



Hillsboro School District 1J

November 14, 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

November 14, 2017

5:15 PM

1. 5:15 p.m. Executive Session
ORS 192.660(2)(d)--Labor Negotiator Consultation
2. 5:45 PM - Work Session
 - A. Bond Election Results / Bond Update / Budget Update 5
Presenter: Mike Scott / Adam Stewart / Beth Graser
 - B. OSBA Promise Scholarship Program - Board Members' Roles and Responsibilities (Advanced) 6
Presenter: Kristen Miles
 - C. Recess Board Meeting
3. 7:00 PM - Regular Session
Call to Order and Flag Salute
4. Recognition / Student Presentation
 - A. Student Presentation - Patterson Elementary School - The Wizard of Oz
Presenter: Wayne Clift
5. Approval of Agenda
6. *Recess Board Meeting; Convene Meeting of the Local Contract Review Board*
 - A. Findings of Fact for Use of a Construction Management / General Contractor 7
(CM/GC) for Construction of the Addition / Renovation/ Site Work at Reedville Elementary School
Presenter: Adam Stewart
 1. Public Hearing
Presenter: Lisa Allen
 2. Local Contract Review Board Discussion
Presenter: Lisa
7. *Recess Meeting of the Local Contract Review Board; Reconvene Board Meeting*
8. Audience Time
9. Reports and Discussion
 - A. Student Services Department Update 13
Presenter: Elaine Fox
 - B. Financial Report (*see written report*) 14
Presenter: Adam Stewart
 - C. Policies - First Reading
If no public comments or questions are received regarding these policies during the review period, they will be placed on the consent agenda for approval during the next regular meeting.

1. Policy BDDH and BDDH-AR: Public Comment at Board Meetings; and Policy BDDC: Board Meeting Agenda Presenter: Mike Scott	19
2. Policy GCDA/GDDA: Criminal Records Check / Fingerprinting; and IICC: Volunteers Presenter: Kona Lew-Williams	27
3. Policy IGBI: Bilingual Education Presenter: Travis Reiman	32
4. Policy KBA and KBA-AR: Public Records Presenter: Beth Graser	34
10. Consent Agenda <i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
A. Approve Minutes of October 10, 2017, Board Meeting	41
B. Approve Minutes of October 24, 2017, Board Meeting	44
C. Approve Routine Personnel Matters	52
D. Accept Donations	53
E. Approve Policy Revisions <i>The following policies were presented for first reading on October 24, 2017</i>	
1. Policy EFAA-AR: Reimbursable Meals and Milk Programs	54
2. Policy IGBAK: Special Education: Public Availability of State Application	62
3. Policy GBA: Equal Employment Opportunity	64
a. Policies Regarding School Admissions / Student Transfers	67
1. Policy JC: School Boundary Areas	68
2. Policy JECB: Admission of Nonresident Students	69
3. Policy JECBB: In-District Transfer Students	72
4. Policy JECBD: Homeless Students	73
5. Policy JECC: Assignment of Students to Schools	74
6. Policy JECF: Interdistrict Transfer of Resident Students	76
11. Action Items	
A. Amend Appointments of Budget Committee Members Presenter: Adam Stewart / Michelle Morrison	79
B. Recess Board Meeting, Reconvene Meeting of the Local Contract Review Board	
1. Approve Findings of Fact for Use of a Construction Management/General Contractor (CM/GC) for Construction of the Addition / Renovation / Site Work at Reedville Elementary School Presenter: Adam Stewart	80
C. Adjourn Meeting of the Local Contract Review Board, Reconvene Board Meeting	
12. HCU / HEA Reports	

13. Superintendent's Time

14. Board of Directors' Time

15. 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.)

16. Adjourn Regular Session

17. Next Meetings of the Board of Directors

- November 28, 2017, Special Session
- December 12, 2017, Regular Session
- January 9, 2018, Work Session

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
BOND ELECTION RESULTS / BOND UPDATE / BUDGET UPDATE

SITUATION

Tonight's update will provide a brief overview of the most recent information regarding the bond election results and the District's budget.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
OREGON SCHOOL BOARDS ASSOCIATION PROMISE SCHOLARSHIP PROGRAM –
BOARD MEMBERS’ ROLES AND RESPONSIBILITIES (ADVANCED)

SITUATION

Throughout the 2017-18 school year, the Hillsboro School District Board of Directors is participating in the Oregon School Boards Association (OSBA) Promise Scholarship Program, a training program for school boards that, upon completion, provides a \$5000 scholarship for District students.

This evening’s session will begin the third level of a discussion of Board members’ roles and responsibilities.

RECOMMENDATION

The Superintendent recommends that the Board of Directors participate in this discussion.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
LOCAL CONTRACT REVIEW BOARD – PUBLIC HEARING REGARDING
FINDINGS OF FACT FOR USE OF A CONSTRUCTION MANAGEMENT /
GENERAL CONTRACTOR (CM/GC) FOR CONSTRUCTION OF THE ADDITION /
RENOVATION / SITE WORK AT REEDVILLE ELEMENTARY SCHOOL

SITUATION

The pre-design work on the Reedville Elementary School project is proceeding. At this time, the management team working on the project has evaluated a method to construct the project utilizing a Construction Management/General Contractor (CM/GC) process.

Historically, public construction projects are competitively bid and awarded to the responsible low bidder. During recent project coordination meetings, the CM/GC contracting method has been discussed. This process involves the selection of a CM/GC firm during the design phase to acquire a contractor's expertise with the project. The CM/GC method has been successfully implemented by the following public agencies:

- Gresham-Barlow School District
- Salem-Keizer School District
- Philomath School District
- Scappoose School District
- Hillsboro School District
- Forest Grove School District
- Multnomah County
- Oregon Health Sciences University
- Parkrose School District
- Pendleton School District
- Port of Portland
- Portland Development Commission
- The State Department of Administrative Services
- The State Department of Corrections
- Washington County

ORS 279C.335 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to exempt specific projects from the requirements of ORS 279C. In doing so, the statute specifically says that the Local Contract Review Board shall, "where appropriate, direct the use of alternative contracting and purchasing practices that take account of market realities and modern or innovative contracting and purchasing methods, which are also consistent with the public policy of encouraging competition."

Oregon law and duly adopted resolution of the Hillsboro School District permit the Hillsboro School District Board of Directors, acting as the Local Contract Review Board, to consider and approve specific findings that lead to the exemption of certain contracts from traditional competitive public bidding. Selection of the CM/GC firm for this project will utilize a Request for Proposal. The Request for Proposal will identify specific criteria to be utilized for the selection. Proposals from the CM/GC firms will include a competitive bid for their fee, the known general conditions, general requirements, and bond and insurance costs for the project. The CM/GC will provide the Hillsboro School District with a preliminary Guaranteed Maximum Price (GMP) and a full performance / payment bond for the work, following a detailed review of the construction documents.

ORS 279C.335(4) requires the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing. Notice of public hearing was advertised in the Daily Journal of Commerce on October 25, 2017.

FINDINGS OF FACT

1. Project Description

Replace existing classrooms, add a cafeteria and kitchen, improved safety and security systems, mechanical and electrical renovations and the selected site improvements at Reedville Elementary School.

2. Responsibilities of the CM/GC Firm or Firms

a) Design Phase

The CM/GC firm will provide assistance for construction scheduling, competitive bid packaging, cost estimating, and the review of design documents from the standpoint of value, long lead procurements, design feasibility, constructability and establishing a negotiated preliminary Guaranteed Maximum Price for the work prior to completion of the construction documents.

b) Bid Process

The CM/GC firm will coordinate the competitive bid process and material procurement process for all work with full oversight and participation by Hillsboro School District. The CM/GC firm or firms will provide a written recommendation to Hillsboro School District for each subcontract. Upon approval from Hillsboro School District, the CM/GC firm will execute a contract with each approved subcontractor and/or supplier.

c) Construction Phase

The CM/GC firm will be responsible for the construction of the Project, including scheduling of materials procurement, delivery and all work completed by subcontractors. The CM/GC firm is responsible to complete the project on

schedule, within budget and at, or above, the quality defined in the specifications prepared by the architect.

3. Rationale to Utilize CM/GC Method

a) Competition

It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts, as the CM/GC firm will be selected through an open, competitive process among qualified contractors. Hillsboro School District will receive written proposals from contractors with the experience and staff required to complete the project. The process will utilize a Request for Proposal that will be publicly advertised and Hillsboro School District may interview the firms before recommending a firm to the Board.

b) Multiple Construction Packages

The construction will be completed in phases and may require early bid or procurement packages. Completing the project in phases should result in cost savings.

c) Procurement of Long Lead Items

The CM/GC method will allow the early procurement of long lead material / equipment. Examples include portable structures, mechanical equipment, electrical equipment, windows, and doors. Early procurement should result in cost savings.

d) Schedule Complexity

The Project will face tight construction schedules to achieve timely occupancy. By phasing the completion of construction documents, bidding, award, and construction, the schedule efficiency required can be achieved. The CM/GC process allows the phasing that will be required.

e) Change Order Cost Control

Change orders cost should be controlled in two ways:

1. By utilizing a contractor to provide cost analysis, construction feasibility reviews and long lead procurement, the final number of change orders should be reduced. Reduction of change orders should result in cost savings.
2. By proposing a fixed fee for overhead and profit, the CM/GC firm's fixed fee is added to the actual cost of the change. It is expected that this will be less than the standard fee added to change orders on projects awarded to a bondable, low bidder. Reduction of overhead and profit on changes should result in cost savings.

- f) Acceleration
Utilizing the CM/GC approach will reduce the risk of acceleration expense to complete the project on time. Reduction or elimination of the cost to accelerate construction to complete the project on time should result in cost savings.
- g) Improved Cost Management
The financial track record of CM/GC projects with a “Guaranteed Maximum Price” is impressive. The Hillsboro School District, Salem-Keizer School District, McMinnville School District, and Forest Grove School District have used the CM/GC method to complete many construction projects with significant success, considering timeliness of project completion, cost savings, and adherence to budget limitations. Recent examples are Lincoln Elementary School, Witch Hazel Elementary School, Free Orchards Elementary School, Evergreen Middle School, Joseph Gale Elementary School, Scappoose High School, Forest Grove High School, McMinnville High School, Walker Middle School, Richmond Elementary School, and Whiteaker Middle School. These projects were all completed on time and under budget. The project team working on the projects successfully balanced the construction budget during the design and construction phases, utilizing the same CM/GC process proposed for these projects.
- h) Subcontractor Bidding and Selection
The CM/GC firm will have adequate time to prepare bid packages, as well as review and analyze bids received from subcontractors. The work subcontracted will be awarded to the lowest responsive bidder. This bid process will not result in favoritism. Utilizing qualified subcontractors should result in better quality and cost savings.
- i) Market Conditions
Many general contractors and subcontractors are being impacted by the quantity of work to be bid in the next three years. Currently, the cost of materials and labor is adjusting to the market. Ordering materials and equipment may take longer now, as manufacturers and distributors are not keeping large amounts of inventory in stock. The CM/GC firm will order materials and equipment in a timely manner from manufacturers and distributors that can deliver the material and equipment on time to avoid delays caused by late shipments.
- j) Awareness and Involvement by Local Contractors and Suppliers
The CM/GC firm selected will be required to identify local contractors and suppliers prior to starting the bid process. The project management team and CM/GC firms will schedule meetings with local contractors and suppliers to review the scope of work and bid dates. This process allows for local contractor and supplier participation in the projects.

k) Qualified Management

The project management team working on these projects is well equipped to manage the complexities of a CM/GC construction process, with experienced and qualified District staff and external project managers with successful CM/GC experience.

4. Operational, Budget, and Financial Data

The projects will result in efficient mechanical and electrical systems, thus minimizing operational costs. Generally, the method of construction will have little effect on the operational budget. However, the CM/GC process may further reduce life cycle costs through the use of life cycle analysis to assist in the selection of systems, finishes, and equipment.

