

Gresham-Barlow



School District

A WORLD-CLASS EDUCATION
◦ FOR ALL STUDENTS ◦

BOARD OF EDUCATION

Regular Board Meeting / Work Session

AGENDA

September 20, 2012

GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT. AMENDED AGENDA

BOARD OF EDUCATION
September 20, 2012

Executive Session – 6 p.m.
Property ORS 192.660 (2)(e)

Board Meeting / Work Session – 6:15 p.m.

**Partnership Room
Center for Advanced Learning (CAL)
1484 NW Civic Drive, Gresham, OR**

I. CALL TO ORDER

II. ROLL CALL

_____ Dale Clark, Chair	_____ Jim Schlachter, Superintendent
_____ Matt O’Connell, Vice-Chair	_____ Jerry Jones, Chief Financial Officer
_____ Carla Piluso, Director	
_____ Dan Christenson, Director	
_____ Kathy Ruthruff, Director	
_____ Kent Zook, Director	
_____ Kris Howatt, Director	

III. DISCUSSION TOPICS

1. Capital Needs and Implementation (CNI).....	Jones
2. Transition to K-8 in Damascus.....	Hiu, Harris
3. Policy Updates.....	Jones
4. Board Self-Assessment 2011-12.....	Clark
5. Board Attendance at NSBA Conference.....	Clark

IV. ANNOUNCEMENTS

Sept. 27, 2012: Board Work Session - 6 p.m.
Partnership Room
Center for Advanced Learning

Oct. 4, 2012: Board Business Meeting - 7 p.m.
Council Chambers
Public Safety and Schools Building

VII. ADJOURN (Estimated time for adjournment: No later than 8 p.m.)

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Jerry Jones

DATE: September 20, 2012

RE: No. 1 – Capital Needs and Implementation (CNI)

EXPLANATION: On September 6, 2012, the board was presented six recommendations developed by the Long-Range Facility Plan Advisory Committee. The committee was comprised of a wide range of stakeholders representing parents, community business groups, in addition to local jurisdictions, staff members and board members. The role of the Advisory Committee was to make recommendations to the board addressing the following objectives:

- Comply with the requirements of ORS 195.110;
- Support and comply with jurisdictions' comprehensive plans;
- Review District standards for facility and site characteristics;
- Estimate the needs for future school capacity and land; and
- Develop 2012 Facility Plan Recommendations.

The Advisory Committee met five times between January 2012 and June 2012.

Based on the information regarding facility improvement needs associated with our existing facilities condition assessment and the status of our current school financing for capital programs, the advisory committee recommends that the board considers an opportunity to present a school capital bond program to the District residents in the near future.

PRESENTER: Jerry Jones

SUPPLEMENTARY MATERIALS: 1. Board Briefing: Capital Needs and Implementation, 09/20/12
2. Facility & Instructional Needs Planning Committee Charter

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required at this time.

JJ:lc



District Mission
EVERY STUDENT prepared for a lifetime of learning, career opportunities, and productive contributions to the community.

School Board
Carla Piluso
Dale Clark
Dan Christenson
Kathy Ruthruff
Kent Zook
Kris Howatt
Matt O'Connell

Superintendent
Jim Schlachter

Presenter:

Jerry Jones
CFO

2012-13 BOARD BRIEFING

A Collaboration of the Superintendent's Cabinet

Board/Executive Project Capital Needs and Implementation

Board Work Session Date: 09/20/12

1. **Issue:** Should the District develop a capital needs project to be submitted to the taxpayers for approval?
2. **Overview/Background Information:** The Long-Range Facility Plan Advisory Committee reviewed detailed reports of all District schools and support facilities that established \$57 plus million in renovations and improvements to existing buildings that will be needed by 2025. It was recommended by the Advisory Committee that the facility renovations and improvements be accomplished through new construction bond program.
3. **Recommendations:** For the Board of Directors to discuss and consider a bond measure for capital construction and improvement.
4. **Budget Implications:** General Obligation Bonds (GO Bonds) are the primary tool for financing school facility needs. There is a legal maximum debt limit of 7.95% of real market value, and the District has a current remaining capacity of \$475 million. The real limitation is the capacity made available by the voting patrons of the District. In 2012, the District's levy tax rate for debt service is \$1.0458 per \$1,000 of assessed value and an additional \$0.7190 in the former Damascus-Union Elementary District.
5. **Statement of Impact:** Funds needed just to repair and rebuild the infrastructure that supports our district are inadequate to meet our capital needs. Overcoming this challenge requires a collaborative approach for the District to achieve our vision. The impact of this project will be based on the amount of the bond measure along with the payment structure to manage the debt.
6. **Potential Policy Implications:** There would be no impact on current District policies at this time.

