

**HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS**  
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

**Board Meeting Agenda**  
**Tuesday, May 23, 2023**  
**5:15 PM**

Please note that the estimated times for specific items on Board meeting agendas are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time.

1. **5:15 PM - Executive Session**
  - A. Call to Order Executive Session  
Presenter: Mark Watson  
Time: 5:15 PM
  - B. ORS 192.660(2)(e) - Real Property Transaction  
Presenters: Michelle Morrison / Travis Reiman  
Time: 5:15 PM, 15 minutes
  - C. Recess Executive Session  
Presenter: Mark Watson  
Time: 5:30 PM
2. **5:30 PM - Work Session**
  - A. Call to Order  
Presenter: Mark Watson  
Time: 5:30 PM
  - B. Native American Parent Advisory Committee (NA PAC) Report 4  
Presenters: Francesca Sinapi / Olga Acuña  
Time: 5:30 PM, 10 minutes
  - C. Equity and Social Emotional Learning Update 5  
Presenter: Francesca Sinapi  
Time: 5:40 PM, 30 minutes
  - D. Dual Language / Bilingual Seal Update 6  
Presenters: Audrea Neville / Arcema Tovar  
Time: 6:10 PM, 20 minutes
  - E. Discuss 2023-24 Board Meeting Dates 7  
Presenter: Mark Watson  
Time: 6:30 PM, 10 minutes
  - F. Board Leadership Planning 8  
Presenter: Mark Watson  
Time: 6:40 PM, 5 minutes
  - G. Recess Work Session  
Presenter: Mark Watson  
Time: 6:45 PM
3. **7:00 PM - Regular Session**
  - A. Call to Order and Flag Salute  
Presenter: Mark Watson  
Time: 7:00 PM, 5 minutes
  - B. Land Acknowledgement 9  
Presenter: Mark Watson  
Time: 7:05 PM, 5 minutes
  - C. Recognition / Proclamations  
Presenter: Mark Watson

Time: 7:10 PM, 5 minutes	
1. LGBTQ Pride Month	10
Presenter: Mark Watson	
D. Approval of Agenda	
Presenter: Mark Watson	
Time: 7:15 PM, 5 minutes	
<b>SAMPLE MOTION: <i>I move that the Board of Directors approve the Agenda as printed.</i></b>	
E. Audience Time	
Presenter: Mark Watson	
Time: 7:20 PM, 5 minutes	
F. Consent Agenda	
<i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
Presenter: Mark Watson	
Time: 7:25 PM, 5 minutes	
<b>SAMPLE MOTION: <i>I move that the Board of Directors approve the Consent Agenda as printed.</i></b>	
1. Approve Minutes of April 25, 2023 Board Meeting	11
2. Approve Minutes of May 9, 2023 Board Meeting	20
3. Approve Routine Personnel Matters	23
4. Accept Gifts and Donations	26
G. Action Items	
1. Approve Curriculum - World Languages; 7-8 Health	27
Presenter: Travis Reiman	
Time: 7:30 PM, 5 minutes	
<b>SAMPLE MOTIONS:</b>	
<b><i>-I move that the Board of Directors approve the proposed curriculums, Wayside Publishing and Vista Publishing, as providers for World Languages curriculum, digital resources, teacher materials, and student resources.</i></b>	
<b><i>-I move that the Board of Directors approve the proposed curriculum, Goodheart Willcox, as provider for 7-8 Health curriculum, digital resources, teacher materials, and student resources.</i></b>	
2. Adopt the Drug, Alcohol and Tobacco Prevention Plan	28
Presenter: Travis Reiman	
Time: 7:35 PM, 5 minutes	
<b>SAMPLE MOTION: <i>I move that the Board of Directors adopt the Drug, Alcohol, and Tobacco Prevention Plan.</i></b>	
3. Real Property - Purchase and Sale Agreement Final Approval	29
Presenters: Travis Reiman / Michelle Morrison	
Time: 7:40 PM, 5 minutes	
<b>SAMPLE MOTION: <i>I move that the Board of Directors approve the purchase and sale agreement as negotiated.</i></b>	
4. Award Contract for Administration Center Improvements	30
Presenter: Casey Waletich	
Time: 7:45 PM, 5 minutes	
<b>SAMPLE MOTION: <i>I move that the Board of Directors award the contract for the Administration Center improvement project to Five Star Builders in the amount of \$289,568.00.</i></b>	
H. Reports and Discussion	
1. Hillsboro Schools Foundation Annual Report	32
Presenter: Aron Carleson	

Time: 7:50 PM, 10 minutes	
2. Financial Report	33
Presenter: Michelle Morrison	
Time: 8:00 PM, 5 minutes	
3. First Reading - Middle School & High School Language Arts Materials Adoption; High School Health Materials Adoption	37
Presenters: Travis Reiman / Becky Kingsmith	
Time: 8:05 PM, 30 minutes	
I. Policies - First Reading	40
<i>Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular meeting.</i>	
Presenter: Mike Scott	
Time: 8:35 PM, 5 minutes	
1. J - Students	
a. JGE: Expulsion	41
Presenter: Audrea Neville	
J. Information - Administrative Regulation Update	45
Presenter: Mike Scott	
1. J - Students	
a. JGE-AR(1): Expulsion Protocol	46
Presenter: Audrea Neville	
b. JGE-AR(2): Hearing Waiver	52
Presenter: Audrea Neville	
c. JGE-AR(3): Example Student Expulsion Letter	54
Presenter: Audrea Neville	
d. JGE-AR(4): Request to Review Expulsion	56
Presenter: Audrea Neville	
K. HCU / HEA Reports	
Presenter: Mark Watson	
Time: 8:40 PM, 10 minutes	
L. Discussion Time	
Time: 8:50 PM, 10 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	
3. Board of Directors' Time	
M. Adjourn Regular Session	
Presenter: Mark Watson	
Time: 9:00 PM	
N. Next Meetings of the Board of Directors	
• June 20, 2023, Work / Regular Session	

The complete Board meeting packet may be downloaded from the District website at: <https://www.hsd.k12.or.us/board>.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**NATIVE AMERICAN PARENT ADVISORY COMMITTEE (NA PAC) REPORT**

**SITUATION**

The role of the Hillsboro School District's Native American Parent Advisory Committee (NA PAC) is to advise HSD staff members on matters concerning planning, developing, administering, and evaluating of the District's Title VI program, and to consequently make recommendations regarding policies and practices, project proposals, and other matters of interest to the NA PAC.

NA PAC engages with families whose students have a tribal affiliation to gather input on district programs and services and to provide educational and other culturally specific opportunities that promote community and lifelong learning. The NA PAC also collaborates with the District's Office of Federal Programs, which receives federal funds under the Every Student Succeeds Act (ESSA), in order to: 1) raise student achievement; 2) provide access and opportunities for parent involvement; 3) increase family engagement in schools; and 4) enhance collaboration between educators and parents.

NA PAC members are parent volunteers generally representing schools serving high concentrations of students who are eligible to receive services under Title VI.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to this report and ask any questions they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**EQUITY AND SOCIAL EMOTIONAL LEARNING UPDATE**

**SITUATION**

The Board of Directors will receive an update on the implementation plan of equity and social emotional learning for students, staff and families as the second semester begins.

The goal in the Hillsboro School District is to provide consistent, predictable, and equitable learning, information, support and resources for all staff, students and families. The District believes that it is the responsibility of a PK-12+ system to approach this work in a phased approach with the expertise of community partners.

The Hillsboro School District is a diverse, cross-sector, collaborative team representing students in partnership with the larger community to support the Hillsboro School District.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors listen to the presentation and ask any questions they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**DUAL LANGUAGE / BILINGUAL SEAL UPDATE**

**SITUATION**

The Hillsboro School District's Dual Language program has been running for 20 years. Tonight's information will provide a brief overview of the status of the programs in each of our dual schools and some of the data around students that participate in the program.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to the report and ask any questions they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**DISCUSS 2023-24 BOARD MEETING DATES**

**SITUATION**

The Board annually sets the schedule of Board meeting dates for the upcoming school year. Board meetings are usually held on the second and fourth Tuesdays of the month, with some exceptions to accommodate school breaks. Proposed meeting dates for the 2023-24 school year are provided below for Board discussion.

<b><u>Date</u></b>	<b><u>Meeting / Session</u></b>
Tuesday, July 11, 2023	Organizational Meeting, Swearing In
Tuesday, August 8, 2023	Full-Day Session (Retreat)
Tuesday, September 12, 2023	Work Session
Tuesday, September 26, 2023	Work / Regular Session
Tuesday, October 10, 2023	Work Session
Tuesday, October 24, 2023	Work / Regular Session
Tuesday, November 14, 2023	Work / Regular Session
Tuesday, December 5, 2023	Work / Regular Session
Tuesday, January 9, 2024	Work Session
Tuesday, January 23, 2024	Work / Regular Session
Tuesday, February 13, 2024	Work Session
Tuesday, February 27, 2024	Work / Regular Session
Tuesday, March 12, 2024	Work / Regular Session
Tuesday, April 9, 2024	Work Session
Tuesday, April 23, 2024	Budget Meeting / Work / Regular Session
Thursday, May 2, 2024	Budget Committee Meeting, <i>if needed</i>
Tuesday, May 14, 2024	Work Session
Thursday, May 16, 2024	Budget Committee Meeting, <i>if needed</i>
Tuesday, May 28, 2024	Work / Regular Session
Tuesday, June 18, 2024	Work / Regular Session

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss the Board meeting schedule for the 2023-24 school year.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**BOARD LEADERSHIP PLANNING**

**SITUATION**

The Board takes time each year to discuss the election of officers for the subsequent year. According to policy BC/BCA: Board Organization/Board Organizational Meeting the election of Chair and Vice Chair will take place no later than July 31. All seven Board members are eligible to run for office. The Board Chair will facilitate a discussion that allows each Board member to express an interest in running for office, and gives Board members an opportunity to ask questions, express the qualities they would like to see in the Chair and Vice Chair, and consider the decisions they must make for leadership.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss Board leadership planning for 2023-24.



