

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

**Board Meeting Agenda**  
**Tuesday, June 20, 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 - Budget Hearing**
  - A. Call to Order  
Presenter: Mark Watson  
Time: 5:30 pm
  - B. Budget Hearing 5  
Presenter: Michelle Morrison  
Time: 5:30 PM, 15 minutes
  - C. Recess Budget Hearing  
Presenter: Mark Watson  
Time: 5:45 PM
3. **5:45 PM - Work Session**
  - A. Call to Order  
Presenter: Mark Watson  
Time: 5:45 PM
  - B. R.A. Brown Athletic Fields Update 9  
Presenter: Casey Waletich  
Time: 5:45 PM, 15 minutes
  - C. Announce Community Curriculum Advisory Committee Vacancies 10  
Presenters: Travis Reiman / Brooke Nova  
Time: 6:00 PM, 10 minutes
  - D. Announce Budget Committee Vacancies 12  
Presenter: Michelle Morrison  
Time: 6:10 PM, 10 minutes
  - E. Announce Education Equity Advisory Committee Vacancies 14  
Presenter: Francesca Sinapi  
Time: 6:20 PM, 10 minutes
  - F. Recognition - Outgoing Student Representatives 15  
Presenter: Mark Watson  
Time: 6:30 PM, 20 minutes
  - G. Recess Board Meeting  
Presenter: Mark Watson

- Time: 6:50 PM
4. **7:00 PM - Regular Session**
- A. Call to Order and Flag Salute  
Presenter: Mark Watson  
Time: 7:00 PM, 5 minutes
  - B. Land Acknowledgement 16  
Presenter: Mark Watson  
Time: 7:05 PM, 5 minutes
  - C. Approval of Agenda  
Presenter: Mark Watson  
Time: 7:10 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Board of Directors approve the Agenda as printed.***
  - D. Audience Time  
Presenter: Mark Watson  
Time: 7:15 PM, 5 minutes
  - E. Consent Agenda  
*Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.*  
Presenter: Mark Watson  
Time: 7:20 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Board of Directors approve the Consent Agenda as printed.***
    - 1. Approve Minutes of May 23, 2023 Board Meeting 17
    - 2. Approve Routine Personnel Matters 24
    - 3. Approve Policies 28
      - a. J - Students
        - 1) JGE: Expulsion 29  
Presenter: Audrea Neville
    - 4. Accept Gifts and Donation 33
    - 5. Approve Annual Clerk / Officer Designations 34
    - 6. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations 35
    - 7. Approve Crime Policy Coverage Limits 36
    - 8. Establish 2023-24 Mileage Reimbursement Rate 37
    - 9. Tuition Rates for Non-Resident Students 38
  - F. Action Items
    - 1. Grades 7-12 Language Arts Materials Adoption; High School (9-12) 39  
Health Materials Adoption  
Presenters: Travis Reiman / Becky Kingsmith  
Time: 7:25 PM, 5 minutes  
**SAMPLE MOTIONS:**  
***-I move that the Board of Directors approve the proposed curriculum, Inquiry By Design, as provider for grades 7-12 Language Arts curriculum, digital resources, teacher materials, and student resources.***  
***-I move that the Board of Directors approve the proposed curriculum, Goodheart Wilcox, as providers for high school Health curriculum, digital resources, teacher materials, and student resources.***
    - 2. Award Contract for Oak Street Campus Office Remodel 40  
Presenter: Casey Waletich  
Time: 7:30 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Board of Directors award the contract for***

- the Oak Street Campus Office Remodel to Five Star Builders in the amount of \$246,325.00.***
3. Inter-District Transfers to Hillsboro Online Academy 43  
 Presenter: Beth Graser  
 Time: 7:35 PM, 5 minutes  
***SAMPLE MOTION: I move that the Board of Directors adopt the secondary inter-district transfer window for Hillsboro Online Academy.***
  4. Adjust Appropriations 44  
 Presenter: Michelle Morrison  
 Time: 7:40 PM, 5 minutes  
***SAMPLE MOTION: I move that the Board of Directors approve the adjusted appropriations for special revenue funds as listed.***
  5. Real Property - Purchase and Sale Agreement Final Approval 46  
 Presenters: Travis Reiman / Michelle Morrison  
 Time: 7:45 PM, 5 minutes  
***SAMPLE MOTION: I move that the Board of Directors approve the Purchase and Sale Agreement and closing of the sale of this property after completion of due diligence and final negotiations.***
  6. Notice of Intent to Purchase - Elementary Chromebook and Peripherals 47  
 Presenter: Jordan Beveridge  
 Time: 7:50 PM, 5 minutes  
***SAMPLE MOTION: I move that the Board of Directors acknowledge the Notice of Intent to Purchase Chromebooks, peripherals, and services from OETC by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).***
  7. Notice of Intent to Purchase - Secondary Chromebook and Peripherals 48  
 Presenter: Jordan Beveridge  
 Time: 7:55 PM, 5 minutes  
***SAMPLE MOTION: I move that the Board of Directors acknowledge the Notice of Intent to Purchase Chromebooks, peripherals, and services from CDWG by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS. 279A.215 Permissive Cooperative Procurements).***
  8. Renew Technology Help Desk and Inventory Tracking System 49  
 Presenter: Jordan Beveridge  
 Time: 8:00 PM, 5 minutes  
***SAMPLE MOTION: I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the sole source procurement and Exemptions from Competitive Bidding, and authorize the purchase of the Incident IQ Platform, Ticketing, Facilities, and Assets Subscriptions from Incident IQ.***
- G. Reports and Discussion 51
1. Financial Report 51  
 Presenter: Michelle Morrison  
 Time: 8:05 PM, 5 minutes
- H. Policies - First Reading 55
- 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.*

1. E - Support Services	
a. EFA: Local Wellness	56
Presenter: Michelle Morrison	
2. G - Personnel	
a. GCBDF/GDBDF: Paid Family Medical Leave Insurance	67
Presenters: Michelle Morrison / Kona Lew-Williams	
3. I - Instruction	
a. IGBHD: Program Exemptions	68
Presenter: Francesca Sinapi	
4. J - Students	
a. JFCF: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student	70
Presenter: Audrea Neville	
I. Information - Administrative Regulation Update	75
Presenter: Mike Scott	
1. J - Students	
a. JFCF-AR: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence Reporting Procedures - Student	76
Presenter: Audrea Neville	
J. HCU / HEA Reports	
Time: 8:10 PM, 10 minutes	
K. Recognition and Appreciation	78
Presenter: Mark Watson	
Time: 8:20 PM, 30 minutes	
L. Recognition and Appreciation	79
Presenter: Mark Watson	
Time: 8:50 PM, 30 minutes	
M. Discussion Time	
Time: 9:20 PM, 10 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	
3. Board of Directors' Time	
N. Adjourn Regular Session	
Presenter: Board Chair	
Time: 9:30 PM	
O. Next Meetings of the Board of Directors	
- July 11, 2023, Organizational Meeting	
- August 8, 2023, Full-Day Retreat	

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**ADOPT RESOLUTIONS TO ADOPT 2023-24 BUDGET,**  
**APPROPRIATE 2023-24 BUDGET,**  
**AND IMPOSE 2023-24 TAXES AND CATEGORIZE THE LEVY**

**SITUATION**

The 2023-24 Proposed Budget was presented and approved during the April 25, 2023, Budget Committee meeting. The legal notices for Budget Hearing have been published for June 9, 2023, and posted to the District's public web site.

After the hearing is closed, and if the budget is not amended, three resolutions are required. The first one establishes the Adopted Budget. The second one authorizes the expenditure of funds starting in July by making appropriations. The third one authorizes the tax levy and categorizes the levy into categories designated in the Oregon Constitution.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors take action on the following motion:

*I move that the Board of Directors adopt the Resolutions to Adopt the 2023-24 Budget, Appropriate the 2023-24 Budget, and Impose 2023-24 Taxes and Categorize the Levy, as shown in the June 20, 2023, Board meeting packet.*

**RESOLUTION TO ADOPT 2023-24 BUDGET,  
APPROPRIATE 2023-24 BUDGET, AND  
IMPOSE 2023-24 TAXES AND CATEGORIZE THE LEVY**

**ADOPTING THE BUDGET**

**BE IT RESOLVED** that the Board of Directors of the Hillsboro School District 1J hereby adopts the budget for fiscal year 2023-24 in the total of \$428,168,941 now on file at the District Administration Center, Hillsboro, Oregon.

## RESOLUTION TO MAKE BUDGET APPROPRIATIONS FOR 2023-24

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2023, for the purposes shown below, are hereby appropriated:

General Fund			Debt Service Fund		
1000	Instruction	\$148,925,330	2000	Support Services	\$10,000
2000	Support Services	\$96,016,281	<u>5000</u>	<u>Debt Service</u>	<u>\$56,212,254</u>
3000	Enterprise Services	\$656,430	Total Fund Appropriation		\$56,222,254
<u>6000</u>	<u>Contingency</u>	<u>\$13,200,000</u>			
Total Fund Appropriation		\$258,798,041	Capital Projects Fund		
			<u>4000</u>	<u>Facility Construction</u>	<u>\$9,250,000</u>
Special Revenue Fund			Total Fund Appropriation		\$9,250,000
1000	Instruction	\$39,851,995			
2000	Support Services	\$27,727,626	Internal Service Fund		
3000	Enterprise Services	\$12,163,995	<u>7000</u>	<u>Reserved</u>	<u>\$8,500,000</u>
4000	Facility Construction	\$1,000,000	Total Fund Appropriation		\$8,500,000
5100	Debt Service	\$460,000			
5200	Transfers	\$400,000	Total Appropriations		\$415,219,295
<u>6100</u>	<u>Contingency</u>	<u>\$845,384</u>	Total Unappropriated		\$12,949,646
Total Fund Appropriation		\$82,449,000	Total Adopted Budget		\$428,168,941

**RESOLUTION TO IMPOSE AND CATEGORIZE  
AD VALOREM TAXES FOR 2023-24**

**IMPOSING THE TAX**

**BE IT RESOLVED** that the Board of Directors of the Hillsboro School District 1J hereby imposes the taxes provided for in the Adopted Budget at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$42,383,478 for bonds; that these taxes are hereby imposed and categorized for tax year 2023-24 upon the assessed value of all taxable property within the District as follows:

**CATEGORIZING THE TAX**

Education Limitation		Excluded from Limitation	
General Fund \$4.9749 per \$1,000		Debt Service Fund	\$42,383,478
		Estimated at \$2.21 per \$1,000	

The above resolution statements were approved and declared adopted on this 20th day of June, 2023.

