



Hillsboro School District 1J

February 27, 2018
Board Meeting

Board of Directors

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

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS

Administration Center, 3083 NE 49th Place, Hillsboro, OR

Board Meeting Agenda

February 27, 2018

5:15 PM

1. 5:15 PM - Work Session
 - A. Discuss Citizens' Bond Oversight Committee Applications and the Selection Process 5
Presenter: Adam Stewart
 - B. Teaching and Learning Report: Understanding the Titles 6
Presenter: Dayle Spitzer
 - C. Budget Development Report 7
Presenter: Mike Scott / Michelle Morrison
 - D. Calendar Discussion 8
Presenter: Kona Lew-Williams
 - E. Board Discussion Time
 1. Discuss Contract Approval Process
 2. Board Discussion
 - F. Recess Board Meeting
2. 7:00 PM - Regular Session
Call to Order and Flag Salute
3. Recognition / Student Presentation
 - A. Student Presentation: Hillsboro High School Mariachi Band
Presenter: Mark Watson
 - B. Recognition: Liberty High School Life-Saving Staff 9
Presenter: Mike Scott / Erika Lopez
4. Approval of Agenda
5. Audience Time
6. Reports and Discussion
 - A. District Evaluation: 2016-17 School-Year-End Summary / Annual Student Achievement Report 10
Presenter: Beth Graser / Dayle Spitzer
 - B. Technology Services Department Overview and Bond Projects Update 15
Presenter: Don Wolff
 - C. Graduation Rates Update 16
Presenter: Dayle Spitzer
 - D. Early Learning Hub Partnership Report 17
Presenter: Olga Acuña, Kelly Purdy, Kirstin Gerber
 - E. Financial Report (*see written report*) 18

Presenter: Michelle Morrison

F. 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. Policies Regarding Complaints | 23 |
| a. Policy AC: Nondiscrimination and AC-AR: Discrimination Complaint Procedure (<i>see written report</i>) | 24 |
| Presenter: Kona Lew-Williams | |
| b. Policy GBM: Staff Complaints (<i>see written report</i>) | 31 |
| Presenter: Kona Lew-Williams | |
| c. Policy GBMA: Whistleblower (<i>see written report</i>) | 32 |
| Presenter: Kona Lew-Williams | |
| d. Policy JFH: Student Complaints (<i>see written report</i>) | 34 |
| Presenter: Kona Lew-Williams | |
| e. Policy KL: Public Complaints (<i>see written report</i>) | 35 |
| Presenter: Kona Lew-Williams | |
| f. Policy LGA: Compliance with Standards (Delete) (<i>see written report</i>) | 38 |
| Presenter: Travis Reiman | |
| g. Policy JGAB: Use of Restraint and Seclusion (<i>see written report</i>) | 39 |
| Presenter: Elaine Fox | |

7. Consent Agenda

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

- | | |
|--|----|
| A. Approve Minutes of January 9, 2018, Board Meeting | 42 |
| B. Approve Minutes of January 23, 2018, Board Meeting | 45 |
| C. Approve Routine Personnel Matters | 55 |
| D. Approve Extension and Non-extension of Temporary, Probationary, and Contract Teachers and Administrators | 58 |
| E. Approve Policy Revisions | |
| <i>The following policies were presented for first reading on January 23, 2018</i> | |
| 1. Policy FF: Naming Facilities | 69 |
| 2. Policy DDB: Native American Impact Aid Funds; and Policy DDC: Native American Education Program Grants: Title VI Indian Education | 72 |
| 3. Policy GBI: Gifts and Solicitations | 76 |

8. Action Items

- | | |
|--|----|
| A. Award Contract for Modular Buildings | 79 |
| Presenter: Adam Stewart | |
| B. Award Contract for Elementary School Flexible Classroom Furniture | 84 |
| Presenter: Adam Stewart | |
| C. Approve Revisions to Policy JHC: Student Health Services and Requirements | 86 |

(presented for first reading on January 23, 2018)

Presenter: Mike Scott

D. Adopt Resolution to Admit Nonresident Students 90

Presenter: Beth Graser

E. Adopt Resolution Approving NWRES D Local Service Plan for 2018-19 91

Presenter: Mike Scott

9. HCU / HEA Reports

10. Superintendent's Time

11. Board of Directors' Time

12. Executive Session

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

13. Adjourn Regular Session

14. Next Meetings of the Board of Directors

- March 13, 2018, Regular Session
- April 10, 2018, Work Session

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
DISCUSS CITIZENS' BOND OVERSIGHT COMMITTEE APPLICATIONS
AND THE SELECTION PROCESS

SITUATION

One of the promises made to the community during the bond campaign was that a Citizens' Bond Oversight Committee would be established as an advisory committee to the Board of Directors. During the December 12, 2017, Board meeting, the Board of Directors approved a plan for establishing this committee. The plan included an outline of the formation and work of the committee, the projected timeframe, and reports that will be provided to the Board.

The Citizens' Bond Oversight Committee is to convene quarterly or as needed to review progress on the projects detailed in the Hillsboro School District Bond Measure 34-278. The Committee will review program progress, monitor program spending and schedules, and report to the Board of Directors. The committee will have its initial meeting not later than April 6, 2018, and will be dissolved on January 1, 2022, or upon issuance of a final report by the Committee after all projects authorized by the Hillsboro School District Bond Measure 34-278 have been completed, whichever is earlier. The committee will be composed of not more than 15 at large community members and up to four (4) high school students. The District's Capital Projects Officer and Chief Financial Officer will serve as ex officio members.

Applications for the Citizens' Bond Oversight Committee were accepted beginning January 2, 2018, through February 16, 2018. During tonight's work session, the Board will discuss the applications that were received and the selection process; during the March 13, 2018, work session, applicants will be invited to introduce themselves to the Board; and during the March 13, 2018, regular session, the Board will appoint committee members and designate one member to serve as Chair and one member to serve as Vice Chair. The Chair will preside over committee meetings and act as spokesperson for the committee.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review and discuss applications for the Citizens' Bond Oversight Committee and the selection process.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
TEACHING AND LEARNING REPORT –
UNDERSTANDING THE TITLES

SITUATION

Under the Elementary and Secondary Education Act (ESEA), as amended, local educational agencies (LEAs) are provided financial assistance for groups of students and schools to help ensure that all children meet challenging state academic standards and attain academic success. The sub parts of the ESEA are called ‘Titles” and include guidelines and parameters for this funding. This report will include explanations of the various categories of Title funding received by the District, and how these resources are utilized.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
BUDGET DEVELOPMENT REPORT

SITUATION

In preparation for developing the District's 2018-19 budget, the Board and Budget Committee will receive the most recent information regarding the 2017-18 budget, and a preview of the 2018-19 budget development process, including the following information that was requested by Budget Committee members during the January 23 Board work session:

1. Fund context and special revenue fund sources
2. Bond fund restrictions
3. Expenditure comparison
4. Expenditure overview

RECOMMENDATION

The Superintendent recommends that the Budget Committee listen to this report and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
CALENDAR DISCUSSION

SITUATION

Board Policy IC: School Year / School Calendar requires that the Board approve the calendar for the upcoming school year no later than the April Board meeting. In December 2016, the Board adopted the 2017-18 and 2018-19 school year calendars. Adopting multiple years of school calendars is not common practice for public school districts because financial variables, including the biennial budget and bargaining, create uncertainties that make it difficult to predict the best options so far in advance, and this was the first time that the District has adopted a two-year calendar.

Input received from community and staff members on surveys that were conducted in February and November 2015 indicated that 62%-65% wanted the school year to start after Labor Day. This feedback was considered in the decision to begin both school year calendars after the Labor Day holiday. The adopted calendars also included key dates and vacation periods to assist families and staff as they make their school year and summer plans.