**HILLSBORO SCHOOL DISTRICT 1J  
BOARD OF DIRECTORS 2022-2023  
LAND ACKNOWLEDGEMENT**

*As we gather here today, we would like to take a moment to acknowledge that our district service area is on the occupied traditional homelands of the Atfalati Indigenous people, lands we now call Washington County and the State of Oregon.*

*We honor the Indigenous people whose traditional and ancestral homelands we stand on the Tualatin Kalapuya, Kathlamet, Clackamas, Tumwater, Molalla, bands of the Chinook and many other Indigenous nations of the Columbia River.*

*In remembering these communities, we honor their legacy, their lives, and their ancestors. We also recognize the urban Indigenous/Native/First Peoples community living in the metro area, which includes over 400 tribal nations.*

*The Hillsboro School District is committed to the recognition and education regarding tribal and local history and working with our local tribes in partnership.*

# PROCLAMATION

*The Hillsboro School District celebrates the first presidential proclamation recognizing the Transgender Day of Visibility issued by President Joe Biden in March of 2021.*

*The Hillsboro School District recognizes that the struggle for dignity and equality for lesbian, gay, bisexual, transgender and questioning (LGBTQ) people is reflected in the tireless dedication of advocates and allies who strive to forge a more inclusive society.*

*The Hillsboro School District understands that LGBTQ individuals, including those who live in our local communities, face discrimination simply for being who they are and for who they love and there remains much work to do to extend the promise of our country to every person.*

*The Hillsboro School District commemorates the landmark Supreme Court decision of 2015 guaranteeing marriage equality in all 50 States was a historic victory for LGBTQ Americans and continues to affirm our belief that we are all more free when we are treated as equals.*

*The Hillsboro School District celebrates that the month of June is nationally recognized as a time to celebrate contributions of the LGBTQ community to our society and collective history.*

*The Board of Education of the Hillsboro School District do hereby proclaim the month of June 2023 to be:*

## **LGBTQ PRIDE MONTH**

*We urge all community members to join us in recognizing the many contributions and achievements of the LGBTQ community to the development and prosperity of our society.*

***Hillsboro School District Board of Directors***



**DRAFT**

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

April 25, 2023

District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

1. ***EXECUTIVE SESSION***

<u>Board Present:</u>	<u>Staff and Others Present:</u>
Mark Watson, Chair	Michelle Morrison, Financial Officer
Nancy Thomas, Vice Chair	Rose Roman, Executive Assistant to the Board
Lisa Allen	
See Eun Kim, virtual	
Erika Lopez	
Patrick Maguire	
Monique Ward	

- A. Call to Order Executive Session  
Board Chair Mark Watson called the meeting to order at 5:02 PM.
- B. ORS 192.660(2)(a) - Consider the Employment of an Officer  
Board Chair Mark Watson discussed the Superintendent contract terms. Board members asked questions and provided comments.
- C. Recess Executive Session  
Board Chair Mark Watson moved the Board out of executive session and recessed the meeting at 5:25 PM.

## 2. **BUDGET COMMITTEE MEETING**

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Michelle Morrison, Financial Officer
Patrick Maguire	Beth Graser, Communications Officer
Monique Ward	Jordan Beveridge, Information Technology Officer
	Francesca Sinapi, Equity, Access and Engagement Officer
<u>Student Representatives Present:</u>	Jeff Jones, Manager – Business Services
Ivette Alonso Garcia	Rose Roman, Executive Assistant to the Board
V Godoy	Ciara Hartzell, Technical Support
Cailey McGuire	John Garcia Lopez, Technical Support
	Miranda Mikesch, Technical Support
<u>Budget Committee Present:</u>	S. Antonio Hernandez Viera, Language Liaison
Dawn Wallace	Idania Romo, Language Liaison
Michael Smith	Mary Kay Babcock, HEA President
Kristine Adams-Wannberg	Angela Adzima, HEA Vice Chair
Kim Strelchun	
<u>Others Present:</u>	
Aron Carleson, HSF	

A. Call to Order

Board Chair Mark Watson called the meeting to order at 5:30 PM

B. Election of Budget Committee Chair

Board Chair Mark Watson called for nominations.

Director Lisa Allen MOVED, SECONDED by Budget Committee Member Kim Strelchun, to appoint Chair Mark Watson as Budget Committee Chair.

The MOTION CARRIED (No objections).

C. Budget Message

Superintendent Mike Scott delivered the Budget Message.

D. Committee Responsibilities, Roles, and Process

Financial Officer Michelle Morrison discussed responsibilities of the budget committee and role.

E. Review Proposed Budget Document

Financial Officer Michelle Morrison reviewed the budget document including resource highlights, expenditures by function, expenditures by object, operational notes, outlook and assumptions for 2023-24, student enrollment, fund balances, SIA, ESSER III/ARP, contingency planning, and next steps. Board members and budget committee

members asked questions and provided comment. Superintendent Mike Scott provided historical budget information.

- F. Public Input  
No public input received.
- G. Possible Action  
Budget Committee Chair Mark Watson MOVED, SECONDED by Director Nancy Thomas, to approve the budget as printed.
- H. Review Next Steps  
Financial Officer Michelle Morrison discussed next steps.
- I. Recess Budget Committee Meeting  
Budget Committee Chair Mark Watson recessed at 6:15 PM.

### 3. **WORK SESSION**

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Michelle Morrison, Financial Officer
Patrick Maguire	Beth Graser, Communications Officer
Monique Ward	Jordan Beveridge, Information Technology Officer
	Francesca Sinapi, Equity, Access and Engagement Officer
<u>Student Representatives Present:</u>	Olga Acuña, Executive Director of Federal Programs
Ivette Alonso Garcia	Jeff Jones, Manager – Business Services
V Godoy	Rose Roman, Executive Assistant to the Board
Cailey McGuire	Ciara Hartzell, Technical Support
	John Garcia Lopez, Technical Support
<u>Latino PAC Parents Present:</u>	Miranda Mikesh, Technical Support
Elizabeth Garcia	S. Antonio Hernandez Viera, Language Liaison
Guadalupe Sanchez	Idania Romo, Language Liaison
Francisca Alonso	Mary Kay Babcock, HEA President
Marisol Carino	Angela Adzima, HEA Vice Chair

A. Call to Order

Board Chair Mark Watson called the meeting to order at 6:15 PM

B. Latino Parent Advisory Committee Report and Discussion

Equity, Access and Engagement Officer Francesca Sinapi introduced the topic and welcomed the PAC parents in English and Spanish. Executive Director of Federal Programs Olga Acuña introduced the presentation and the PAC members. PAC members Francisca Alonso, Marisol Cariño, Guadalupe Sanchez, and Elizabeth Garcia presented to the Board and answered questions. Antonio Hernandez Viera and Idania Romo provided interpretation for the group. Board members asked questions and provided comment. Student representative Ivette Alonso Garcia, who also serves as student representative to the Latinx PAC, provided comment.

C. Recess Work Session

Board Chair Mark Watson recessed at 6:47 PM.

#### 4. REGULAR SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Michelle Morrison, Financial Officer
Patrick Maguire	Beth Graser, Communications Officer
Monique Ward	Casey Waletich, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Francesca Sinapi, Equity, Access and Engagement Officer
Ivette Alonso Garcia	Becky Kingsmith, Director of Teaching and Learning
Cailey McGuire	Nicole Mito Ahern, TOSA – OSP
	Erin Hanson, TOSA – OSP
<u>Others Present:</u>	Rose Roman, Executive Assistant to the Board
Aron Carleson, HSF	Ciara Hartzell, Technical Support
Shira Long-Strand, CCAC	John Garcia Lopez, Technical Support
	Miranda Mikesh, Technical Support
	Arcema Tovar, Director of Multilingual Programs
	Gina McLain, Director of Teaching and Learning
	Melissa Pendergrass, Coordinator of CCP
	Brooke Nova, Director of CCP and Student Support Networks
	Elaine Fox, Executive Director of Student Services
	Olga Acuña, Executive Director of Federal Programs
	Anabella Salkind, Language Liaison
	Mary Kay Babcock, HEA President
	Angela Adzima, HEA Vice President
	Melody Hanson, HCU president

- A. Call to Order and Flag Salute  
Board Chair Mark Watson reconvened the meeting at 7:02 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement  
Board Chair Mark Watson read the Land Acknowledgement.
- C. Proclamations
  1. National School Nurses Week  
Director Monique Ward read the National School Nurses Week Proclamation.
  2. Asian American & Pacific Islander Heritage Month  
Director See Eun Kim read the Asian American & Pacific Islander Heritage Month Proclamation.
  3. Teacher Appreciation Week  
Director Lisa Allen read the Teacher Appreciation Week Proclamation.
- D. Approval of Agenda  
Director Patrick Maguire MOVED, SECONDED by Director Erika Lopez, to approve the agenda as printed.

The MOTION CARRIED (7-0).

No further discussion took place.

E. Audience Time

No audience members requested to address the Board. One patron submitted a written statement to the Board.

F. Consent Agenda

*Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.*

Director Erika Lopez MOVED, SECONDED by Director See Eun Kim, to approve the Consent Agenda as printed.

The MOTION CARRIED (7-0).

No discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of March 14, 2023 Board Meeting
2. Approve Minutes of March 21, 2023 Board Meeting
3. Approve Minutes of April 4, 2023 Board Meeting
4. Approve Minutes of April 10, 2023 Board Meeting
5. Approve Minutes of April 12, 2023 Board Meeting
6. Approve Minutes of April 13, 2023 Board Meeting
7. Approve Minutes of April 18, 2023 Board Meeting
8. Approve Routine Personnel Matters
9. Approve Policies
  - a. I - Instruction
    - 1) IGBB: Talented and Gifted Program
    - 2) IGBBA: Talented and Gifted Students - Identification
    - 3) IGBBC: Talented and Gifted Services

G. Superintendent Search Update

Board Chair Mark Watson gave an update on the Superintendent Search. Board members provided additional comments.