\_\_\_\_\_  
Mark Watson, Board Chair



**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**R.A. BROWN ATHLETIC FIELDS UPDATE**

**SITUATION**

The City of Hillsboro and The Hillsboro Hops have announced plans to construct a new baseball stadium at the Gordon Faber Complex in the near future. This project will eliminate three of the grass fields at the complex. Because of this, the City of Hillsboro has been exploring options to add additional fields within the city. R.A. Brown has been identified as a possible location to add additional fields. The District has been in discussions with Hillsboro Parks and Recreation about this possibility. Additional information will be shared during the presentation.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**ANNOUNCE COMMUNITY CURRICULUM ADVISORY COMMITTEE VACANCIES**

**SITUATION**

In accordance with policy IFF: Community Curriculum Advisory Committee, the Board of Directors has established the Community Curriculum Advisory Committee (CCAC) to provide for community involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. The CCAC consists of parents and/or community members who reside in the District attendance area, and includes student representation, as appropriate. The Board, in consultation with the CCAC chair and District staff, determines the number of participants that is sufficient to fulfill the responsibilities of the committee.

CCAC members are appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one-half of members' terms end each year.

Each June, the Board identifies and announces vacant CCAC positions. Applications from interested persons must be received by September 15, 2023. Such applications will include a signed statement that the applicant is willing to serve as a member of the CCAC, and adhere to the policies of the District. CCAC members may apply for reinstatement and be appointed by the Board to serve as many consecutive terms as are deemed appropriate.

In September, the Board will review the names of persons filing applications, and persons who have served previously and are willing to be reappointed. During the first regular meeting in September, the Board will appoint persons to fill the vacant positions. The new members will be appointed in time to participate in the first 2022-23 CCAC meeting, which is scheduled for October 2, 2023.

In 2014, the Board agreed that the number of adult members serving on the committee in previous years (14) would serve as a baseline for the CCAC, with a goal of appointing four additional student members. If more or fewer qualified candidates apply, the Board, in consultation with District staff and the CCAC chair, will have the discretion to adjust the number of members, and define the process for appointing them.

Information regarding CCAC members who have remained active on the committee throughout the 2022-23 school year is provided below:

- Seven CCAC members have continuing terms
- There are currently no active student members, and we'll be recruiting student members in the fall.
- CCAC members whose terms are ending have been invited to reapply.

At this time, CCAC leaders and District staff recommend that a combination of seven new and reinstated committee members and four new student members be appointed. Together with the seven continuing members whose terms will not expire until June 2023, this will result in a committee of 14 members plus five student members. The Board can adjust the number of appointees depending on the number of qualified applicants who apply.

District staff will continue to advertise CCAC openings during the summer, in order to recruit community members with diverse perspectives to serve on the committee.

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors announce the Community Curriculum Advisory Committee vacancies, and direct the administration to publicize the vacancies.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**ANNOUNCE BUDGET COMMITTEE VACANCIES**

**SITUATION**

The Hillsboro School District Budget Committee consists of seven members appointed by the Board, plus the seven elected Board members. To be eligible for appointment, Budget Committee members must live and be registered to vote in the District; and must not be officers, agents, or employees of the District. The appointed positions are for three-year terms, with staggered expiration dates.

[Policy DBEA: Budget Committee](#) requires the public announcement of vacancies on the Budget Committee. Each June, the Board identifies and announces vacant Budget Committee positions. Applications from interested persons must be received by November 1, 2023. Such applications will include a signed statement that the applicant is willing to serve as a member of the Budget Committee and adhere to the policies of the District. The Board may appoint Budget Committee members for as many consecutive terms as are deemed appropriate.

[Policy BCF: Advisory Committees to the Board](#) requires that the composition of advisory committees (including the Budget Committee) are representative of the student demographics of the District and will take into account the specific committee tasks.

In November, the Board will review the names of persons filing applications and persons who have served previously and are willing to be reappointed, and determine the selection process. At the Board meeting in December, the Board will appoint candidates to fill the vacant positions.

One position is currently vacant and three Budget Committee positions will expire on June 30, 2023:

<b><u>POSITION</u></b>	<b><u>EXPIRES</u></b>	<b><u>HELD BY</u></b>	<b><u>NOTES</u></b>
1	June 30, 2026	Dawn Wallace	Dawn Wallace was appointed to a three-year term in 2020.
2	June 30, 2026	Michael Smith	Michael Smith was appointed to a three-year term in 2020.
3*	June 30, 2024	VACANT	Position 3 was appointed and vacated in the 2022-23 school year.

*\*Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).*

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors announce the Budget Committee vacancies and direct the administration to publicize the vacancies.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**ANNOUNCE EDUCATION EQUITY ADVISORY COMMITTEE VACANCIES**

**SITUATION**

In accordance with [SB 732](#), the Hillsboro School District formed an Education Equity Advisory Committee (EEAC) to make recommendations to the Superintendent and Board of Directors related to equity and corresponding practices. The committee is composed of parents, caregivers, employees, students, and community members from the District, with intentional efforts to ensure that the diversity of identities and experiences in the community is reflected. The Superintendent and Board of Directors, in consultation with the EEAC chair and District staff, determine the number of participants sufficient to fulfill the committee's responsibilities.

EEAC members are approved by the Superintendent and the Board of Directors. The term of service for EEAC members is two years.

Applications from interested persons must be received by July 25, 2023. Such applications will include a signed statement that the applicant is willing to serve as a member of the EEAC and adhere to the policies of the District. The new members will be approved in time to participate in the first 2023-24 EEAC meeting, which is scheduled for September 18, 2023.

Information regarding EEAC members who have remained active on the committee throughout the 2022-23 school year is provided below:

- Twelve EEAC members have continuing terms
- There are currently four active student members, and recruiting a fifth student member in the fall.

District staff recommend adding two additional positions to committee, to have more diversification. Together with the twelve continuing members whose terms will not expire until June 2024, will result in a committee of 16 members plus five student members.

District staff will continue to advertise EEAC openings during June and July to recruit community members with diverse perspectives to serve on the committee.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors announce the Educational Equity Advisory Committee vacancies and direct the administration to publicize the vacancies.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**RECOGNITION – OUTGOING STUDENT REPRESENTATIVES**

**SITUATION**

Because the Board recognizes the value of students' input on matters that are important to them, Board members established a position of "Student Representative to the Board of Directors," beginning with the 2018-19 school year. Last June, Ivette Alonso Garcia from Liberty High School, V Godoy from Century High School, and Cailey McGuire of Liberty High School (member-at-large) were appointed to serve as the Student Representatives to the Board of Directors in the Hillsboro School District.

Throughout the year, Ivette, V, and Cailey have invested countless hours, studying Board meeting materials and preparing to discuss agenda items; speaking to the interests of students, not only during Board meetings, but by advocating to legislators for adequate and stable school funding; and representing the District at a variety of events. Ivette, V, and Cailey have served as liaisons, maintaining open channels of communication between the Board and students.

Ivette, V, and Cailey's terms of service end this month, and we take this opportunity to thank them sincerely for their dedication and valuable service, and wish them success as they complete their high school education and move forward into their future endeavors.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors recognize and thank Student Representatives Ivette Alonso Garcia, V Godoy, and Cailey McGuire for their dedication and valuable service to the Hillsboro School District.

**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.*



**DRAFT**

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 23, 2023

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

**1. EXECUTIVE SESSION**

Board Present:	Staff and Others Present:
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, virtual	Michelle Morrison, Financial Officer
Patrick Maguire	Beth Graser, Communications Officer
Monique Ward	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 meeting to order at 5:21 PM.
- B. ORS 192.660(2)(e) - Real Property Transaction  
Financial Officer Michelle Morrison gave a Real Property update.
- C. Recess Executive Session  
Board Chair Mark Watson moved the Board out of executive session and recessed the meeting at 5:24 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
Lisa Allen	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Kona Lew-Williams, Human Resources Officer
Erika Lopez, virtual	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	Olga Acuna, Executive Director of Federal Programs
V Godoy	Arcema Tovar, Director of Multilingual Programs
Cailey McGuire	Gabby Villamagua, TOSA - OSP
	Barb Francom, TOSA - OSP
<u>NA PAC Members Present:</u>	Yessica Hardin Mercado, TOSA - OSP
John Mackey, Chairperson	Xylecia Fynn Aikins - TOSA - OSP
Mindy Forrest, Vice Chair	Jennifer Williams - TOSA - OSP
Casey Parisian, Secretary	Zachary Cole, EL Specialist, Hilhi
Daria Martin Bigham, parent	Robin Anderson Morehouse, Math Teacher, Hilhi
Brynn Parisian, student	Rose Roman, Executive Assistant to the Board
Rosealyiha Quim, student	Ciara Hartzell, Technical Support
	John Garcia Lopez, Technical Support
	S. Antonio Hernandez Viera, Language Liaison
	Mary Kay Babcock, HEA President

- A. Call to Order  
Board Chair Mark Watson called the meeting to order at 5:27 PM
- B. Native American Parent Advisory Committee (NA PAC) Report  
Equity, Access and Engagement Officer Francesca Sinapi introduced the PAC. PAC members introduced themselves and made a presentation about the group's activities, and extended an invitation to a community Powwow at Wingspan Event Center on June 3, 2023 from 5-10pm. Board members and staff asked questions and provided comments.
- C. Equity and Social Emotional Learning Update  
Equity, Access and Engagement Officer Francesca Sinapi introduced the topic, Yessica Hardin Mercado discussed learning objectives. Jennifer Williams discussed collaboration with school-based teams. Xylecia Fynn Aikins discussed next steps. Robyn Anderson Morehouse and Zachary Cole discussed their activities as equity leaders at Hilhi. Board and staff members asked questions and provided feedback.
- D. Dual Language / Bilingual Seal Update  
Assistant Superintendent Audrea Neville introduced the topic and introduced Director of Multilingual Programs Arcema Tovar and TOSA (and future Free Orchards Principal) Gabby Villamagua. Arcema Tovar discussed the history of dual language programs in HSD, initiatives for recruitment and retention, and program structure. Gabby Villamagua

highlighted the schools with Dual Language Preschools, and guiding principles for Dual Language.

- E. Discuss 2023-24 Board Meeting Dates  
Board Chair Mark Watson presented the 2023-2024 meeting dates.
- F. Board Leadership Planning  
Board Chair Mark Watson discussed 2023-2024 board leadership.
- G. Recess Work Session  
Board Chair Mark Watson recessed at 7:07 PM.

### 3. **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, virtual	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
V Godoy	Rose Roman, Executive Assistant to the Board
Cailey McGuire	Ciara Hartzell, Technical Support
	John Garcia Lopez, Technical Support
<u>Others Present:</u>	Mary Kay Babcock, HEA President
Aron Carleson, HSF	Melody Hansen, HCU President
Matt Brennon, HSF	Olga Acuna, Executive Director of Federal Programs
Kim Strelchun, HSF	Carissa Fleming, TOSA - OSP
Michael Smith, CCAC Chair	Erin Hanson, TOSA - OSP

- A. Call to Order and Flag Salute  
Board Chair Mark Watson reconvened the meeting at 7:15 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement  
Board Chair Mark Watson read the Land Acknowledgement.
- C. Proclamations
  1. LGBTQ Pride Month  
Board Chair Mark Watson read the LGBTQ Pride Month Proclamation.
- D. Approval of Agenda  
Director Lisa Allen MOVED, SECONDED by Director Monique Ward, to approve the agenda as printed.  
  
The MOTION CARRIED (7-0).  
  
