



Hillsboro School District 1J

July 11, 2017
Board Meeting

Board of Directors

Lisa Allen • Wayne Clift • Martin Granum • Erika Lopez • Jaci Spross • Kim Strelchun • Mark Watson

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

Board Meeting Agenda
July 11, 2017
5:15 PM

1. 5:15 PM - Work Session
 - A. Bond / Budget Update 4
Presenter: Mike Scott / Michelle Morrison
 - B. Review Summer Retreat Agenda 5
Presenter: Mike Scott
 - C. Board / Superintendent Advisory Team (BSAT) Update and Proposal – Student Representatives on the School Board 6
Presenter: Mike Scott
 - D. Superintendent's Committee Opportunities 7
Presenter: Mike Scott
 - E. Discuss 2017-18 and 2018-19 Board Meeting Dates 8
Presenter: Mike Scott
 - F. Board Discussion Time
 - G. Recess Board Meeting
2. 7:00 PM - Regular Session
Call to Order and Flag Salute
3. Administer Oath of Office 11
Presenter: Wayne Clift
4. Approval of Agenda
5. Audience Time
6. Reports and Discussion
 - A. Curriculum Adoption Cycle: Postpone Selection of Instructional Materials 12
Presenter: Travis Reiman
 - B. Financial Report (*see written report*) 13
Presenter: Michelle Morrison
7. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
 - A. Approve Minutes of June 13, 2017, Board Meeting 18
 - B. Approve Routine Personnel Matters 26
 - C. Accept Gifts and Donations 32
 - D. Establish Tuition Rates for Nonresident Students 33
 - E. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations 34

F. Approve Annual Clerk / Officer Designations	35
G. Approve Annual Crime Policy Coverage Limits	36
H. Readopt Policy DFAA: Capital Project Fund	37
I. Establish Mileage Reimbursement Rate	42
J. Approve Parent Organization Activities for Liability Insurance Coverage	43
K. Award Contract for Commercial Food Products	50
L. Approve Intergovernmental Agreement Between Hillsboro School District and the City of Hillsboro's Parks and Recreation Department	51
8. Action Items	
A. Elect Board Chair and Vice Chair Presenter: Wayne Clift	60
B. Declare Surplus Equipment and Authorize Disposal by Public Auction Presenter: Don Wolff / Michelle Morrison	61
9. NWRESD / HCU / HEA Reports	
10. Superintendent's Time	
11. Board of Directors' Time	
12. 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.)	
13. Adjourn Regular Session	
14. Next Meetings of the Board of Directors	
• July 31, 2017, Summer Retreat	
• September 12, 2017, Work Session	

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
BOND / BUDGET UPDATE

SITUATION

During the May 23 Hillsboro School District Board meeting, the Board approved placing a \$408 million bond package on the November 7, 2017, ballot. This bond package includes new construction and improvements to existing Hillsboro School District facilities. During the July 31 Board meeting, staff will present a proposed Ballot Title for the Board's approval. This will mark the official start of the campaign; after this date, District staff will only be allowed to provide factual information regarding the bond.

During this report, staff will also provide an update on state funding for the 2017-18 school year.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
REVIEW SUMMER RETREAT AGENDA

SITUATION

The Board will review and discuss agenda items planned for the summer extended work session on July 31, 2017.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review and discuss the summer retreat agenda.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
STUDENT REPRESENTATIVES AT SCHOOL BOARD MEETINGS

SITUATION

Board members have discussed the possibility of having student representatives serve as ad hoc members of the School Board. The proposal that will be brought forward for discussion includes a selection process, and addresses the scope of involvement that would be expected of the students.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
SUPERINTENDENT'S COMMITTEE OPPORTUNITIES

SITUATION

Board members have the opportunity to serve on several committees within the District. This evening, staff will provide information regarding the various committees, and Board members will have an opportunity to discuss their availability and areas of interest.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
DISCUSS 2017-18 AND 2018-19 BOARD MEETING DATES

SITUATION

Board members will review a proposed Board meeting schedule for the 2018-19 school year, and proposed revisions to the approved Board meeting schedule for the 2017-18 school year. If there is support for the revised 2017-18 meeting schedule, it will be presented to the Board for approval on July 31. The final 2018-19 Board meeting schedule will be presented to the Board for approval in June 2018.

RECOMMENDATION

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

Proposed Revisions to 2017-18 Board Meeting Schedule

Board Meetings

July 11, 2017	Regular Session
July 31, 2017	Full-Day Session (Retreat)
September 12, 2017	Work Session
September 26, 2017	Regular Session
October 10, 2017	Work Session
October 24, 2017	Regular Session
November 14, 2017	Regular Session
December 12, 2017	Regular Session
January 9, 2018	Work Session
January 23, 2018	Regular Session
February 13, 2018	Work Session
February 27, 2018	Regular Session
March 13, 2018	Regular Session
April 10, 2018	Work Session
April 24, 2018	Regular Session / Budget Committee Meeting
May 3, 2018	Budget Committee Meeting
May 8, 2018	Work Session (and Budget Committee Meeting, if needed)
May 10, 2018	Budget Committee Meeting (if needed)
May 22, 2018	Regular Session
June 12 26 , 2018	Regular Session

Proposed 2018-19 Board Meeting Dates

<u>Date</u>	<u>Meeting / Session</u>
August 6, 2018	Full-Day Session
September 11, 2018	Work Session
September 25, 2018	Regular Session
October 2, 2018	Work Session
October 23, 2018	Regular Session
November 13, 2018	Regular Session
December 11, 2018	Regular Session
January 8, 2019	Work Session
January 22, 2019	Regular Session
February 12, 2019	Work Session
February 26, 2019	Regular Session
March 12, 2019	Regular Session
April 9, 2019	Work Session
April 30, 2019	Regular Session / Budget Committee meeting
May 14, 2019	Work Session (and Budget Committee meeting, if needed)
May 28, 2019	Regular Session
June 25, 2019	Regular Session

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
ADMINISTER OATH OF OFFICE

SITUATION

In accordance with policies and law governing the election of members to the Board of Directors, an election was held May 16, 2017, and the four new directors listed below were elected. These directors will take the oath of office on July 11, 2017:

Position 1	Erika Lopez
Position 2	Mark Watson
Position 3	Martin Granum
Position 6	Jacqueline Spross

RECOMMENDATION

The Superintendent recommends that Board Chair Wayne Clift administer the oath of office to the new Board members:

I, _____, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, and the policies of Hillsboro School District 1J. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability, so help me God.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
CURRICULUM ADOPTION CYCLE:
POSTPONE SELECTION OF INSTRUCTIONAL MATERIALS

SITUATION

Pursuant to [Division 22](#) requirements regarding the adoption of instructional materials, school districts must annually notify both the Board of Directors and the public regarding their intentions to postpone curriculum adoption cycles prescribed by the Oregon Department of Education. The District is currently implementing a high school math adoption, and is engaged in a K-12 science adoption. In some other content areas, the District continues to not align with the Oregon Department of Education's established timeline.

At this time, the Hillsboro School District intends to notify the Oregon Department of Education of the need to continue to postpone the adoption of instructional materials for the following academic content areas: World Languages, Health and Physical Education, Social Science, and Art. This postponement is the result of multiple years of budget reductions.

Laws regarding the adoption of instructional materials are changing, due to the broad availability of digital resources, and the ability to access information on the internet in ways that challenge the lifespan of paper textbooks. The District will continue to report on this requirement annually until the Oregon Department of Education provides revised guidance. The District will also continue to base instruction on adopted State standards.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to this report regarding the postponement of materials, including World Languages, Health and Physical Education, Social Science, and Art, and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
FINANCIAL REPORT

Business Office. 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 12: Procurement Pathways

Leaders in the Business Office are conducting a modernization review of the procurement process, identifying strategies for improving purchasing flexibility for principals and designated school staff, while maintaining compliance with internal controls. One of these strategies is to issue procurement cards (P-cards) to District schools, rather than individual staff members. Staff members in the schools will obtain their principal's approval for all P-card purchases, prior to temporarily checking out the building P-card from the school's office manager. This process adds a new pre-approval layer to P-card purchases, reduces the need for individual P-card accounts, minimizes the risk of fraudulent transactions on P-cards, relieves the principals of the need to follow up with multiple individual card-holders each month, and continues to support the appropriate use of the District's P-cards.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. The Finance team has facilitated the design and implementation of cash-handling protocols, training, and a point-of-sale system for a new revenue-generating opportunity that has been established by Rian Petrick, Director of Extracurricular Programs and Community Outreach, and Christy Woodard, Safety, Athletics, and Activities Secretary, through a Western Oregon University Scholars parking program for Hillsboro Hops games. The first weekend of Hillsboro Hops games and events indicates that the new program will be quite successful.

