

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

Board Meeting Agenda
Tuesday, November 14, 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. **5:00 PM - Dinner with Native American PAC Leaders**
 - A. Call to Order
Presenter: Mark Watson
Time: 5:00 PM
2. **5:15 PM - Work Session**
 - A. Native American Parent Advisory Committee (NA PAC) Report 4
Presenters: Francesca Sinapi / Olga Acuña
Time: 5:15 PM, 30 minutes
 - B. Discuss Budget Committee Applications / Introduce Applicants 5
Presenter: Michelle Morrison
Time: 5:45 PM, 15 minutes
 - C. Property Tax Levy Series Part II: Capital Project and Local Option Levy 6
Outlook for HSD
Presenter: Michelle Morrison
Time: 6:00 PM, 30 minutes
 - D. Student Investment Account (SIA) Annual Report 7
Presenters: Brooke Nova / Michelle Morrison
Time: 6:30 PM, 15 minutes
 - E. Recess Work Session
Presenter: Mark Watson
Time: 6:45 PM
3. **7:00 PM - Regular Session**
 - A. Call to Order and Flag Salute
Presenter: Mark Watson
Time: 7:00 PM, 5 minutes
 - B. Land Acknowledgement 8
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. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
Presenter: Mark Watson
Time: 7:15 PM, 5 minutes
SAMPLE MOTION: I move that the Board of Directors approve the Consent Agenda as printed
 1. Approve Minutes of October 24, 2023, Board Meeting 9

2.	Approve Routine Personnel Matters	14
E.	Audience Time	16
	Presenter: Mark Watson	
	Time: 7:20 PM, 5 minutes	
F.	Reports and Discussion	
1.	First Reading - High School Course Proposal: Construction 3	17
	Presenter: Brooke Nova	
	Time: 7:25 PM, 15 minutes	
2.	Early Literacy Success Grant	18
	Presenters: Audrea Neville / Brooke Nova	
	Time: 7:40 PM, 20 minutes	
3.	2024-2025 and 2025-26 School Calendars - First Reading	19
	Presenter: Kona Lew-Williams	
	Time: 8:00 PM, 5 minutes	
4.	Financial Report	25
	Presenter: Michelle Morrison	
	Time: 8:05 PM, 5 minutes	
G.	Action Items	
1.	Appoint Budget Committee Members	30
	Presenter: Michelle Morrison	
	Time: 8:10 PM, 5 minutes	
	SAMPLE MOTION: I move that the Board of Directors appoint the slate of candidates identified during the work session to the vacant positions on the Budget Committee as follows:	
•	Appoint _____ to position 1, which expires on June 30, 2026	
•	Appoint _____ to position 2, which expires on June 30, 2026	
•	Appoint _____ to position 3, which expires on June 30, 2024	
2.	OSAA Collective Sponsorship Application - LHS and HHS Swimming	32
	Presenter: Saideh Haghighi Khochkhou	
	Time: 8:15 PM, 5 minutes	
	SAMPLE MOTION: I move that the Board of Directors approve the Collective Sponsorship Application.	
3.	Approve High School Course - Metal Processing 3	33
	Presenter: Brooke Nova	
	Time: 8:20 PM, 5 minutes	
	SAMPLE MOTIONS: I move that the Board of Directors approve the proposed course Metal Processing 3.	
4.	Declare Surplus Equipment and Authorize Disposal	34
	Presenter: Michelle Morrison	
	Time: 8:25 PM, 5 minutes	
	SAMPLE MOTION: I move that the Board of Directors declare Bus #125 surplus, and authorize disposal in accordance with District Surplus Procedures.	
5.	Approve Superintendent Evaluation Process	35
	Presenter: Travis Reiman	
	Time: 8:30 PM, 5 minutes	
	SAMPLE MOTION: I move that the Board of Directors approve the Superintendent Evaluation Process.	
6.	Approve Voluntary District Boundary Adjustment	36
	Presenter: Michelle Morrison	
	Time: 8:35 PM, 5 minutes	
	SAMPLE MOTION: I move that the Board of Directors approve the Resolution	

to Adjust the Boundary with Forest Grove School District as described herein.

- H. HCU / HEA Reports
Presenter: Mark Watson
Time: 8:40 PM, 10 minutes
- I. Discussion Time
Presenter: Mark Watson
Time: 8:50 PM, 10 minutes
 - 1. Student Representatives' Time
 - 2. Superintendent's Time
 - 3. Board of Directors' Time
- J. Adjourn Board Meeting
Presenter: Mark Watson
Time: 9:00 PM
- K. Next Meetings of the Board of Directors:
 - December 5, 2023 Board Work / Regular Session
 - January 9, 2024 Board Work Session

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

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
NATIVE AMERICAN PARENT ADVISORY COMMITTEE (NA PAC) REPORT

SITUATION

The role of the Hillsboro School District's Native American Parent Advisory Committee (NA PAC) is to advise HSD on matters concerning the planning, developing, administering, and evaluating of the District's Title VI program, and to consequently make recommendations regarding policies and practices, project proposals, and other matters of interest to the NA PAC. The NA PAC also celebrates in our efforts to bring community together with those that identify as Native American and Alaska Native.

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

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

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
DISCUSS BUDGET COMMITTEE APPLICATIONS / INTRODUCE APPLICANTS

SITUATION

State law and policy DBEA provide for the establishment of a Budget Committee to review the District’s proposed budget. 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.

Budget Committee positions 1 and 2 are currently vacant, having expired on June 30, 2023. Position 3 is open after a mid-term vacancy and expires on June 30, 2024. (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).)

<u>POSITION</u>	<u>EXPIRES</u>	<u>WAS HELD BY</u>	<u>NOTES</u>
1	June 30, 2026	Dawn Wallace	This position expired and Dawn did not reapply for appointment.
2	June 30, 2026	Michael Smith	This position expired and Michael did not reapply for appointment.
3	June 30, 2024	VACANT	This position was unfilled in 2023.

Vacancies on the Budget Committee were publicly announced in June, and applications were received through November 1, 2023. The following candidates submitted applications:

- Bob Chamberlin (new applicant)
- Dustin Rose (new applicant)
- Zarmeena Riaz Kahn (new applicant)

During tonight’s work session, the Board is scheduled to review the Budget Committee applications, and applicants will have an opportunity to share an interest statement. The Board will then select candidates for appointment during the regular session.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review and discuss the Budget Committee applications, meet the applicants, and select candidates for appointment during the regular session.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
PROPERTY TAX LEVY SERIES PART II:
CAPITAL PROJECT AND LOCAL OPTION LEVY OUTLOOK FOR HSD

SITUATION

The Board of Directors will receive a three-part informational series regarding Property Tax Levies. The purpose is to provide targeted information to assist with decision making for future ballot titles, timing, and debt management.

The three work sessions will include:

- Part I - Levy History and Types (October)
- Part II - Capital Project and Local Option Levy Outlook for HSD (November, with Piper Sandler)
- Part III - Recommendations and Timelines for Consideration (December or January)

Questions and responses will be recorded during and throughout the sessions.

RECOMMENDATION

The Superintendent recommends that the Board of Directors attend the informational sessions, discuss and ask questions as needed.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
STUDENT INVESTMENT ACCOUNT (SIA) ANNUAL REPORT

SITUATION

Staff will present information on the Student Investment Account Annual Report to the school and community for the 2022-2023 year. The Student Investment Account is funded by Corporate Activity Tax revenue and is targeted to four areas of investment for school districts. These areas include Well-rounded Learning, Student Health and Safety, Class Size/Caseload Reduction, and Increased Instructional Time.

The Account is administered as a grant and requires both application to the Oregon Department of Education and periodic reports. In future periods, the reporting will be included in the Integrated Guidance reporting framework as provided by the Oregon Department of Education.

RECOMMENDATION

The Superintendent recommends that the board members listen to this report and ask any questions they may have. No action needed.

