

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

July 6, 2017

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The Gresham-Barlow School District Board of Education met in regular session on Thursday, July 6, 2017, in the council chambers of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon.

The meeting was called to order at 7:01 p.m. by the vice-chair, Kris Howatt. Other board members in attendance were Sharon Garner, Matt O’Connell, John Hartsock, and Blake Petersen. Carla Piluso and Kathy Ruthruff were absent.

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

A. Katrise Perera .....	Superintendent
James Hiu .....	Deputy Superintendent of Human Resources
Teresa Ketelsen .....	Deputy Superintendent of Teaching and Learning
Mike Schofield .....	Chief Financial Officer
John Koch .....	Executive Director of Student Support Services
Sara Hahn-Huston .....	Executive Director of School Performance

The following cabinet members were absent:

Julie Evans .....	Executive Director of Elementary Education
Athena Vadnais .....	Director of Communications and Community Engagement

Director Howatt led board members, administrators and all those present in the Pledge of Allegiance.

**MOTION 1 MEETING AGENDA (7:02 p.m.)**

Director Howatt recommended moving item 10, Oaths of Office and Certificates of Election, and item 11, Election of Chair and Vice-Chair, forward on the agenda to precede the consent agenda.

It was moved by Matt O’Connell, seconded by Sharon Garner, and carried 5 to 0 to approve the meeting agenda as amended.

(Note: The meeting agenda was later amended by Motion 16 below.)

**OATHS OF OFFICE AND CERTIFICATES OF ELECTION (7:03 p.m.)**

As required by Board Policy BBBB and ORS 332.005, directors Matt O’Connell, Sharon Garner, and Blake Petersen took the Oath of Office, which was administered by Vice-Chair Howatt. Director Howatt also presented them with their Certificates of Election.

It was noted that Carla Piluso was re-elected to Position 4 during the May 16, 2017, special election. Because she was unable to attend the board meeting this evening, her Certificate of Election and Oath of Office will be presented at a subsequent meeting.

**MOTION 2 ELECTION OF CHAIR (7:08 p.m.)**

Director Howatt opened nominations to elect a board chair for 2017-18. John Hartsock nominated Kris Howatt. Hearing no others, the nominations were closed.

The nomination to elect Kris Howatt as board chair for 2017-18 carried 5 to 0.

**MOTION 3 ELECTION OF VICE-CHAIR (7:09 p.m.)**

Mrs. Howatt opened nominations to elect a board vice-chair for 2017-18. Matt O'Connell nominated Sharon Garner. Hearing no others, the nominations were closed.

The nomination to elect Sharon Garner as board vice-chair for 2017-18 carried 5 to 0.

**MOTION 4 CONSENT AGENDA (7:10 p.m.)**

The following items were included on the consent agenda:

1. Minutes from Regular Board Work Session ..... June 1, 2017
- Minutes from Budget Hearing..... June 8, 2017
- Minutes from Regular Business Meeting..... June 8, 2017
2. Financial Report
3. ~~Personnel Report~~ (Note: See Motion 9 below.)
4. Personnel: Pre-Approval to Fill a Vacancy
5. OSEA Collective Bargaining Agreement

It was moved by Sharon Garner and seconded by John Hartsock to remove Item 3, Personnel Report, from the Consent Agenda for discussion later in the meeting. Director Howatt noted that it would become Item 15a under Action Items. The motion carried 5 to 0 to approve the Consent Agenda as amended.

**RECOGNITIONS (7:12 p.m.)**

Gresham High School Baseball and Softball State Champions: The board honored Gresham High School students, Austen Carpenter and Shianne Smith, for their athletic achievements. Mr. Carpenter was named 1st Team All-State baseball pitcher for 2016-17. Ms. Smith was awarded 1st Team All-State softball pitcher and Pitcher of the Year for the 6A Division.

**GRESHAM-BARLOW EDUCATION FOUNDATION (7:15 p.m.)**

There was no Foundation report this evening. However, Director Howatt reminded board members of the Foundation's annual summer social to be held on Tuesday, August 15, 2017. Additional details will be forthcoming.

**SUPERINTENDENT'S REPORT (7:16 p.m.)**

Superintendent Perera reported that during the last two weeks of June she met with and shadowed former Superintendent Jim Schlachter. She also met with key internal and external stakeholders, and attended the Confederation of Oregon School Administrators conference.

**BOND UPDATE: GRESHAM HIGH SCHOOL DESIGN, IMMEDIATE OCCUPANCY** (7:18 p.m.)

Mike Schofield reported that the gymnasiums, cafeterias, and kitchens at the two elementary schools (North Gresham and East Gresham) are being designed to serve as immediate occupancy emergency facilities after a significant seismic event. Generators, water sources, and other options are being considered for inclusion as the design work progresses.