Finance Team – Financial Reporting and Grants. Finance Manager Jeff Jones has been working with Office for School Performance grant coordinators and building staff to allocate grant funds for the 2017-18 school year, and he has also provided extra support to the Accounts Payable team as they close out the 2016-17 purchasing cycle, in order to ensure that grant purchase are charged and/or accrued in the correct fiscal year. Additionally, Mr. Jones has collaborated with Nutrition Services department staff on the transition between special revenue funds to streamline accounts and reporting,

Payroll Team and Employee Benefits. Payroll supervisor Kim Grannis and the payroll team have processed the final payroll checks and payables for the 2016-17 school year. In the month of June, four payrolls were posted, in order to issue July and August balance-of-contract paychecks for 10-month employees, and June paychecks for both 10- and 12-

month employees. Processing four payrolls in one month is a tremendous effort for the Payroll team. The June and August balance-of-contract paychecks are a great service to District employees; providing summer income and ensuring that employee benefit plans are funded through the end of the benefit plan year.

Benefits supervisor Lynette Coffman and licensed and classified unions leaders have identified the medical/dental/vision insurance plans that will be offered to District employees in the upcoming benefit year. Union leaders are working to establish the internal insurance pool rate reductions for licensed and classified staff. Both licensed and classified staff members will have the opportunity to participate in Hillsboro Preferred plans, which combine a lower-premium plan with a Health Reimbursement Arrangement (HRA) to offset higher deductibles. Participant satisfaction with the Hillsboro Preferred plans has been strong, and participants average an annual savings of \$3,000 in insurance premiums. Education about the Hillsboro Preferred plans is a strong focus for the Benefits team and the leadership of both unions.

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 May 2017.

The District received 10 workers' compensation claims in May 2017. As of May 31, 2017, there were 55 open claims; 26 were for medical costs only, and 29 included time loss. There were 6 employees on modified work plans during May.

Workers' Compensation Claims			
	2014-15	2015-16	2016-17
July	1	3	3
August	9	2	6
September	10	10	7
October	12	8	15
November	3	7	17
December	6	13	7
January	16	11	5
February	6	11	11
March	11	12	12
April	8	10	13
May	11	8	10
June	8	9	
Yearly Total:	101	104	106

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 261 student incidents reported in May.

Student Incident Reports			
	2014-15	2015-16	2016-17
July	4	0	1
August	1	6	14
September	83	181	249
October	156	243	291
November	64	160	235
December	59	43	104
January	94	134	150
February	98	177	220
March	78	165	228
April	109	183	216
May	106	175	261
June	36	68	
Yearly Total:	888	1,467	1,969

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 two bus accidents in May.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
MONTHLY FINANCIAL REPORT - as of June 26, 2017

Revenues	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April Actual	May Actual	June Preliminary Actual	4th Quarter Actual	Fiscal YTD 2016-17	Budget 2016-17	% of 2016-17 Budget Expended	2015-16 Fiscal YTD	% of 2015-16 Budget Expended
Taxes	\$109,310.56	\$64,476,457.96	\$2,211,858.01	\$141,392.09	\$133,902.24	\$0.00	\$275,294.33	\$67,072,920.86	\$67,230,674.00	99.77%	\$66,260,830.12	105.96%
Interest	\$81,966.99	\$125,616.10	\$202,385.36	\$68,649.87	\$66,575.45	\$0.00	\$135,225.32	\$545,193.77	\$307,952.00	177.04%	\$353,424.40	124.43%
Local Sources	\$171,595.72	\$158,484.71	\$512,541.47	\$15,513.09	\$42,458.67	\$137,168.78	\$195,140.54	\$1,037,762.44	\$1,895,229.00	54.76%	\$1,481,846.34	87.00%
Total Local	\$362,873.27	\$64,760,558.77	\$2,926,784.84	\$225,555.05	\$242,936.36	\$137,168.78	\$605,660.19	\$68,655,877.07	\$69,433,855.00	98.88%	\$68,096,100.86	105.54%
County/ESD	\$1,231,316.67	\$1,084,075.85	\$987,013.48	\$364,060.74	\$0.00	\$0.00	\$364,060.74	\$3,666,466.74	\$3,253,669.00	112.69%	\$3,393,997.62	75.68%
State Sources	\$42,832,700.76	\$30,180,029.68	\$31,430,507.81	\$10,204,885.00	\$11,808,358.81	\$0.00	\$22,013,243.81	\$126,456,482.06	\$127,070,402.00	99.52%	\$120,567,482.58	97.77%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$1,299.83	\$21.47	\$193.65	\$188.79	\$0.00	\$0.00	\$188.79	\$1,703.74	\$0.00	0.00%	\$14,399.49	0.00%
Beginning Balance	\$14,558,454.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,558,454.24	\$13,657,752.00	106.59%	\$17,604,269.16	105.67%
Total Revenue	\$58,986,644.77	\$96,024,685.77	\$35,344,499.78	\$10,794,689.58	\$12,051,295.17	\$137,168.78	\$22,983,153.53	\$213,338,983.85	\$213,415,678.00	99.96%	\$209,676,249.71	100.33%
Expenditures												
Instruction												
Salaries	\$6,480,126.87	\$19,062,470.52	\$18,973,660.28	\$6,399,722.29	\$6,270,007.31	\$18,649,553.94	\$31,319,283.54	\$75,835,541.21	\$77,616,611.61	97.71%	\$72,584,628.07	96.89%
Benefits	\$2,857,346.21	\$8,834,617.83	\$8,910,713.30	\$2,993,333.20	\$3,038,202.26	\$8,908,386.73	\$14,939,922.19	\$35,542,599.53	\$36,286,428.92	97.95%	\$34,117,361.05	101.43%
Purchased Service	\$1,132,357.72	\$2,002,548.54	\$1,702,146.11	\$713,450.04	\$696,230.32	\$406,368.41	\$1,816,048.77	\$6,653,101.14	\$5,969,803.33	111.45%	\$5,278,249.28	150.49%
Supplies/Materials	\$472,197.15	\$535,832.80	\$410,703.00	\$141,612.22	\$255,522.28	\$185,223.20	\$582,357.70	\$2,001,090.65	\$1,424,484.63	140.48%	\$2,179,446.06	110.86%
Capital Purchases	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,305.50	\$2,305.50	\$5,305.50	\$0.00	0.00%	\$32,561.25	0.00%
Other	\$92,659.90	\$30,761.50	\$50,538.56	\$4,579.95	\$7,020.00	\$285.00	\$11,884.95	\$185,844.91	\$197,254.76	94.22%	\$174,192.82	90.49%
Total Instruction	\$11,037,687.85	\$30,466,231.19	\$30,047,761.25	\$10,252,697.70	\$10,266,982.17	\$28,152,122.78	\$48,671,802.65	\$120,223,482.94	\$121,494,583.25	98.95%	\$114,366,438.53	100.13%
Support Services												
Salaries	\$6,794,743.65	\$9,802,318.80	\$9,585,062.63	\$3,166,995.75	\$3,302,352.67	\$6,570,911.47	\$13,040,259.89	\$39,222,384.97	\$38,038,656.98	103.11%	\$37,934,744.61	104.18%
Benefits	\$3,338,967.85	\$5,157,950.96	\$5,033,442.16	\$1,727,154.95	\$1,705,584.97	\$3,463,706.45	\$6,896,446.37	\$20,426,807.34	\$20,419,332.24	100.04%	\$19,815,680.90	93.30%
Purchased Service	\$3,067,102.85	\$3,637,951.45	\$2,717,823.82	\$803,384.24	\$1,101,092.27	\$1,139,614.55	\$3,044,091.06	\$12,466,969.18	\$14,109,529.66	88.36%	\$13,385,068.58	99.08%
Supplies/Materials	\$2,184,561.24	\$1,212,778.07	\$1,137,393.16	\$360,972.01	\$344,215.78	\$318,985.68	\$1,024,173.47	\$5,558,905.94	\$6,489,844.64	85.66%	\$5,581,691.38	89.80%
Capital Purchases	\$658,886.00	-\$387,857.42	\$133,661.12	\$13,506.00	\$150.00	\$28,157.33	\$41,813.33	\$446,503.03	\$250,052.97	178.56%	\$802,237.41	208.69%
Other	\$1,125,621.02	\$62,046.53	\$27,692.01	\$31.45	\$1,746.11	\$0.00	\$1,777.56	\$1,217,137.12	\$1,536,470.53	79.22%	\$1,332,150.10	109.25%
Total Support	\$17,169,882.61	\$19,485,188.39	\$18,635,074.90	\$6,072,044.40	\$6,455,141.80	\$11,521,375.48	\$24,048,561.68	\$79,338,707.58	\$80,843,887.02	98.14%	\$78,851,572.98	99.84%

