

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

January 5, 2017

The Gresham-Barlow School District Board of Education held a regular work session on Thursday, January 5, 2017, in the council chambers conference room of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon.

The meeting was called to order at 6:09 p.m. by the chair, Carla Piluso. Other board members in attendance were Kris Howatt, Kathy Ruthruff, Kent Zook, Matt O'Connell, and John Hartsock. Sharon Garner was absent.

There were no members of the superintendent's cabinet present.

SUPERINTENDENT SEARCH PROCESS AND TIMELINE (6:10 p.m.)

Board members briefly discussed the history of previous superintendent searches and the processes used. They highlighted options to consider for filling a new vacancy that will be created when Superintendent Schlachter retires on June 30, 2017. The conversation included affirmation of how ThoughtExchange brought value to the community involvement component of the 2016 bond measure, and may be a consideration for the superintendent search process. It was noted that the contract with ThoughtExchange is still in force, and it was suggested that Mike Schofield could help to direct the process if used as a tool to assist with the superintendent search.

Board members talked about the use of a search consultant, and John Hartsock handed out a list of firms he was aware of.

There was consensus that the superintendent search should be limited to the Pacific Northwest region, and a search firm should be selected to facilitate the process. Board members agreed that a sub-committee of the board should be appointed to develop a search process and timeline, including the selection of a search consultant. Directors Hartsock and Howatt volunteered to serve on the sub-committee, and they recommended that Director Garner be included as a third member of the committee, if she is available.

The superintendent search committee will begin meeting next week. A progress report will be provided at the next board meeting.

ADJOURNMENT (6:52 p.m.)

The work session was adjourned at 6:46 p.m. The board convened as the Local Contract Review Board in the council chambers at 6:48 p.m.

Note: These minutes were approved by the board on February 2, 2017:lc

Submitted by: 
Linda J. Cook
Administrative Assistant to the Superintendent and
Board of Directors

GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.
Minutes of Regular Board Meeting / Business

January 5, 2017

The Gresham-Barlow School District Board of Education met in regular session on Thursday, January 5, 2017, in the council chambers of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon. (Note: A hearing of the Local Contract Review Board preceded this meeting.)

The meeting was called to order at 7:03 p.m. by the chair, Carla Piluso. Other board members in attendance were Kris Howatt, Kathy Ruthruff, Kent Zook, Matt O’Connell, and John Hartsock. Sharon Garner was absent.

The following members of the superintendent’s cabinet were present:

Jim Schlachter.....	Superintendent
James Hiu.....	Deputy Superintendent of Secondary Education and Operations
Teresa Ketelsen.....	Deputy Superintendent of Teaching and Learning
Mike Schofield.....	Chief Financial Officer
Randy Bryant.....	Executive Director of Human Resources
Julie Evans.....	Executive Director of Elementary Education
Sara Huston.....	Executive Director of School Performance
John Koch.....	Executive Director of Student Support Services
Athena Vadnais.....	Director of Communications and Community Engagement

The chair led board members, administrators and all those present in the Pledge of Allegiance.

MOTION 39 MEETING AGENDA (7:04 p.m.)

Kris Howatt moved to relocate Item 18, Comprehensive Annual Financial Report, to follow Item 9 on the agenda, under presentations. The motion was seconded by Matt O’Connell, and the meeting agenda was approved 6 to 0 as amended.

MOTION 40 CONSENT AGENDA (7:05 p.m.)

The following items were included on the consent agenda:

1. Minutes from Regular Work Session..... December 1, 2016
Minutes from Regular Business Meeting..... December 1, 2016
2. Financial Report
3. Personnel Changes (Moved to action items below.)

Director Hartsock asked to move “Personnel Changes” from the Consent Agenda to the regular meeting agenda.

It was moved by Kathy Ruthruff, seconded by Kent Zook and carried 6 to 0 to approve the consent agenda as amended.

It was noted that work continues to progress on policy revisions related to the board's role in approving personnel changes. Further discussion regarding this topic will be included on a future board meeting agenda.

RECOGNITIONS (7:08 p.m.)