5. Public Benefits

The primary public benefit is a more expeditious completion of the project. The CM/GC process provides for better collaboration to ensure that the projects will be completed on time, on budget, and at or above the quality described in the construction documents. It provides better opportunities for reducing construction time by fast-tracking construction where beneficial.

6. Value Engineering

Because the contractor is working with the design team during the design phase, the contractor will assist the project team to identify and implement possible cost savings. The value engineering process allows the project team to evaluate quality materials and life cycle costs, thereby helping to reduce operating costs.

7. Specialized Expertise Required

Completing a complicated project on time, on budget, and at or above the quality expected requires the CM/GC firms to dedicate a qualified team with the experience and expertise to work with Hillsboro School District, the architect, and the project manager. With such experience, mistakes are likely to be fewer and disruptions are likely to be minimized. The request for proposals process used to select the CM/GC will enable Hillsboro School District to select the best contractors for the project.

8. Public Safety

The CM/GC firm will prepare a construction safety plan for the project. The construction safety plan will help ensure that the projects are built safely and will help minimize risk to the neighborhoods and the projects.

9. Technical Complexity

Completing a fast-track construction project on an occupied site is complex. The CM/GC process will address technical complexity and should save time and reduce the final cost.

10. Funding Sources

The projects will be paid for as part of 2017 capital improvement bond and other funds. The bond measure will also fund other construction projects. Establishment of a preliminary and final Guaranteed Maximum Price will better enable Hillsboro School District to manage resources available to complete all of the projects.

The CM/GC process will provide Hillsboro School District with the following advantages:

- Cost savings, as described above.
- Reduction of schedule risk typically associated with complex construction projects.
- Opportunity to select a qualified CM/GC firm or firms, rather than awarding the project to any bondable low bidder.
- Accurate cost data for project decisions.
- Greatest assurance of timely project completion.
- Higher confidence in obtaining quality construction.

RECOMMENDATION

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, conduct a public hearing to allow comments on the Hillsboro School District draft Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Management / General Contractor process for the project at Reedville Elementary School.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
STUDENT SERVICES DEPARTMENT UPDATE

SITUATION

Throughout the year, the Board will be presented with information regarding work that is being performed by various departments throughout the District. Tonight's report will provide information regarding the Student Services department.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 14, 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 15: Support Elementary School Parent Teacher Organizations (PTOs)

The Business Office provides supplemental and banking support for principals and PTOs through the use of customized agreements between elementary school principals and PTOs. The agreements allow PTOs to deposit fundraised dollars into school-specific district accounts that have been set up for PTOs, and establish parameters that detail how PTOs and principals can access funds in the PTO accounts.

The additional support makes it possible for principals to engage in a higher-level partnership with PTOs. It also allows PTOs to focus on activities that support the schools, and eliminates the need to maintain a checking account and a separate 501(c)(3) structure.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. Finance manager Koral Unger and the Finance team are providing additional support in two key ways this year.

- Facilitating a shift in the Procurement Card (P-Card) program by transitioning from individual staff members' P-Card accounts to school / department P-Card accounts with cards that staff members can check out on a temporary basis. This change, which required training for office managers, bookkeepers, and department support staff, is improving efficiency and control, and decreasing the amount of time spent tracking P-Card transactions.
- Due to class-related fees being eliminated fees at the secondary level, the monetary support for classroom materials has moved from student body accounts to discretionary District budget accounts. The Finance team is focused on ensuring that principals and office staff have access to the funds they need. This change has also impacted office managers and bookkeepers.

Finance Team – Financial Reporting and Grants. Finance Manager Jeff Jones continues to support grant coordinators with accounting and financial reporting. Mr. Jones has worked extensively with community program partner Worksystems Inc., to ensure that activities funded by the Worksystems grant meet eligibility requirements. Mr. Jones also provides support for Rian Petrick, Director of Extracurricular Programs and Community Outreach, to align community support with programs by creating comprehensive revenue and expense account structures.

Payroll Team and Employee Benefits. Payroll supervisor Kim Grannis and the Payroll team continue to work closely with Human Resources staff as the department transitions from the use of paper forms for new hires and staffing changes to electronic personnel action requests (ePars). The ePars workflow is very similar to the electronic purchasing workflow. Most department staff have been trained to use an electronic workflow for purchasing.

In alignment with the Principal Support Framework developed by Washington University Center for Educational Leadership, the District is piloting the new ePars process with department staff. Targeted piloting of a process ensures that the process is running smoothly, prior to the process being extended to school staff.

Employee Benefits Supervisor Lynette Coffman and the Benefits team met with the Benefits Advisory Group recently for an update on employee insurance pools and the impact of current legislation on the Public Employees Retirement System (PERS) and the Oregon Educators Benefit Board (OEBB). District staff and representatives of both employee associations discussed at length the potential effects of legislative changes on the District and employees.

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 2017.

The District received six workers' compensation claims in September 2017. As of September 30, 2017, there were 50 open claims; 24 were for medical costs only, and 26 included time loss. There were no employees on modified work plans during September.

Workers' Compensation Reports			
	2015-16	2016-17	2017-18
July	3	3	3
August	2	6	2
September	10	7	6
October	8	15	
November	7	17	
December	13	7	
January	11	5	
February	11	11	
March	12	12	
April	10	13	
May	8	10	
June	9	14	
Yearly Total:	104	120	11

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 267 student incidents reported in September.

Student Incident Reports			
	2015-16	2016-17	2017-18
July	0	1	8
August	6	14	1
September	181	249	267
October	243	291	
November	160	235	
December	43	104	
January	134	150	
February	177	220	
March	165	228	
April	183	216	
May	175	261	
June	68	179	
Yearly Total:	1,467	2,148	276

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 three bus accidents in September.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
MONTHLY FINANCIAL REPORT - Actual as of October 31, 2017

	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2017-18	Budget 2017-18	% of 2017-18 Budget Expended	2016-17 Fiscal YTD	% of 2016-17 Budget Expended
Revenues								
Taxes	\$326,578.12	\$61,815.36	\$61,815.36	\$388,393.48	\$70,221,745.00	0.55%	\$188,458.36	0.28%
Interest	\$129,712.88	\$0.00	\$0.00	\$129,712.88	\$404,635.00	32.06%	\$108,657.03	35.28%
Local Sources	\$215,431.48	\$32,519.58	\$32,519.58	\$247,951.06	\$1,790,759.00	13.85%	\$251,983.48	13.30%
Total Local	\$671,722.48	\$94,334.94	\$94,334.94	\$766,057.42	\$72,417,139.00	1.06%	\$549,098.87	0.79%
County / ESD	\$1,034,848.32	\$0.00	\$0.00	\$1,034,848.32	\$3,554,545.00	29.11%	\$1,699,734.18	52.24%
State Sources	\$43,026,812.48	\$10,731,488.00	\$10,731,488.00	\$53,758,300.48	\$130,042,910.00	41.34%	\$52,846,209.76	42.50%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$5,686.02	\$851.24	\$851.24	\$6,537.26	\$1,000,000.00	0.00%	\$1,299.83	0.00%
Beginning Balance	\$12,985,266.00	\$0.00	\$0.00	\$12,985,266.00	\$11,598,462.00	111.96%	\$14,558,454.24	106.59%
Total Revenue	\$57,724,335.30	\$10,826,674.18	\$10,826,674.18	\$68,551,009.48	\$218,613,056.00	31.36%	\$69,654,796.88	33.06%
Expenditures								
Instruction								
Salaries	\$6,795,543.15	\$6,758,174.81	\$6,758,174.81	\$13,553,717.96	\$77,955,932.49	17.39%	\$12,870,648.27	16.58%
Benefits	\$3,362,611.29	\$3,591,085.69	\$3,591,085.69	\$6,953,696.98	\$38,646,081.96	17.99%	\$5,791,066.23	15.96%
Purchased Service	\$720,097.37	\$259,475.07	\$259,475.07	\$979,572.44	\$4,203,855.40	23.30%	\$1,832,677.34	30.70%
Supplies / Materials	\$446,037.81	\$167,218.67	\$167,218.67	\$613,256.48	\$1,914,845.70	32.03%	\$739,555.77	51.38%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	0.00%
Other	\$82,017.74	\$12,853.00	\$12,853.00	\$94,870.74	\$199,392.45	47.58%	\$119,694.40	65.67%
Total Instruction	\$11,406,307.36	\$10,788,807.24	\$10,788,807.24	\$22,195,114.60	\$122,920,108.00	18.06%	\$21,356,642.01	17.58%
Support Services								
Salaries	\$6,688,121.77	\$3,243,110.39	\$3,243,110.39	\$9,931,232.16	\$39,746,401.28	24.99%	\$10,089,178.37	26.52%
Benefits	\$3,684,466.06	\$1,948,591.35	\$1,948,591.35	\$5,633,057.41	\$24,893,304.97	22.63%	\$5,076,434.32	27.56%
Purchased Service	\$3,471,706.12	\$1,191,309.92	\$1,191,309.92	\$4,663,016.04	\$14,973,635.58	31.14%	\$4,497,772.01	33.29%
Supplies / Materials	\$1,496,416.60	\$1,514,398.37	\$1,514,398.37	\$3,010,814.97	\$3,407,810.16	88.35%	\$2,591,662.51	39.03%
Capital Purchases	\$297,235.02	\$60,561.99	\$60,561.99	\$357,797.01	\$101,962.00	350.91%	\$195,358.06	78.13%
Other	\$1,188,604.95	\$63,098.14	\$63,098.14	\$1,251,703.09	\$1,625,907.02	76.98%	\$1,194,491.02	86.15%
Total Support	\$16,826,550.52	\$8,021,070.16	\$8,021,070.16	\$24,847,620.68	\$84,749,021.01	29.32%	\$23,644,896.29	30.22%

<i>Expenditures (continued)</i>	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2017-18	Budget 2017-18	% of 2017-18 Budget Expended	2016-17 Fiscal YTD	% of 2016-17 Budget Expended
Community Services								
Salaries	\$67,930.31	\$28,188.80	\$28,188.80	\$96,119.11	\$316,891.23	30.33%	\$91,628.61	34.68%
Benefits	\$33,073.13	\$16,111.85	\$16,111.85	\$49,184.98	\$161,434.07	30.47%	\$37,550.19	34.17%
Purchased Service	\$6,676.96	\$6,525.00	\$6,525.00	\$13,201.96	\$88,964.02	14.84%	\$30,982.79	85.90%
Supplies / Materials	\$1,441.04	\$0.00	\$0.00	\$1,441.04	\$6,494.14	22.19%	\$4,494.84	147.70%
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	\$919.52	0.00%	\$0.00	0.00%
Total Community Services	\$109,121.44	\$50,825.65	\$50,825.65	\$159,947.09	\$574,703.00	27.83%	\$164,656.43	39.69%
Capital Projects								
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	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%	\$0.00	0.00%
Debt Service Payment	\$29,209.42	\$0.00	\$0.00	\$29,209.42	\$528,500.00	5.53%	\$38,205.05	4.62%
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	\$9,840,724.00	0.00%	\$0.00	0.00%
Total Expenditures	\$28,371,188.74	\$18,860,703.05	\$18,860,703.05	\$47,231,891.79	\$218,613,056.55	21.61%	\$45,204,399.78	21.46%

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
FIRST READING – POLICY BDDH AND BDDH-AR:
PUBLIC COMMENT AT BOARD MEETINGS; AND
POLICY BDDC: BOARD MEETING AGENDA

SITUATION

District policy BDDH and BDDH-AR outline the protocol for audience members providing public comment during Hillsboro School District Board meetings. The proposed revisions to these documents are based on recommendations recently received from Oregon School Boards Association (OSBA), and input provided by Board members during the July 31, September 12, and October 24 Board work sessions.

Proposed revisions to District policy BDDC: Board Meeting Agenda are based on recommendations from OSBA, and align with the revisions to policy BDDH.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy BDDH and BDDH-AR: Public Comment at Board Meetings, and policy BDDC: Board Meeting Agenda.

Public Participation in Comment at Board Meetings

The Board invites District citizens community members to attend Board meetings to become acquainted with the programs and operations of the District.