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April Actual	May Actual	June Actual	4th Quarter Actual	Fiscal YTD 2016-17	Budget 2016-17	% of 2016-17 Budget Expended	2015-16 Fiscal YTD	% of 2015-16 Budget Expended
Community Services												
Salaries	\$70,120.53	\$73,677.42	\$64,197.69	\$20,465.83	\$20,424.17	\$33,827.56	\$74,717.56	\$282,713.20	\$264,225.41	107.00%	\$234,933.72	98.55%
Benefits	\$27,206.11	\$31,316.20	\$31,236.63	\$9,657.42	\$9,797.71	\$17,755.28	\$37,210.41	\$126,969.35	\$109,906.57	115.52%	\$118,457.99	84.41%
Purchased Service	\$16,710.96	\$33,310.59	\$32,585.19	\$3,531.52	\$5,113.00	\$0.00	\$8,644.52	\$91,251.26	\$161,069.36	56.65%	\$193,929.50	87.12%
Supplies/Materials	\$1,974.63	\$5,284.31	\$1,695.56	\$1,396.67	\$55.03	\$0.00	\$1,451.70	\$10,406.20	\$3,043.15	341.95%	\$3,188.93	70.24%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$1,568.52	44.63%	\$700.00	85.98%
Total Community Services	\$116,012.23	\$144,288.52	\$129,715.07	\$35,051.44	\$35,389.91	\$51,582.84	\$122,024.19	\$512,040.01	\$539,813.01	94.86%	\$551,210.14	90.86%
Capital Projects												
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,748.96	0.00%	\$19,909.22	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,748.96	0.00%	\$19,909.22	0.00%
Debt Service Payment	\$38,205.05	\$0.00	\$493,223.64	\$0.00	\$0.00	\$0.00	\$0.00	\$531,428.69	\$826,118.76	64.33%	\$828,664.60	97.70%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500,000.00	100.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,604,527.00	0.00%	\$0.00	0.00%
Total Expenditures	\$28,361,787.74	\$50,095,708.10	\$49,305,774.86	\$16,359,793.54	\$16,757,513.88	\$39,725,081.10	\$72,842,388.52	\$200,605,659.22	\$213,415,678.00	94.00%	\$195,117,795.47	93.37%

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
June 13, 2017
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **WORK SESSION**

Board Present:

Wayne Clift, Chair
Glenn Miller, Vice Chair
Monte Akers
Lisa Allen
Janeen Sollman
Kim Strelchun

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Sev Flores, Technology Support

Board Members-Elect Present:

Martin Granum
Erika Lopez
Jaci Spross
Mark Watson (on speaker phone)

Others Present:

Liberty High School's Student
Equity Team Members:
Jennifer Hernandez Cruz
Maria Mejia
Kanani King
Rae Karea (Advisor)
Arcema Tovar
Kellie Petrick
Jamie Elrath Goldstein

Board Chair Wayne Clift called the meeting to order at 5:17 PM. Director Erik Seligman was unable to attend.

a. Liberty High School's Student Equity Team Report

Members of Liberty High School's (LHS's) Student Equity Team (SET) reported on their work in the 2016-17 school year, which focused on identifying strategies to support students and help them feel safe and valued. Key points of the report and discussion included the fact that many seemingly small actions can accumulate to make a significant difference in a student's life; and the importance of staff members developing connections with students, having discussions regarding race and privilege, incorporating positive elements of all cultures into the school community and school events, and creating space for students to provide input and feedback. The students also outlined the SET's goals for the 2017-18 school year.

- b. Discuss Construction Management Request for Proposals
Chief Financial Officer (CFO) Adam Stewart discussed the construction management request for proposals (RFP) that was issued to solicit bids for the management of the November 2017 bond program, and the process of selecting Cornerstone Management Group as the finalist. CFO Stewart explained that awarding a construction management contract at this point in the bond process will help the District begin foundational work that will support fulfilling the timelines mandated by the Internal Revenue Service for spending bond funds. The Board will be asked to award the construction management contract during the regular session.

- c. Elementary Professional Development Structure
Office for School Performance Coordinator Arcema Tovar and Teachers on Special Assignment Kellie Petrick and Jaime Elrath Goldstein presented information regarding the District's professional development structure for elementary-level math and language arts, and its benefits for staff and students. The report included a description of the professional development structure, feedback from staff and students regarding its effectiveness, and participation data.

- d. Bond Discussion – Next Steps
Superintendent Mike Scott and Chief Financial Officer Adam Stewart provided information regarding next steps in the process of preparing to place a \$408 million bond package on the November 7, 2017, ballot. Board members-elect joined current Board members for this discussion. Key points of the discussion included the selection of a bond underwriter (Piper-Jaffrey and Co), bond counsel (Hawkins Delafield & Wood, LLP), construction management firm (in process), and communications consultant (Wright Public Affairs); and the role of each of these consultants in preparing for the election. Board members discussed the process of developing a political action committee (PAC), which will be co-chaired by Director Kim Strelchun and Deanna Palm, president of the Hillsboro Chamber of Commerce; scheduling the work that the PAC needs to accomplish; and recruiting volunteers. Staff members discussed informational communications that will be separate from the advocacy work of the PAC.

- e. Board Leadership Planning
Board members expressed their interest in serving as Board chair or vice chair for 2017-18, and discussed the duties of these positions and the qualities they would like to see in these officers. Board members-elect joined current Board members for this discussion.

Erika Lopez and Director Kim Strelchun expressed their interest in serving as Board vice chair.

Mark Watson expressed his interest in serving as chair or vice chair at some point in time, but said this could be at a future date.

Director Lisa Allen expressed her interest in serving as Board chair.

Martin Granum expressed his interest in supporting the success of the bond, and serving on the bargaining committee.

Jaci Spross expressed her interest in focusing on learning and gaining experience during her first year on the Board.

Board Chair Wayne Clift said that he does not plan to volunteer his name for consideration, since he is uncertain about his schedule next year.

Board Chair Wayne Clift and Director Kim Strelchun discussed their experiences serving as officers, and the value of having either a Board chair or a vice chair with experience in the position, to act as a mentor to an officer who is new in the role.

Board Chair Wayne Clift was commended for the qualities he demonstrated as Board Chair and his effectiveness over the past two years.

Board Chair Wayne Clift described the nomination and election process. Elections for the chair and vice chair positions will be conducted during the July 11 regular session.

- f. Board Discussion Time
Board members discussed this year's graduation ceremonies and the positive feedback they received regarding the use of the Hillsboro Stadium.
- g. Recess Board Meeting
The meeting was recessed at 6:48 PM.

REGULAR SESSION

Board Present:

Wayne Clift, Chair
Glenn Miller, Vice Chair
Monte Akers
Lisa Allen
Janeen Sollman
Kim Strelchun

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board

Board Members-Elect Present:

Martin Granum
Erika Lopez
Jaci Spross

Martha Méndez Bolaños, Bilingual Interpreter / Translator
Gaspar Lopez Lopez, Bilingual Interpreter
Sev Flores, Technology Support

Others Present:

Devin Hunter, HCU
Jill Golay, HEA

- 2. Call to Order and Flag Salute
Board Chair Wayne Clift reconvened the meeting at 7:01 PM and led the Pledge of Allegiance. Director Erik Seligman was unable to attend.

3. RECOGNITION / PRESENTATION

Recognition and Appreciation – Outgoing Board Members: Erik Seligman, Glenn Miller, Monte Akers, and Janeen Sollman

Board members who are completing their terms of office were recognized for their years of service to the District, and commended for their dedication, personal strengths, positive impact, and accomplishments.

4. *Recess Board Meeting; Convene Budget Hearing*

5. Hold Budget Hearing

Board Chair Wayne Clift announced the final public hearing prior to Board adoption for the 2017-18 budget. He declared the budget hearing open at 7:40 PM, and asked for public testimony. Hearing no requests to comment, Board Chair Clift closed the budget hearing at 7:42 PM.

6. *Adjourn Budget Hearing; Reconvene Board Meeting*

7. Approval of Agendas

Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, to approve the agenda. The MOTION CARRIED (6-0).

8. Audience Time

Audience member April Davis addressed the Board regarding the importance of equity in summer school program participation, and the importance of ensuring that students' opportunities to salute the United States flag fulfill statutory and District policy requirements.