No further discussion took place.
- E. Audience Time  
Two audience members requested to address the Board. Matt Rabe spoke regarding softball fields in the district. Jim Lubischer spoke regarding air quality in Hillsboro.
- F. Consent Agenda  
*Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.*

Director Monique Ward MOVED, SECONDED by Director Erika Lopez, 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 April 25, 2023 Board Meeting
2. Approve Minutes of May 9, 2023 Board Meeting
3. Approve Routine Personnel Matters
4. Accept Gifts and Donations

G. Action Items

1. Approve Curriculum - World Languages; 7-8 Health

Assistant Superintendent Travis Reiman indicated that no questions or comments have been received.

Director Patrick Maguire MOVED, SECONDED by Director Lisa Allen, 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 MOTION CARRIED (7-0). Chair Mark Watson complimented the presentation.

Director Nancy Thomas MOVED, SECONDED by Director Lisa Allen, 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.

The MOTION CARRIED (7-0). Chair Mark Watson complimented the presentation.

2. Adopt the Drug, Alcohol and Tobacco Prevention Plan

Assistant Superintendent Travis Reiman indicated that no questions or comments have been received.

Director Lisa Allen MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors adopt the Drug, Alcohol, and Tobacco Prevention Plan.

The MOTION CARRIED (7-0). Chair Mark Watson complimented the presentation.

3. Real Property - Purchase and Sale Agreement Final Approval

Director Mark Watson MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors approve the purchase and sale agreement as negotiated.

The MOTION CARRIED (7-0).

No further discussion took place.

4. Award Contract for Administration Center Improvements  
Operations Officer Casey Waletich discussed the project.

Director Erika Lopez MOVED, SECONDED by Director Nancy Thomas, 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.

The MOTION CARRIED (7-0).

Board members asked questions and provided comments. Casey Waletich answered questions and provided context.

#### H. Reports and Discussions

1. Hillsboro Schools Foundation Annual Report  
Kim Strelchun gave the HSF annual report and presented a check for \$261,400 for the 2022-2023 school year. Board and Cabinet members provided comment and thanked the Hillsboro Schools Foundation for their work.
2. Financial Report  
Financial Officer Michelle Morrison gave a shout out to Assistant Superintendent Audrea Neville for facilitating a feedback session. Board members asked questions.
3. First Reading - Middle School & High School Language Arts Materials Adoption; High School Health Materials Adoption WATCH VIDEO  
Assistant Superintendent Travis Reiman introduced the topic. Director of Teaching and Learning Becky Kingsmith outlined the Language Arts materials adoption process. TOSA Carissa Fleming shared the timeline of the adoption, gave a comparison of the materials used, gave data on the piloting classrooms, and recommended instructional package. Michael Smith provided the CCAC feedback. TOSA Erin Hanson shared the High School Health Adoption Timeline, result of review, pilot demographics, teacher recommendations, and feedback. Michael Smith provided the CCAC feedback. Board members provided comment and asked questions.

#### I. Policies - First Reading

1. J - Students
  - a. JGE: Expulsion

#### J. Information - Administrative Regulation Update

1. J - Students
  - a. JGE-AR(1): Expulsion Protocol
  - b. JGE-AR(2): Hearing Waiver
  - c. JGE-AR(3): Example Student Expulsion Letter
  - d. JGE-AR(4): Request to Review Expulsion

#### K. HCU / HEA Reports

HCU Melody Hansen congratulated recently elected school board members, welcomed Ivette Pantoja, and thanked Lisa Allen for her years on the board. She highlighted a book-

sharing event on Saturday, June 3, 2023 at Poynter Middle School, and congratulated 2023 graduates.

HEA President Mary Kay Babcock congratulated HEA endorsed school board candidates who were elected, highlighted HEA booth at Proud to Be HSD Festival, HEA prize patrol for contract teachers, asking HSD partners to address caseload issues, counselors, teachers wearing protective gear, advocated for additional staffing, advocacy to legislature and letter writing campaign, thanked Lisa Allen for her years of service on the Board, and wished student reps a happy graduation.

L. Discussion Time

1) Student Representatives' Time

Ivette Alonso Garcia discussed the difficulty of playing tennis through weather issues during the spring sports season.

V Godoy highlighted attending Canada band event and expressed support of indigenous student group at Century High School.

Cailey McGuire discussed having two weeks left of school, upcoming senior project presentation, and thanked the Board and staff for all they do for students.

2) Superintendent's Time

Superintendent Mike Scott discussed a new construction project in Cornelius and a boundary adjustment that will be necessary in the future, he congratulated Ciara Hartzell on her promotion, and highlighted assistant principal promotions.

3) Board of Directors' Time

Director Monique Ward passed.

Director Lisa Allen congratulated the Board of Directors candidates who were elected, and highlighted the production of Into the Woods Jr at South Meadows Middle School, from June 3-5.

Director Patrick Maguire thanked everyone and thanked the community for selecting him to serve on the Board for four more years, promised to advocate for all members of the community, work going on in the legislature for no cuts budget, support for special education.

Director Erika Lopez congratulated the student reps on graduation, thanked them, thanked V Godoy for inviting her to the Century High School dance.

Director See Kim thanked presenters for their work. She stated that it has been a privilege to serve the community for the last four years, and looks forward to serve our entire community for four more years.

Board Vice Chair Nancy Thomas stated that it is sad to hear of the softball situation, money/space/facility, need consistent funding source, caught off guard by lead poisoning comments about the airport. Highlighted Proud to Be HSD Festival.

Congratulated student reps, congratulated elected board members

Board Chair Mark Watson congratulated board members, thanked HSF for their work and the prize patrol, and highlighted the Proud to Be HSD Festival.

M. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 9:14 PM.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends the Board of Directors:

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

**Alan Whinery**

Assignment: 1.0 FTE Spanish Teacher  
Location: Hillsboro High School  
Effective Date: June 16, 2023  
Years of Service: 23 years

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

**Emily Boucher**

Assignment: 1.0 FTE 3<sup>rd</sup> Grade Teacher  
Location: Hillsboro Online Academy  
Effective Date: June 16, 2023

**Natalie Chong**

Assignment: 1.0 FTE School Counselor  
Location: Imlay Elementary School  
Effective Date: June 16, 2023

**Emily Collins**

Assignment: 1.0 FTE 6<sup>th</sup> Grade Teacher  
Location: West Union Elementary School  
Effective Date: June 16, 2023

**Mackenzie Curtis**

Assignment: 1.0 FTE School Counselor  
Location: Butternut Elementary School  
Effective Date: June 16, 2023

**Antonio De Los Santos Vega**

Assignment: 1.0 FTE Dual Language 6<sup>th</sup> Grade Teacher  
Location: Eastwood Elementary School  
Effective Date: June 16, 2023

**LaShaun Garrett**

Assignment: 1.0 FTE School Counselor  
Location: Atfalati Ridge Elementary, North Plains Elementary  
School  
Effective Date: June 16, 2023



**Elizabeth London**

Assignment: 1.0 FTE 6<sup>th</sup> Grade Teacher  
Location: Tobias Elementary School  
Effective Date: June 16, 2023

**Haley Lowman**

Assignment: 1.0 FTE Speech Language Pathologist  
Location: Farmington View Elementary / Groner Elementary School  
Effective Date: June 16, 2023

**Hannah Orcutt**

Assignment: 1.0 FTE 5<sup>th</sup> Grade Teacher  
Location: Mooberry Elementary School  
Effective Date: June 16, 2023

**Maria Penarrubia Sanchez**

Assignment: 1.0 FTE School Counselor  
Location: Liberty High School  
Effective Date: June 16, 2023

**Timothy Reinchenbach**

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

**Shanthi Sriram**

Assignment: 1.0 FTE Social Communication Center Teacher  
Location: Evergreen Middle School  
Effective Date: June 16, 2023

**Ellen White**

Assignment: 1.0 FTE 3<sup>rd</sup>/4<sup>th</sup> Grade Teacher  
Location: Mooberry Elementary School  
Effective Date: June 16, 2023

**Siera Wollney**

Assignment: 1.0 FTE 5<sup>th</sup>/6<sup>th</sup> Grade Dual Language Teacher  
Location: Lincoln Street Elementary School  
Effective Date: June 16, 2023

- C. Approve the employment of the following administrative personnel in the 2023-24 school year:

**Maricruz Acuna**

Assignment: Temporary High School Assistant Principal  
Location: Hillsboro High School  
Effective Date: July 3, 2023

**Deborah Alvarado**

Assignment: Elementary School Principal  
Location: Witch Hazel Elementary School  
Effective Date: July 3, 2023

**Leslie Barnes**

Assignment: Middle School Assistant Principal  
Location: R.A. Brown Middle School  
Effective Date: July 3, 2023

**Andrew Bekken**

Assignment: Middle School Principal  
Location: R.A. Brown Middle School  
Effective Date: July 3, 2023

**Yesenia Carmolinga Espinoza**

Assignment: Elementary School Assistant Principal  
Location: Witch Hazel Elementary School  
Effective Date: July 3, 2023

**Alejandro Carrero Ramos**

Assignment: High School Assistant Principal  
Location: Century High School  
Effective Date: July 3, 2023

**Shannon Freudenthal**

Assignment: Assistant Principal  
Location: Hillsboro Online Academy  
Effective Date: July 3, 2023

**Cherylen Marshall**

Assignment: Elementary School Principal  
Location: Jackson Elementary School  
Effective Date: July 3, 2023

**Cary Meier**

Assignment: High School Principal  
Location: Hillsboro High School  
Effective Date: July 3, 2023

**Genevieve Muramatsu**

Assignment: Elementary School Principal  
Location: Tobias Elementary School  
Effective Date: July 3, 2023

**David Nieslanik**

Assignment: Executive Director of High Schools  
Location: Office for School Performance  
Effective Date: July 3, 2023

**Brooke Nova**

Assignment: Assistant Superintendent of Academic Services  
Location: Office for School Performance  
Effective Date: July 3, 2023

**Gabriela Villamagua**

Assignment: Elementary School Principal  
Location: Free Orchards Elementary School  
Effective Date: July 3, 2023

**Christy Walters**

Assignment: Elementary School Principal  
Location: Tamarack Elementary School  
Effective Date: July 3, 2023

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

**Rylee Patton**

Education: MA – Pacific University, Forest Grove, OR  
Experience: None  
Assignment: 1.0 Kindergarten Teacher – Farmington View Elementary School

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**APPROVE POLICIES**

**SITUATION**

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to perform a quarterly review of the District's policy manual, and works with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

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 presented it to the Board for First Reading on May 23, 2023:

Policies in Section J: Students

- \* JGE: Expulsion

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the policies.



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~~ The information 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:
- The name of the minor student;
  - The issues involved, including a student's confidential records;
  - The discussion;
  - 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**  
**June 20, 2023**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of May 31, 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.