1. Approve Hiring of Superintendent of Hillsboro School District 1J

Director Lisa Allen MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors approve the hiring of Travis Reiman as the Superintendent of Hillsboro School District 1J.

The MOTION CARRIED (6-1). Director Monique Ward opposed.

Board members provided comment. Assistant Superintendent Travis Reiman provided comment and thanked the Board for their work.

2. Ratify Superintendent's Contract



Director Lisa Allen MOVED, SECONDED by Director Erika Lopez, that the Board of Directors ratify the Superintendent's contract.

The MOTION CARRIED (6-1). Director Monique Ward opposed.

Board members provided comment.

H. Reports and Discussions

1. First Reading-Course Approvals: World Language Materials; 7-8 Health Materials  
Assistant Superintendent Travis Reiman introduced Director of Teaching and Learning Becky Kingsmith and Shira Long-Strand of the CCAC. Becky Kingsmith introduced the topic. Nicole Mito Ahern provided an overview of the World Languages materials. Shira Long Strand provided the CCAC perspective. Becky Kingsmith introduced the topic. Erin Hanson provided an overview of the 7-8 Health materials. Shira Long Strand provided the CCAC perspective. Board members asked questions and provided comment.
2. Snow Make-Up Days Report  
Superintendent Mike Scott discussed required instructional hours, how they will not be impacted by the days missed for snow, and recommended not making up the days.
3. Financial Report  
Financial Officer Michelle Morrison discussed the Financial Report.

I. Action Items

1. Approve 2023-2027 Strategic Plan  
Communications Officer Beth Graser discussed the 2023-2027 Strategic Plan and discussed the acknowledgement of past Superintendent and Board members in the strategic plan.

Director Nancy Thomas MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the 2023-2027 Strategic Plan.

The MOTION CARRIED (7-0).

Board members provided comment.

2. Approve Purchase of Transportation Radio System  
Operations Officer Casey Waletich discussed the purchase of a new Transportation radio system.

Director Patrick Maguire MOVED, SECONDED by Director Lisa Allen, that the Board of Directors approve the purchase of a two-way radio system for a total cost of \$273,664.49.

The MOTION CARRIED (7-0).

No further discussion took place.

3. Notice of Intent to Award: Paid Leave Oregon Insurance Contract  
Financial Officer Michelle Morrison highlighted the program.

Director Erika Lopez MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors approve the Paid Leave Oregon Insurance Plan Contract with The Standard insurance company.

The MOTION CARRIED (7-0).

Board members asked questions.

4. Notice of Intent to Purchase  
Information Technology Officer Jordan Beveridge discussed the purchase of new laptops.

Director Nancy Thomas MOVED, SECONDED by Director Lisa Allen, that the Board of Directors acknowledge the Notice of Intent to Purchase of laptops and services from HP Inc. by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).

The MOTION CARRIED (7-0).

Board members asked questions.

J. HCU / HEA Reports

HCU Melody Hansen discussed the Superintendent search process and congratulated Assistant Superintendent Travis Reiman, highlighted Teacher Appreciation Week and thanked them for their work, and discussed SEA positions in HSD.

HEA President Mary Kay Babcock discussed advocacy for state funding, local efforts and events, and thanked the Board for involving the union in the Superintendent search process.

K. Discussion Time

1) Student Representatives' Time

Ivette Alonso Garcia invited everyone to Mooberry's Dia del Niño event, and highlighted the Oregon Airshow. Cailey McGuire thanked the Board for the opportunity to serve, highlighted teacher at LHS, thanked everyone for the support.

2) Superintendent's Time

Superintendent Mike Scott addressed HCU comments, the decline of enrollment, and provided context. He highlighted the strategic plan process, thanked Beth Graser and Travis Reiman for their work on it, and classified and certified staff for their participation. He discussed the news story about turf fields. He thanked teachers for their work, and thanked the Board for their comment to the process of selecting a new Superintendent. He ended by congratulating Travis Reiman and highlighted his commitment to HSD.

3) Board of Directors' Time

Director See Kim wished teachers a happy teacher appreciation week, and congratulated Travis Reiman.

Director Erika Lopez highlighted the Century High School Latin music dance that she is chaperoning and that student representative V Godoy is working on, and discussed the upcoming budget shortfalls.

Director Monique Ward thanked the community for their input on the Superintendent process. Congratulated Travis Reiman on his new role.

Director Lisa Allen passed.

Director Patrick Maguire discussed the input received on the Superintendent search process and thanked the community.

Board Vice Chair Nancy Thomas discussed the Superintendent search process. She highlighted nurse's appreciation week, teacher appreciation week, and thanked public for their vote.

Board Chair Mark Watson thanked the Board for their work on the Superintendent search process, congratulated Travis Reiman, highlighted building visits and encouraged other Board members to visit buildings.

L. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:31 PM.

**DRAFT**

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 9, 2023

District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

**1. EXECUTIVE SESSION**

<u>Board Present:</u>	<u>Staff and Others Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
See Eun Kim, virtual	Audrea Neville, Assistant Superintendent, School Performance
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Patrick Maguire, virtual	Michelle Morrison, Financial Officer
Monique Ward, virtual	Casey Waletich, Operations Officer
	Jordan Beveridge, Information Technology Officer
	Francesca Sinapi, Equity, Access and Engagement Officer
	Rose Roman, Executive Assistant to the Board

- A. Call to Order Executive Session  
Board Chair Mark Watson called the Executive Session to order at 5:16 PM.
- B. ORS 192.660(2)(k) - Consider Matters Relating to School Safety  
The Board heard information relating to school safety. Board members asked questions and provided comment.
- C. ORS 192.660(2)(e) - Real Property Transaction  
The Board heard information relating to a real estate transaction.
- D. Adjourn Executive Session  
Board Chair Mark Watson recessed the Executive Session at 6:00 PM.

## 2. WORK SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
See Eun Kim, virtual	Audrea Neville, Assistant Superintendent, School Performance
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Patrick Maguire, virtual	Michelle Morrison, Financial Officer
Monique Ward, virtual	Casey Waletich, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Francesca Sinapi, Equity, Access and Engagement Officer
Ivette Alonso Garcia	Brooke Nova, Director of CCP and Student Support Networks
V Godoy	Arcema Tovar, Director of Multilingual Programs
	Kim Bayer, TOSA - Talent Recruitment and Retention
<u>BVFAC Members Present:</u>	Xylecia Fynn Aikins, TOSA – OSP
Cyre Files	Jenny Cary, TOSA – OSP
Olson Miller	Heather Fix, TOSA – OSP
Shira Long-Strand	Justine Green, Data Technician
<u>David Steinhauer</u>	Maritza Carranza, District Youth Drug Alcohol Counselor
	Junia Caley, District Youth Drug Alcohol Counselor
	Rose Roman, Executive Assistant to the Board
	John Garcia, Technology Support

- A. Call to Order  
Board Chair Mark Watson called the meeting to order at 6:04 PM
- B. Black Village Family Advisory Committee Report and Discussion  
Equity, Access and Engagement Officer Francesca Sinapi introduced the group. Shira Long-Strand provided an overview. David Steinhauer introduced himself and discussed collective efforts of the group. Olson Miller and Shira Long-Strand discussed what the group would like to see from the Board. Board members asked questions and provided comment.
- C. Grow Our Own Pathways Work Based Learning Updates  
Human Resources Officer Kona Lew-Williams introduced the topic and thanked staff in attendance for their work. TOSA Kim Bayer discussed data on recruitment and retention. Arcema Tovar highlighted the Bilingual Teachers Pathways program. Director of CCP and Student Support Networks Brooke Nova discusses internship opportunities.
- D. Annual Review of Drug, Alcohol, and Tobacco Prevention Plan  
Director of CCP and Student Support Networks Brooke Nova
- E. Annual Safety Report  
Operations Officer Casey Waletich presented the HSD annual safety report. Board members asked questions and provided comment.
- F. Health and Education Partnership Update  
Assistant Superintendent Travis Reiman / Financial Officer Michelle Morrison

G. Action Items

1. Real Property - Purchase and Sale Agreement Approval

Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve entering into negotiations for a Purchase and Sale Agreement with the final sale to be authorized at a later date.

The MOTION CARRIED (6-0).

No further discussion took place.

H. Discussion Time

1) Student Representatives' Time

Ivette Alonso Garcia encouraged students during AP testing this week. She also discussed that during advisory this week, it was brought to her attention that Synergy does not show preferred name for students. Travis Reiman, Jordan Beveridge, Francesca Sinapi and Brooke Nova provided a response.

V Godoy discussed the upcoming dance at Century High School.

3) Superintendent's Time

Superintendent Mike Scott thanked the student representatives for their comments.

4) Board of Directors' Time

Director See Eun Kim passed.

Director Monique Ward passed.

Director Patrick Maguire passed.

Director Erika Lopez expressed excitement for the dance at Century on Friday. thanked V for sharing their experience.

Vice Chair Nancy Thomas passed.

Chair Mark Watson highlighted his trip to Chicago for his son's college graduation, who graduated in four years due to the AP classes he took in HSD. He wished the student reps good luck on AP testing, and reminded everyone to vote in next Tuesday's election.

I. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:15 PM.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends the Board of Directors:

- A. Ratify the acceptance of the retirement of the following licensed personnel:

**Suzanne Kirkpatrick**

Assignment: 1.0 FTE Kindergarten Teacher  
Location: Orenco Elementary School  
Effective Date: June 16, 2023  
Years of Service: 35 years

**Yvonne Norman**

Assignment: 1.0 FTE 4<sup>th</sup> Grade Teacher  
Location: Hillsboro Online Academy  
Effective Date: June 16, 2023  
Years of Service: 9 years

- B. Ratify the acceptance of the resignation of the following licensed personnel:

**Erika Backs**

Assignment: 1.0 FTE English Learner Specialist  
Location: Century High School  
Effective Date: June 16, 2023

**Tiffany Facundo**

Assignment: 1.0 FTE Speech Language Pathologist  
Location: Liberty High School  
Effective Date: June 16, 2023

**Seth Gonzales**

Assignment: 1.0 FTE Science Teacher  
Location: Century High School  
Effective Date: June 16, 2023

**Amelia Hookland**

Assignment: 1.0 FTE Kindergarten Teacher  
Location: Farmington View Elementary School  
Effective Date: May 19, 2023

**Nicholas Ingalls**

Assignment: 1.0 FTE TOSA – Dean of Student  
Location: Century High School  
Effective Date: June 16, 2023

**Brianna Meek**

Assignment: 1.0 FTE Health Teacher  
Location: Hillsboro High School  
Effective Date: June 16, 2023

**Shelley Panayiotou**

Assignment: 1.0 FTE Instructional Coach  
Location: WL Henry Elementary School  
Effective Date: June 16, 2023

**Mary Phelps**

Assignment: 0.5 FTE Dual Language Math Teacher  
Location: Glencoe High School  
Effective Date: June 16, 2023

**Emily Ray**

Assignment: 1.0 FTE Music/Band Teacher  
Location: Orenco Elementary School  
Effective Date: May 16, 2023

**Kelsey Stupfel**

Assignment: 1.0 FTE Social Communication Center  
Location: Glencoe High School  
Effective Date: June 16, 2023

**Alexander Williamson**

Assignment: 1.0 FTE Science Teacher  
Location: Glencoe High School  
Effective Date: June 16, 2023

- C. Approve the employment of the following licensed personnel in the 2022-23 school year:

**Daniela Alva**

Education: BA – Pacific University, Forest Grove, OR  
Experience: None  
Assignment: 1.0 FTE Spanish Teacher/EL Specialist

**Miranda Fox**

Education: BA – George Fox University, Newberg, OR  
Experience: None  
Assignment: 1.0 FTE 1/2<sup>nd</sup> Grade Teacher – Rosedale Elementary School



**Jeremiah Hansen**

Education: BA – Northwest University, Kirkland, WA  
Experience: 15 years  
Assignment: 1.0 FTE District Nurse – Student Services

**Amelia Hookland**

Education: MA – George Fox University, Newberg, OR  
Experience: None  
Assignment: 1.0 FTE Kindergarten Teacher – Farmington View  
Elementary School

**Janice Theodorakis**

Education: MA – University of Rochester, Rochester, NY  
Experience: None  
Assignment: 0.667 FTE Science Teacher – Evergreen Middle  
School

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of April 30, 2023)**

**SITUATION**

District Policy KH states that the District may receive donations of gifts that may serve to enhance and extend the work of the District, subject to Board approval. Individuals who desire to make contributions are encouraged to consider donations for equipment or services that are not likely to be acquired from public fund expenditures.

The purpose of this report is to describe to the Board the donations received that are valued at \$5,000 or more.

A donation \$5,877.50 from Benevity to be used for general purposes and distributed as follows:

- \$30.00 to Rosedale Elementary School
- \$60.00 to Imlay Elementary School
- \$60.00 to Orenco Elementary School
- \$90.00 to Tobias Elementary School
- \$195.00 to Brookwood Elementary School
- \$225.00 to West Union Elementary School
- \$407.50 to Mooberry Elementary School
- \$430.00 to South Meadows Middle School
- \$550.00 Lincoln Street Elementary School
- \$750.00 to West Union for the TAG program
- \$3,080.00 to Hillsboro School District

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors accept these donations.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**APPROVE CURRICULUM – WORLD LANGUAGES; 7-8 HEALTH**

**SITUATION**

On April 25, 2023, the Board of Directors heard a presentation describing the adoption process for World Languages curriculum and the adoption team recommendation. The adoption team recommended the approval of Wayside Publishing and Vista Publishing as providers for the World Languages curriculum, digital resources, teacher materials and student resources for instruction.

At the same meeting, the Board of Directors heard a presentation describing the adoption process for 7-8 Health curriculum and the adoption team recommendation. The adoption team recommended the approval of Goodheart Willcox as provider for the Health curriculum, digital resources, teacher materials and student resources for 7-8 Health instruction.

These presentations were supported by Director of Secondary Teaching and Learning, Becky Kingsmith. If approved, these instructional materials will begin implementation in the 2023-2024 school year.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the proposed curriculum, Wayside Publishing and Vista Publishing, as providers for the World Language curriculum, digital resources, teacher materials and student resources.

*I move that the Board of Directors approve the proposed curriculums, Wayside Publishing and Vista Publishing, as providers for World Languages curriculum, digital resources, teacher materials, and student resources.*

The Superintendent recommends that the Board of Directors approve the proposed curriculum, Goodheart Willcox, as provider for the 7-8 Health curriculum, digital resources, teacher materials and student resources.

*I move that the Board of Directors approve the proposed curriculum, Goodheart Willcox, as provider for 7-8 Health curriculum, digital resources, teacher materials, and student resources.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**ADOPT 2022-2023 DRUG, ALCOHOL AND TOBACCO PREVENTION PLAN**

## **SITUATION**

This report outlines curricular programs and activities that are provided for students as part of the district's comprehensive Drug, Alcohol, and Tobacco Prevention Plan. Policy IGAEB: Drug, Alcohol, and Tobacco Prevention, Health Education states that the plan will be reviewed annually for revision and readoption. Please click [HERE](#) for the 2022-23 revised plan for review.

### Introduction

Students have a right to attend school in an environment conducive to learning. Since student alcohol, drug, and tobacco use is illegal and harmful, and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol, and tobacco use, and to maintain drug-free educational environments. After consulting with stakeholders, the Board will adopt a written plan for a drug, alcohol, and tobacco prevention and intervention program. The plan will be reviewed annually for revision and re-adoption.

- Supporting Laws & HSD Policy
  - [IGAEB](#) - Drug, Alcohol, and Tobacco Prevention, Health Education
  - [JFCG/JFCH/JFCI](#) - Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems
  - [Rule 581-022-2045 Prevention Education in Drugs and Alcohol](#)

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors adopt the Drug, Alcohol and Tobacco Prevention Plan.

*I move that the Board of Directors adopt the Drug, Alcohol and Tobacco Prevention Plan.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**REAL PROPERTY - PURCHASE AND SALE AGREEMENT FINAL APPROVAL**

**SITUATION**

The Board met in Executive Session earlier this evening to discuss the current status of potential real property transactions.

On September 23, 2022, the Board received a Real Property Update that included an opportunity to expand the footage of the Miller Education Center East Property located at 215 SE 6th Avenue, Hillsboro. A Massing Study for the adjacent properties to the west and south of the district's current parcel has been completed to determine the feasibility of a Health and Education Center in partnership with Virginia Garcia, Portland Community College, and the City of Hillsboro.

On May 9, 2023, the Board approved entering into negotiations for the purchase of an adjacent property. Kyle Hayden of Hayden Group negotiated a Purchase and Sale Agreement within a range of real property market values for a cash sale to close on May 31, 2023. The next step is to approve the Final Sale as negotiated in the Purchase and Sale Agreement.

**RECOMMENDATION**

The Superintendent recommends that the Board Members approve the Purchase and Sale Agreement as negotiated.

*I move that the Board of Directors approve the purchase and sale agreement as negotiated.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**MAY 23, 2023**  
**AWARD CONTRACT FOR ADMINISTRATION CENTER IMPROVEMENTS**

**SITUATION**

The Administration Center has been looking for ways to maximize existing space and to improve the functionality of the building. The second floor has an existing unfinished storage area that has been identified as a location to expand meeting rooms and to provide additional office space.

On April 5, 2023, the District sent an invitation to bid for the improvement project to our pre-qualified contractor list. A mandatory pre-bid meeting was held at the Administration Center on April 12, 2023. On May 4, 2023, the District received bids from two contractors to perform this work. Construction Management staff recommends that the contract for the Administration Center improvements be awarded to Five Star Builders for the bid amount of \$289,568.00.

A copy of the bid results is attached to this situation page.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors award the contract for the Administration Center improvement project to Five Star Builders in the amount of \$289,568.00.

*I move that the Board of Directors award the contract for the Administration Center improvement project to Five Star Builders in the amount of \$289,568.00.*

# BID TABULATION FORM

## Admin Center Storage Room Remodel

OPEN: May 4, 2023 @ 2:00pm

BID PROVIDER	Signed	Addendum 1 - 2 Ack.	Bid Bond	1st Tier Disclosure	BASIC QUOTE
Five Star Builders	yes	yes	yes	yes	289,568.00
Poss Builders	yes	yes	yes	yes	363,600.00

OWNER Representative:



5/4/23

WITNESS:



5/4/23

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**HILLSBORO SCHOOLS FOUNDATION ANNUAL REPORT**

**SITUATION**

The Hillsboro Schools Foundation (HSF) has given over \$5.4 million dollars to the Hillsboro School District since its creation in the year 2000. HSF Executive Director Aron Carleson will give an overview of the past year's fundraising efforts, donations made to the Hillsboro School District for the 2022-23 school year, and upcoming goals of HSF.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to the report and ask any questions they may have.



**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**FINANCIAL REPORT**

Business Office – General Update

In alignment with the [Center for Educational Leadership Principal Support Framework](#), specifically, Action Area 3: A Strategic Partnership Between the Central Office and Principals, the Business Office develops systemic solutions that ensure instructional leadership is the primary job of principals.

*Example 68: Feedback Session at PK12 Administrative Meeting*

“The central office assesses its performance at making it possible for principals to spend the majority of their time focused on instructional leadership by hosting a “Speed Dating” feedback session during the PK12 Admin Meeting and brief survey. The feedback will inform focus areas for growth and improved efficiency created by a well-coordinated and defined set of operational systems in the upcoming year.

Finance Team- Accounts Payable, Banking, Contracts, and Student Body Accounting

Jennifer Zavatsky, Finance Manager, has been working with Technology Services to ensure Student Body Accounting software that the high schools use meet district security standards. She is the audit point of contact for the Finance Team and has been providing samples and documentation to the district auditors for 2022-23. In response to staff interest in “per diem” payments and employee reimbursements, Jennifer has also attended training and completed research on best practices.