9. REPORTS AND DISCUSSION

a. Announce Budget Committee Vacancies

Chief Financial Officer Adam Stewart announced that there will be four vacancies on the Budget Committee, effective July 1, 2017, since the terms of two committee members will expire on June 30, and two members have been elected to the Board of Directors. CFO Stewart stated that the two members whose terms are ending have confirmed that they would like to be reappointed, and one Board member whose term is ending has expressed an interest in applying to serve on the Budget Committee.

Budget Committee vacancies will be advertised throughout the District and the community, and members will be appointed by the Board in October.

Director Janeen Sollman asked whether students might qualify to be appointed as official members of the Budget Committee. CFO Stewart will gather information regarding options for student participation.

b. Announce Citizens' Curriculum Advisory Committee (CCAC) Vacancies

Assistant Superintendent Travis Reiman described the process and timeline for announcing CCAC vacancies, and selecting and appointing CCAC members. He explained that the Board agreed in 2014 that the baseline number of CCAC members should be approximately 14, plus four student members (one from each comprehensive high school), with the option of modifying the number of positions, based on the number of qualified applicants. Assistant Superintendent Reiman explained that six active members have continuing terms, seven members whose

terms are ending are interested in reapplying, and four student positions are open, as a result of student members graduating.

Assistant Superintendent Reiman explained that CCAC leaders recommend that a combination of eight new and reinstated committee members, and four new student members, be appointed. Together with the six continuing members whose terms will not expire until June 2018, this will result in a committee of 14 members plus four student members.

District staff will advertise CCAC openings throughout the District and community during the summer, in order to recruit community members with diverse perspectives to serve on the committee and effectively represent the District's diverse student population.

The Board is scheduled to review applications and appoint committee members in September, and the first CCAC meeting of 2017-18 is scheduled to take place on October 2, 2017.

c. Financial Report

CFO Adam Stewart presented the monthly financial report, and thanked outgoing Board members for their contributions to the work of the Business Office. The financial report is included in the Board meeting packet.

10. CONSENT AGENDA

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

Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of May 4, 2017, Budget Committee Meeting
- b. Approve Minutes of May 9, 2017, Board Meeting
- c. Approve Minutes of May 23, 2017, Board Meeting
- d. Approve Routine Personnel Matters
- e. Accept Donations
- f. Award Bid for Dairy Products
- g. Approve Policy Revisions

The following policies were presented for first reading on May 23, 2017:

- 1) Nutrition and Wellness Policies
 - a) Policy EFA: Local Wellness Program
 - b) Policy EFAA: District Nutrition and Food Services
 - c) Policy EFAA-AR: Reimbursable School Meals
 - d) Delete Policy EFAE and EFAE-AR: Child Nutrition – Hearings Procedure / Appeal Process
 - e) Delete Policy EFAH: Child Nutrition – Collections Procedures and Accountability System

11. ACTION ITEMS

- a. Adopt Resolutions to Adopt the 2017-18 Budget, Appropriate the 2017-18 Budget, and Impose 2017-18 Taxes and Categorize the Tax Levy
Chief Financial Officer Adam Stewart presented the resolutions to adopt and appropriate the 2017-18 budget in the total amount of \$301,738,600; and to impose

and categorize taxes at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$33,583,646 for bonds.

Director Glenn Miller MOVED, SECONDED by Director Monte Akers, that the Board of Directors adopt the Resolutions to Adopt the 2017-18 Budget, Appropriate the 2017-18 Budget, and Impose 2017-18 Taxes and Categorize the Levy, as shown in the Board packet. The MOTION CARRIED (6-0).

- b. Review Superintendent's Performance and Approve Performance Evaluation
Board Chair Wayne Clift stated that the Board has completed its annual review of Superintendent Mike Scott's performance. Board Chair Clift read the evaluation letter into the record. The letter is included in the Board meeting packet, and will be placed in Superintendent Scott's personnel file.

Director Janeen Sollman MOVED, SECONDED by Director Kim Strelchun, to approve the Superintendent's performance evaluation. The MOTION CARRIED (6-0).

- c. Approve Extension of Superintendent's Contract
Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, that the Board of Directors approve the 2017-18 individual contract with the Superintendent, with a one-year extension through June 30, 2020. The MOTION CARRIED (6-0).

- d. Adopt Physics Instructional Materials
Assistant Superintendent Travis Reiman asked the Board to adopt *Physics, A First Course* texts and digital access and *Pattern Physics* as the core instructional materials for Physics 1, and approve the proposed complementary investment in instructional technology. The first reading of the physics instructional materials was presented on May 23.

Director Lisa Allen MOVED, SECONDED by Director Janeen Sollman, to adopt *Physics, A First Course*, texts (and digital access) and *Pattern Physics* as the core instructional materials for Physics 1, and approve the proposed complementary investment in instructional technology. The MOTION CARRIED (5-0). (Director Monte Akers was not present in the room at the time of the vote.)

- e. Approve 2017-18 Board Meeting Dates
Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to approve the Board meeting dates for the 2017-18 school year. The MOTION CARRIED (6-0).

The schedule is included in the Board meeting packet.

- f. Declare Surplus Equipment and Authorize Disposal by Public Auction
Per Board policy DN: Disposal of District Property, Chief Financial Officer Adam Stewart requested that the Board declare a list of items identified by the District's Nutrition Services and Facilities department staff surplus, and authorize the disposal of the items at public auction. The items on the list (which is included in the Board meeting packet) are no longer useful to the District, but may have some value at auction.

Director Kim Strelchun MOVED, SECONDED by Director Monte Akers, to declare the list of items surplus, and authorize the disposal of the items by public auction. The MOTION CARRIED (6-0). The Board directed District office staff to ensure that school and program staff have the opportunity to claim any items that might be useful

to them (e.g., nonfunctioning items might serve as props for a theater program), prior to disposing of the items at auction.

g. Approve Changes in Workers' Compensation Coverage

Chief Financial Officer Adam Stewart asked the Board to approve a resolution regarding changes in the District's workers' compensation coverage, including changes in the coverage of volunteers, explaining that the changes were discussed during the May 23 Board work session, and action is required in June in order for the changes to be effective July 1. The resolution is included in the Board meeting packet.

Director Glenn Miller MOVED, SECONDED by Director Lisa Allen, to approve the resolution regarding coverage of District volunteers under workers' compensation. The MOTION CARRIED (6-0).

h. Award Construction Management Services Request for Proposals

Chief Financial Officer Adam Stewart explained that information regarding the process of selecting a construction management firm was provided during the evening's work session.

Director Kim Strelchun MOVED, SECONDED by Director Glenn Miller, that the Board of Directors contract with Cornerstone Management Group to provide construction management services for the November 2017 bond program, and authorize the Chief Financial Officer to execute contract documents. The MOTION CARRIED (6-0).

i. Approve Participation in Oregon School Boards Association (OSBA) Promise Scholarship Program

Superintendent Mike Scott explained that participation in the OSBA Promise Scholarship Program was discussed during the May 23 Board work session, and this training program for Board members includes a \$5000 scholarship for District students.

Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to approve the decision to participate in the OSBA Promise Scholarship Program during the 2017-18 school year. The MOTION CARRIED (6-0).

12. NWRES D/HCU/HEA Reports

HEA President Jill Golay thanked outgoing Board members for their service, and discussed the following recent events: Hillsboro Education Association's (HEA's) celebration of this year's retiring teachers; participation in an equity town hall meeting with students from the District's four comprehensive high schools and Forest Grove; and networking events with the HEA bargaining team and executive board.

HCU President Devin Hunter discussed the valuable contributions of classified staff members to the work of the District, including the long hours recently worked by facilities and maintenance crews to prepare for and clean up after the graduation ceremonies, and the support provided by classified staff members in the technology department and in classrooms. He discussed the impact of budget cuts on the compensation, workloads, and effectiveness of classified support staff, and asked that classified positions be restored if the District receives additional funding. Mr. Hunter also thanked outgoing Board members for their service, and for decisions they have made to benefit students.

13. Superintendent’s Time

Superintendent Scott thanked the Board for his evaluation letter and thanked staff members, including administrators, teachers, and classified staff, for their work, which is essential to student achievement and the success of District events. He thanked outgoing Board members for their years of service for the benefit of students.

14. Board of Directors’ Time

Board members expressed appreciation for the opportunity to participate in graduation ceremonies, and share in the celebration of students’ achievements; and they thanked staff for their contributions to the success of this year’s ceremonies.

