

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

February 23, 2017

The Gresham-Barlow School District Board of Education held a work session on Thursday, February 23, 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 6:07 p.m. by the vice-chair, Kris Howatt. Other board members in attendance were Matt O’Connell, Sharon Garner, Kathy Ruthruff, and John Hartsock. Carla Piluso and Kent Zook were absent; the meeting was quorate.

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
Sara Hahn-Huston.....	Executive Director of School Performance
John Koch.....	Executive Director of Student Support Services
Athena Vadnais.....	Director of Communications and Community Engagement

The following cabinet members absent:

Julie Evans.....	Executive Director of Elementary Education
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Guests included:

Terry Taylor.....	Director of Facilities, Gresham-Barlow School District
Dick Steinbrugge.....	Exec. Administrator for Facilities, Beaverton School District

RESILIENCE DESIGN PLANNING (SEISMIC UPGRADES) (6:07 p.m.)

Dick Steinbrugge presented information regarding potential earthquake hazards in Oregon (referencing the Oregon Resilience Plan) and efforts underway in the Beaverton School District to prepare its facilities to be seismic safe shelters. (A copy of his handout titled, “Beaverton School District Resilience Planning,” has been uploaded with the agenda packet materials.)

RECESS / RECONVENE (6:44 p.m.)

The board recessed at 6:44 p.m. Mr. Steinbrugge left the meeting at this time. The meeting was reconvened at 6:49 p.m.

RESILIENCE DESIGN PLANNING (continued) (6:49 p.m.)

Following the recess, board members discussed seismic upgrades as a bond projects priority. There was consensus that the district has a fiduciary responsibility to include resiliency in design planning, and that more robust standards to provide schools that can serve as shelters should be considered.

2017 BOND PROJECTS (6:49 p.m. p.m.)

Mike Schofield reviewed a list of "2017 Small Bond Projects, Draft as of 2/23/17." The list included items such as roofing, track resurfacing, safety and security improvements, heating and cooling upgrades, classroom furniture, wiring for technology, and a field rehabilitation. (The list has been included with the agenda packet.)

Updates to the bond projects list will be posted to the district's web site as part of the district's overall bond projects communications plan, which is being developed.

AUDIT PROCESS (7:00 p.m.)

Mr. Schofield explained that the district's auditors (Pauly and Rogers) will begin interim field work in the district in April. He asked board members to identify topics to be included in the auditors' review.

Requests from board members included the following:

- ✓ spot-check physical payroll checks (e.g., "ghost" employee checks)
- ✓ spot-check health insurance coverage (e.g., changes in dependents)
- ✓ spot-check banks
- ✓ the use of separate computers, passwords (not system-wide), and blocked machines to complete transfers
- ✓ review internal process/controls
- ✓ review the process for inputting vendor information
- ✓ review PTA/PTO/PTC (parent organizations) accounting practices (e.g., how bank statements are handled)

Board members were encouraged to send any additional topics to Chair Piluso or Vice-Chair Howatt; they will forward the requests to Mike Schofield.

POLICY REVIEW (7:07 p.m.)

Board members reviewed a proposed policy, FFB, Names on Building Plaques, which was recommended by the policy review committee. Following discussion, the proposed policy was advanced for second reading and adoption, as presented, to the March 9, 2017, business meeting.

The board also discussed an existing policy, BHD, Board Member Compensation and Expense Reimbursement. It was agreed that the last sentence (see below) should be omitted because the budget for board expenses is reviewed as part of the standard budget process each year; therefore, the requirement does not [may not] need to be included in policy.

The administration will review verbiage in the applicable Oregon statutes. If the sentence is not required by law, an amended policy will be presented for consideration at a subsequent meeting. (Following is the sentence recommended for deletion: "The board will annually review the budget for board expenses and establish expenditure guidelines.")

In the discussion that followed, there were individual questions concerning district practice and timelines for processing expense reimbursements for board travel. Board members were encouraged to consult with Mr. Schofield regarding their individual questions about current business office guidelines.

Randy Bryant provided an update regarding new hiring procedures being developed in response to revisions adopted on February 2, 2017, for policy GB, General Personnel Policies. Topics in the discussion included the distinction between the hiring process and approving employment contracts, which is currently being reviewed by legal counsel. Board members will receive a summary of the results once the legal counsel review has been completed.

MOTION 59 RFP AWARD: BOND INVESTMENT ADVISORY SERVICES (7:38 p.m.)

Following an overview provided by Mike Schofield, Matt O'Connell moved to authorize the administration to negotiate a contract with Piper Jaffray & Co. for investment services. John Hartsock seconded the motion.

In the discussion that followed, Mike Schofield indicated that he will provide quarterly reports to the board regarding how the district's bond funds are invested and the returns on those investments, as stipulated by Policy DFA, Investment of Funds.

The motion carried 5 to 0.

FUTURE BOARD MEETING TOPICS (7:45 p.m.)

Board members discussed future board meeting topics, which included a review of audit services (e.g., fees, a possible change in the lead auditor, and the feasibility of conducting an RFP for audit services next year).

An updated log of past and future board meeting topics will be provided board members.

MISCELLANEOUS (7:50 p.m.)

Jim Schlachter informed the board that Weston KIA will be contributing \$25,000 to the Gresham-Barlow School District. Jan Weston, chairman and chief financial officer of Weston KIA, will deliver the check to the district office on Tuesday, February 28. The board will be asked to officially accept the donation (as required by board policy) during its business meeting on March 9, 2017.

John Hartsock reminded board members about interviews scheduled for Monday and Tuesday of next week with consultants from Ray and Associates, the firm hired to assist with the district's superintendent search. (The purpose of the interviews will be to help develop a profile for the new superintendent.) In addition, two days will be needed during the week of April 17 for board members to interview candidates. A Doodle poll will be sent to board members to select the dates for these superintendent candidate interviews.

ANNOUNCEMENTS (7:58 p.m.)

Mar. 9, 2017: Public Hearing - 5 p.m.
Charter School Renewals
Council Chambers
Public Safety and Schools Building

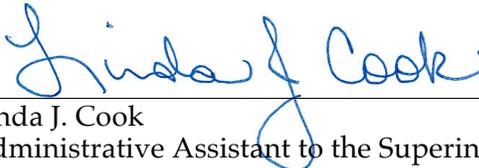
Mar. 9, 2017: Regular Board Work Session - 6 p.m.
Council Chambers Conference Room
Public Safety and Schools Building

Mar. 9, 2017: Regular Board Meeting - 7 p.m.
Council Chambers
Public Safety and Schools Building

ADJOURNMENT (7:58 p.m.)

The meeting was adjourned at 7:58 p.m.

Note: These minutes were approved by the board on March 9, 2017.

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