The Board meeting is an open meeting held in public to conduct District business.

It is the intent of the Board to ensure that communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, an alternative, equally effective means of communication will be used.

Request for an Item on the Agenda

A member of the public may request that the superintendent consider placing an item on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least ten working days prior to the scheduled meeting. {See page 2}

Procedures for Public Comment at Meetings

Members of the public are encouraged to share their ideas and opinions with the Board. Anyone wishing to speak before the Board, either as an individual or as a member of a group on any agenda item, may do so by providing the Board secretary with a completed registration card at the Board meetings. This will help the chair provide adequate time for each agenda item. {See item 6, below} During a session of a Board meeting that is open to the public, members of the public may be invited to present comments during the designated portion of the agenda.

The Board will establish procedures for public comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

¹Auxiliary aids may include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Braille materials and large print.

1. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.
2. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
3. At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card before the Board chair convenes the session, in order to allow the chair to provide adequate time for each agenda item.
4. Any individual ~~desiring~~ who is invited by the Board chair to speak to the Board during a meeting shall give state his/her/their name, address, and the group, if any, if speaking for an organization, ~~that is represented~~ the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. ~~The presentation~~ Statements by members of the public shall be brief and concise. ~~Normally a speaker~~ An individual shall be limited to three minutes. ~~An individual person~~ speaking on behalf of a group will be allowed five minutes. ~~Total audience participation time shall be limited to 30 minutes, on a first-come, first-served basis.~~ Written material may be submitted to the Board secretary to give to the Board.
6. Questions asked by the public may, at the discretion of the Board chair, be referred to the superintendent for follow-up.

~~All agenda items shall originate through the Superintendent's office. To request a particular item on an agenda, contact the Superintendent in writing, by phone, or a personal conference in accordance to Board policy BDDC—Board Meeting Agenda. {Moved to first part of page 1}~~

Comments Regarding Staff Members

Speakers may offer objective criticism of school district operations and programs that are of concern to them, but in public sessions, the Board will not hear personal complaints of school personnel nor against any person connected with the school system comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL/KLD—Public Complaints channels provide for Board consideration and disposition of a legitimate complaints involving individuals a staff member, including Board policy KL/KLD—Public Complaints, and will connect the visitor with an administrator, as appropriate. A hearing conducted before the Board regarding personnel shall take place in an executive session.

The Board vests in its chair or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

A commendation involving a staff member should be sent to the superintendent.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

ORS 192.610 - 192.690

ORS 332.057

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (20062017); 28 C.F.R. Part 35 (20062017).

Americans with Disabilities Act Amendments Act of 2008.

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Public Comment at Board Meetings

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please complete the *Intent to Speak* card and submit it to the Board secretary before the Board chair convenes the session.

Any person who is invited by the Board chair to speak to the Board during a meeting, should state their name and, if speaking for an organization, the name of the organization. An individual who has submitted an *Intent to Speak* card and has been invited to speak by the Board chair, will be allowed three minutes. A spokesperson should be designated to represent a group with a common purpose. The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

Please keep in mind that reference to a specific employee or group of employees is prohibited, as follows: Speakers may offer objective criticism of district operations and programs, but in public sessions, the Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL/KLD—Public Complaints for Board consideration of a legitimate complaint involving a staff member, and will connect the visitor with an administrator, as appropriate. Any hearing conducted before the Board regarding personnel shall take place in an executive session. A commendation involving a staff member should be sent to the superintendent.

Board Agenda Intent to Speak Card

The Board welcomes your input. Please complete this form and submit this completed card to the board secretary ~~table prior to the~~ before the Board chair convenes the session ~~meeting~~.

Name _____ Date _____

Address _____

City _____

Email Address _____ Telephone Number _____

Representing _____

(Name of group, self, or organization)

~~Public participation in Board meetings is governed by Board policy BDDH—Public Participation in Board Meetings. Patrons may comment on specific agenda items at the beginning of the meeting or, at the discretion of the Board chair, may be deferred to the time the item is before the Board as stated in the agenda. Comments about non-agenda items will be heard during audience time at the beginning of the regular Board meeting.~~

~~Speakers shall be limited to three minutes. An individual speaking on behalf of a group will be allowed five minutes. Total audience participation time shall be limited to 30 minutes, on a first-come, first-served basis. Alternative ways of contacting the Board include emailing an individual Board member, or the Board as a~~

~~whole; mailing written material to the Board; contacting the Board secretary to request that a Board member contact an individual; or submitting written material to the Board secretary to give to the Board. {See above}~~

I WISH TO ADDRESS THE BOARD REGARDING THE FOLLOWING:

I am an: ☐ HSD Student ☐ HSD Parent ☐ HSD Staff Member ☐ Other _____

Board Meeting Agenda

The Board chair and the Superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student, or citizen of the District by notifying the Superintendent at least ~~three~~ **ten** working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard will be included. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed **by the district office or superintendent** to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the Superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted in each District facility on the day of the meeting. Members of the public may request a copy of the agenda **at** **through** the Superintendent's office.

The District will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, **but are not limited to, qualified interpreters, assistive listening systems, note-takers,** large print, Braille, audio recordings, and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program, or activity; or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

ORS 192.630

ORS 192.640

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Americans with Disabilities Act Amendments Act of 2008.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
FIRST READING – POLICY GCDA/GDDA:
CRIMINAL RECORDS CHECK / FINGERPRINTING; AND IICC: VOLUNTEERS

SITUATION

House Bill (HB) 2992, passed by the 2017 Legislature, requires districts to adopt policy that requires a background check for a volunteer if that volunteer is to have direct, unsupervised contact with students. This requirement will be effective on January 1, 2018, although districts may implement the requirement at any time prior to the effective date.

Oregon School Boards Association (OSBA) has recommended revisions to Board policy GCDA/GDDA, which outlines the District's requirements for completing criminal records checks and fingerprinting for employees and contractors, and policy IICC, which addresses requirements regarding volunteers, to ensure that these documents align with the new legal requirements. The District already has processes in place that fulfill the legal requirements.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy GCDA/GDDA: Criminal Records Check / Fingerprinting; and policy IICC: Volunteers.

Criminal Records Checks/ and Fingerprinting *

~~All newly hired employees shall be required to submit to a nationwide criminal records check and fingerprinting. Individuals contracting with the District and their employees who have direct, unsupervised contact with students shall also be required to submit to a nationwide criminal records check and fingerprinting.~~

~~The Board shall require a criminal history check for other individuals considered for use as volunteers who work with or around school students.~~

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall have criminal records checks and/or fingerprinting; as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

As required by state law, a criminal records check and/or fingerprinting shall be required of the following individual or individuals (subject individuals and requirements are further outlined in GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting):

1. All district contractors and/or their employees, whether employed part-time or full-time, considered by the district to have unsupervised access to students;
2. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;
3. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day;
4. Any individual who is an employee of a public charter school and not requiring licensure; and
5. ¹Any individual considered for volunteer service with the district who is to have direct, unsupervised contact with students.

¹[If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct background checks on these volunteers.]

The identity of an individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification.

An individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

The District shall begin the employment of an subject individual or terms of a District contractor on a probationary basis pending the return and disposition of such the required criminal records checks and/or fingerprinting.

The service of a volunteer with direct, unsupervised access to students will not begin before the return and disposition of a criminal records check.

An subject individual who has failed to disclose the presence of criminal convictions that would not otherwise prevent his/her employment with the District as provided by law may still be employed or contracted with by the District. The District's use of criminal history must be relevant to the specific requirements of the position, services, or employment.

~~Criminal records checks and fingerprinting fees as required by the Teacher Standards and Practices Commission, Department of Education, or by the District shall be paid by the individual. Fees as required for all other individuals subject to such checks and/or fingerprinting may be the responsibility of the individual.~~

~~Employees not requiring licensure may request that the required fees be withheld from the employee's paycheck. Such fees may be deducted only upon the request of the individual.~~

Fees associated with a criminal records check and/or fingerprinting may be charged.

The Superintendent / designee is directed to shall develop administrative regulations as necessary to meet the requirements of law applicable Oregon Revised Statutes and Oregon Administrative Rules.

Appeals

An individual eligible may appeal a determination that prevents his/her employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.

END OF POLICY

Legal Reference(s):

~~ORS 181.525~~
~~ORS 181.555~~
ORS 181A.180
ORS 181A.230
~~ORS 183.413 – 183.470~~
ORS 326.603

ORS 326.607
ORS 332.107
ORS 336.631
~~ORS 338.115~~
ORS 342.143
ORS 342.223 – ~~342.232~~

OAR 414-061-0010 to -0030
OAR 584-050-0012
OAR 581-021-0500
~~OAR 581-022-1730~~ 2430

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. Seq. (~~2012~~2017).

Hillsboro School District 1J

Code: IICC
Adopted: 07/96
Revised: 02/09

Volunteers

~~Citizens~~ Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service into a position that will have direct, unsupervised contact with students shall be required to undergo a national criminal records check and fingerprinting.

Any person authorized by the district for volunteer service that will not have direct, unsupervised contact with students will be required to undergo a national criminal records check.

Nonexempt employees¹ may be permitted to volunteer to perform services for the District provided the volunteer activities do not involve the same or similar type of services² as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the District that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.³

The administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the ~~principal building or department administrator~~. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students, to the improvement of school programs, and to increased school-community involvement and communication.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)
[ORS 326.607](#)
[ORS 332.107](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207
(2006~~17~~).

¹There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50% of the employee's time.

²Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

³Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisors for cheerleading and other district-sponsored activities for FLSA district impact.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
FIRST READING – POLICY IGBI: BILINGUAL EDUCATION

SITUATION

On December 10, 2015, the United States Congress reauthorized the Elementary and Secondary Education Act of 1965, more commonly known now as the Every Student Succeeds Act of 2015 (ESSA). Oregon School Boards Association (OSBA) is now recommending revisions to Board policy IGBI: Bilingual Education to reflect the provisions of ESSA. Additional revisions will align this policy with previous OSBA recommendations.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy IGBI: Bilingual Education.

Hillsboro School District 1J

Code: **IGBI**
Adopted: 7/96
Readopted: 12/16/08
Revised:

~~English Language Learners~~ **Bilingual Education**

~~The District is committed to the philosophy of assisting all students in building the skills of understanding, speaking, reading and writing the English language. The District is further committed to students developing a functional awareness of the attitudes and customs American culture. The District encourages the maintenance of the native language and the cultural heritage of all individuals.~~

Students whose primary language is a language other than English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

END OF POLICY

Legal Reference(s):

[ORS 336.074](#)
[ORS 336.079](#)

[OAR 581-021-0046](#)
[OAR 581-022-1140](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

~~No Child Left Behind Act of 2001~~ Every Student Succeeds Act of 2015, 20 U.S.C. §§ 68101-7014 (2015).

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
FIRST READING – POLICY KBA and KBA-AR: PUBLIC RECORDS

SITUATION

Senate Bill (SB) 481, passed by the 2017 Legislature, established time frames for public bodies to respond to public records requests. Oregon School Boards Association (OSBA) has recommended revisions to District policy KBA and KBA-AR: Public Records to ensure that the policy and administrative regulation align with the legal requirements.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy KBA and KBA-AR: Public Records.

Public Records**

“Public record” means any information that:

1. Is prepared, owned, used, or retained by the dDistrict;
2. Is related to an activity, transaction, or function of the dDistrict; and
3. Is necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements, or needs of the dDistrict.

Public record does not include messages on voice mail or on other telephone message storage and retrieval systems, or spoken communication that is not recorded.

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the office of the superintendent / designee. The district shall respond in accordance with the procedures and timelines established by State law and outlined in the administrative regulation KBA-AR: Public Records.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute, or by pertinent court rulings.

The Board's official minutes, its written policies, and its financial records will be available at the Superintendent's office for inspection by any citizen desiring to examine them during hours when the Superintendent's office is open. All such information will be made available to individuals with disabilities in an appropriate format, upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communication to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials, or other equally effective accommodations.