Donations of \$10,173.70 from Jackson School PTA to Jackson Elementary School to be used as follows:

- \$138.95 for Kindergarten Roundup
- \$526.38 for after school programs
- \$1,465.37 for classroom supplies
- \$8,043.00 for the playground structure project

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**APPROVE ANNUAL CLERK / OFFICER DESIGNATIONS**

**SITUATION**

Oregon Revised Statutes require an annual designation of Titles below for various District activities and obligations.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the designations listed in the June 20, 2023, Board meeting packet:

<b>TITLE:</b>	<b>DESIGNEE:</b>
District Clerk	Travis Reiman, Superintendent
Deputy Clerk	Michelle Morrison, District Financial Officer
Budget Officer	Michelle Morrison, District Financial Officer
Authorized Signers for Contracts and Intergovernmental Agreements	Michelle Morrison, District Financial Officer, and Travis Reiman, Superintendent Facsimile signatures are authorized.
Finance Officer	Michelle Morrison, District Financial Officer
Ethics Officer	Michelle Morrison, District Financial Officer
Custodian of Funds and Investment Manager	Michelle Morrison, District Financial Officer
Surplus Property Authority	Michelle Morrison, District Financial Officer Saideh Haghighi-Khochkhrou, District Operations Officer
Bond Program Authority	Adam Stewart, Capital Projects Officer Michelle Morrison, District Financial Officer Saideh Haghighi-Khochkhrou, District Operations Officer
Persons Designated to Negotiate Real Property Transactions	Travis Reiman, Superintendent Michelle Morrison, District Financial Officer Adam Stewart, Capital Projects Officer
Persons Designated as Labor Negotiators	Travis Reiman, Superintendent Michelle Morrison, District Financial Officer Kona LewWilliams, District Human Resources Officer

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,**  
**NEWSPAPER, AND AGENT DESIGNATIONS**

**SITUATION**

Oregon Revised Statutes require an annual designation of Depository, Auditor, Legal Counsel, Newspaper of Record, and Agents of Record for Insurance.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the designations of Depository, Legal Counsel, Bond Counsel, Newspaper of Record, Insurance Agents of Record, and Auditor, as listed in the June 20, 2023, Board meeting packet:

<b>TITLE:</b>	<b>DESIGNEE:</b>
District Depository of Funds	U.S. Bank, Oregon State of Oregon Local Government Investment Pool Zion Bank Corporate Trust
District Depository of Bond Proceeds	Zion Bank Corporate Trust
Oregon State Treasury, Local Government Investment Pool	PFM Asset Management LLC
Legal Counsel	Brisbee and Stockton, LLC The Hungerford Law Firm, LLP
Bond Counsel	Hawkins Delafield & Wood LLP
Newspaper of Record	The Hillsboro Tribune
Insurance Agent of Record – Property / Liability / Casualty	Brown & Brown Northwest - Special Districts Association of Oregon
Insurance Agent of Record – Workers' Compensation Insurance	Brown & Brown Northwest - SAIF Corporation
Insurance Agent of Record – Voluntary Student Accident Insurance	Myers, Stevens, Toohey and Company
Insurance Agent of Record – Oregon Paid Family Leave Insurance	OneDigital
District Financial Auditor	Grove, Mueller & Swank, P.C.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**APPROVE CRIME POLICY COVERAGE LIMITS**

**SITUATION**

Oregon Revised Statute 332.525 requires the District to annually establish fidelity-bond amounts for those authorized to handle District funds, and ensure they are bonded by a surety company authorized in Oregon. The Oregon Secretary of State's office accepts the Special Districts Association of Oregon / Travelers' Commercial Crime Policy as meeting this statutory requirement.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the comprehensive crime policy designation and coverage limit, as listed in the June 20, 2023, Board meeting packet:

<b>Comprehensive Crime Policy</b>	<b>Coverage Limit</b>
National Union Fire Insurance Company	\$1,000,000

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**ESTABLISH 2023-24 MILEAGE REIMBURSEMENT RATE**

**SITUATION**

Board Policy DLC: Expense Reimbursement states that “approved mileage will be reimbursed at the IRS rate in effect July 1 for the July through June fiscal year. The rate will be renewed annually.”

The current rate of \$0.585 per mile will be increased to \$.655 effective July 1, 2023 through June 30, 2024. The rate matches the GSA regional rate for use of Personal Vehicles for district business (except for normal home-to-work commuting).

**RECOMMENDATION**

The Superintendent recommends the Board of Directors establish the District’s mileage reimbursement rate for the 2023-24 school year at \$0.655 per mile.

*I move that the Board of Directors establish the District’s mileage reimbursement rate for the 2023-24 school year at \$0.655 per mile.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**TUITION RATES FOR NONRESIDENT STUDENTS**

**SITUATION**

Each year, students who are not residents of Hillsboro School District wish to enroll in Hillsboro schools. If an agreement is made with another Oregon school district, Hillsboro is allowed to include the student in Hillsboro School District's enrollment, and receive state formula funding. Occasionally, there is a student who does not qualify for state funding, and tuition is charged.

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on actual 2021-22 expenditures and enrollment:

<u>COST CENTER</u>	<u>EXPENSES</u>	<u>ENROLLMENT</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$99,906,133	9,815	\$10,179
Secondary	\$78,307,242	8,614	\$ 9,091
Districtwide	\$56,322,676	18,429	\$ 3,056

The recommended tuition rates have been calculated by adding the appropriate grade-level cost to the District wide cost. The numbers were then rounded to an even amount.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors adopt the following tuition rates for non-resident students for whom the District does not receive state formula revenue:

Grade K - 6	\$13,236 per year
Grade 7 - 12	\$12,147 per year
Special needs students	Actual estimated cost

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**GRADES 7-12 LANGUAGE ARTS MATERIALS ADOPTION;**  
**HIGH SCHOOL (9-12) HEALTH MATERIALS ADOPTION**

**SITUATION**

On May 23, 2023, the Board of Directors heard a presentation describing the adoption process for grades 7-12 Language Arts curriculum and the adoption team recommendation. The adoption team recommended the approval of Inquiry By Design as providers for the secondary Language Arts curriculum, digital resources, teacher materials and student resources for instruction.

That same evening, the Board of Directors also heard a presentation describing the adoption process for high school 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 high school 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, Inquiry By Design, as providers for grades 7-12 Language Arts curriculum, digital resources, teacher materials, and student resources and approve the proposed curriculum, Goodheart Willcox, as provider for high school Health curriculum, digital resources, teacher materials, and student resources.

*I move that the Board of Directors approve the proposed curriculum, Inquiry By Design, as providers for grades 7-12 Language Arts curriculum, digital resources, teacher materials, and student resources.*

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**AWARD CONTRACT FOR OAK STREET CAMPUS OFFICE REMODEL**

**SITUATION**

This summer, some programming that has been taking place at Peter Boscow will be moving to Oak Street Campus. In order to accommodate the move, office space is needed for transitioning staff.

On April 28, 2023, the District sent an invitation to bid for this project to our pre-qualified contractor list. A mandatory pre-bid meeting was held at Oak Street Campus on May 4, 2023. On May 24, 2023 the District received bids from two contractors to perform this work. Construction Management staff recommends that the contract for the Oak Street Campus Office Remodel be awarded to Five Star Builders for the bid amount of \$246,325.00.

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 Oak Street Campus Office Remodel to Five Star Builders in the amount of \$246,325.00.

*I move the Board of Directors award the contract for the Oak Street Campus Office Remodel to Five Star Builders in the amount of \$246,325.00.*





# BID TABULATION FORM

Oak Street Campus Office Renovation					
OPEN: May 24, 2023 @ 2:00pm					
BID PROVIDER	Signed	Addendum 1 <sup>st</sup> Ack.	Bid Bond	1st Tier Disclosure	BASIC QUOTE
5 Star Builders	yes	yes	yes	yes	246,325.00
Hoss Builders	yes	yes	yes	yes	286,305.00

OWNER Representative:

5/24/23

WITNESS:

5/24/23

## GENERAL NOTES - FLOOR PLAN

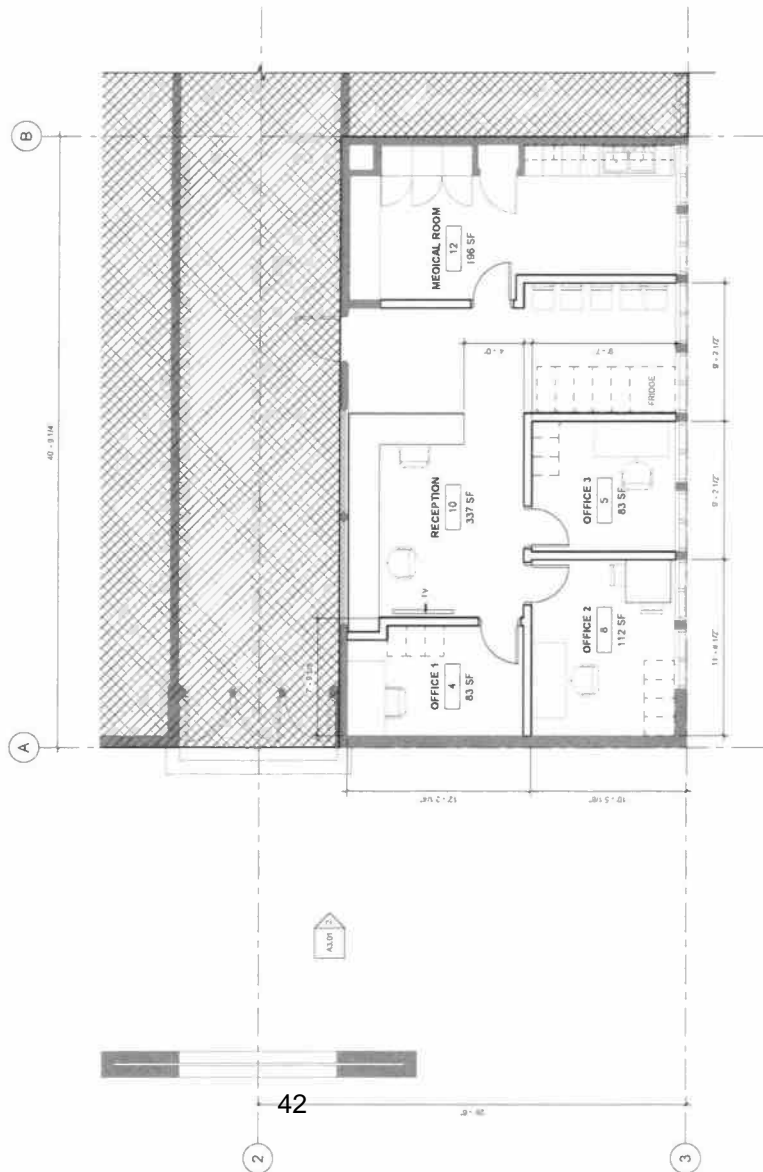
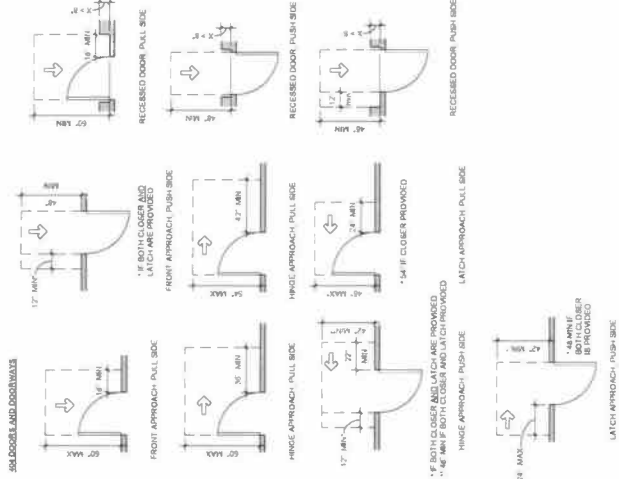
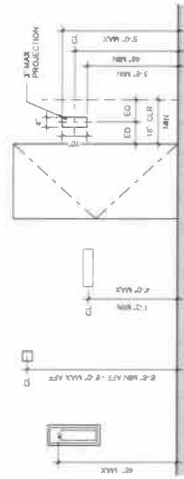
- [illegible]

### LEGEND - FLOOR PLAN

- |     |  |
|-----|--|
| ADA | ADA BUTTON (SINGLE GANG BOX MOUNTED AT 40" CENTER AFF)           |
| CR  | CARD READER (BY OWNER) SINGLE GANG BOX MOUNTED AT 48" CENTER AFF |
| I   | INTERCOM (BY OWNER) SINGLE GANG BOX MOUNTED AT 48" CENTER AFF    |

 NOT IN SCOPE

229 MOUNTING HEIGHTS



OPTION 2  
1 1/4" x 1'-0"

Dr. J.