**HILLSBORO SCHOOL DISTRICT 1J
BOARD OF DIRECTORS 2023-2024
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
October 24, 2023
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. EXECUTIVE SESSION

<u>Board Present:</u>	<u>Staff and Others Present:</u>
Mark Watson	Travis Reiman, Superintendent
Ivette Pantoja	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Brooke Nova, Assistant Superintendent, Academic Services
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Patrick Maguire	Beth Graser, Communications Officer
Nancy Thomas	Saideh Haghighi Khochkhou, Operations Officer
Monique Ward, virtual	Jordan Beveridge, Information Technology Officer
	Francesca Sinapi, Equity, Access and Engagement Officer
<u>Others Present:</u>	Michelle Morrison, Financial Officer
Katelyn Oldham, OEA Attorney	Brian Haats, Director of Human Resources
Mu Son Chi, OEA Uniserv Consultant	Rose Roman, Executive Assistant to the Board
Jacquelyn Hallquist	

- A. Call to Order Executive Session
Board Chair Mark Watson called the meeting to order at 5:17 PM, and moved the Board into executive session under ORS 192.660(2)(b) - Consider Employee Discipline or Dismissal and ORS 192.660 (1)(b) - Matters Pertaining to or Examination of the Confidential Records of a Student.

- B. ORS 192.660(2)(b) - Consider Employee Discipline or Dismissal
The Board considered the case for employee dismissal.

- C. Recess Executive Session
Board Chair Mark Watson moved the Board out of Executive Session and recessed the meeting at 6:40 PM.

2. WORK SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Travis Reiman, Superintendent
Ivette Pantoja, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Brooke Nova, Assistant Superintendent, Academic Services
Erika Lopez	Beth Graser, Communications Officer
Patrick Maguire	Kona Lew-Williams, Human Resources Officer
Nancy Thomas	Michelle Morrison, Financial Officer
Monique Ward, virtual	Saideh Haghighi Khochkhou, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Francesca Sinapi, Equity, Access and Engagement Officer
Hadley Brathapan	Rose Roman, Executive Assistant to the Board
RJ Panlilio	Ciara Hartzell, Technology Support
Aliannah Shalika	John Garcia, Technology Support
	Mu Son Chi, OEA Uniserv Consultant
	Mary Kay Babcock, HEA President

A. Call to Order

Board Chair Mark Watson called the meeting to order at 6:45 PM

B. Action Items

1. Consider Employee Dismissal

Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors adopt the Superintendent's recommendation that Jacquelyn Hallquist be dismissed from employment from the Hillsboro School District on the grounds of insubordination and neglect of duty, effective October 24, 2023.

The MOTION CARRIED (6-1). Director Patrick Maguire opposed.

No further discussion took place.

C. School Calendars Discussion

Human Resources Officer Kona Lew-Williams presented the school calendar activity. Board members discussed the school calendar, provided comment and asked questions.

D. Bargaining Discussion

Human Resources Officer Kona Lew-Williams asked if Board members would like to serve on the bargaining committees. Vice Chair Ivette Pantoja volunteered to serve on classified, Director Nancy Thomas volunteered to serve on licensed. Chair Mark Watson, Director Erika Lopez and Director Patrick Maguire offered to serve as backup.

E. Discuss Superintendent Evaluation

Superintendent Travis Reiman gave a quick presentation on the superintendent evaluation. Board members asked questions and provided comment.

F. Recess Work Session

Board Chair Mark Watson recessed at 7:30 PM.

3. **REGULAR SESSION**

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Travis Reiman, Superintendent
Ivette Pantoja, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Brooke Nova, Assistant Superintendent, Academic Services
Erika Lopez	Beth Graser, Communications Officer
Patrick Maguire	Kona Lew-Williams, Human Resources Officer
Nancy Thomas	Michelle Morrison, Financial Officer
Monique Ward, virtual	Saideh Haghighi Khochkhou, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Francesca Sinapi, Equity, Access and Engagement Officer
Hadley Brathapan	Melissa Pendergrass, Coordinator of Career and College Pathways
RJ Panlilio	Rose Roman, Executive Assistant to the Board
Aliannah Shalika	Ciara Hartzell, Technology Support
	John Garcia, Technology Support
	Mary Kay Babcock, HEA President
	Bethany Schaffner, HCU President
	Alicia Infante, HCU Political Action Officer

- A. Call to Order and Flag Salute
Board Chair Mark Watson reconvened the meeting at 7:42 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement
Board Chair Mark Watson read the Land Acknowledgement.
- C. Proclamations
1. Native American Heritage Month
Director Erika Lopez read the Hispanic and Latina/o/x Heritage Month Proclamation.
 2. American Education Week
Director See Eun Kim read the American Education Week Proclamation.
 3. National Education Support Professionals Day
Director Monique Ward read the National Education Support Professionals Day Proclamation.
- D. Approval of Agenda
Director Nancy Thomas MOVED, SECONDED by Director Patrick Maguire, to approve the agenda as printed.
- The MOTION CARRIED (7-0).
- No further discussion took place.
- E. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Erika Lopez MOVED, SECONDED by Director Patrick Maguire, 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 September 26, 2023, Board Meeting
2. Approve Minutes of October 10, 2023, Board meeting
3. Approve Routine Personnel Matters
4. Accept Gifts and Donations

F. Audience Time

No audience members requested to address the Board.

G. Reports and Discussions

1. First Reading - High School Course Approvals: Metal Processing 3

Assistant Superintendent Brooke Nova introduced Coordinator of Career and College Pathways Melissa Pendergrass who presented the Metal Processing Course at Glencoe High School. Assistant Superintendent Brooke Nova gave information on the CCAC review process of the course. Board members asked questions and provided feedback.

2. Financial Report

Financial Officer Michelle Morrison presented the Financial Report and highlighted the donations received. Board members asked questions and provided comment.

3. October 2023 Enrollment Report

Human Resources Officer Kona Lew-Williams highlighted key information on the October 2023 enrollment report, including decrease in numbers, decrease in transfers out, historical data, and allocated staff ratios. Board members and student representatives asked questions and provided comment.

4. Strategic Plan Implementation Update

Communications Officer Beth Graser and Assistant Superintendent Brooke Nova provided an update on the Strategic Plan implementation. Board members asked questions and provided comment.

5. Voluntary District Boundary Adjustment

Financial Officer Michelle Morrison provided information on the voluntary district boundary adjustment. Board members asked questions and provided comment.

H. HCU / HEA Reports

HCU Political Action Officer Alicia Infante introduced herself and discussed her role in the classified union. She provided the monthly union report, including highlighting participation in the Liberty listening session. She also recognized two classified staff members - Laura Wilson at Century High School who opened a clothing closet to provide formal wear for school dances and Kimberly Harrison at Imlay Elementary who started a fundraiser so every student can purchase a book at the book fair.

HEA President Mary Kay Babcock highlighted American Education Week, recognized staff around the District, highlighted visits to schools and educators wishes.

I. Discussion Time

1) Student Representatives' Time

Hadley Brathapan shared a story about the book fair when he was in elementary school. He also thanked everyone for their work, especially in creating the calendar. RJ Panlilio highlighted the Crimson Closet that provides clothing, food, toiletries, and formal clothing. He highlighted Glencoe's play *Love of a Pig*.

Aliannah Shalika highlighted the Metal Processing course proposal and HSD's dedication to College and Career pathways.

2) Superintendent's Time

Superintendent Travis Reiman discusses the loss of life on Saturday, thanked the staff who rallied to support staff and student at Hilhi, Liberty and South Meadows, and he thanked the Communications and Cabinet team for their work over the weekend and Monday to respond to the tragedy. He assured the Board that the Hillsboro Police Department is actively working the case and thanked community members for wrapping their arms around each other and the school district. He also highlighted CTE leaders from Ohio visiting Century High School. Equity, Access and Engagement Officer Francesca Sinapi for leading Taking It Up training, and the chain cutting ceremony for the welding lab.

3) Board of Directors' Time

Director See Kim expressed appreciation for the presentations, and offered her condolences to the family of the student who lost his life.

Director Monique Ward thanked staff for the presentations, thanked Superintendent Reiman for his comments on this past weekend's tragedy, and acknowledge how difficult the events are for the community and for families. She also thanked the student representatives for their participation.

Director Erika Lopez thanked HSD for the efforts to support the family for the student who lost his life and highlighted a fundraiser on Saturday by the HPD plaza.

Director Nancy Thomas highlighted Glencoe's play *Love of a Pig*, and asked Hadley Brathapan to give the Board information on his upcoming choir concert. She offered condolences to the family who lost their child, expressed excitement for expansion for CTE pathways, and said she is proud of HSD's work on the Strategic Plan.