15. Follow-Up Items

Agenda Item / Request	Action
<p><u>Announce Budget Committee Vacancies</u> Director Janeen Sollman asked whether students might qualify to be appointed as official members of the Budget Committee.</p>	<p>CFO Stewart will gather information regarding options for student participation.</p>
<p><u>Declare Surplus Equipment and Authorize Disposal by Public Auction</u> Board members directed District office staff to ensure that school and program staff have the opportunity to claim any items that might be useful to them, prior to disposing of the items at auction.</p>	<p>The list of items was sent to all schools; an update was provided to the Board.</p>

16. Executive Session

No executive session was called.

17. Adjournment

The meeting was adjourned at 8:58 PM.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Alice Barnes

Assignment: 1.0 FTE Counselor
Location: Liberty High School
Effective Date: June 26, 2017
Years of Service: 10 years

Karen Dials

Assignment: 1.0 FTE 1st/2nd Grade
Location: Orenco Elementary School
Effective Date: June 26, 2017
Years of Service: 31 years

Pamela McIntosh

Assignment: 1.0 FTE Social Studies
Location: Poynter Middle School
Effective Date: June 26, 2017
Years of Service: 34 years

Kristin Milio

Assignment: 1.0 FTE Speech Language Pathologist
Location: Orenco Elementary School
Rosedale Elementary School
Effective Date: June 26, 2017
Years of Service: 6 years

Judy Thomson

Assignment: 1.0 FTE English Language Learner
Location: Tobias Elementary School
Effective Date: June 26, 2017
Years of Service: 30 years

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

Julie Buck

Assignment: 1.0 FTE Counselor
Location: Hillsboro High School
Effective Date: June 26, 2017

Charles Chung

Assignment: 1.0 FTE Language Arts
Location: Liberty High School
Effective Date: June 26, 2017

Tyler Davenport

Assignment: 1.0 FTE Counselor
Location: Eastwood Elementary School
Effective Date: June 26, 2017

Melanie Diaz

Assignment: 1.0 FTE English Language Learner
Location: Century High School
Effective Date: June 26, 2017

Melissa Eseppi

Assignment: 0.8 FTE Spanish
Location: Brown Middle School
Effective Date: June 26, 2017

Connie Greenlee

Assignment: 1.0 FTE 5th Grade
Location: Groner K-8 School
Effective Date: June 26, 2017

Gabriel Gonzales

Assignment: 1.0 FTE 4th Grade Dual
Location: W. L. Henry Elementary School
Effective Date: June 26, 2017

Kellen Hobie

Assignment: 0.8 FTE Physical Education
Location: Butternut Creek Elementary School
Effective Date: June 26, 2017

Emily McMullen

Assignment: 1.0 FTE Music
Location: Groner K-8 School
Effective Date: June 26, 2017

Brian Nauert

Assignment: 1.0 FTE Science
Location: Hillsboro High School
Effective Date: June 26, 2017

Anna Orton-Boyd

Assignment: 1.0 FTE TOSA – Secondary Bilingual Programs
Location: Office for School Performance
Effective Date: June 26, 2017

Gina Paulson

Assignment: 1.0 FTE Elementary Resource Center
Location: Groner K-8 School
Effective Date: June 26, 2017

Tyler Phelps

Assignment: 0.75 FTE Language Arts
Location: Hillsboro Online Academy
Effective Date: June 26, 2017

Teresa Pieser-Wirsching

Assignment: 0.5 FTE 5th Grade
0.45 FTE English Language Learner
0.05 FTE Title Resource
Location: Reedville Elementary School
Effective Date: June 26, 2017

Charmaine Sandefer

Assignment: 1.0 FTE Elementary Resource Specialist
Location: Orenco Elementary School
Effective Date: June 26, 2017

Colleen Seitz

Assignment: 1.0 FTE Social Learning Center
Location: West Union Elementary School
Effective Date: June 26, 2017

Carolyn Seres

Assignment: 1.0 FTE Behavior Specialist
Location: Student Services
Effective Date: June 26, 2017

Michael Stack

Assignment: 1.0 FTE Science
Location: Liberty High School
Effective Date: June 26, 2017

Lise E. Ullman

Assignment: 1.0 FTE Music
Location: Brookwood Elementary School
Reedville Elementary School
Effective Date: June 26, 2017

Christal Winesburgh

Assignment: 1.0 FTE 6th Grade
Location: Witch Hazel Elementary School
Effective Date: August 10, 2017

C. Approve the employment of the following administrative personnel:

Audrea Neville

Assignment: Executive Director of Schools
Location: Administration Center
Effective Date: July 1, 2017

Jamie Lentz

Assignment: Principal
Location: Patterson Elementary School
Effective Date: July 1, 2017

Dani Johnson

Assignment: Principal
Location: Butternut Creek Elementary School
Effective Date: July 1, 2017

Katie Thomas

Assignment: Principal
Location: Groner K-8 School
Effective Date: July 1, 2017

Sonta Thompson

Assignment: Assistant Principal
Location: Poynter Middle School
Effective Date: July 1, 2017

Tiffany Mosqueda

Assignment: Assistant Principal
Location: Century High School
Effective Date: July 1, 2017

D. Approve the employment of the following licensed personnel in the 2017-18 school year:

Jennifer Barry

Education: MA – George Fox University, Newberg, OR
Experience: 14 years
Assignment: 1.0 FTE School Psychologist – Student Services

Cristina Borgens

Education: BA – Pacific Lutheran University, Tacoma, WA
Experience: 5 years
Assignment: 1.0 FTE Intermediate Life Skills – Quatama Elementary School

Emily Boucher

Education: BA – Linfield College, McMinnville, OR
Experience: 4 years
Assignment: 1.0 FTE 4th Grade - Imlay Elementary School

Yazmin Estevez Galicia

Education: MA – Concordia University, Portland, OR
Experience: None
Assignment: 1.0 FTE 4th/5th Grade Dual – Reedville Elementary School

Felicia Giambrone

Education: MA – Concordia University, Portland, OR
Experience: 27 years
Assignment: 1.0 FTE Bilingual Instructional Coach – Reedville Elementary School

Yessica Hardin Mercado

Education: MA – Portland State University, Portland, OR
Experience: 5 years
Assignment: 1.0 FTE Dual 2nd Grade – Eastwood Elementary School

Jon Helmandollar

Education: BA – Boise State University, Boise, ID
Experience: 8 years
Assignment: 1.0 FTE Physical Education/Health – Hillsboro High School

Melissa Kuehnel

Education: MA – University of Oregon, Eugene, OR
Experience: None
Assignment: 1.0 FTE Speech Language Pathologist – Jackson Elementary School

Sean McMenemy

Education: MA – Ohio University, Athens, OH
Experience: 9 years
Assignment: 1.0 FTE Social Studies – Century High School

Evelyn Ortega

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 0.6 FTE Speech Language Pathologist – Orenco
Elementary School
0.4 FTE Speech Language Pathologist - Liberty High
School

Stephanie Owens

Education: MA – Montana State University, Bozeman, MT
Experience: 20 years
Assignment: 1.0 FTE 5th Grade – Rosedale Elementary School

Megan Robbins

Education: MA – University of Oregon, Eugene, OR
Experience: 3 years
Assignment: 1.0 FTE Speech Language Pathologist – Hillsboro
High School

Dustin Ruth

Education: MA – Grand Canyon University, Phoenix, AZ
Experience: None
Assignment: 1.0 FTE Life Skills – Imlay Elementary School

E. Approve the employment of the following supervisory / technical personnel:

Kathy Wilson

Assignment: Executive Assistant for School Performance
Location: Administration Center
Effective Date: July 1, 2017

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
ACCEPT GIFTS AND DONATIONS
(as of June 26, 2017)

SITUATION

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

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

- Donation of \$31,551.66 from Orenco Booster Club to Orenco Elementary School to be used as follows:
 - \$16,585.92 for Chromebooks
 - \$5,555.10 for projectors
 - \$6,390.00 for installation of projectors
 - \$2,498.00 for Chromebook charging carts
 - \$455.04 for headsets with microphones
 - \$67.60 for computer optical mouse
- Donation of \$14,844.80 from Jackson Elementary School PTA to Jackson Elementary School to be used as follows:
 - \$14,086.80 for computer lab technology
 - \$758.00 for classroom iPad Air 2s
- Donation of \$10,000 from Silicon Valley Community Foundation to Jackson Elementary School to be used for playground equipment
- Donation of \$6,375 from Intel Involved Volunteer Grant Program to be distributed and used as follows:
 - \$2,810 to Jackson Elementary School for general education
 - \$1,875 to West Union Elementary School for general education
 - \$990 to North Plains Elementary School for general education

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
TUITION RATES FOR NONRESIDENT STUDENTS