42

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**INTER-DISTRICT TRANSFERS TO HILLSBORO ONLINE ACADEMY**

**SITUATION**

Portland Public Schools (PPS) made the decision to close its online school at the end of the current school year. As part of their support to students and families, PPS is recommending online schools in other districts, such as Hillsboro Online Academy (HOA) in HSD, for the 2023-24 school year and beyond.

The inter-district transfer window the Board previously approved in March closed on Monday, May 15. By law, districts can open a secondary inter-district transfer window as long as there are no pending requests under consideration. [OAR 581-021-0019](#)

Therefore, HSD proposes opening a second inter-district transfer window for HOA only of up to 50 slots. This window would be rolling until and unless the 50 slots are filled. Requests for release from or transfer to other HSD schools would be considered under defined hardship rules.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors adopt the secondary inter-district transfer window for Hillsboro Online Academy.

*I move that the Board of Directors adopt the secondary inter-district transfer window for Hillsboro Online Academy.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**ADJUST APPROPRIATIONS**

**SITUATION**

The District adopts current fiscal year appropriations as projected during the annual budget development process of the prior spring. Estimates of revenue and expenditures are adjusted as needed throughout the year as projections become actuals. Per Local Budget Law (ORS 294.463), changes of less than 10 percent within major funds and functions may be approved by the Board of Directors. Appropriation changes from the original 2022-23 Resolution Adopting the Budget (revised October 25, 2022) include:

- Decrease General Fund Instruction by up to \$4,500,000.
- Decrease General Fund Contingency by up to \$2,583,377.
- Decrease Special Revenue Fund Enterprise Services by up to \$5,100,000.
- Increase General Fund Support Services by up to \$9,183,377.
- Increase Special Revenue Fund Support Services by up to \$2,700,000.
- Increase Special Revenue Fund Transfers by up to \$300,000.
- Increase Special Revenue Fund Resources by up to \$431,787.
- Increase Special Revenue Fund Facility Construction by up to \$431,787.
- Increase Capital Projects Fund Resources (Land Sale) by up to \$3,400,000.
- Increase Capital Projects Fund Resources (Fund Balance) by up to \$7,987,606.
- Increase Capital Projects Fund Capital Projects by up to \$11,387,606.

FUND	DESCRIPTION	MAJOR FUNCTION	PREVIOUS APPROPRIATION	ADJUSTMENT	ADJUSTED APPROPRIATION
100	General Fund	Decrease 1000 Instructional Services	\$152,245,961	<b>-\$4,500,000</b>	\$147,745,961
100	General Fund	Decrease 6000 Contingency	\$2,583,377	<b>-\$2,583,377</b>	\$0
100	General Fund	Increase 2000 Support Services	\$92,403,560	+ \$9,183,377	\$101,586,937
200	Special Revenue Fund	Decrease 3000 Enterprise Services	\$19,029,445	<b>-\$5,100,000</b>	\$13,929,445
200	Special Revenue Fund	Increase 2000 Support Services	\$23,272,180	+ \$2,700,000	\$25,972,180
200	Special Revenue Fund	Increase 5000 Transfers	\$400,000	+ \$300,000	\$700,000
200	Special Revenue Fund	Increase 2000 Resources (Gainshare)	\$1,450,000	+ \$431,787	\$1,881,787
200	Special Revenue Fund	Increase 4000 Facility Construction	\$0	+ \$431,787	\$431,787
400	Construction Fund	Increase 5000 Resources (Land Sale)	\$0	\$3,400,000	\$3,400,000

400	Construction Fund	Increase 5000 Resources (Fund Balance)	\$45,000,000	\$7,987,606	\$52,987,606
400	Construction Fund	Increase 4000 Facility Construction	\$31,761,519	\$11,387,606	\$43,149,125

## RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the adjusted appropriations for special revenue funds as listed.

*I move that the Board of Directors approve the adjusted appropriations for special revenue funds as listed.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**REAL PROPERTY - PURCHASE AND SALE AGREEMENT FINAL APPROVAL**

**SITUATION**

Earlier this evening, the Board met in executive session to discuss the status of potential real property transactions.

On May 23, 2023, the Board authorized the purchase of a property adjacent to the Miller Education Center East Property located at 215 SE 6th Avenue, Hillsboro. The purchase is part of an effort to expand the site footprint of the District's current parcel in order to develop a Health and Education Center in partnership with Virginia Garcia, Portland Community College, and the City of Hillsboro.

On June 9, 2023 the Board received an update regarding an additional adjacent parcel that had been listed for sale. In order to move the parcel from "Active" to "Pending" status, District staff worked with The Hayden Group to enter into a Purchase and Sale Agreement with due diligence requirements and the final sale contingent upon Board Approval.

Due diligence includes analyzing current market conditions, viability and access to the Health and Education Center, property inspection, and verification of gainshare fund availability (requested by the seller).

The next step in the process is for the Board of Directors to approve the closing of the sale of this property after completion of due diligence and final negotiations (including remedies if required), currently scheduled on or before August 4, 2023.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the Purchase and Sale Agreement and closing of the sale of this property after completion of due diligence and final negotiations.

*I move that the Board of Directors approve the Purchase and Sale Agreement and closing of the sale of this property after completion of due diligence and final negotiations.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**NOTICE OF INTENT TO PURCHASE – ELEMENTARY CHROMEBOOKS AND PERIPHERALS**

**SITUATION**

The District is in need of purchasing Chromebooks, peripherals, management licenses and repair services to provide additional Chromebooks and allow for future replacement of devices. The district is purchasing the same model of device that is currently in use at the Elementary level. This purchase will not exceed \$300,000.

Equipment and services to be purchased are:

Acer Chromebook Spin 511 R753TN  
Chromebook Chargers  
Chromebook Pen  
Repair Services  
Google Chrome OS Management

As a member of the [Organization for Educational Technology and Curriculum \(OETC\)](#), the District has the benefit of participating in a cooperative purchasing agreement, an exception to the public procurement requirements for conducting a request for proposal on purchases over \$150,000. Hillsboro School District 1J is permitted to join cooperative purchasing agreements under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements). Notice of intent to purchase on a cooperative purchasing agreement will be advertised in Daily Journal of Commerce Oregon (DJCOregon) on June 23, 2023. Comments due to the notice of intent must be received following the instructions in the publication by June 30, 2023.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors acknowledge the Notice of Intent to Purchase of Chromebooks, peripherals and services from OETC by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).

*I move that the Board of Directors acknowledge the Notice of Intent to Purchase Chromebooks, peripherals and services from OETC by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**NOTICE OF INTENT TO PURCHASE – SECONDARY CHROMEBOOKS AND PERIPHERALS**

**SITUATION**

The District is in need of purchasing Chromebooks, peripherals, management licenses and repair services to provide additional Chromebooks and allow for future replacement of devices. The district is purchasing the same model of device that is currently in use at the Secondary level. This purchase will not exceed \$400,000.

Devices and Services to be purchased are:

Lenovo 500e Chromebook  
Chromebook Chargers  
Chromebook Pen  
Repair Services  
Google Chrome OS Management

The District is purchasing these devices using the Intermountain ESD contract through CDWG. The District has the benefit of participating in a cooperative purchasing agreement, an exception to the public procurement requirements for conducting a request for proposal on purchases over \$150,000. Hillsboro School District 1J is permitted to join cooperative purchasing agreements under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements). Notice of intent to purchase on a cooperative purchasing agreement will be advertised in Daily Journal of Commerce Oregon (DJCOregon) on June 23, 2023. Communication due to the notice of intent must be received following the instructions in the publication by June 30, 2023.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors acknowledge the Notice of Intent to Purchase of Chromebooks, peripherals and services from CDWG by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).

*I move that the Board of Directors acknowledge the Notice of Intent to Purchase Chromebooks, peripherals and services from CDWG by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).*



**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**LOCAL CONTRACTORS REVIEW BOARD: REVIEW AND APPROVE FINDINGS OF**  
**FACT FOR SPECIAL PROCUREMENTS AND EXCEPTION FROM COMPETITIVE**  
**BIDDING, AND AUTHORIZE A SPECIFIC SOLE SOURCE PROCUREMENT**

**SITUATION**

Historically, software and services contracts are competitively bid or purchased off of an already established state or consortium contract.

ORS 279C.335 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to award an exemption to following the competitive bidding process upon making certain findings.

Oregon law and the duly adopted resolution of the Hillsboro School District permits the Hillsboro School District Board of Directors, acting as the Local Contract Review Board, to consider and approve specific findings that allow Special Procurements and Exemptions from Competitive Bidding.

The Oregon Public Contracting Rules require the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments and make a final decision on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation. Notice of intent to purchase as a sole source was advertised in Daily Journal of Commerce Oregon (DJCOregon) on June 16, 2023.

**FINDINGS OF FACT**

**Software and Service Description**

This is both a renewal of online software that the district has purchased in the past and an addition to that service. We currently use the Incident IQ system for Help Desk and Ticketing services used by Technology Services, Facilities/Maintenance and our Security departments. There is also a basic component of inventory check out used to track student Chromebooks, hotspots and other devices. This request includes an additional purchase of a more advanced inventory tracking, management and reporting module. This will provide schools with better options for the check in and check out of Chromebooks and other devices.

We are only able to procure the additional module for the more advanced inventory tracking from the vendor that is already supplying our help desk and ticketing system.

## **Rationale**

Based upon the above analysis, selection of *Incident IQ* as the sole source vendor to provide advanced inventory tracking tied to our current help desk and ticketing system qualifies for an exemption from competitive bidding under ORS 279C.345(2).