The Board supports the right of people to know about programs and services of their schools, and will make every effort to disseminate information. Each principal is authorized to use all means available to keep parents and others of his/her their particular school's community informed about the school's program and activities.

No records will be released for inspection by the public or any unauthorized persons - either by the Superintendent or any other person designated as custodian for dDistrict records - if such disclosure would be contrary to the public interest as described in state law.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making public records available pursuant to law. The district will not be obligated to

complete a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.

If a copy of a record is requested, the District will provide a single certified copy. If a request to inspect a record is made, and the public record is maintained in a machine readable or electronic form, the records custodian shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form in which the public record is maintained. If a person who is a party to a civil judicial proceeding to which the District is a party, or who has filed notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of District records, and at the same time to the District's attorney.

Employee and volunteer addresses, electronic mail addresses (other than dDistrict electronic mail addresses assigned by the dDistrict to dDistrict employees), social security numbers, dates of birth, and telephone numbers contained in personnel records maintained by the dDistrict are exempt from public disclosure pursuant to Oregon Revised Statute (ORS) 192.445 and ORS 192.502 (3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. dDistrict electronic mail addresses assigned by the dDistrict to dDistrict employees are not exempt.

Additionally, tThe dDistrict will not disclose the identification badge or card of an employee without the employee's written consent, if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the dDistrict to identify dDistrict employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

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

Upon receipt of a request, the District will respond as soon as practicable and without unreasonable delay. The response must acknowledge the receipt of the request and one of the following:

- 1.—— A statement that the District does not possess, or is not the custodian of, the public record.
- 2.—— Copies of all requested public records for which the District does not claim an exemption from disclosure under ORS 192.410 to 192.505.
- 3.—— A statement that the District is the custodian of at least some of the requested public records, an estimate of the time the District requires before the public records may be inspected or copies of the records will be provided, and an estimate of the fees that the requester must pay as a condition of receiving the public records.
- 4.—— A statement that the District is the custodian of at least some of the requested public records, and that an estimate of the time and fees for disclosure of the public records will be provided by the District within a reasonable time.
- 5.—— A statement that the District is uncertain whether the District possesses the public record, and that the District will search for the record and make an appropriate response as soon as practicable.

Public Records** - KBA

2-3

6. ~~A statement that state or federal law prohibits the District from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanctions. A statement under this paragraph must include a citation to the state or federal law relied upon by the District.~~

The District may request additional information or clarification from the requester for the purpose of expediting the District's response to the request.

~~The Board reserves the right to establish a fee schedule which will reasonably reimburse the District for the actual cost of making copies of public records for the public. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities. Requests for copies of the documents shall be in writing and will be presented to the Superintendent or designee.~~

The District shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166, Division 400.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-400](#)

HB 3464 (2017)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (200617); 28 C.F.R. Part 35 (200617).

Oregon Department of Justice, Oregon Attorney General's *Public Record and Meetings Manual* (2014).

Americans with Disabilities Act Amendments Act of 2008.

Hillsboro School District 1J

Code: KBA-AR
Adopted: 02/01
Revised: 11/08

Public Records

In compliance with Oregon law, the following guidelines apply to the dissemination, inspection, and examination of the public records of the District:

1. ~~All requests for information must be made through the Superintendent's office located at 3083 NE 49 Place, Hillsboro, OR 97124;~~
- 1 2. ~~A public records request for information concerning sensitive, technical, or emotional issues may shall be required to be submitted in writing, and the District will respond in writing within a time frame consistent with the request through the superintendent's office at 3083 NE 49 Place, Hillsboro, OR 97124. Reasonable accommodations will be provided for persons with disabilities upon request and with appropriate advance notice;~~
2. Upon receipt of a written request, the district shall respond within five business days¹ acknowledging receipt of the request or completing² the district's response to the request. If the district provides an acknowledgment of the request, it must:
 - a. Confirm that the district is the custodian of the requested record;
 - b. Inform the requester that the district is not the custodian of the requested record; or
 - c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.
3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:
 - a. Complete its response to the public records request. If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
 - b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.

¹"Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.

²The district response to a public records request will be considered complete pursuant to criteria in Oregon law (ORS 192.410-192.505).

4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:
- a. The staff or volunteers³ necessary to complete a response to the public records request are unavailable;
 - b. Compliance would demonstrably impede the district's ability to perform other necessary services; or
 - c. Of the volume of the public records request being simultaneously processed by the district.

The district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification.
6. If a copy of a public record is requested, the district will provide a single certified copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be provided in the form in which the record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.
7. Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
8. Where the labor effort exceeds 30 minutes, labor, materials, and out-of-pocket charges will be reimbursed to the District. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of 25 cents per page. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge;

If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date they were informed

³Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

of the fee or fails to pay the fee within 60 days of the date on which the district informed them of the denial of the fee waiver, the district shall close the request.

- 9 4. The District reserves the right to restrict the inspection of some public records to the District's facilities;
5. ~~Information will be made available to individuals with disabilities in an appropriate format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials, or other equally effective accommodations.~~

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
October 10, 2017
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **WORK SESSION**

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
Wayne Clift
Martin Granum
Erika Lopez
Jaci Spross
Mark Watson

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Kona Lew-Williams, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Beth Graser, Director, Communications
Brian Haats, Director, Human Resources
Saideh Haghighi, Director, Equity and Human Resources
Michelle Morrison, Director, Business Services
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Board Chair Lisa Allen called the meeting to order at 5:18 PM. She announced that Director Martin Granum would be arriving late; and that Oregon School Boards Association (OSBA) Board Development Specialist Kristen Miles would be unable to attend the meeting and, therefore, the Promise Scholarship Program training would be rescheduled. (Director Granum arrived at 5:25 PM.)

a. Bond Update

The bond update was moved to a later time on the agenda, pending Director Granum's arrival.

b. Evaluation Overview – Human Resources Department Report

Chief Human Resources Officer Kona Lew-Williams, and Human Resource Directors Saideh Haghighi and Brian Haats presented an overview of the District's evaluation process and timelines for all employee groups. Key points of the discussion included the development of the current electronic evaluation system, which includes evaluations that are specifically tailored to the work of each employee group; the collaboration between various stakeholders in developing this evaluation system; legal requirements regarding evaluations; professional development support for staff members; and evaluation cycles.

a. Bond Update *(moved from an earlier time on the agenda)*

Chief Financial Officer Adam Stewart presented a draft schedule of the construction projects that have been approved to be included in the \$408 million bond package that will be presented to voters on the November 7, 2017, ballot. The draft schedule is included in the Board packet and posted on the District website.

Chief Financial Officer Stewart also provided an overview of the District's staffing plan for bond implementation, contingent upon a successful election. The plan identifies staff members / positions that will support the work of the bond with an effort ranging from part-time to full-time through the 2021-22 school year. In addition, Cornerstone Management Group will be providing project management

services. The cost of the staffing plan is within the amount reviewed by the Bond Advisory Committee in the bond budget.

Board members asked clarifying questions regarding the transition of staff members' current responsibilities, and the transition following the completion of the bond projects.

- c. 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. Superintendent Scott recommended that 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.

- d. OSBA Promise Scholarship Program - Board Members' Roles and Responsibilities (Advanced)
Because OSBA Board Development Specialist Kristen Miles was unable to attend the meeting, the Promise Scholarship Program training will be rescheduled.

Board members discussed their priorities for the project they will complete as part of the OSBA Promise Scholarship Program. Areas of focus included engagement with diverse communities, completion of a hands-on service project, and team building. The discussion included the importance of identifying a project that will provide meaningful support to the community. Superintendent Scott will gather ideas from District staff who are involved in outreach, and Board members will provide additional input.

- e. Review Board Meeting Topic Schedule / Discuss Priorities
Superintendent Mike Scott presented a draft schedule of Board meeting topics for the 2017-18 school year, explaining that some items are annual or regularly scheduled topics, and others are added as situations arise. He invited Board members to identify areas of interest and their priorities for additional topics. Topics that were discussed included field trip follow-up discussions, stable and adequate funding for education, advocacy, the bond, the Public Employees Retirement System (PERS), policies, community engagement, graduation rates, programs that help students succeed, Strategic Plan goals, and reports from departments within the District.

- f. Board Discussion Time
 - 1) American Education Week Brainstorming
Board members agreed that they would like to honor District staff during American Education week (November 13-17) by continuing the tradition of delivering notes of appreciation and baskets of apples to staff at their work locations. Communications Department staff will coordinate details and provide additional information to Board members.

- 2) Board Discussion
Board members briefly discussed their recent and upcoming activities and the following topics: community engagement, bond work, seismic safety, audience comments during Board meetings, and programs and events that benefit students and the community.
- g. Adjourn Board Meeting
The meeting was adjourned at 7:00 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
October 24, 2017
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **WORK SESSION**

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
Wayne Clift
Martin Granum
Erika Lopez
Jaci Spross
Mark Watson

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
Michelle Morrison, Director, Business Services
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Budget Committee Candidates

Christopher Clark
Michael Smith
Ian King

Board Chair Lisa Allen called the meeting to order at 5:16 PM.

a. Budget Committee Candidates – Introduction / Selection Process

Director of Business Services Michelle Morrison explained that four Budget Committee positions are currently vacant. Terms for two of the positions will expire on June 30, 2020. Two additional positions are open, as a result of the election of the incumbents to the Hillsboro School District Board of Directors. Term expiration dates for the vacant positions are provided below:

<u>Position</u>	<u>Term Ending Date</u>
1	June 30, 2020
2	June 30, 2020
4	June 30, 2018
6	June 30, 2019

Director Morrison explained that nine applications were received for the vacant positions (including one application for reappointment), but three of the applications have been withdrawn. She introduced the following applicants, who addressed the Board regarding their qualifications and interest in serving on the Budget Committee:

- Chris Clark
- Michael Smith
- Ian King

The following candidates were unable to attend the Board meeting:

- Aaron Carkin
- Elizabeth Christensen
- Alexander Diaz

Board members selected their preferred candidates and read the names aloud, in order to identify a slate of candidates to be appointed during the regular session.

- Board Chair Lisa Allen selected Aaron Carkin, Alexander Diaz, Christopher Clark, and Michael Smith.
- Director Kim Strelchun selected Elizabeth Christensen, Christopher Clark, Michael Smith, and Ian King.
- Director Jaci Spross selected Aaron Carkin, Alexander Diaz, Christopher Clark, and Michael Smith.
- Director Wayne Clift selected Alexander Diaz, Christopher Clark, Michael Smith, and Ian King.
- Director Erika Lopez selected Elizabeth Christensen, Alexander Diaz, Christopher Clark, and Michael Smith.
- Director Mark Watson selected Elizabeth Christensen, Christopher Clark, Michael Smith, and Ian King.
- Director Martin Granum selected Elizabeth Christensen, Alexander Diaz, Christopher Clark, and Michael Smith.

Based on these selections, the following slate of candidate was identified, to be appointed during the regular session: Christopher Clark (position 4), Michael Smith (position 6), Alexander Diaz (position 2), and Elizabeth Christensen (position 1).*

**NOTE: Following the Board meeting, it was discovered that there was an error in the appointments, so that the candidates who were selected by the most Board members were not appointed to the positions with the longest terms. During the November 14 regular session, Board members will amend the appointments, as follows: Christopher Clark (position 1), Michael Smith (position 2), Alexander Diaz (position 6), and Elizabeth Christensen (position 4).*

Director Martin Granum encouraged those who were not selected for the Budget Committee to contact Chief Financial Officer Adam Stewart regarding opportunities to serve on the citizens' bond oversight committee following the election.

b. Bargaining Process Overview

Chief Human Resources Officer Kona Lew-Williams presented an overview of collective bargaining, including the purpose and process of bargaining, preparations for bargaining, and the role of the School Board.

c. Teaching and Learning Report: Bilingual Program Model / Dual Language / Bilingual Seal

Assistant Superintendents Travis Reiman and Dayle Spitzer provided an overview of the District's bilingual program model, the dual language program, and the bilingual seal, and the benefits these programs provide for students. Key points of the report and discussion included options that are available for students, data regarding students served, the value of multilingualism, best practices, equitable outcomes, ongoing language learning, staffing, and professional development.

d. Discuss Revisions to Policy BDDH: Public Participation in Board Meetings; and BDDH-AR: Board Agenda Card

Superintendent Mike Scott presented draft revisions of the current Board policy BDDH: Public Participation in Board Meetings, and BDDH-AR: Board Agenda Card, based on recommendations from OSBA, and input that Board members provided during previous work sessions. Board members reviewed the draft documents, provided additional feedback, and discussed the implementation of the policy and alternate channels for receiving comments that cannot be heard during public meetings.