Tonight's report will include a discussion of the calendar review and development process, and recommendations for next steps.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
RECOGNITION: LIBERTY HIGH SCHOOL LIFE-SAVING STAFF

SITUATION

On November 20, 2017, a Liberty High School student collapsed and went into cardiac arrest while playing basketball during the lunch hour. School Resource Officer Emory Souza, school nurse Angelica Suminski, and school nurse / basketball coach Tatiana Misa acted quickly to use an automated external defibrillator and perform CPR until a medical team arrived to take over these efforts and transport the student to St. Vincent Medical Center.

RECOMMENDATION

The Superintendent recommends that the Board of Directors recognize Emory Souza, Angelica Suminski, and Tatiana Misa for their quick responses life-saving efforts in this emergency situation.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
DISTRICT EVALUATION: 2016-17 SCHOOL-YEAR-END SUMMARY /
ANNUAL STUDENT ACHIEVEMENT REPORT

SITUATION

The District's five-year Strategic Plan communicates its mission, vision, and theory of action around education. The Strategic Plan, together with the annual Work Plan and SMART Goals and Key Academic Achievement Indicators, provides a three-part framework of accountability for ensuring that the District is progressing toward its strategic objective of all students graduating on time with career and college readiness skills.

There is a need, however, to capture and share some of the top data points from those documents, along with other key information about the District, in a summarized and visual manner. This helps to ensure that more people are accessing the information and not feeling overwhelmed by the necessity of reading through several long documents to understand the health and progress of the District.

An at-a-glance graphic organizer of information provides a top-level overview of District data for the casual observer, but also includes QR codes that can take the reader to the full reports for additional detail, if they so choose. The enclosed summary report shares top data from the 2016-17 school year.

Additionally, performance data that is received from the Department of Education throughout the fall and winter for the previous school year, is used by the District annually to update the Key Academic Achievement Indicators brochure. A draft version of the Key Academic Achievement Indicators brochure for 2016-17 will be provided to the Board, and staff will provide information regarding the data, including graduation rates, and plans for future improvement.

RECOMMENDATION

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



Board Priorities at a Glance

This graphic shows the indicators that are School Board priorities and whether performance for each indicator increased or decreased in 2016-17 from the previous school year. In addition, we are measuring the progress in achievement of Hispanic/Latino students in "closing the gap" with all students in the priority areas.

OVERALL PROGRESS
2/7 targets met

Closing the Gap
2/5 targets met
↓

Benchmark Reading - 3rd
43.3%
↓

Benchmark Reading - 5th
54.3%
↓

Benchmark Math - 8th
38.0%
↓

6 HS Credits - 9th
86.1%
↓

4th Year Cohort Grad
84.1%
↑

Advanced Diplomas
27.4%
↓

The District uses **Key Academic Achievement Indicators** to measure students' progress and to determine how well students are prepared for careers and college upon graduation. Each Indicator represents a *snapshot* of student achievement. Using the information presented by these *snapshots*, comprising data from several sources, we create a more meaningful evaluation of how well we serve our students and reach our local and state objectives.



Office for School Performance

Dayle Spitzer, Assistant Superintendent
spitzerd@hsd.k12.or.us
Administration Center
3083 NE 49th Place #200
Hillsboro, Oregon 97124-6009
Phone: 503-844-1500 Fax: 503-844-1782
www.hsd.k12.or.us

Updated: February 20, 2018

2016-17 Report of Student Achievement

Key Academic Achievement Indicators

★ indicates a School Board priority

★ Closing the Gap

Parity in achievement and on-time graduation between Hispanic/Latino students and all students combined is a strategic priority of the District.

Key Indicators are the percentage gaps between all students and Hispanic/Latino students within the School Board's academic priorities: the lower the number, the smaller the gap.



Hispanic/Latino students

School Year	2014-15	2015-16	2016-17
-------------	---------	---------	---------

English Lang. Arts 3rd	20.6	18.3	21.0
English Lang. Arts 5th	19.9	16.6	21.1
Math 8th	20.6	20.4	21.9
6 credits 9th	8.6	7.0	5.7
4-Year Cohort Graduation	6.1	7.6	4.5

An example of an achievement gap is shown in 3rd-grade ELA, where Hispanic/Latino students scored 18.3 percentage points below all students in 2015-16. Solid ovals indicate improvement in closing the gap (shown by the lower numbers) compared to the previous year.

Benchmark ELA

Throughout the entire K-12 experience, English language arts (ELA) achievement is the essential skill upon which all other academic learning relies. Achievement is measured using the Smarter Balanced test, which replaced OAKS testing in 2014-15.

Key Indicators are the achievement scores at all tested grade levels.

Solid ovals indicate growth from the previous year.



School Year

2014-15	2015-16	2016-17
---------	---------	---------

3rd ★	49.6	47.7	43.3
4th	53.8	53.4	49.2
5th ★	55.2	59.6	54.3
6th	60.2	56.7	58.6
7th	58.9	59.1	57.1
8th	55.3	59.0	53.4
11th	67.4	67.5	68.5
Total	57.1	57.5	54.7

Benchmark Math

Students who are prepared for a high-wage career after high school demonstrate advanced aptitude in mathematics, creative problem solving and critical thinking. Achievement is measured using the Smarter Balanced test, which replaced OAKS testing in 2014-15.

Key Indicators are the math achievement score at all tested grade levels. Solid ovals indicate growth from the previous year.

School Year

2014-15	2015-16	2016-17
---------	---------	---------

3rd	48.8	48.1	43.4
4th	46.2	47.3	43.4
5th	39.5	40.7	39.3
6th	45.8	43.3	45.2
7th	49.8	48.9	46.3
8th ★	42.7	45.9	38.0
11th	27.0	31.3	27.6
Total	43.0	43.7	40.6

Strong Attendance

Being in school every day ready to learn is an essential characteristic of a successful student.

A **Key Indicator** is an attendance rate of 94.5% or more at all grade levels.

Solid ovals indicate meeting or exceeding the 94.5% rate.

School Year

2014-15	2015-16	2016-17
---------	---------	---------

K	94.1	94.1	94.0
1st	94.7	94.7	94.8
2nd	95.2	95.0	95.2
3rd	95.6	95.6	95.1
4th	95.6	95.7	95.4
5th	95.5	95.6	95.4
6th	95.6	95.6	95.5
7th	94.7	94.7	94.5
8th	93.9	94.2	93.8
9th	93.7	94.3	94.6
11th	91.2	92.1	91.6

Advanced Coursework

Students taking accelerated or advanced coursework put themselves in a more advantageous position for college acceptance, success and career advancement.

Key Indicators are the percentage of students:

- Earning six high school credits by the end of 9th grade
- Taking at least one AP/IB course by the end of 11th grade
- Taking a year of math beyond Algebra 2 by the end of 12th grade
- Taking a third-year second language course by the end of 12th grade
- Earning two or more high school credits for AP/IB courses by the end of 12th grade

In addition, we now track the number of students who complete dual credit courses in high school and the amount of college credits earned.

Solid ovals indicate growth from the previous year.

School Year

2014-15	2015-16	2016-17
---------	---------	---------

6 credits 9th ★	83.2	86.4	86.1
1+ AP/IB course 11th	49.0	60.5	62.7
Beyond Algebra 2 Math	55.2	58.4	59.7
Third-year 2nd Lang	31.5	28.9	27.7
2+ AP/IB credits 12th	32.1	38.2	42.9
# students earning Dual Cr.	996	1139	1758
Total credits earned Dual Cr.	5374	5576	6052

Academic Extensions

College preparatory exams, career-technical programs, and real-life job experience are academic "extensions" of the high school curriculum.

Key Indicators are the percentage of students who:

- Perform at a college-ready level on standardized college readiness tests at 8th and 10th grades
- Complete ACT/SAT testing by the end of 12th grade
- Complete the Free Application for Federal Student Aid (FAFSA) by the end of 12th grade

and the number of students who:

- Complete a career-related internship.

