegelmann reviewed upcoming agenda items and topic requests for future board meetings noting that they have been setting a timeline for the items. Board members provided a reminder that they have a process for requesting agenda items, and noted that not everything put forward gets on an agenda. They confirmed that all board members have access to the request form and tracking spreadsheet. Superintendent Klinger added that they are mapping out where the topics they brainstormed at the retreat fit.

Closing Items

9. Announcements (6:45 p.m.)

Vice-Chair Riegelmann reviewed the announcements included in the board agenda packet. A Zoom link for virtual meeting attendance will be provided for upcoming meetings.

October 2, 2025: Regular Board Business Meeting - 7 p.m.

Council Chambers

Public Safety and Schools Building

10. Adjournment (6:45 p.m.)

There being no further business, the meeting was adjourned at 6:45 p.m.

Submitted by: _____

Sarah Avery

Executive Assistant to the Superintendent and
Board of Directors

Note: These minutes were approved by the board on _____:sa