SITUATION

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

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on actual 2016-17 expenditures and enrollment:

<u>COST CENTER</u>	<u>APPROPRIATIONS</u>	<u>ENROLLMENT FORECAST</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$80,078,586	10,964	\$7,304
Secondary	\$67,710,008	9,369	\$7,227
Districtwide	\$47,329,201	20,334	\$2,328

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

RECOMMENDATION

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

Grade K - 6	\$9,631 per year
Grade 7 - 12	\$9,554 per year
Special needs students	Actual estimated cost

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,
NEWSPAPER, AND AGENT DESIGNATIONS

SITUATION

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

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the following designations:

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

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
APPROVE ANNUAL CLERK / OFFICER DESIGNATIONS

SITUATION

Oregon Revised Statutes require an annual designation of District Clerk, Deputy Clerk, Budget Officer, Authorized Signers, Finance Officer, Custodian of Funds, and Surplus Property Authority.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the following designations:

TITLE:	DESIGNEE:
District Clerk	Mike Scott, Superintendent
Deputy Clerk	Adam Stewart, Chief Financial Officer
Budget Officer	Adam Stewart, Chief Financial Officer
Authorized Signers	Adam Stewart, Chief Financial Officer, and Mike Scott, Superintendent Facsimile signatures are authorized.
Finance Officer	Adam Stewart, Chief Financial Officer
Custodian of Funds	Adam Stewart, Chief Financial Officer
Surplus Property Authority	Adam Stewart, Chief Financial Officer, and Casey Waletich, Executive Director of Facilities, Safety and Operations

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
APPROVE CRIME POLICY COVERAGE LIMITS
TO COMPLY WITH ORS 332.525

SITUATION

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

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the following designation and limit:

Comprehensive Crime Policy	Coverage Limit
National Union Fire Insurance Company	\$1,000,000

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
READOPT POLICY DFAA: INVESTMENT POLICY – CAPITAL PROJECT FUND

SITUATION

District Policy DFAA provides for the investment of the Capital Project Fund. This fund receives the proceeds from bond sales, and makes the payments for the construction and purchases authorized at the bond election. The time period from a bond sale to completion of a project often extends over several years. This policy allows the District to make investments with maturities that match the planned expenditures over the extended time period. The policy requires annual readoption. Attached is a copy of the current policy.

RECOMMENDATION

The Superintendent recommends that the Board of Directors readopt Policy DFAA: Investment Policy - Capital Project Fund.

Investment Policy – Capital Project Fund

Scope

This investment policy applies to activities of the Hillsboro School District with regard to investing the financial assets of the Capital Project Fund.

Funds will be invested in compliance with the provisions of ORS 294.035 through 294.048, ORS 294.125 through 294.155, ORS 294.155, ORS 294.810, and other applicable statutes.

Investments will be in accordance with these policies and written administrative procedures. Investment of tax-exempt borrowing proceeds will comply with the "arbitrage" restrictions of Section 148 of the Internal Revenue Code of 1986.

Objectives

The District's investment objectives are:

1. Preservation of capital and the protection of investment principal;
2. Conformance with federal, state, and other legal requirements;
3. Maintenance of sufficient liquidity to meet operating requirements.

Delegation of Authority

The Chief Financial Officer (CFO) is designated as the investment officer of the District and is responsible for investment decisions and activities, under the direction of the Superintendent.

Prudence

The standard of prudence to be used by the investment officer in the context of managing the overall portfolio shall be the prudent investor rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Investment Diversification

The CFO will diversify the portfolio to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions, or maturities.

Percent of Diversification by Instrument	Maximum Portfolio
US Treasury Obligations (Bills, notes, and bonds)	100%
US Government Agency Securities and Instrumentalities of Government- Sponsored Corporations	100%
Certificates of Deposit (CD) Commercial Banks	25%
Certificates of Deposit (CD) Savings and Loan Associations	10%
State of Oregon Investment Pool	100%

Diversification by Financial Institutions

Certificates of Deposit (CDs) - Commercial Banks
No more than 15 percent of the total portfolio with any one financial institution.

Certificates of Deposit (CDs) - Savings and Loan Associations
Amount per institution based on capital adequacy guidelines; in any case not to exceed 10 percent of the total portfolio with any one institution.

State of Oregon Investment Pool - State Pool
With the exception of pass-through funds (in and out within 10 days), no more than \$34 million total or 100 percent of the total portfolio.

Investment Maturity

Investment maturities for the Capital Project Fund shall be scheduled to coincide with projected cash flow needs. Investments which exceed 18 months shall be limited to US Treasury Obligations and US Government Agency Securities and Instrumentalities of Government Sponsored Corporations.

Qualified Institutions

The CFO shall maintain a list of all authorized dealers and financial institutions which are approved for investment purposes. Any firm is eligible to make an application to the investment officer and upon due consideration and approval will be added to the list. Additions or deletions to the list will be made at the director's discretion. At the request of the CFO the firms performing investment services for the District shall provide their most recent financial statements or Consolidated Report of Condition (call report) for review. At minimum, the CFO

shall conduct an annual evaluation of each firm's credit worthiness to determine whether it should be on the authorized list. Securities dealers not affiliated with a bank shall be required to have an office located in Oregon or Washington.

Safekeeping and Collateralization

Investment securities purchased by the District will be delivered by either book entry or physical delivery, and held in third-party safekeeping by a bank designated as primary agent. The trust department of the bank designated as primary agent will be considered to be a third party for the purposes of safekeeping of securities purchased from that bank. The purchase and sale of securities will be on a payment versus delivery basis. The primary agent shall issue a safekeeping receipt to the District listing a specific instrument, rate, maturity, and other pertinent information.

Deposit-type securities (e.g., certificates of deposit) shall be collateralized through the state collateral pool as required by ORS for any amount exceeding FDIC or FSLIC coverage, recognizing that ORS requires only 25 percent collateral. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent.

Monitoring and Adjusting the Portfolio

The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments and will adjust the portfolio accordingly.

Internal Controls

The investment officer shall maintain a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions.

Accounting Method

Investments will be carried at amortized cost. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities shall be amortized / accredited over the life of the securities. The District shall comply with Generally Accepted Accounting Principles (GAAP).

Reporting Requirements

The investment officer shall generate daily and monthly reports for management purposes. In addition, the Board will be provided quarterly reports which will include data on investment instruments being held, as well as any narrative necessary for clarification.

Review and Adoption

This policy shall be reviewed not less than annually, and shall expire if not readopted annually.

END OF POLICY

Legal Reference(s):

ORS 294.135a

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
ESTABLISH 2017-18 MILEAGE REIMBURSEMENT RATE

SITUATION

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

As of July 1, 2017, the IRS mileage reimbursement rate is \$0.535 per mile.

RECOMMENDATION

The Superintendent recommends the Board of Directors establish the District’s mileage reimbursement rate for the 2017-18 school year at \$0.535 per mile.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
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, 2017 - June 30, 2018

School	Organization	Description of Activity	
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		
Butternut Creek Elementary School	PTC	Family Culture Night	
		Bingo / Auction Night	
		Father / Daughter Dance	
		Cookie Dough Fundraiser	
		Spring Fundraiser	
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	
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			

Parent Organization Activities
July 1, 2017 - June 30, 2018

School	Organization	Description of Activity
Ladd Acres Elementary School	PTA	Fun Run - Laps for Ladd
		Carnival
		Ice Cream Social
		Monthly Meetings
		Family Fun Nights
		Holiday Bazaar
		Book Fair - Spring / Fall
Lenox Elementary School	Boosters	Oregon Battle of the Books
		Meet-and-Greet
		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
		Fall Festival
		End-of-Year Celebration / Movie Night
		Monthly Meetings
Mooberry Elementary School	Mooberry Community Corral	Monthly PTO Meetings
		Holiday Bazaar
		Weekly Reading Club
		Dad's Club
		Bingo
		Carnival
		Dia de los Niños

Parent Organization Activities
July 1, 2017 - June 30, 2018

School	Organization	Description of Activity
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
		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
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		