Policy BDDH and BDDH-AR, updated with Board members' additional recommendations, are scheduled to be presented to the Board for first reading on November 14.

d. Board Discussion Time

1) OSBA Promise Scholarship Program – Board Project

As a followup to the October 10 Board discussion regarding the Board's goals for the OSBA Promise Scholarship Program project, Superintendent Scott suggested that a sub-group of Board members be invited to meet with the District-level Parent Advisory Committee to receive input regarding areas where the Board could make a meaningful contribution. Board members expressed support for this idea, while emphasizing that their project must not only provide a community service, but also improve their effectiveness as a team.

2) OSBA Conference Planning

Board members discussed plans for attending the OSBA annual convention in November.

3) Board Discussion Time

Board members discussed the November 7 election, and their participation in recent and upcoming events.

e. Recess Board Meeting

The meeting was recessed at 6:52 PM.

REGULAR SESSION

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
Wayne Clift
Martin Granum
Erika Lopez
Jaci Spross
Mark Watson

Others Present:

Devin Hunter, HCU
Jill Golay, HEA

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
Olga Acuña, Director, Federal Grants
Beth Graser, Director, Communications
Nate Roedel, Executive Director, Nutrition Services
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter
Gaspar Lopez Lopez, Bilingual Interpreter
Diana Kleintob, Technology Support

2. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:05 PM and led the Pledge of Allegiance.

3. Approval of Agenda

Director Kim Strelchun MOVED, SECONDED by Director Wayne Clift, to approve the agenda. The MOTION CARRIED (7-0).

4. Audience Time

No audience members requested to address the Board.

5. REPORTS AND DISCUSSION

a. October 2 Enrollment Report

Chief Financial Officer Adam Stewart and Chief Human Resources Officer Kona Lew-Williams presented the annual October enrollment report, which is included in the Board meeting packet. The report includes current and historical enrollment data and staffing ratios. Chief Financial Officer Stewart explained that the enrollment data aligns with the District's budget and staffing levels, although data indicating an unexpected decrease in enrollment between the sophomore and junior student populations will be reviewed. Chief Human Resources Officer Lew-Williams explained that the Human Resources department partners with the Office for School Performance and building principals to identify areas where unique needs may require additional staffing beyond the formula.

b. Summer School Program Report

Director of Federal Programs Olga Acuña presented the annual summer school program report, and discussed the variety of opportunities for students, benefits of the programs, student and staff participation, and funding. The report is included in the Board meeting packet.

c. Financial Report

Chief Financial Officer Stewart presented the monthly financial report, which is included in the Board meeting packet, and discussed the development of the Comprehensive Annual Financial Report.

d. Policies—First Reading

If no public comments or questions are received regarding these policies during the review period, they will be placed on the consent agenda for approval during the next regular meeting.

1) Policy EFAA-AR: Reimbursable Meals and Milk Programs

Executive Director of Nutrition Services Nate Roedel presented policy EFAA-AR: Reimbursable Meals and Milk Programs for first reading. He explained that the revisions are based on recommendations from OSBA to align with new federal and state requirements, and that there is not enough data available at this time to estimate the financial impact of the changes. The administrative regulation is included in the Board meeting packet.

2) Policy IGBAK: Special Education: Public Availability of State Application

Chief Financial Officer Adam Stewart presented policy IGBAK: Special Education: Public Availability of State Application for first reading. He explained that the proposed revisions are based on recommendations from OSBA to align the policy with the provisions of the Every Student Succeeds Act of 2015 (ESSA). This policy is included in the Board meeting packet.

3) Policy GBA: Equal Employment Opportunity

Chief Human Resources Officer Kona Lew-Williams presented policy GBA: Equal Employment Opportunity for first reading. She explained that OSBA has recommended the policy revisions in order to align the language with current statutes. This policy is included in the Board meeting packet.

4) Policies Regarding School Admissions / Student Transfers

Director of Communications Beth Graser presented several policies regarding school admissions and student transfers for first reading. She explained that adopting the language recommended by OSBA will align the policies with current legislation and streamline future policy revisions. She also explained that revisions to additional policies regarding school admissions and student transfers may be presented at a future meeting.

The policies, which are listed below, were included in the Board meeting packet:

- a) Policy JC: School Boundary Areas
- b) Policy JECB: Admission of Nonresident Students
- c) Policy JECBB: In-District Transfer Students (proposed new policy)
- d) Policy JECBD: Homeless Students
- e) Policy JECC: Assignment of Students to Schools
- f) Policy JECF: Interdistrict Transfer of Resident Students

Key points of the discussion included:

- Transportation resources, schedules, responsibility
- The inter-district transfer process
- Requests for transfers within the District
- Student safety
- Removing barriers and providing resources for students who are homeless

6. 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 Martin Granum, to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- a. Approve Minutes of September 12, 2017, Board Meeting
- b. Approve Minutes of September 26, 2017, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Readopt Board / Superintendent Working Agreements
- f. Approve Policy Revisions

The following policies were presented for first reading on September 26, 2017

- 1) Policy IGBC: Title IA / Parental and Family Involvement
- 2) Policy IGBAC: Special Education – Personnel and Policy GCL/GDL: Staff Development
- 3) Policy IGABA: Identification – Talented and Gifted; and Policy IGABBB: Identification – Talented and Gifted Students among Nontypical Populations (deleting policy IGABBB)
- 4) Policy GBH/JECAC: Staff/Student/Parent Relations
- 5) Policy JEA: Compulsory Attendance
- 6) Policy KAB: Parental Rights
- 7) Policy IFF: Citizens' Curriculum Advisory Committee

7. ACTION ITEMS

- a. Proclaim American Education Week

Board Chair Lisa Allen read the following proclamation into the record:

Whereas public schools are the backbone of our society, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

Whereas, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

Whereas education employees, be they licensed, classified and technical support staff, or administrators, work tirelessly to serve our children and communities with care and professionalism; and

Whereas our nation is celebrating the week of November 13-17, 2017, as American Education Week;

Now, therefore, be it resolved that the Board of Directors of Hillsboro School District does proclaim the week of November 13-17, 2017, as American Education Week in Hillsboro School District, with the theme "Great Public Schools: A Basic Right and Our Responsibility."

The Board of Directors further encourages all citizens to extend their commitment to public education and to the future of our children by supporting our community's schools through the contribution of time and energy.

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, to proclaim November 13-17, 2017, as American Education Week in the Hillsboro School District. The MOTION CARRIED (7-0).

b. Appoint Budget Committee Members

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, that the Board appoint the slate of candidates identified during the work session to the four vacant positions on the Budget Committee, as follows:*

- Appoint Elizabeth Christensen to position 1, which expires on June 30, 2020
- Appoint Alexander Diaz to position 2, which expires on June 30, 2020
- Appoint Christopher Clark to position 4, which expires on June 30, 2018
- Appoint Michael Smith to position 6, which expires on June 30, 2019

The MOTION CARRIED (7-0).

**NOTE: Following the Board meeting, it was discovered that there was an error in the appointments, so that the candidates who were selected by the most Board members were not appointed to the positions with the longest terms. During the November 14 regular session, Board members will amend the appointments, as follows: Christopher Clark (position 1), Michael Smith (position 2), Alexander Diaz (position 6), and Elizabeth Christensen (position 4).*

c. Approve Appointment of Metro Policy Advisory Committee (MPAC) Member / Alternate

Board Chair Lisa Allen explained that two positions representing school districts are currently vacant on the Metro Policy Advisory Committee – a member position and an alternate position. On September 26, 2017, the Hillsboro School District Board of Directors nominated Director Mark Watson to serve on the MPAC. No alternates have been nominated at this time.

Director Martin Granum MOVED, SECONDED by Director Wayne Clift, to approve the appointment of Mark Watson to the Metro Policy Advisory Committee. The MOTION CARRIED (7-0).

8. NWRESA/HCU/HEA Reports

HCU President Devin Hunter discussed the importance of collective bargaining, the collaborative review of classified job descriptions that is currently in process, and the value of the relationship between the union and the human resources department, wherein both parties work together to resolve concerns so that staff can enjoy a positive environment and community.

HEA President Jill Golay thanked Board members for recognizing staff and expressing appreciation for their hard work. She also discussed upcoming events, the difficulties that result from teachers having to share science manuals, collaborating with District leaders to create positive experiences and success for all students, the relationship between class size and behavior issues, and the importance of advocating for additional school funding.

9. Superintendent's Time

Superintendent Mike Scott discussed District events, programs, and processes, and provided a brief summary of his recent and upcoming activities.

10. Board of Directors' Time

Board members discussed District events, programs, and processes, and provided brief summaries of their recent and upcoming activities.

11. Follow-Up Items

Agenda Item / Request	Action

12. Executive Session

No executive session was called.

13. Adjournment

The meeting was adjourned at 8:33 PM.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Amanda Harkins

Assignment: 1.0 FTE Counselor
Location: Liberty High School
Effective Date: October 18, 2017

Laura Eubanks

Assignment: 1.0 FTE Speech Language Pathologist
Location: Mooberry Elementary School
Effective Date: December 31, 2017

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

Ruby Disko

Education: MA – Western Oregon University, Monmouth, OR
Experience: 3 years
Assignment: 0.5 FTE Chemistry (Temporary) – Hillsboro High School

Ruby Dawn Lyman

Education: MA – Pacific University, Forest Grove, OR
Experience: 3 years
Assignment: 0.5 FTE General Education Specialist (Temporary) – Tobias Elementary School

Christine Nutters

Education: MA – Lewis and Clark College, Portland, OR
Experience: 4 years
Assignment: 1.0 FTE Counselor – Century High School

Barbara Wright

Education: BA – George Fox University, Newberg, OR
Experience: 5 years
Assignment: 1.0 FTE Kindergarten – North Plains Elementary School

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
ACCEPT GIFTS AND DONATIONS
(as of October 31, 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 \$5,000 from Hillsboro Community Foundation to Hillsboro School District for the mariachi band program
- Donation of \$5,000 from Intel to Hillsboro School District for the STEM expansion for the "Proud to be HSD" Trailer
- Donation of \$10,400 from the Oregon Community Foundation to Hillsboro School District for track programs
- Donation of \$10,504.49 from Patterson Booster Club to Patterson Elementary School to be used as follows:
 - \$9,394.53 for classroom supplies
 - \$1,078 for document camera
 - \$31.96 for roll of paper
- Donation of \$15,000 from Hillsboro Schools Foundation to Hillsboro School District for the homework club programs at middle schools
- Donation of \$16,540 from Quatama Coyote Community Club for general education

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
APPROVE REVISIONS TO POLICY EFAA-AR:
REIMBURSABLE MEALS AND MILK PROGRAMS

SITUATION

The proposed revisions to District policy EFAA-AR: Reimbursable School Meals are based on recommendations from Oregon School Boards Association (OSBA) to align the administrative regulation with the requirements of the United States Department of Agriculture (USDA), as well as Oregon House Bill 3454, regarding the availability of information regarding the District's meal service parameters, charging policy, and communications surrounding monies owed for received meals.

These policy revisions were presented to the Board for first reading on October 24, 2017. No public comments or questions were received during the review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy EFAA-AR: Reimbursable Meals and Milk Programs.

