



Hillsboro School District 1J

November 13, 2018

Board Meeting

Board of Directors

Lisa Allen • Martin Granum • Erika Lopez • Yadira Martinez • Jaci Spross • Kim Strelchun • Mark Watson

Student Representatives to the Board of Directors

Jessica Jose-Nickerson • Samanta Vega Contreras

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

Board Meeting Agenda
November 13, 2018
5:15 PM

Please note that the estimated times listed below for specific agenda items 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 - Board Member Technology Updates

2. 5:15 PM - Executive Session

ORS 192.660(2)(d)—Labor Negotiator Consultation

3. 5:45 PM - Work Session

- A. Legislative Priorities Input and Planning 6
Presenter: Beth Graser
Time: 5:45 PM, 15 minutes
- B. Bond Update - 2019 Secondary School Bond Projects 7
Presenter: Adam Stewart
Time: 6:00 PM, 30 minutes
- C. Policy Discussion 8
Presenter: Mike Scott
Time: 6:30 PM, 10 minutes
- D. Discussion Time
Time: 6:40 PM, 10 minutes
 - 1. Discuss Board Goals
Presenter: Lisa Allen
 - 2. Discussion Time
- E. Recess Board Meeting
Time: 6:50 PM

4. 7:00 PM - Regular Session

- A. Call to Order and Flag Salute
Presenter: Lisa Allen
Time: 7:00 PM, 5 minutes
- B. Recognition / Student Presentation
 - 1. Title VI Indian Education Program - Student Performance
Presenter: Mark Watson / Debra Giles
Time: 7:05 PM, 10 minutes
 - 2. Recognition: Anthony Cicoria - Substitute of the Month for ESS West - 10
October 2018
Presenter: Erika Lopez / ESS West
Time: 7:15 PM, 5 minutes
- C. Approval of Agenda
Time: 7:20 PM
- D. Audience Time

Time: 7:20 PM, 10 minutes

E. Reports and Discussion

1. Hillsboro School District Parent Advisory Committee Report 11
Presenter: Olga Acuña
Time: 7:30 PM, 10 minutes
2. Transportation Department Report: Transit Shuttle System Update 12
Presenter: Travis Reiman / Carol Hatfield
Time: 7:40 PM, 20 minutes
3. Summer School Program Report (*see written report*) 13
Presenter: Olga Acuña
Time: 8:00 PM, 5 minutes
4. Student Achievement / Assessment Update 18
Presenter: Dayle Spitzer / Beth Graser
Time: 8:05 PM, 30 minutes
5. Financial Report (*see written report*) 19
Presenter: Michelle Morrison
Time: 8:35 PM, 5 minutes

F. Information

1. Administrative Regulation Updates 24
Updated administrative regulations that do not require Board action are posted in the Board meeting packet for the information of the Board, staff members, and the public.
Time: 8:40 PM, 5 minutes
 - a. EBAC-AR: Site Safety Committees 25
 - b. EBC/EBCA-AR: Crisis Management Communications (deleted) 27
 - c. EBCD-AR: Procedures for School / District Closure or Delayed Opening 29
 - d. ECAA-AR: Access to Buildings 34
 - e. ECAAA-AR: Employee Identification Badge System (new AR replaces JHF-AR) 35
 - f. JHF-AR: Student Safety Procedures - Employee Badge Control (deleted; replaced with ECAAA-AR) 36
 - g. JHFE-AR(2): Abuse of a Child Investigations Conducted on District Property 38
 - h. KK-AR: Visitors to District Facilities (deleted) 39
 - i. KN-AR(1): Relations with Law Enforcement Agencies 41
 - j. KN-AR(2): Investigations Conducted on District Premises 44

G. Consent Agenda

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

Time: 8:45 PM, 5 minutes

1. Approve Minutes of October 2, 2018, Board Meeting 45
2. Approve Routine Personnel Matters 49
3. Approve Parent Organization Activities for Liability Insurance Coverage 51
4. Approve Policy Revisions (*presented for first reading on October 23, 2018*)
 - a. Policy EHA: Health Insurance Portability and Accountability Act 61

b. Policies Related to Safety and Security	64
1. EB: Safety Program	66
2. EBAC: Site Safety Committees	67
3. EBC/EBCA: Emergency Procedures and Disaster Plans	68
4. EBCB: Emergency Drills and Instruction	69
5. EBCC: Hazardous Threats <i>(delete)</i>	71
6. EBCD: Emergency School Closures	73
7. EC: Management and Inspection of Buildings and Grounds <i>(delete)</i>	74
8. ECA: Security of Buildings and Grounds <i>(delete)</i>	75
9. ECAA: Access to Buildings	76
10. ECAAA: Employee Identification Badge System <i>(proposed)</i>	77
11. ECAB: Vandalism, Malicious Mischief, or Theft	78
12. ECAD: School Resource Officer <i>(delete)</i>	80
13. EI: Risk Management <i>(delete)</i>	81
14. JFCM: Threats of Violence	82
15. JH: Student Welfare	84
16. JHF: Student Safety	85
17. JHFE: Reporting of Suspected Abuse of a Child	87
18. JHFE-AR(1): Reporting of Suspected Abuse of a Child	89
19. KK: Visitors to District Facilities <i>(delete current version; adopt proposed new version)</i>	92
20. KN: Relations with Law Enforcement Agencies	95
H. Action Items	
1. Ratify Agreement with Hillsboro Classified United (HCU) Presenter: Kona Lew-Williams / Michelle Morrison Time: 8:50 PM, 5 minutes	96
2. Award Copier Contract to Canon Solutions America, Inc. Presenter: Don Wolff Time: 8:55 PM, 5 minutes	98
3. Elect Member to the OSBA Board of Directors Presenter: Lisa Allen Time: 9:00 PM, 5 minutes	99
4. Vote on OSBA Resolutions Presenter: Lisa Allen Time: 9:05 PM, 5 minutes	100
I. HCU / HEA Reports Time: 9:10 PM, 5 minutes	
J. Discussion Time Time: 9:15 PM, 20 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	

3. Board of Directors' Time

K. Executive Session

If needed, the Board may wish to go into executive session to discuss matters according to ORS 192.660. (Only used if the Board needs to come back to the regular session to take action.)

L. Adjourn Regular Session

Time: 9:35 PM

5. Next Meetings of the Board of Directors

- December 11, 2018, Regular Session
- January 8, 2019, 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 7, 2018
LEGISLATIVE PRIORITIES INPUT AND PLANNING

SITUATION

In February 2019, elected officials in Oregon will enter into a full legislative session. Within this session, they will determine the budget allocation for K-12 education over the 2019-2021 biennium and will consider hundreds of changes to existing law, some of which will directly impact the Hillsboro School District.

So that Board Members can talk to elected officials and advocate for funding and other matters of importance to the District, a slate of Legislative Priorities will be created and acted upon in advance of the session.

This fall, a subcommittee of Board members is convening outside of existing work and regular session meetings to devote additional time to familiarizing themselves with District needs and priorities, as well as likely legislation that may surface during the session. Information gathered and discussed during these meetings will be used to create the set of Legislative Priorities that will be presented to the full Board for adoption during the December 11 regular session.

The preliminary recommendations of the subcommittee were shared during with the Board during the October 23 work session. Additional recommendations will be presented during this evening's meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to this update and provide any input they have to the development of the 2019-2021 Legislative Priorities.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
BOND UPDATE – 2019 SECONDARY SCHOOL BOND PROJECTS

SITUATION

The District's Capital Projects Officer will provide an update and overview of 2019 Secondary School Bond projects. These projects include:

- 1) Glencoe High School –
 - a. Building Addition for 400 additional students
 - b. Building Improvements
 - c. Parent/Bus Drop-Off Improvements
 - d. CTE Program Improvements
- 2) Hillsboro High School –
 - a. Building Upgrades and Improvements
 - b. CTE Program Improvements
- 3) Century High School –
 - a. Synthetic Turf and Lights
 - b. CTE Program Improvements
- 4) Liberty High School –
 - a. Chiller Replacement
 - b. CTE Program Improvements
- 5) Miller Big Picture –
 - a. Building Improvements
- 6) Evergreen Middle School –
 - a. Building Addition for 200 additional students
 - b. Building Improvements
- 7) Brown Middle School –
 - a. Building Improvements
- 8) Poynter Middle School –
 - a. Building Improvements

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 13, 2018
POLICY DISCUSSION

SITUATION

Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to review the District's policy manual, with a goal of reviewing and updating the entire manual within a period of 12 to 18 months. The policies will be scheduled for first reading and approval during regular Board meeting sessions, with additional time for discussion scheduled during work sessions.

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 policies were presented for first reading on October 23 and are on the November 13 consent agenda:

- Policy EHA: Health Insurance Portability and Accountability Act
- Policies Related to Safety and Security:
 - EB: Safety Program
 - EBAC: Site Safety Committees
 - EBC/EBCA: Emergency Procedures and Disaster Plans
 - EBCB: Emergency Drills and Instruction
 - EBCC: Hazardous Threats (delete)
 - EB CD: Emergency School Closures
 - EC: Management and Inspection of Buildings and Grounds (delete)
 - ECA: Security of Buildings and Grounds (delete)
 - ECAA: Access to Buildings
 - ECAAA: Employee Identification Badge System (proposed new policy)
 - ECAB: Vandalism, Malicious Mischief, or Theft
 - ECAD: School Resource Officer (delete)
 - EI: Risk Management (delete)
 - JFCM: Threats of Violence
 - JH: Student Welfare
 - JHF: Student Safety
 - JHFE: Reporting of Suspected Abuse of a Child
 - JHFE-AR(1): Reporting of Suspected Abuse of a Child
- KK: Visitors to District Facilities (delete current version; adopt proposed new version)
- KN: Relations with Law Enforcement Agencies

The following administrative regulations (ARs) are included in this Board meeting packet for information. These ARs do not require Board approval, but are posted for the

information of the Board, staff members, and the public. Please note that OSBA has provided final versions of the text of these ARs, but will not change the revision dates to November 13 until after the Board meeting.

- EBAC-AR: Site Safety Committees
- EBC/EBCA-AR: Crisis Management Communications (delete)
- EBCD-AR: Procedures for School / District Closure or Delayed Opening
- ECAA-AR: Access to Buildings
- ECAAA-AR: Employee Identification Badge System (proposed)
- JHF-AR: Student Safety Procedures - Employee Badge Control (delete)
- JHFE-AR(2): Abuse of a Child Investigations Conducted on District Property
- KK-AR: Visitors to District Facilities (delete)
- KN-AR(1): Relations with Law Enforcement Agencies
- KN-AR(2): Investigations Conducted on District Premises

RECOMMENDATION

The Superintendent recommends that the Board of Directors ask any questions they may have regarding these policies.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
RECOGNITION: ANTHONY CICORIA, EDUCATION STAFFING SOLUTION'S
OCTOBER SUBSTITUTE OF THE MONTH

SITUATION

Anthony Cicoria, long-term substitute for the Hillsboro School District, was nominated and selected as the October Substitute of the Month for Education Staffing Solution (ESS) West, the region that includes Oregon, New Mexico, and Utah.

Hillsboro High School Office Manager Diana Farlow nominated Anthony for this award because of his enthusiasm and dedication to Hillsboro High School. Anthony has filled multiple long-term substitute positions at Hillsboro High School since the 2017-18 school year. Anthony is reliable and knows the students and staff well. They love working with him and want to recognize him for being a valuable asset to the school and honor him for everything he does for students and staff.

RECOMMENDATION

The Superintendent recommends that the Board of Directors recognize Anthony Cicoria for his commitment to students and contributions to their success.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
HILLSBORO SCHOOL DISTRICT PARENT ADVISORY COMMITTEE REPORT

SITUATION

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

Further, the PAC collaborates and consults with the District's Office of Federal Programs, which receives federal funds under the Every Student Succeeds Act (ESSA), in order to: 1) raise achievement for low-income and/or otherwise disadvantaged children; 2) provide access and opportunities for parent involvement; 3) increase family engagement in schools; and 4) enhance collaboration between educators and parents.

PAC members are selected from schools serving high concentrations of students who are eligible to receive services under federal programs. In order to ensure that the majority of the membership is representative of ESSA-funded programs, the responsibility of recommending members for appointment is delegated to the District's PAC or the parent advisory committee area from which the member is selected.

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 13, 2018
TRANSPORTATION TRANSIT SHUTTLE SYSTEM UPDATE

SITUATION

During the past four years, Hillsboro leaders have been collaborating in a formal process to create a shared vision, establish goals, and carry out action plans to create clear and viable pathways to career and post-secondary educational opportunities for all students. The Transportation department's role in this process has been to create and establish a busing system that would give students the ability to access career & college pathways opportunities at all District high schools and related course sites.

Tonight's report will update the Board on the creation and current operation of the Hillsboro School District's transit busing system.

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 13, 2018
SUMMER SCHOOL PROGRAM REPORT

Each summer, the Hillsboro School District (HSD) offers a variety of options for students to engage in meaningful learning opportunities. The following programs were in place during the summer of 2018.

Kinder Bridge

The Preschool to Kindergarten Summer Bridge Program provided children and families a formal transition into kindergarten. Participants from the McKinney Elementary School catchment area who are culturally and linguistically diverse were selected based on a combination of the following criteria: academic need and the District's early learning team's recommendation. This program served 40 incoming kindergarten students (approximately 2/3 of the incoming kindergarten class), Monday - Thursday, 8:00 AM - 12:15 PM, from August 6 to August 16, providing breakfast and lunch each day.

Preschool and kindergarten classroom teachers from McKinney Elementary School collaborated to provide kinder readiness strategies, focusing on assisting children and families in understanding the rituals and routines of the kindergarten and elementary school experience, as well as developing skills within the following early learning domains: approaches to learning, social/emotional, language, and communication. Some of the skills built in these domains included social/emotional and behavioral regulation, self-advocacy, cooperative play with classmates, and skills in communication and language. Skills in these domains help children and families to successfully transition into the K-12 system.

AVID Excel

Eighteen (18) long-term and monitored ELs participated in this two-week AVID (Advancement via Individual Determination) Excel summer bridge at South Meadows Middle School. During the two weeks, students worked on AVID Excel strategies and routines and team building activities, and several members of the community visited the program to teach the students about different cultures through food. The program ran from July 18 through July 31.

CTE Innovation Camp

Sixty-five (65) middle and high school students participated in the two-week summer program, offered out of Hillsboro High School, July 23-26 and July 30 - August 2. The camp was directed by Hillsboro High School staff members, Terry Alexander and Miguel Cholula. The CTE Innovation Camp's aim was to serve Latino and other historically underserved students. Students who participated in the camp were exposed to different career and technical education (CTE) pathways that are available as part of the District's curriculum offerings. This was a project-based learning experience with emphasis on designing a product, developing a business plan, prototyping and execution of the product design, testing and presentation. Twelve (12) high school students were selected to

receive paid internships. The program is fully paid for as a component of the District's two-year Oregon Department of Education Career and Technical Education Revitalization Grant that was awarded in November 2017.

Health Sciences Summer Camp

In late June, students from Poynter Middle School and Liberty High School in grades 7-10 had a chance to explore health science occupations through a leadership and health science camp led by Liberty's Health Science students and teacher Ramona Toth. Made possible by a \$5,000 grant from Kaiser Permanente, each day of the camp was filled with unique experiences, such as visiting the biotechnology program at PCC, participating in station activities using medical instruments at Premier Jets - an ambulatory international flight company - learning about biomedical research at the Oregon National Primate Center, visiting Kaiser's Westside Medical facility, practicing suturing, and much more.

Hillsboro Youth Connect Camp

The HYCC is a collaborative effort by the Hillsboro School District, Hillsboro Parks and Recreation Department, and the Hillsboro Police Department to provide underserved middle school youth the opportunity to attend a free week of fun, age-appropriate activities filled with positive messaging and learning. The HYCC provides a camp for boys and a camp for girls that allow the students to interact with nature, visit local businesses, and participate in tours and training at the Hillsboro Fire Department and Hillsboro Police Department. Students are exposed to a variety of interactive games that teach them lessons in teamwork, communication, sportsmanship, respect, and a growth mindset. Students hear from a variety of inspirational adults and high school students, who share their stories. All HYCC students were provided a free extracurricular activity fee that was paid for by a generous grant through the OSAA. HYCC ran during the first two weeks of August.

Chicas STEM Camp

Through a shared STEM (Science-Technology-Engineering-Math) partnership between Adelante Chicas and the Hillsboro School District, girls who participated in the Adelante Chicas clubs at Evergreen and South Meadows Middle School attended a week-long STEM-focused camp that provided the students with the opportunity to participate in fun hands-on learning in a safe environment that promotes social/emotional health. Intel generously supported the Chicas STEM Summer Camp and provided volunteers to help facilitate the learning experiences. This STEM Camp ran during the third week of July.

Spanish Linguistic Immersion Summer Camp

The Spanish Linguistic Immersion Summer Camp provided Spanish language development to dual language pre-kindergarten to fifth grade students with an emphasis on foundational skills mastery, grammar, and academic discourse in all content areas, and project-based and exploration workshops on diverse college and career pathways. Dual language students were immersed in the sights, sounds, tastes, and experiences related to the Spanish language and learned how their language gift impacts various career paths. This program served 166 students, Monday through Friday, from July 9 through August 2 (for a total of 19 days). The program was held at Witch Hazel

Elementary School for pre-kindergarten and kindergarten students and at South Meadows Middle School for students in grades 1 through 5.