Parent Organization Activities
July 1, 2017 - June 30, 2018

School	Organization	Description of Activity
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
Tobias Elementary School	PTO	Monthly PTO Board Meetings
		Monthly PTO Meetings
		Back-to-School Night
		Kinder Parent Social
		Bookworm Bash
		Tiger Trek Fun Run Fundraiser
		Fundraiser Fund Counting and Prize Prep
		Fall Dance
		Teacher Dinner during Conferences
		Spirit Assemblies
		Picture Day
		Harvest Carnival
		Hearing Screening
		Vision Screening
		Holiday Bazaar
Fall Book Fair		
Chess Tournament		
W. L. Henry Elementary School	PTO	Movie Nights
		Carnival
		Tamale Sale
		Monthly Meetings
		Walk-a-Thon
		McTeacher Nights
		Fill-the-Envelope Fundraiser
		Dance
		Talent Show
Family Night		
West Union Elementary School	Parent Club	Monthly Meetings
		Spelling Bee Fall Fundraiser
		Ham Dinner
Evergreen Middle School	Parent Club	Monthly Meetings
		Student Store
		Parent Fun Run
Poynter Middle School	Parent Club	Monthly Meetings
		Planting Day

Parent Organization Activities
July 1, 2017 - June 30, 2018

School	Organization	Description of Activity
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
		Off-site Meeting to Pick Scholarship Recipients
		Fundraising at Conference Night
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
	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 Graduation Party Planning Meetings		
First Week of School Registration / Locker Assignment		
Parent Conferences		
Basketball Concessions		

Parent Organization Activities
July 1, 2017 - June 30, 2018

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
	2017 Graduation Party Committee	Holiday Bazaar
		Monthly Meetings
		Graduation Party - June 10
		Wreath and Scarf Sale
		Paint Night Fundraiser
Casino Bus Fundraiser		
Zumba Night Fundraiser		
Robotics	Meetings and Competition	
Youth Football	Meetings and Events	
FFA	Meetings and Events	
Liberty High School	Liberty Community Club	Monthly Parent Information Meetings
Hillsboro Online Academy	Parent Connect	Monthly Meetings

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
AWARD CONTRACT FOR COMMERCIAL FOOD PRODUCTS

SITUATION

Hillsboro School District is a member of the Oregon Child Nutrition Coalition (OCNC), a food-buying cooperative that includes 80 Oregon school districts as members. Based on a competitive bidding process that was completed in the spring of 2017, OCNC has awarded a request for proposals (RFP) to Sysco Portland for “Food Product and Non-Food Supplies Requirements,” with four possible annual extensions. This bid and RFP process meets state and federal purchasing requirements.

RECOMMENDATION

The Superintendent recommends that the Board of Directors award the District’s commercial food-buying contract to Sysco Portland, in conjunction with the OCNC food-buying cooperative.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN
HILLSBORO SCHOOL DISTRICT AND THE CITY OF HILLSBORO'S
PARKS AND RECREATION DEPARTMENT

SITUATION

In January 2007, an intergovernmental agreement (IGA) was signed between the Hillsboro School District (HSD) and the City of Hillsboro Parks and Recreation (HP&R) Department. The purpose of this agreement was to “define the cooperative efforts between the HSD and HP&R to find efficiencies for providing facilities and services in the best interest of the community.” HP&R operates several programs (Blast, the Zone, Splash, etc.) on HSD campuses, and HSD accesses several HP&R sites (Sharc, Hillsboro Stadium, 53rd Street fields, etc.). The purpose of the agreement was to provide a framework that would include these existing programs and accommodate future expanded programming.

The original IGA has served both HSD and HP&R very well for the past ten years, but it includes some language that is no longer relevant, as well as areas where additional language needs to be added. Therefore, representatives from HSD and HP&R have been meeting for the past several months to update the IGA so that it meets the current needs. The purpose of the IGA remains the same, but staff members who work with this agreement on a regular basis agree that the updated IGA will allow the strong relationship between HSD and HP&R to continue into the future.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the intergovernmental agreement between Hillsboro School District and the City of Hillsboro's Parks and Recreation Department.

INTERGOVERNMENTAL AGREEMENT BETWEEN

HILLSBORO SCHOOL DISTRICT 1J

AND

CITY OF HILLSBORO

This Agreement is made and entered into this _____ day of July, 2017 by and between the HILLSBORO SCHOOL DISTRICT (hereafter referred to as “School District” or “HSD1J”) and the CITY OF HILLSBORO by and through its PARKS AND RECREATION DEPARTMENT (hereafter referred to as “City”, “Parks & Recreation Department”, or “HP&R”).

RECITALS

- A. The purpose of this Intergovernmental Agreement (Agreement) is to define the cooperative efforts between the School District and the City to find efficiencies for providing facilities and services in the best interest of the community. The overriding goal of this Agreement is to allow both governmental entities to maintain excellence in providing quality services to the residents of the community they commonly serve.
- B. This Agreement is entered under ORS 190.010. No intergovernmental entity is created under ORS 190.010(5). Any financial commitment in this Agreement is subject to appropriation.
- C. Both parties agree that nothing in this Agreement will constitute or be construed as an employment, partnership, joint venture, or joint employer relationship between the parties. Neither party will take or allow any action in the name of the other party, or bind, or purport to bind the other party, without the express written consent of the other party.
- D. The scope of this Agreement is limited to its defined working relationship between the City through its Parks & Recreation Department and the School District. The understandings in this Agreement are limited to the coordination, development, scheduling, use and operation of facilities of one party that can be used by the other party, including, but not limited to, school athletic fields, City athletic fields, school gymnasiums, auditoriums, and classrooms, City classrooms, meeting spaces and picnic areas, aquatic centers, sports stadiums and specialized sports facilities.

E. This Agreement provides a framework. The parties intend that more specific commitments will be made through an annual review and update of this Agreement and its attachments.

Agreement: The parties agree as follows:

1. Joint Use of Facilities

1.1. List of Joint Use Facilities. Both parties acknowledge the shortage of recreational facilities available within the community due to population growth and both commit to the better coordination and utilization of existing facilities. The parties will jointly prepare a list of School District and Parks & Recreation Department buildings and grounds available for joint use under this Agreement. That list will be attached to this Agreement as an exhibit.

1.2. Right of Use. Each party will make its buildings and grounds available for use by the other party on a first priority basis after scheduling requirements for its own programs are met. Special consideration will be given to Parks & Recreation facilities that are locations for high school sports competitions, and school facilities that are essential for community events. Any right of use is not exclusive, but is subject to the owner's right of entry and control. Any use must comply with the owner's facility use rules. The owner has the right to use or permit the use of any portion of the facility not granted to the other party at any time, to any person, firm or entity regardless of the nature of the use of such other space. However, the owner will provide notification and coordinate activities when concurrent at the site.

1.3. Priority of Use. The priority of use for a party's buildings, facilities and grounds is:

1.3.1. Any program or activity scheduled or supervised by the party that owns the facility,

1.3.2. Any program or activity scheduled or supervised by the party that does not own the facility, and,

1.3.3. A comparable program or activity organized by another organization that is recognized as serving a community need and is approved for use of City facilities or for use of School District facilities.

1.4. Cancellation of Scheduled Event. The mutual goal of the School District and Parks & Recreation Department is to maintain program continuity, giving adequate notification of scheduling changes or facility use to allow completion of a program cycle. Unless extreme circumstances warrant, events for either user will not be cancelled or moved by the owning entity with less than 72 hour notice. Each organization will assist the other in finding alternative space.

1.5. Responsibility for Maintenance and Repairs. Each party will maintain its joint use spaces and equipment, and cooperate fully in the reporting of and repair of damage that may occur during scheduled programs. Each party is responsible for any damage caused by its use of the other party's facilities, beyond ordinary wear and tear.

2. Agreements on Particular Facilities

2.1. School Athletic Fields. For the efficient use of School District athletic fields by the community, the School District and the Parks & Recreation Department will mutually cooperate to coordinate and schedule elementary and middle school athletic fields during non-school hours.

2.2. Parks & Recreation Athletic Fields. The Parks & Recreation Department acknowledges that some City athletic fields may be playable for high school competitions when school fields are not. If possible, the Parks & Recreation Department will accommodate requests from school teams for field space to avoid postponement of league games. Adequate notice for use of the Gordon Faber Recreation Complex (all fields/stadiums) is required so that the crew can get the field prepared for play.

2.3. School Gymnasiums and Classrooms. The School District agrees to allow the Parks & Recreation Department priority use of elementary and middle school gymnasiums and classrooms for after-school activities and other recreational programs. Priority scheduling is superseded only by school functions. The School District will contact the Parks & Recreation Department when a school function conflicts with a scheduled Parks & Recreation Department activity.

Priority use is September 15 – June 15 during non-school hours, Monday through Friday for after school and youth and adult sports activities; June 15 – September 1 for summer camp and sports activities during agreed upon non-school hours. Use of high school facilities will be approved if space permits.

2.4. City Classrooms, Meeting Spaces and Picnic Areas. The Parks & Recreation Department will work to accommodate School District requests for use of City classrooms, meeting spaces, and picnic sites.