Solid ovals indicate growth from the previous year.

School Year

2014-15	2015-16	2016-17
---------	---------	---------

Aspire English 8th	66.0	64.0	n/a
Aspire Math 8th	22.0	21.0	n/a
Aspire English 10th	56.0	56.0	n/a
Aspire Math 10th	23.0	20.0	n/a
ACT/SAT 12th	74.1	78.0	82.0
FAFSA 12th	48.6	52.2	63.6
Internship #s	507	595	646

High School Graduation

Successful students not only commit to high school completion, they do so with detailed plans for post-graduation. College and career-bound students begin planning for their futures when they start school.

Key Indicators are the rates at which students:

- Graduate high school in four years
- Complete high school within five years
- Earn a chancellor's diploma
- Enroll in post-secondary education within 16 months of graduation.

Solid ovals indicate growth from the previous year.

School Year

2014-15	2015-16	2016-17
---------	---------	---------

4-Year Cohort Graduation ★	80.4	81.7	84.1
5-Year HS Completion	82.4	85.1	87.6
Chancellor's Diploma ★	20.9	27.5	27.4

Grad Year

2013-14	2014-15	2015-16
---------	---------	---------

Post-Secondary Enrollment	54.3	59.3	54.3
---------------------------	------	------	------



School Year

2014-15	2015-16	2016-17
---------	---------	---------

4-Year Cohort Graduation ★	80.4	81.7	84.1
5-Year HS Completion	82.4	85.1	87.6
Chancellor's Diploma ★	20.9	27.5	27.4

Grad Year

2013-14	2014-15	2015-16
---------	---------	---------

Post-Secondary Enrollment	54.3	59.3	54.3
---------------------------	------	------	------



35 schools



20,686 students



2,347 FTE positions



301.7M total budget

16 SCHOOL YEAR

in **SUMMARY**

STRATEGIC PLAN: 2016-17 GOALS



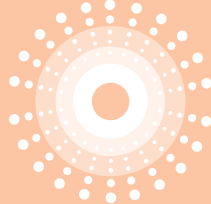
COMMUNITY

- ✓ Convene citizens bond oversight committee and develop bond packages for ballot
- ✓ Hold Schools Summit in March 2017
- ✓ 10% increase in students participating in internships and earning dual credit by their 12th-grade year



CULTURE

- ❖ 5% increase in hiring of highly-qualified multilingual/multicultural staff*
 - 3% increase achieved
- ❖ Strengthen student-led anti-bullying efforts at secondary level by establishing student-led social media governance team*
 - Anti-bullying teams in place at all secondary schools with advisors, but no governance team created
- ✓ Increase by 100 the number of staff participating in equity-focused professional development
- ❖ 5% increase in English learners earning six high school credits by the end of their 9th-grade year*
 - 70.7% of ELs currently meeting this goal



CAREER

- ❖ 10% increase in number of prioritized highly-effective strategies by teachers in classrooms*
 - Growth goal met in four of seven strategies
- ❖ SBAC math scores: 5% increase for all students and 8% increase for underserved students*
 - Grades 3-5: 1.1% increase
 - Grades 6-8: 0.5% increase
 - Grade 11: 4.4% increase
 - Subgroup growth between 0.5% and 2%
- ❖ Increase cohort graduation rate to 82% in 2015-16 from 80.42% in 2014-15*
 - 81.68% in 2015-16

* Included in 2017-18 SMART or department goals

ACCOUNTABILITY FRAMEWORK

Strategic Plan

The District's five-year Strategic Plan communicates its mission, vision and theory of action around education. The Strategic Plan, together with the Annual Work Plan and SMART Goals and Key Achievement Indicators, provides a three-part framework of accountability for ensuring the District is progressing toward the strategic objective of all students graduating on time with career and college readiness skills.



2017 graduation rate:
84.1%

POINTS OF PRIDE HIGHLIGHTS

- ★ First K-12 public school district in Oregon to receive systems accreditation
- ★ More than 2,400 students participating in dual language programs in 10 schools
- ★ AVID college-readiness programs at all middle and high schools
- ★ Six STEM Transformation elementary school sites
- ★ Right Brain Initiative arts integration partnership at 12 elementary, one K-8 and two middle schools

STUDENT ACHIEVEMENT



2016-17 Highlights

- ❖ **4 OF 5** Closing the gap (5 measures)
- ✓ **47.7%** Benchmark English language arts (3rd grade)
- ✓ **45.9%** Benchmark math (8th grade)
- ❖ **5 of 13** Grades attendance above 90%
- ✓ **86.4%** Six credits by end of 9th grade
- ✓ **84.1%** 4-year cohort graduation (7.45 percentage points higher than state average)

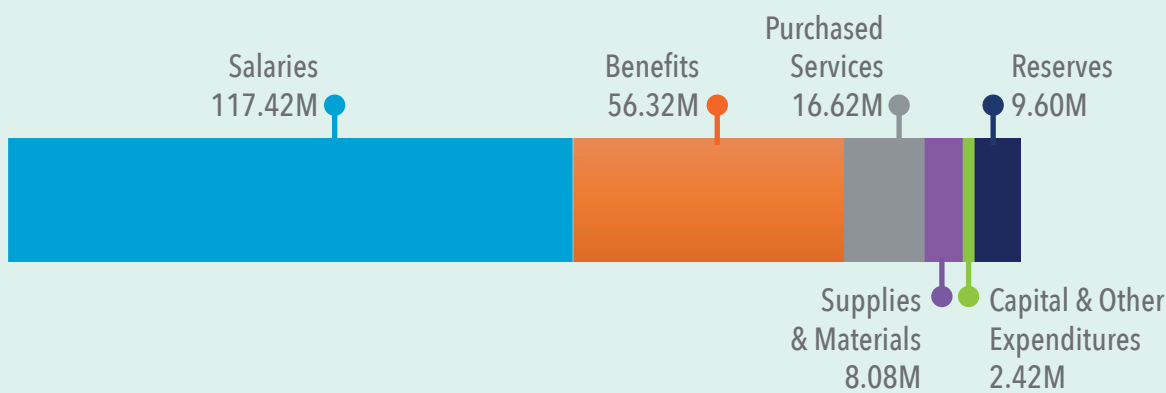
✓ = improvement from previous year

BUDGET TRANSPARENCY

Smarter School Spending Project

The S3 process causes school districts to deeply examine all areas of spending and resource allocation in terms of necessity and appropriateness, as well as impact on student achievement. It represents a long-term commitment by the District to continually review how investments in people, products and processes enhance student experiences and outcomes.

\$218.6M operating budget



CAREER & COLLEGE PATHWAYS



1,758

students earned dual credit



\$1.1M

in college expenses saved by dual credits earned



646

students participated in internships



2017 BOND PASSES

\$408 million in capital construction projects



www.hillsboro-bond.org

INVESTMENT IN TECHNOLOGY

Ninety-eight percent of the District's technology is more than five years old. The 2017 bond allows the District to invest \$30.2 million in technology infrastructure and devices to ensure that students have equitable access to an optimal learning environment.