Hillsboro School District 1J

Code: EFAA-AR
Adopted: 11/08
Revised: 06/17

Reimbursable School Meals and Milk Programs (National School Lunch Program, School Breakfast Program, and other federal meal programs)

The District's ~~nutrition and food services~~ Nutrition Services Department will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. Reimbursable meals and after-school snacks will be priced as a unit.
2. Reimbursable meals and after-school snacks will be served free or at a reduced price to all children who are determined by the District to be eligible for free or reduced-price meals.
3. Annually, the District will establish prices for reimbursable student meals and after-school snacks. The price charged to students who do not qualify for free or reduced-price meals will be established annually by the District, in compliance with state and federal laws.
4. The price charged to students who qualify for reduced-price meals will be established annually by the District, in compliance with state and federal laws.
5. The District will ~~consider implementing~~ claiming alternative Community Eligibility at schools under its jurisdiction that meet federal, state, and District-identified criteria.

Application Procedures

1. Households receiving Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be ~~automatically~~ categorically eligible ~~for to~~ receive free meals and after-school snacks for the ~~students attending participating Hillsboro Schools. listed on the official document. Districts must access this document at least three times per year.~~
2. Students ~~officially identified as~~ receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, shall be categorically eligible for free meals and afterschool snacks, ~~for the students listed on the official documents.~~
3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price

benefits will be notified in writing and/or via email, using the ODE-approved content template letter, distributed to the District annually.

4. On a case-by-case basis, when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the Superintendent or designee may complete an application for the student, documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced-price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP), and will be charged “paid” prices set by the District. “Paid” category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the District’s NSLP, SBP, Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP).
6. The District has established a fair hearing process, under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the District, the District will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The District will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services department will be used only for the operation or improvement of the NSLP, SBP, CACFP, and SFSP.
3. Lunch and breakfast meals served to teachers, administrators, custodians, and other adults not directly involved with the operation of the District’s nutrition and food services will be priced to cover all direct and indirect costs of preparing and serving the meal.¹
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The District will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The District will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment, and other assets, and ensure they are used solely for nutrition and food services purposes.

¹For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

7. The District will meet the requirements for allowable NSLP, SBP, CACFP, and SFSP costs, as described in 2 C.F.R. § 200.
8. In purchasing nutrition and food services goods or services, the District will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions, or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal, and District procurement standards, using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the District will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.
11. The District may use facilities, equipment, and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

Civil Rights and Confidentiality Procedures

1. The District will not discriminate against any student because of his/her eligibility for free or reduced-price meals.
2. The District will not discriminate against any student or any nutrition and food services employee because of race, color, religion, sex, sexual orientation, parental status, national origin, marital status, disability, or age.
3. The District will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact, or a hostile environment.
4. Established District procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, SBP, CACFP, and SFSP benefits and services, and employment practices with regard to the operation of its NSLP, SBP, CACFP, and SFSP. The District will forward any civil rights complaint regarding the District's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The District will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The District will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals or direct certification, including students' eligibility for free or reduced-price meals and all household information. The District's NSLP, SBP, CACFP, and SFSP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's eligibility information without first obtaining

written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

- a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state education assessments; or persons who operate or administer any other NSLP, SBP, Special Milk Program (SMP), SFSP, CACFP, or the Supplemental Nutrition Assistance Program (SNAP);
- b. Any other confidential information contained in the confidential application for free and reduced-price meals (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP, and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state, or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and after-school snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.
2. Meals and after-school snacks served for reimbursement will meet at least the minimum NSLP, SBP, SFSP, and CACFP requirements for food item and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum required standards set for saturated fat;
 - c. Meet the maximum required standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The District will use the offer versus serve option when serving NSLP lunches to all students. All students must take at least three of five different food items, including one-half cup of fruit or vegetable offered in program lunches.
5. The District will use the offer versus serve option when serving program breakfasts to all students. All students must take at least two of three menu items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. A copy of the Board minutes adopting the offer versus serve policy for all students in the District for NSLP and SBP, as applicable, will be made available upon request.

Use and Control of Commodity Foods

1. The District will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP, SBP, SFSP, and CACFP.

2. The District will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP, SFPP, or after-school snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The District will claim reimbursement only for reimbursable meals and after-school snacks to eligible children.
2. All meals and after-school snacks claimed for reimbursement will be counted at each dining site at a “point of service,” where it can be accurately determined that the meal and afterschool snack meets NSLP, SBP, SFSP, and CACFP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals and after-school snacks will be trained to recognize a reimbursable meal.
4. The District official signing the claim for reimbursement will review and analyze monthly meal and after-school snack counts to ensure accuracy of the claim before submitting the claim to ODE.
5. Annually, by November 15, the District will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the District in October each year.

Food Safety and Sanitation Inspections

1. The District will maintain necessary facilities for storing, preparing, and serving food and milk.
2. Semiannually, the District will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
3. The District will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP Requirements

1. The District will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.

4. The District will provide substitute foods for students with a disability² that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment, so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The District will not charge more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.
5. The District will control the sale of competitive foods.
6. The District will ensure that potable drinking water will be available to students, free of charge, for consumption in the place where meals are served during meal service.
7. ~~The District will notify all households of its meal charge requirements in the student handbooks each school year. The District's meal-charging requirements are as follows:~~
 - ~~a. There is no provision for charging at the secondary level.~~
 - ~~b. A charge account for elementary students purchasing meals may be established with the District. An elementary student may charge up to three meals before they are served an alternative meal. Any student failing to keep his or her account current as required by the District shall not be allowed to charge the price of additional meals until the account has been paid in full. Students will be allowed to purchase a single meal if the student pays for the meal when it is received. An automated phone call will inform parents of a negative meal balance. Students or parents of students may prepay meal costs at each site or by using Nutrition Service's on-line payment option.~~

The District will publish and make available meal-charging requirements on the district website. In compliance with Oregon law, as identified in HB3454 (2017), charging of school meals is available at schools that are enrolled to participate in federal meal programs. Further:

- a. Any student who requests a reimbursable meal shall receive said meal
- b. Student account funding or negative balance may not be considered in the receipt of a reimbursable meal.
- c. Communications regarding details of past-due amounts, monies needed to pay for meals, or negative balances of accounts are to be directed to the parent/guardian of the student and not to the student.
- d. Students shall not be required to perform work or other assigned duties to receive a reimbursable meal.

The district will use an automated phone calling system to contact parent/guardian(s) regarding negative balances

²To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

- 8. The sale of foods in competition with the District's Lunch (NSLP) or Breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the District's nutrition and food services program, or accrues to a school or student organization approved by the Board, and only when the food items for sale fulfill the Oregon Smart Snacks standards. A copy of the Board minutes approving and defining competitive food sales will be made available upon request. Food sales must be in compliance with state and federal guidelines.
- 9. Students will be charged for second servings of meals or portions of meals served.

Record Keeping

The following documents will be maintained by the District for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

1. All currently approved and denied confidential applications for free and reduced price meals, and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the District's nonprofit nutrition and food services programs, including procurement documents;
3. Records (i.e., recipes, ingredient lists, and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (e.g., meal counts) from each school in the District to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity;
7. Records to document compliance with Revenue from Non-program Foods; and
8. Internal program monitoring documents for the NSLP, SBP, after-school snacks, SFSP, and CACFP.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
APPROVE REVISIONS TO POLICY IGBAK: SPECIAL EDUCATION –
PUBLIC AVAILABILITY OF STATE APPLICATION

SITUATION

District policy IGBAK addresses the availability of information relating to the District's eligibility for funds under Part B of the Individuals with Disabilities Education Act (IDEA). The proposed revisions to this policy are based on recommendations from Oregon School Boards Association (OSBA) to align the policy with the provisions of the Every Student Succeeds Act of 2015 (ESSA).

These policy revisions were presented to the Board for first reading on October 24, 2017. No public comments or questions were received during the review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy IGBAK: Special Education – Public Availability of State Application.

Hillsboro School District 1J

Code: **IGBAK**

Adopted: 7/96

Revised/Readopted: 03/18/08

Special Education – Public Availability of State Application

The Superintendent will be responsible for ensuring that the District's applications, evaluations, periodic program plans, reports and all other all documents relating to the District's eligibility for funds under Part B of the Individuals with Disabilities Education Act (IDEA) are available to the parents of children with disabilities and to the general public for inspection, review and comment.

1. In complying with this requirement, the District does not release or make public personally identifiable information.
2. Information available for public review includes, but is not limited to:
 - a. How the District implements policies, procedures and programs for special education consistent with state and federal requirements;
 - b. Performance of students with disabilities on statewide assessments;
 - c. Results of the state's general supervision and monitoring of District programs for special education, including the timeliness and accuracy of required data submissions;
 - d. District achievement of performance targets established in the State Performance Plan (SPP);
 - e. Financial information related to revenue and expenditures for students with disabilities, including but not limited to, District information about:
 - (1) Identifying the Excess costs of educating students with disabilities;
 - (2) Maintaining the financial support for programs and services for students with disabilities (Maintenance of Effort or (MOE)); and
 - (3) Describing available Schoolwide programs under Title I of the Elementary and Secondary Education Act (ESEA) or No Child Left Behind (NCLB) the Every Student Succeeds Act of 2015 (ESSA);
 - (4) Documenting the Annual District application for IDEA funds; and
 - (5) Reporting of Official audit reports, complaints and due process hearings.
 - f. District dispute resolution information, including the resolution of state complaints and due process hearings

END OF POLICY

Legal Reference(s):

State-Administered Programs, 34 C.F.R. § 76.304 (2006).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 34 C.F.R. 300.212 (2006).

Every Student Succeeds Act of 2015, 20 U.S.C. § 1114.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
APPROVE REVISIONS TO POLICY GBA: EQUAL EMPLOYMENT OPPORTUNITY

SITUATION

The proposed revisions to District policy GBA: Equal Employment Opportunity are based on recommendations from Oregon School Boards Association (OSBA) to update the policy formatting and align the language with Oregon statutes.

These policy revisions were presented to the Board for first reading on October 24, 2017. No public comments or questions were received during the review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy GBA: Equal Employment Opportunity.

Hillsboro School District 1J

Code: **GBA**
Adopted: 7/96
Revised/Readopted: 11/25/08; 08/25/09;
11/18/14; XXXX

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the ~~D~~istrict regardless of race, color, religion, sex, sexual orientation¹, ~~parental status~~, national origin, marital status, age, veteran's status², genetic information, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The ~~S~~uperintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act of 1973. The ~~S~~uperintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the ~~D~~istrict alleging noncompliance with Title IX. The name, address, and telephone number of the Title IX coordinator will be provided to all students and employees.

The ~~S~~uperintendent will develop other specific recruiting, interviewing, and evaluation procedures as are necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 243.672](#)
[ORS 326.051](#)
[ORS 332.505](#)
[ORS 342.934](#)
[ORS 408.225 to -408.238](#)
[ORS 659.850](#)
[ORS 659.870](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.009](#)

[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.109](#)
[ORS 659A.142](#)
[ORS 659A.145](#)
[ORS 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)
[ORS 659A.409](#)
[ORS 659A.805](#)

[OAR 581-021-0045](#)
[OAR 581-022-1720](#)
[OAR 839-003-0000](#)
[OAR 839-006-0435](#)
[OAR 839-006-0440](#)
[OAR 839-006-0445](#)
[OAR 839-006-0450](#)
[OAR 839-006-0455](#)
[OAR 839-006-0460](#)
[OAR 839-006-0465](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated within the individual’s sex at birth.

²The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008.
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.
Title II of the Genetic Information Nondiscrimination Act of 2008.

Cross Reference(s):

AC - Nondiscrimination
ACA - Americans with Disabilities Act

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
APPROVE REVISIONS TO POLICIES REGARDING
SCHOOL ADMISSIONS / STUDENT TRANSFERS –
POLICY JC: SCHOOL BOUNDARY AREAS
POLICY JECB: ADMISSION OF NONRESIDENT STUDENTS
POLICY JECBB: IN-DISTRICT TRANSFER STUDENTS
POLICY JECBD: HOMELESS STUDENTS
POLICY JECC: ASSIGNMENT OF STUDENTS TO SCHOOLS
POLICY JECF: INTERDISTRICT TRANSFER OF RESIDENT STUDENTS

SITUATION

Revisions to several District policies related to school admissions and student transfers are being proposed in order to update these policies to reflect current District requirements and procedures, and to incorporate recommendations from Oregon School Boards Association (OSBA) to ensure that the policies align with changes in legal requirements. Revisions are recommended for the following policies:

- Policy JC: School Boundary Areas
- Policy JECB: Admission of Nonresident Students
- Policy JECBD: Homeless Students
- Policy JECC: Assignment of Students to Schools
- Policy JECF: Interdistrict Transfer of Resident Students

Additionally, it is recommended that the District adopt policy JECBB: In-District Transfer Students.