Lisa Hicks, Procurement Specialist, and Yurida MotaOsorio, Business Office/Human Resources Systems Analyst, are collaborating on an electronic supplier/vendor maintenance information form. The form will collect data necessary to do business with Hillsboro School District. When finished, the form will be available in Spanish and collect two additional pieces of information. The first is self-identification of woman or minority owned business, and the second is information for electronic transfer of funds.

Finance Team- Financial Reporting and Grants

Jeff Jones, Manager of Business Services, has been working closely with school and department administrators to monitor discretionary spending as the end of the year comes up. The district financial system provides reports that are detailed with encumbrances listed that can be difficult to navigate. Jeff provides support and responds to questions administrators may have regarding the details in their budget report and can act to reclassify items that may have been coded incorrectly at the transaction level. Jeff is also developing a “Budget 101” to train new administrators and as a resource to current ones to help navigate the internal workflows and financial reports.

Employee Services

Kim Hall (formerly Grannis), Payroll Supervisor, and Daphne Fisk, Employee Benefits Supervisor, have been working together to resolve a Section 125 refund challenge that

occurred with a benefit provider. Due to a unique calendar year change in IRS tax limits as the pandemic allowances expired, several staff received refunds for the prior year. Together, Kim and Daphne were able to correct the error and communicate to staff regarding the change.

MaryBeth Puncochar, Risk Manager, has been working closely with Technology Services to ensure alignment with Cyber Security Insurance requirements.

#### Donations Over \$5,000

District Policy KH states that the District may receive donations of gifts that may serve to enhance and extend the work of the District, subject to Board approval. Individuals who desire to make contributions are encouraged to consider donations for equipment or services that are not likely to be acquired from public fund expenditures. The purpose of this report is to describe to the Board the donations received that are valued at \$5,000 or more.

A donation of \$5,877.50 was received from Benevity for various schools and programs.

#### Workers' Compensation Report

The table below includes workers' compensation claims reported month to date through April 30, 2023.

The District received 10 new workers' compensation claims for April, there have been 83 claims filed year to date. 53 were for medical costs only, and 30 included time loss. Slips and falls and being struck by students are top incidents.

<b>Workers' Compensation Reports</b>			
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-2023</b>
July	0	2	1
August	3	7	8
September	6	19	11
October	5	8	13
November	2	12	8
December	2	10	6
January	0	8	7
February	2	10	11
March	2	6	8
April	4	13	10
May	7	8	
June	4	9	
<b>Yearly Total:</b>	<b>37</b>	<b>112</b>	<b>83</b>

### Student Incident Report

Student incident data below is month to date through April 30, 2023. Drivers for incidents are Slip/fall and collision with an object. Injuries to the head were the most common (28).

Student Incident Reports						
	2021-22 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2022-23 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	1	N/A	0	0	N/A	0
August	4	N/A	0	3	N/A	0
September	74	0.2	2	87	0.20	1
October	63	0.3	0	128	0.20	5
November	84	0.3	4	71	0.16	3
December	77	0.2	2	70	0.17	3
January	56	0.3	1	87	0.23	4
February	84	0.2	1	77	0.22	4
March	64	0.3	1	79	0.22	6
April	85	0.2	1	69	0.27	9
May	76	0.2	0			
June	22	0.2	0			
<b>Yearly Total:</b>	<b>690</b>	<b>0.225</b>	<b>12</b>	<b>671</b>	<b>0.20</b>	<b>35</b>

### Vehicle Accidents.

There were five vehicle accidents for the month of April.

### General Functions

Spring is a very busy time of year in the Business Office as schools and departments are targeting their spending for the remainder of the year. Budget development is also an annual focus. HSD continues to be a state collaborator during the legislative session by providing cost information and qualitative data regarding the impact of rule changes. If you would like more information or to discuss these or other Business Office items, please contact Michelle Morrison at 503-844-1527 or [morrisom@hsd.k12.or.us](mailto:morrisom@hsd.k12.or.us).

**HILLSBORO SCHOOL DISTRICT HILLSBORO SCHOOL DISTRICT 1J**

**2022-23**

**MONTHLY FINANCIAL REPORT - as of April 30, 2023**

	1st Quarter	2nd Quarter	January	February	March	3rd Quarter	April	4th Quarter	Fiscal YTD	Budget		Fiscal YTD	
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>2022-23</b>	<b>2022-23</b>	<b>% of Budget</b>	<b>2021-22</b>	<b>% of Budget</b>
Taxes	\$200,975.46	\$86,749,126.59	\$1,271,070.64	\$308,469.16	\$1,490,232.63	\$3,069,772.43	\$225,113.78	\$225,113.78	\$90,244,988.26	\$88,485,305.00	101.99%	\$84,176,732.79	98.88%
Interest	\$96,743.35	\$390,118.68	\$278,081.26	\$226,242.14	\$175,056.03	\$679,379.43	\$141,142.89	\$141,142.89	\$1,307,384.35	\$500,353.00	261.29%	\$224,436.43	44.86%
Local Sources	\$238,084.45	\$714,099.80	\$107,052.92	\$223,162.07	\$121,789.89	\$452,004.88	\$86,892.31	\$86,892.31	\$1,491,081.44	\$1,798,031.00	82.93%	\$799,820.14	25.71%
<b>Total Local</b>	<b>\$535,803.26</b>	<b>\$87,853,345.07</b>	<b>\$1,656,204.82</b>	<b>\$757,873.37</b>	<b>\$1,787,078.55</b>	<b>\$4,201,156.74</b>	<b>\$453,148.98</b>	<b>\$453,148.98</b>	<b>\$93,043,454.05</b>	<b>\$90,783,689.00</b>	<b>102.49%</b>	<b>\$85,200,989.36</b>	<b>96.01%</b>
County/ESD	\$0.00	\$2,233,612.49	\$447,212.12	\$329,684.00	\$354,020.43	\$1,130,916.55	\$423,371.97	\$423,371.97	\$3,787,901.01	\$4,452,707.00	85.07%	\$3,427,969.28	90.79%
State Sources	\$46,854,905.33	\$35,205,170.92	\$11,530,926.89	\$12,960,854.74	\$11,530,926.89	\$36,022,708.52	\$13,384,537.89	\$13,384,537.89	\$131,467,322.66	\$150,089,995.00	87.59%	\$135,306,881.36	90.86%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	-\$63,972.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$63,972.10	\$0.00	0.00%	\$0.00	0.00%
Unassigned Beginning Balance*	\$9,491,915.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,491,915.00	\$11,620,812.00	81.68%	\$9,494,012.00	100.00%
<b>Total Revenue</b>	<b>\$56,818,651.49</b>	<b>\$125,292,128.48</b>	<b>\$13,634,343.83</b>	<b>\$14,048,412.11</b>	<b>\$13,672,025.87</b>	<b>\$41,354,781.81</b>	<b>\$14,261,058.84</b>	<b>\$14,261,058.84</b>	<b>\$237,726,620.62</b>	<b>\$256,947,203.00</b>	<b>92.52%</b>	<b>\$233,429,852.00</b>	<b>93.02%</b>
<b>Expenditures</b>									\$236,202,841.62				
<b>Instruction</b>									-\$1,523,779.00				
Salaries	\$7,965,362.39	\$23,646,434.56	\$7,839,095.06	\$7,782,638.63	\$7,810,296.27	\$23,432,029.96	\$7,793,663.11	\$7,793,663.11	\$62,837,490.02	\$84,589,381.65	74.29%	\$56,109,729.09	67.92%
Benefits	\$3,747,755.79	\$11,653,997.43	\$3,780,503.05	\$3,810,465.12	\$3,897,147.03	\$11,488,115.20	\$3,961,128.29	\$3,961,128.29	\$30,850,996.71	\$45,603,296.86	67.65%	\$28,073,997.70	63.83%
Purchased Service	\$1,317,463.47	\$2,759,143.85	\$887,024.56	\$1,384,764.99	\$1,070,248.70	\$3,342,038.25	\$623,384.45	\$623,384.45	\$8,042,030.02	\$15,457,508.83	52.03%	\$6,931,448.77	47.08%
Supplies/Materials	\$446,346.10	\$687,180.54	\$130,105.83	\$105,891.57	\$147,650.80	\$383,648.20	\$155,755.74	\$155,755.74	\$1,672,930.58	\$5,459,407.47	30.64%	\$2,444,755.73	52.04%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$10,568.00	\$0.00	\$10,568.00	\$0.00	\$0.00	\$10,568.00	\$0.00	0.00%	\$6,250.00	0.00%
Other	\$69,110.19	\$132,855.78	\$2,633.00	\$3,400.00	\$1,402.00	\$7,435.00	\$1,260.00	\$1,260.00	\$210,660.97	\$1,136,366.19	18.54%	\$194,640.94	19.08%
<b>Total Instruction</b>	<b>\$13,546,037.94</b>	<b>\$38,879,612.16</b>	<b>\$12,639,361.50</b>	<b>\$13,097,728.31</b>	<b>\$12,926,744.80</b>	<b>\$38,663,834.61</b>	<b>\$12,535,191.59</b>	<b>\$12,535,191.59</b>	<b>\$103,624,676.30</b>	<b>\$152,245,961.00</b>	<b>68.06%</b>	<b>\$93,760,822.23</b>	<b>63.77%</b>
<b>Support Services</b>													
Salaries	\$8,788,407.72	\$12,612,196.56	\$4,076,989.88	\$4,123,261.62	\$4,125,872.56	\$12,326,124.06	\$4,011,470.91	\$4,011,470.91	\$37,738,199.25	\$51,340,343.95	73.51%	\$32,486,642.94	62.04%
Benefits	\$4,747,654.38	\$6,726,046.67	\$2,267,641.98	\$2,238,315.29	\$2,241,834.69	\$6,747,791.96	\$2,206,861.82	\$2,206,861.82	\$20,428,354.83	\$27,678,284.20	73.81%	\$17,950,943.98	64.39%
Purchased Service	\$2,158,571.95	\$4,709,889.25	\$1,146,955.36	\$1,308,020.96	\$1,349,843.87	\$3,804,820.19	\$1,681,338.03	\$1,681,338.03	\$12,354,619.42	\$9,381,719.13	131.69%	\$10,691,701.31	114.57%
Supplies/Materials	\$1,217,138.13	\$1,581,163.03	\$660,189.52	\$378,836.48	\$457,314.11	\$1,496,340.11	\$517,051.12	\$517,051.12	\$4,811,692.39	\$3,313,511.13	145.21%	\$5,206,387.54	174.84%
Capital Purchases	\$24,340.50	\$58,705.19	\$63,316.00	\$18,360.32	\$11,850.00	\$93,526.32	\$138,676.13	\$138,676.13	\$315,248.14	\$0.00	N/A	\$106,957.44	0.00%
Other	\$1,786,523.20	\$104,384.41	\$6,271.14	\$11,971.78	\$946,116.95	\$964,359.87	\$12,200.25	\$12,200.25	\$2,867,467.73	\$689,701.59	415.75%	\$1,805,181.47	279.11%
<b>Total Support</b>	<b>\$18,722,635.88</b>	<b>\$25,792,385.11</b>	<b>\$8,221,363.88</b>	<b>\$8,078,766.45</b>	<b>\$9,132,832.18</b>	<b>\$25,432,962.51</b>	<b>\$8,567,598.26</b>	<b>\$8,567,598.26</b>	<b>\$78,515,581.76</b>	<b>\$92,403,560.00</b>	<b>84.97%</b>	<b>\$68,247,814.68</b>	<b>73.23%</b>
<b>Community Services</b>													
Salaries	\$66,460.24	\$93,011.34	\$30,158.34	\$29,837.31	\$29,183.20	\$89,178.85	\$28,847.01	\$28,847.01	\$277,497.44	\$295,388.40	93.94%	\$282,702.85	75.29%
Benefits	\$35,011.75	\$53,897.16	\$17,095.88	\$16,963.75	\$17,707.03	\$51,766.66	\$17,075.17	\$17,075.17	\$157,750.74	\$159,247.94	99.06%	\$154,012.85	77.05%
Purchased Service	\$10,278.45	\$11,038.36	\$6,475.93	\$10,677.27	\$1,483.49	\$18,636.69	\$1,492.29	\$1,492.29	\$41,445.79	\$53,978.04	76.78%	\$20,532.16	30.68%
Supplies/Materials	\$3,400.95	\$6,163.26	\$444.38	\$4,294.68	\$1,711.63	\$6,450.69	\$700.62	\$700.62	\$16,715.52	\$19,064.40	87.68%	\$4,486.02	21.01%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,968.22	N/A	\$800.00	0.00%
<b>Total Community Services</b>	<b>\$115,151.39</b>	<b>\$164,110.12</b>	<b>\$54,174.53</b>	<b>\$61,773.01</b>	<b>\$50,085.35</b>	<b>\$166,032.89</b>	<b>\$48,115.09</b>	<b>\$48,115.09</b>	<b>\$493,409.49</b>	<b>\$531,647.00</b>	<b>92.81%</b>	<b>\$323,699.10</b>	<b>48.44%</b>
<b>Capital Projects</b>													
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Internal Service Fund Trnsfr	\$8,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,500,000.00	\$0.00	0.00%	\$0.00	0.00%
Contingency/Ending Balance	\$9,182,658.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,182,658.00	\$11,766,035.00	78.04%	\$9,491,915.00	94.57%
<b>Total Expenditures</b>	<b>\$50,066,483.21</b>	<b>\$64,836,107.39</b>	<b>\$20,914,899.91</b>	<b>\$21,238,267.77</b>	<b>\$22,109,662.33</b>	<b>\$64,262,830.01</b>	<b>\$21,150,904.94</b>	<b>\$21,150,904.94</b>	<b>\$200,316,325.55</b>	<b>\$256,947,203.00</b>	<b>77.96%</b>	<b>\$171,824,251.01</b>	<b>68.47%</b>