2.5. Aquatic Centers, Stadiums and Specialized Sports Facilities. Each party owns and operates specialized facilities for sports competitions and special events. The parties also understand there are annually scheduled events at these facilities and that there may be new special events that provide benefit to the community. The parties will cooperate to schedule events in the best interests of the facility and the community. When needed to host competitive or special events, scheduling priority will be given to activities such as high school swimming, recreational track meets and other similar events. Competitive event schedules and practice schedules will be provided as soon as possible so that schedule holds may be placed for planning purposes. Whenever an event has been previously scheduled at a facility on a requested date, the owning entity will cooperate to find an alternate date or site. Special events/large scale programs with significant operational impacts will be handled outside of the IGA.

3. Planning, Scheduling and Coordination of Joint Use of Facilities

This Agreement provides a framework and administrative support for the efficient and timely scheduling of School District and Parks facilities. The following processes are established to ensure collaboration, communication, and efficient decision making between School District staff and Parks & Recreation Department personnel.

3.1. Initial Scheduling for Use of Facilities. Joint use planning and decision making will occur each spring for the next school year during periodic allocation meetings. Regular and on-going uses will be identified 6 months prior to the usage date. Usage will be approved or denied within 30 days of the request. If conflicts arise regarding facility requests, the conflict will be resolved by the persons directly involved and a designated representative from each party. If agreement cannot be reached on a scheduling request, the issue will be referred to the Superintendent of Schools and the Parks & Recreation Director for a final decision.

3.2. Final Scheduling for Use of Facilities. Master schedules for all facilities will be compiled and distributed to School District and Parks & Recreation Department representatives, school principals, athletic directors, and facility managers seasonally. This compilation will be included in the Agreement review process set out in section 4.2. The School District Facilities Department and the Parks & Recreation Department will each maintain their master schedule and issue permits to the other party on standardized forms for each use.

3.3. Distribution of Information. The parties will cooperate in the distribution of information about any joint use or program. All information will be identified with the sponsor's logo and relevant facts. Examples of published information include, but are not limited to, quarterly program guides, special flyers and newsletters. Each party reserves the right to limit the quantity of information distributed and will not distribute information that is inconsistent with the policies of either party. Both parties agree that when feasible, students will be able to drop off Parks and Recreation registration forms at their school for collection and forwarding to the Hillsboro School District Administration Center. Informational materials must be approved by each entity prior to distribution.

3.4. Fees and Charges for Use of Facilities. The parties understand that efficiency in government is a goal of this Agreement and that there is additional cost to each entity in the processing and billing of fees and services. To the extent possible, the parties will trade the comparable values of each party's fees and services to eliminate the need for tracking and billing such fees and services. The parties will work cooperatively to seek grants and sponsorship of mutually beneficial programs that are in the best interest of the community.

4. Review and Amendment of Agreement; Cooperation in Facilities Planning

4.1. Refinements to Agreement. The School Superintendent and Parks & Recreation Director, or their designees, may enter into memoranda of understanding that carry out any part of this Agreement. These representatives may also attest to the validity of relevant rules of their respective organizations. All memoranda of understanding will include reference to this Agreement and appropriate sections, responsibilities of parties, estimated costs where appropriate, and any other information deemed necessary by either party.

4.2. Coordination of Facilities Planning. Where possible, the School District and Parks & Recreation Department will pursue opportunities to develop and improve joint use facilities and equipment to support programming by both organizations. The planning for any improvements by either party that could be subject to joint use will be coordinated to provide the greatest community benefit. The parties will cooperatively plan future development at sites or facilities where mutual development could benefit the community. The parties agree to give each other adequate notice when new facilities are being discussed to allow sufficient time for planning and securing funding sources. The parties will explore possibilities for blending fund sources and resources to accomplish mutual goals. The parties will work together to use other public and private financing opportunities to accomplish mutual objectives and to develop facilities with standards sufficient to meet the programming requirements of both parties. The parties may enter into a memorandum of understanding on a long-range management plan for a planned improvement that allocates responsibilities and obligations for an improvement.

4.3. Technology Sharing. The parties will explore efficiencies in the joint acquisition of technology that can be shared to reduce costs. When it is determined that existing technology can be shared or mutually purchased, a plan for use of the technological product(s) may be agreed to in a memorandum of understanding.

4.5. Annual Review and Amendment. This Agreement will be evaluated on an annual basis. Any amendment must be adopted by the School District Board and City Council (with the recommendation of the Park Commission) before going into effect.

5. Term

This Agreement shall be in effect from the date of its execution until terminated in writing by authorized representatives of either agency in a manner consistent with this paragraph. The Agreement may be terminated by either party by the terminating party giving the other written notice of termination not less than six months prior to the termination date. This Agreement may be terminated by agreement of both parties in writing at any time.

6. Notices

Any notices required under this Agreement will be given when delivered or when deposited in the mail as certified mail with postage prepaid and delivered to:

Superintendent, Hillsboro School District 1J
3083 NE 49th Place, #200
Hillsboro, OR 97124-6008

Director, Hillsboro Parks & Recreation Department
4400 NW 229th Ave.
Hillsboro, OR 97124

7. Integration with Other Agreements

This Agreement is the entire agreement of the parties on its subject and supersedes any prior discussions or agreements regarding the same subject. This Agreement does not supersede a written agreement by either party with another public or private entity. The parties will develop a list of relevant use agreements with other persons and attach the list to this Agreement.

8. Indemnification and Insurance

8.1 Indemnification. This Agreement is for the benefit of the parties only. Each party agrees to indemnify and hold harmless the other party and its officers, employees, and agents, from and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death or damage to property on account of or rising out of that party's use of a shared facility (except to the extent the harm was caused by the exclusive negligence or wrongful act or omission of the other party), or in any way resulting from the negligent or wrongful acts or omissions or unlawful rules or practices of the indemnifying party and its officers, employees,

and agents. Each party will give the other party to this Agreement notice of any claim made or case filed that relates to this Agreement or services performed under this Agreement.

8.2 Insurance. Each party agrees to maintain insurance levels or self-insurance in accordance with statutory requirements at levels necessary to protect against liabilities allowed by law. Each party will maintain workers compensation coverage as required by law. When required from organizations, contractors, or vendors as proof of insurance, any required certificate of insurance will name both parties as insured/participant when the use or work will be performed at the other party's facility.

9. Dispute Resolution

It is in the interest of the parties, students and the community for the terms of this Agreement to be complied with by each party. The parties agree to meet and discuss in good faith any differences or conflicts relating to their performance under this Agreement. The Parks and Recreation Department and the School District will attempt to informally resolve any dispute. Any impasse that cannot be resolved in a timely manner will be referred to a joint meeting of the Hillsboro City Council and Hillsboro School District Board for resolution.

10. Compliance with Laws

Each party will comply with all applicable federal, state and local laws, including rules and regulations on non-discrimination in employment and in places of public accommodation because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or handicap, and all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement will be construed and enforced in accordance with the laws of the State of Oregon.

11. Severability

If any one or more of the provisions of this Agreement is invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of the Agreement will not be affected or impaired in any way.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the duly authorized officers on the dates shown below.

**Hillsboro Parks & Recreation
Director**

(signature)

(print) (date)

**City of Hillsboro
Mayor**

(signature)

(print) (date)

Tax ID Number: 93-6002183

**Hillsboro School District 1J
Superintendent**

(signature)

(print) (date)

**Hillsboro School District 1J
Director of Business Services**

(signature)

(print) (date)

Tax ID Number: 93-600103

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
ELECT BOARD CHAIR AND VICE CHAIR

SITUATION

As part of its organizational meeting every year, the Board must elect a Chair and Vice Chair. The incumbent Chair will preside over the meeting until a successor is elected, whereupon the successor will assume the duties of Board Chair. Separate elections must be held for the Board Chair and Vice Chair positions.

RECOMMENDATION

The Superintendent recommends that Board Chair Wayne Clift accept nominations and conduct elections for the Chair and Vice Chair offices for the 2017-18 school year.

HILLSBORO SCHOOL DISTRICT 1J
July 11, 2017
DECLARE SURPLUS EQUIPMENT AND
AUTHORIZE DISPOSAL BY PUBLIC AUCTION

SITUATION

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

District Technology Services staff have identified the following item that they would like to have the Board declare surplus and authorize its disposal by public auction:

- Courier box delivery van (1994 Chevrolet, VIN 1GBHP32K9R3317290)

This item is no longer useful to the District, but may have some value at auction.

RECOMMENDATION

The Superintendent recommends that the Board of Directors declare the specified courier box delivery van surplus, and authorize its disposal by public auction.