There were seven classrooms in the Spanish Linguistic Immersion Summer Camp:

- Preschool: 14 students
- Kindergarten: 30 students
- 1st Grade: 36 students
- 2nd Grade: 28 students
- 3rd Grade: 23 students
- 4th Grade: 16 students
- 5th Grade: 19 students

Although students enrolled on a week-by-week basis, most students ended up staying the entire four weeks, once they experienced the program. At the end of each week, students presented their Spanish skills to parents and staff through project-based learning club activities that emphasized a career. The career clubs included dance, theatre, robotics, programming, leadership, culinary, film and girl scouts. At the end of the program, the Spanish Immersion Camp, in collaboration with the Migrant Program, directed the closing ceremony for all the families.

Migrant Education Program (MEP)

The Migrant Education Program followed an innovative model this year, offering a day program for secondary students (for the first time), offering credit recovery at the home schools, and maintaining the evening secondary program, as for many it remains the most viable option. (".5" in the table below refers to a "bridge" between levels.)

<u>Program</u>	<u>Grades and Content</u>	<u>Location</u>	<u>Student Hours</u>
Pre-K	3 MEP Classes 1 DL Class	Witch Hazel Elementary School	7:30 AM - 2:00 PM
MEP Elementary	K.5 – 5.5 (<i>& One K.5 DL Class</i>)	Witch Hazel Elementary School	7:30 AM - 2:00 PM
Dual Language	1.5 – 5.5	South Meadows Middle School	7:30 AM - 2:00 PM
MEP/EL Secondary	6.5 – 9.5: AVID Summer Bridge (<i>Math & Science</i>)	Hillsboro High School	8:30 AM - 1:00 PM
MEP/EL Secondary	ELD/OSY and credit recovery for students unable to attend home school classes during the day	Hillsboro High School	5:30 PM - 8:45 PM
Credit Recovery	10.5 & 11.5 (12 th graders based on need)	Home Schools (Program funds will cover MEP/EL students' tuition)	Home School's Schedule

The elementary program served 425 students (pre-kindergarten through sixth grade) and the secondary program served 267 students, from July 2 through August 2.

The daytime secondary program offered elective AVID credits in math and science classes for students entering seventh grade through tenth grade. The evening program offered ELD (English language development) classes and credit recovery. A spectacular career fair was offered for both secondary programs.

Teachers worked to infuse their students' days with highly engaging practices at all levels and incorporated field trips. Elementary students enjoyed visiting OMSI (the Oregon Museum of Science and Industry), a mechanic, the Children's Museum, and Jackson Bottom (among others). Secondary field trips included trips to Pittock Mansion, Hagg Lake, The Portland Art Museum, and the cinema.

A Student Services Wellness Team was another new addition this summer, developed in order to meet the needs of the whole child. The team included a special education specialist, nurses, the two McKinney-Vento liaisons, two wellness counselors from the elementary and secondary programs, the MEP recruiters, early learning specialists, and family engagement staff.

New practices did not eliminate key offerings from previous years, such as a cap on the student/teacher ratio (25/1), culturally relevant instruction, four bi-national teachers from Mexico, and music and physical education. The program also maintained services from the Tooth Taxi and the library, and vision screening through Pacific University.

McKinney Elementary School

The McKinney Elementary School Summer Program served students from kindergarten through eighth grade, with participation ranging from 25 to 50 students each day. (Average participation was 34 students per day.) The program was scheduled four days per week, for six weeks (June 25 through August 2, from 9:30 to 11:30 AM, with lunchtime on the playground afterwards). Students engaged in learning opportunities through differentiated STEM activities. They had independent academic practice in reading and math, facilitated by staff and AmeriCorps volunteers. Students who attend the summer program enter school in the fall with gains in reading and math, as evidenced by the MobyMax and Scholastic Reading Inventory assessments.

Summer Food Program

Nutrition Services contributed to the success of the District's summer programs by providing meals to students, operating the Summer Food Service Program at six Hillsboro parks, two apartment complexes, and nine school sites. During the eight-week summer season, 8,656 breakfasts, 31,411 lunches, 1365 snacks, and 398 dinners were served.

Student Services Extended School Year

Each summer, Student Services offers Extended School Year (ESY) services to those students on IEPs (Individualized Education Programs) who are at risk during the summer

break of losing their previously acquired skills and who experience a slow recuperation of their lost skills. Students from kindergarten through transition age (21) attend a three-week program focusing on maintaining academic skills, behaviors, and school routines. Students are served daily by twelve licensed case managers, one speech-language pathologist, twenty different transportation staff members on ten buses, and many classified assistants. The nursing team and motor team are also available throughout the three weeks to address student needs. Students engage in whole group, small group, and individual instruction, focusing on their specific IEP goals.

ESY took place during the last three weeks of July from 8:30 to 11:30 AM. This year, 115 students participated in the ESY program, and 5 students accessed ESY services in out-of-district placements. The students had many opportunities to practice and maintain the skills they had acquired during the school year.

High School 8.5 Summer Program

The purpose of 8.5 is to create an academic and social bridge between eighth and ninth grade. The program focuses on ninth grade academic study skills, career and college readiness and social/emotional supports, with a goal of building positive relationships with other students, staff and the school culture. Two hundred incoming ninth graders from throughout the District spent nine days at their high schools at the beginning of August, making connections with other students, the school, and some of their soon-to-be teachers. Students were invited to participate, based on recommendations from their middle schools and an open application process for all students, and were given breakfast and lunch from the free-and-reduced lunch program. Students attended from 8:00 AM to 12:00 PM each day, and their classes focused on math growth mindset, AVID strategies for success, and high school counseling. Additionally, students participated in team building activities every day, including activities with additional high school staff to further their connections. Community support was also present with Dutch Bros providing the students with a free coffee, Orenco Eye Care providing free vision screenings at Glencoe High School, and other community partners providing the students with a high school T-shirt and a backpack to start the year. These cohorts of students will continue to connect with the instructors and each other throughout the year, earning an additional .25 elective credit for a full .5 elective credit by the end of the year.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
STUDENT ACHIEVEMENT / ASSESSMENT UPDATE

SITUATION

The statewide release of school and district report cards took place on Thursday, October 25, 2018.

Tonight's report will provide a districtwide overview of areas of strength and challenges, and information regarding the District's plan for continuous improvement.

A spreadsheet compiling key data points from all report cards will also be shared.

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 13, 2018
FINANCIAL REPORT

Business Office – General Update. The Business Office collaborates with all departments in the District Office to provide a system of support for schools, so that principals can focus their attention on instructional leadership. Financial reports in upcoming months will feature examples of this collaboration, which promotes a culture of continuous improvement, learning, and responding to the changing needs of schools.

Example 23: Operations Leadership – Support for Principal Evaluations.

The Business Office will align support for building level budget management with the Office of School Performance Executive Director administrator evaluation process.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. In accordance with Oregon Unclaimed Property Law and Administrative Rules (ORS 98.302 and OAR 141-045-0005), Fiscal Planning Specialist Jennifer Zavatsky is conducting the annual review of stale, uncashed checks (issued more than six months ago). The District is required to review stale checks (more than six months old) and contact payees to collect information prior to reissuing replacement checks. If a payee cannot be reached after numerous, documented attempts within three years of the date the stale check was issued, the District is required to send the “unclaimed property” to the Oregon Department of State Lands.

Finance Team – Financial Reporting and Grants. Manager of Business Services Jeff Jones is finalizing the 2017-18 Comprehensive Annual Financial Report (CAFR). The report will include notes regarding the new Government Accounting Standards Board (GASB) requirements for disclosure of post-employment benefits other than pensions. Mr. Jones is also extending budget support to building principals with training, data interpretation, and the review of specific accounts.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis has been an important resource during the licensed and classified contract bargaining process. Data provided by Ms. Grannis has been used to explore various topics, including employee leaves, employment status, and payroll statistics. During the comprehensive review of classified job descriptions and salary schedules, Ms. Grannis has also supported the Payroll team by ensuring that their job descriptions accurately reflect their work.

Benefits Supervisor Lynette Coffman and the Benefits team have also supported the licensed and classified bargaining process. Topics such as employee incident reporting and specific data regarding insurance costs have been critical to bargaining conversations. During the December 11 Board meeting, Ms. Coffman and Risk Manager Leah McCarthy will present an overview of employee benefit outreach activities and District-level staff wellness initiatives.

Workers’ Compensation Report. In order to ensure accurate reports to the Board and allow adequate time for the claims submitted each month to be fully processed, there is a one-month delay in reporting workers’ compensation claims to the Board. The table below includes workers’ compensation claims reported in September 2018.

The District received 11 worker's compensation claims in September 2018. As of September 30, 2018, there were 31 open claims; 23 were for medical costs only, and 8 included time loss. There were no employees on modified work plans during September.

Workers' Compensation Reports			
	2016-17	2017-18	2018-19
July	3	3	1
August	6	2	2
September	7	6	11
October	15	18	
November	17	13	
December	7	11	
January	5	4	
February	11	10	
March	12	11	
April	13	8	
May	10	18	
June	149	8	
Yearly Total:	120	112	14

Student Incident Report. There is a one-month delay in reporting student incidents to the Board, in order to allow adequate time to ensure that these reports are complete and accurate. There were 476 student incidents reported in September.

Student Incident Reports						
	2017-18 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2018-19 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	8	N/A	0	2	N/A	0
August	1	N/A	0	7	N/A	1
September	267	14.0	2	476	25	4
October	298	14.9	1			
November	191	11.9	0			
December	177	16.1	1			
January	324	16.2	1			
February	192	11.3	2			
March	237	13.9	2			
April	255	12.7	0			
May	363	16.5	1			
June	168	15.3	2			
Yearly Total:	2,481		12	485		5

Vehicle Accidents. There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There were four (4) bus accidents in September.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
MONTHLY FINANCIAL REPORT - as of October 31, 2018

	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	Fiscal YTD 2017-18	% of 2017-18 Budget Expended
Revenues								
Taxes	\$1,669,972.39	\$59,543.31	\$59,543.31	\$1,729,515.70	\$74,411,338.00	2.32%	\$135,125.15	0.19%
Interest	\$143,105.71	\$0.00	\$0.00	\$143,105.71	\$432,960.00	33.05%	\$168,914.39	41.74%
Local Sources	\$46,962.43	\$274,858.03	\$274,858.03	\$321,820.46	\$1,946,433.00	16.53%	\$251,941.65	14.07%
Total Local	\$1,860,040.53	\$334,401.34	\$334,401.34	\$2,194,441.87	\$76,790,731.00	2.86%	\$555,981.19	0.77%
County/ESD	\$0.00	\$0.00	\$0.00	\$0.00	\$3,572,545.00	0.00%	\$1,336,748.04	37.61%
State Sources	\$41,995,150.00	\$10,495,597.00	\$10,495,597.00	\$52,490,747.00	\$129,148,385.00	40.64%	\$55,165,701.00	42.42%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Other Sources	\$36,224.48	\$11.24	\$11.24	\$36,235.72	\$1,000,000.00	3.62%	\$1,006,537.26	100.65%
Beginning Balance	\$12,795,797.87	\$0.00	\$0.00	\$12,795,797.87	\$13,392,374.00	95.55%	\$12,711,073.35	109.59%
Total Revenue	\$56,687,212.88	\$10,830,009.58	\$10,830,009.58	\$67,517,222.46	\$223,904,035.00	30.15%	\$70,776,040.84	32.38%
Expenditures								
Instruction								
Salaries	\$6,903,721.07	\$6,862,408.84	\$6,862,408.84	\$13,766,129.91	\$73,582,790.06	18.71%	\$13,528,533.82	17.35%
Benefits	\$3,470,869.72	\$3,642,644.98	\$3,642,644.98	\$7,113,514.70	\$39,425,261.32	18.04%	\$7,080,356.85	18.32%
Purchased Service	\$748,390.84	\$387,342.84	\$387,342.84	\$1,135,733.68	\$12,202,173.73	9.31%	\$1,839,885.17	43.77%
Supplies/Materials	\$493,095.85	\$144,734.49	\$144,734.49	\$637,830.34	\$3,056,652.63	20.87%	\$658,061.70	34.10%
Capital Purchases	\$700.00	\$20,084.00	\$20,084.00	\$20,784.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$133,917.14	\$14,770.49	\$14,770.49	\$148,687.63	\$1,064,722.26	13.96%	\$120,825.74	65.53%
Total Instruction	\$11,750,694.62	\$11,071,985.64	\$11,071,985.64	\$22,822,680.26	\$129,331,600.00	17.65%	\$23,227,663.28	18.90%
Support Services								
Salaries	\$6,893,041.25	\$3,288,546.36	\$3,288,546.36	\$10,181,587.61	\$48,376,347.38	21.05%	\$10,029,538.76	25.23%
Benefits	\$3,797,015.09	\$1,915,264.97	\$1,915,264.97	\$5,712,280.06	\$25,919,785.53	22.04%	\$5,773,461.35	23.19%
Purchased Service	\$3,224,456.29	\$1,664,244.91	\$1,664,244.91	\$4,888,701.20	\$8,022,210.02	60.94%	\$3,631,704.07	24.25%
Supplies/Materials	\$1,306,923.15	\$540,276.74	\$540,276.74	\$1,847,199.89	\$1,869,430.55	98.81%	\$2,846,787.98	80.02%
Capital Purchases	\$116,625.20	\$20,983.08	\$20,983.08	\$137,608.28	\$0.00	0.00%	\$357,797.01	350.91%
Other	\$1,217,880.13	\$79,523.66	\$79,523.66	\$1,297,403.79	\$840,130.52	154.43%	\$1,254,085.09	84.97%
Total Support	\$16,555,941.11	\$7,508,839.72	\$7,508,839.72	\$24,064,780.83	\$85,027,904.00	28.30%	\$23,893,374.26	28.19%

<i>Expenditures (continued)</i>	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	2017-18 Fiscal YTD	% of 2017-18 Budget Expended
Community Services								
Salaries	\$55,545.26	\$28,762.08	\$28,762.08	\$84,307.34	\$310,265.99	27.17%	\$96,119.11	30.33%
Benefits	\$30,463.74	\$18,807.48	\$18,807.48	\$49,271.22	\$166,238.84	29.64%	\$49,251.04	30.51%
Purchased Service	\$18,035.73	\$65.40	\$65.40	\$18,101.13	\$51,451.16	35.18%	\$20,369.14	22.90%
Supplies/Materials	\$85.28	\$0.00	\$0.00	\$85.28	\$12,951.80	0.66%	\$2,909.46	44.80%
Capital Purchases	\$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	\$4,426.21	0.00%	\$0.00	0.00%
Total Community Services	\$104,130.01	\$47,634.96	\$47,634.96	\$151,764.97	\$545,334.00	27.83%	\$168,648.75	29.35%
Capital Projects								
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	-\$40.58	0.00%
Capital Projects	\$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%	-\$40.58	0.00%
Debt Service Payment	-\$35.60	\$0.00	\$0.00	-\$35.60	\$0.00	0.00%	\$0.00	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$8,999,197.00	0.00%	\$0.00	0.00%
Total Expenditures	\$28,410,730.14	\$18,628,460.32	\$18,628,460.32	\$47,039,190.46	\$223,904,035.00	21.01%	\$47,289,645.71	21.63%

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
INFORMATION – ADMINISTRATIVE REGULATION UPDATES

SITUATION

Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to review the District's policy manual, with a goal of reviewing and updating the entire manual within a period of 12 to 18 months.

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

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. The following administrative regulations are included in the November 13 Board meeting packet. Please note that OSBA has provided final versions of the text of these ARs, but will not change the revision dates to November 13 until after the Board meeting.

- EBAC-AR: Site Safety Committees
- EBC/EBCA-AR: Crisis Management Communications (*AR deleted – information included in emergency plan / procedures*)
- EBCD-AR: Procedures for School / District Closure or Delayed Opening
- ECAA-AR: Access to Buildings
- ECAAA-AR: Employee Identification Badge System (*new AR replaces JHF-AR*)
- JHF-AR: Student Safety Procedures - Employee Badge Control (*deleted; replaced with ECAAA-AR*)
- JHFE-AR(2): Abuse of a Child Investigations Conducted on District Property
- KK-AR: Visitors to District Facilities (*deleted; no longer needed, with new version of policy KK*)
- KN-AR(1): Relations with Law Enforcement Agencies
- KN-AR(2): Investigations Conducted on District Premises

RECOMMENDATION

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



Code: **EBAC-AR**
Revised/Reviewed: 11/03/08
Orig. Code(s): EBAC-AR

Site Safety Committees

District Safety Officer

The Superintendent shall designate a District safety officer. The safety officer shall:

1. Establish District site safety committees to advise the District safety officer on implementing and monitoring the District's safety program.
2. Be responsible for writing and implementing a District safety program. (The written program shall include reporting procedures and in-service safety training program.)
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety manager the status of record keeping, reports, and meeting agendas.
4. Maintain a liaison relationship with applicable agencies outside the District.
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs.
6. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents.
7. Establish specific goals for the District's safety program and evaluate goals and accomplishments on a regular basis.

The site safety committees will:

1. Hold regular meetings at least once a month during the school year except months when quarterly workplace safety inspections are made. This does not exclude other months from site safety committee meetings if more frequent safety inspections are conducted. Quarterly site safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the District office.
2. Provide written agendas for each meeting which shall set the order of business.
3. Make written records of each meeting which the employer shall review and maintain for three years for inspection.

4. Post and send copies of meeting records to committee members.
5. Assist in creating a hazard-free work environment by:
 - a. Recommending to the District how to eliminate hazards in the workplace and promoting employee adherence to safe work practices; and
 - b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

Duties of the site safety committees will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include District and employee representatives and shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected.
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring.
3. Evaluating District policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies.
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace.
5. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting.
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations.
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken.
8. Making all reports, evaluations, and recommendations of the safety committee a part of the minutes of the safety committee.
9. Evaluating employee/supervisor training needs.