Mr. Schofield also reported that the school bond website (<http://www.gresham-barlowbond.org>) has recently been “refreshed.” Regular updates will provide information for citizens and potential contractors as bond work progresses.

Principal Mike Schaefer provided an update on revisions to the Gresham High School design, specifically on the design plans being advanced to the design commission. He also reported on projects that will prepare the school to serve as an immediate occupancy emergency facility. (A copy of his slide presentation has been filed with these minutes.)

Mike Schofield explained that the Gresham High School design will continue to evolve. Another design assist meeting has been scheduled with City of Gresham representatives on July 19.

**COMMITTEE MEETING MINUTES AND/OR REPORTS** (7:29 p.m.)

District Advisory Council (DAC): It was noted that the last DAC meeting of the 2016-17 school year was held on May 25, 2017, and a report was presented at the June 8 board meeting. For this reason, there was not a DAC report this evening.

Director Howatt noted that a schedule of 2017-18 DAC meeting dates and locations was included with the board materials. There may be changes to the schedule following a review of the purpose and scope of the DAC at the board’s August planning retreat.

**BOARD REPORTS** (7:31 p.m.)

Sharon Garner reported on her experience as a board representative at the Springwater Trail High School Commencement.

Kris Howatt commented on the Oregon School Boards Association’s (OSBA) annual planning retreat, and proposed updates to its constitution and bylaws that will be presented to member boards for approval.

Board members acknowledged Lyn Cook, executive assistant to the superintendent and board of directors, who is retiring from the Gresham-Barlow School District after nearly 30 years of service. Tonight will be her last board meeting.

**CABINET REPORTS** (7:36 p.m.)

James Hiu shared that 354 students graduated from Gresham High School, 389 from Sam Barlow High School, and 39 from Springwater Trail High School this year. The class of 2017 received over \$18 million dollars in scholarships, and 363 students qualified for Oregon Promise eligibility.

**ASSOCIATIONS REPORTS** (7:37 p.m.)

Erika Fuller, a secretary at West Gresham Elementary School, reported on behalf of Oregon School Education Association (OSEA) Chapter 8 employees, which included mention of contract negotiations, and a state convention she attended.

There was no report on behalf of the Gresham-Barlow Education Association (GBEA).

**RECESS / RECONVENE** (7:39 p.m.)

The meeting was recessed at 7:39 p.m. and reconvened at 7:48 p.m.

**CITIZENS' REQUESTS OF THE BOARD** (7:48 p.m.)

There were no citizens' requests of the board.

**MOTION 5** **BOARD RULING REGARDING POLICY JFCF APPEAL** (7:49 p.m.)

For reference, Director Howatt assigned a number to this board topic: 070617-01. She then read the executive summary into the record. (Refer to the agenda packet.)

It was noted that this topic was reviewed and deliberated in an executive session preceding the regular board meeting this evening, as provided by ORS 192.660(2)(b), personnel. In the executive session, board members reviewed materials that were provided, discussed the process that was followed, and looked at the investigation report that was completed.

John Hartsock moved to adopt Superintendent Schlachter's findings and conclusion, thereby pronouncing that his decision is final without further process. Sharon Garner seconded the motion, and it carried unanimously.

For the record, Director Howatt clarified that Superintendent Schlachter retired on June 30, 2017. There was no further discussion. The motion carried 5 to 0.

**MOTION 6** John Hartsock moved to direct the superintendent's office to provide written notification regarding this board action to the complainants within 10 business days following this meeting. Matt O'Connell seconded the motion, and it carried 5 to 0.

**MOTION 7** **DECISION TO HEAR A COMPLAINT APPEAL** (7:54 p.m.)

For reference, Director Howatt assigned a number to this board topic: 070617-02. She then read the executive summary into the record. (Refer to the agenda packet.)

Matt O’Connell moved to determine that the deputy superintendent’s decision is final without further process. John Hartsock seconded the motion.

In the discussion that followed, it was clarified that some of the “expectations posted in the study carrel” began with negatives (e.g., “do not”). The expectations also defined limitations on the number of breaks taken while assigned to the study carrel. The study carrel, or “cubby,” is open to the hallway and visible from the principal’s office. It is also adjacent to the assistant principal’s office. The use of study carrels is common in the district’s middle schools, and not unique any particular building.

The motion carried 5 to 0.

