

# Center for Advanced Learning Minutes of Board Retreat

**January 31, 2023**

The Center for Advanced Learning (CAL) held a Regular Business Board Meeting on Wednesday, January 31, 2023 in the Partnership Room of Center for Advanced Learning at 1484 NW Civic Dr., Gresham, Oregon.

## **Board Members Present:**

Robert Fowler - Board Chair  
James Hiu - Superintendent, Gresham Barlow School District  
Dr. Koreen Barrares-Brown, Chief Academic Officer, Reynolds School District  
James Owens - Superintendent, Centennial School District  
Haley Lewis, Creative Director, Lewis Creative  
Dr Eddie Ramirez, DDS

## **Staff present:**

Jessica Gallagher - Director  
Jill Moss - Office Manager  
Peter Bejarano - Gresham Barlow School District - Business Office  
Noelle Thelen - Gresham Barlow School District, HR  
Terry Taylor - Gresham Barlow School District, Facilities

- A. Opening Items
  - a. Procedural: Meeting was called to order at 4:33 pm
    - i. Meeting was called to order by Board Chair Fowler.
  - b. Action: Approve Previous Meeting Minutes
    - i. Dr. Ramirez moved to approve the minutes from the last meeting. Superintendent Hiu. The vote was unanimous. Minutes approved.
- B. Board Business
  - a. Noelle Thelen from Gresham Barlow School District HR Dept gave a presentation on Paid Leave Oregon. CAL does not fall into the mandated employer contribution category. Director Gallagher suggested CAL contribute as CAL is near the contribution threshold due to the number of employees. Dr. Ramirez moved to approve the contribution. Ms. Lewis seconded the motion. All in favor.
  - b. Terry Taylor from Gresham Barlow School District Facilities gave a presentation on a burst pipe that CAL experienced over the Winter Break. Three rooms were affected. ServPro and Alan Crapser have taken the project lead on the repairs.
  - c. Pete Bejarano gave the financial report. Pauly Rogers gave CAL an “unmodified or clean opinion with no exceptions for state minimum standards and no management letter. The ending fund balance is growing, and the financial situation is good.
- C. Directors Report

- a. It is recruitment season. Director Gallagher thanked all the schools for allowing CAL to come and host recruitment assemblies. We have received 240 applications at the time of the meeting. We sent out 2053 mailers for Fast Tracks and Community Night and given presentations at each partner high school.
  - b. Community Night is a new event that will allow current students, future students, families, and the community to come and tour CAL. Each program will pair with community partners like the Multnomah County Library, TIPS, and Boeing. The Board was invited to attend.
  - c. Director Gallagher presented an expanded Social Media Strategy for CAL. The focus will be on student voice and input. The new launch of CAL's TikTok channel was introduced.
  - d. Director Gallagher gave an update on the status of the parking lot. She invited all board members to the Civic Neighborhood Stakeholders meeting on February 16.
  - e. A discussion of the status of ReCALibrate. Results of staff work sessions were shared. Board Members indicated that Director Gallagher should continue work and present the final product to the Board.
- D. The meeting was adjourned at 6:03 pm.

# Center for Advanced Learning Minutes of Board Meeting

**March 29, 2023**

The Center for Advanced Learning (CAL) held a Regular Business Board Meeting on Wednesday, March 29, 2023, in the Partnership Room of the Center for Advanced Learning at 1484 NW Civic Dr., Gresham, Oregon.

## **Board Members Present:**

Robert Fowler - Board Chair  
James Hiu - Superintendent, Gresham Barlow School District  
James Owens - Superintendent, Centennial School District  
Haley Lewis, Creative Director, Lewis Creative

## **Absent:**

Dr. Koreen Barrares-Brown, Chief Academic Officer, Reynolds School District  
Dr. Al McQuarters, Vice President, Mt. Hood Community College  
Dr. Eddie Ramirez, DDS

## **Staff present:**

Jessica Gallagher - Director  
Jill Moss - Office Manager  
Peter Bejarano - Gresham Barlow School District - Business Office

- A. Opening Items
  - a. Procedural: The meeting called to order at 4:30 pm
    - i. The meeting was called to order by Board Chair Fowler.
  - b. There was no communication from the audience.
  - c. Action Item
    - i. Approve January 2023 meeting minutes.
    - ii. Presented and approved as written.
    - iii. CAL Director "Employment Agreement" renewal. Jessica Gallagher's contract was renewed for the next school year. Board Member James Hiu presented the motion to renew and seconded by Haley Lewis.
    - iv. Obsoleting Items - a list of obsolete items was presented and approved.
- B. Board Business
  - a. Pete Bejarano gave the financial report. The state of CAL's financials is stable. The Capital Projects fund continues to grow at a rate of 3.75%, expected to grow to 4%.
- C. Directors Report
  - a. An update regarding ReCalibration was given. A new mission statement: "Nurturing a culture of creativity, innovation, and action; cultivating a community of lifelong learners who love what they do." was presented. Discussion regarding mission statement. Haley Lewis moved to adopt the new statement. Was adopted.
  - b. Tobin Shields presented an update on the Instructional Technology project.
  - c. Director Gallagher presented a goals update.
    - i. Goal #1 HCC lessons are happening two times per month. Lessons are based on CASEL and state SEL metrics.
    - ii. Goal #2 MTSS goal was that less than 10% would be in tier 3. CAL has met this goal. Director Gallagher will focus on Tier 1 next year.
    - iii. Goal #3 - The student handbook is available, and the staff handbook with the