Corrected 9/19/18



Code: **EBC/EBCA-AR**
Revised/Reviewed: 9/28/10
Orig. Code: EBC/EBCA-AR

Crisis Management Communications

The formal process for communicating in crisis situations involving the Hillsboro School District, its students or staff, is governed by the Superintendent. Crisis may include school disturbances, injuries or fatalities of students or staff, natural disasters, fire, or catastrophic situations.

In all crisis situations, the Superintendent will lead the formal communications effort in collaboration with the executive team. If a District administrator becomes aware of a situation that is serious, or could potentially evolve into a crisis situation, he or she should immediately contact the Superintendent, assistant superintendent of support services, or the director of communications.

Upon being advised of a crisis situation, the Superintendent will collaborate with members of his/her executive team, and/or collaborate with emergency responders to establish a plan for ensuring the safety and well being of students and staff; and the communication during and after the event. In any event, the first priority is ensuring the safety of students and staff.

1. In the event of a school emergency where students or staff safety is in immediate jeopardy, the school administrator should follow the emergency procedures manual and call 911. The assistant superintendent of support services, under the direction of the Superintendent, will work with local law enforcement to follow safety procedures during the incident, in collaboration with the Superintendent.
2. Communications with staff, the public, and/or the media during or after such an incident will be coordinated by the director of communications, under the direction of the Superintendent. This includes all phone calls, and electronic or written correspondence with staff, the public, or media.
3. The director of communications may coordinate a team of individuals, if needed, to offer communications support during an emergency situation. Any questions from school staff, parents, the public, or media should be directed to the communications department for response.
4. In the event of the serious injury or death of a student or staff member, the school administrator should notify his/her executive director of the office for school performance for direction. Depending on the situation involved, messages to staff, students, and/or parents may be handled by the campus administrator, tragedy response coordinator, his/her executive director of the office for school performance, or the director of communications. In all cases, the first priority is the well-being of the victim and his/her family. Their well-being will be taken into consideration before communicating with anyone.

5. In the event of a catastrophic event, the Superintendent will work with his executive team, and collaborate with outside agencies to determine the most effective communication methods with staff, parents, the community, and media.

In all serious incidents, the Superintendent and his executive team will discuss the most appropriate strategy for notification of information depending on the nature and extent of the situation. All formal statements or press releases will be approved by the Superintendent or designee and will be distributed through the communications department.

Corrected 9/18/18

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Code: **EBCD-AR**
Revised/Reviewed: 11/17
Orig. Code: EB CD-AR

Procedures for School/District Closure or Delayed Opening

General Procedures

The District contracts with Extended Range Forecasting (ERF) for early warning of winter storms and environmental events. ERF's primary contact with the District is the Executive Director of Transportation or, if unavailable, one of the Transportation supervisors. If weather and road conditions exist or are likely to exist which could adversely affect the safety of children traveling to and from school or operation of schools, the Executive Director of Transportation and the Transportation supervisors will begin, by 3:15 a.m., driving specific streets and roads within the District to evaluate existing conditions. If existing conditions or the threat of an incoming storm (predicted by ERF or the National Weather Service) warrant, the Executive Director of Transportation will call the Superintendent by 4:30 a.m. with a recommendation to delay opening schools or close schools for the entire day.

The recommendation will be based on:

1. The ability to operate school buses safely;
2. The ability of students and parents to drive safely to school;
3. The ability of students to walk safely to school;
4. The ability of employees to get safely to work on time;
5. The ability to operate school safely.

Before placing the call to the Superintendent, the Executive Director of Transportation will call Washington County counterparts to determine if they will be delaying school opening or closing for the day.

If the Superintendent authorizes the delayed opening or closing of schools, the Chief Communications Officer will notify FlashAlert of the decision. FlashAlert is responsible for notifying local news media of the delay or closure.

Delay and Closure Determination Schedule

ERF notifies the director of transportation to alert him/her of possible inclement weather or environmental conditions.

When snow/ice is forecast at 1,000 feet:

- 3:15 a.m. • Lead shop personnel will drive North side roads, and executive director of transportation or designated supervisor will drive South side roads.
- 4:20 a.m. • Executive Director of Transportation contacts Washington County counterparts to learn of their recommendation.
 - Executive Director of Transportation contacts ERF for the latest weather update and prepares recommendation to Superintendent.
- 4:30 a.m. • If the recommendation is for snow routes, Executive Director of Transportation will call Chief Communications Officer to report snow route information. Executive Director of Transportation will also notify Superintendent via text of recommendation of snow routes.
- 4:45 a.m. • Superintendent consults with other Washington County superintendents and NWRESD superintendent.
- 5:00 a.m. • Superintendent makes the decision to delay opening or close schools.
 - Superintendent notifies Executive Director of Transportation and Chief Communications Officer of the decision.
 - Superintendent notifies School Board Chair of the decision.
 - Chief Communications Officer notifies FlashAlert.
- 5:15 a.m. • The building/department communication network (phone tree) is activated, if applicable.
 - Information is posted on the District website.
 - The Chief Human Resources Officer will contact the receptionist to place a new message on the District phone line regarding the delay/closure.

District Closure

If the entire District is closed by the Superintendent, no employees are to report to work, except for emergency situations, as determined by the District. Employees identified as essential may be required to report to work.

School Closure: District Offices and Support Services

If schools are closed, the following District office and support service staff members are required to report to work:

1. All administrators;
2. All 12-month employees;
3. All essential employees.

School Closure: All Secondary Schools

If schools are closed, the following staff members are required to report to work in the secondary schools:

1. All administrators;
2. All custodians;
3. Office managers;
4. All essential employees.

Teaching staff will not be required to report on inclement weather closure days, per contract agreement.

Other classified staff will not be required to report on inclement weather closure days, but will be required to make up the time, per contract agreement.

All athletic and activity practices will be canceled. A decision about evening events will be made by noon and communicated via the means used to announce school closure.

School Closure: All Elementary Schools

If schools are closed, the following staff members are required to report to work in the elementary schools:

1. All administrators;
2. All custodians;
3. Office managers;
4. All essential employees.

Other classified staff will not be required to report on inclement weather closure days, but will be required to make up the time, per contract agreement.

Teaching staff will not be required to report on inclement weather closure days, per contract agreement. When schools are closed because of inclement weather, all after-school and evening events will be canceled.

Delayed Opening

If the opening of school is delayed because of inclement weather, all employees are expected to report to work as soon as safe driving conditions exist or no later than their regular reporting time plus the length of the delay in opening. The following employees are exempt:

- Bus Drivers: Required to report to work in sufficient time to complete the bus routes on the delayed schedule. This time will vary but must be confirmed with the director of transportation or the transportation supervisors.
- Administrators: Required to report to work in sufficient time to administer their assigned programs and address the special needs of the delayed opening.

All schools will operate on a shortened schedule for the day.

A two-hour delay on a Wednesday will result in Academic Seminar being canceled, and the normal delayed opening procedures will be followed.

Snow Routes

If certain areas warrant modified routes to address inclement weather conditions, information of these modifications will be listed on FlashAlert and are posted on the District website at www.hsd.k12.or.us. (Parents received snow route bus stop information in the August mailing.)

Snow routes will not alter school bell schedules.

Early School Closure During the School Day

A decision to close schools during regular attendance hours because of deteriorating weather conditions or environmental events will originate from the Superintendent or Chief Financial Officer. Principals and directors will be notified with specific closure times. The Chief Communications Officer will be responsible for notifying FlashAlert of the decision. The decision for early school closure during the school day will be made prior to 11:00 a.m.

Students who ride buses should be released when their route bus arrives at school. Buses may be delayed in arriving at school because of traffic conditions. Students who do not ride buses should remain in the shelter of the school under supervision until arrangements are made for their arrival home.

Night custodians will be expected to work their regular shift unless otherwise notified.

When schools are closed early, all afternoon and evening classes and activities will be canceled.

Procedures for School Building Failure

Upon recognition of school failure, the first person to become aware will notify the Executive Director of Facilities, Safety, and Operations, and the principal. The Executive Director of Facilities, Safety, and Operations will notify the Superintendent.

The Superintendent, principal, and Executive Director of Facilities, Safety, and Operations will discuss the problem, explore possible solutions, and make a decision as to closure.

In the event of closure, central office administration and the building principal will also develop a plan for notifying students and parents, and for handling students who have arrived.

In the event of closure because of building malfunction, the following will be notified:

1. The Superintendent will notify the Board members.
2. The Executive Director of Facilities, Safety, and Operations will notify the Executive Director of Transportation.
3. The Chief Communications Officer will notify FlashAlert.

4. The Chief Communications Officer will notify all District office administrators and all building principals.

Other considerations:

1. All staff will report for work.
2. The principal is responsible to make provisions (e.g. lunch) to accommodate students who cannot immediately return home, in the event the incident occurs with students in school.
3. In the event students are in school when the incident occurs, the Executive Director of Facilities, Safety, and Operations will immediately alert transportation services. In this instance, the notification to the media by the Chief Communications Officer will include information regarding time of transport.

Corrected 9/19/18



Code: **ECAA-AR**
Revised/Reviewed: 11/03/08
Orig. Code: ECAA-AR

Access to Buildings

All keys and key fobs used in a school shall be the responsibility of the respective principal. Requests for permanent issuance of keys or key fobs shall be made only in those instances where the employee regularly needs a key and/or key fob in order to carry out normal activities necessitated by the position which the employee holds. When need for a particular key or key fob is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys and key fobs shall be issued through the office of the principal of the respective school building. A receipt showing the number of the keys and/or key fob and the room(s), equipment rooms or building(s) which it opens shall be signed by the person to whom the key or key fob is issued. This receipt shall be filed in lieu of the key and/or key fob and shall be returned to the employee upon return of the key and/or key fob assigned.

Each principal shall set up a control system with a record of the number of each key and/or key fob filed.

The person issued a key and/or key fob shall be responsible for its safekeeping and shall pay for a duplicate key and/or key fob if lost. Duplicate keys or key fobs are obtained through the District maintenance office. The Board prohibits the duplication of school keys or key fobs otherwise.

Assigned keys or key fobs shall be used only by authorized employees and shall never be loaned.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

Corrected 9/19/18



Code: **ECAAA-AR**
Revised/Reviewed:

Employee Identification Badge System

Staff members issued an identification badge will be subject to the following requirements:

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be displayed in plain sight when the employee is engaged in the performance of district duties;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification badge lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee;
5. Identification badge requests must be made directly to the applications office. Completed badges will be forwarded to the employee's work site;
6. The appropriate administrator will be responsible for collecting staff identification badges at the end of the assigned work shift in the event of employee resignation, non-renewal, non-extension or termination;
7. The district will not disclose the identification badge or photograph of an employee to an external entity without the written consent of the employee.

Corrected 9/19/18; Corrected 10/09/18



Code: JHF-AR
Adopted: 6/09/09
Orig. Code: JHF-AR

Student Safety Procedures - Employee Badge Control

To issue identification badges to new employees or to issue replacement badges:

1. Contact the applications office to schedule an appointment to be photographed;
2. Remind employees they will need to provide identification to verify identity;
3. Completed badges will be forwarded to the employee's work site;
4. The loss of an employee badge must be reported to the building administrator or supervisor immediately. In the event that an identification badge is lost, stolen, or damaged due to circumstances beyond the employee's control, the badge will be replaced by the District at no cost to the employee. Costs for excessive replacements of an individual's identification badge may be charged to the employee;
5. Temporary and substitute employees contact the applications office to obtain an identification badge.

When employees change work site or job function requiring the issuing of a new badge:

1. Contact the applications office with information associated with the request for a new badge;
2. The human resources office will provide a list of employee transfers by site to the applications office;
3. Completed badges will be forwarded to the building administrator or supervisor at the employee's work site. The old badge will be collected by the building administrator or supervisor and forwarded to facilities for disposal.

When an employee terminates employment with the District or the closing of school for the summer (schools only):

1. Incorporate retrieval of badges into your closing of school check-out procedures. (Full check out cannot be completed without obtaining the employee's badge.) Store and return badges to employees in the fall;
2. In the case of resignation, dismissal, or retirement, collect the employee's badge on their last work day. All badges in this category, upon collection, are to be forwarded to facilities for disposal.

Substitutes and Temporary Employees

1. Substitutes, both classified and licensed, will be required to renew their identification badges every year. They will contact the applications office to obtain a badge. The badge type will continue to be the laminate style. Substitutes will be required to provide identification to verify identity;
2. Summer school employees who work in our District during the school year will be permitted to retain their badges for summer employment. New employees will be required to obtain a badge (laminate style) at facilities prior to working during the summer. Summer school employee identification badges will expire upon completion of the program. All employees hired only for the summer will submit their badge to the program administrator at the end of the program, who in turn will forward those badges to facilities;
3. Any employee employed for less than six weeks will be issued a District (non-photo) temporary badge. Temporary badges will have an expiration date and be collected upon completion of employment.

Corrected 9/19/18; Corrected 10/09/18



Code: **JHFE-AR(2)**

Revised/Reviewed:

Abuse of a Child Investigations Conducted on District Premises

The Department of Human Services (DHS) or a law enforcement agency has the authority to conduct an investigation of a report of child abuse on school premises according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

After the investigator provides adequate identification, school staff shall allow access to the child and provide a private space for conducting the interview. The investigator shall be advised by a school administrator or a school staff member of a child's relevant disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

School staff may only notify DHS, the law enforcement agency or school employees that are necessary to enable the investigation. School staff may not notify any other persons, including the child's parent(s) or guardian(s).

Investigator Name (Printed)

Name of Agency

Name of Worker's/Investigator's Supervisor

Supervisor Contact Information

Investigator Position and Badge or ID Number

Student Name

School

Investigator Signature

Date

☐ Investigator refused to sign. District staff should not deny entry based on refusal to sign.

FOR COMPLETION BY DISTRICT STAFF

- ☐ Student not available for interview
- ☐ Student refused to be interviewed
- ☐ Administrator participated in interview

Name of Administrator Notified

Name of Office Staff Involved

Name of Participating Administrator

This form should be placed in a separate secure file and not in the student's file.

Corrected 9/19/18



Code: **KK-AR**
Revised/Reviewed: 3/15
Orig. Code: KK-AR

Visitors to District Facilities**

1. It shall be the policy of the Board to encourage parents and all patrons to visit the schools throughout the school year.
2. All visitors to the schools must report to the main office of the school to obtain permission to visit. All visitors must wear identification badges/name tags while on school district properties. Badges/name tags will be provided in the main office during school hours. Students requesting to bring friends and/or other guests to school during regular school hours must receive prior permission from the principal or designee.
3. A visitor shall arrange for a visit by contacting the principal or other designated administrative staff member.
4. A visitor shall report to the principal or designee when the visitor arrives to make the previously scheduled classroom visit. Visitors must provide their name, address, and identification, if desired by the principal, and purpose of the visit. No visitor is authorized to enter or remain upon school premises without permission of the principal or designee except to proceed directly to the school office to apply for permission to visit.
5. Visitors will not contact individual students except as authorized by the principal and/or designee.
6. Permission to visit will be granted if, in the judgment of the principal or designee, the visit serves school interests. Permission to visit will be denied if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitors' interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, District or building regulations, or would violate the law.
7. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, illegal conduct, or violation of a school rule. A visitor may also be directed to leave by the principal or designee if the visit becomes disruptive to the educational program or school order; impedes the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct conflicts with Board policies, District or building regulations, or would violate the law.
8. A direction to leave revokes any permission to visit or license to enter. If circumstances permit, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The principal's office should be notified immediately of any direction to leave and given a copy of any written notice.

Visitors to District Facilities** – KK-AR

9. Failure to follow a direction to leave may subject a visitor to liability for trespass pursuant to ORS 164.245. Law enforcement may be notified.
10. A direction to leave or a denial or revocation of permission to visit may be protested in writing to the office of the Superintendent, which will review the decision. If it is determined that the action was unwarranted, the principal shall be informed and steps shall be taken to arrange a time for a visit. Repeated protests from the same individual concerning the same school or situation will not be reviewed (e.g., Board policy KL/KLD - Public Complaints).
11. Special programs, functions, or events may be announced as open to the public. In such cases, any member of the public has permission to enter those areas reasonably necessary for participation in the function, program, or event. Visitors to public events may be directed to leave if the principal or any on-duty school employee reasonably believes that the visitor has engaged in or represents a threat to engage in physical violence, property damage, loud or disruptive speech or behavior, any illegal conduct, or violation of a school rule.
12. Any visitor who commits a violent act, threatens to commit a violent act, or threatens to damage property, or acts in an excessively disruptive manner toward a student, staff member, or visitor while on school grounds, at a school-sponsored event, or on the way to and/or from school shall be reported immediately to the principal, teacher, or administrator in charge. The following steps will be taken:
 - a. Individuals may be referred to law enforcement officials;
 - b. The teacher, principal, or designee shall issue a trespass notice (KGB-AR[2]) giving a brief statement of the violation;
 - c. The principal and Executive Director of Facilities, Planning & Properties will be notified immediately;
 - d. The principal/designee shall immediately contact any students involved and their parents.

Corrected 9/19/18



Code: **KN-AR(1)**
Revised/Reviewed: 1/11
Orig. Code: KN-AR

Relations with Law Enforcement Agencies

Notice of Request to Interview Student

1. When a law enforcement official seeks to interview or investigate a student, the law enforcement official will contact the school administrator or designee, provide adequate identification, inform the school administrator or designee of the nature of the investigation, and provide the name of the student to be interviewed.
2. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.
3. The school administrator or designee will then verify and record the identity of the law enforcement official or other authority, and maintain a written record of all requests for interviews.