**MOTION 8 ANNUAL PROCEDURAL BUSINESS / DESIGNATIONS RESOLUTIONS**  
(7:59 p.m.)

Following brief introductory comments from Mike Schofield, it was moved by Matt O’Connell and seconded by Sharon Garner to approve by one motion Resolutions 1718-04 through 1718-08 for fiscal year 2017-18, which were listed as follows:

Resolution 1718-04: Designates the district’s Depository of Funds, Auditor, Legal Counsel, Newspaper of Record, and Agent of Record for Insurance.

Title	Designee
District Depository of Funds	US Bank Bank of America Clackamas County Bank Key Bank Riverview Community Bank On Point Credit Union Umpqua Bank Columbia Bank Wells Fargo State of OR Local Govt Invest. Pool UBS Financial Securities, Inc. Piper Jaffray Bank America Merrill Lynch Castle Oak Securities Wells Fargo Securities
Auditor	Pauly, Rogers and Co., P.C.
Legal Counsel	The Hungerford Law Firm, LLP Miller Nash, LLP Ball Janik, LLP Hawkins Delafield & Wood Mersereau & Shannon, LLP Garrett Hemann Robertson
Newspaper of Record	The Gresham Outlook
Insurance Agent of Record - Property/Liability/Casualty	Brown & Brown Northwest – Special Districts of Oregon
Insurance Agent of Record - Workers’ Compensation	LaPorte Insurance

Insurance Agent of Record – Medical Benefits/Services	Moloney & O’Neill
Insurance Agent of Record – Voluntary Student Accident Insurance	Myers, Stevens, Toohey and Company
Agent of Record for Tax Sheltered Annuity & Deferred Compensation Compliance	Carruth Compliance Consulting

Resolution 1718-05: Designates the District Clerk, Deputy Clerk, Budget Officer, Authorized Signers, Finance Officer, Custodian of Funds, and Surplus Property Authority.

Title	Designee
District Clerk	Katrise Perera, Superintendent
Deputy Clerk	Mike Schofield, Chief Financial Officer
Budget Officer	Mike Schofield, Chief Financial Officer
Authorized Signers	Mike Schofield, Chief Financial Officer Katrise Perera, Superintendent Facsimile signatures are authorized
Finance Officer	Mike Schofield, Chief Financial Officer
Custodian of Funds	Mike Schofield, Chief Financial Officer
Surplus Property Authority	Mike Schofield, Chief Financial Officer Terry Taylor, Director of Facilities Katrise Perera, Superintendent

Resolution 1718-06: Directs the Superintendent and the Chief Financial Officer to designate 2016-17 ending fund balances in accordance with GASB 54 requirements.

Resolution 1718-07: Authorizes the Superintendent and Chief Financial Officer to enter into contracts obligating district funds for products, materials, supplies and other services that are in the current budget appropriations in accordance with District Policy DJA, District Purchasing.

Resolution 1718-08: Designates the Superintendent and Chief Financial Officer as Officials for Federal, State and other grants and/or contracts.

In the discussion that followed, there was a request for a general report to be provided at a subsequent meeting regarding the various law firms used by the district, including how long they have served the district, the specialty each represents, and a cost summary for services provided. It was also noted that approval of the resolutions as listed does not preclude the district from conducting a request for proposals (RFP) process on any of the services listed whenever deemed appropriate.

The motion to approve resolutions 1718-04 through 1718-08 for fiscal year 2017-18 carried 5 to 0.

**MOTION 9 PERSONNEL REPORT (8:02 p.m.)**

Director Howatt noted that the personnel report (employment of candidates) was brought forward from the Consent Agenda for discussion. (See Motion 4 above.)

It was moved by John Hartsock and seconded by Matt O'Connell to approve the employment of candidates to fill positions as listed in the supplementary materials (personnel report).

Board members discussed the new reporting format that was presented in the agenda packet, noting that it appears to be too sparse and does not clearly identify if the new hires are being recommended to fill new positions, or to fill existing positions being vacated by former employees.

Mr. Hiu explained that the new hires listed in the agenda materials were recommended to fill positions vacated by previous employees, due to retirements or the acceptance of employment opportunities elsewhere. There have been no reductions-in-force, or newly-created positions.

The administration will revise future reporting formats to ensure that they contain information as requested by the board.

The motion carried 5 to 0.

**MOTION 10 DATE, TIME AND PLACE OF 2017-18 BOARD MEETINGS (8:06 p.m.)**

It was moved by Matt O'Connell, seconded by Blake Petersen, and carried 5 to 0 to adopt the 2017-18 Regular Board Meeting Schedule as presented.