jj:9-20-12:lc



FACILITY & INSTRUCTIONAL NEEDS PLANNING COMMITTEE CHARTER

September 4, 2012

Chartering Group	Sponsor	Team Leader	Facilitator (if different from leader)	Team Kick-Off Date	Proposed Team Sunset Date
School Board	Jerry Jones, CFO	John Hartsock	n/a	September 2012	February 2013

Mission Statement	Development of a Project “needs list” compiled by staff, governing body and community members.
Goals & Objectives	<ul style="list-style-type: none"> • Assist the District in compiling list of facility and instructional needs, while meeting the educational requirements of the District • Work with financial consultants to determine preliminary bond size, projected levy rate • Work with Bond Counsel to review and provide guidance on eligible projects • Develop a Capital Project Recommendation for School Board consideration and action
Customers	School Board
Success Indicators / Feedback Plan	Tracking scope of work milestones in a “Dashboard” format for a monthly Board report
Scope/Priority	Recommendations: <ol style="list-style-type: none"> 1. Potential capital project list with estimated cost 2. Identify levy rate estimates 3. Potential instructional needs list with estimated cost 4. Identify preliminary bond size
Problem Statement	Determining the need of capital projects and instructional needs that to move forward and ask taxpayers to approve
Procedures/ Meeting Frequency	Appoint a committee chair to lead the team Meet monthly for four months to review data
Decision Making Process	The process used within the team to make decisions shall be consensus, with the development of a minority report if required
Decision Ratifying Body	School Board
Boundary Conditions to Decisions Made	Advisory ONLY – Final decision will be the School Board



FACILITY & INSTRUCTIONAL NEEDS PLANNING COMMITTEE CHARTER

How Decisions Are Communicated	“Dashboard” reporting tool, meeting minutes, staff issue papers and reports, draft recommendations, Board approved a resolution calling the election and establishing a not to exceed amount and maximum maturity along with approving the form of the ballot title
Team Members	<p>Planning Committee:</p> <p>Executive Team:</p> <ul style="list-style-type: none"> • Chief Financial Officer • Director of Operations & Maintenance • Team Leader • Architect • x – Board Member – to be determined by Board of Directors <p>Review Team:</p> <ul style="list-style-type: none"> • Superintendent • Deputy Superintendent Teaching & Learning • Deputy Superintendent Secondary Education & Operations • Cabinet Members • Building Principals • Director of Technology • 3 Parents (Elementary/Middle School/High School) • 3 Business Leaders • City of Gresham Planning Department
Planning Committee Schedule	<p>Executive Team: Weekly</p> <p>Review Team: Monthly</p>
Sunset Clause	Upon presentation to the School Board

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
James Hiu and Anita Harris

DATE: September 20, 2012

RE: No. 2 – Transition to K-8 in Damascus

EXPLANATION: One of the Board/Executive Projects identified for 2012-13 is the exploration of a K-8 model in Damascus. Components of that exploration, which are underway, include:

- Establish a committee of stakeholders from Deep Creek and Damascus schools including district level staff, the principal, licensed and classified staff, parents, facilitator Dick Withycombe, and Harriet Adair, who implemented the K-8 model at Portland Public Schools.
- Create a timeline of committee meetings and scope of work for each.
- Research successful models, conduct K-8 school visitations, and formulate the recommendation to the superintendent and the board by December 15.
- Design a communication plan if the recommendation is approved.
- Design a transition plan involving a broader range of stakeholders.

PRESENTERS: James Hiu and Anita Harris

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required at this time.

JH:pkh:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Jerry Jones

DATE: September 20, 2012

RE: No. 3 – Policy Updates

EXPLANATION: At the board work session this evening, the board will be asked to consider changes to the current policy review and approval process. The changes will streamline adoption procedures for policies where minor revisions are required, or for those mandated by statute without board discretion. The attached Board Briefing provides more detail regarding this recommendation.

The board will also be asked this evening to begin review of policies from Section A/B, Board Governance, as part of its on-going policy development and review process.

PRESENTER: Jerry Jones

SUPPLEMENTARY MATERIALS: 1. Board Briefing: Board Policy Review & Updates, 09/20/12
2. Policies from Section A/B, Board Governance, will be presented at the board meeting.

RECOMMENDATIONS: 1. Set aside time in board work sessions for on-going, routine policy review
2. Begin review of policies for Section A/B, Board Governance

REQUESTED ACTION: Review policy revisions and/or additions for Section A/B, Board Governance, and identify which policies can be approved at a subsequent meeting via Consent Agenda, or moved to first reading.