Kiki Kjeldsen, 6A First Team All State Soccer Player: The board honored Kiki Kjeldsen, a Sam Barlow High School student, for being named a 6A First Team All State soccer player.

Jesse Mott, Co-Coach of the Year for 6A Girls Volleyball: The board recognized Jessie Mott, the girls volleyball coach at Sam Barlow High School, for being named co-coach of the year for 6A girls volleyball by the Oregonian.

School Board Recognition Month: Superintendent Schlachter recognized the school board for its leadership and commitment to provide a quality education for students. School board members received personalized hard hats as a token of appreciation on behalf of the school district. The hard hats will be put to good use when construction begins on the recently passed 2016 school bond. (Note: A photo of board members wearing their helmets has been filed with these minutes.)

GRESHAM-BARLOW EDUCATION FOUNDATION REPORT (7:17 p.m.)

Foundation reports are typically presented every-other-month. Accordingly, there was no Foundation report this month.

SUPERINTENDENT'S REPORT (7:18 p.m.)

Superintendent Schlachter announced that the district has scheduled two informational meetings for prospective school board candidates: January 17 and January 31. Both meetings will begin at 7 p.m. at the Center for Advanced Learning, 1484 NW Civic Drive in Gresham. Individuals are encouraged to contact Lyn Cook at 503-261-4555 or cook@gresham.k12.or.us for more information or to RSVP.

Superintendent Schlachter and board members paid tribute to former school board member and community leader, Mike Hill. Dr. Hill served on the school board for nine years. He was also involved in the campaigns for six different school bond/funding measures. Dr. Hill is currently facing health challenges.

METRO EAST WEB ACADEMY (MEWA) PUBLIC CHARTER SCHOOL ANNUAL REPORT TO THE BOARD (7:34 p.m.)

The following representatives from the Metro East Web Academy presented the school's annual report: Dr. David Gray, principal, Tonia Gebhart, deputy principal, Christina Struyk-Bonn, curriculum and instruction coach, and Christeen Calhoun, testing coordinator. (A copy of their slide presentation has been filed with these minutes.)

Metro East Web Academy completed its 7th year of operation in June 2016. Charter schools are required to report to the district and the State Board of Education each year on the performance of the school. The report included the

school's goals and assessments related to student performance. An independent review of the Metro East Web Academy was conducted by Portland State University, and was included as part of the evaluation of the school. (Refer to the agenda packet.)

ELECTRONIC BOOKS IN THE GRESHAM-BARLOW SCHOOL DISTRICT – GRANT SUMMARY (8:03 p.m.)

Venisha Bahr, K-8 district media coordinator, and Neil Wong, librarian for Sam Barlow and Gresham high schools, presented information on the district's use of electronic books (e-books). The Gresham-Barlow Education Foundation has donated \$30,000 to the Gresham-Barlow School District over the past three years for the purchase of e-books for schools throughout the district.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (8:16 p.m.)

Matt Graves of Pauly, Rogers & Co., PC, presented the Comprehensive Annual Financial Report (CAFR) for 2015-16 and responded to questions of the board. He explained that the audit was conducted in accordance with Generally Accepted Auditing Standards (GAAS), and the general purpose financial statements for the year ended June 30, 2016, adhered to Generally Accepted Accounting Principles (GAAP). An unmodified opinion on the financial statements has been issued, which means it was a "clean" opinion with no reservations.

Mike Schofield introduced Elaine Fagan, the district's new accounting supervisor who was hired to fill a vacancy when Gina Sanstrum retired. Ms. Fagan provided seamless and outstanding work in preparing the Comprehensive Annual Financial Report.

RECESS / RECONVENE (8:28 p.m.)

The meeting was recessed at 8:28 p.m. and reconvened at 8:34 p.m.

COMMITTEE MEETING MINUTES AND/OR REPORTS (8:34 p.m.)

District Advisory Council (DAC): Athena Vadnais reported that the DAC did not meet in December because of winter break. The next meeting will be held on January 12, 2017, at Hall Elementary School.

Policy Review Committee: It was noted that minutes from the December 13, 2016, policy review committee meeting were included in the board's agenda packet for information.

BOARD REPORTS (8:36 p.m.)

Board members summarized various meetings and other activities they participated in during the month.