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, conduct a public hearing to allow comments on the Hillsboro School District Special Procurements and Exemptions from Competitive Bidding and take action on the following motion:

*I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the sole source procurement and Exemptions from Competitive Bidding, and authorize the purchase of the Incident IQ Platform, Ticketing, Facilities and Asset Subscriptions from Incident IQ.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 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 69: Energy Project for Liberty High School*

Central office services are designed to anticipate and proactively meet the needs of each school. A recent energy assessment of Liberty High School identified a set of moderate-to-urgent improvements that need to be made to ensure the mechanical systems operate efficiently and effectively. The Business Office (Nathan DePinto) is working with the Energy Conservation Manager (Mia Hocking) and facilities to maximize resources (grants, incentives, tax credits, public purpose fees, and financing) to complete as much of the priority work as possible prior to school next fall.

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

Jennifer Zavatsky, Finance Manager, continues to provide training and support to Office Managers and Bookkeepers. She is a thought partner for navigating and documenting creative transactions of staff at large. As the 2017 Bond resources diminish, Jennifer has been crafting a transition plan for District bank accounts. The transition will reduce exposure to fraud and accounting issues moving forward..

Lisa Hicks, Procurement Specialist, has been coordinating with the Career and College Pathways staff to bring student interns back into the Business Office. This is a win-win situation with staff connecting with students in a professional office setting. The experience provides assistance to the office, and technical training and references for students on their way to a career or college.

Finance Team- Financial Reporting and Grants

Jeff Jones, Manager of Business Services, has been providing year-end budget support for schools and departments. He visits Principals at their school to protect their time and obtain a better understanding of their perspective and experience.

Next year, the District will participate in both Medicaid Direct Billing for services and the Medicaid Administrative Claiming (MAC) programs. Christy Woodard, Fiscal Planning Specialist, works closely with Student Services to ensure the 3 year implementation plan is on target to create a stable revenue stream to reinvest in the staff group doing the reporting (Nurses and Speech Language Pathologists). A goal of the DHS funded program is to increase access to nursing services for students. The MAC Survey will have some new components as well to improve participation and funding yield.

### Employee Services

Kim Hall (formerly Grannis), Payroll Supervisor, and the Payroll Team have been preparing for the (4) year-end payrolls that happen in June while working closely with Human Resources to prepare for 2023-24. Employees on less than 12-month work calendars that align with the school year receive (3) paychecks in June to cover their medical insurance premiums over the summer months and returning staff will not receive a contract paycheck again until September. Employees that work year-round have 12 monthly annualized pay checks. Employees that serve during their non-contract time on summer programs will earn supplemental pay on a monthly basis.

Daphne Fisk, Employee Benefits Supervisor, has collaborated with OneDigital (consultant) and union representatives to determine the out-of-pocket premiums for employees for next year. Although the district contribution to insurance and opt-outs has been determined during the bargaining process, the rate reduction applied to premiums from the internal insurance pools must be determined annually. Once complete, Daphne can begin preparing the calculators and information for use during the employee benefits enrollment period this August.

### 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.

Donations of \$10,173.70 from Jackson School PTA to Jackson Elementary School to be used as follows:

- \$138.95 for Kindergarten Roundup
- \$526.38 for after school programs
- \$1,465.37 for classroom supplies
- \$8,043.00 for the playground structure project

### Workers' Compensation Report

The table below includes workers' compensation claims reported month to date through May 31, 2023.

The District received 11 new workers' compensation claims for May, there have been 94 claims filed year to date. 55 were for medical costs only, and 39 included time loss. Slips and falls and student involved incidents are the top causes for injury.

<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	52 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	11
June	4	9	
<b>Yearly Total:</b>	<b>37</b>	<b>112</b>	<b>94</b>

#### Student Incident Report

Student incident data below is month to date through May 31, 2023. Drivers for incidents are Slip/fall and collision with an object. Injuries to the head were the most common.

<b>Student Incident Reports</b>						
	<b>2021-22 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>	<b>2022-23 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>
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	83	0.26	9
June	22	0.2	0			
<b>Yearly Total:</b>	<b>690</b>	<b>0.225</b>	<b>12</b>	<b>754</b>	<b>0.20</b>	<b>44</b>

#### Vehicle Accidents

There were seven vehicle accidents for the month of May.

#### General Functions

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.

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

**2022-23**

**MONTHLY FINANCIAL REPORT - as of May 31, 2023**

	1st Quarter	2nd Quarter	3rd Quarter	April	May	4th Quarter	Fiscal YTD	Budget		Fiscal YTD	
<i>Revenues</i>	Actual	Actual	Actual	Actual	Actual	Actual	2022-23	2022-23	% of Budget	2021-22	% of Budget
Taxes	\$200,975.46	\$86,749,126.59	\$3,069,772.43	\$225,113.78	\$292,552.48	\$517,666.26	\$90,537,540.74	\$88,485,305.00	102.32%	\$84,479,963.49	99.24%
Interest	\$96,743.35	\$390,118.68	\$679,379.43	\$141,142.89	\$126,996.21	\$268,139.10	\$1,434,380.56	\$500,353.00	286.67%	\$266,991.94	53.36%
Local Sources	\$238,084.45	\$714,099.80	\$452,004.88	\$87,006.01	\$106,304.81	\$193,310.82	\$1,597,499.95	\$1,798,031.00	88.85%	\$883,357.60	28.39%
<b>Total Local</b>	<b>\$535,803.26</b>	<b>\$87,853,345.07</b>	<b>\$4,201,156.74</b>	<b>\$453,262.68</b>	<b>\$525,853.50</b>	<b>\$979,116.18</b>	<b>\$93,569,421.25</b>	<b>\$90,783,689.00</b>	<b>103.07%</b>	<b>\$85,630,313.03</b>	<b>96.49%</b>
County/ESD	\$0.00	\$2,233,612.49	\$1,130,916.55	\$423,371.97	\$0.00	\$423,371.97	\$3,787,901.01	\$4,452,707.00	85.07%	\$4,026,771.28	106.65%
State Sources	\$46,854,905.33	\$35,205,170.92	\$36,022,708.52	\$13,384,537.89	\$10,957,925.23	\$24,342,463.12	\$142,425,247.89	\$150,089,995.00	94.89%	\$148,860,450.13	99.96%
Federal Sources	\$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	-\$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	\$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>\$41,354,781.81</b>	<b>\$14,261,172.54</b>	<b>\$11,483,778.73</b>	<b>\$25,744,951.27</b>	<b>\$249,210,513.05</b>	<b>\$256,947,203.00</b>	<b>96.99%</b>	<b>\$248,011,546.44</b>	<b>98.83%</b>
<i>Expenditures</i>							\$236,202,841.62				
<b>Instruction</b>							-\$13,007,671.43				
Salaries	\$7,965,362.39	\$23,649,944.56	\$23,432,029.96	\$7,793,663.11	\$7,795,822.53	\$15,589,485.64	\$70,636,822.55	\$84,589,381.65	83.51%	\$63,656,884.74	77.06%
Benefits	\$3,747,755.79	\$11,625,832.12	\$11,488,115.20	\$3,961,128.29	\$3,899,054.48	\$7,860,182.77	\$34,721,885.88	\$45,603,296.86	76.14%	\$31,817,602.66	72.35%
Purchased Service	\$1,317,463.47	\$2,759,143.85	\$3,342,038.25	\$1,023,578.66	\$1,001,916.44	\$2,025,495.10	\$9,444,140.67	\$15,457,508.83	61.10%	\$7,896,434.15	53.64%
Supplies/Materials	\$446,346.10	\$687,180.54	\$383,648.20	\$171,577.43	\$170,046.92	\$341,624.35	\$1,858,799.19	\$5,459,407.47	34.05%	\$2,668,719.51	56.81%
Capital Purchases	\$0.00	\$0.00	\$10,568.00	\$0.00	\$0.00	\$0.00	\$10,568.00	\$0.00	0.00%	\$6,250.00	0.00%
Other	\$69,110.19	\$132,855.78	\$7,435.00	\$1,434.95	\$139.98	\$1,574.93	\$210,975.90	\$1,136,366.19	18.57%	\$194,990.94	19.11%
<b>Total Instruction</b>	<b>\$13,546,037.94</b>	<b>\$38,854,956.85</b>	<b>\$38,663,834.61</b>	<b>\$12,951,382.44</b>	<b>\$12,866,980.35</b>	<b>\$25,818,362.79</b>	<b>\$116,883,192.19</b>	<b>\$152,245,961.00</b>	<b>76.77%</b>	<b>\$106,240,882.00</b>	<b>72.26%</b>
<b>Support Services</b>											
Salaries	\$8,788,407.72	\$12,608,686.56	\$12,326,124.06	\$4,011,470.91	\$4,197,370.91	\$8,208,841.82	\$41,932,060.16	\$51,340,343.95	81.67%	\$37,036,947.56	70.73%
Benefits	\$4,747,654.38	\$6,716,505.28	\$6,747,791.96	\$2,207,483.91	\$2,276,828.72	\$4,484,312.63	\$22,696,264.25	\$27,678,284.20	82.00%	\$20,257,460.31	72.67%
Purchased Service	\$2,158,571.95	\$4,709,889.25	\$3,804,820.19	\$1,269,594.25	\$1,325,746.78	\$2,595,341.03	\$13,268,622.42	\$9,381,719.13	141.43%	\$11,732,030.51	125.72%
Supplies/Materials	\$1,217,138.13	\$1,581,163.03	\$1,496,340.11	\$532,786.10	\$378,657.66	\$911,443.76	\$5,206,085.03	\$3,313,511.13	157.12%	\$5,537,363.72	185.95%
Capital Purchases	\$24,340.50	\$58,705.19	\$93,526.32	\$138,676.13	-\$180,878.49	-\$42,202.36	\$134,369.65	\$0.00	N/A	\$110,513.04	0.00%
Other	\$1,786,523.20	\$104,384.41	\$964,359.87	\$13,068.29	\$7,118.72	\$20,187.01	\$2,875,454.49	\$689,701.59	416.91%	\$1,809,981.61	279.85%
<b>Total Support</b>	<b>\$18,722,635.88</b>	<b>\$25,779,333.72</b>	<b>\$25,432,962.51</b>	<b>\$8,173,079.59</b>	<b>\$8,004,844.30</b>	<b>\$16,177,923.89</b>	<b>\$86,112,856.00</b>	<b>\$92,403,560.00</b>	<b>93.19%</b>	<b>\$76,484,296.75</b>	<b>82.07%</b>
<b>Community Services</b>											
Salaries	\$66,460.24	\$93,011.34	\$89,178.85	\$28,847.01	\$27,961.53	\$56,808.54	\$305,458.97	\$295,388.40	103.41%	\$320,408.44	85.33%
Benefits	\$35,011.75	\$53,153.35	\$51,766.66	\$17,075.17	\$17,170.82	\$34,245.99	\$174,177.75	\$159,247.94	109.38%	\$172,089.19	86.09%
Purchased Service	\$10,278.45	\$11,038.36	\$18,636.69	\$2,523.09	\$2,117.84	\$4,640.93	\$44,594.43	\$53,978.04	82.62%	\$22,496.29	33.62%
Supplies/Materials	\$3,400.95	\$6,163.26	\$6,450.69	\$1,185.32	\$3,158.33	\$4,343.65	\$20,358.55	\$19,064.40	106.79%	\$5,296.95	24.81%
Capital Purchases	\$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	\$3,968.22	N/A	\$800.00	0.00%
<b>Total Community Services</b>	<b>\$115,151.39</b>	<b>\$163,366.31</b>	<b>\$166,032.89</b>	<b>\$49,630.59</b>	<b>\$50,408.52</b>	<b>\$100,039.11</b>	<b>\$544,589.70</b>	<b>\$531,647.00</b>	<b>102.43%</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%
Capital Purchases	\$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>
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%
Internal Service Fund Trnsfr	\$8,500,000.00	\$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	54 \$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>\$64,797,656.88</b>	<b>\$64,262,830.01</b>	<b>\$21,174,092.62</b>	<b>\$20,922,233.17</b>	<b>\$42,096,325.79</b>	<b>\$221,223,295.89</b>	<b>\$256,947,203.00</b>	<b>86.10%</b>	<b>\$192,540,792.85</b>	<b>76.73%</b>