Legal requirements that have changed in recent years include:

- House Bill 3681
- House Bill 2747
- Senate Bill 709
- McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. 11431-11435 (2015)

These policy revisions were presented to the Board for first reading on October 24, 2017. No public comments or questions were received during the review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to these policies, which address school admissions and student transfers.

Hillsboro School District 1J

Code: JC
Adopted: 05/00
Revised: 04/09

School Boundary Areas

Individual School attendance District boundaries shall be established by the superintendent and approved by the Board and/or the Superintendent.

The Superintendent may change boundaries as population conditions warrant or capacities of buildings require adjustment of student load. The Superintendent may also assign and reassign students from one boundary area to another to achieve a balance in enrollments suitable to the capacity of individual schools.

When new school construction necessitates reassigning students from one boundary area to another, the Superintendent will develop a broad-based process that provides for community input. Based on this process, the Superintendent will develop recommendations and submit them to the Board for action.

Students shall attend the school to which they have been assigned by the Superintendent.

Parents of students may request that they be allowed to attend a school in another boundary area in order to take advantage of a special instructional program not available in the school assigned. Transportation would be a family responsibility. The Superintendent shall develop appropriate guidelines and procedures to review such requests.

Schools will endeavor to make a scheduling provision for a student who wishes to travel to other school campuses, ~~using his/her own transportation~~, for a special course offering during part of the school day. District transportation may be provided if resources and schedules allow. Otherwise, transportation will be a family responsibility.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.010 - 339.090](#)

Admission of Nonresident Students

The District may enroll nonresident students as follows:

1. **Interdistrict Transfer Agreement.** By written consent from the school board for the district in which the school is located as provided by board policy of the affected school boards. The student becomes a “resident pupil” of the attending district, thereby allowing the attending district to receive State School Fund moneys;
2. **Open Enrollment.** By written consent of the affected school board(s) from the school board with which the student has made application for admission. The student becomes a “resident pupil” of the attending district, thereby allowing the attending district to receive State School Fund moneys;
3. **Tuition Paying Student.** By unilaterally admitting with tuition a nonresident student, whereby neither affected district is eligible for State School Fund moneys;
4. **Court placement.** If a juvenile court determines it is in the student’s best interest, a student placed in a substitute care program outside the District will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board may deny admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Consent by Affected Boards / Tuition for Admission of a Nonresident Student by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student

Annually, by April 30, the Board shall establish the number of student transfer requests into the District, and out of the District, to which consent will be given for the upcoming school year, for the standard interdistrict transfer process.

The Board reserves the right to accept/reject nonresident students based upon the availability of space; and resources personnel, and appropriate programs. The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability, or academic records. The Board may not request or require the student

to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or District prior to the District deciding whether to give consent.

The Board may ask for the student's name, contact information, date of birth, grade level, whether the student may be given priority on consent for admission (e.g., sibling in the District; change in legal residence; completion of public charter school in the District), information about which schools the student prefers to attend, and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the District; to students who previously received consent for admission and because of a change in legal residence; or to students who attended a public charter school located in the same district in which the student seeks to attend, for three consecutive years, completed the highest grade offered by the public charter school and did not enroll and attend school in another district following completion of that highest grade in the public charter school.

The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student, the Board must provide a written explanation to the student.

The District may require minimum standards of behavior and/or attendance once the student has been accepted. The minimum standards must be the same for all students who are given consent. The District is not allowed to establish minimum standards for academics as a criterion for the student to remain in the District. Students whose consent is revoked for violation of set attendance and/or behavior standards will not be allowed to apply for consent to return to this District in the same or the following school year.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent was given.

The District is not required to provide transportation outside the boundaries of the District. The student will be allowed to use existing bus routes and transportation services of the District within the transportation zone of their assigned school, if space is available and if applied for separately. Transportation will be provided if required by federal law.

The attending district is responsible for a free appropriate public education for those students on an IEP.

Consent of Board for the District in which the School is Located by the Nonresident District Board for which the Student has applied for Admission (Open Enrollment)

Annually, by March 1, the Board shall establish the number of students to whom consent will be given for the upcoming school year. The Board may choose to limit consent based on school, grade, or the combination of both. The Board may decide not to give consent to any person under this process.

The Board may not deny consent, give priority, nor request student information related to race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, income level, residence, proficiency in the English language, athletic ability, academic records, or eligibility or participation in talented and gifted programs.

1. Applications for consent shall be submitted no later than April 1, for the following school year prior to the school year of requested consent.

2. If the number of students seeking consent exceeds the number of students the Board has determined will be given consent, consent will be based on an equitable lottery selection process.

The District is not required to provide transportation outside the boundaries of the District. The student will be allowed to use existing bus routes and transportation services of the District within the transportation zone of their assigned school, if space is available and if applied for separately. Transportation will be provided if required by federal law.

By May 1, the District shall provide written notification of attendance-admission of a nonresident student into the District by May 1, to the district of the student's legal residence.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 329.485](#)
[ORS 335.090](#)
[ORS 339.115 - 339.133](#)

[ORS 339.141](#)
[ORS 339.250](#)
[ORS 343.221](#)
[ORS 433.267](#)

Letter Opinions, Office of the OR Attorney General (March 15, April 18, June 30 1988).
OR. DEP'T OF EDUC., ODE EXECUTIVE MEMORANDA 23-1988-89, 42-1994-95.

Hillsboro School District 1J

Code: JECBB
Adopted:

In-District Transfer Students

With the superintendent's approval, the district may grant the request of a resident student to attend another school in the district, provided the receiving school agrees to that request. The district will not provide transportation for in-district transfers unless required by law.

Students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district, including transfer to a public charter school in the district.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.133](#)

[OAR 581-021-0045](#)

Every Student Succeeds Act of 2015, 20 U.S.C. § 7912.

Hillsboro School District 1J

Code: **JECBD**
Adopted: 7/04
Readopted: 04/28/09;

Homeless Students

Homeless students in the District will have access to the education and other services needed to ensure that the opportunity for is available to meeting the same academic achievement standards to which all students are held-is available.

A liaison for students in homeless situations will be designated by the District to carry out duties as required by law.

The District will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted, in accordance with the student's best interest, to the District school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest or enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will¹ be provided to-and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the District's liaison for homeless students in accordance with law.

The Superintendent will develop administrative regulations to implement this policy to remove barriers to access and participation by homeless students.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)

[ORS 339.115\(7\)](#)
[ORS 339.133](#)

[ORS 433.267](#)

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2015).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

Cross Reference(s):

JEC - School Admissions

¹McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

Hillsboro School District 1J

Code: JECC
Adopted: 6/04
Readopted: 04/28/09; 12/12; _____

Assignment of Students to Schools**

Attendance areas are established by the Superintendent and approved by the Board for all the schools in the District schools. Students are expected to attend the school serving their place of residence unless an option to transfer to another District school approved by the Superintendent/designee has been provided by the District to meet the requirements of the No Child Left Behind Act of 2001 (NCLBA) Every Student Succeeds Act of 2015 (ESSA), state law, or Board policy, or if a transfer request has been granted.

Building administrators are prepared to assist parents/guardians in making an informed choice when an attendance area exception is being considered. This assistance is designed to serve as an act of providing information, not an act to dissuade. Building administrators will ensure appropriate notice is provided to parents/guardians of their right to request a transfer of their student to a safe District school in the event the school the student is attending is identified as persistently dangerous, or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends.

~~The parent/guardian will be asked to fill out an In-District Transfer Request form and forward it to the Superintendent or designee for review.~~

Students whose residence changes within the District boundaries after April 15 during the regular school year may continue in the school serving the former residence until the end of the school year. Requests to continue in attendance for the following school year will be by application.

For all other types of transfer requests, the parent/guardian will be asked to fill out an In-District Transfer Request form and forward it to the Superintendent or designee for review within established timelines.

Transfer request applications are subject to availability of space, personnel, and resources, except those based on identification of the student's school as persistently dangerous or the student has been a victim of a violent criminal offense. Approved applications will normally be granted for a full school year. The Board may need to establish other criteria from time-to-time.

The parent/guardian will be responsible for providing transportation for his/her their student changing attendance areas for reasons other than those provided by law. Transportation will be the responsibility of the District for all student transfers approved pursuant to the provisions of NCLBA/ESSA or state law.

All transfers are subject to annual review and renewal at the discretion of the District, unless the transfer was required by NCLBA/ESSA.

END OF POLICY

Legal Reference(s):

[ORS 329.485](#)⁵⁹⁵

[ORS 332.107](#)

[OAR 581-021-0045](#)

~~No Child Left Behind Act of 2001, 20 U.S.C. §§ 6316, 7912.~~

~~Elementary and Secondary Education Act (ESEA) Flexibility Waiver, July 18, 2012.~~

~~Every Student Succeeds Act of 2015, 20 U.S.C. § 7912.~~

Inter-District Transfer of Resident Students

~~The Board recognizes there may be circumstances that arise under state and federal law when it is necessary to release a student who resides within the boundaries of the District to attend school in another district that agrees to accept the student. A student who resides within District boundaries may make a request to attend school in another district that agrees to accept the student. Inter-district transfers of resident students for other purposes may be permitted, subject to criteria established by the District.~~

~~The Superintendent will develop administrative regulations, as needed, to implement this policy.~~

Interdistrict Transfer

The district offers a variety of programs and services designed to meet the individual needs of its students. Nevertheless, the Board recognizes there may be circumstances that arise in which a resident student may benefit from attendance in another public school in the state. Consequently, a student who resides within district boundaries may be released to attend school in another district that agrees to accept the student. The agreement will be by written consent of the affected school boards or designees whereby the student becomes a “resident student” of the attending district, allowing the attending district to receive State School Fund moneys. Any additional fees or tuition costs are the responsibility of the parent.

When the resident district approves the release of a resident student to another district, the student or his /her / their parent(s) will be solely responsible for transportation unless federal or state law requires transportation to be provided by the district. When a resident student, who is on an individualized education plan (IEP), is accepted to another district by an interdistrict transfer, the attending district becomes responsible for a free appropriate public education (FAPE).

Additionally, an interdistrict transfer of a resident student will be permitted, as appropriate, to meet the requirements to provide a safe public school choice in the Every Student Succeeds Act of 2015 (ESSA).

The resident district may not impose any limitations on the length of time for which consent is given to the student requesting release to another district.

The resident district shall not require a student to receive consent more than one time when the student request admission to the same receiving district, regardless of any time limitations imposed by the receiving district.

The district shall allow the student whose legal residence changes to a different district during the school year, to complete the school year in the district if the student chooses to do so.

Open Enrollment

A student who resides within district boundaries may make a request to attend school in another district that agrees to accept the student. The agreement will be by written consent of the attending district only, whereby the student becomes a “resident student” of the attending district, allowing the attending district to receive State School Funding. When the attending district approves the admission of the student, the attending district shall notify the district in which the student resides no later than May 1. The student or his / her / their parent(s) will be solely responsible for transportation to the attending/receiving district unless federal or state law requires transportation to be provided by the attending /receiving district. Students under the Individuals with Disabilities Education Act (IDEA) will become the primary responsibility of the attending district.

Safe Public School Choice Transfer Requests

An interdistrict transfer¹ may be permitted in the event a student has been a victim of a violent criminal offense occurring in or on the grounds of a school the student attends, or if the student attends a school identified as persistently dangerous and all other district schools the student may transfer to are also identified as persistently dangerous or there is no other district school to which the student may transfer. The transfer must be to a safe school.