Kris Howatt announced that Multnomah County school board members have been invited to attend a regional meeting on education to talk with invited legislators about concerns and ideas as the upcoming legislative session approaches. The meeting will be held on January 30, 2017, 6 p.m., at Parkrose Middle School.

CABINET REPORTS (8:44 p.m.)

There were no cabinet reports.

ASSOCIATIONS REPORTS (8:44 p.m.)

Rhett Hyman, a teacher at East Orient Elementary School, reported on behalf of the Gresham-Barlow Education Association (GBEA).

Erika Fuller, a secretary at West Gresham Elementary School, reported on behalf of Oregon School Education Association (OSEA) Chapter 8 employees.

CITIZENS' REQUESTS OF THE BOARD (8:45 p.m.)

There were no citizens' requests of the board.

MOTION 41 RESOLUTION 1617-10 AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF GENERAL OBLIGATION BONDS (BOND FINANCING AGREEMENT) (8:45 p.m.)

Mike Schofield provided information regarding the purpose of the resolution that allows the district to sell general obligation bonds, and responded to questions of the board.

Kris Howatt moved to approve Resolution No. 1617-10, thereby authorizing the issuance, sale and delivery of General Obligation Bonds; designating an authorized representative, bond counsel and underwriter or placement agent; and delegating the negotiation and approval of financial documents and related matters, as presented. The motion was seconded by Kent Zook.

John Hartsock moved to append the main motion with "by title only," thereby waiving a reading of the resolution as part of the motion. Matt O'Connell seconded the amendment.

Resolution No. 1617-10 was approved by title only as presented 6 to 0.

MOTION 42 CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR (CM/GC) FINDINGS OF FACT AND AUTHORIZATION (8:54 p.m.)

Mike Schofield provided an overview of the construction management / general contractor process, and responded to questions of the board. This method allows the contractor to work as a team member, beginning with the design phase.

Carla Piluso moved to resolve that the Board of Directors, acting in the capacity of the Local Contract Review Board, adopts the Findings of Fact and grants a specific exemption from competitive bidding requirements for use of a

Construction Management/General Contractor (CM/GC) procurement process for projects at Sam Barlow High School, Gresham High School, North Gresham Elementary School, and East Gresham Elementary School.

The motion carried 6 to 0.

MOTION 43 DESIGN-BUILD FINDINGS OF FACT AND AUTHORIZATION (9:02 p.m.)

It was moved by Kris Howatt, seconded by Matt O'Connell and carried 6 to 0 to resolve that the Gresham-Barlow School District Board of Directors, acting in the capacity of the Local Contract Review Board, adopts the Findings of Fact and grants a specific exemption from competitive bidding requirements for use of a Design-Build procurement process for select projects identified by the administration to be in the best interest of the Gresham-Barlow School District.

MOTION 44 ARCHITECT SELECTIONS AND CONTRACT AWARDS (9:06 p.m.)

Kris Howatt moved to authorize negotiations between the administration and BLRB Architects for the Gresham High School Renovations/Additions Project; Opsis Architecture for the Barlow High School Renovations/Additions Project; BBT Architects for the North Gresham Elementary Replacement Project; and DLR Group for the East Gresham Elementary Replacement Project. The motion was seconded by Matt O'Connell.

Discussion followed regarding the identification of initial dollar limits for each of the contracts until the scope, budget, and schedule for each project have been specified. Contract amounts can be adjusted through a change order process after these details have been established.

Kris Howatt moved to amend the original motion to include for BLRB Architects and Opsis Architects a fee limit of \$200,000 each, to start, and for BBT Architects and DLR Group \$120,000. The motion to amend was seconded by Matt O'Connell and carried 6 to 0.

Chair Piluso read the amended motion into the record as follows:

Authorize negotiations between the administration and BLRB Architects for the Gresham High School Renovations/Additions Project; Opsis Architecture for the Barlow High School Renovations/Additions Project; BBT Architects for the North Gresham Elementary Replacement Project; and DLR Group for the East Gresham Elementary Replacement Project, with the dollar amounts as amended.