\* Excludes Internal Service Fund and Assigned Fund Balance

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**FIRST READ – MIDDLE SCHOOL & HIGH SCHOOL LANGUAGE ARTS MATERIALS**  
**ADOPTION; HIGH SCHOOL HEALTH MATERIALS ADOPTION**

**SITUATION**

The Hillsboro School District's strategic plan states that students deserve academic content that is engaging, connects to their personal goals, and is responsive to the world around them. Tonight's first presentation will describe the adoption process for middle school and high school Language Arts curriculum and the adoption team recommendation.

1. Approve *Inquiry By Design* as provider for the middle school and high school Language Arts curriculum, digital resources, teacher materials and student resources.

The proposal was presented to the CCAC at its regular meeting on May 1, 2023. The Board will be asked to accept the middle school and high school Language Arts curriculum proposal for first reading during the May 23, 2023 Board meeting and approve the materials during the June 20, 2023, Board meeting.

Tonight's second presentation will describe the adoption process for high school Health curriculum and the adoption team recommendation.

2. Approve *Goodheart Willcox* and *Safety First* as providers for the high school Health curriculum, digital resources, teacher materials and student resources.

The proposal was presented to the CCAC at its regular meeting on May 1, 2023. The Board will be asked to accept the World Language curriculum proposal for first reading during the May 23, 2023, Board meeting and approve the materials during the June 20, 2023, Board meeting.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to the information and ask any questions they may have.

# Executive Summary

## Hillsboro School District Language Arts (7-12)

### Recommendation 2023-2031

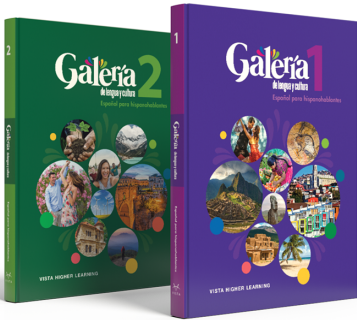
#### ELA Instructional Materials

- Seven years subscription to Inquiry By Design
  - Consumable Student Readers (English and Spanish)
  - Teacher Guides, including resources for Writing, Novel Study (print and digital)
  - Digital Toolkit for Teachers and Students



#### SLA Instructional Materials

- Seven year subscription to Inquiry By Design
  - Dual Language units, translated ELA units, authentic Novel Study
  - Consumable Student Readers (Spanish)
  - Teacher Guides, including resources for Writing, Novel Study (print and digital)
  - Digital Toolkit for Teachers and Students
- Galería: supplemental resource with authentic texts, grammar



#### Professional Development

- Teacher orientation and training from Inquiry By Design
- Coach/administrator professional development
- PLC Support/Embedded PD days

### HSD Values

For all program and curriculum development, Hillsboro School District staff and community lead from the following set of core values.

- Compliance with law and policy
- Research-based best practices
- Culturally inclusive and sustaining pedagogy and practices
- Embedded social-emotional learning
- Family customs, beliefs, and values

### Guiding Principles for Language Arts Curriculum Adoption 2023-2031

The following indicators were based on feedback provided by a team of Language Arts leaders. We used these beliefs both during the Materials Review Process and during the Pilot.

*In order for 100% of our students to be career and college ready, HSD is committed to adopting a standards-based literacy curriculum and supporting pedagogy that is:*

- Culturally relevant, multilingual, multicultural, and develops biliteracy.
- Inspiring, engaging, empowering, and rigorous for all students.
- Differentiated, personalized, and provides equitable access and outcomes for all.
- Incorporates relevant technology to promote 21st century digital literacy skills, and prepares students for successfully navigating their future.
- Supports various modalities of communication to prepare all students for career and college in the community in which they live.

### Fast Facts

- # of curricula piloted = 4
- # of teachers who piloted = 27
- # of students who responded to a survey of piloting classrooms = 1,337

# Executive Summary

## Hillsboro School District Health Adoption (10th Gr)

### Recommendation 2023-2031

#### Instructional Materials

- Seven year subscription to Goodheart-Willcox
  - Online access and physical instructional guide for all health teachers
  - Online access for all students (Spanish and English)
  - A limited number of physical textbooks per school
- Online access to SafetyFirst for each teacher (free)



#### Professional Development

- Teacher summer planning retreat
- Teacher orientation and training for Goodheart-Willcox
- Teacher orientation and training for SafetyFirst
- Monthly Health Collaboration throughout the year

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### HSD Values

For all program and curriculum development, Hillsboro School District staff and community lead from the following set of core values.

- Compliance with law and policy
- Research-based best practices
- Culturally inclusive and sustaining pedagogy and practices
- Embedded social-emotional learning
- Family customs, beliefs, and values

#### Guiding Principles for Health Curriculum Adoption 2023-2031

The following indicators were based on feedback provided by an initial survey by 226 Hillsboro educators. We used these indicators both during the Material Review Process and during the Pilot.

- Engaging and Relevant Materials
- Developmentally Appropriate
- Plug and Play
- Ready Made Materials
- Digital Platform
- Culturally Responsive

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### Fast Facts

- # of teachers and community members piloting and/or providing input in the process = 22
- # of teachers and community members piloting = 7
- # of publishers reviewed during the process that aligned to our guiding principles = 4

#### Strategic Plan & Continuous Improvement Plan

- A 5% increase in students who report they were physically active for 60 or more minutes for one or more days out of the past 7 days.
- A 5% increase in students who report they had 5 or more servings of fruits, vegetables, or 100% juice combined per day in the last week.
- A 2% decrease in suicide screenings and care coordinator referrals.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**FIRST READING – POLICY IN SECTION J**

**SITUATION**

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to receive a quarterly policy update.

Policy language must meet the following criteria:

- \* Legally mandated or legally wise
- \* Harmonize with District's existing collective bargaining agreements
- \* Reflect current District practice

The Superintendent and Cabinet members have reviewed the policy listed below, and are presenting it to the Board for first reading:

- \* Policy in Section J – Students
  - \* JGE: Expulsion

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of the policy of the District's policy manual.