Request to Interview a Student or to Conduct an Investigation by Law Enforcement (Other Investigations)

1. When law enforcement officials seek to interview or investigate a student regarding possession of a firearm or other destructive device in school, the school administrator or designee will allow law enforcement officials to interview the student. Law enforcement officials will provide adequate identification.
2. When a law enforcement official seeks to interview or investigate a student without parental or guardian consent, the following requirements must be met:
 - a. The school administrator or designee must determine whether there is an objectively sufficient reason for the interview or investigation. The school administrator or designee will use the following to make this determination:
 - (1) The nature and immediacy of the law enforcement official's concern.
 - (2) The anticipated length of the interview.
 - (3) The location of the student at the time of the request.
 - (4) The efficacy of the interview to address the law enforcement official's concern.
 - b. The school administrator or designee will attempt to contact the student's parent or guardian to notify the family of the law enforcement interview if appropriate.
 - c. If the parent or guardian cannot be contacted, the school administrator or designee may grant permission for the questioning to proceed if the student agrees to be interviewed or in the event of compelling emergency circumstances.

Granted Requests

1. When the school administrator or designee grants a request to interview or investigate a student regarding abuse of a child, the school administrator or designee will follow the policies set forth in Board policy JHFE - Reporting of Suspected Child Abuse and its accompanying administrative regulations.
2. In all other matters, when the school administrator or designee grants a law enforcement official's request to interview a student, the interview will be conducted in private, out of the view of staff, students, and others.
3. The school administrator or designee will be present at all times during the interview, unless:
 - a. Otherwise prohibited from being present by law; or
 - b. A student's parent or guardian is present and asks the school administrator or designee not to participate.
4. When appropriate, the school administrator or designee will immediately attempt to contact the student's parents or guardian. If the school administrator or designee is unable to contact the parents or guardian, then the school administrator or designee will make a reasonable attempt to notify the parents or guardian as soon as possible after the interview.

Questioning of a Student Suspected of a Crime, Arrest, or Taking a Student into Custody

1. When a student is a suspect in a criminal act and is to be questioned by a law enforcement official for the purpose of establishing involvement in the act, questioning will be allowed on District property only with parental consent. Normally, such questioning should occur outside school hours, off District property.
2. Students will be released into the custody of a law enforcement officer only under one of the following conditions:
 - a. A warrant;
 - b. A court order;
 - c. Arrest;
 - d. Protective custody resulting from child abuse investigation;
 - e. Permission of the parent.
3. In all cases, other than child abuse cases, where a student is to be taken from the building by a law enforcement official, the school administrator or designee will verify the official's identity and make a reasonable effort to notify the student's parent(s)/guardian. Law enforcement officials have the primary responsibility for notifying the parent(s) in such instances. Administrators must request law enforcement officials to complete the appropriate form provided by the District. (see KN-AR(2) – Investigations Conducted on District Premises)

Abuse of a Child Investigations

Any investigation of child abuse will be directed by the Oregon Department of Human Services (DHS) or law enforcement officials as required by law. The DHS or law enforcement agency will first notify the administrator of the investigation, unless the administrator is a subject of the investigation. The school

administrator or designee must request the investigating official fill out the appropriate form (See JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). If the investigation official refuses to fill out or sign the form, the administrator may complete the form and should not deny the official's request to interview the student on school property. If the investigating official does not have adequate identification the school administrator or designee shall refuse access to the student. The school administrator or designee may be present at the interview of the student at the discretion of the investigating official. When the subject matter of the interview or investigation involves child abuse, school administrators and school employees shall not notify the parent or guardian.

Administrator-Initiated Requests

On occasion, school administrators or designees may need or be required to seek law enforcement assistance. Any student violation of the District's weapons policy shall be reported to the appropriate law enforcement agency. Child abuse also requires immediate referral to the DHS or law enforcement officials. Additionally, school administrators and/or designees may report to law enforcement officials other violations of law occurring on District property or at school-sponsored activities, as deemed appropriate.

Corrected 9/19/18



Code: **KN-AR(2)**

Revised/Reviewed:

Investigations Conducted on District Premises

When an administrator is notified that law enforcement would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

I, _____ (Name) of _____ (Agency)
declare that I have the authority to conduct this student interview based on the following:

1. ☐ Warrant (attach copy)
2. ☐ Court order (attach copy)
3. ☐ Exigent circumstances (briefly describe): _____

4. Parental consent

Parent or guardian's name: _____
Date consent granted: _____
5. This interview is not considered a "seizure" pursuant to state and federal law.

Signature of interviewer

Date

Name of student to be interviewed

Date of interview

- ☐ Student not available for interview
☐ Student refused to be interviewed

Name of school official (administrator/
designee) receiving this form

This form should be placed in a separate file and not in student's educational record file.

Corrected 9/19/18

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
October 2, 2018
Civic Center, 150 W. Main Street, Room #113B&C, Hillsboro, OR

1. Joint Work Session - Hillsboro School Board and Hillsboro City Council

School Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson

City Council Present:

Steve Callaway, Mayor
Darell Lumaco, Council President
Rick Van Beveren
Kyle Allen
Anthony Martin
Olivia Alcaire
Fred Nachtigal

Student Representatives to the Board of Directors

Jessica Jose-Nickerson
Samanta Vega Contreras

City Staff Present

Michael Brown, City Manager
Dan Dias, Economic Development Director
Greg Mont, Information Services Director
Kristi Wilson, Workforce Development Analyst
Aubrey Minear, Deputy City Recorder

Hillsboro School District Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Don Wolff, Chief Information Officer
Brooke Nova, Coordinator of Career and College Pathways
Val Bokma, Assistant to the Board

Mayor Steve Callaway called the meeting to order at 6:02 PM and explained that the City of Hillsboro and the Hillsboro School District have extensive connections and much in common, including shared programs, resources, and values.

A. Introductions

Participants briefly introduced themselves and discussed their connections with schools in the District.

B. Partnerships and Collaborations Update

1. Community Access to Fiber Network

The City of Hillsboro's Information Services Director, Greg Mont, and the Hillsboro School District's Chief Information Officer, Don Wolff, presented an overview of the cooperative effort between the City and the District to design and install a fiber optic cable backbone that will fulfill the needs of both the City and the District, connecting every School District facility and serving as the backbone for the City of Hillsboro's Fiber to the Premises (FTTP) system and other City services. Conversations regarding this project began approximately five years ago and when the project is completed, it will provide connectivity between the City and its partners; enable the District to meet the rapidly expanding bandwidth needs of students and programs at all District schools; allow businesses and residents to access reliable, cost-effective service; and represent

an efficient use of funds for the City and the District. Washington County and other local government agencies are also strong partners in this project.

2. Economic Development and Career and College Pathways

Hillsboro City Manager Michael Brown and Hillsboro School District Superintendent Mike Scott discussed the City and District's shared and intersecting goals and guiding principles, and explained that the connections and partnerships between the City, the District, local businesses and industries, and community organizations, are essential to the success of both the City and the District.

Assistant Superintendent Travis Reiman, Economic Development Director Dan Dias, Workforce Development Analyst Kristi Wilson, and Coordinator of Career and College Pathways Brooke Nova discussed relationships between the District, the City, and community partners that support the work of creating career pathways, include diverse career options in many fields of work, that are accessible to all students in the District and relevant to the current, developing, and future workforce needs of businesses and industries in the community. Joint efforts include shared resources and spaces and the development of industry advisory committees and workgroups to discuss insights and the solutions to challenges.

Next steps in this work include investigating the feasibility of creating a health career pathways training center, potentially in collaboration with Portland Community College, as well as a North Hillsboro Training Center that could house career-technical education programs applicable to nearby industries and could also be used by college and industry partners for their training programs.

C. Brainstorming Regarding Future Partnership Opportunities

As a result of time constraints, this item was not discussed, but it may be scheduled during a future meeting.

D. Recess Meeting

The joint work session was recessed at 6:58 PM, and members of the City Council left to attend their regular City Council meeting.

2. **Hillsboro School District Board of Directors – Work Session**

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Saideh Haghighi, Director, Equity and Human Resources
Val Bokma, Assistant to the Board

Student Representatives to the Board of Directors

Jessica Jose-Nickerson
Samanta Vega Contreras

Board Chair Lisa Allen reconvened the meeting at 7:13 PM.

A. Discuss Relocation of 40-Acre Parcel of Land in South Hillsboro

Superintendent Mike Scott explained that a 40-acre parcel of land purchased by the District in the northern portion of Newland's South Hillsboro development will eventually be exchanged for two ten-acre and one 20-acre parcels of land in appropriate locations for schools. However, the exchange will be completed in stages and the process requires that the District sign its 40-acre parcel of land over to Newlands, and Newlands sign over to the District 40 acres of land to replace the District's parcel. The initial exchange will be for a 40-acre parcel of land that is outside of Newlands' proposed "phase 1" development area, but a future exchange will be for parcels of land in the appropriate school sites. The District purchased the land before the overall development plan became available so that the land would be annexed into the City of Hillsboro at the time of purchase. The exchange process does not require Board approval because there is no change in the value of the property owned by the District.

B. Northwest Regional Education Service District (NWRES D) Update / Input

Superintendent Mike Scott presented an overview of the services that Northwest Regional Education Service District (NWRES D) provides to participating school districts, and the decisions that local school boards make each year regarding participation in NWRES D for the following year and approval (by participating districts) of the local service plan. If districts choose to opt out, they must submit their requests to the ESD board by November 1 of the year prior to the school year for which the request is being made. If districts choose to retain their current service levels, no action is needed. Superintendent Scott recommended that the Hillsboro School District retain its level of participation for the 2018-19 school year, receiving a direct payment of 50 percent of the NWRES D State School Fund attributable to Hillsboro School District.

C. Discussion Regarding Political Activity Parameters

Board members discussed the development of parameters regarding the Board's endorsements and political statements, and Board meeting agenda items. The consensus of the Board was that:

- Government agencies that ask to present information to the Board will be scheduled on Board meeting agendas;
- Other individuals and organizations (non-government agencies) may address the Board during audience time;
- The Board will generally not provide political endorsements, although the Board may agree to make exceptions;
- As individuals, Board members may choose to provide endorsements.

D. Equity Training

Throughout the year, Board and Cabinet members are participating in a series of discussions regarding the diverse needs of students and the supports that will help them succeed. During this session, Board members received information and engaged in discussion regarding historical events, laws, and policies related to race, immigration, and education. They also received data regarding the discipline, assessment, and demographics of District students. The context, background, and significance of the data will be discussed during a follow-up session.

E. Discussion Time

1. Student Representatives' Time

Student Representatives discussed upcoming events that are significant to students at their schools.

2. Superintendent's Time

Superintendent Scott made no additional comments.

3. Board of Directors' Time

a. American Education Week Brainstorming

Board members agreed that they would like to honor District staff during American Education week (November 12-16) by continuing the tradition of delivering notes of appreciation and baskets of apples to staff at their work locations.

b. Board Discussion Time

Board members thanked the City for hosting the meeting and briefly discussed District events.

F. Recess Meeting

The meeting was recessed at 9:41 PM. Student Representatives to the Board of Directors Jessica Jose-Nickerson and Samanta Vega Contreras left the meeting.

3. **Hillsboro School District Board of Directors – Executive Session**

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Val Bokma, Assistant to the Board

ORS 192.660(2)(d)—Labor Negotiator Consultation

Board Chair Lisa Allen reconvened the meeting at 9:42 PM, and moved the Board into executive session under ORS 192.660(2)(d)—labor negotiator consultation. The Board discussed labor negotiations. No action was taken.

4. **Adjourn**

Board Chair Lisa Allen moved the Board out of executive session and adjourned the meeting at 9:58 PM.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Rebecca Brauer

Assignment: 1.0 FTE ELL, Science Teacher, Academic Intervention
Location: South Meadows Middle School
Effective Date: January 31, 2019
Years of Service: 28 years

William Collins

Assignment: 1.0 FTE Science Teacher
Location: South Meadows Middle School
Effective Date: January 31, 2019
Years of Service: 29 years

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

Valerie Ouellet

Assignment: 1.0 FTE English Language Learner
Location: Orenco Elementary School
Effective Date: October 19, 2018

Justin Shiltz

Assignment: 1.0 FTE Social Studies
Location: Glencoe High School
Effective Date: October 26, 2018

Leslie Wagner

Assignment: 0.4 FTE Music Teacher
Location: Groner K-8
Effective Date: November 8, 2018

- C. Approve the employment of the following licensed personnel in the 2018-19 school year:

Molly Caster-Drenner

Education: MA – Southern Oregon University, Ashland, OR
Experience: 14 years
Assignment: 0.5 FTE Math – North Plains Elementary School

Cheryl Evers

Education: MA – University of Washington, Seattle, WA
Experience: 31 years
Assignment: 1.0 FTE Elementary Resource Specialist – Mooberry Elementary School

Kimberly Switzer

Education: BA – Purdue University Calumet, Hammond, IN
Experience: 1 year
Assignment: 0.416 FTE Family and Consumer Science/Marketing –
Century High School

Anna Waldrop

Education: BA – High Point University, High Point, NC
Experience: 7 years
Assignment: 1.0 FTE Life Skills – Glencoe High School

Sarah Worthington

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Kindergarten – North Plains Elementary

- D. Approve the employment of the following supervisor-specialist-technical personnel in the 2018-19 school year:

Mia Hocking

Assignment: Resource Conservationist
Location: Facilities & Maintenance
Effective Date: July 31, 2018

Jennifer Zavatsky

Assignment: Finance Manager – Accounting & Purchasing
Location: Business Office
Effective Date: July 9, 2018

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
APPROVE PARENT ORGANIZATION ACTIVITIES
FOR LIABILITY INSURANCE COVERAGE

SITUATION

In order for a parent organization, such as a Parent / Teacher Organization (PTO) or Booster Club, to be covered under the District's liability insurance policy, certain information must be submitted to the Board for approval during a regularly scheduled Board meeting. This information must include the name of the school, the name of the organization, a list of all events, and the time period covered by the event list. Activities that are not approved by the Board will not be covered by the District's liability insurance.

The Board is scheduled to receive information regarding parent organization activities on a semi-annual basis. Additional activity information may be provided more often, if needed.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the list of parent organization activities to be covered under the District's liability insurance policy.

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Butternut Creek Elementary School	PTC	Family Culture Night Student Dance Night Pastries with Peeps Cookie Dough Fundraiser Parent Monthly Meetings Family Movie Nights Spring Fundraiser
Brookwood Elementary School	Spartan Youth Baseball	Baseball
	HSC Soccer	Soccer
	Camp Invention	Invention Club
	Brookwood Boosters	Ice Cream Social/Meet Teacher Family Night/Open House Family Movie Nights Family Fun Night Book Fair Parent Teacher Conferences Holiday Bazaar Book Fair Spring Bazaar
Eastwood Elementary School	Boosters	Monthly Meetings Family Fun Nights Fall Festival Family Dance Bingo & Silent Auction Jog-a-Thon Holiday Bazaar & Craft Night
Farmington View Elementary School	Bobcat Boosters	Monthly Meetings Bingo Night

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Imlay Elementary School	PTA	Walk-n-Roll Fundraiser Monthly PTA Meetings T-Shirt Sale Dine-Out Family Fundraisers Artist-in-Residence Ice Cream Social STEAM Festival Carnival Teacher Appreciation Week School Assemblies Backpack Program for Needy Families Yearbook Club Volunteer Appreciation 6 th Grade Luau End-of-Year Staff Luncheon Field Trips Outdoor School Busing Battle of the Books Sponsorship Art Literacy
Ladd Acres Elementary School	PTA	Fun Run - Laps for Ladd Teacher Appreciation Week T-Shirt Sale Carnival Ice Cream Social Monthly Meetings Family Fun Nights Holiday Bazaar Book Fair - Spring / Fall Field Trip Bussing - 2 a year Teacher Education Fund End of Year Staff Lunch Oregon Battle of the Books

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Lenox Elementary School	Boosters	Meet-and-Greet Kindergarten Orientation Win-with-Reading Kick-Off Monthly Meetings Boo Hoo Yahoo Lenox Laps Lenox Laps Rewards Book Fair Win-with-Reading Kick-Off Movie Night Bingo Night Used Book Sale Science Fair Teacher Appreciation Week Carnival Clap Out
Lincoln Street Elementary School	PTO	PTO Monthly Meetings PTO Bazaar Movie Nights Tamale-Making Student Store Paw Pantry - Food Donations Family Game Nights Scholastic Book Fair Mariachi Practice Science Fair Chicas Back to School Night LYNX After School Club
McKinney Elementary School	PTO	Back-to-School Night/Ice Cream Social Fun Run Muffin Morning and Doughnut Day Movie Nights Spring Clean-Up Day Loteria Family Dance Read-a-Thon Fall Festival End-of-Year Celebration Monthly Meetings

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Mooberry Elementary School	Mooberry Community Corral	Monthly PTO Meetings Holiday Bazaar Weekly Reading Club Dad's Club Bingo Carnival Día de los Niños
North Plains Elementary School	PTO	Bingo Night Back to School Night Carnival Holiday Gift Shop Staff Appreciation Luncheon Curriculum Night 6th Grade Celebration Conference Café Movie Night Spring Showcase Fun Run Glow Golf Tournament Harvest Festival Veteran's Day Field Day Bi-Monthly Meetings Science Fair
Orengo Elementary School	Orengo Booster Club	Sno-Cone Social 1st Day Red Carpet Entrance Kinder Boohoo/Yahoo Breakfast Back to School Picnic Spirit Day Ice Cream for Students Mod Pizza Night Chipotle Night I Spark Shopping Day McMenamin's Family & Friends Night Monthly Meetings Booster Open House Art Lit Training Donuts with Dads Family Fun Night - Bingo Muffins with Moms Book Fairs Movie Night Jog-a-Thon Bingo Night Penguin Patch Shopping