Director Patrick Maguire thanked Superintendent Travis Reiman and Communications Officer Beth Graser for their work with the loss of the student, and thanked and thanked the Hillsboro Classified Union representative for being here tonight.

Board Vice Chair Ivette Pantoja offered her condolences. She highlighted her attendance at Taking It Up, and shared her appreciation for the work done in that space.

Board Chair Mark Watson discussed OSBA Fall Convention, and invited students to ride with Board members.

K. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 9:28 PM.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

Sara Stollberg

Assignment: 1.0 FTE Student Support and Wellness Counselor
Location: Hillsboro Online Academy
Effective Date: December 8, 2023

- B. Ratify the acceptance of the resignation of the following super/tech personnel:

Nathan De Pinto

Assignment: 1.0 FTE Specialist – Fiscal Planning
Location: Administration Center – Business Office
Effective Date: November 3, 2023

- C. Approve the employment of the following supervisor-specialist-technical personnel:

Jeremy Carter

Assignment: 1.0 FTE Systems Analyst 1
Location: Administration Center – Office for School Performance
Effective Date: August 28, 2023

Luis Chavez Bazan

Assignment: 1.0 FTE Supervisor–Technology Services School Support
Location: Administration Center – Technology Services
Effective Date: August 21, 2023

Zachary Koziol

Assignment: 1.0 FTE Systems/Network Engineer 1
Location: Administration Center – Technology Services
Effective Date: August 21, 2023

- D. Approve the employment of the following licensed personnel in the 2023-24 school year:

Matthew Garand

Education: BA – University of Portland, Portland, OR
Experience: None
Assignment: 1.0 FTE General Education Specialist

Carol Moore

Education: BA – University of Hawaii, Honolulu, HI
Experience: 4 years
Assignment: 1.0 FTE Math Teacher – Century High School

Julia Moore

Education: BA – Florida Institute of Technology, Melbourne, FL
Experience: None
Assignment: 0.5 FTE English Learner Specialist – Lincoln Street Elementary School

Matthew Prenger

Education: MA – Pacific University, Forest Grove, OR
Experience: 22 years
Assignment: 1.0 FTE Spanish Classroom Teacher – Century High School

Emily Smith

Education: BA – Western Oregon University, Monmouth, OR
Experience: None
Assignment: 0.5 FTE Elementary Resource Specialist – Eastwood Elementary School

Jennifer Starn

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE 4th Grade Teacher – Lincoln Street Elementary School

Hilda Washburn

Education: MA – Pacific University, Forest Grove, OR
Experience: 4 years
Assignment: 1.0 FTE TOSA-OSP-Special Education New Teacher Mentor-Student Services

Madelyn Will

Education: BA – University of Oregon, Eugene, OR
Experience: None
Assignment: 1.0 FTE 4th Grade Teacher – Quatama Elementary School

REVISED AUDIENCE PARTICIPATION STATEMENT

Read at the beginning of Audience Time:

As representatives of the community, members of the Board of Directors believe that listening to public input is essential to making wise decisions. So we thank you for taking the time to be here.

We consider this your time to speak and our time to listen, so individual board members will not reply directly to you immediately following your comment. If a board member hears something that requires additional attention, they may request it be added to a future meeting agenda, or the superintendent or his designee may reach out directly to connect with you.

We are fortunate in the Hillsboro School District to have a collaborative community that can discuss points of disagreement in a respectful manner. With this in mind, rudeness, ridicule, obscene or profane language, impatience, lack of respect for others and personal attacks are not acceptable. Comments aimed at state and federally protected classes are prohibited. Audience demonstrations supporting or opposing a speaker or idea are not permitted.

We welcome frank discussion of district operations and programs, but in public sessions the Board does not hear comments regarding any individual district staff member. Public participation in Board meetings is governed by policy BDDH: Public Comment at Board Meetings. There are structured channels for the Board to review complaints involving staff members, described in Board policy KL: Public Complaints.

As you start your remarks, please share your name and, if speaking for an organization, the name of your organization. We allow up to three minutes for each public comment. Please feel free to follow up by email to the board or the superintendent.

Revised September 2023

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
FIRST READING – HIGH SCHOOL COURSE APPROVAL: CONSTRUCTION 3

SITUATION

Board approval is required for all proposed new courses. Once a course has been approved, it may be offered at the school bringing forth the proposal, as well as any other District school of the same level.

A new course proposal, "Construction 3" has been submitted by Melissa Pendergrass, Coordinator of Career and College Pathways. This is the capstone level course for the Construction pathway. Students will build on the knowledge and skills they have learned in Construction 1 and Construction 2. Students will gain knowledge of the skills required to be successful in the construction industry. Students will also have the opportunity to earn industry-recognized credentials that demonstrate their proficiency in construction math, construction drawings, employability skills, and material handling. In this course, students will plan to create and manage construction projects for different purposes and clients. Opportunities for career exploration and work based learning will be embedded in the course. This course focuses on the process and production of metal projects. It enables students to experience the process of translating an idea into a finished product, with instruction in pricing, planning, designing, selecting materials, and using tools and machines to create and sell products. The proposal was presented to the CCAC at its regular meeting on November 6, 2023. The Board will be asked to place the course proposal for first reading tonight and approve the course during the December 5, 2023 Board meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listens to the report, asks any questions, and takes the course proposal under review.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
EARLY LITERACY SUCCESS GRANT

SITUATION

The Oregon Department of Education will administer noncompetitive, application based, annual grant-in-aid to school districts and eligible public charter schools that are elementary schools to support PK-3rd grade comprehensive early literacy plans for the 2023-25 biennium funded through the Statewide Education Initiatives Account.

Allowable Uses Include: Professional development and coaching in research aligned literacy strategies for teachers and administrators in early elementary grades. Extended learning programs that use research-aligned literacy strategies within the delivery model of an intensive summer school program for students who need the most additional support and who receive direct literacy instruction by an instructional assistant and/or a licensed teacher trained in research-aligned literacy strategies. High-dosage tutoring that uses Science of Reading principles and is delivered by a qualified tutor or tutoring program. The adoption and implementation of curricula that uses research-aligned literacy strategies. Literacy specialists and coaches to support all of the above.

The Oregon Department of Education recommends that in November Applicants share plans with their school board. Tonight, the Director of Elementary Teaching and Learning, Gina McLain will be presenting the Hillsboro School District plan in support of the Assistant Superintendents, Audrea Neville and Brooke Nova.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the Early Literacy Success Grant plan for the Hillsboro School District and ask any questions they may have and take the plan under review.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
2024-25 AND 2025-26 SCHOOL CALENDAR — FIRST READING

SITUATION

Board policy IC: School Year / School Calendar requires that the calendar for the upcoming school year be approved no later than the April Board meeting. This year, calendars have been drafted for the 2024-25 and 2025-26 school years. There have been multiple School Board discussions beginning last October into this school year for a Pre-Labor Day start. Based on those discussions and feedback, it has been determined that we would start this coming year with a two-year adoption proposal based on the following reasons:

- Student instructional impact to afford additional days to prepare for end-of-year national and state testing, such as AP, IB, ACT, SAT, ELPA, etc.
- To create consistency of school calendars across the Metro Area
- To support students receiving services to align with the NWRESD schedule
- To align activities and athletics of students for sport and leadership opportunities

The proposed calendars include key dates and vacation periods to assist families and staff as they plan for the upcoming change.

Key differences from the 2022-2023 calendar:

Subject	2024-25 School Calendar	2025-26 School Calendar
New Licensed Staff Inservice	August 12-14	August 11-13
Licensed Staff Inservice	August 19-20, 22-23	August 18-19, 21-22
Family Connections	August 21	August 20
First Day of School for Grades 1-6, 7 and 9 grades	August 26	August 25
First Day of School for Grades K, 8, 10, 11, 12	August 27	August 26
All Staff Development Day	September 30	September 29
Veteran’s Day (federal holiday that changes each year)	Monday, November 11	Tuesday, November 11
Staff Development and Family Conferences	November 25-27	November 24-26

Winter Break	December 20 - January 3	December 22 - January 2
Additional Licensed Non-Contract Day	May 2 and 23	May 1 and 22
Last Day for Students	June 10	June 9
Last Day for Licensed Staff	June 11	June 10

Key features of the 2024-25 and 2025-26 proposed calendar include the following:

- Potential inclement weather make-up days are reserved
- The calendar complies with the seat-time requirements outlined by the Oregon Department of Education
 - A link to the Oregon Department of Education Standards for Public Elementary and Secondary Schools, including minimum required instructional time, has been added to the 2024-25 and 2025-26 calendar.
- Instructional days are balanced as best as possible for each semester

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the adjusted first reading of the proposed 2024-25 and 2025-26 calendar, provide feedback, and ask any questions they may have.