Code: JGE  
Adopted: 5/01/16  
Revised/Readopted: 5/28/19; 11/17/20  
Orig. Code: JGE

## Expulsion\*\*

*{Required policy. ORS 339.250(2) and OAR 581-021-0070 require policies on expulsion.}*

A building administrator, after reviewing available information, may recommend to the Superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for ~~any of~~ the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct ~~behavior~~ have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. ~~By waiving the right to a hearing, the student and parent or guardian agree to abide by the findings of a hearings officer.~~

The Board delegates the authority to decide on an expulsion to the Superintendent. <sup>{1}</sup> The Superintendent may designate another person to handle the potential expulsion, and the Superintendent,

<sup>{1}</sup> The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.

a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.]

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>2</sup> or by certified mail<sup>3</sup> at least five days prior to the scheduled hearing, when possible. The notice shall include:
  - a. The specific charge or charges and the specific facts that support the charge or charges;
  - b. A statement of intent to consider the charges as ~~The conduct constituting the alleged violation, including the nature of the evidence of the violation and~~ reason for expulsion;
  - ~~c. A recommendation for expulsion;~~
  - ~~d.c.~~ The student's right to a hearing;
  - ~~e.d.~~ When and where the hearing will take place; and
  - ~~f.e.~~ The ~~right to representation~~ student may be represented by counsel or other person.
2. ~~The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators.~~
3. ~~Expulsion hearings will be conducted in private, and will not be open to the general public unless the student or the students' parents request an open session.~~
- 4.2. If the parent or student does not understand ~~has difficulty understanding~~ the English language ~~or has other communication needs~~, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student;
- 5.3. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, ~~and/or~~ parent or other person. The district's attorney may be present;
- 6.4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation, and to introduce evidence by testimony, writings, or other exhibits;

<sup>2</sup> The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>3</sup> When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

~~7.5. The student shall be permitted to be present and to hear the evidence presented by the district;~~

~~8.6. The hearings officer or the student may record the hearing;~~

~~9.7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;~~

~~10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student records. The hearings officer will provide to the Board findings as to the facts, the recommended decision, and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over, and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion.~~

~~11. If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate themselves, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student, if age 18 or over, to the Board for review. If the hearings officer's decision is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student, and the students' parents at the same time. The Board, at its next regular meeting, will review the hearings officer's decision and will affirm, modify, or reverse the decision.~~

~~12.8. A Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:~~

- ~~a. The name of the minor student;~~
- ~~b. The issues involved, including a student's confidential records;~~
- ~~c. The discussion;~~
- ~~d. The vote of Board members, which may be taken in executive session when considering an expulsion.~~

~~Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student expelled for reasons other than a weapons policy violation. The district must document to the parent or guardian of the student that proposals of alternative programs have been made.~~  
Prior to expulsion for reasons other than a weapons violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 332.061](#)  
[ORS 336.615 - 336.665](#)

[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)  
[House Bill 2514 \(2019\)](#)

**Cross Reference(s):**

JG - Student Discipline

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2023**  
**INFORMATION – ADMINISTRATIVE REGULATION UPDATE**

**SITUATION**

Updated administrative regulations (ARs) that do not require Board action will be posted in the Board meeting packet for the information of the Board, staff members, and the public.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

The following administrative regulations (AR) has proposed changes:

- Administrative Regulations in Section J – Students
  - JGE-AR(1): Expulsion Protocol
  - JGE-AR(2): Hearing Waiver
  - JGE-AR(3): Example Student Expulsion Letter
  - JGE-AR(4): Request to Review Expulsion

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the updated administrative regulations.



Code: JGE-AR(1)  
Revised/Reviewed: 8/11; 5/28/19  
Orig. Code: JGE-AR(1)

## Expulsion Protocol

### Prior to Expulsion

1. The student has committed a severe violation of the Standards of Student Conduct. “Severe” is defined as behavior that threatens the safety of others, or the student has committed a persistent series of violations that threaten the good order of the school. “Good order” is defined as the ability of the school to maintain an atmosphere conducive to learning.
- ~~2. The school has worked with the student and their parent or guardian to correct behavior and has documented both offense(s) and corrective actions.~~
2. The school has determined that recommended expulsion is the only course of action appropriate either because (a) the offense is so serious as to endanger others if the student is not excluded, ~~or~~ (b) because sustained good-faith efforts to correct ongoing misconduct have failed and other alternatives are exhausted, or (c) the expulsion is required by law. This determination is made by the building administrator with advice of appropriate assistants, counselors, or teachers.
3. In some situations the offense falls under Oregon law to warrant an expulsion. In other situations, it is expected that the school has worked with the student and their parent or guardian to correct behavior and has documented both offense(s) and corrective actions.

Note: Expulsion is not an appropriate solution for a student whose behavior is a nuisance, however time consuming the nuisance may be. ~~A student who exhibits ongoing category B offenses is a candidate for consideration of alternative placement if their behavior interferes with other students’ schooling but, except where open defiance becomes the issue, the student is not an appropriate candidate for expulsion.~~ It may also not be used to address issues of truancy.

~~Checklist for determining if the building~~ Questions administrators consider when making the determination about ~~is ready to~~ recommending expulsion:

- a. Has the building administrator completed the investigation?
- b. Does the student’s conduct merit expulsion under ORS 332.061, 339.250, OAR 581-021-0070, and Board administrative regulation JGE-AR(1) - Expulsion Protocol?
- c. ~~Has the school fulfilled its obligations to the student and the student’s parent or guardian?~~ Has the school worked to attend to issues of equity including cultural differences and language(s) and mitigating issues of bias?
- d. Has previous direct communication and documented efforts to re-mediate (e.g., contracts, counseling, alternatives), except in cases that endanger others, been attempted?

- e. Has notice and due process relative to current incident and pertinent previous offenses been followed?
- f. Is documentation of disciplinary infraction(s), corrective action(s), notice, and due process on file?
- g. Has consideration of all available alternatives to expulsion been explored?
- h. Has a conference with the student and the student's parent or guardian to present the situation, consider evidence and testimony, and problem solve been conducted?

STEP 1: Building Administrator **Ready Process** to Recommend Expulsion

1. The building administrator completes the investigation; they confer with the appropriate **eExecutive dDirector of Schools** regarding the recommended expulsion.
2. The building administrator or designee notifies the parent/guardian of the recommendation and invites them to a pre-expulsion meeting about the findings and why the expulsion is going to be recommended. The meeting is scheduled **a school-level conference** with the building administrator.
3. Prior to the parent/guardian meeting **conference**, the building administrator confers with the building administrator of the Oak Street Campus and alternative programs regarding availability of potential alternative placement.
4. ~~Within 24 hours, the building administrator of alternative programs notifies the building administrator as to the appropriate alternative placement availability and beginning date.~~

Note: If the student is identified as disabled under Individuals with Disabilities Education Act (IDEA) or Section 504, it is necessary for a MDT to determine if the behavior was a manifestation of the disability; if so, follow Board administrative regulation JGDA-AR – Discipline of Students with Disabilities. If the behavior was not directly caused by the student's disability, follow the usual discipline procedures and send written notice of change of placement to the parent/guardian. If the behavior was caused by the student's disability, refer to JGDA-AR - Discipline of Students with Disabilities and confer with the special programs director.

STEP 2: ~~School-~~ Building Level Meeting **Conference** Occurs

1. The building level pre-expulsion meeting is between parents, students and the lead administrator. It is a conversation. Its purpose is to go over the details of the findings of the investigation, listen to identify if the parents/students have any other issues or factors to share and to make sure all understand their/their student's rights in the expulsion process.
2. The building administrator provides the parent/guardian with the required written statement (Parent/Student Handbook, copies of Board policy JGE - Expulsion, and ORS 339.240 and 339.250).
3. The administrator shares the details of the event and their findings. The parent and student may also share information that may be pertinent to the situation.

- ~~3.4.~~ If proceeding, the school confirms that they are recommending expulsion to the Superintendent and provides the hearing date and time.
- 4.5. The building administrator shares two possible alternative placements and discusses which may be the preferred option should the expulsion be upheld ~~proposes alternative placement.~~
- 5.6. The administrator assists in scheduling a hearing with the hearing officer that is not a school based administrator; the student has a right to a hearing. The parent, or student if they are over 18, may waive the right to a hearing. Parents/student are given the waiver form that they take with them at the end of the building level meeting and may consider this option. Waivers may be returned to the principal or the district office.
- ~~6.7.~~ At any point during this meeting or prior to the hearing, the building level administrator may decide to rescind their recommendation to expel based on new information.
- ~~7.8.~~ The parent/guardian signs or does not sign a waiver form.
- ~~8.9.~~ Immediately following the conference, the building administrator notifies the building administrator of alternative programs of the parent's/guardian's acceptance/rejection of the alternative(s) proposed.
- ~~9.10.~~ If the parent/guardian accepts the alternative placement, the building administrator confirms a start date and forwards the referral form and supporting documents to the building administrator of alternative programs.
- ~~10.11.~~ The counselor, parent/guardian, and student attend an intake conference and develop the necessary behavioral and/or academic contract.

### STEP 3: Expulsion Hearing Scheduled

1. The building administrator ~~informs~~ confirms the hearing date with the Assistant Superintendent that they are ready to schedule the hearing. They provide them: one copy of the expulsion file, which includes a copy of the Expulsion Checklist-Building-Level meeting document; parent/guardian letter; disciplinary history, a chronology of events based on their investigation; building meeting summary.
2. Notice to the parent shall be provided at least five calendar days, when possible, prior to the hearing. The hearing may be held prior to the expiration of the five days by mutual consent.

### STEP 4A: Hearing is Conducted

1. The hearing is held in accordance with state and District procedures. The building administrator shall represent the school and may bring an assistant building administrator if directly involved. ~~The hearing will take place at the school unless an off-site location is preferred.~~
2. The hearings officer will either be the Assistant Superintendent or their non-school based administrative designee. Their role is:



- a. Ensure the student's rights to due process have been upheld: a right to a thorough investigation and to hear the allegations against them, a right to share their perspective, and a right to ensure policy is followed.
  - b.—Listen to the findings of facts and ask clarifying questions.
3. Within one working day they will ~~The hearings officer recommends~~ affirming, rescinding, or modifying (extend or shorten) the building administrator's recommendation. They will call the parent with the decision. The hearings officer will also draft a written notice to the parent/guardian for the Superintendent's review and approval.
  4. The Superintendent notifies the parent/guardian by regular and certified mail of expulsion or readmission to school and process for a hearing review of for an appeal. (A copy is also sent to the building administrator and executive director.)
  5. Immediately following the conference, the building administrator notifies the building administrator of alternative programs of the parent's/guardian's acceptance/rejection of the alternative(s) proposed.
  6. If the parent/guardian accepts the alternative placement, the building administrator confirms a start date and forwards the referral form and supporting documents to the building administrator of alternative programs.
  - 7.—The counselor, pParent/guardian, and student attend an intake conference and develop the necessary behavioral and/or academic supports for the student. The intake conference may also include school-based personnel as needed.