\$6.9 MILLION
Student-Centered
Classrooms

- Mounted projectors
- Wireless projection
- Voice amplification
- Document display
- Whiteboards
- Wireless access points



\$12.3 MILLION
Infrastructure

- Fence-to-fence wireless
- ES gym A/V
- Student computers
- Staff computers
- Internal fiber connections
- Server replacement



\$10.8 MILLION
Security/
Communications

- Phone and messaging system
- Routing and firewall infrastructure
- Dark fiber ring

BOARD OF DIRECTORS



Lisa Allen
Position 5
Board Chair



Kim Strelchun
Position 4
Vice Chair



Erika Lopez
Position 1



Mark Watson
Position 2



Martin Granum
Position 3



Jaci Spross
Position 6



Yadira Martinez
Position 7

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
TECHNOLOGY SERVICES DEPARTMENT OVERVIEW AND
BOND PROJECTS UPDATE

SITUATION

This report will provide an overview of the Technology Services department, including large systems supported, scope of work, and general responsibilities of the department. This report will include a general history of the health of the District's infrastructure (including staff and student devices), and how the passage of the bond will impact these efforts. The work currently underway as a result of the 2017 bond will also be highlighted.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
GRADUATION RATES UPDATE

SITUATION

This report will include information regarding the District's 2017 graduation rates, efforts that contributed to the improvement in these graduation rates, and work that supports continued improvement in the current year.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
EARLY LEARNING HUB PARTNERSHIP REPORT

SITUATION

This report will include information regarding the partnership between Hillsboro School District and community organizations in Washington County, working together to create a coordinated, effective early learning system for students and establish a strong foundation for their future success.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
FINANCIAL REPORT

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

Example 16: Mid-Year Center for Educational Leadership (CEL) Review Survey. The Business Office coordinates a mid-year CEL review survey for central office operations departments to determine how the central office assesses its performance at making it possible for principals to spend the majority of their time focused on instructional leadership. In order to collect accurate data, department supervisors must gauge how their departments align with the core values and operating norms established in the CEL training.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. The Finance team supports school and department purchasing, as well as banking needs. The recent Capital Project Bond sale required the addition of three new bank accounts. In order to accommodate purchase and payroll fund-specific restrictions, multiple workflows have changed. The additional activities have occurred during the middle of regular business transactions, creating additional incentives to improve workflow streamlines for these types of transactions.

Finance Manager Koral Unger has returned to the Finance team following a leave of absence. Business Office staff members thank Jeff Jones for providing additional support while Ms. Unger was out on leave.

Finance Team – Financial Reporting and Grants. The recent position changes for Adam Stewart and Michelle Morrison led to an assessment of business needs and the skills of Business Office staff, resulting in job duty changes and new position titles. The new Manager of Business Services position was posted for two weeks. Mr. Jeff Jones, Finance Manager of General Ledger and Grants, applied for the position. Following the interview process, Mr. Jeff Jones accepted the new position, which created the need for a new Fiscal Planning Specialist, which is being posted from February 14 through February 28, with the intent to fill the position in March. School and department staff will not experience a decline in service during this transition time

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis filed data for 2017 W-2 and Affordable Care Act (ACT) information to the Internal Revenue Service (IRS) and Oregon Department of Revenue. W-2 and ACT forms (1095-C) were mailed to District employees prior to the IRS January 31, 2018, deadline. The forms are also

available to employees online, through the iVisions Enterprise Portal. In preparation for the 2018 tax year filing period, the Payroll team notified District staff that the new Federal and State income tax tables may affect the levels of 2018 tax withholdings and net pay. Staff may change withholding elections by completing a new form W-4 and submitting it to the Payroll Office.

Benefits Supervisor Lynette Coffman and the benefits team have scheduled informational sessions at multiple sites to accommodate licensed and classified staff who are either currently covered by the Hillsboro Preferred plan, or are interested in joining it in the upcoming benefits year. The Hillsboro Preferred plan has saved staff insurance premiums of up to \$3,000, while maintaining a lower deductible than what is available through other comparable plans. The plan is a great value; however, it requires staff to self-manage their medical costs by submitting reimbursement requests through the plan app.

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 December 2017.

The District received 11 workers' compensation claims in December 2017. As of December 31, 2017, there were 49 open claims; 18 were for medical costs only, and 31 included time loss. There were 11 employees on modified work plans during December.

Workers' Compensation Reports			
	2015-16	2016-17	2017-18
July	3	3	3
August	2	6	2
September	10	7	6
October	8	15	18
November	7	17	13
December	13	7	11
January	11	5	
February	11	11	
March	12	12	
April	10	13	
May	8	10	
June	9	14	
Yearly Total:	104	120	53

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 177 student incidents reported in December.

Student Incident Reports			
	2015-16	2016-17	2017-18
July	0	1	8
August	6	14	1
September	181	249	267
October	243	291	298
November	160	235	191
December	43	104	177
January	134	150	
February	177	220	
March	165	228	
April	183	216	
May	175	261	
June	68	179	
Yearly Total:	1,467	2,148	942

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 (3) bus accidents in December.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
MONTHLY FINANCIAL REPORT - Actual as of January 31, 2018

	1st Quarter Actual	2nd Quarter Actual	January Actual	3rd 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	\$68,184,848.88	\$645,138.07	\$645,138.07	\$69,156,565.07	\$70,221,745.00	98.48%	\$65,233,008.22	97.03%
Interest	\$129,712.88	\$203,573.76	\$175,241.22	\$175,241.22	\$508,527.86	\$404,635.00	125.68%	\$281,322.54	91.35%
Local Sources	\$215,531.48	\$96,797.26	\$17,626.02	\$17,626.02	\$329,954.76	\$1,790,759.00	18.43%	\$602,574.40	31.79%
Total Local	\$671,822.48	\$68,485,219.90	\$838,005.31	\$838,005.31	\$69,995,047.69	\$72,417,139.00	96.66%	\$66,116,905.16	95.22%
County / ESD	\$1,034,848.32	\$819,323.88	\$0.00	\$0.00	\$1,854,172.20	\$3,554,545.00	52.16%	\$2,994,576.83	92.04%
State Sources	\$43,026,812.48	\$32,480,355.55	\$10,731,857.00	\$10,731,857.00	\$86,239,025.03	\$130,042,910.00	66.32%	\$94,640,765.70	76.11%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$5,686.02	\$4,300.30	\$11.24	\$11.24	\$9,997.56	\$1,000,000.00	0.00%	\$1,321.30	0.00%
Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,598,462.00	0.00%	\$14,558,454.24	106.59%
Total Revenue	\$44,739,169.30	\$101,789,199.63	\$11,569,873.55	\$11,569,873.55	\$158,098,242.48	\$218,613,056.00	72.32%	\$178,312,023.23	84.63%
Expenditures									
Instruction									
Salaries	\$6,795,543.15	\$20,134,691.80	\$6,730,773.50	\$6,730,773.50	\$33,661,008.45	\$77,955,932.49	43.18%	\$31,822,064.56	41.00%
Benefits	\$3,362,611.29	\$10,576,012.44	\$3,510,671.65	\$3,510,671.65	\$17,449,295.38	\$38,646,081.96	45.15%	\$14,628,885.93	40.32%
Purchased Service	\$1,100,513.39	\$2,023,679.98	\$465,242.88	\$465,242.88	\$3,589,436.25	\$4,203,855.40	85.38%	\$3,591,192.55	60.16%
Supplies / Materials	\$455,593.39	\$503,792.52	\$70,531.23	\$70,531.23	\$1,029,917.14	\$1,914,845.70	53.79%	\$1,101,900.86	76.55%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	0.00%
Other	\$82,017.74	\$72,031.05	\$8,548.50	\$8,548.50	\$162,597.29	\$199,392.45	81.55%	\$168,386.51	92.39%
Total Instruction	\$11,796,278.96	\$33,310,207.79	\$10,785,767.76	\$10,785,767.76	\$55,892,254.51	\$122,920,108.00	45.47%	\$51,315,430.41	42.24%
Support Services									
Salaries	\$6,722,765.59	\$9,720,965.89	\$3,162,041.73	\$3,162,041.73	\$19,605,773.21	\$39,746,401.28	49.33%	\$19,777,859.18	51.99%
Benefits	\$3,705,828.72	\$5,689,983.23	\$1,860,965.12	\$1,860,965.12	\$11,256,777.07	\$24,893,304.97	45.22%	\$10,174,030.91	55.24%
Purchased Service	\$3,025,668.90	\$2,405,862.39	\$1,380,905.88	\$1,380,905.88	\$6,812,437.17	\$14,973,635.57	45.50%	\$7,591,897.71	56.20%
Supplies / Materials	\$1,510,956.12	\$1,908,713.47	\$273,687.10	\$273,687.10	\$3,693,356.69	\$3,407,810.16	108.38%	\$3,870,111.87	58.29%
Capital Purchases	\$297,235.02	\$190,970.84	\$70,356.60	\$70,356.60	\$176,620.78	\$101,962.00	173.22%	\$317,784.97	127.09%
Other	\$1,188,604.95	\$82,229.12	\$1,360.20	\$1,360.20	\$1,272,194.27	\$1,625,907.02	78.25%	\$1,210,059.40	87.28%
Total Support	\$16,451,059.30	\$19,616,783.26	\$6,749,316.63	\$6,749,316.63	\$42,817,159.19	\$84,749,021.00	50.52%	\$42,941,744.04	54.88%