WORKING DRAFT

DRAFT 2024-25 Calendar
Adopted: TBD

First Day/End of Quarter/Semester
 Early Release

No School
 Family Connections & Transitions

TOTAL STUDENT DAYS:

Semester 1 = 87 All students
 Semester 2 = 86 All students

HSD exceeds ODE seat requirements.
 Click [HERE](#) for more information.

	JULY 2024	S	M	T	W	Th	F	S	1-3 – NO SCHOOL Licensed Non-Contract (Winter Break Cont.) 20 – NO SCHOOL Licensed Non-Contract Martin Luther King Jr. Day 23– End of 1st Semester 24– NO SCHOOL Teacher Grade Prep 27– NO SCHOOL Licensed Prep	JANUARY 2025	S	M	T	W	Th	F	S	17							
				1	2	3	4	5		6					1	2	3	4							
				7	8	9	10	11		12	13				5	6	7	8	9	10	11				
				14	15	16	17	18		19	20				12	13	14	15	16	17	18				
				21	22	23	24	25		26	27				19	20	21	22	23	24	25				
				28	29	30	31								26	27	28	29	30	31					
12-14 – New Licensed Staff In-Service 19-20 – Licensed In-Service 21 - Family Connections & Transitions (K-12) 22-23 – Licensed In-Service 26 – First Day of School for grades 1-6, 7 and 9 27 – All Students - (First day for K, 8, 10-12) 30 – NO SCHOOL Licensed Non-Contract	AUGUST 2024	S	M	T	W	Th	F	S	17 – NO SCHOOL Holiday – Presidents' Day	FEBRUARY 2025	S	M	T	W	Th	F	S	19							
							1	2		3								1							
				4	5	6	7	8		9	10				2	3	4	5	6	7	8				
				11	12	13	14	15		16	17				9	10	11	12	13	14	15				
				18	19	20	21	22		23	24				16	17	18	19	20	21	22				
				25	26	27	28	29		30	31				23	24	25	26	27	28					
2 – NO SCHOOL Holiday – Labor Day 30 – NO SCHOOL Staff Development	SEPTEMBER 2024	S	M	T	W	Th	F	S	24-28 – NO SCHOOL Licensed Non-Contract (Spring Break)	MARCH 2025	S	M	T	W	Th	F	S	16							
																		1							
				1	2	3	4	5		6	7				2	3	4	5	6	7	8				
				8	9	10	11	12		13	14				9	10	11	12	13	14	15				
				15	16	17	18	19		20	21				16	17	18	19	20	21	22				
				22	23	24	25	26		27	28				23	24	25	26	27	28	29				
				29	30										30	31									
11 – NO SCHOOL Licensed Non-Contract 31 – End of 1st Quarter	OCTOBER 2024	S	M	T	W	Th	F	S	4- End of 3rd Quarter 7 – NO SCHOOL Elementary – Work Day Secondary – Grade Prep	APRIL 2025	S	M	T	W	Th	F	S	21							
					1	2	3	4		5							1	2	3	4	5				
				6	7	8	9	10		11	12				6	7	8	9	10	11	12				
				13	14	15	16	17		18	19				13	14	15	16	17	18	19				
				20	21	22	23	24		25	26				20	21	22	23	24	25	26				
				27	28	29	30	31							27	28	29	30							
1 – NO SCHOOL Elementary – Work Day Secondary – Grade Prep 11 – NO SCHOOL Holiday – Veterans Day 25 – NO SCHOOL Elementary - Staff Development and Family Conference Prep Secondary - Staff Development 26-27 – NO SCHOOL Family Conference Connections K-12 28 – NO SCHOOL Holiday – Thanksgiving Day 29 – NO SCHOOL Licensed Non-Contract	NOVEMBER 2024	S	M	T	W	Th	F	S	2 - NO SCHOOL Licensed Non-Contract 23 - NO SCHOOL Licensed Non-Contract 26 – NO SCHOOL Holiday – Memorial Day	MAY 2025	S	M	T	W	Th	F	S	19							
								1		2						1	2	3							
				3	4	5	6	7		8	9				4	5	6	7	8	9	10				
				10	11	12	13	14		15	16				11	12	13	14	15	16	17				
				17	18	19	20	21		22	23				18	19	20	21	22	23	24				
				24	25	26	27	28		29	30				25	26	27	28	29	30	31				
20 – NO SCHOOL Licensed Non-Contract 23-31 – NO SCHOOL Licensed Non-Contract (Winter Break)	DECEMBER 2024	S	M	T	W	Th	F	S	10 – EARLY RELEASE Last Day of School for K-11 11– Last Day for Licensed Staff 12-13 – Possible inclement weather make-up days. If the District closes school due to inclement weather during the 2024-2025 school year these days could be added to the school calendar as make up days. Graduation dates would not be affected.	JUNE 2025	S	M	T	W	Th	F	S	7							
																		1	2	3	4	5	6	7	
				1	2	3	4	5		6	7				8	9	10	11	12	13	14				
				8	9	10	11	12		13	14				15	16	17	18	19	20	21				
				15	16	17	18	19		20	21				22	23	24	25	26	27	28				
				22	23	24	25	26		27	28				29	30									
				29	30	31																			

WORKING DRAFT

SP DRAFT 2024-25
Calendar
Adopted: TBD

- Primer Día/Último Día/Fin del Cuarto/Semestre para Estudiantes**
- No Hay Clases**
- Salida Temprano**
- Conexión con las Familias/Estudiantes**

TOTAL DE DIAS ESCOLARES:
 Sem. 1 = 87 Todos los estudiantes
 Sem. 2 = 86 Todos los estudiantes
 HSD excede los requisitos de cupo de ODE. Pulse [AQUÍ](#) para más información.