\* Excludes Internal Service Fund and Assigned Fund Balance

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**FIRST READING – POLICIES IN SECTION E, G, I, 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 E – Support Services
  - \* EFA: Local Wellness
- \* Policy in Section G – Personnel
  - \* GCBDF/GDBDF: Paid Family Medical Leave Insurance
- \* Policy in Section I – Instruction
  - \* IGBHD: Program Exemptions
- \* Policy in Section J – Student
  - \* JFCF: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student

**RECOMMENDATION**

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



Code: EFA  
Adopted: 6/13/17  
Revised/Readopted: 3/12/19; 3/14/23  
Orig. Code: EFA

## Local Wellness

The District is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the Superintendent or designee shall prepare and implement a comprehensive District nutrition program consistent with state and federal requirements for districts sponsoring ~~the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP)~~ USDA School Nutrition Programs. The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at District schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate.

### POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT

The District shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. ~~Establishing~~ Promoting standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. ~~Establishing~~ Ensuring standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses ~~that~~ meet state and federal nutrition standards ~~for NSLP and SBP, competitive foods,~~
- 4.5. ~~P~~ permit marketing ~~of same of the benefits that meets the of~~ competitive food and nutrition standards; ~~and that~~ promotes student health and reduces child obesity; and; ~~and~~
- 5.6. ~~E~~ Establishing ~~specific~~ goals for nutrition promotion and education, physical activity, physical education, and other school-based activities ~~that to~~ promote student wellness.



The Board designates the Superintendent or designee as the person who will be responsible for ensuring each school meets-provides opportunities meeting the goals outlined in and complies with this policy.

## **Record Keeping**

The District will retain the following records to document compliance with the local wellness policy requirements at the District's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

## **Notification of Policy**

The District will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the District website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The District will publicize the name and contact information of the District or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the District's website and in district communications.

## **Triennial Progress Assessments**

At least once every three years, the District will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the District are in compliance with the policy;
2. The extent to which the District's policy compares to model local school wellness policy; and
3. A description of the progress made in attaining the goals of the District's policy.

The District will publish the triennial progress report on the District website when available. The report will include recommendations to inform updates or modifications to this policy.

~~The District will update or modify the policy based on results of the triennial assessment.~~

## **Community Involvement, Outreach and Communications (Review of, and Updating Policy)**

The District will actively communicate ways in which the community can participate in the development, implementation, and periodic review and update of the local wellness policy. ~~The District will communicate information about opportunities in community news, on the district's website, on school websites, and/or in district or school communications.~~ The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public ~~will be solicited~~are encouraged to participate in the periodic review and update of the local school wellness policy.

### **Wellness Advisory Committee**

~~The district supports a wellness advisory committee to assist the development, implementation, and periodic review and update of the local wellness policy. The superintendent or designee will be a member of this committee.~~

~~The district will publicize information about the wellness advisory committee [in community news, in communications to parents, and/or on websites operated by the district to communicate to parents, students and the community at large to explain the committee's purpose, process and an invitation to volunteer.~~

- ~~1. The wellness advisory committee membership will include, to the extent possible, but not be limited to:
  - a. Parents, caregivers and students;
  - b. Representatives of the school nutrition program (e.g., school nutrition director);
  - c. Physical education and/or health education teachers;
  - d. School health professionals (e.g., school nurses, physicians, dentists, health educators and other allied health personnel who provide school health services);
  - e. Mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists);
  - f. School administrators (e.g., superintendent, assistant superintendent, principal, vice principal);
  - g. Board members;
  - h. Supplemental Nutrition Assistance Program (SNAP) education coordinators;
  - i. Healthcare professionals and/or other health related professionals (e.g., dietitians, doctors, nurses, dentists); and
  - j. Members of the general public.~~
- ~~2. The committee, appointed by the superintendent or designee, will meet to organize and vote on a committee chair and a secretary prior to or at the beginning of the school year. The chair and secretary will serve for one year minimum and may be reappointed.~~
- ~~3. The wellness advisory committee will meet [four] times per year to review of the local wellness policy.~~

4. ~~The committee will facilitate the development, review and update of the wellness policy, and evaluate each participating school's compliance with the policy.~~

~~The district will create building-level committees to establish school-specific goals and activities that implement this policy. A school coordinator will be designated to support compliance with this policy.]~~

## NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies, ~~and techniques,~~ and nutrition ~~messages-messaging;~~ and by creating food environments that support students healthy nutrition choices.

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

To promote nutrition education in the schools, ~~the principal is responsible for ensuring~~ the following goals are implemented:

1. Students and staff will receive consistent nutrition messages throughout the school environment;
2. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program (~~which that~~ includes content regarding the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, and handling and storage related to food and eating.), ~~and is~~ This content shall be aligned and coordinated with grade-level specific the Oregon Health Education Standards and school health education programs;
3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. ~~Teachers will receive curriculum-specific training;~~
- 5.4. Parents and families are encouraged ~~through school communications~~ to send healthy snacks/meals and reusable water bottles with their student to school;
- 6.5. Families and community organizations are involved, to the extent practicable, in nutrition education;
- 7.6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);
8. ~~Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.~~

~~Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.~~

~~To ensure adequate nutrition promotion, the following goals will be implemented:~~

- ~~1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;~~
- ~~2. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;~~
- ~~3. Nutrition promotion materials are sent home with students, published on the district website, and distributed at parent-teacher conferences;~~
- ~~4. Families are invited to attend exhibitions of student nutrition projects or health fairs;~~
- ~~5. Physical activity is a planned part of all school community events.~~

## **School Meals**

The District participates in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Summer Food Service Program (SFSP). The District also operates additional nutrition-related programs and activities, including Farm-to-School programs and school gardens. Additionally, the District may participate in the Fresh Fruit & Vegetable Program (FFVP) and the Child and Adult Care Food Program (CACFP).

The District's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations. ~~Meals served shall comply with national standards for meal pattern, nutrient levels, and calorie requirements for the age/grade levels served, as specified in 7 CFR 210.100 or 220.8, as applicable.~~

~~The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA—District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR—Reimbursable Meals and Milk Programs.~~

## **Staff Qualifications and Professional Development**

~~All school nutrition program directors, managers, and staff will meet or exceed hiring and continuing education and training requirements in the USDA Professional Standards for Child Nutrition Professionals.~~

~~The District will seek to employ qualified persons and provide professional development opportunities for physical education, health education, mental health, and social services staff members that supervise recess, cafeteria time, and out of school time programs.~~

## **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes.

## Competitive Foods and Beverages

The District controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day and extended school day will meet or exceed Smart Snacks Standards<sup>1</sup>. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts, and fund raising.

Foods sold in competition with SBP or NSLP shall not be allowed during the breakfast and/or lunch periods unless the funds accrue to the nonprofit food service program, the school, or student organizations, as may be defined by the Board.

## Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. Food ~~will not be~~ used as a reward or incentive is strongly discouraged. This information will be conveyed to staff and parents.

## Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day. ~~Such~~ Requests to conduct a food based fund raiser will be submitted to the building principal or designee for approval before starting prior to sale.

## Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA and Oregon Smart Snacks.

~~The District (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment, and product purchase or replacement to reflect the applicable food and beverage marketing guidelines.~~

## PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

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<sup>1</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Physical activity should be included in the school's ~~daily~~ education program for grades ~~[pre-]~~K through 12 in accordance with ODE Guidelines, to ~~and~~ include regular, instructional physical education, as well as co-curricular activities and recess.

~~In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:~~

- ~~1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;~~
- ~~2. Staff encourages and provides support for parental involvement in their children's physical education;~~
- ~~3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;~~
- ~~4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;~~
- ~~5. Every public school student in [pre-kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 5 shall participate for a least 150 minutes during each school week, and students in grades 6 through 8 for at least 225 minutes per school week;~~
- ~~6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;~~
- ~~7. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;~~
- ~~8. At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;~~
- ~~9. Physical activity is a planned part of all school community events;~~
- ~~10. Materials promoting physical activity are sent home with students and published on the district website.~~

~~A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.~~

## Employee Wellness

The District encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the ~~school's-District and schools~~ overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students, and helps foster their academic success. The District's employee wellness program will promote health, reduce ~~risky-high risk~~ behaviors of employees, and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The District will collaborate with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.

The District's Employee Wellness Program may include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably tailored to employees' needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior, and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The district encourages participation ~~from of~~ all employees. ~~"Employees" are not limited to instructional staff (i.e., teachers and instructional assistants), but includes all administrators and support staff.~~

~~The following groups are seen as essential for establishing, implementing and sustaining an effective employee wellness program:~~

~~School personnel who implement existing wellness programs in the district (i.e., employee wellness committee);~~

~~District personnel who implement health programs for students (e.g., school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other staff); and~~



~~Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).~~

## Other Activities that Promote Student Wellness

The District will integrate wellness activities throughout the entire school environment (districtwide), not just in the cafeterias, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components, so all efforts are complimentary, not duplicated, and work toward the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

The district will provide the following activities and encourage the following practices which promote local wellness:

1. ~~Seoliosis screenings;~~ Dental, Vision, Hearing Screenings.
2. Safe Routes to Schools Program;
3. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);
4. Nonfood-related fund raisers;
5. Physical activity energizers during transitions from one subject to another;
6. Intramural sports;
7. Monthly/Weekly school walks;
8. Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;
9. Use of alternates to food as rewards in the classroom;
10. ~~Creation of connections with out-of-school-time (OST) programs that involve staff members from OST programs, both school and community-based, in school initiatives that address healthy eating, such as school wellness teams or wellness committees;~~
11. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
12. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;
13. Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).

## DEFINITIONS



1. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. “Food and beverage marketing”<sup>2</sup> is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.
3. “Oregon Smart Snacks Standards”<sup>3</sup> means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day, i.e., at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

## END OF POLICY

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### Legal Reference(s):

[ORS 327.531](#)  
[ORS 327.537](#)  
[ORS 329.496](#)  
[ORS 332.107](#)  
[ORS 336.423](#)

[OAR 581-051-0100](#)  
[OAR 581-051-0305](#)  
[OAR 581-051-0306](#)  
[OAR 581-051-0310](#)  
[OAR 581-051-0400](#)

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<sup>2</sup> This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

<sup>3</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).  
National School Lunch Program, 7 C.F.R. Part 210 (2022).  
School Breakfast Program, 7 C.F.R. Part 220 (2022).