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	January Actual	3rd 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	\$96,054.51	\$26,461.36	\$26,461.36	\$190,446.18	\$316,891.23	60.10%	\$165,066.82	62.47%
Benefits	\$33,073.13	\$52,058.40	\$15,628.77	\$15,628.77	\$100,760.30	\$161,434.07	62.42%	\$69,041.86	62.82%
Purchased Service	\$6,676.96	\$14,171.82	\$18.50	\$18.50	\$20,867.28	\$88,964.02	23.46%	\$56,501.55	156.65%
Supplies / Materials	\$1,441.04	\$1,468.42	\$0.00	\$0.00	\$2,909.46	\$6,494.14	44.80%	\$7,393.94	242.97%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$919.52	0.00%	\$700.00	0.00%
Total Community Services	\$109,121.44	\$163,753.15	\$42,108.63	\$42,108.63	\$314,983.22	\$574,703.00	54.81%	\$298,704.17	72.01%
Capital Projects									
Purchased Service	\$0.00	\$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	0.00%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Debt Service Payment	\$29,209.42	-\$725.97	\$0.00	\$0.00	\$28,483.45	\$528,500.00	5.39%	\$38,205.05	4.62%
Transfers	\$0.00	\$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	\$0.00	\$9,840,724.00	0.00%	\$0.00	0.00%
Total Expenditures	\$28,385,669.12	\$53,090,018.23	\$17,577,193.02	\$17,577,193.02	\$99,052,880.37	\$218,613,056.00	45.31%	\$94,594,083.67	44.90%

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
FIRST READING – POLICIES REGARDING COMPLAINTS:
POLICY AC: NONDISCRIMINATION;
AC-AR: DISCRIMINATION COMPLAINT PROCEDURE;
POLICY GBM: STAFF COMPLAINTS;
POLICY GBMA: WHISTLEBLOWER
POLICY JFH: STUDENT COMPLAINTS;
POLICY KL: PUBLIC COMPLAINTS;
POLICY LGA: COMPLIANCE WITH STANDARDS (DELETE); AND
JGAB: USE OF RESTRAINT AND SECLUSION

SITUATION

The State Board of Education has revised the Oregon Administrative Rules (OARs) that relate to complaints, appeals, and retaliation, and the Oregon School Boards Association (OSBA) has provided recommendations for aligning the District's policies with these changes.

Key OAR revisions include, but are not limited to, the following:

- The local complaint procedure may not have more than four steps.
- The complaints relating to discrimination, retaliation, restraint and seclusion, and Division 22 standards are the only type of complaints that can be appealed to the Deputy Superintendent of Public Instruction.
- The appeal procedure for a complaint is limited to complaints that are pursued by a student, a parent or guardian of a student attending school in the district, or a person who resides in the district.
- The district is directed to have complaint procedures available at the district's administrative office and on the home page of the district's website.

OSBA is recommending that policy LGA: Compliance with Standards be deleted as a separate policy and incorporated into the public complaint policy.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of these policies regarding complaints.

Hillsboro School District 1J

Code: AC
Adopted: 7/96
Revised/Readopted: 6/19/07; 08/25/09; 2/12;
11/01/16; [REDACTED]

Nondiscrimination

The District prohibits discrimination and harassment on any basis protected by law, including, but not limited to:

1. An individual's perceived or actual race, color, religion, sex, sexual orientation¹, national or ethnic origin, marital status, age, mental or physical disability or ~~perceived disability~~, pregnancy, familial status, **economic status** or veterans' status; or
2. The perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or ~~perceived disability~~, pregnancy, familial status, **economic status** or veterans' status of any other persons with whom the individual associates.

The District prohibits discrimination and harassment, including, but not limited to, ~~in~~ employment, assignment, and promotion of personnel; ~~in~~ educational opportunities and services offered students; ~~in~~ student assignments to schools and classes; ~~in~~ student discipline; ~~in~~ location and use of facilities; ~~in~~ educational offerings and materials; and ~~in~~ accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals, and to establish channels through which ~~citizens~~ **patrons** can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, and other civil rights or discrimination issues². The District will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees, and the public, and such procedures will be available at the district's administrative office and on the home page of the district's website.

The District prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted, or participated in an investigation, proceeding, or hearing; and further prohibits anyone from coercing, intimidating, threatening, or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

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 with the individual's sex at birth.

²Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.

Legal Reference(s):

ORS 174.100	ORS 659A.006	ORS 659A.321
ORS 192.630	ORS 659A.009	ORS 659A.409
ORS 326.051(1)(e)	ORS 659A.029	OAR 581-021-0045
ORS 659.805	ORS 659A.030	OAR 581-021-0046
ORS 659.815	ORS 659A.040	OAR 581-021-0049
ORS 659.850 to -860	ORS 659A.103 to -145	OAR 581-022-2310
ORS 659.865	ORS 659A.230 to -233	OAR 581-022-2370
ORS 659.870	ORS 659A.236	OAR 839-003
ORS 659A.003	ORS 659A.309	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2017).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2017); 29 C.F.R Part 1626 (2017).

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

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2017).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2017).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2017); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2017).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2017).

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 (2017).

Title II of the Genetic Information Nondiscrimination Act of 2008 (2017).

Cross Reference(s):

ACA - Americans with Disabilities Act

GBA - Equal Employment Opportunity

JB - Equal Educational Opportunity

Discrimination Complaint Procedure

Complaints regarding the interpretation or application of Board policy AC: Nondiscrimination or harassment, on any basis protected by law, shall be processed according to the following procedures.

Step 1:

A written complaint must be filed with the campus principal or site administrator. The principal or site administrator or other designated official shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within ten district business days of receipt of the complaint. He or she will reply in writing to the complainant at the conclusion of the investigation.

Any staff member who receives a written or oral complaint shall refer the complainant to the principal or site administrator.

If the principal or site administrator is the subject of the complaint, the individual shall file a complaint with the Superintendent or designee. If the Superintendent is the subject of the complaint, the complaint shall be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, shall be made to the Board chair and may be referred to District counsel. Complaints against the Board chair shall be made directly to the Board vice chair.

Step 2.

If the complainant wishes to appeal the initial (step 1) site administrator's decision, he or she they may submit a written appeal to the District-level administrator who is designated to receive these appeals. The written appeal must be submitted within five District business days after receipt of the site administrator's response to the complaint. The administrator receiving the appeal shall review the merits of the site administrator's decision, and may meet with all parties involved. The administrator receiving the appeal will respond in writing to the complainant within ten District business days.

The following district-level administrators are designated to receive these appeals:

- The Executive Director of Elementary Education Office of School Performance administrator who oversees the school will receive appeals for complaints related to elementary and secondary schools;
- The Executive Director of Secondary Education will receive appeals for complaints related to secondary schools;
- The Human Resources Director who manages licensed staff will receive appeals for complaints related to District department-level licensed staff;

- The Human Resources Director who manages classified staff will receive appeals for complaints related to district department-level classified staff.