	JULIO 2024	1-3 – NO HAY CLASES Días sin Contrato Personal Licenciado (Vacaciones de invierno)	ENERO 2025 17
	S M T W Th F S	S M T W Th F S	S M T W Th F S
	7 8 9 10 11 12 13	20 – NO HAY CLASES Día sin contrato personal licenciado Día de Martin Luther King Jr.	1 2 3 4
	14 15 16 17 18 19 20	23– Fin del 1er semestre (42/87)	5 6 7 8 9 10 11
	21 22 23 24 25 26 27	24– NO HAY CLASES Maestros preparan calificaciones	12 13 14 15 16 17 18
	28 29 30 31	27– NO HAY CLASES Día de preparación de los maestros	19 20 21 22 23 24 25
			26 27 28 29 30 31
12-14 – Nuevos Maestros en Servicio 19-20 – Maestros en Servicio 21 - Conexiones con las Familias y Transiciones (K-12) 22-23 – Maestros en Servicio 26 – Primer día de clases para los grados 1-6, 7 y 9 27 – Todos los Estudiantes - (Primer día para K, 8, 10-12) 30 – NO HAY CLASES Día sin contrato personal licenciado	AGOSTO 2024 5	17 – NO HAY CLASES Festivo: Día de los Presidentes	FEBRERO 2025 19
	S M T W Th F S		S M T W Th F S
	4 5 6 7 8 9 10		2 3 4 5 6 7 8
	11 12 13 14 15 16 17		9 10 11 12 13 14 15
	18 19 20 21 22 23 24		16 17 18 19 20 21 22
	25 26 27 28 29 30 31		23 24 25 26 27 28
2 – NO HAY CLASES Festivo: Día del Trabajo 30 – NO HAY CLASES Desarrollo del Personal	SEPTIEMBRE 2024 19	24-28 – NO HAY CLASES Días sin contrato personal licenciado (vacaciones de primavera)	MARZO 2025 16
	S M T W Th F S		S M T W Th F S
	1 2 3 4 5 6 7		2 3 4 5 6 7 8
	8 9 10 11 12 13 14		9 10 11 12 13 14 15
	15 16 17 18 19 20 21		16 17 18 19 20 21 22
	22 23 24 25 26 27 28		23 24 25 26 27 28 29
	29 30		30 31
11 – NO HAY CLASES Día sin contrato personal licenciado 31 – Final del 1er cuarto	OCTUBRE 2024 22	4- Fin del 3er cuarto 7 – NO HAY CLASES Primarias: Día de trabajo Secundarias: Preparación de calificaciones	ABRIL 2025 21
	S M T W Th F S		S M T W Th F S
	6 7 8 9 10 11 12		6 7 8 9 10 11 12
	13 14 15 16 17 18 19		13 14 15 16 17 18 19
	20 21 22 23 24 25 26		20 21 22 23 24 25 26
	27 28 29 30 31		27 28 29 30
1 – NO HAY CLASES Primarias: Día de trabajo Secundarias: Preparación de calificación 11 – NO HAY CLASES Festivo: Día de los Veteranos 25 – NO HAY CLASES Primarias-Desarrollo del personal y preparación de conferencias con las familias Secundarias-Desarrollo del personal 26-27 – NO HAY CLASES Conferencias y Conexiones Familiares K-12 28 – NO HAY CLASES Festivo: Día de Acción de Gracias 29: NO HAY CLASES Día sin Contrato Personal Licenciado 60/72	NOVIEMBRE 2024 14	2- NO HAY CLASES Día sin contrato personal licenciado 23- NO HAY CLASES Día sin contrato personal licenciado 26 – NO HAY CLASES Festivo: Día del Recordatorio	MAYO 2025 19
	S M T W Th F S		S M T W Th F S
	3 4 5 6 7 8 9		4 5 6 7 8 9 10
	10 11 12 13 14 15 16		11 12 13 14 15 16 17
	17 18 19 20 21 22 23		18 19 20 21 22 23 24
	24 25 26 27 28 29 30		25 26 27 28 29 30 31
20 – NO HAY CLASES Día sin contrato personal licenciado 23-31 – NO HAY CLASES Días sin Contrato Personal Licenciado (Vacaciones de invierno)	DICIEMBRE 2024 14	10 – SALIDA TEMPRANA Último día de clases para K-11 11– Último día para Personal Licenciado 12-13 – En caso que el Distrito necesite cerrar las escuelas debido a las inclemencias del tiempo durante el año escolar 2024-25, estos dos días serán agregados al calendario escolar para ponerse al día. Las fechas para las graduaciones, no se verán afectadas.	JUNIO 2025 7
	S M T W Th F S		S M T W Th F S
	1 2 3 4 5 6 7		1 2 3 4 5 6 7
	8 9 10 11 12 13 14		8 9 10 11 12 13 14
	15 16 17 18 19 20 21		15 16 17 18 19 20 21
	22 23 24 25 26 27 28		22 23 24 25 26 27 28
	29 30 31		29 30

WORKING DRAFT

DRAFT 2025-26 Calendar
Adopted: TBD

 First Day/End of Quarter/Semester
 Early Release
 No School
 Family Connections & Transitions

TOTAL STUDENT DAYS:
 Semester 1 = 86 All students
 Semester 2 = 87 All students
 HSD exceeds ODE seat requirements.
 Click [HERE](#) for more information.

	JULY 2025	S	M	T	W	Th	F	S	1-2 – NO SCHOOL Licensed Non-Contract 19 – NO SCHOOL Licensed Non-Contract Martin Luther King Jr. 22– End of 1st Semester 23– NO SCHOOL Teacher Grade Prep 26– NO SCHOOL Licensed Prep Day	JANUARY 2026	17	S	M	T	W	Th	F	S	
	6	7	8	9	10	11	12	4		5	6	7	8	9	10				
	13	14	15	16	17	18	19	11		12	13	14	15	16	17				
	20	21	22	23	24	25	26	18		19	20	21	22	23	24				
	27	28	29	30	31			25		26	27	28	29	30	31				
11-13 – New Licensed Staff In-Service 18-19 – Licensed In-Service 21-22 – Licensed In-Service 20 - Family Connections & Transitions (K-12) 25– First Day of School for grades 1-6, 7 and 9 26– All Students - (First day for K, 8, 10-12) 29– NO SCHOOL Licensed Non-Contract	AUGUST 2025	5							16 – NO SCHOOL Holiday–Presidents' Day	FEBRUARY 2026	19	S	M	T	W	Th	F	S	
	3	4	5	6	7	8	9	1		2	1	2	3	4	5	6	7		
	10	11	12	13	14	15	16	8		9	10	11	12	13	14				
	17	18	19	20	21	22	23	15		16	17	18	19	20	21				
	24	25	26	27	28	29	30	22		23	24	25	26	27	28				
	31																		
2 – NO SCHOOL Holiday – Labor Day 29– NO SCHOOL Staff Development	SEPTEMBER 2025	20							23-27 – NO SCHOOL Licensed Non-Contract Days (Spring Break)	MARCH 2026	17	S	M	T	W	Th	F	S	
	7	8	9	10	11	12	13	1		2	3	4	5	6	7				
	14	15	16	17	18	19	20	8		9	10	11	12	13	14				
	21	22	23	24	25	26	27	15		16	17	18	19	20	21				
	28	29	30					22		23	24	25	26	27	28				
								29		30	31								
10– NO SCHOOL Licensed Non-Contract 30 – End of 1st Quarter (45) 31 – NO SCHOOL Elementary – Work Day Secondary – Grade Prep	OCTOBER 2025	21							2- End of 3rd Quarter 3– NO SCHOOL Elementary – Work Day Secondary – Grade Prep Day	APRIL 2026	21	S	M	T	W	Th	F	S	
	5	6	7	8	9	10	11	1		2	3	4	5	6	7	8	9	10	11
	12	13	14	15	16	17	18	8		9	10	11	12	13	14	15	16	17	18
	19	20	21	22	23	24	25	15		16	17	18	19	20	21	22	23	24	25
	26	27	28	29	30	31		22		23	24	25	26	27	28				
								26		27	28	29	30						
10 - NO SCHOOL Licensed Non-Contract 11 – NO SCHOOL Holiday – Veterans Day 24-NO SCHOOL Elementary - Staff Development and Family Conference Prep Secondary - Staff Development 25-26 – NO SCHOOL Family Conference Connections K-12 27– NO SCHOOL Holiday – Thanksgiving Day 28– NO SCHOOL Licensed Non-Contract Day	NOVEMBER 2025	13							1 – NO SCHOOL Licensed Non-Contract 22 – NO SCHOOL Licensed Non-Contract 25 – NO SCHOOL Holiday – Memorial Day	MAY 2026	18	S	M	T	W	Th	F	S	
	2	3	4	5	6	7	8	1		2	3	4	5	6	7	8	9		
	9	10	11	12	13	14	15	10		11	12	13	14	15	16				
	16	17	18	19	20	21	22	17		18	19	20	21	22	23				
	23	24	25	26	27	28	29	24		25	26	27	28	29	30				
	30							31											
22-31 – NO SCHOOL Licensed Non-Contract (Winter Break)	DECEMBER 2025	15							9 – EARLY RELEASE Last Day of School for K-11 10 – Last Day for Licensed Staff 11-12 – Possible make-up days. If the District closes school due to inclement weather during the 2025-26 school year these days could be added to the school calendar as make up days. Graduation dates would not be affected.	JUNE 2026	7	S	M	T	W	Th	F	S	
	7	8	9	10	11	12	13	1		2	3	4	5	6					
	14	15	16	17	18	19	20	7		8	9	10	11	12	13				
	21	22	23	24	25	26	27	14		15	16	17	18	19	20				
	28	29	30	31				21		22	23	24	25	26	27				
								28		29	30								

WORKING DRAFT

SP DRAFT 2025-26
Calendar
 Adopted: TBD

- Primer Día/Último Día/Fin del Cuarto/Semestre para Estudiantes
- No Hay Clases
- Salida Temprano
- Conexión con las Familias/Estudiantes

TOTAL DE DIAS ESCOLARES:
 Sem. 1 = 87 Todos los estudiantes
 Sem. 2 = 86 Todos los estudiantes
 HSD excede los requisitos de cupo de ODE. Pulse [HERE](#) para mas información.