**STEP 4B:** Parents Do Not or Choose Not to Attend the Hearing ~~Conference~~

- ~~1.—Recommendation to expel is upheld.~~
2. The building administrator sends by regular and registered mail the required statement that the expulsion recommendation will be upheld. (Parent/Student Handbook). ~~A copy of this statement is sent to the hearings officer with notice that a parent/guardian has failed to attend the conference.~~

**STEP 4C-3:**Hearing is Waived (within one workday of school-level meeting ~~conference~~)

1. The building administrator informs the Assistant Superintendent of Schools or their designee that the parent, or student if 18 years of age, has waived the right to a hearing. ~~executive director of office for school performance of the conference outcome.~~
2. The building administrator submits the following to the Assistant Superintendent of Schools ~~hand delivers to the executive director of office for school performance (OSP)~~ no later than one day following the school-level conference, with one copy of the expulsion file, which includes a copy of the Expulsion Checklist-Building-Level Conference document, parent/guardian letter, signed waiver, disciplinary chronology, and a memo to the Superintendent documenting the recommendation, date of school conference, and agreed upon alternative placement.

3. The OSP ~~E~~xecutive ~~D~~irector's secretary prepares a letter for the Superintendent's signature finalizing the expulsion and alternative placement.

~~Hearing is Requested or Not Waived (within one workday of school-level conference)~~

- ~~1. The building administrator informs the executive director of OSP and hand delivers, no later than one day following the school-level conference, one copy of the expulsion file, which includes a copy of the Expulsion Checklist-Building-Level-Conference document; parent/guardian letter; disciplinary chronology; building conference summary; and a memo to the Superintendent documenting the school conference date, summary, recommendation; and any pertinent additional information.~~
- ~~2. The OSP executive director's assistant schedules the District hearing with the hearings officer, and notifies the parent/guardian by regular and certified mail, with a copy to the building administrator.~~
- ~~3. Notice shall be provided at least five calendar days prior to the hearing. The hearing may be held prior to the expiration of the five days by mutual consent.~~

STEP 5: ~~Parent/Guardian Does not accept the recommendation for expulsion by the hearings officer and they request a review of the hearing process by the Superintendent or their designee. This request is due to one of these concerns:~~

- ~~☐ Findings of fact are disputed.~~
- ~~☐ Length of expulsion is too long, and I am asking to have it modified.~~
- ~~☐ School is not in compliance with ORS 339.250, OAR 581-021-0070, or Board Policy JGE and/or JGE-AR.~~
- ~~☐ The manner in which the hearing process was conducted is of concern~~

STEP ~~5~~6: ~~Parent/Guardian Accept~~ The Superintendent's Decision is final

~~The building administrator reports the expulsion to the Board (as part of a monthly report).~~

or

Parent/Guardian Appeals to the Board

1. The parent/guardian notifies the Superintendent of a request to appeal.
2. A Board hearing is held in accordance with state and District procedures.
3. The Board may affirm, modify, or rescind the decision of the Superintendent.

4. The Superintendent notifies the parent/guardian and building administrator of the Board's action.

**STEP 67:** Re-entry Conference

The building administrator or designee meets with the student and parent/guardian prior to re-enrollment in school, if the student has not graduated, to discuss any supports the school may need to put in place to support the student. rules and behavior expectations.



Code: **JGE-AR(2)**  
Revised/Reviewed: Unknown; 5/28/19  
Orig. Code: JGE-AR(2)

## **Expulsion** Hearing Waiver

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Dear \_\_\_\_\_:

On \_\_\_\_\_ I verbally informed you of my desire to  
☐ waive ☐ request a hearing on behalf of for whom an expulsion has been recommended by you. I  
acknowledge the implications of waiving a hearing were explained to me. This letter restates that decision.  
(If a district level hearing is requested, note the reason for appeal by checking the appropriate line below.)

☐ Findings of fact are disputed.

☐ Length of expulsion is too long, and I am asking to have it modified.

☐ School is not in compliance with ORS 339.250, OAR 581-021-0070, or Board policy JGE and/or  
JGE-AR.

If a hearing is requested, I desire it to be ☐ public ☐ private.

This letter is informing you of my desire to waive my student's right to a hearing regarding the  
recommendation for their expulsion from school. I know my student has a right for a non-school based  
administrator to act as a hearing officer for the purpose of ensuring my student's right to due process have  
been preserved: a right to a thorough investigation and to hear the allegations against them, a right to share  
their perspective, and a right to ensure policy was followed.

Furthermore, I understand at this hearing I can share concerns I may have if: the findings of facts are  
disputed, the expulsion is too long and I think it should be modified, or if I think the school is not in  
compliance with ORS 339.250, OAR 581-021-0070 or Board Policy JGE or JGE-AR.

In this situation, however, I am choosing to waive my/my student's right to a hearing. I acknowledge that  
by waiving this hearing the recommendation for expulsion will move forward to the Superintendent. This  
letter restates my decision to waive my student's right to a hearing and I accept the school administrator's  
recommendation of my student's expulsion.

\_\_\_\_\_  
Parent/Guardian Signature

Address

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City	State	Zip
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Home Phone	Work Phone
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cc: Assistant Superintendent of ~~Office for School Performance~~ Support Services



Code: JGE-AR(3)  
Revised/Reviewed: Unknown; 5/28/19  
Orig. Code: JGE-AR(3)

## Example Student Expulsion Letter

*(for use after discussion regarding recommendation for expulsion)*

Date \_\_\_\_\_

Dear (title) (last name) \_\_\_\_\_

In accordance with ORS 339.250, OAR 581-021-0070, and student handbook page \_\_\_\_\_, I am recommending that your student, (full student name), be expelled from school for (duration of expulsion). If the expulsion is approved, (first name) will be allowed to return to school on \_\_\_\_\_.

~~Pending~~ Until a final decision has been made on this recommendation, (first name) is not to be on campus or attend any school-sponsored activities.

I am recommending expulsion from school for (~~describe/explain~~ specific violation). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You have the right to a district-level hearing with ~~the District hearings officer prior to~~ an administrator who is not from your school before the Superintendent's decision in this matter. ~~You must verbally request or waive this hearing within one workday of receiving this notice by contacting the building administrator at [\_\_\_\_\_ (phone number)]. You must also confirm your response in writing by returning the attached Expulsion Waiver Form immediately.~~ Prior to the hearing, ~~you were~~ we would like to invited ~~you~~ to a school level meeting. At this meeting, we will discuss ~~where~~ the findings of our investigation ~~were discussed~~. ~~You were~~ invited ~~you~~ to ask any questions and share any information with us you may feel is ~~felt was~~ pertinent. At the meeting, ~~w~~We also will discussed the hearing process and your rights during the process. Again, your students has a right to have a hearing. You may choose to waive your right to the hearing; by requesting so in writing [JGE-AR(2)] or by letting the school administrator know of this request.

~~If you wish to have a hearing, the District~~ Your hearing is scheduled for \_\_\_\_\_ at \_\_\_\_\_ at the HSD Administrative Center, 3083 NE 49<sup>th</sup> Pl, Hillsboro, OR 97124. At the hearing, the hearing officer will follow the procedure outlined below:

1. \_\_\_\_\_ may be represented by an attorney or other persons.

2. \_\_\_\_\_ will be afforded the right to present ~~the student's~~ his/her/their version of the charges, and to introduce evidence by testimony, writings, or other exhibits.
3. \_\_\_\_\_ will be permitted to be present and to hear the evidence presented by the district.
4. Strict rules of evidence shall not apply to the proceedings. The hearings officer will determine the facts of each case on the evidence presented. Evidence may include relevant past history and student records, among other artifacts.
5. The hearings officer or you may make a recording of the hearing.

**(Do not include this paragraph in letters to parents of students who are expelled for violation of the weapons policy.)** ORS 339.250 requires that the district propose specific alternative programs of instruction ~~or instructions combined with counseling~~ prior to expulsion ~~for reasons other than a weapons policy violation~~. If you are interested in discussing either of the program alternatives for the continuation of (first name)'s education, please contact (contact person's name).

(List proposed alternatives)

Enclosed, please find copies of the Hillsboro School District Board policy JGE and Oregon Revised Statutes 339.240 and 339.250 pertaining to expulsion procedures. **If you choose to waive the hearing, or do not attend the hearing, the recommendation for expulsion will move forward to the Superintendent.**

Sincerely,

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_ School

\_\_\_\_\_  
Phone



Code: **JGE-AR(4)**  
Revised/Reviewed:

**PROPOSED**  
**Request to Review Expulsion**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

This letter is informing you of request for a review of the decision for my/my student's recommendation for expulsion from school. I know my student has a right for a non-school based administrator to act as a hearings officer. The purpose of that hearing was to ensure my student's right to due process had been preserved: a right to a thorough investigation and to hear the allegations against them, a right to share their perspective, and a right to make sure policy is followed.

At this time, however I would like to request that the hearing process and the decision to expel be reviewed by the Board. My request is due to my concern regarding:

- ☐ Findings of fact are disputed.
- ☐ Length of expulsion is too long, and I am asking to have it modified.
- ☐ School is not in compliance with ORS 339.250, OAR 581-021-0070, or Board Policy JGE and/or JGE-AR(1).
- ☐ The manner in which the hearing process was conducted is of concern.
- ☐ Other - Explain: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Phone                      Work Phone

cc: Assistant Superintendent of Support Services