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Patterson Elementary School	Booster Club	Panther Dash Parents and Pastries Movie Night Panther Splash Swim Night Family Social & Auction Restaurant Night Bingo Night Field Day Monthly Meetings
Quatama Elementary School	Coyote Community Club	Monthly Meetings BTS Ice Cream Social Bazaar/Book Fair Cookie Dough Fundraiser Limo Ride McTeacher Night
Rosedale Elementary School	Rosedale Parent Group	Back-to-School Luncheon Carnival Teacher Conference Luncheon Fall Movie Night Winter Movie Night Spring Bingo/Silent Auction Rosedale Run Talent Show Field Day Spring Teacher Luncheon

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Tobias Elementary School	PTO	Monthly PTO Board Meetings Monthly PTO Meetings Back to School Night New Family Welcome Bookworm Bash Tiger Trek Fun Run Fundraiser Fundraiser Fund Counting and Prize Prep Limo Ride and Lunch Prize Fall Dance Teacher Dinner during Conferences Spirit Assemblies Picture Day Spring Carnival Hearing Screening Vision Screening Staff Appreciation Week 6th Grade Moving on Breakfast Staff luncheon Last Day of School Bingo night Restaurant Fundraiser Nights - Chipotle, McDonalds, Chick-fil-a Chess Tournament
West Union Elementary School	PTO	School Supply Drive Battle of the Books After School Clubs Art Literacy Monthly Meetings Spelling Bee Fall Fundraiser Ham Dinner

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
W. L. Henry Elementary School	PTO	Movie Nights Carnival Tamale Sale Monthly Meetings Fun Run McTeacher Nights Fill-the-Envelope Fundraiser Dance Talent Show After School Snack Sales Bingo Night Teacher Appreciation El Día del Niño El Día del los Muertos Winter Performance Movie Nights Field Day Spirit Days Family Night
Evergreen Middle School	Parent Club	Monthly Meetings Student Store Parent Fun Run
Poynter Middle School	Parent Club	Monthly Meetings
Century High School	Boosters	B2S Registration - Sell Spirit Gear Monthly Meetings Harvest Bazaar Event Home Football Games to Sell Spirit Gear Home Basketball Games to Sell Spirit Gear Scholar Athlete Dinner Fundraising at Back to School Night Fundraising at Freshman Night Offsite meeting to select scholarship recipients Fundraising at Conference Night

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Glencoe High School	Band and Color Guard Booster Club	Volunteer Help with Youth Baseball Concessions Board Meetings Volunteer to Help with Hillsboro 4 th of July Parade – Water Carrier and Distribution Volunteer Help with Can and Bottle Drive Fundraiser Volunteer to Help with North Plains Garlic Festival Parade – Water Carrier and Distribution Band Camp Snacks – Purchase and Distribute Pre-Packaged Snack Items During Band Camp Annual Marching Band Showcase and Meeting Volunteer Help with Home Football Games: Concession Stand, Equipment Moving, Chaperoning in the Stands Purchase Materials and Build Props for the Marching Band Show Volunteer Help for the Band Night-Out Fundraiser Volunteer Help at Marching Band Contests Annual Fall Band Awards Night and Meeting
	PTO	Freshman Connection Night Tide Store to Football Games GHS Career Center PTO Meetings Back-to-School Envelope Stuffing Schedule Change Days Back-to-School Night Homecoming Dance Fall Conference Staff Dinner Fall Conference Staff Breakfast Academic Testing Football Concessions Tide Store to Evergreen Middle School Tide Store Open House GHS Grad Party Planning Meetings First Week of School Registration / Locker Assignment Parent Conferences Basketball Concessions

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Hillsboro High School	HBBA (Hillsboro Band Boosters Association)	Band Camps Percussion Camp Home Football Games - Chaperoning Fall Marching Competitions Fall Marching Practices Parent Monthly Meetings Fall Band Concert Macy's Holiday Parade Instrument Rental Night for Beginning Bands League Jazz Festival
	Robotics	Meetings and Competition
	Youth Football	Meetings and Events
	FFA	Meetings and Events
Liberty High School	Liberty Community Club	Monthly Parent Information Meetings
	Liberty Band Booster Club	Board Meetings Les Schwab, Liberty Track and Liberty Hosted Fundraisers Hillsboro 4th of July Parade Can and Bottle Drive Rose Festival Parade Band Camp Snacks – Purchase and Distribute Pre-Packaged Snack Items During Band Camp Liberty Marching Arts Challenge Show Liberty Indoor Classic Show Home Football Games Build Props for Marching Band Show Band Fundraisers (car washes, fireworks stands, pie sales, flamingos, etc.) Marching Band Competitions Annual Fall Band Awards Night and Meeting
Hillsboro Online Academy	Parent Connect	Monthly Meetings

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
APPROVE REVISIONS TO POLICY EHA:
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

SITUATION

Federal Law requires that school districts fulfill the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA), and comply with the national electronic transaction standards and applicable requirements for all confidential records and information. Board policy EHA: Health Insurance Portability and Accountability Act is required for school districts that bill for Medicaid or use a contracted service to bill for Medicaid. Revisions to this policy have been recommended by Oregon School Boards Association (OSBA).

Recommended revisions to policy EHA were presented to the Board for first reading on October 23, 2018. No public comments or questions were received regarding this policy during the review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy EHA: Health Insurance Portability and Accountability Act.

Health Insurance Portability and Accountability Act

The District has determined that it meets the definition of a hybrid of covered entities¹ under the Health Insurance Portability and Accountability Act (HIPAA). As the District offers health care provider programs and services that include electronic billing for the reimbursement of services under Oregon Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. ~~self-administers an Internal Revenue Service Section 125 plan, it meets the health plan definition under HIPAA. As a covered entity, the District will meet the requirements of federal law.~~

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law. In all electronic transactions involving student education records information, the district will adhere to the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA).

The superintendent will ensure that training is provided to appropriate staff with access to, and responsibility for, electronic transactions of student education record information as required by HIPAA. Notice will be provided to students and parents of their rights pertaining to the disclosure of personally identifiable information, complaint procedures and the district official to contact in the event of questions, as provided in established student education record related Board policies and administrative regulations.

~~Accordingly, the District will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law. The electronic exchange of financial and administrative transactions related to an employee's protected health information will meet the requirements of HIPAA, including national standards for electronic transactions designed to ensure the security of health information created or received by the District.~~

~~The Superintendent will designate an individual responsible for responding to HIPAA inquiries, complaints, and for providing adequate notice of employee rights and District duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law and uses of employee protected health information and disclosures that may be made by the District.~~

¹ A "covered entity" is an entity subject to HIPAA. These include those entities defined under the Act as a health plan, health-care clearinghouse, health care provider or a hybrid entity. A hybrid of covered entities is a single legal entity that is a covered entity and whose covered functions are not its primary function. Self-insured health plans and Internal Revenue Service Section 125 plans with 50 or more participants operated or maintained by public schools entities are covered health plans for HIPAA privacy rule purposes. Similarly, any provider of services, a provider of medical or health services as defined in section 1861 of the Act (42 U.S.C. § 1395X(s)), and any person or organization who furnishes, bills or is paid for health care in the normal course as defined by 45 C.F.R. § 160.103 is also subject to HIPAA requirements as a health care provider. District's should review their programs and services with their legal counsel in determining HIPAA applicability.

~~Training will be provided to all current staff and new employees determined by the District to have access to the protected health information of employees. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the District's policy and/or procedures.~~

~~Employees who believe their privacy rights have been violated may file a complaint in accordance with established District procedures. Complaints may also be filed directly with the U. S. Secretary of Health and Human Services. There shall be no retaliation by the District against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.~~

~~The Superintendent will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA covered activities or functions on behalf of the District that the protected health information it receives from the District will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the District's contract with the business associate.~~

~~Employees in violation of this policy or procedures established to safeguard the protected health information of employees will be subject to discipline up to and including dismissal.~~

~~The Superintendent is directed to ensure that an assessment of District operations is conducted to determine the extent of the District's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of law. The procedures shall include provisions for record keeping; documentation of the District's compliance efforts; appropriate administrative, technical, and physical safeguards to protect employee protected health information; and ensuring that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.~~

~~In the event of a change in the law that may impact this policy or established District procedures, the Superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented, and notification is made to staff and others as appropriate.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d-d-8 (2006~~12~~); 45 C.F.R. Parts 160, 164 (2006~~16~~).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006~~12~~); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006~~16~~).

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
APPROVE REVISIONS TO POLICIES RELATED TO SAFETY AND SECURITY

SITUATION

Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to review the District's policy manual, beginning with the security-related policies that are listed below.

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 Superintendent and Cabinet members reviewed the following policies with OSBA's representative on September 19, and recommended revisions to these policies were presented to the Board for first reading on October 23. No public comments or questions were received regarding this policy during the review period.

- EB: Safety Program
- EBAC: Site Safety Committees
- EBC/EBCA: Emergency Procedures and Disaster Plans
- EBCB: Emergency Drills and Instruction
- EBCC: Hazardous Threats (delete)
- EB CD: Emergency School Closures
- EC: Management and Inspection of Buildings and Grounds (delete)
- ECA: Security of Buildings and Grounds (delete)
- ECAA: Access to Buildings
- ECAAA: Employee Identification Badge System (proposed new policy)
- ECAB: Vandalism, Malicious Mischief, or Theft
- ECAD: School Resource Officer (delete)
- EI: Risk Management (delete)
- JFCM: Threats of Violence
- JH: Student Welfare
- JHF: Student Safety
- JHFE: Reporting of Suspected Abuse of a Child
- JHFE-AR(1): Reporting of Suspected Abuse of a Child
- KK: Visitors to District Facilities (delete current version; adopt proposed new version)
- KN: Relations with Law Enforcement Agencies

The following policies were presented for first reading on October 23, but are not included on the November 13 consent agenda. They will be placed on a future Board meeting agenda with additional information / updates, in response to Board members' input and questions.

- JFCJ: Weapons in the Schools
- JHHA: Crisis Prevention and Response (delete)

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to the safety- and security-related policies included on the November 13 Board meeting consent agenda.



Code: EB
Adopted: 11/03/08
Orig. Code(s): EB

Safety Program

~~It is the intent of the Board to provide all employees, students and visitors with a healthy and safe environment and working conditions, and it directs the Superintendent to keep the Board informed of hazardous and unhealthy conditions that may be found on District properties, with suggestions for their improvement.~~

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The Superintendent will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 654.003 to -654.022](#)

[OAR 437-001-0760](#)
[OAR 437-002-0020 to -0081](#)
[OAR 437-002-0100](#)
[OAR 437-002-0140](#)

[OAR 437-002-0144](#)
[OAR 437-002-0145](#)
[OAR 437-002-0180 to -0182](#)
[OAR 437-002-0260 to -0268](#)
[OAR 437-002-0360](#)
[OAR 437-002-0368](#)
[OAR 437-002-0377](#)

[OAR 437-002-0390](#)
[OAR 437-002-0391](#)
[OAR 581-022-2030](#)
[OAR 581-022-2225](#)
[OAR 581-022-2250](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

Corrected 9/19/18



Code: **EBAC**
Adopted: 11/03/08
Orig. Code(s): EBAC

Site Safety Committees

Site safety committees shall be established to represent the safety and health concerns of District employees and students.

The site safety committees shall be composed of an equal number of administrative and employee representatives or the best available representation thereof for each group. Employee representatives shall be volunteers or elected by their peers unless there is a provision in the collective bargaining agreement that addresses the selection of employee representatives. Members of the committee shall serve at least a continuous one-year term. Terms shall be staggered to provide continuity. Members shall represent major areas of activity in the District whenever possible. There shall be a chair elected by the safety committee. Employee representatives attending safety committee meetings outside regularly scheduled workday shall be compensated by the employer.

END OF POLICY

Legal Reference(s):

[ORS 654.176](#)
[ORS 654.182](#)

[OAR 437-001-0765](#)
[OAR 581-022-2225\(7\)](#)

Corrected 9/19/18



Code: EBC/EBCA
Adopted: 4/25/17
Orig. Code: EBC/EBCA

Emergency Procedures and Disaster Plans

The Superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness, injury of a student or staff member, and ~~use of force~~ safety threats on school-District property. The Superintendent will consult with community and county agencies while developing this plan.

The District's eEmergency pProcedures pPlan will meet the standards of the State Board of Education.

Copies of the eEmergency pProcedures pPlan will be available in all District buildings. Parents will be informed of the District's plan for the care of students during an emergency.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the District.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)
[OAR 437-002-0161](#)

[OAR 581-022-2030\(3\)\(c\)](#)
[OAR 581-022-2220](#)
[OAR 581-022-2225](#)

Corrected 9/19/18



Code: EBCB
Adopted: 4/25/17
Orig. Code(s): EBCB

Emergency Drills and Instruction

Each building administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures, so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires; earthquakes, ~~which shall include tsunami procedures in a tsunami hazard zones;~~ and safety threats.

Instruction on fires, earthquakes, and safety threats, and drills for students, shall be conducted for at least 30 minutes each school month.

Fire Emergencies

Each school in the District will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year at each school in the District. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover, and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the District may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year at each school in the District. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other appropriate actions to take when there is a threat to safety.

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the District.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the District with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 336.071](#)

[ORS 476.030\(1\)](#)

[OAR 581-022-2225](#)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014).

Corrected 9/19/18



Code: EBCC
Adopted: 7/16/08
Orig. Code: EBCC

Hazardous Threats

When a call is made or written notice is found that a hazardous device or substance has been placed in a school or any other District facility, the following procedures shall be followed. In the event of such a threat, law enforcement will be contacted immediately to assist in assessing the threat and to determine the appropriate response. If the threat is determined credible or imminent, the school or building will be evacuated immediately.

Listed are steps to be followed in the event of a threat:

1. A search of the building or premises should be conducted in consultation with police or emergency responders. Since staff members know what belongs in the school/building, they may be asked to assist in visually searching their immediate area;
2. While conducting a visual search, personnel should avoid using all radio frequency electronic devices, including, but not limited to, cell phones, walkie-talkies, and other wireless electronic devices. Students will also be instructed to turn off IPODS and cell phones;
3. If a suspicious item is found, evacuate all students and staff to a safe place immediately;
4. Any suspicious or foreign object found in the school/building will be reported to law enforcement or emergency responders. Staff members should not remove any suspicious object. The suspicious object should be left for removal by a qualified professional (e.g. bomb squad);
5. If a thorough search has been conducted and nothing found, the site administrator or District administrator, in consultation with police or other emergency responders, will determine when re-entry is permitted;
6. Information on hazardous threats will be communicated to the staff by the site administrator;
7. An investigation of the incident shall be made by the local police department with assistance from the school and other emergency responders, if necessary.

Any decision concerning students' dismissal and subsequent action after the above procedures have been followed is the Superintendent's/designee's prerogative.

END OF POLICY

Legal Reference(s):

[OAR 581-022](#) 14202225

Corrected 9/19/18



Code: **EBCD**
Adopted: 11/01/16
Orig. Code: EBCD

Emergency School Closures**

In case of fog, snow, ice, or other hazardous or emergency conditions, the Superintendent may alter District and transportation schedules as appropriate for the particular condition. Such alterations include closure¹ of all schools, closure of selected schools or grade levels, adjustment of routes, delayed openings of schools, and early dismissal of students.

The Superintendent ~~or~~ designee will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

Students, parents, and staff will be informed at the beginning of each school year as to the procedures that will be used to notify them in case of an emergency closure.

END OF POLICY

Legal Reference(s):

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)

[OAR 581-022-2225](#)
[OAR 581-022-2320](#)

[OAR 581-053-0004](#)

Corrected 9/19/18

¹ Upon approval by the Board, per OAR 581-022-1620, up to 14 hours of emergency school closures due to adverse weather conditions and facilities failure may be included in the calculation of instructional time, beginning in the 2015-16 school year. "Instructional time" is defined in OAR 581-022-0102.



Code: EC
Adopted: 11/03/08
Orig. Code: EC

Management and Inspection of Buildings and Grounds

The Superintendent will develop and maintain plans and procedures necessary to assure the security of District properties and to provide for a continuing program of preventive maintenance designed to ensure that buildings are clean, safe and efficiently operated. The Superintendent will have overall responsibility for the maintenance and security of the District's buildings and grounds.

The Superintendent will keep the Board informed about District properties and will make other such reports as the Board requests.

The Board expects operation and maintenance of District facilities and equipment to set high standards of safety, to promote the health of students and staff, and to provide an environment that supports the efforts of the staff to provide a good education.

END OF POLICY

Legal Reference(s):

[ORS 332.172](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0140](#)

[OAR 437-002-0144](#)

[OAR 437-002-0145](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0360](#)

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[OAR 437-002-0390](#)

[OAR 437-002-0391](#)

[OAR 581-022-2305](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Corrected 9/19/18

[Date] [Initials]

Management and Inspection of Buildings and Grounds – EC

1-1



Code: ECA
Adopted: 11/03/08
Orig. Code: ECA

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the District and should be protected. Security includes:

1. Minimizing fire or other safety hazards;
2. Reducing the probability of faulty equipment;
3. Keeping records and funds in a safe place;
4. Protecting against vandalism and burglary;
5. Having site managers control the keys.

The Superintendent is directed to establish regulations as may be needed to provide for security of buildings and grounds.

Incidents of illegal entry, theft of school property, vandalism or damage to school property by any cause shall be reported to the Superintendent/designee and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within 24 hours of discovery and forwarded to the Superintendent's office.

END OF POLICY

Legal Reference(s):

[ORS 332.172](#)

[OAR 437-002](#)-0020 to -0075

Corrected 9/19/18



Code: ECAA
Adopted: 11/03/08
Orig. Code: ECAA

Access to Buildings

The Board directs the Superintendent will to control access to District buildings as appropriate and necessary to protect property, students, and personnel.