JULIO 2025							
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

AGOSTO 2025							
S	M	T	W	Th	F	S	5
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

SEPTIEMBRE 2025							
S	M	T	W	Th	F	S	20
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

OCTUBRE 2025							
S	M	T	W	Th	F	S	21
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

NOVIEMBRE 2025							
S	M	T	W	Th	F	S	13
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

DICIEMBRE 2025							
S	M	T	W	Th	F	S	15
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

ENERO 2026							
S	M	T	W	Th	F	S	17
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

FEBRERO 2026							
S	M	T	W	Th	F	S	19
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

MARZO 2026							
S	M	T	W	Th	F	S	17
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

ABRIL 2026							
S	M	T	W	Th	F	S	21
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

MAYO 2026							
S	M	T	W	Th	F	S	18
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

JUNIO 2026							
S	M	T	W	Th	F	S	7
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

HILLSBORO SCHOOL DISTRICT 1J
November 14, 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 72: Annual Department Goal Setting

The Business Office has a culture of continuous improvement and can learn, adapt and respond to the changing needs of schools. Department leaders recently developed a set up annual targets for their teams and a department-wide set of goals designed to increase office performance while impacting buildings and other departments positively. Goals include utilizing messaging and other tools to encourage and empower staff, reducing paper/manual processes with data transfers and archiving, more on-site training offerings to other departments and schools, and creating and promoting resources for staff as a 1st stop for FAQ's and How-To's.

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

Jennifer Zavatsky, Finance Manager, has been working closely with the Technology Services Department and Schools to design and implement a fee collection system for technology. As Technology Services builds out a sustainability plan for the 1:1 device initiative, costs have to be decentralized and administered by the school for accountability purposes. After a one-time pre-stocking and Schools will be able to collect (or waive) fees for lost chargers, styluses, and lost/damaged chromebooks.

Finance Team- Financial Reporting and Grants

Christy Woodard, Fiscal Planning Specialist, is the Co-Coordinator (with Michelle Morrison for the Medicaid Administrative Claiming (MAC) Survey Program during the re-launch. The district . The MAC Survey participants are pulled from a select cost pool and trained to complete up to three surveys each year. Historically, the program revenue has paid for up to four full-time district nurses.

Jeff Jones has been working to closely align discretionary budgets with administrators to ensure they can monitor resources closely. This is a critical process as HSD's organizational structure shifts and work/program areas transfer between administrators and supervisors.

Employee Services

Paid Leave Oregon implementation information was shared with Human Resources and union representatives for both Licensed and Classified staff. The web platform of the Oregon Employment Paid Leave Oregon Program (Frances) allows staff members to initiate invalid claims processes through the state. This has created a means for

fraudulent claims to be submitted and delays the processing for staff with actual claims because they are not instantly redirected to the District to initiate OFLA/FMLA or Paid Leave through the equivalent plan provider. The Employment Department is aware of the challenges and experiencing similar challenges across sectors. We will continue to partner with all parties to improve the process and focus on the Integrated Leave Management team to support staff and their supervisors.

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.

There are no October donations to report that were valued at \$5,000 or more.

Workers' Compensation Report

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

The District has received 25 new workers' compensation claims year to date, and a total of six claims for the month of October.

Workers' Compensation Reports			
	2021-22	2022-2023	2023-2024
July	2	1	2
August	7	8	3
September	19	11	14
October	8	13	6
November	12	8	
December	10	6	
January	8	7	
February	10	11	
March	6	8	
April	13	10	
May	8	11	
June	9	9	
Yearly Total:	112	103	25

Student Incident Report

Student incident data below is month to date through October 31, 2023. Injuries to the head were the most common type of injury due to slip and fall or collision with an object.

Student Incident Reports						
	2022-23 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2023-24 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	0	N/A	0	0	N/A	0
August	3	N/A	0	0	N/A	0
September	87	0.20	1	102	.18	8
October	128	0.20	5	80	.26	10
November	71	0.16	3			
December	70	0.17	3			
January	87	0.23	4			
February	77	0.22	4			
March	79	0.22	6			
April	69	0.27	9			
May	83	0.26	9			
June	28	N/A	5			
Yearly Total:	782	0.20	49	182	.22	18

Vehicle Accidents

In October there were four vehicle claims filed.

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@hds.k12.or.us.

HILLSBORO SCHOOL DISTRICT HILLSBORO SCHOOL DISTRICT 1J

2023-24

MONTHLY FINANCIAL REPORT - as of October 31, 2023

	July	August	September	1st Quarter	October	2nd Quarter	Fiscal YTD	Budget	% of Budget	Fiscal YTD	% of Budget
Revenues	Actual	Actual	Actual	Actual	Actual	Actual	2022-23	2022-23		2021-22	% of Budget
Taxes	\$0.00	\$245,355.07	\$200,975.46	\$446,330.53	\$47,334.06	\$47,334.06	\$493,664.59	\$88,485,305.00	0.56%	\$219,615.17	0.26%
Interest	\$21,503.55	\$35,952.45	\$39,287.35	\$96,743.35	\$39,845.00	\$39,845.00	\$136,588.35	\$500,353.00	27.30%	\$48,308.63	9.66%
Local Sources	\$17,747.67	\$29,350.12	\$190,986.66	\$238,084.45	\$36,537.47	\$36,537.47	\$274,621.92	\$1,798,031.00	15.27%	\$95,473.09	3.07%
Total Local	\$39,251.22	\$310,657.64	\$431,249.47	\$781,158.33	\$123,716.53	\$123,716.53	\$904,874.86	\$90,783,689.00	1.00%	\$363,396.89	0.41%
County/ESD	\$0.00	\$0.00	\$0.00	\$0.00	\$1,556,144.70	\$1,556,144.70	\$1,556,144.70	\$4,452,707.00	34.95%	\$1,325,703.50	35.11%
State Sources	\$28,022,360.78	\$12,143,596.11	\$11,710,427.66	\$51,876,384.55	\$11,710,064.89	\$11,710,064.89	\$63,586,449.44	\$150,089,995.00	42.37%	\$64,616,593.90	43.39%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Adjusted Beginning Balance*	\$21,194,031.00	\$0.00	\$0.00	\$21,194,031.00	\$0.00	\$0.00	\$21,194,031.00	\$21,194,031.00	100.00%	\$9,494,012.00	100.00%
Total Revenue	\$49,255,643.00	\$12,454,253.75	\$12,141,677.13	\$73,851,573.88	\$13,389,926.12	\$13,389,926.12	\$87,241,500.00	\$266,520,422.00	32.73%	\$75,799,706.29	30.21%
Expenditures											
Instruction											
Salaries	\$62,077.27	\$99,484.87	\$7,802,623.94	\$7,964,186.08	\$7,869,285.26	\$7,869,285.26	\$15,833,471.34	\$84,589,381.65	18.72%	\$14,052,034.38	17.01%
Benefits	\$748.66	\$6,401.92	\$3,740,038.98	\$3,747,189.56	\$3,959,414.42	\$3,959,414.42	\$7,706,603.98	\$45,603,296.86	16.90%	\$7,103,105.08	16.15%
Purchased Service	\$429,550.95	\$279,546.55	\$683,365.97	\$1,392,463.47	\$1,019,630.42	\$1,019,630.42	\$2,412,093.89	\$15,457,508.83	15.60%	\$2,050,071.86	13.92%
Supplies/Materials	\$31,240.32	\$75,887.66	\$339,218.12	\$446,346.10	\$381,815.29	\$381,815.29	\$828,161.39	\$5,459,407.47	15.17%	\$1,406,985.70	29.95%
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	\$29,028.37	\$20,200.48	\$19,881.34	\$69,110.19	\$124,976.78	\$124,976.78	\$194,086.97	\$1,136,366.19	17.08%	\$175,915.53	17.24%
Total Instruction	\$552,645.57	\$481,521.48	\$12,585,128.35	\$13,619,295.40	\$13,355,122.17	\$13,355,122.17	\$26,974,417.57	\$152,245,961.00	17.72%	\$24,788,112.55	16.86%
Support Services											
Salaries	\$2,241,311.23	\$2,379,293.26	\$4,099,142.44	\$8,719,746.93	\$4,140,365.65	\$4,140,365.65	\$12,860,112.58	\$51,340,343.95	25.05%	\$11,257,652.64	21.50%
Benefits	\$1,231,718.46	\$1,262,699.07	\$2,217,646.76	\$4,712,064.29	\$2,250,440.26	\$2,250,440.26	\$6,962,504.55	\$27,678,284.20	25.16%	\$6,178,387.66	22.16%
Purchased Service	\$172,264.59	\$1,034,672.34	\$876,635.02	\$2,083,571.95	\$2,094,056.75	\$2,094,056.75	\$4,177,628.70	\$9,381,719.13	44.53%	\$3,833,277.68	41.08%
Supplies/Materials	\$201,756.56	\$500,820.12	\$514,561.45	\$1,217,138.13	\$593,685.34	\$593,685.34	\$1,810,823.47	\$3,313,511.13	54.65%	\$2,605,626.01	87.50%
Capital Purchases	\$0.00	\$14,202.00	\$10,138.50	\$24,340.50	\$34,087.86	\$34,087.86	\$58,428.36	\$0.00	0.00%	\$40,484.13	0.00%
Other	\$1,722,277.20	\$32,816.48	\$31,429.52	\$1,786,523.20	\$87,332.76	\$87,332.76	\$1,873,855.96	\$689,701.59	271.69%	\$1,771,084.15	273.84%
Total Support	\$5,569,328.04	\$5,224,503.27	\$7,749,553.69	\$18,543,385.00	\$9,199,968.62	\$9,199,968.62	\$27,743,353.62	\$92,403,560.00	30.02%	\$25,686,512.27	27.56%
Community Services											
Salaries	\$18,004.82	\$18,822.56	\$29,332.86	\$66,160.24	\$29,569.60	\$29,569.60	\$95,729.84	\$295,388.40	32.41%	\$106,043.84	28.24%
Benefits	\$9,501.10	\$8,978.75	\$16,424.44	\$34,904.29	\$18,339.66	\$18,339.66	\$53,243.95	\$159,247.94	33.43%	\$53,973.24	27.00%
Purchased Service	\$9,790.00	\$22.46	\$465.99	\$10,278.45	\$4,833.74	\$4,833.74	\$15,112.19	\$53,978.04	28.00%	\$10,207.91	15.26%
Supplies/Materials	\$441.37	\$892.21	\$2,067.37	\$3,400.95	\$584.24	\$584.24	\$3,985.19	\$19,064.40	20.90%	\$879.81	4.12%
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	0.00%	\$0.00	0.00%
Total Community Services	\$37,737.29	\$28,715.98	\$48,290.66	\$114,743.93	\$53,327.24	\$53,327.24	\$168,071.17	\$531,647.00	31.61%	\$171,104.80	25.60%
Capital Projects											
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%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	-\$2,673.85	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency/Ending Balance	\$9,182,658.00	\$0.00	\$0.00	\$9,182,658.00	\$0.00	\$0.00	\$9,182,658.00	\$11,766,035.00	0.00%	\$10,037,435.00	100.00%
Total Expenditures	\$15,342,368.90	\$5,734,740.73	\$20,382,972.70	\$41,460,082.33	\$22,608,418.03	\$22,608,418.03	\$64,068,500.36	\$256,947,203.00	24.93%	\$60,680,490.77	24.18%