~~The written appeal must be submitted within five District business days after receipt of the initial response to the complaint. The administrator receiving the appeal shall review the merits of the complaint and the initial decision, and may meet with all parties involved. The administrator shall respond in writing to the complainant within ten District business days.~~

Step 3.

If the complainant wishes to appeal the step 2 decision, ~~he or she~~ they may submit a written appeal to the Superintendent / designee within five District business days after receipt of the step 2 response to the complaint. The Superintendent / designee shall review the merits of the complaint and the initial decision, and may meet with all parties involved. The Superintendent / designee shall respond in writing to the complainant within ~~ten~~ 15 District business days.

Step 4.

If the complainant is not satisfied with the decision reached in ~~step 3 of this process~~ by the superintendent or designee, a written appeal may be filed with the Board within ~~ten~~ five District business days after receipt of the response to step 3. The Board ~~shall~~ may hear the appeal within ~~45 days of receiving it~~ or deny the request for appeal. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will ~~include the legal basis for the decision, findings of fact, and conclusions of law~~ address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ten District business days of this meeting.

If the site administrator is the subject of the complaint, the complainant may start at step 3 and file a complaint with the superintendent or designee. If the superintendent is the subject of the complaint, the complaint may start at step 4 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 4 and should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at step 4 and be made directly to the Board vice chair.

Timelines may be extended, based upon mutual consent of both parties in writing.

If the complainant is a person who resides in the district, a parent or guardian of a student who attends school in the district or is a student and is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, ~~he or she~~ they may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) ~~581-022-1940~~ 581-021-0049.



Hillsboro School District

DISCRIMINATION COMPLAINT FORM

Name of Complainant: _____

Date: _____

School or Activity: _____

~~_____~~ ☐ Student ☐ Parent ☐ Employee ☐ Member of the Public ~~_____~~

Type of discrimination:

- ☐ Race ☐ Color ☐ National or Ethnic Origin ☐ Marital Status ☐ Pregnancy
☐ Age ☐ Religion ☐ Sexual Orientation ☐ Veteran's Status ☐ Disability
☐ Sex ☐ Familial Status

Specific complaint – provide detailed information including names, dates, places, and activities:

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

The complaint form should be mailed or taken to the campus principal or site administrator. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.



Discrimination Complaint Form

Complainant Information			
Name of complainant:			
Position / Role of complainant:			
☐ Student ☐ Parent ☐ Employee ☐ Member of the Public			
Phone:		Email:	
Complaint Information			
Name of alleged offender:			
Date and place of incident(s) / school or activity:			
Type of discrimination:			
☐ Race	☐ Color	☐ National or Ethnic Origin	☐ Marital Status
☐ Age	☐ Religion	☐ Sexual Orientation	☐ Veteran's Status
☐ Sex	☐ Familial Status	☐ Mental or Physical Disability	☐ Pregnancy
☐ Economic Status			
Description of incident(s) / specific complaint (provide detailed information including names, dates, places, and activities and results of the discussion):			

Name of witness(es) (if any): 	
Evidence to corroborate complaint – e.g., letters, photos, etc. (attach evidence if possible): 	
What steps have you taken to resolve the issue(s) (if applicable)? 	
What steps would you have the District take to resolve the complaint? 	
All of the information on this form is accurate and true to the best of my knowledge.	
Signature:	Date:

Attach additional pages as needed.

The complaint form should be mailed or submitted to the site administrator. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Hillsboro School District 1J

Code: GBM
Adopted: 07/96
Revised: 04/16

Staff Complaints*

It is an unlawful employment practice for an employer to discharge, demote, suspend, or in any manner discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

The Superintendent or designee will develop a complaint procedure that will be available for all employees who contend they have been subject to believe there is evidence of and wish to report a violation, interpretation, or inappropriate application of District personnel policies and/or administrative regulations; a mismanagement, gross waste of funds, or abuse of authority; or believe there is evidence that the District created a substantial and specific danger to public health and safety by its actions. Any school employee shall have the right of access to the complaint procedure adopted by the District. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of District personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal, or contract non-extension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be have been developed to outline procedural timelines and steps under this policy, as necessary. The District will use the complaint process outlined in administrative regulation GBM-AR: Staff Complaint Procedure to address any alleged violations of this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 659A.199](#) to [-659A.224](#)
[OAR 581-022-1720](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Whistleblower *

When an employee has good faith and reasonable belief that the employer has violated any federal, state, or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds, or abuse of authority; or created a substantial and specific danger to public health and safety by its actions; and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign, or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment.
4. Direct an employee to not disclose or to give notice to the employer prior to making any disclosure, or discourage an employee from making a disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state, or any agency of or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The District will use the complaint process in administrative regulation GBM-AR: Staff Complaint Procedure to address any alleged violations of this policy.

The District shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

Legal Reference(s):

[ORS 192](#).501 to -192.505

[ORS 659A](#).199 to -659A.224

[OAR 581-022](#)-1720

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

PROPOSED

Hillsboro School District 1J

Code: **JFH**
Adopted: 7/96
Readopted: 06/09/09
Revised: _____

Student Complaints

~~Students have an inherent right to express their personal grievances. The District has a responsibility to address these grievances.~~

The Board recognizes the necessity for each school to develop and maintain an orderly procedure for resolving student complaints. The building administrator shall involve staff and students in establishing procedures which fairly and quickly resolve student complaints. Procedures established should allow for:

1. Informal conferences between the parties concerned;
2. Written appeal to the building administrator ~~for a hearing~~ when step one does not resolve the ~~problem~~ **complaint**;
3. Written appeal to the Superintendent or designee ~~requesting a hearing~~ when step two does not resolve the ~~problem~~ **complaint**;
4. Written appeal to the Board, ~~requesting a hearing~~ when step three does not solve the ~~problem~~ **complaint**.

It is the purpose of appeals and hearings to provide access to appropriate school officials when an informal conference cannot resolve the ~~problem~~ **complaint**. It is not the purpose of appeals and hearings to provide a forum through which nonrelated issues are conveyed. It is recommended that as many student ~~problems~~ **complaints** as possible be handled through informal conferences.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)
[ORS 332.107](#)

[OAR 581-022-2370](#)

Hillsboro School District 1J

Code: KL /KLD
Adopted: 07/96
Revised: 03/15

Public Complaints*

It is the Board's intent to handle public complaints in a fair and expedient manner. Complaints should, therefore, be handled and resolved as closely to their origin as possible.

No staff member, student, parent or guardian of a student attending school in the district or person who resides in the district will be denied the right to petition the district with a complaint. ~~Complaints~~ A complainant will be referred through the proper administrative channels process for solution resolution of a complaint before investigation or action by the Board. An ~~Exceptions are~~ will be a complaints against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

~~In working toward resolutions at the lowest possible level, the~~ The Board advises the public that there is a proper channeling of process for resolving complaints, involving instruction, discipline, learning materials, District program(s), or facilities is including but not limited to a complaint in one or more of the following order areas:

1. — Subject of complaint;
 2. — Principal / Administrator;
 3. — Superintendent or designee;
 4. — Board.
1. Instruction;
 2. Discipline;
 3. Learning materials;
 4. Compliance with State Standards;
 5. Restraint and/or seclusion;
 6. With a staff member; or

7. Retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation.

~~The Superintendent will develop administrative regulations to explain the process and procedures to be followed. Copies of the process will be available at appropriate sites throughout the District.~~

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR: Public Complaint Procedure. The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Any complaint about school personnel other than the Superintendent will be investigated by the administration before consideration and action by the Board. Whenever a complaint about personnel is made directly to the Board as a whole or to a Board member as an individual, it will be referred to administration for study and possible solution.