The amended motion carried 6 to 0

MOTION 45 ARCHITECT SELECTIONS AND CONTRACT AWARDS (Continued)

Kris Howatt moved to approve negotiations with BBL Architects, Axis Design, Deca Architecture, OH Planning and Design, FFA Architecture and Paul L. Bentley Architect in the amount of \$30,000 each for other site repair and renovation projects. Matt O'Connell seconded the motion.

In the discussion that followed, it was noted that the board will be asked to consider contracts with “not-to-exceed” dollar amounts identified after the scope, budget, and schedule for each project have been specified by the architects.

The motion carried 6 to 0.

DIVISION 22 STANDARDS ASSURANCE OF COMPLIANCE (9:18 p.m.)

Teresa Ketelsen reported that annually the Oregon Department of Education requires that all Oregon school districts submit a statement of assurances indicating compliance with ORS Chapter 581, Division 22, Standards for Public Elementary and Secondary Schools. These assurances must be presented in a public manner, such as at a regularly scheduled school board meeting. For this reason, the board’s review of the Division 22 Standards Assurance of Compliance was placed on the agenda this evening.

This year, the statement of assurances reflects that the district is in compliance with all of the Division 22 standards.

MOTION 46 SUPERINTENDENT’S LETTER OF RESIGNATION (9:21 p.m.)

Superintendent Schlachter explained that in December he informed the board of his plans to retire at the end of the current school year. In order to fill his position, however, it is important for the board to formally accept his letter of resignation, thereby declaring a vacancy. (A copy of the superintendent’s letter of resignation has been filed with these minutes.)

Kris Howatt moved to accept Superintendent Jim Schlachter’s letter of resignation/retirement, dated January 5, 2017, with an effective date of June 30, 2017. The motion was seconded by Matt O’Connell and carried 6 to 0.

MOTION 47 PERSONNEL CHANGES (9:25 p.m.)

Kris Howatt moved to approve employment material as presented per Policy GB and ORS 332.075(2)(3). Matt O’Connell seconded the motion and it carried 5 to 0. Director Hartsock abstained.

MOTION 48 BID AWARD: COPIER HARDWARE, SOFTWARE, AND MAINTENANCE (9:27 p.m.)

Mike Schofield summarized the bid review process for copier hardware, software and maintenance services.

Carla Piluso moved to approve contracts with Pacific Office Automation pending successful contract negotiations at an annual average cost of approximately \$254,000. The motion was carried by Matt O’Connell and carried 6 to 0.

BOND PROJECTS SCHEDULE (DRAFT) (9:28 p.m.)

Mike Schofield reviewed a draft schedule for school bond projects. The draft schedule anticipates starting the two high school renovations as well as the two replacement elementary schools early. There are also projects such as

technology, classroom door locks, and furniture that may run concurrent and in phases with the site-specific projects. The schedule will be updated as more details and the scope of work continue to develop. (A copy of the draft bond projects schedule has been filed with these minutes.)

ANNOUNCEMENTS (9:35 p.m.)

Jan. 12, 2017: DAC Meeting - 7 p.m.
Hall Elementary School
Board Representatives: Carla Piluso, Kent Zook, John Hartsock

Jan. 17, 2017: Board Member Education 1 of 2
Partnership Room
Center for Advanced Learning

Jan. 19, 2017: Board Work Session - 6 p.m.
Partnership Room
Center for Advanced Learning

Jan. 31, 2017: Board Member Education 2 of 2
Partnership Room
Center for Advanced Learning

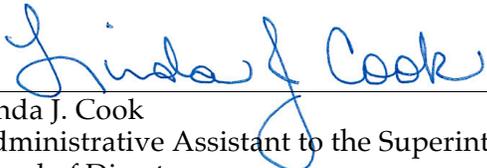
Feb. 2, 2017: Regular Board Work Session - 6 p.m.
Council Chambers
Public Safety and Schools Building

Feb. 2, 2017: Regular Board Business Meeting - 7 p.m.
Council Chambers
Public Safety and Schools Building

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:36 p.m.

Note: These minutes were approved by the board on February 2, 2017:lc

Submitted by: 
Linda J. Cook
Administrative Assistant to the Superintendent and
Board of Directors