*Unaudited Fund Balance

Interest Earnings	To Date
General Fund	\$332,820.47
Debt Service Fund	\$88,215.51
Capital Projects Fund	\$19,361.08
Total Earnings	\$440,397.06

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
ACCEPT GIFTS AND DONATIONS
(as of October 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.

There are no October donations to report that were valued at \$5,000 or more.

RECOMMENDATION

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

**HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
APPOINT BUDGET COMMITTEE MEMBERS**

SITUATION

State law and policy DBEA provide for the establishment of a Budget Committee to review the District’s proposed budget. 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.

Budget Committee positions 1 and 2 are currently vacant, having expired on June 30, 2023. Position 3 is open after a mid-term vacancy and expires on June 30, 2024. (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).)

<u>POSITION</u>	<u>EXPIRES</u>	<u>WAS HELD BY</u>	<u>NOTES</u>
1	June 30, 2026	Dawn Wallace	This position expired and Dawn did not reapply for appointment.
2	June 30, 2026	Michael Smith	This position expired and Michael did not reapply for appointment.
3	June 30, 2024	VACANT	This position was unfilled in 2023.

Vacancies on the Budget Committee were publicly announced in June, and applications were received through November 1, 2023. The following candidates submitted applications:

- Bob Chamberlin (new applicant)
- Dustin Rose (new applicant)
- Zarmeena Riaz Kahn (new applicant)

During tonight’s work session, the Board reviewed the Budget Committee applications, met the applicants, and discussed the selection process. will have an opportunity to share an interest statement. During the regular session, the Board will officially appoint the new Budget Committee members.

RECOMMENDATION

The Superintendent recommends that the Board of Directors appoint the selected candidates to the Budget Committee.

I move that the Board of Directors appoint the slate of candidates identified during the work session to the vacant positions on the Budget Committee, as follows:

- *Appoint _____ to position 1, which expires on June 30, 2026*
- *Appoint _____ to position 2, which expires on June 30, 2026*
- *Appoint _____ to position 3, which expires on June 30, 2024*

Hillsboro School District
November 14, 2023
OSAA COLLECTIVE SPONSORSHIP APPLICATION - LHS AND HHS SWIMMING

SITUATION

The Oregon School Activities Association (OSAA) allows schools to combine resources under certain circumstances. Similar to last year, Liberty High School is applying to be in a swimming practice collective with Hillsboro High School due to pool scheduling needs. This circumstance meets the requirements to participate in the collective and will allow LHS swimmers the opportunity to participate in the swim season. Part of the requirement from the OSAA is to have School Board approval.

OSAA Collective Process:

Definition - Schools in a collective sponsorship share resources but students from these schools must compete as representatives of the school they attend in all competitions, including district and state championships.

Scope - Collective sponsorship may be applied for in the following activities: cross country, swimming, wrestling, speech, golf, tennis, and track & field.

Who may apply? - Only full member schools may apply for collective sponsorship, not families or individuals. Schools requesting a collective sponsorship should be located in the same geographic area. Schools requesting collective sponsorship approval should make every effort to collectively sponsor an activity with the nearest school that also has difficulty supporting the activity by itself.

School Board Approval Requirement - The Governing Boards of the schools involved in the collective sponsorship shall jointly apply for such sponsorship listing specific reasons for the request.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the Collective Sponsorship Application.

I move that the Board of Directors approve the Collective Sponsorship Application.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
APPROVAL HIGH SCHOOL COURSE: METAL PROCESSING 3

SITUATION

On October 24, 2023, the Board of Directors heard a presentation for one new high school course. The course came forward from Glencoe High School, with the opportunity to be accessed by students across our district high schools, as a Career and College Pathway Shuttle program of study. The Community Curriculum Advisory Committee (CCAC) has provided feedback to the teacher proposing this course and recommended that the Board consider Metal Processing 3 for adoption. Metal Processing 3 was presented by Melissa Pendergrass, Coordinator of Career and College Pathways due to Jonathan Stupel, our Metal Processing Career and Technical Education teacher from Glencoe High School being absent due to illness. If approved, this course would be available to be offered in the 2024-2025 school year.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the proposed course, Metal Processing 3.

I move that the Board of Directors approve the proposed course Metal Processing 3.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
DECLARE SURPLUS EQUIPMENT AND AUTHORIZE DISPOSAL

SITUATION

School Board [Policy DN](#): Disposal of District Property requires the Board to declare District property as surplus and authorize its disposal when such property is no longer useful to the District, unsuitable for use, too costly to repair, or obsolete.

The Cornelius and Forest Grove Fire and Rescue Division Chief reached out to our department trying to acquire an out of service bus for extrication training. Bus #125 (2000 Bluebird Transit School Bus) is one of the District buses that is scheduled for decommissioning and disposal. Disposal in this case would specifically be for training with the Cornelius and Forest Grove Fire and Rescue responders.