The Board's objectives for providing controlled access are to:

1. Ensure maximum protection of District property and facilities that minimizes possibilities of theft, vandalism and loss of materials and equipment;
2. Involve staff members in being responsible for District property (e.g. keys) in their possession and to eliminate unnecessary costs for replacing lost or misplaced District property;
3. Establish and maintain an efficient organizational plan for securing District property and facilities.

Principals will control access to school-District buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with the Superintendent's approval, will develop regulations procedures designed to control the use of buildings keys and access, and to ensure that buildings are adequately closed and locked when no authorized personnel are present. ~~Staff or students who fail to obey such regulations may be disciplined, suspended or dismissed.~~ Staff who fail to obey such procedures may be disciplined up to and including dismissal. Students who fail to obey such procedures may be disciplined.

END OF POLICY

Legal Reference(s):

[ORS 164.205 to -164.270](#)

[ORS 332.107](#)

[ORS 332.172](#)

Corrected 9/19/18



Code: ECAAA
Adopted:

Employee Identification Badge System

For the safety of staff and students in the school environment, and to reduce the possibilities of theft, vandalism and loss of district property, all district employees shall be issued and will display an identification badge.

The district's photo identification badge system will serve as an instant identification system for security purposes and will assist students, staff, parents and other visitors to school locations in identifying school employees. District employees, including substitutes and temporary employees, will display the identification card at all times in the performance of their duties.

A badge system, with appropriate designation but without a photograph, shall be used for visitors to schools during regular school hours.

The superintendent is directed to develop guidelines as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.447](#)

[ORS 332.107](#)

[ORS 332.505](#)

Corrected 9/19/18



Code: ECAB
Adopted: 2/28/12
Orig. Code: ECAB

Vandalism~~/~~, Malicious Mischief~~/~~ or Theft**

Students and ~~citizens~~ patrons are urged to cooperate in reporting any incidents of vandalism~~/~~, malicious mischief~~/~~, or theft and the name or names of the person or persons believed to be responsible.

Each District employee will report to the principal or other person in authority incidents of vandalism~~/~~, malicious mischief~~/~~, or theft and the name of the person or persons responsible, if known.

Principals will submit a report of any incidents of vandalism~~/~~, malicious mischief~~/~~, theft or damage to ~~their buildings~~ District property to the Superintendent or designee. The Superintendent will report forward to the Board regarding major reports of vandalism~~/~~, malicious mischief~~/~~, theft or damage to District property.

The District may offer a reward to an individual(s) who provides information that results in the apprehension of a person(s) guilty of vandalism~~/~~, malicious mischief~~/~~, theft or other criminal acts against the District. The amount of reward shall be determined by the Superintendent or designee on a case-by-case basis within any guidelines set by the Board.

The Superintendent or designee is authorized to sign a criminal complaint and to press charges against those committing acts of vandalism~~/~~ or malicious mischief against District property or theft of District property. ~~Because incidents of willful or malicious abuse, destruction, defacing, and theft of District property are clearly contrary to the best interests of the District and injurious to the rights and welfare of the entire community, it~~ is the policy of the Board to seek all legal remedies against persons found to have committed such acts. Full restitution for the damage will be sought from such persons, or, in the case of minors, from their parents. Until such fees or restitutions are paid, certain restrictions and/or penalties may be imposed.

Records requested by another district to determine a student's appropriate placement may not be withheld.

Students who willfully destroy District property through vandalism~~/~~, malicious mischief~~/~~, theft, or arson, who commit larceny, or who create a hazard to the safety of other people on District property may be disciplined, up to and including suspension or expulsion¹ in accordance with state law and the Board's policies on student suspensions or expulsions, and may be referred to law enforcement authorities.

¹ Use of suspension or expulsion as discipline for a student in violation of this policy is limited to criteria found in Oregon Revised Statute (ORS 339.250).

Any staff member who fails to report such an act, or willfully destroys District property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on District property will be disciplined, up to and including dismissal and referred to law enforcement.

The District is not liable or responsible for personal property brought onto District property.

END OF POLICY

Legal Reference(s):

[ORS 30.765](#)

[ORS 164.345](#)

[ORS 164.365](#)

[ORS 326.575](#)

[ORS 332.107](#)

[ORS 339.240](#)

[ORS 339.250](#)

[ORS 339.270](#)

[ORS 419C.680](#)

Corrected 9/19/18



Code: ECAD
Adopted: 11/03/08
Orig. Code: ECAD

School Resource Officer

The District desires to work cooperatively with the law enforcement agencies that serve the community within the District's boundaries. To this end, the District may enter into agreements with law enforcement agencies to provide a cooperative effort in:

1. Providing a positive image of law enforcement and law enforcement officers for students;
2. Sharing educational resources for instructional programs dealing with law enforcement, health and safety, and drug and alcohol education;
3. Creating an atmosphere of safety and security on school campuses and at school-sponsored activities;
4. Facilitating a more coordinated effort in dealing with youth problems involving school, parents, police and other community agencies;
5. Assisting school administrators with the District's prohibition of the traffic and use of illegal substances in the District's schools; and
6. Assisting school administrators, as requested, in their work with troubled students.

School resource officers shall be employees of the law enforcement agency and subject to the rules and regulations of the agency. Program philosophy and general job responsibilities will be mutually determined by the agency and the District. Agreements developed between the District and the law enforcement agency will be reviewed annually.

The Board directs the Superintendent to develop a memorandum of understanding with law enforcement to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 181A.355](#)
[ORS 181A.840](#)
[ORS 181A.845](#)
[ORS 181A.850](#)

[ORS 181A.855](#)
[ORS 181A.893](#)
[ORS 451.010](#)

[OAR 259-060-0005](#) to — 0600 (*this is private security provide rules*)

Corrected 9/19/18
School Resource Officer – ECAD

1-1



Code: EI
Adopted: 11/03/08
Orig. Code: EI

Risk Management

The District is dedicated to managing risks of the district and does all it can to prevent losses and create a safe working environment. Recognizing that losses will inevitably occur, the District considers no losses acceptable and will make efforts to identify and treat all loss exposures.

The District will implement a comprehensive risk management program which will include appointing a risk manager and appointing a risk management committee.

The program will cover risk identification, risk evaluation and risk control/monitoring.

Activities of the program will include writing policies and procedures, establishing goals, surveying loss exposures, conducting inspections, analyzing job sites and responsibilities, conducting periodic inventories, assigning dollar values to potential losses, developing a claims history, conducting training/in-services, establishing a safety program to include safety rules/practices, accident/incident reporting and investigating, an emergency plan (preparedness plan), first aid protocol and consequences for not following rules.

END OF POLICY

Legal Reference(s):

[ORS 30.260](#) - 30.265
[ORS 278.005](#) - 278.215

[ORS 332.435](#)
[ORS 332.437](#)

Corrected 9/19/18



Code: JFCM
Adopted: 4/28/09
Orig. Code: JFCM

Threats of Violence**

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school or any District property, shall not be tolerated on District property or at activities under the jurisdiction of the District.

Students shall be instructed that they are responsible and expected to inform a teacher, counselor, or administrator of any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the District. Staff shall immediately notify an administrator of any threat, threatening behavior, or act of violence he/she/the staff member has knowledge of, has witnessed, or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline, up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing, or using a dangerous weapon, deadly weapon, firearm, or destructive device as prohibited by state and federal law and Board policy.

The building administrator shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting any student who has threatened to injure another person or to severely damage District property;
2. Placing the student in a setting where the behavior will receive immediate attention including, but not limited to, the office of the school principal, vice principal, counselor or school psychologist licensed by Teacher Standards and Practices Commission (TSPC), or the office of any licensed mental health professional from a school administrator, counselor, licensed mental health professional, or others;
3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting.

The building administrator shall ensure notification is provided to:

1. The parent or legal guardian of any student in violation of this policy and the disciplinary action imposed;

2. The parent or legal guardian of a student whose name appears on a targeted list that threatens violence or harm to the students on the list or when threats of violence or harm to the student are made by another student;
3. Any District employee whose name appears on a targeted list threatening violence or harm to the District employee and when threats of violence or harm are made by a student or others.

Notification to the above shall be attempted by telephone or in person promptly, but not later than 12 hours following discovery of a targeted list or learning of a threat. Written notification shall be sent within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, the principal may provide such information to other school officials, including teachers within the District or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and District policies.

The District may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options as may be required by the law and this policy shall be provided by the District.

As a part of the District's proactive safety efforts, the Superintendent will plan staff development activities designed to alert staff to early warning signs of possible violent behavior. Students so identified, shall be referred to a counselor, licensed mental health professional, and/or multidisciplinary team for evaluation and follow-up as appropriate.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 166.210](#) to -166.370
[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)

[ORS 339.327](#)
[ORS 809.135](#)
[ORS 809.260](#)
[OAR 581-021-0050](#) to -0075
[OAR 581-053-0010\(5\)](#)

[OAR 581-053-0230\(9\)\(k\)](#)
[OAR 581-053-0330\(1\)\(r\)](#)
[OAR 581-053-0430\(17\)](#)
[OAR 581-053-0531\(16\)](#)
[OAR 581-053-0630](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
 Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
 Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Corrected 9/19/18



Code: JH
Adopted: 6/09/09
Orig. Code: JH

Student Welfare**

Students' safety will be assured through close supervision of students in all school buildings and grounds during the hours when students are normally present. Such supervision does not include early morning or the time following usual departure, unless students are present for a scheduled activity. Hours when supervision is available shall be included in the student/parent handbook.

The District further assures the following practices:

1. Maintaining a safe school environment; appropriate personnel will be responsible for periodically inspecting the physical condition of all buildings and grounds;
2. Observing safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that present special hazards;
3. Offering safety education to students as germane to particular subjects such as laboratory and studio courses in science, professional-technical, the arts, health and physical education;
4. Providing first-aid care for students in case of accident or sudden illness;
5. Providing adequate supervision of school grounds when they are used by students during school hours.

In addition, school personnel will be concerned about ~~and aware of~~ suspicious strangers loitering in or near school buildings or sitting in parked automobiles nearby. The building administrator will notify ~~the police~~ law enforcement if the circumstances warrant such action.

~~Each student, as part of the enrollment or prior to practice and/or participation in certain extracurricular activities and/or interscholastic sports, is required to have an extracurricular activity and emergency procedure card on file at the school office.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2225](#)

Corrected 9/19/18



Code: JHF
Adopted: 6/09/09
Orig. Code: JHF

Student Safety

The Board directs the development and approval of a health, safety, and emergency plan. The plan is designed to assure every student a safe, healthy environment in which to learn. The plan will comply with federal, state, and local laws and regulations, and with Board policy.

Local building safety and health committees will ensure that general safety regulations are reviewed with staff and students as appropriate to assure student safety.

Safety education germane to particular subjects such as laboratory and studio courses in science, professional-technical, the arts, health, and physical education will include and emphasize accident prevention.

Safety instruction will assist students to:

1. Learn how to work, play, and exercise safely, and how to prevent accidents;
2. Learn proper procedures to reduce the possibility of accidents;
3. Develop habits of good housekeeping, proper storage, and proper handling of materials;
4. Become familiar with personal protective ~~devices~~ equipment and the proper clothing to be worn for safety purposes;
5. Develop skills in the safe use of tools and equipment;
6. Learn how to cooperate with others in the promotion and operation of a safety program in the school;
7. Respond to emergency situations in all settings.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above. Instructors will teach and enforce all safety rules set up for these particular courses. Rules will include, but not be limited to, wearing personal protective ~~eye devices~~ equipment in appropriate activities.

Students will be asked to sign off upon completion of reading safety policies and materials, and upon the completion of safety instruction in science labs and professional-technical education classes.

A student will report any accident sustained while on District property to a District staff member. ALL accidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)

[OAR 581-022-2225](#)

Corrected 9/19/18



Code: JHFE
Adopted: 10/12
Orig. Code: JHFE

Reporting of Suspected Abuse of a Child

Any District employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, as defined in state law, or that any adult or student with whom the employee is in contact has abused a child, will immediately notify the Oregon Department of Human Services (DHS) or the local law enforcement agency. The District employee shall also immediately inform his/her/their supervisor, the building principal, or the Superintendent.

Abuse of a child by District employees or by students will not be tolerated. All District employees are subject to this policy and the accompanying administrative regulation. If a District employee is a suspected abuser, reporting requirements remain the same. The District will designate the assistant superintendent of human resources to receive reports of abuse of a child by District employees and specify the procedures to be followed upon receipt of an abuse report. In the event the designated person is the suspected abuser, the Superintendent shall receive the report of abuse. The District will post in each school building the name and contact information of the person designated to receive child abuse reports, as well as the procedures the Superintendent/designee will follow upon receipt of a report. When the Superintendent/designee takes action on the report, the person who initiated the report must be notified.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

Upon request, the District shall provide records of investigations of suspected abuse of a child by a District employee or former District employee to law enforcement, ~~Oregon Department of Human Services~~ DHS, or the Teachers Standards and Practices Commission.

Any District employee participating in good faith in the making of a report, pursuant to this policy and Oregon law, and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected abuse of a child may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected abuse of a child by a District employee or a student in good faith, the student will not be disciplined by the Board or any District employee. Intentionally making a false report of abuse of a child is a Class A violation.

The District shall establish written procedures to provide annual training:

1. For District staff in the prevention and identification of the abuse of a child, and on the obligations of District employees under Oregon Revised Statute (ORS) 419B.005, as directed by Board policy, to report suspected abuse of a child;

2. For parents and legal guardians of students attending District schools on the prevention and identification of abuse of a child, and the obligation of District employees to report suspected abuse of a child, separate from District staff training; and
3. For students attending District-operated schools designed to prevent abuse of a child.

The Superintendent shall ~~implement such~~ develop administrative regulations as are necessary to ~~accomplish the intent of~~ implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 to -339.400](#)
[ORS 418.746 to -418.751](#)

[ORS 419B.005 to -419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

Corrected 9/19/18



Code: JHFE-AR(1)
Adopted: 8/12
Orig. Code: JHFE-AR

Reporting of Suspected Abuse of a Child

Reporting

Any District employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The District employee should also immediately inform his/her supervisor, building administrator, or Superintendent.

If known, such report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse, and the identity of a possible perpetrator.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child using the District's Child Abuse/Neglect Report Form.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor and the executive director of the office for school performance.

When the District receives a report of suspected abuse of a child by one of its employees, and the executive director of the office for school performance and assistant superintendent of human resources determine that there is reasonable cause to support the report, the District shall place the school employee on paid administrative leave until the Department of Human Services (DHS) or a law enforcement agency either determines that the report is unfounded and the report will not be pursued, or determines that the report is founded and the education provider takes the appropriate disciplinary action against the school employee. If the Department of Human Services (DHS) or a law enforcement agency is unable to determine whether the abuse of a child occurred, the District may either reinstate the employee or take disciplinary action at the District's discretion.

The written record of each reported incident of abuse of a child, action taken by the District, and any findings as a result of the report shall be maintained by the District.

Definitions

1. Oregon law recognizes these types of abuse:
 - a. Physical
 - b. Neglect
 - c. Mental injury
 - d. Threat of harm
 - e. Sexual abuse and sexual exploitation
2. “Child” means an unmarried person who is under 18 years of age.

Confidentiality of Records

The name, address, and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

The disciplinary records of a District employee or former District employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.504~~345~~ or 192.502~~355~~. Therefore, if a District employee or former employee is convicted of a crime listed in ORS 342.143, the District that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record, the District shall remove any personally identifiable information from the record that would disclose the identity of a child, crime victim, or District employee who is not the subject of the disciplinary record.

Failure to Comply

Any District employee who fails to report suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A District employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined.

Cooperation with Investigator

District staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. When the school administrator or designee is notified that the DHS or law enforcement officer would like to interview a student at school, the school administrator or designee must request that the investigating official fill out the appropriate form (see JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises. The school administrator or designee should not deny the interview based on the investigator’s refusal to sign the form. If the student is to be interviewed at the school, the building-school administrator or representative designee shall make a conference-private space available. The building-school administrator or

representative designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the school administrator or designee shall refuse access to the student.

Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the building school administrator or representative designee. The officer shall sign the student out after the school verifies the police officer's identity through his or her supervisor if not known to the building administrator on a form to be provided by the school and after having provide adequate identification.

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, District employees shall not notify parents.
3. The building school administrator or representative designee shall advise the investigator of any conditions of disability prior to any interview with the affected child.
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Corrected 9/19/18



Code: KK
Adopted: 1/22/08
Orig. Code: KK

Visitors to District Facilities**

It is the policy of the Board to encourage parents and all patrons to visit District facilities.

Visitors shall follow the rules established by schools to ensure that visitations do not disrupt educational programs. In the interest of safety and productive instruction, the Superintendent will develop administrative regulations to implement this policy.

All visitors shall report to the building office to arrange for a visit.

All visitors to District schools must report to the main office of the school to obtain permission to visit. Students requesting to bring friends and/or other guests to school during regular school hours must receive prior permission from the principal or designee.

Any person who loiters on or about school buildings or grounds without permission or who causes a disturbance may be prosecuted according to law.

END OF POLICY

Legal Reference(s):

[ORS 164.245](#)
[ORS 164.255](#)

[ORS 166.025](#)
[ORS 166.155 to -166.165](#)

[ORS 332.107](#)
[ORS 339.327](#)

Corrected 9/19/18



Code: KK
Adopted:

R

Visitors to District Facilities**

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students and staff.

The District is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to District facilities must report to the school office upon entering school property.

1. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the principal and/or teachers.
3. When in the interest of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:
 - a. Advise the person that admission is refused and give that person an explanation for the refusal;
 - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
4. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.

A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, District or building regulations or would violate the law.

5. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The principal's office should be notified of any direction to leave and given a copy of any written notice.

6. Those who insist on remaining despite a principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to law enforcement. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon law.
7. Any visitor who believes they have had a visit unfairly limited, may request a meeting with the Superintendent or designee. The Superintendent or designee shall meet with the visitor, investigate the dispute and render a written decision. A decision rendered by the Superintendent's designee may appeal to the Superintendent. A decision rendered by the Superintendent may be appealed to the Board.
8. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school-sponsored event or on the way to and from school, shall be reported immediately to the principal and the Superintendent. The Superintendent or designee shall immediately contact any student or staff member involved.

END OF POLICY

Legal Reference(s):

[ORS 164.245](#)
[ORS 164.255](#)

[ORS 166.025](#)
[ORS 166.155 to -166.165](#)

[ORS 332.107](#)
[ORS 339.327](#)

Corrected 9/19/18



Code: KN
Adopted: 1/22/08
Orig. Code: KN

Relations with Government Law Enforcement Agencies

It is the intent of the Board to maintain a cooperative relationship with law enforcement agencies. The presence of Law officers' presence enforcement at schools and participation in school programs are encouraged to promote students' positive attitude toward police law enforcement.

Whenever a student is suspected of involvement in a crime, the school administrator will make a diligent effort to notify his/her the student's parent(s) prior to any police law enforcement action at school. Exceptions to this would occur only when such notification is contrary to established legal procedures or when immediate police action by law enforcement is required to ensure student welfare.

Whenever a law enforcement officer wishes to confer with or question a student at the school, and the visit is not related to abuse of a child, the principal or his/her designee shall be present at the meeting and the district shall attempt to notify the student's parent(s) shall be notified of the meeting, preferably in advance if possible.

A student may be removed from school by a law enforcement officer or an authorized representative of the Oregon Department of Human Services when adequate identification has been provided and subject to administrative regulation KN-AR(1) – Relations with Law Enforcement Agencies.

Outside agencies delivering subpoenas and/or warrants to students shall do so in coordination with the building administrator.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

[ORS 329.150](#)
[ORS 419B.015](#)

[ORS 419B.045](#)

HB 3464 (2017)

Letter Opinion, Office of the Attorney General (August 18, 1986).

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F. 3d 1201 (9th Cir. 2011).

Corrected 9/19/18

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
RATIFY AGREEMENT WITH HILLSBORO CLASSIFIED UNITED

SITUATION

The District has been negotiating with Hillsboro Classified United (HCU) since February 7, 2018. The scope of bargaining has included the following:

- Opening 17 of the 32 articles
- Memorandums of Understanding

On October 25, 2018, the District bargaining team reached a tentative agreement with HCU for a new three-year contract. The main points of the tentative agreement are as follows:

SALARY

- The 2018-19 salary schedule will be increased by 2% (retroactive to July 1, 2018);
- Employees who were not eligible for step advancement for 2018-19 due to being on the maximum step of their respective salary schedule shall receive a one-time payment of five hundred dollars (\$500), payable in the next regular payroll following the ratification of this agreement (*Article 10, prorated by position FTE);
- The 2019-20 salary schedule will be increased by 2%;
- Revised the salary schedule, beginning July 1, 2019; the first two steps of each salary schedule shall be eliminated (Article 10);
- Currently, updating and consolidating job descriptions to align with the current work and structure. The financial implementation will take place in 2019-20, year two of the contract.
- The 2020-21 salary schedule will be increased by 2%;
- Normal step increases for eligible employees in all three years.

INSURANCE

- 2018-19: \$0.00 increase to the insurance cap (\$1,175/month for 1.0 FTE);
- 2019-20: \$25.00 increase to the insurance cap (\$1,200/month for 1.0 FTE);
- 2020-21: \$25.00 increase to the insurance cap (\$1,225/month for 1.0 FTE).

ADDITIONAL BARGAINED CHANGES OF NOTE

- Clarified and standardized language used within the contract;
- Revised the full time leave of absence, paid for by the Union, for up to three (3) years to be granted to a Union Representative designated by the Union Executive board. (Article 4);
- Each site will make available a schedule of regular staff meetings to the extent they occur. (Article 4);

- Modified the process in regards to filing a complaint under (policy) GBNA (Article 5);
- Clarified the process for staff to file workplace illnesses or injuries (Article 5);
- Amended temporary employees hired into a regular position without break in service shall serve a nine month probationary period (Article 6);
- Probationary employees shall not be permitted to apply for District positions unless given prior approval by the District (Article 6);
- Modified language pertaining to temporary positions to clarify that current employees who wish to take a temporary position will need to provide written notice resigning from their current position and will not be guaranteed a regular position at the conclusion of the temporary position (Article 8);
- Extended the duration of temporary hours that may be assigned by the supervisor as opposed to being posted from two (2) to three (3) hours (Article 8);
- Clarified lunch and break period expectations if staff are unable to take a break or lunch due to circumstances beyond their control (Article 9);
- Modified union dues deduction language to comply with recent Supreme Court decision (Article 11);
- Modified language so that when an employee's vacation request is denied by the District and cannot be rescheduled by the employee and District by the subsequent June 30, the employee will be paid for the number of hours of unaccommodated and unused vacation, up to 40 hours, that would be forfeited as a result of the maximum accrual limitations. Payment shall be at the employee's regular rate of pay and will be paid in the July payroll (Article 14);
- Modified the Personal Leave so each staff will receive one paid personal day instead of using up to two sick days for personal leave during the course of a contract year (Article 15);
- Amended the date for evaluation for 12 month employees to be completed by June 1 of the school year the evaluation occurs (Article 18);
- Clarified the process for assigning trips in the Transportation Department (Article 20);
- Increased the Groundskeeper 3 position on the Maintenance and Trades Salary Schedule;
- All unopened articles will continue as current contract language.

RECOMMENDATION

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

I move that the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Classified United, effective July 1, 2018, through June 30, 2021, as tentatively agreed to by the District bargaining team.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
AWARD COPIER CONTRACT TO CANON SOLUTIONS AMERICA, INC.

SITUATION

The District requires multifunction copiers (MFD) and production reprographics equipment to replace existing equipment that is past its operational lifecycle. The District issued a Request for Information (RFI) to discern what systems and purchasing vehicles were available to meet current and future District reproduction needs and enhance productivity. Five companies responded to the RFI with initial proposals.

A review committee evaluated each initial proposal, based on the company's ability to meet workgroup MFD requirements and Print Shop system capabilities, provide support, and maintain the lowest overall cost of ownership. The review committee consisted of Don Wolff, Michelle Morrison, David Bryson, and Brent Gadwa. Four finalists were selected to submit equipment proposals. Finalists were Pacific Office Automation, Canon, Ricoh, and CTX. All committee members agreed on the finalists.

Finalists submitted contract, pricing, and equipment proposals to the District. Each vendor made a 30-minute presentation to the committee on their systems, equipment, and proposal. Representatives from the committee made on-site evaluations of each finalist's hardware and software systems for reproduction and billing.

After evaluating equipment, system capabilities, support, overall cost of ownership, and the ability of the proposed systems to meet the District's current and future needs, Canon Solutions America, Inc., was selected to be the District's copier vendor of record. The proposal leverages the National IPA purchasing cooperative contract.

RECOMMENDATION

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

I move that the Board of Directors award a 60-month contract to provide multifunction copiers and copier maintenance to Canon Solutions America, Inc.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
ELECT MEMBER TO OREGON SCHOOL BOARDS ASSOCIATION
BOARD OF DIRECTORS

SITUATION

The Oregon School Board Association (OSBA) governance model provides that member districts elect members to the OSBA board of directors. Historically, Washington County school districts have been represented by positions 15 and 16, which are staggered, two-year terms. Last year, position 16 was filled on schedule for a two-year term. Position 15, which would ordinarily be on schedule to be filled this year, is not up for election because it is currently held by President LeeAnn Larsen, who will become past president in 2019. However, a new Washington County position, position 20, was added by a 2017 membership vote to represent the growing Washington County population. Position 20 is open for election and will initially be filled for a one-year term.

District votes must be submitted no later than 5:00 PM on December 14. Each member board shall have one vote for each open OSBA board position in their geographic area. Newly elected OSBA board members will officially take office on January 1, 2019. Candidate questionnaires and resumes may be viewed on the OSBA website at:

http://www.osba.org/About-OSBA/Election_Center.aspx

The nominee is listed below:

Position	Candidate	Organization
20	Erika Lopez	Hillsboro 1J

Following the election, the Board secretary will record the vote electronically with OSBA.

RECOMMENDATION

The Superintendent recommends that the Board of Directors take action on the following motion, using the sample script provided by OSBA:

I move that the Board of Directors cast its vote for [insert candidate name] for the OSBA Board of Directors, position 20.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
VOTE ON OREGON SCHOOL BOARDS
ASSOCIATION RESOLUTIONS

SITUATION

OSBA member districts vote on OSBA proposed resolutions on an annual basis. The number of votes for resolutions is weighted according to the size of each member school district. The Board has two votes to cast for each resolution. The Board may choose to cast both votes the same way or to divide the votes.

Two resolutions have been submitted for member district vote (see attached).

Resolution 1. Adopts the proposed 2019-20 OSBA Legislative Policies and Priorities as recommended by the Legislative Policy Committee.

Resolution 2. Amends the OSBA Bylaws relating to composition of the OSBA Board of Directors by designating the Oregon School Board Members of Color Caucus a voting seat on the OSBA Board of Directors and Legislative Policy Committee.

Following the election, the Board secretary will record the votes electronically with OSBA. Ballots must be received by 5:00 PM on December 14.

RECOMMENDATION

The Superintendent recommends that the Board of Directors take action on the following motions, using the sample script provided by OSBA:

I move that the Board of Directors vote to [support/oppose] Resolution 1 to adopt the proposed 2019-20 OSBA Legislative Policies and Priorities as recommended by the Legislative Policy Committee.

I move that the Board of Directors vote to [support/oppose] Resolution 2 to amend the OSBA Bylaws relating to composition of the OSBA Board of Directors by designating the Oregon School Board Members of Color Caucus a voting seat on the OSBA Board of Directors and Legislative Policy Committee.



RESOLUTION

Resolution to adopt the OSBA 2019-2020 Legislative Priorities and Policies as recommended by the Legislative Policy Committee

WHEREAS, the OSBA Legislative Policy Committee is charged under the OSBA Bylaws with developing the association's recommended Legislative Priorities and Policies, and

WHEREAS, the OSBA Legislative Policy Committee met in January and April to develop the Proposed OSBA Legislative Priorities and Policies for 2019-20, and

WHEREAS, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Policies for 2019-20 out to the membership of OSBA for comment and suggested changes, and

WHEREAS, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Policies for 2019-20 developed by the OSBA Legislative Policy Committee, and

WHEREAS, the OSBA Legislative Policy Committee met via telephone conference call in August to review the comments received by the membership, and

WHEREAS, the OSBA Legislative Policy Committee discussed the comments from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Policies for 2019-20, and

WHEREAS, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Policies for 2019-20 at its August meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Policies for 2019-20 and place them before the membership for approval.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Policies for 2019-20 be placed before the membership for consideration during the 2018 OSBA election season, and

BE IT FURTHER RESOLVED that the Proposed OSBA Legislative Priorities and Policies for 2019-20 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

Submitted by: OSBA Board of Directors



LEGISLATIVE POLICIES AND PRIORITIES

2019-20

Approved by the Legislative Policy Committee on April 28, 2018



The Oregon School Boards Association (OSBA) believes funding a strong public education system is the best investment Oregonians can make to strengthen our economy, create thriving communities and improve the quality of life for every Oregonian.

To accomplish these goals, OSBA will introduce and support legislation that:

- **Supports Student Success**

OSBA will actively promote legislation that leads to increased academic success for all students from early learning through post-secondary.

OSBA will advocate to ensure local school boards and communities control the implementation of programs and curriculum and the allocation of resources so that all students are college and/or career ready upon graduation or completion of their academic program.

OSBA will support efforts to increase graduation and high school completion rates, lower the number of dropouts, close opportunity and academic achievement gaps, and provide additional supports for students from traditionally underserved populations.

- **Provides Stable and Adequate Funding**

OSBA will actively promote legislation to increase state and federal funding to ensure adequate and stable funding for Oregon's school districts, education service districts (ESDs), community colleges and early learning programs as a means to providing a quality public education for all students.

OSBA will actively promote legislation that strives for this balance by advocating for the restructuring of Oregon's revenue system, promoting job creation and increasing economic development opportunities across Oregon.

- **Promotes Local Determination and Shared Accountability**

OSBA will actively support legislation that gives locally elected boards and school district superintendents the ability and flexibility to make decisions about their students' educational needs and to provide services and programs that will maximize student success.

OSBA will highlight the need for shared accountability between school districts and their stakeholders as a best practice in improving student success.

- **Opposes Mandates**

OSBA will actively oppose any federal or state mandate that is not evidence based with results indicating increased achievement for all students and that is not accompanied with the necessary additional funding to meet all costs associated with the mandate.

- **Promotes Capital Construction/Capital Improvements**

OSBA will continue to actively promote legislation that provides additional state-level resources to school districts to help pay for capital construction and capital improvement needs, as well as deferred maintenance costs for all school facilities.

- **Contains Educational System Cost Drivers**

OSBA will actively promote legislation that provides school districts relief from cost drivers that are beyond the control of the local school district or school board. These cost drivers include the Public Employees Retirement System (PERS), health insurance and any state or federally mandated program or service.

Section 1: Finance

PROPOSED 1.1 Investing in Oregon's Public Schools to Ensure Adequate and Stable Funding

OSBA supports increasing state resources to school districts so that Oregon's schools are competitive nationally and globally and each school district and education service district (ESD) has the resources necessary to fully support operational, instructional and student achievement goals.

OSBA supports fully funding Oregon's Quality Education Model.

OSBA supports the role of locally elected school boards to set spending priorities and opposes using the State School Fund distribution formula to mandate specific expenditures.

OSBA supports school funding equalization. OSBA supports continued funding of local option equalization grants; local option property tax revenue should not be included in the State School Fund.

PROPOSED 1.2 Reforming Tax Policy

OSBA supports efforts to provide the revenue necessary to attain the educational goals of Oregon's education system, to restructure tax policy to reduce the volatility of Oregon's current system and to provide for a diverse and fair tax system to fund public education in Oregon.

OSBA supports the creation and maintenance of an education stability fund to be used in times of economic distress.

OSBA supports the authority of local districts to seek voter approval for supplemental operating revenue from a variety of additional sources, including local option levies.

OSBA supports efforts to modify the property tax system to mitigate the impacts of property tax compression.

PROPOSED 1.3 Mandate Relief, Paperwork Reduction and Public Funds for Public Schools

OSBA advocates for mandate relief and paperwork reductions for school districts and ESDs to streamline bureaucracy, remove duplicative or unnecessary reporting, and get more resources into the classroom.

OSBA opposes any mechanism that diverts public funds, including tax credits and vouchers, to private, religious or for-profit schools or erodes financial support of the public school system.

PROPOSED 1.4 Oregon Department of Education Supporting Districts

OSBA supports adequate funding for Oregon Department of Education programs and state-level initiatives that are sustainable and provide timely and high-quality technical and programmatic assistance to school districts and ESDs and are focused on improving student achievement.

OSBA supports providing resources to school districts and ESDs to ensure the equitable distribution of grants or targeted investments.

OSBA opposes any effort to create an accountability or intervention system that would lead to the state takeover of any local school, school district or ESD.

OSBA advocates for the inclusion of school and ESD board members on all educationally focused state-level work groups or committees to allow for input from locally elected education policymakers.

PROPOSED 1.5 Financial and Program Accountability

OSBA supports a strong system of meaningful school district and ESD accountability for the expenditure of public funds and program accountability for student achievement and outcomes.

PROPOSED 1.6 School District Capital and Infrastructure Needs

OSBA supports the use of additional state resources and the issuance of state general obligation bonds to assist school districts and ESDs in providing modern, well-equipped schools and academically appropriate classrooms that provide safe, structurally sound and healthy learning environments to promote student achievement.

OSBA supports policies that ensure collaboration, at the local level, to address school districts' infrastructure needs, including consideration of the financial impacts of urban renewal, systems-development charges and enrollment growth due to housing construction.

PROPOSED 1.7 Oregon's Common School Fund

OSBA supports maximizing the assets and the investment returns of the Common School Fund as an additional state resource for school funding in Oregon. OSBA will vigorously advocate before the State Land Board to ensure that it fulfills its fiduciary obligation to manage the resources in the Common School Fund for the greatest benefit of current and future generations of schoolchildren in Oregon.

Section 2: Programs

PROPOSED 2.1 School Improvement

OSBA supports state-level school improvement efforts provided they are implemented in ways that grant local school officials maximum flexibility to incorporate local needs and priorities.

PROPOSED 2.2 Special Education

OSBA supports increased state and federal funding for all special education programs and services, including programs for children birth through age 5.

OSBA supports full funding for the costs associated with serving students with the most severe low-incidence, high-cost disabilities, including those served in out-of-district or out-of-state placements.

PROPOSED 2.3 Education Service Districts

OSBA supports the role of ESDs to serve school districts in achieving Oregon's educational goals by providing equitable, high-quality, cost-effective, locally responsive educational services on a regional basis.

PROPOSED 2.4 Curriculum, Technology and Online Education

OSBA supports curriculum-related decisions made at the district level that provide a well-rounded and rigorous curriculum for all students, including opportunities for music, art, physical education, world languages, STEAM, career and technical education, and co-curricular activities.