lawyers is being reviewed.

- d. CAL had Fast Tracks this year for the first time since the pandemic. Approximately 450 10th graders attended from all five home high schools.
  - e. Community Night had approximately 300 attendees. We had visitors from Reynolds, GBSD, and Mt Hood Community College.
  - f. CAL had a very successful recruitment season this year. ChangeLab and FAB Lab had record-breaking applications. We have 54 waitlisted students, and a lottery is being utilized per the District Charter Agreement.
  - g. An update on the parking lot was given. In all architectural renderings of the city plans, a roughly 400-space “mobility hub” (parking lot) is proposed.
- D. Enrollment update (Jill Moss presented)
- E. The meeting was adjourned at 6:05 pm.

# Center for Advanced Learning Minutes of Board Retreat

**May 30, 2023**

The Center for Advanced Learning (CAL) held a Regular Business Board Meeting on Wednesday, May 30, 2023 in the Partnership Room of Center for Advanced Learning at 1484 NW Civic Dr., Gresham, Oregon.

## **Board Members Present:**

Robert Fowler - Board Chair  
James Hiu - Superintendent, Gresham Barlow School District  
Dr. Koreen Barrares-Brown, Chief Academic Officer, Reynolds School District  
James Owens - Superintendent, Centennial School District  
Haley Lewis, Creative Director, Lewis Creative  
Dr. Eddie Ramirez, DDS  
Dr. Al McQuarters - Mt Hood Community College

## **Staff Present:**

Jessica Gallagher - Director  
Jill Moss - Office Manager  
Peter Bejarano - Gresham Barlow School District - Business Office  
Margaret Breithaupt - Gresham Barlow School District - Business Office

## **Guests:**

Dr. Katsuda, Asst. Superintendent, Centennial School District  
Allie Perez - CAL student

- A. Executive Session
  - a. Dr. Katsuda presented the Director's evaluation to the Board.
- B. Opening Items
  - a. Procedural: Meeting called to order 4:33 pm
    - i. Meeting called to order by Robert Fowler
  - b. Action: Approve Previous Meeting Minutes
    - i. Minutes approved.
- C. Action Items
  - a. CAL Directors Employment Contract for 2023-2024
    - i. Review of Director Gallagher's contract
    - ii. James Owens moved to approve, seconded by James Hiu. Unanimous vote to accept.
  - b. OEBC Benefit Selection - Review and adoption of benefit packages for next year
    - i. James Owens moved, Dr. McQuarters seconded. Passed.
  - c. Adoption of the 2023-2024 budget resolution

- i. Director Gallagher provided an overview of the budget. Dr. Ramirez moved, Dr. McQuarters seconded. Budget passed.

D. Board Business

- a. Pete Bejarano gave the financial report.

E. Directors Report

- a. Director Gallagher gave an update on her yearly goals.
    - i. Growth goal #1: School-wide SEL Standards-Based Programming is now school-wide practice and 100% of students exceeded the goal.
    - ii. Growth Goal #2: Established a MTTS system to support students. Only 2.11% of students needed Tier 3 support.
    - iii. Professional Growth Goal: Staff and Student handbooks were written.
  - b. Allie Perez, a Sam Barlow and Media Lab CAL student, presented her CAL experience to the Board. Allie will major in graphic design and minoring in film at California Baptist University this Fall.
  - c. Facilities update includes a timeline for sidewalk maintenance and repair. Additionally, plans to convert to LED throughout the building were presented.
  - d. CAL Technology update - revised the MOU with GBSD and is more comprehensive.
  - e. Preview Night: 300 students and families attended.
  - f. CALebration - 1000 students and families attended. 230 CAL seniors completed programs of study in 2023. CALebration medallions were presented to the board.
  - g. Recruitment was very successful this year. Current projections are 539 students. However, enrollment always fluctuates between June and August.
  - h. Suggested topics for the CAL Board Retreat include SIA money, and coordination with districts for CTE offerings.
  - i. Jill Moss provided an enrollment update: 461 enrolled.
- F. Dr. McQuarters has resigned from his position at Mt. Hood Community College and accepted a new appointment in Los Angeles. CAL thanks him for his support throughout the years.
- G. The meeting was adjourned at 6:03 pm.