**MOTION 11 ACCEPTANCE OF A DONATION FROM HOGAN CEDARS PARENT TEACHER STUDENT ORGANIZATION (PTSO) (8:08 p.m.)**

James Hiu explained that the Hogan Cedars Parent Teacher Student Organization has donated \$15,000 for various supports at Hogan Cedars Elementary School. Needs identified through a staff survey included money to support the arts, books for the library, and playground updates. Committees are being formed to developed specific items to be purchased upon board acceptance of the donation.

It was moved by Sharon Garner and seconded by Matt O'Connell to accept the \$15,000 donation from the Hogan Cedars Parent Teacher Student Organization for various supports for students of Hogan Cedars Elementary School, as described.

In the discussion that followed, it was noted that playground updates were identified in the bond. The administration will review established playground standards to ensure that guidelines are being met.

There being no further discussion, the motion carried 5 to 0.

**MOTION 12 SUPERINTENDENT’S TRANSITION PLAN (8:12 p.m.)**

John Hartsock moved to approve the Transition & Entry Plan as proposed by Dr. A. K. Perera, superintendent, and establish 100 days as the time line for her to chart the course of the next level of transformational success for the Gresham-Barlow School District. Matt O’Connell seconded the motion.

In the discussion that followed, Dr. Perera explained that the entry plan was developed as a guide for the board and cabinet team, and to ensure that constituents are aware, strategically, of the superintendent’s work to chart the next level of success for the district. Formal acceptance of the plan has been requested to demonstrate the board’s awareness and support of the plan as proposed.

There being no further discussion, the motion carried 5 to 0.

**MOTION 13** It was moved by Sharon Garner and seconded by Matt O’Connell to authorize Superintendent Perera to solicit and select a team of non-Gresham-Barlow School District advisers that will be assisted by Gresham-Barlow School District leaders and state education representatives to conduct a thorough review of the district’s central office staffing efficiency, academic needs, operations, and other areas as determined by Dr. Perera.

It was noted that an estimated cost for this review is between \$10,000 and \$25,000.

There being no further discussion, the motion carried 5 to 0.

**MOTION 14 POLICY BH/BHA, ORIENTATION OF NEW BOARD MEMBERS (8:18 p.m.)**

It was moved by Matt O’Connell and seconded by Blake Petersen to postpone the discussion of the policy review of BH/BHA, Orientation of New Board Members, to be presented at the August 25, 2017, retreat. The motion carried 5 to 0.

**MOTION 15 SPECIAL PROCUREMENTS AUTHORIZING A SPECIFIC PRODUCT SPECIFICATION (8:20 p.m.)**

Mike Schofield referenced the Public Contract Review Board hearing that preceded the board meeting this evening. The purpose of the hearing was to discuss sole source procurement of four items: lockable doors, HVAC controls, classroom projectors, and Chromebooks for instructional use. The administration is requesting board authorization to specify particular products or systems for select projects identified in the Findings of Fact and included in the 2016 capital improvement bond approved by voters.

Discussion followed regarding efficiencies, consistencies, and standardization throughout the district. The importance of unifying the District on one system instead of multiple systems was noted. Standard HVAC controls already exist in a number of buildings, and consistency as bond projects progress will enhance the existing investment.

Matt O’Connell read the following resolution into the record:

BE IT RESOLVED that the Board of Directors, acting in the capacity of the Local Contract Review Board, adopts the Findings of Fact reviewed at the July 6, 2017, Local Contract Review Board Hearing, and grants a specific exemption from competitive bidding requirements as allowed under ORS 279C.345 to specify particular products or systems including door locks/hardware, HVAC controls, classroom projectors and Chromebooks for instruction for these procurement items identified by the administration to be in the best interest of the Gresham-Barlow School District.

John Hartsock seconded the resolution.

Discussion followed, noting that this resolution does not preclude the Request for Proposals, (RFP) process, or competitive bidding. The resolution will standardize materials and systems to be bid on rather than eliminate competition.

The resolution was approved 5 to 0.

**MOTION 16 AMEND MEETING AGENDA (8:25 p.m.)**

Mike Schofield presented a request to add the purchase of technology equipment to the meeting agenda this evening for board consideration, noting that there will not be another board meeting until August 25. The procurement and installation of equipment in classrooms before school resumes in the fall would be advantageous for students; therefore, board approval this evening is recommended so that the technology department can proceed in a timely manner.

It was moved by Matt O'Connell, seconded by Sharon Garner, and carried 5 to 0 to add "Bond: Technology Equipment Purchase" as item 19a to the board meeting agenda for consideration this evening.