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School Board

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- Kathy Ruthruff
- Kent Zook
- Kris Howatt
- Matt O'Connell

Superintendent

Jim Schlachter

Presenter:

Jerry Jones
CFO

2012-13 BOARD BRIEFING

A Collaboration of the Superintendent's Cabinet

Planning and Resource Management Board Policy Review & Updates

Board Work Session Date: 09/20/12

1. **Issue:** The process of policy development begins with recognizing the need for written policy and the need to modify an existing policy. Policies should be reviewed on a regular basis as part of the board's operating standards. Policies can become out-of-date, unclear, or even contrary to the way in which we conduct business. When any of this occurs, the policy needs modification or elimination.
2. **Overview/Background Information:** Establishing and maintaining effective, clearly-written policy is one of the school board's foremost responsibilities, and supporting board policy development is vital to leadership by the administration. Our policy amendment/adoption process has included a first reading with rationale and discussion followed by a second reading for approval.
3. **Recommendations:** Set aside time in board work sessions to have a dialogue associated with the modifications of existing policy or recommendations for adoption of new policies. Many policy changes come from state or federal laws and regulations. These policies are required and may not allow any District modifications. In this case, after a work session review, they could be listed in the consent agenda at the board's next business meeting. Other policies that are listed as highly recommended or optional are up for debate and will be subject to first reading followed by second reading.
4. **Budget Implications:** n/a
5. **Statement of Impact:** Can the District develop a systems analysis process that will result in efficiency regarding policy development?
6. **Potential Policy Implications:** This will be an attempt to streamline the policy development process.

jj:09-12-12:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Dale Clark

DATE: September 20, 2012

RE: No. 4 – Board Self-Evaluation

EXPLANATION: The Gresham-Barlow School District Board of Directors conducted its first self-evaluation in 2004-05 and continued the process each year thereafter, with the exception of 2010-11. At the board's planning retreat last month, board members expressed an interest in continuing an annual self-evaluation. They asked the board secretary to update the evaluation form for 2011-12 and provide it for each board member to complete and return.

At the board's September 6, 2012, business meeting, the board reaffirmed its intent to complete an annual self-evaluation. It was announced that this year's process would be concluded at the September 20, 2012, work session via review of results to be compiled after the individual evaluation forms have been returned.

An annual self-evaluation process is highly recommended by the Oregon School Boards Association as a board development tool. OSBA suggests that, just as evaluation and feedback are critical to learning and growing for students and staff, it is beneficial for local school boards as well.

PRESENTER: Dale Clark

SUPPLEMENTARY MATERIALS: A compilation of the 2011-12 Board Assessment Form responses will be provided at the work session.

RECOMMENDATION: Review the compilation of 2011-12 Board Assessment Form responses.

REQUESTED ACTION: Discuss the results of the 2011-12 board assessment questionnaire, thereby concluding the evaluation process for 2011-12.

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GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Dale Clark

DATE: September 20, 2012

RE: No. 5 – Board Attendance at NSBA

EXPLANATION: The National School Boards Association's (NSBA) annual conference is scheduled for April 13-15, 2013, in San Diego, California. The conference will provide opportunities for school board members across the nation to:

- Learn about the latest federal legislative and legal decisions
- Get money-saving strategies for their districts
- Connect with fellow school leaders from across the nation
- See the latest technology to bring back to their districts

In 2011, Kris Howatt, Dan Chriestenson, Matt O'Connell, Kent Zook, and Jim Schlachter attended the conference in San Francisco, California.

In 2012, the board did not send any of its members to the convention that was held in Boston, Massachusetts, primarily due to funding concerns. Director Howatt, however, was able to attend in her capacity as president of the Oregon School Boards Association, and she shared information from the conference in a report to the board during its May 2012 business meeting.

Concerning the 2013 convention, attendance has been placed on the board meeting agenda this evening for consideration. A consensus needs to be reached prior to October 17, which is when registration and housing reservations open.

"Early bird" registration fees for the conference will be \$895 per person.

PRESENTER: Dale Clark

SUPPLEMENTARY MATERIALS: Details regarding the conference will be available on NSBA's website beginning October 1, 2012, at annualconference.nsba.org/

Board of Directors
September 20, 2012
Re: No. 5 – Board Attendance at NSBA
Page 2

RECOMMENDATION: The recommendation is to reach consensus this evening regarding board representation at the NSBA annual conference, and identify who will attend.

REQUESTED ACTION: Reach consensus regarding board representation at the 2013 NSBA conference.

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