~~The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session. While audience members speaking during Board meeting open sessions may offer objective criticism of school-district operations and programs, the Board will not in public session hear comments regarding any individual district staff member or group of employees. personal complaints concerning school personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander, and might prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chair will direct these audience members to the appropriate procedures in Board policy KL: Public Complaints and administrative regulation KL-AR: Public Complaint Procedure for Board consideration and disposition of a legitimate complaints involving individuals a staff member, 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.

Due process rights of all concerned parties will be protected throughout the complaint process.

Complaints against the supervisor may start at step 3 and may be filed with the superintendent.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member may start at step 4 and should be made to the Board chair on behalf of the Board.

Complaints against the Board chair may start at step 4 and may be made directly to the Board vice chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will develop and administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may have appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040. (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR: Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.690

ORS 332.107

[ORS 659.852](#)

~~OAR 581-022-1940~~

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Hillsboro School District 1J

Code: LGA
Adopted: 07/96
Revised: 05/17

Compliance with Standards

The Board recognizes the need to comply with the educational standards, as outlined by the State Board of Education.

It is also recognized that a District may petition the State Superintendent of Public Instruction for a waiver of a specific standard. A petition shall specify the reason(s) the District is seeking the waiver and other relevant information. If it is determined that the request conforms with the intent of the standards, the State Superintendent shall recommend the waiver to the State Board of Education.

The District will maintain a record of any waivers that have been requested by the District and approved by the State Board of Education.

Procedures shall be developed whereby residents of the District or any parent of students attending school in the District may make an appeal or complaint alleging violation of standards. The District shall also include a procedure for direct appeal to the State Superintendent of Public Instruction of an alleged standards violation.

END OF POLICY

Legal Reference(s):

[ORS 327.102](#)
[ORS 327.103](#)
[ORS 329.085](#)
[ORS 336.035 - 336.086](#)

[OAR 581-022-0102 to -1941](#)

Hillsboro School District 1J

Code: **JGAB**
Adopted: 7/96
Readopted: 9/25/07; 3/15;
Orig. Code(s): JGAB

Use of Restraint and Seclusion

The Board is dedicated to the development and application of best practices within the District's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during, and after the use of physical restraint and/or seclusion as an intervention with District students.

Definitions

1. "Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical, or prone restraint of a student as these methods are prohibited by Oregon law.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.
3. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
4. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student. "Mechanical restraint" does not include:
 - a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
5. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional's scope of practice.
6. "Prone restraint" means a restraint in which a student is held face down on the floor.

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the District-designated physical restraint and seclusion training program will implement physical restraint or

Use of Restraint and Seclusion - JGAB

1-3

seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the District, whether in an emergency or as a part of a plan, shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must fulfill all legal requirements of Oregon Administrative Rule (OAR) 581-021-0568, as provided by Board policy JGAB-AR—Restraint and Seclusion.

The District shall utilize the Oregon Intervention System (OIS) training program of physical restraints for use in the District. As required by state regulation, the selected program shall include behavioral support, prevention, de-escalation, and crisis response techniques. Any program selected by the District must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Deputy Superintendent of Public Instruction to ensure compliance with District policies and procedures. The results of the annual review shall be documented and shall include at a minimum:

1. The total number of incidents of physical restraint;
2. The total number of incidents of seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in physical restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;
7. The total number of students placed in physical restraint or seclusion more than ten times in a school year, and an explanation of what steps have been taken by the District to decrease the use of physical restraint and seclusion for each student;
8. The total number of physical restraint and seclusion incidents carried out by untrained individuals;
9. The demographic characteristics of all students upon whom physical restraint or seclusion was imposed;
10. The total number of rooms available for use by the District for seclusion of a student and a description of the dimensions and design of the rooms.

This report shall be made available to the Board and to the public at the District's main office and on the District's website.

At least once each school year the public shall be notified as to how to access the report.

The District shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL/KLD - Public Complaints and KL/KLD-AR - Public Complaint Procedure. The complaint procedure is available at the district's administrative office and on the home page of the district's website.

A complainant, who is a student, is a parent or guardian of a student attending school in the district or is a person who resides in the district, may appeal a final decision by the Board to the Deputy Superintendent of Public Instruction as provided in OAR 581-002-0040.

The Superintendent / or designee shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of physical restraint or seclusion by District personnel.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)
[ORS 339.285](#)
[ORS 339.288](#)
[ORS 339.291](#)
[OAR 581-021-0061](#)

[OAR 581-021-0550](#)
[OAR 581-021-0553](#)
[OAR 581-021-0556](#)
[OAR 581-021-0559](#)
[OAR 581-021-0563](#)
[OAR 581-021-0566](#)

[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)
[OAR 581-022-2370](#)

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
January 9, 2018
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **WORK SESSION**

Board Present:

Lisa Allen, Chair
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
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Elaine Fox, Executive Director, Student Services
Grant Corliss, Executive Director of Schools
Audrea Neville, Executive Director of Schools
Olga Acuña, Director, Federal Programs
Beth Graser, Director, Communications
Wendy Ramos, Director, Student Services
Sarah Walker, Coordinator, Student Services
Matt Nova, Coordinator, Student Services
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Others Present:

Kristen Miles, OSBA
Lindsay David,
Virginia Garcia
Memorial Health Center

Board Chair Lisa Allen called the meeting to order at 5:16 PM. Director Kim Strelchun was unable to attend the meeting.

a. **Student Services Department Update**

The Student Services Department's administrative team (Executive Director Elaine Fox, Director Wendy Ramos, and Coordinators Sarah Walker and Matt Nova) presented an overview of the social, emotional, and behavioral supports that are currently available for students and their families, and the District's future support goals.

b. **Middle School Redesign Update**

Executive Director of Schools Audrea Neville presented an update on the work of the Middle School Redesign Committee, which has been reviewing available research and information regarding best practices for middle school design. Next steps include developing a process and timeline proposal for the possible redesign of middle schools in the Hillsboro School District.

c. **Update Regarding the District's Graduation Rate and Programs Designed to Improve the Graduation Rate**

Assistant Superintendent Dayle Spitzer presented an overview of the work that is being done at the district and school levels to improve graduation rates and address existing barriers.

State graduation data for the 2016-17 school year will be released to the public near the end of January.

- d. Teaching and Learning Report – Instructional Framework
Assistant Superintendent Dayle Spitzer presented an overview of the instructional framework used by administrators and teachers throughout the District.
- e. Discuss Budget Process
This discussion was postponed due to time constraints, and will be scheduled on a future Board meeting agenda.
- f. Discuss Revisions to Policy JHC: Student Health Services and Requirements
Board members discussed possible revisions to policy JHC: Student Health Services and Requirements. The discussion focused on legal requirements regarding services that must be provided by school-based health centers, and the language in policy JHC that prohibits school-based health center staff from prescribing contraceptives. Board members discussed different possibilities for revising this language, and reached a consensus that the following revised policy language be presented for first reading on January 23: “School-based health clinics will provide all health services in accordance with Oregon laws and the most current version of the Oregon School-Based Health Centers Standards for Certification.”

The meeting was recessed at 7:24 PM, and reconvened at 7:27 PM.

- g. OSBA Board Development Workshop Series – Promise Scholarship Program
Oregon School Boards Association (OSBA) Board Development Specialist Kristen Miles facilitated a discussion regarding the development and planning of the Board’s project for the OSBA Promise Scholarship program. The project will focus on improving the accessibility of District-level information, Board policies, and Board activities for parents who traditionally have not been able to access the information and activities. Details of the project will be determined after additional input is gathered regarding specific challenges and effective supports.
- h. Discuss Superintendent / Board / District Evaluation Processes and Timelines
Board members reviewed the draft timelines for the 2017-18 evaluations of the Superintendent, the Board, and the District. Superintendent Scott clarified that, although the District process complements the Superintendent and Board evaluation processes, the District process is in the format of a school-year-end summary, rather than an evaluation.
- i. Review Legislative Priorities Talking Points
Director of Communications Beth Graser presented talking points for the Board’s legislative priorities, based on the Board’s consensus during the December 12 Board work session to continue supporting the legislative priorities approved in January 2017 for the 2017-2019 biennium. The talking points are included in the January 9 Board meeting packet.