# **Center for Advanced Learning Minutes of Board Retreat August 15, 2023**

The Center for Advanced Learning (CAL) held a Regular Strategic Planning Work Session (Retreat) on Wednesday, August 15, 2022 in the Partnership Room of Center for Advanced Learning at 1484 SW Civic Dr, Gresham, Oregon.

## **Board Members Present:**

Robert Fowler - Board Chair  
James Hiu - Superintendent, Gresham Barlow School District  
Dr. Koreen Barrares-Brown, Chief Academic Officer, Reynolds School District  
Jennifer DeMent, Mt. Hood Community College  
Haley Lewis, Creative Director, Lewis Creative  
Dr. Eddie Ramirez, DDS  
James Owens - Superintendent, Centennial School District

Jessica Gallagher- Director, CAL  
Jill Moss - Office Manager, CAL  
Margaret Breithaupt- Director of Accounting, GBSD

**Members Absent:** None

## **A. Opening Items**

- a. Procedural: Call to Order at 12:43 p.m.
  - i. Meeting was called to order by Board Chair Fowler
  - ii. No audience
  - iii. Consent agenda
- b. Action: Approve Previous Meeting Minutes
  - i. Superintendent Hiu moved to approve the previous minutes, and Dr. Ramirez seconded. Unanimous vote to approve.

## **B. Board Business**

- a. There was no board business.

## **C. Director's Report**

- a. Mission Possible
  - i. Last school year, we launched a new mission statement that can help us develop our goals and objectives. In an effort to further implement this mission statement, CAL will continue the social-emotional learning curriculum by embedding those lessons into the classroom content areas. In addition, robust and structured PLCs to support this work will be developed.
- b. Year at a Glance
  - i. Board meetings Oct 24, Jan 30, March 19, May 28
  - ii. Community night 10/17, Fast Tracks 2/8-9, CALebration May 23
  - iii. Be Our Guest: Board Visits to CAL. dates to be determined.
- c. Staffing Updates
  - i. Adam Reid has resigned. He will remain until we have a suitable replacement.
  - ii. Paul Vanek has been hired as a Language Arts instructor.

- d. O&M updates
  - i. All safety and maintenance issues have been addressed. Sidewalks, painting, HVAC repairs, and updates are all done or being done.
  - ii. Energy Trust may be able to help with the lighting project, so it is on temporary hold.
  - iii. Grounds - increased safety/visibility, bioswale cleaned out, bark dust, and blackberries eradicated.
- e. Data Review -
  - i. Partner School Demographics- CAL is closely aligned with Gresham High and Centennial High School.
  - ii. Credit Recovery - 2022 CAL credit recovery will primarily be for LA. In Spring 2023, CAL identified seniors who were not passing English, putting them at risk of not graduating. All recovered the credits. Director Galagher acknowledged this would be hard to replicate at a large high school
- f. Coming in October
  - i. Comprehensive data analysis of graduation rates of CAL students, student surveys that our graduating seniors took, and a review of the updated withdrawal program we have implemented.
- E Director Goals
  - ii. Growth Goal #1 Comprehension and Collaboration (students collaborating with each other via discourse). Director Gallagher aligned her goal with the mission of encouraging creativity, new ideas, and taking action.
  - iii. Growth Goal #2 - MTSS and PBIS work. Focus on tier 2 students, through early intervention, to target those students who are getting NGs and offer support.
  - iv. Professional Growth Goal - increasing leadership capacity of staff. Through PLCs and development opportunities.
- g. Parking Updates:
  - i. The lease on the gravel parking lot was going to end in June 2024; however, Director Gallagher was able to secure an extension on the lease with Metro for 18 months. Gravel lot will not be developed in the first phase.
  - ii. The long-term plan is a mobility hub, and several short-term options were discussed.
  - iii. The Board asked Director Gallagher to schedule a meeting with Eric Schmidt to present to the Board the plans for redevelopment around CAL.
- h. Financial Report
  - i. Margaret Briethaupt gave the financial report - the report is the same as the last meeting because the fiscal year is being wrapped up. The fund balance difference from the beginning of the year to the end of the year is due to planned spend down.
  - ii. The current interest rate is 4.5% Finance audit is coming up in the next few weeks - GASB standards. Board members will get letters from Pauly Rogers asking to complete a survey.
- i. Enrollment Update
  - i. Jill Moss presented enrollment information. The current enrollment is 523. We expect that number to fall as we speak to home high school counselors and determine which students have moved over the summer and discover schedule conflicts that will preclude students from attending CAL.

## D. Closing



- a. The meeting was adjourned at 3:08 pm by Board Chair Fowler