**MOTION 17 BOND: TECHNOLOGY EQUIPMENT PURCHASE (8:26 p.m.)**

It was moved by John Hartsock and seconded by Blake Petersen to approve the purchase of Epson Brightlink projectors as specified with a not-to-exceed amount of \$200,000, and HP Chromebooks as specified with a not-to-exceed amount of \$700,000, using Oregon Educational Technology Consortium contract.

In the discussion that followed, it was explained that the instructional technology department (IT) and principals completed a thorough inventory of existing equipment, needs, and facilities to determine the efficient purchase and placement of equipment, consistent with the Technology Plan established approximately 18 months ago. Information regarding the purchase and placement of technology will be updated to the district's bond website ([www.gresham-barlowbond.org](http://www.gresham-barlowbond.org)).

The motion carried 5 to 0.

**MOTION 18 BOND: ARCHITECTS FOR 2018 CAPITAL IMPROVEMENTS PROJECTS**  
(8:30 p.m.)

Mike Schofield summarized information provided in the agenda packet.

It was moved by Blake Petersen and seconded by Matt O’Connell to approve contracts for the architectural services listed above, pending successful contract negotiations, with the following not-to-exceed amounts:

BBL Architects (Hall and Hollydale).....	\$1,207,000
Axis Design (Powell Valley and Kelly Creek).....	\$1,130,000
Paul Bentley Architect (Deep Creek Campus).....	\$524,000

In the discussion that followed, it was noted that these bond projects will begin in the spring of 2018. There was also a request for a report at a future board meeting regarding a transition plan for the Lewis & Clark Montessori program currently housed on district property in Damascus, and about security and safety considerations as bond projects move forward.

The motion carried 5 to 0.

**MOTION 19 ALTERNATIVE EDUCATION PROGRAMS** (8:33 p.m.)

It was moved by Matt O’Connell and seconded by Sharon Garner to approve the 2017-2018 Alternative Education Programs as presented.

It was noted that the listed programs are used region-wide by many districts. The choice to participate is made by the parents/students; some are willing to provide the transportation, if needed, at no cost to the district. There are public and private programs. ESD (Education Service District) programs, for example, are public. Open School, for example, is private. Public and private programs manage their budgets and prices differently. The list represents programs approved by the district, for which there may or may not be any students enrolled at this time.

The motion carried 5 to 0.

**SCHOOL DISTRICT COLLABORATION GRANT** (8:36 p.m.)

Teresa Ketelsen summarized information provided in the agenda packet. She explained that in 2016-17 the Oregon Department of Education (ODE) awarded the school district a collaboration grant in the amount of \$1,025,000. The grant is renewable for up to three years. An update on the status of the grant will be provided at the September board meeting.

**MISCELLANEOUS** (8:39 p.m.)

Director Howatt informed the board of the following:

- A Go Fund Me campaign has been established for Bobby Asa, a Sam Barlow High School student who was involved in a significant car accident (June 26, 2017). Updates on his progress are available through various social media sites on the web.

- Congratulations are extended to Teresa Ketelsen who recently earned a doctoral degree in education.
- Board members have expressed an interest in recognizing Dr. Ketelsen and other school district employees who have completed similar degree programs at a future board meeting.

**ANNOUNCEMENTS** (8:41 p.m.)

- July 14-16, 2017: Oregon School Boards Association  
Summer Board Conference  
Riverhouse, Bend, Oregon  
Directors Hartsock, Garner and Petersen will be attending.
- Aug. 9, 2017: All District Administrators Retreat, Day 1 – 8 a.m. to 12 p.m.  
Center for Advanced Learning, Room 220
- Aug. 10, 2017: All District Administrators Retreat, Day 2 – 8 a.m. to 4 p.m.  
Center for Advanced Learning, Room 220
- Aug. 11, 2017: All District Administrators Retreat, Day 3 – 8 a.m. to 12 p.m.  
Center for Advanced Learning, Room 220
- Aug. 24, 2017: Board Summer Social - 5 p.m. - 7 p.m.  
Location TBD  
Gresham, OR
- Aug. 25, 2017: Board Planning Session - 8 a.m. - 4 p.m.  
Center for Advanced Learning (CAL)
- Aug. 30, 2017: Convocation – 7:30 – 10:30 a.m.  
Sam Barlow High School  
All school board members are invited to attend.
- Sept. 7, 2017: Regular Board Meeting - 7 p.m.  
Council Chambers  
Public Safety and Schools Building

**ADJOURNMENT** (8:43 p.m.)

There being no other business, the meeting was adjourned at 8:43 p.m.

Submitted by: Lyn Cook

These minutes were approved by the board on September 7, 2017 :sa

Attested by:   
Sarah Avery