Please contact [Michelle Morrison](#), District Financial Officer, for further details regarding equipment disposal.

RECOMMENDATION

The Superintendent recommends the Board of Directors declare Bus #125 as surplus, and authorize disposal in accordance with District Surplus Procedures.

I move that the Board of Directors declare Bus #125 surplus, and authorize disposal in accordance with District Surplus Procedures.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
APPROVE SUPERINTENDENT EVALUATION PROCESS

SITUATION

Board Policy CBG: Evaluation of the Superintendent states that the Board will formally evaluate the Superintendent's job performance each year. During the October 24, 2023 work session, Board members discussed the proposed process and timeline for evaluating the Superintendent's performance.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the Superintendent Evaluation Process.

I move that the Board of Directors approve the Superintendent Evaluation Process.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2023
APPROVE VOLUNTARY DISTRICT BOUNDARY ADJUSTMENT

SITUATION

At the October 24, 2023, Board Meeting, staff shared that the City of Cornelius met with Forest Grove School District (FGSD) and Hillsboro School District leadership to request collaboration on a “Voluntary” adjustment to the school district boundary. Currently, the districts’ boundary runs through the middle of a future development site in Cornelius which would divide the community. Forest Grove School District has determined that they would like to collaborate on the boundary adjustment for the Hillsboro School District to include the property and students of the whole development.

A “Voluntary” boundary adjustment between districts may be utilized when it is initiated by both districts rather than one or the other or a private party. The process to implement a “Voluntary” adjustment of boundaries between Districts is outlined below:

1. The School Boards of the two districts need to adopt a joint resolution, petitioning for the adjustment of boundaries between the districts. The statutes specify the necessary contents of the resolution/petition. The School Boards can amplify their reasons, if they wish. Each School Board can act at its discretion and isn’t required to agree to anything, meaning that the process must be truly mutual. A specific description of the areas of each District to be adjusted should be identified, probably through a survey-level legal description.
2. Upon each District’s adoption, the joint resolution/petition is then submitted to the District Boundary Board which is the Board of County Commissioners of all impacted Counties.
3. The resolution/petition must be submitted to the county with the largest portion of property. The Washington County Board of Commissioners must act on the resolution/petition within 100 days after submission. The other counties have an additional 60 days to act. There is nothing in the statutes which prevents all the counties from acting well before the 100 day/60 day deadlines.
4. Before the Boards of Commissioners can act, they must publish two public notices of the intended date they will adopt the order adjusting the boundaries. The first notice period must be no sooner than 25 days nor later than 15 days preceding the Board meeting and the second notice, no sooner than 14 days nor later than 8 days preceding the Board meeting.
5. There is no public hearing required for Board of Commissioners’ action, merely that the action occur at a public meeting where a quorum is present to approve it. The Board of Commissioners have no discretion in acting on the resolution/petition. A mutual, voluntary resolution/petition must be approved.
6. Once the Board of Commissioners officially approves the resolution/petition, it is subject to a remonstrance process, where 500 “electors” residing within one of the School Districts can join in a remonstrance petition, which must be filed within 20 days after the Board of Commissioners acts. If a remonstrance petition is correctly filed, an election will be held on the remonstrance but only within that School District from which a proper remonstrance petition has been filed. So, if 500 voters in one District properly file a remonstrance petition with the District Boundary Board but this is not the case in the other District, a remonstrance election will be held only in the District collecting 500 signatures. If voters in a remonstrance election reject the boundary adjustment, the adjustment is dead for a

12-month period. The Boards of Commissioners are designated as the “elections authority” for a remonstrance election.

7. If no remonstrance petition is properly filed, the boundary adjustment is automatically adopted but its effective date is delayed to a May 31 date, which, depending on the timing of the action, may be May 31 of the current or next following year.
8. Remonstrance election costs are to be prorated between the affected school districts according to a state-mandated formula.

Please see the attached map and Resolution for Approval.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the Resolution to Adjust the Boundary with Forest Grove School District as described herein.

I move that the Board of Directors approve the Resolution to Adjust the Boundary with Forest Grove School District as described herein.

Map of Area of Redistricting

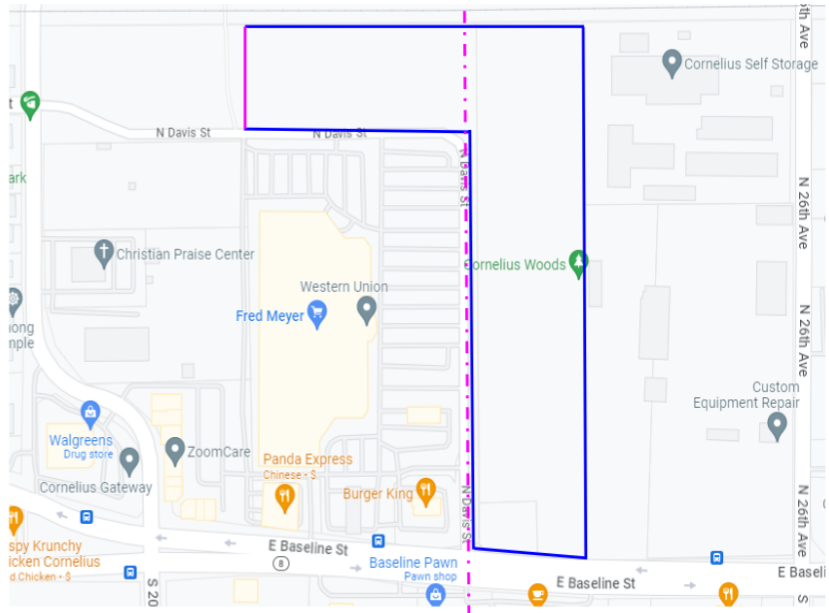


Map

Current District Boundary
Forest Grove to the West
Hillsboro to the East

Future Development Site
(Calida)

Voluntary Boundary
Adjustment to Include Full
Calida Development



Notes:

- The City of Cornelius met with Forest Grove School District (FGSD) and Hillsboro School District leadership to request collaboration on a “Voluntary” adjustment to the school district boundary.
- The Adjustment will increase the size of the Hillsboro School District and include property taxes and students.
- The majority of the development sits in what is currently the Hillsboro School District boundary.
- Forest Grove School District leadership believes that it would be best for the students and families of the development to attend the same schools.
- District agreement is the first step in the boundary adjustment process with official action still required by Washington County.

Resolution to Enact Boundary Change

WHEREAS the (district) School District may, from time to time, carry out a review of all or subsections of its geographic boundary, and such a review may involve discussions and collaboration with other school districts adjoining the area under consideration;

WHEREAS the Hillsboro School District 1J and Forest Grove School District 15J have engaged in a collaborative conversation based on resolutions previously adopted by both school districts' Boards of Directors;

WHEREAS the districts have reviewed a proposal to take the following described property from the Forest Grove School District, and add it to the Hillsboro School District 1J: Washington County parcel 1N334CD06700, future site of the Calida community development as generally presented in the Cornelius study area map;

WHEREAS the districts have determined that the proposal meets the following criteria:

- Safety and welfare of the students: The proposed change would positively impact the safety and welfare of all students;
- Neighborhood, community and/or geographic continuity: The proposed change would maintain continuity with existing and developing neighborhoods and cities;
- Prudent stewardship of public resources: The proposed change would create a more efficient expenditure of overall public resources;
- School district facility capacity: The proposed change is one that each district's existing and planned facilities can accommodate;
- Community interest: Patrons and community members / leaders share and demonstrate interest in the proposed boundary adjustment;
- Regional / local growth and development plans: The proposed change complements broader regional and local growth and development plans, including existing and projected adjustments to the Urban Growth Boundary and city service plans for undeveloped areas;
- Timeliness: The districts considered this proposal when sufficient information was available to make a decision.

NOW, THEREFORE, BE IT RESOLVED that the (district) School District Board of Directors requests that the Washington County Board of Commissioners transfer the herein-described property between Hillsboro School District 1J and Forest Grove School District 15J, as provided in ORS 330.103.

Dated this ____th day of _____, 20__,
By: _____ (signature)
Mark Watson, Board Chair
Attested By: _____ (signature)
Travis Reiman, Superintendent