

**Meeting of the School Board
David Douglas School District No. 40
May 24, 2018**

A regular meeting of the David Douglas School Board was held on Thursday, May 24, 2018 at 7:00pm in the David Douglas School District Board Room, located at 1500 SE 130th Avenue, Portland, OR 97233.

School Board Members present were:

Christine Larsen, Board Chair	
Frieda Christopher	Kyle Riggs
Ana del Rocio	Andrea Valderrama

Excused Absence: Bryce Anderson, Stephanie D. Stephens

Also present were Ken Richardson, Superintendent/Clerk; Candy Wallace, Assistant Superintendent; Patt Komar, Director of Administrative Services; Derek Edens, Director of Assessment & Technology; Brooke O'Neill, Director of Curriculum & Instruction; Kelly Devlin, Director of ESL & Equity; Barbara Kienle, Director of Student Services; Andy Long, Director of PK-12 Education, and Laurie Brunelle, Board Secretary.

The agenda will include consideration of the following:

Strategic Hiring Plan Presentation – Mr. Richardson, Ms. Wallace, Ms. Devlin, Mr. Long, and the Human Resources Department. Mr. Richardson reported that tonight's work session is to talk about our Strategic Hiring Plan. He said we are moving forward to ensure we are hiring the best candidates, and candidates who reflect our student body and community. Our equity work is grounded in that every single student feel safe, welcome, valued, supported, connected, and challenged. We are about relationships, connections, and ensuring we are opening doors for opportunities for the students of the future. Mr. Richardson reminded the Board we had a request from a community member to talk about our strategic hiring plan. He said every year we do a demographics and staffing report to the Board but have not presented a strategic hiring plan, in part because did not have a complete plan. We now have a completed plan that we can celebrate and use for accountability, and to train our administrators, supervisors, and managers. Mr. Richardson introduced the HR Team; Darcy Powers, HR Manager, Stefanie Edenburn, Benefits Coordinator, Gloria Cruz, Leave Coordinator, Leah Hadley, Administrative Assistant for Classified, Debora Speciale, Administrative Assistant for Licensed, Tiara Carter, HR Clerk, David Petersen, HR Technology/Data & Security Coordinator and Candy Wallace, Assistant Superintendent/HR Director. Ms. Wallace said the HR Team works hard every day to support our staff and every one of them had a role in the development of the plan. This is a five year plan beginning this year and is grounded in the "Workforce Equity" portion of our Educational Equity Policy. The three major components of the plan is Recruiting, Hiring, and Retaining/Supporting.

Ms. Devlin led an activity for Board members to guess the number of various completer groups of education programs in Oregon colleges and universities for 2014-15 and 2015-16. This activity provided insight as to where our pipeline stands. Ms. Devlin reported on the Recruiting section of the plan and the following are some of the strategic actions we are focusing on: **Communicate** that we value Diversity by publishing the Superintendents Diversity Statement and mission/vision in HR Newsletters and postings. **Create** new and strengthening existing college and university partnerships by reaching out to local college/universities to develop

partnership plans around the District's Strategic Hiring Plan, prioritize student teachers in buildings, and attend college/university events. **Develop** an avenue for an educator pipeline for classified employees and students by having a Cohort for Instructional Assistants who want to be teachers, strengthen our Scots to Knights program and Bilingual Teacher Pathway program, and explore support, incentives, and mentorship programs with high school students.

Increase advertising and promoting efforts by attending local career fairs, research and advertise positions with diverse recruiting venues, involve our employees in recruitment effort, create a recruiting video and social media presence for diversity hiring, and establish branding strategies that reflect the DDS student population and our culturally responsive practices.

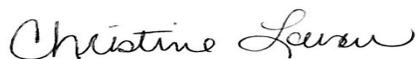
Promote an employer of choice culture by promoting health, wellness and fun, continue to cultivate a family culture, focus on inclusive environment, and continue to offer competitive wages. **Enhance** systematic application procedures by reviewing job descriptions and ensuring all arbitrary requirements are removed, translate applications for non-licensed position, track applicants and interviews held for various demographics data, and track student teacher demographics.

Ms. Wallace reported on the Hiring section of the plan and the following are some of the strategic actions we are focusing on: **Communicate** that David Douglas values diversity. **Maintain** the District's commitment to Educational Equity. **Training** in cooperation with the Equity Department and Human Resources by annually reviewing the Strategic Plan with a continued focus on mission/vision, focusing our professional development around culturally responsive hiring practices, and developing hiring teams that are diverse and ensuring those teams have at least a foundational level of cultural competence. **Offering** and Onboarding by assisting with paperwork, TSPC requirements and anything to do with licensure, having orientations established and conducted in Human Resources, New Teacher Academy and at the building level, communicate expectation of culturally responsive teaching practice implementation, and giving new hires access to email and other District resources. **Enhance** systematic hiring procedures, guidelines, and documents by revising the hiring guide with a focus on equity, establish welcoming and inclusive practices, tracking demographics of new hires, translate onboarding materials, and survey new hires on onboarding experience.

Mr. Long reported on the Retaining section of the plan. He said we hope the goal is they see the diversity and hopefully they feel the pride that comes with being a David Douglas staff member and part of the community. The following are success measures we want to achieve; decrease our number of resignations, increase our positive feedback on new hire survey, use data from new hire survey to improve procedures, establish acknowledgement systems and affinity groups, increase the number of bilingual staff, and put a system in place for tracking demographics of resignations.

Ms. Wallace directed the Board to the staff demographics and said we are growing in areas but have a lot of work to do in terms of hiring staff that look like our kids.

Adjournment – There being no other business, Chair Larsen declared the meeting adjourned



Christine Larsen, Board Chair



Ken Richardson, Superintendent / Clerk