OSBA supports local control of curriculum and materials related to Oregon state standards.

OSBA opposes state or federal instructional mandates.

OSBA supports state financial and professional development resources so districts can implement Oregon state standards and student assessments and provide appropriate information to the public.

OSBA supports the use of English Language Learner and dual-language immersion programs as viable instructional strategies to support emerging bilingual speakers and increase student achievement.

OSBA supports increasing access to technology to enhance and support instruction and promote greater student achievement.

OSBA supports state-level funding to support and improve the technology infrastructure available to school districts and ESDs.

OSBA supports locally developed alternative and/or innovative education programs as tools to address students' educational needs.

PROPOSED 2.5 Public Charter Schools

OSBA supports public, district-sponsored charter schools as an additional tool to provide innovative educational options for students.

OSBA opposes changes to the charter school law that would channel public funds to private and/or religious schools, allow entities other than school district boards to authorize charter schools within their boundaries, mandate direct access to the State School Fund by charter schools or decrease school district funding and oversight of charter schools.

OSBA supports updating the charter school law to require charter school applicants to demonstrate how the charter school will meet the legislatively adopted goals of the charter school law, including how the charter school will provide unique opportunities for children in the school district.

OSBA supports removing online education programs from the charter school statute and creating a separate section within the law for online education programs.

PROPOSED 2.6 Career and Technical Education (CTE)

OSBA supports new and continued partnerships with community colleges, higher education, apprenticeship programs, the business community and other entities to increase educational and career opportunities for students.

OSBA supports changes to teacher licensing laws to allow greater flexibility for individuals who do not hold a traditional teaching license to provide CTE instruction.

OSBA supports funding to ensure the long-term sustainability of new and existing CTE programs.

PROPOSED 2.7 Post-Secondary Opportunities for High School Students

OSBA supports increased access and opportunities for high school students to participate in post-secondary programs and classes at minimal or no cost to the student.

OSBA supports alignment between school districts and colleges/universities regarding the transferability of dual credits earned while students are enrolled in public high school.

PROPOSED 2.8 Student Assessment

OSBA supports the use of assessments as tools to inform students, parents, educators and the community about where students are in their learning progression and determining needed supports for students and schools.

OSBA supports reviewing Oregon's student assessment system with the goal of providing timely feedback, maximizing instructional time, deriving the necessary information to improve student learning and minimizing classroom disruption for students and educators.

PROPOSED 2.9 Student Wellness

OSBA believes that a student's mental and physical health are significant factors in student success and supports collaboration between governmental and community-based programs to provide wraparound services that promote social, emotional and behavioral health and other wellness programs that benefit students.

Section 3: Personnel

PROPOSED 3.1 Collective Bargaining and Management Rights

OSBA supports local control of collective bargaining and opposes statewide bargaining and the creation of a statewide salary schedule.

OSBA supports changing the collective bargaining structure to eliminate “status quo” bargaining and to establish shorter bargaining timelines.

OSBA supports the right of districts to look for ways to contain costs by contracting with outside providers for services.

PROPOSED 3.2 Employee Rights and Benefits

OSBA supports determination and definition of school employee rights and benefits through the collective bargaining process at the local level.

OSBA supports an actuarially sound statewide retirement program for school employees that balances benefit adequacy for employees against costs for employers.

OSBA supports local school boards working with employee groups to provide the most cost-effective health insurance plans, including Oregon Educators Benefit Board (OEBB) opt-out.

PROPOSED 3.3 Teacher and Administrator Licensing

OSBA supports licensing requirements that assure a level of preparation necessary to teach to rigorous academic standards, recognize licenses from other states and account for the challenges districts face attracting and retaining qualified personnel.

OSBA supports working collaboratively with the Teacher Standards and Practices Commission (TSPC) and teacher preparation programs within higher education to prepare educators to address the needs of all Oregon students and increase student achievement.

OSBA supports additional flexibility to allow more teachers to provide college-level instruction in public high schools.

OSBA supports changes to teacher licensing laws to allow greater flexibility for individuals who do not hold a traditional teaching license to provide instruction in CTE and other hard-to-fill courses.

PROPOSED 3.4 Teacher and Administrator Quality

OSBA recognizes that teacher and administrator quality is one of the most important factors in improving student achievement. OSBA supports local and state programs to provide professional development, mentoring and training for teachers and administrators that is rigorous and leads to a system of continuous improvement and growth in student achievement.

OSBA supports rigorous, high-quality, ongoing evaluations of teachers and administrators that include consideration of student achievement and growth.

OSBA supports efforts to attract and retain a more diverse workforce that reflects the demographics, languages and needs of Oregon’s students.

Section 4: Governance and Operations

PROPOSED 4.1 State-Level Education Policy and the State Board of Education

OSBA supports a state board of education as the appropriate state-level policymaking body for elementary and secondary schools.

OSBA strongly supports collaboration between state-level policymakers, educators and stakeholders, including school board members, parents and students, when considering policy changes to Oregon's public education system.

OSBA believes that any discussion about improving student outcomes must include recognition of and a plan for the needed state investments to implement the goals.

PROPOSED 4.2 Local Governance

OSBA believes that locally elected school district and ESD boards are best equipped to make decisions in the best interests of their students and communities and will strongly advocate for Oregon's tradition of democratically elected, local governance of school districts and ESDs.

OSBA opposes measures that would place additional restrictions on local voters' ability to govern their school districts and ESDs.

PROPOSED 4.3 School Safety

OSBA supports school district and ESD boards determining measures necessary to promote safe and secure school environments for students, staff, parents and the community.

Section 5: Federal Education Issues

PROPOSED 5.1 Every Student Succeeds Act (ESSA) and the Federal Role in Education

OSBA supports collaboration between the Oregon Department of Education and local education stakeholders, including parents and students, when creating and implementing federally mandated state, district and school accountability systems and student assessments.

OSBA believes Oregon stakeholders should be empowered to design, create and implement the programs and systems necessary to fulfill ESSA requirements.

OSBA believes ESSA collaboration must focus on supports for struggling schools, closing achievement and opportunity gaps for traditionally underserved students, and increasing graduation rates for all student subgroups.

PROPOSED 5.2 K-12 Funding in the Federal Education Budget

OSBA believes the federal share of funding for, including but not limited to, the Individuals with Disabilities Education Act (IDEA), Title I, emerging English or bilingual speakers, Carl Perkins CTE grant funds, and child nutrition programs should be increased and a top priority for the U.S. Department of Education, Congress and the president.

OSBA believes federal education funding should be distributed based on student needs and not through competitive grants that pit states against each other for limited funds.

OSBA opposes federal education policies that do not include financial resources to implement.

OSBA opposes any mechanism that diverts federal funds, including tax credits and vouchers, to private, religious or for-profit schools or erodes financial support of the public school system.

PROPOSED 5.3 County Timber Payments

OSBA supports Oregon congressional delegation efforts to ensure that funding for the Secure Rural Schools and Community Self-Determination Act (also known as County Timber Payments) continues or that there is a successor program.

OSBA members know that cuts to timber payments do not just impact the school districts in timber country. The loss of timber money is a net loss to the entire funding system, and every school and student in Oregon is impacted.



Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018; and

WHEREAS, the Oregon School Board Members of Color Caucus (the Caucus) has been active and supported by OSBA's Board of Directors since 2016; and has developed a purpose statement, elected officers and regional and at-large representatives; and has established bylaws; and

WHEREAS, the Caucus has defined its core value as follows: "To promote quality education for all students with emphasis on the unique needs of students of color;" and

WHEREAS, the Caucus has articulated its mission; and

WHEREAS, OSBA's Board of Directors recognizes the importance of the Caucus's core value and mission; and

WHEREAS, OSBA's Board of Directors has publicly supported the Caucus's work through three separate votes in 2016 and 2017; and

WHEREAS, in accordance with OSBA Bylaws the Board of Directors acted to recognize the Caucus with ex-officio status on the OSBA Board and Legislative Policy Committee in August 2018; and

WHEREAS, the Caucus has respectfully requested that the Board of Directors submit a resolution to the membership designating the Caucus a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating a Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2018 OSBA election; and

BE IT FURTHER RESOLVED that the bylaws with the proposed amendments and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

Submitted by: OSBA Board of Directors



BYLAWS

Proposed Bylaw Changes

Approved by the Board of Directors on September 15, 2018

Submitted to the Membership for Consideration in the 2018 Election Process

Draft

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SECTION 1 PURPOSE

- A. The Oregon School Boards Association (the “Association”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:
- B. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- C. To gather and disseminate information pertinent to the successful operation of public schools.
- D. To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education and community colleges classified as a political subdivision.
- E. To work for adequate and dependable financial support for the public schools of this state.
- F. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- G. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- H. To study and interpret educational programs and to relate them to the needs of pupils.
- I. To promote public understanding of the role of school boards and school board members in the improvement of education.
- J. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- K. To endeavor to implement the policies, beliefs and resolutions of the Association members and board of directors.
- L. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- M. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

SECTION 2 MEMBERS

2.1 Admission. All members must qualify as (1) a “political subdivision” as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

2.1.1 Local School District as defined under ORS Chapter 332;

- 2.1.2** Education Service District as defined under ORS Chapter 334;
- 2.1.3** Community College District as defined under ORS Chapter 341;
- 2.1.4** State Board of Education as defined under ORS Chapter 326; and
- 2.1.5** Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

2.2 Dues. Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

2.3 Reserved Powers of the Members. The following corporate actions require the consent and approval of the members:

- 2.3.1** Election and removal of directors;
- 2.3.2** Election and removal of the Legislative Policy Committee (“LPC”) members;
- 2.3.3** Approval of resolutions to effectuate any of the following:
 - (a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
 - (b) Modification to the region descriptions set forth in Section 2.6.1; and the
 - (c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.

2.4 Voting Power.

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.

2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

- (a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.
- (b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.
- (c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

- (d) K-12 Local Districts with an ADMr between 39,000.1 and above shall have five votes.

2.5 Process of Approval of Member Resolutions.

2.5.1 Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30th. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

2.5.2 The board of directors may call a special meeting of the members under Section 2.9, as necessary.

2.6 Regional Election of Directors and LPC Members

2.6.1 Regional Voting. For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:

- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
- (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
- (f) Lane Region includes all of the members located in the county of Lane.
- (g) Clackamas Region includes all of the members located in the county of Clackamas and Hood River.
- (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- (j) Marion Region includes all of the members located in the county of Marion.

(k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.

(l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.

(m) Washington Region includes all of the members located in the county of Washington.

(n) Multnomah Region includes all of the members located in the county of Multnomah.

Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.2 Regional elections shall be taken by majority vote of the members within the region.

2.7 Modification of Regions. A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.11.

2.8 Annual Meetings. An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, any other officer or person whom the president may designate, shall report on the state of the Association, the activities and financial condition of the Association.

2.9 Special Meetings. A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

2.10 Telephonic/Video Meetings. The board of directors may permit any member to participate in an annual or special meeting, or conduct the meetings through, use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present in person at the meeting.

2.11 Place of Meetings. Meetings of the members shall be held at any place in or out of Oregon designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.

2.12 Action by Written Ballot. Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the Association delivers a written ballot to every member entitled to vote on the matter. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast is the same as the number of votes cast by ballot. A written ballot shall set forth each proposed action, indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter, and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a written ballot may not be revoked.

2.13 Unanimous Written Consent. Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the action is taken by all members entitled to vote on the matter. The action shall be evidenced by one or more written consents describing the action taken, signed by each member, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is effective when the last member entitled to vote on the matter signs the consent, unless the consent specifies an earlier or later effective date.

2.14 Quorum and Voting. A quorum of the members shall consist of those votes represented at a meeting of the members. If a quorum is present when a vote is taken, the affirmative vote of a majority of the votes represented and voting when the action is taken is the act of the members except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of members.

SECTION 3 DIRECTORS

3.1 Powers. Except as provided under Section 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of a board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

3.2 Qualifications. Directors must serve on the board of a member of the Association.

3.3 Number. The board of directors shall consist of not fewer than three nor more than ~~23~~ 24 persons. The number of directors may be fixed or changed periodically, within the minimum, and maximum by the members.

3.4 Term. Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as an officer requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as past president.

3.5 Composition. The board of directors will be comprised of up to 23 regional elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, and ex-officio nonvoting members as delineated in Section 3.5.4.

3.5.1 Regional Elected Directors. Each region, as described under Section 2.6.1, shall elect one director except as follows:

- (a) Clackamas Region shall elect two directors;
- (b) Marion Region shall elect two directors;
- (c) Washington Region shall elect three directors; and
- (d) Multnomah Region shall elect three directors.
- (e) Provided, however, that if the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election. The nomination and election of directors shall be in accordance with the elections calendar adopted by the board. Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted. Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes of the members shall be elected. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 Designated Representative. The Oregon School Board Members of Color Caucus shall appoint an officer of the Caucus to serve as a director of the Association. The appointee, as defined in the Caucus bylaws, shall be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

3.5.4 Ex-Officio. The following individuals or their designee may serve as ex-officio nonvoting advisors to the board of directors:

- (a) Any director of the National School Boards Association elected from Oregon;
- (b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.
- (c) The immediate past president of the Oregon Association of School Executives;
- (d) The immediate past president of the Confederation of School Administrators;
- (e) The board section president of the Oregon Association of Education Service Districts;
- (f) The board section president of the Oregon Community College Association;
- (g) The chair of the State Board of Education; and
- (h) Any other person as the board of directors may appoint.

3.6 Vacancies. In the event that any director position, other than the immediate past president is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. If the board of directors cannot recruit a candidate from the region they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term. If there is a vacancy in the Members of Color Caucus' director position, then the Caucus shall, as set forth in Section 3.5.3, appoint a new Caucus officer to serve the remaining term.

3.7 Resignation. A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

3.8 Removal. A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

3.9 Meetings. An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. The board of directors may hold annual, regular or special meetings in or out of the State of Oregon.

3.10 Notice of Meetings. All members shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the

method by which directors can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

3.11 Waiver of Notice. A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

3.12 Quorum and Voting. A quorum of the board of directors shall consist of a majority of the number of directors in office immediately before the meeting begins. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

3.13 Presumption of Assent. A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

3.14 Compensation. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

3.15 Director Conflict of Interest. The Association shall maintain a Conflict of Interest policy the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify its members and directors of the current Conflict of Interest policy. Each director shall annually complete and return a Conflict of Interest statement.

SECTION 4 COMMITTEES AND CAUCUSES

4.1 Standing Committees. The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of five officers of the board of directors: the president as chairman, the president-elect, the vice president, the secretary-treasurer and the immediate past president. The executive committee may act, pursuant to delegation of authority to such committee by the board of directors, in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board by mail, email or at the next board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. The finance committee shall operate within the guidelines of the corporation's investment policy and the Finance Committee Operating Manual.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee.

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors and the regional representatives elected under the procedures defined in 4.1.3(c) and (d). All committee members must be elected or appointed directors of a member. The vice president of the board shall chair the LPC.

(c) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may nominate a candidate to the LPC and shall do so by formal resolution of the member and timely submission of the nomination form(s) to the office of the Association. Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. Nominations will be closed by a date identified in the elections calendar adopted by the board.

(d) Election. Each LPC member shall be elected by majority of member boards of a region. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(d). Such elections shall be held using the procedures described in Section 3.5.2.

(e) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two (2) years.

(f) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

4.2 Other Board Committees. The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the

action is taken. The provisions of these bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, however, that no committee of the board of directors may:

- (a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
- (b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
- (c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
- (d) Adopt, amend, or repeal the articles of incorporation or bylaws.

4.3 Advisory Committees. The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

4.4 Caucuses. Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. **Caucuses shall:**

4.4.1 Clearly articulate the vision, mission and goals of the Caucus.

4.4.2 Adopt bylaws for operating, programming and governing within the context of the Association bylaws described herein.

4.4.3 Caucuses shall be added or eliminated to this provision through the amendment process described in these bylaws.

4.4.4 With the adoption of this section, the Oregon School Board Members of Color Caucus is established.

4.5 Administration. Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 Appointment. The board of directors shall elect officers by majority vote at least 10 days prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be

required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

5.2 Designation. The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

5.3 Compensation and Term of Office. Officer terms are one calendar year. No officer except the secretary-treasurer shall serve two consecutive terms in the same office unless the director completed a term for another officer who was unable to complete a term and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

5.4 Removal and Resignation. Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

5.5 Officers. The officers of the Association are as follows:

5.5.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint, committees subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be ex-officio voting member of all committees. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

5.5.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.

5.5.3 Vice president: In the absence of the president-elect shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.

5.5.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping in a suitable minute book accurate minutes of all board of director meetings; shall carry on official

correspondence of the Association; shall arrange for proper banking facilities; and shall receive, account for and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are read, and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

5.5.5 Immediate past president: The immediate past president shall advise and counsel with other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.

5.5.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary-treasurer. Such assistant may exercise the powers of the secretary-treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.

SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender, race, creed, marital status, sexual orientation, religion, color, age, disability, or national origin.

SECTION 7 GENERAL PROVISIONS

7.1 Amendment of Bylaws.

7.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. Amendments must be approved by a vote of two-thirds majority of the members at any regular or special meeting. The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws. Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.

7.1.2 Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

7.2 Inspection of Books and Records. All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

7.3 Checks, Drafts, Etc. All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.

7.4 Deposits. All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.

7.5 Loans or Guarantees. The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.

7.6 Execution of Documents. The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

7.7 Insurance. The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

7.8 Fiscal Year. The fiscal year of the Association shall begin on the first day of July 1 and end on the last day of June in each year.

7.9 Severability. A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

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The foregoing bylaws were duly adopted by the Board of Directors of Oregon School Boards Association on (fill in date) and approved by the membership on (fill in date).