Homeless Student

A homeless student residing in the district and the student’s parent, or in this case of an unaccompanied student, the district’s liaison for homeless students, may request that the student attend his/her/their school of origin², located out-of-district. The request will be considered based on the best interest of the student. The student may continue in his / her / their school of origin for the duration of the student’s homelessness. Transportation will³ be provided in accordance with the law.

The superintendent is directed to establish procedures for the review of any student request to attend school in another district.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)

[ORS 327.006](#)

¹Districts are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring district to accept transfer students, if there is not another school in the district in which the student legally resides for the transferring student.

²“School of origin” means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

³McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

[ORS 329](#).485

[ORS 332](#).107

[ORS 335](#).090

[ORS 339](#).115 - 339.133

[ORS 339](#).141

[ORS 339](#).250

[ORS 343](#).221

[ORS 433](#).267

OAR 581-021-0019

OAR 581-022-0705

~~HB 3681 (2011)~~

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 ~~(2006)~~.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (200615).

Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (200615).

~~No Child Left Behind Act of 2001~~ Every Student Succeeds Act of 2015, 20 U.S.C. §§ ~~6316~~, 7912.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
AMEND APPOINTMENTS OF BUDGET COMMITTEE MEMBERS

SITUATION

State law and policy DBEA provide for the establishment of a Budget Committee to review the District's proposed budget. The Hillsboro School District Budget Committee consists of seven members appointed by the Board, plus the seven elected Board members. The appointed positions are for three-year terms, with staggered expiration dates.

Four Budget Committee positions were vacant, as of July 1, 2017. Terms for two of the positions will expire on June 30, 2020. Two additional positions were vacant, as a result of the election of the incumbents to the Hillsboro School District Board of Directors. (Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).) Term expiration dates are provided below for these positions:

<u>Position</u>	<u>Expires</u>	<u>Notes</u>
1	June 30, 2020	
2	June 30, 2020	
6	June 30, 2019	Erika Lopez elected to school board
4	June 30, 2018	Martin Granum elected to school board

Vacancies on the Budget Committee were publicly announced in June, and applications were received. Six candidates were considered for the open positions. During the October 24 work session, Board members selected new Budget Committee members, whom they appointed during the October 24 regular session. Christopher Clark and Michael Smith were each selected by seven Board members, Alexander Diaz was selected by five Board members, and Elizabeth Christensen was selected by four Board members. However, there was an error in the appointments, so that the candidates who were selected by the most Board members were not appointed to the positions with the longest terms. During this evening's meeting, Board members will amend the appointments.

RECOMMENDATION

The Superintendent recommends that the Board of Directors amend the appointment of the selected candidates to the Budget Committee, appointing Christopher Clark to position 1, Michael Smith to position 2, Alexander Diaz to position 6, and Elizabeth Christensen to position 4.

HILLSBORO SCHOOL DISTRICT 1J
November 14, 2017
LOCAL CONTRACT REVIEW BOARD – APPROVE FINDINGS OF FACT
FOR USE OF A CONSTRUCTION MANAGEMENT / GENERAL CONTRACTOR
(CM/GC) FOR CONSTRUCTION OF THE ADDITION / RENOVATION / SITE WORK
AT REEDVILLE ELEMENTARY SCHOOL

SITUATION

The pre-design work on the Reedville Elementary School project is proceeding. At this time, the management team working on the project has evaluated a method to construct the project utilizing a Construction Management/General Contractor (CM/GC) process.

Historically, public construction projects are competitively bid and awarded to the responsible low bidder. During recent project coordination meetings, the CM/GC contracting method has been discussed. This process involves the selection of a CM/GC firm during the design phase to acquire a contractor's expertise with the project. The CM/GC method has been successfully implemented by the following public agencies:

- Gresham-Barlow School District
- Salem-Keizer School District
- Philomath School District
- Scappoose School District
- Hillsboro School District
- Forest Grove School District
- Multnomah County
- Oregon Health Sciences University
- Parkrose School District
- Pendleton School District
- Port of Portland
- Portland Development Commission
- The State Department of Administrative Services
- The State Department of Corrections
- Washington County

ORS 279C.335 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to exempt specific projects from the requirements of ORS 279C. In doing so, the statute specifically says that the Local Contract Review Board shall, "where appropriate, direct the use of alternative contracting and purchasing practices that take account of market realities and modern or innovative contracting and purchasing methods, which are also consistent with the public policy of encouraging competition."

Oregon law and duly adopted resolution of the Hillsboro School District permit the Hillsboro School District Board of Directors, acting as the Local Contract Review Board, to consider and approve specific findings that lead to the exemption of certain contracts from traditional competitive public bidding. Selection of the CM/GC firm for this project will utilize a Request for Proposal. The Request for Proposal will identify specific criteria to be utilized for the selection. Proposals from the CM/GC firms will include a competitive bid for their fee, the known general conditions, general requirements, and bond and insurance costs for the project. The CM/GC will provide the Hillsboro School District with a preliminary Guaranteed Maximum Price (GMP) and a full performance / payment bond for the work, following a detailed review of the construction documents.

ORS 279C.335(4) requires the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing. Notice of public hearing was advertised in the Daily Journal of Commerce on October 25, 2017.

FINDINGS OF FACT

1. Project Description

Replace existing classrooms, add a cafeteria and kitchen, improved safety and security systems, mechanical and electrical renovations and the selected site improvements at Reedville Elementary School.

2. Responsibilities of the CM/GC Firm or Firms

a) Design Phase

The CM/GC firm will provide assistance for construction scheduling, competitive bid packaging, cost estimating, and the review of design documents from the standpoint of value, long lead procurements, design feasibility, constructability and establishing a negotiated preliminary Guaranteed Maximum Price for the work prior to completion of the construction documents.

b) Bid Process

The CM/GC firm will coordinate the competitive bid process and material procurement process for all work with full oversight and participation by Hillsboro School District. The CM/GC firm or firms will provide a written recommendation to Hillsboro School District for each subcontract. Upon approval from Hillsboro School District, the CM/GC firm will execute a contract with each approved subcontractor and/or supplier.

c) Construction Phase

The CM/GC firm will be responsible for the construction of the Project, including scheduling of materials procurement, delivery and all work completed by subcontractors. The CM/GC firm is responsible to complete the project on

schedule, within budget and at, or above, the quality defined in the specifications prepared by the architect.

3. Rationale to Utilize CM/GC Method

a) Competition

It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts, as the CM/GC firm will be selected through an open, competitive process among qualified contractors. Hillsboro School District will receive written proposals from contractors with the experience and staff required to complete the project. The process will utilize a Request for Proposal that will be publicly advertised and Hillsboro School District may interview the firms before recommending a firm to the Board.

b) Multiple Construction Packages

The construction will be completed in phases and may require early bid or procurement packages. Completing the project in phases should result in cost savings.

c) Procurement of Long Lead Items

The CM/GC method will allow the early procurement of long lead material / equipment. Examples include portable structures, mechanical equipment, electrical equipment, windows, and doors. Early procurement should result in cost savings.

d) Schedule Complexity

The Project will face tight construction schedules to achieve timely occupancy. By phasing the completion of construction documents, bidding, award, and construction, the schedule efficiency required can be achieved. The CM/GC process allows the phasing that will be required.

e) Change Order Cost Control

Change orders cost should be controlled in two ways:

1. By utilizing a contractor to provide cost analysis, construction feasibility reviews and long lead procurement, the final number of change orders should be reduced. Reduction of change orders should result in cost savings.
2. By proposing a fixed fee for overhead and profit, the CM/GC firm's fixed fee is added to the actual cost of the change. It is expected that this will be less than the standard fee added to change orders on projects awarded to a bondable, low bidder. Reduction of overhead and profit on changes should result in cost savings.

- f) Acceleration
Utilizing the CM/GC approach will reduce the risk of acceleration expense to complete the project on time. Reduction or elimination of the cost to accelerate construction to complete the project on time should result in cost savings.
- g) Improved Cost Management
The financial track record of CM/GC projects with a “Guaranteed Maximum Price” is impressive. The Hillsboro School District, Salem-Keizer School District, McMinnville School District, and Forest Grove School District have used the CM/GC method to complete many construction projects with significant success, considering timeliness of project completion, cost savings, and adherence to budget limitations. Recent examples are Lincoln Elementary School, Witch Hazel Elementary School, Free Orchards Elementary School, Evergreen Middle School, Joseph Gale Elementary School, Scappoose High School, Forest Grove High School, McMinnville High School, Walker Middle School, Richmond Elementary School, and Whiteaker Middle School. These projects were all completed on time and under budget. The project team working on the projects successfully balanced the construction budget during the design and construction phases, utilizing the same CM/GC process proposed for these projects.
- h) Subcontractor Bidding and Selection
The CM/GC firm will have adequate time to prepare bid packages, as well as review and analyze bids received from subcontractors. The work subcontracted will be awarded to the lowest responsive bidder. This bid process will not result in favoritism. Utilizing qualified subcontractors should result in better quality and cost savings.
- i) Market Conditions
Many general contractors and subcontractors are being impacted by the quantity of work to be bid in the next three years. Currently, the cost of materials and labor is adjusting to the market. Ordering materials and equipment may take longer now, as manufacturers and distributors are not keeping large amounts of inventory in stock. The CM/GC firm will order materials and equipment in a timely manner from manufacturers and distributors that can deliver the material and equipment on time to avoid delays caused by late shipments.
- j) Awareness and Involvement by Local Contractors and Suppliers
The CM/GC firm selected will be required to identify local contractors and suppliers prior to starting the bid process. The project management team and CM/GC firms will schedule meetings with local contractors and suppliers to review the scope of work and bid dates. This process allows for local contractor and supplier participation in the projects.

k) Qualified Management

The project management team working on these projects is well equipped to manage the complexities of a CM/GC construction process, with experienced and qualified District staff and external project managers with successful CM/GC experience.

4. Operational, Budget, and Financial Data

The projects will result in efficient mechanical and electrical systems, thus minimizing operational costs. Generally, the method of construction will have little effect on the operational budget. However, the CM/GC process may further reduce life cycle costs through the use of life cycle analysis to assist in the selection of systems, finishes, and equipment.

5. Public Benefits

The primary public benefit is a more expeditious completion of the project. The CM/GC process provides for better collaboration to ensure that the projects will be completed on time, on budget, and at or above the quality described in the construction documents. It provides better opportunities for reducing construction time by fast-tracking construction where beneficial.

6. Value Engineering

Because the contractor is working with the design team during the design phase, the contractor will assist the project team to identify and implement possible cost savings. The value engineering process allows the project team to evaluate quality materials and life cycle costs, thereby helping to reduce operating costs.

7. Specialized Expertise Required

Completing a complicated project on time, on budget, and at or above the quality expected requires the CM/GC firms to dedicate a qualified team with the experience and expertise to work with Hillsboro School District, the architect, and the project manager. With such experience, mistakes are likely to be fewer and disruptions are likely to be minimized. The request for proposals process used to select the CM/GC will enable Hillsboro School District to select the best contractors for the project.

8. Public Safety

The CM/GC firm will prepare a construction safety plan for the project. The construction safety plan will help ensure that the projects are built safely and will help minimize risk to the neighborhoods and the projects.

9. Technical Complexity

Completing a fast-track construction project on an occupied site is complex. The CM/GC process will address technical complexity and should save time and reduce the final cost.

10. Funding Sources

The projects will be paid for as part of 2017 capital improvement bond and other funds. The bond measure will also fund other construction projects. Establishment of a preliminary and final Guaranteed Maximum Price will better enable Hillsboro School District to manage resources available to complete all of the projects.

The CM/GC process will provide Hillsboro School District with the following advantages:

- Cost savings, as described above.
- Reduction of schedule risk typically associated with complex construction projects.
- Opportunity to select a qualified CM/GC firm or firms, rather than awarding the project to any bondable low bidder.
- Accurate cost data for project decisions.
- Greatest assurance of timely project completion.
- Higher confidence in obtaining quality construction.

RECOMMENDATION

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, review and approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Management / General Contractor process for the project at Reedville Elementary School.