**Cross Reference(s):**

EFAA - District Nutrition and Food Services ([EFAA-AR](#))  
EFD - Food Preparation



Code: GCBDF/GDBDF  
Adopted:

**R**

## **Paid Family Medical Leave Insurance \*** (Version 2)

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan [has been approved] by the Employment Department.<sup>{1}</sup> The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.<sup>2</sup> This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided<sup>3</sup> to remote employees upon hire or assignment to remote work.

END OF POLICY

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### **Legal Reference(s):**

[ORS 657B.210 – 657B.260](#)

[OAR 471-070-2200 - 2460](#)

**O**

**S**

**E**

**D**

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<sup>{1}</sup> Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

<sup>2</sup> For poster requirements, see OAR 471-070-2330.

<sup>3</sup> By hand delivery, regular mail, or through an electronic delivery method.



Code: **IGBHD**  
Adopted: 12/16/08  
Revised/Readopted: 2/25/20  
Orig. Code: IGBHD

## Program Exemptions\*\*

~~The Board, through its designee,~~ The district may excuse students from a state-required program or learning activity for reasons of religion, disability<sup>1</sup> or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the administrator.

The district will determine if credit will be granted for any alternative activity.

~~In accordance with the law, parents or adult students may submit a written request to the principal to "opt out" of specific learning activities to accommodate students' religious beliefs or disabilities.~~

~~Upon written request by the parent or guardian of a student, and after consultation between such parent/guardian and the Superintendent or designee, the Superintendent or designee may partially or totally excuse the student from participation in a state-required program or learning activity for reasons of religion or other good and sufficient cause. An alternative program for credit must be proposed and approved.~~

END OF POLICY

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### Legal Reference(s):

[ORS 336.035\(2\)](#)

[ORS 336.465](#)

[ORS 336.615](#)

[ORS 336.625](#)

[ORS 336.635](#)

[OAR 581-002-0035](#)

[OAR 581-021-0009](#)

[OAR 581-021-0071](#)

[OAR 581-022-2050](#)

[OAR 581-022-2110](#)

[OAR 581-022-2505](#)

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<sup>1</sup> If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.

**Cross Reference(s):**

IGACA—Recognition of Cultural Diversity and Customs

IGAI—Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education



Code: JFCF  
Adopted: 6/01/16  
Revised/Readopted: 5/28/19; 2/22/22  
Orig. Code: JFCF

## **Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student\*\***

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon law.

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense, and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Students, staff, or third parties may also be referred to law enforcement officials.

The building principals/supervisors and the superintendent or designee are responsible for ensuring that this policy is implemented.

### **Definitions**

“District” includes District facilities, District premises, and nondistrict property if the student is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the District.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade-level attainment (e.g., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student); that requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or the assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance that takes place on or immediately adjacent to District grounds, at any District-sponsored activity, on District-provided transportation, or at any official District bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse between family and/or household members, as those terms are described in ORS 107.705.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully. Refer to District policy JFCEB and JFCEB-AR - Personal Electronic Devices and Social Media - Students for District requirements regarding the use of personal electronic devices.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, cyberbullying, teen dating violence, or retaliation.

“Menacing” includes any act intended to place a District employee, student, or third party in fear of imminent serious physical injury.

## Reporting

The building principal/supervisor will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the building principal/supervisor who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on District property, at a District-sponsored activity, or in a vehicle used for district-provided transportation shall immediately report the incident to the building principal/supervisor. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence to the building principal/supervisor may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or feels they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report concerns to the building principal/supervisor who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report concerns to the building principal/supervisor.

A report made by a student or volunteer may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate District official.

Reports against the principal/supervisor shall be filed with the chief human resources officer. Reports against the chief human resources officer shall be filed with an assistant superintendent of the office for school performance. Reports against an assistant superintendent of the office for school performance shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair.

The person who makes the report **complainant** shall be notified when the investigation has been completed and, as appropriate, the **of the** findings of the investigation and any **as appropriate, that** remedial action that has been taken. The person who made the report **complainant** may request that the superintendent or designee review the actions taken in the initial investigation, in accordance with administrative regulations.



## Notification to Parents or Guardians

The [employee position title] shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

The notification must occur with involvement and consideration of the needs and concerns of the student who was the subject to an act of harassment, intimidation, bullying or cyberbullying. The notification is not required if the [employee position title] reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all of the following occur:

1. The student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying requests that notification not be provided to the student's parents or guardians.
2. The [employee position title] determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying; and
3. The [employee position title] informs the student that federal law may require the student's parents and guardians to have access to the student's education record, including any requests of nondisclosure (from item 1 above).

If the [employee position title] determines the notification is not in the best interest of the student, they must inform the student of that determination prior to providing notification.

When notification is provided, the notification must occur:

1. Within a reasonable period of time; or
2. Promptly, for acts that caused physical harm to the student.

## Training and Education

The District shall incorporate into existing training programs for students, information related to the prevention of, and the appropriate response to, acts of ~~hazing~~, harassment, intimidation or bullying, ~~menacing~~, and acts of cyberbullying and this policy.

The District shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12 ~~accordance with adopted standards~~.

The District shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of ~~hazing~~, harassment, intimidation or bullying, ~~menacing~~, ~~cyberbullying~~, teen dating violence, ~~and~~ domestic violence, and acts of cyberbullying and this policy.

## Notice

The superintendent or designee shall be responsible for ensuring annual notice of this policy is provided in a student and/or employee handbook, and available on school and District websites, and in school and

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying,  
Teen Dating Violence, or Domestic Violence - Student\*\* – JFCF

District offices, and the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the District, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by ODE.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 163.190</a>	<a href="#">ORS 332.072</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 163.197</a>	<a href="#">ORS 332.107</a>	<a href="#">OAR 581-021-0055</a>
<a href="#">ORS 107.705</a>	<a href="#">ORS 339.240</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 166.065</a>	<a href="#">ORS 339.250</a>	<a href="#">OAR 581-022-2370</a>
<a href="#">ORS 166.155 - 166.165</a>	<a href="#">ORS 339.351 - 339.368</a>	House Bill 2631 (2021)
<a href="#">ORS 174.100</a>	<a href="#">OAR 581-021-0045</a>	House Bill 3041 (2021)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

**Cross Reference(s):**

ACB - Every Student Belongs  
GBN/JBA - Sexual Harassment  
GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements  
GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements  
JBA/GBN - Sexual Harassment  
JFCM - Threats of Violence  
JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements  
JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 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
  - JFCF-AR: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence Reporting Procedures – Student

**RECOMMENDATION**

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



Code: JFCF-AR  
Revised/Reviewed: 2/15; 5/28/19  
Orig. Code: JFCF-AR

## **Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence Reporting Procedures – Student**

The building principal and superintendent have responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

**Step 1** Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the building principal.

Reports against the principal shall be filed with the chief human resources officer. Reports against the chief human resources officer shall be filed with an assistant superintendent of the office for school performance. Reports against an assistant superintendent of the office for school performance shall be filed with the Superintendent. Reports against the Superintendent shall be filed with the Board chair.

All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Step 2** The District official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any report involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within 10 working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The District official(s) conducting the investigation shall notify the person making the report within 10 working days of receipt of the report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or designee.

- Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the Superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the appeal within 10 working days.
- Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within ~~20~~30 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within [30] ~~10 working~~ days of receipt ~~following completion~~ of the ~~appeal by the Board.~~ ~~hearing.~~

Reports against the Superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final decision will be made within [30] days of receipt of the report.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final decision will be made within [30] days of receipt of the report.

Reports against the Board chair may be made directly to the Board ~~vice~~ chair on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final decision will be made within [30] days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**RECOGNITION AND APPRECIATION**

**SITUATION**

Tonight's meeting will be the last for Director Lisa Allen as she concludes her second four-year term on the Board of Directors.

Director Allen's service to the Hillsboro School District began on September 24, 2013 when she was appointed to the Citizens' Curriculum Advisory Committee (CCAC; since renamed Community Curriculum Advisory Committee) by then Director Adriana Cañas.

She ran for and was elected to Position 5 on the School Board in 2015. She was reelected to the same position in 2019.

When she was first elected to the Board, her children were just 4 and 2 – a fact that motivated Director Allen to ensure they would one day be entering the best school system possible.

Detail oriented, organized, and thoughtful, Director Allen is a passionate advocate for students and for public education. She served on the steering committee for the Washington County Kids Fund and has been a strong supporter of the Hillsboro Schools Foundation. And for the past few years, she herself has been a classroom teacher in a neighboring school district.

Director Allen completed the Leadership program offered by the Oregon School Boards Association, and served as HSD School Board Chair for both the 2017-18 and 2018-19 school years.

We truly appreciate the years of leadership and service that Director Allen has contributed to the Hillsboro School District, and we wish her success in all of her future endeavors.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors recognize and thank Director Lisa Allen for her years of dedicated service to the students, staff, families, and patrons of the Hillsboro School District.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 20, 2023**  
**RECOGNITION AND APPRECIATION**

**SITUATION**

Superintendent Mike Scott has spent more than 36 years in education; the last 25 of which have been in the Hillsboro School District. He came to HSD as principal of Poynter Middle School. From there, he moved to the central office – first as a director of Human Resources, then as assistant superintendent of Human Resources, and, finally, as superintendent in the spring of 2009.

Under Superintendent Scott's leadership, the district has grown and expanded both its geographic footprint and programmatic offerings.

The District's Dual Language program has gone from being offered in just two elementary schools to eight elementary schools, one middle school, and one high school; with all other middle and high schools providing at least some core content in Spanish. More than 3,300 students are now benefitting from the opportunity to become bilingual and biliterate.

The renowned Career and College Pathways program went from ideas on chart paper to now more than 60 programs spanning our four comprehensive high schools, including Aerospace, Bioscience Technology, Fire Science, Machine Welding, Ground-Up Marketing Lab, and many others. HSD even launched Oregon's first-of-its-kind Registered Youth Apprenticeship program in Advanced Manufacturing last fall.

We successfully passed a capital construction bond in 2017 that resulted in more than \$500 million being invested in the greater Hillsboro Community to expand and modernize schools and enhance safety and security.

Superintendent Scott's calm, insightful, and collaborative leadership style has enabled him to assemble a world-class administrative team that is equity-focused and student-centered. Together, they have helped get increasing numbers of students to on-time graduation and high school completion, even with lingering pandemic effects.

The list of accomplishments goes on, but suffice it to say that the positive impact of Superintendent Scott's time at the helm of HSD will be felt for decades to come. We owe him a debt of gratitude and wish him nothing but the best in his retirement.

**RECOMMENDATION**

Incoming Superintendent Travis Reiman recommends the Board of Directors recognize and thank outgoing Superintendent Mike Scott for his dedicated service to the students, staff, families, and patrons of the Hillsboro School District.