Board members reviewed the taking points and discussed new legislation that may impact school districts.

j. Discuss Interview Questions for School Board Candidates

Board members discussed possible interview questions to use during the upcoming Board candidate interviews, and agreed on the following questions:

1. Why are you interested in filling the open school board seat?
2. What does “stable and adequate funding” mean to you?
3. How will you help this board and this district close the achievement gap?
4. Where do you think your strengths and weaknesses fit in with the current board?
5. What are your top three priorities for the Hillsboro School District?
6. One of our top board priorities is equitable community engagement across diverse groups. Board members must be passionate about community outreach and engagement. Please tell us about your experience with community engagement and communicating across cultures.

Board members also discussed the selection and interview process, and the protocol for communicating with applicants. It was agreed that the interview questions would be available to all candidates, and that the number of applicants to be interviewed would be based not only on the number of applications received, but also on the qualifications of the applicants.

k. Board Discussion Time

Board members provided brief summaries of their recent and upcoming activities.

l. Adjourn Board Meeting

The meeting was adjourned at 9:21 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
January 23, 2018
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **EXECUTIVE SESSION**

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

Board Present:

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

Administration / Staff Present:

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

Others Present:

Brian Hungerford, Attorney

Board Chair Lisa Allen called the meeting to order at 5:16 PM, and moved the Board into executive session under ORS 192.660(2)(d)—labor negotiator consultation. The Board discussed labor negotiations with its attorney; no action was taken.

Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:51 PM.

2. **WORK SESSION**

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
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
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Budget Committee Present:

Nina Carlson
Elizabeth Christensen
Christopher Clark
Matthew Long
Heather Monaghan
Michael Smith

Board Chair Lisa Allen reconvened the meeting at 5:55 PM.

a. Budget Workshop

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison presented information regarding the Hillsboro School District's budget development process, decisions that were made in developing the 2017-18 budget, and factors that may impact the budget for the remainder of the current school year and the 2018-19 school year.

The Budget Committee is currently scheduled to meet with the Board during the February 27 and March 13 work sessions, and to approve the proposed 2018-19 District budget on April 24. The budget approved by the Budget Committee is scheduled to be presented to the Board for adoption on June 26.

The meeting was recessed at 6:14 PM, and reconvened at 6:17 PM.

b. Local Service Plan Discussion

Superintendent Mike Scott discussed the process of developing the Northwest Regional Education Service District's (NWRESA's) local service plan, and provided an overview of the services that NWRESA provides for the Hillsboro School District (HSD). He explained that the HSD Board is scheduled to vote on the NWRESA 2018-19 Local Service Plan on February 27, and the local service plan for the upcoming year must be adopted by local school districts annually by March 1. The NWRESA 2018-19 Local Service Plan is included in the Board meeting packet.

c. Board Member Selection Process: Review Final Interview Questions / Select Candidates to Interview

Board members selected five candidates to interview for Board position 7 vacancy, and discussed the interview, selection, and voting process.

Each Board member read the names of the five candidates that they recommended be interviewed for the position.

- Board Chair Lisa Allen selected Valeria Mallett, Yadira Martinez, Jose Luis Nava, Israel Pastrana, and Lamar Wise
- Director Martin Granum selected Annette Campista, Joe Everton, Yadira Martinez, Jose Luis Nava, and Israel Pastrana
- Director Mark Watson selected Christopher Adzima, Annette Campista, Jose Luis Nava, Lamar Wise, and Nadine Zimmerlund
- Director Erika Lopez selected Victor Fiore, Yadira Martinez, Jose Luis Nava, Israel Pastrana, and Lamar Wise
- Director Jaci Spross selected Annette Campista, Joe Everton, Jose Luis Nava, Lamar Wise, and Nadine Zimmerlund
- Director Kim Strelchun selected Maureen Barnhart, Nadine Zimmerlund, Yadira Martinez, Rebecca Nelson, and Israel Pastrana

Candidates who received the highest number of recommendations were:

- Jose Luis Nava (5)
- Yadira Martinez, Israel Pastrana, and Lamar Wise (4 each)
- Annette Campista and Nadine Zimmerlund (3 each)

In order to complete the process of identifying five candidates to interview, Board members submitted a second round of recommendations. Nadine Zimmerlund was selected by four Board members (Directors Mark Watson, Erika Lopez, Jaci Spross,

and Kim Strelchun), and Annette Campista was selected by two Board members (Board Chair Lisa Allen and Director Martin Granum).

As a result of this process, the following five candidates were selected to be interviewed:

- Jose Luis Nava
- Yadira Martinez
- Israel Pastrana
- Lamar Wise
- Nadine Zimmerlund

Interviews will be conducted during the February 13 Board meeting, and the candidate who is selected for the position will be appointed and sworn in during that meeting.

Board members expressed appreciation for community members who applied for the Board position, and said it would be an honor to serve with any one of the applicants, and selecting only five candidates to interview was very difficult.

Board members identified the following supplemental interview questions, to be used if, following the initial round of interviews, no candidate receives a majority of the Board's votes, the Board cannot reach a decision, and a second round of questions is required.

- What are the factors on which you will base your decisions as a school board member?
- How do you believe a school board member can be most effective in making long-lasting, substantial, positive changes for students?
- Why do you believe you are the best applicant for this position?

d. Board Discussion Time

Board members provided brief summaries of their recent and upcoming activities and discussed potential opportunities for students.

Board Chair Lisa Allen clarified that when policy JHC: Student Health Services and Requirements is scheduled for approval, it will be presented as an action item, and policies are only scheduled for approval on the consent agenda when there has not been significant public feedback regarding their revisions.

e. Recess Board Meeting

The meeting was recessed at 6:56 PM.

REGULAR SESSION

Board Present:

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

HSD PAC Members:

Marisol Cariño
Heriberta Diaz
Javier Leon
Karen Moreno

Others Present:

Rob Brauer, GHS
Randy Isaac, Energy Trust
Of Oregon
Rick Rainone, Cornerstone
Management Group
Lisa Poehlitz, NWRES
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
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Olga Acuña, Director, Federal Programs
Beth Graser, Director, Communications
Brooke Nova, Coordinator, Career and College Pathways
Jim Peterson, Coordinator of Facilities
Heidi Burkart, Resource Conservation Manager
Dorotea Lopez Perez, Early Learning Family Resource Manager
Val Bokma, Assistant to the Board
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Marianna Roman, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

3. **Call to Order and Flag Salute**

Board Chair Lisa Allen reconvened the meeting at 7:10 PM. and led the Pledge of Allegiance.

4. **RECOGNITION / PRESENTATION**

a. **Recognition: School Board Recognition Month – Proclamation**

Superintendent Mike Scott expressed appreciation for Hillsboro School District Board members, who are dedicated to student success and volunteer so many hours of their personal time to this work. He read the following proclamation into the record:

Whereas school boards create a vision for what students should know and be able to do; and

Whereas school boards establish clear standards for student performance; and

Whereas school boards ensure that student assessments are tied to established standards; and

Whereas school boards are accountable to the community for operating schools that support student achievement; and

Whereas school boards align school district resources to ensure that students meet standards; and

Whereas school boards create a climate that supports the philosophy that all children can learn at high levels; and

Whereas school boards build collaborative relationships based on trust, teamwork, and shared accountability; and

Whereas school boards are committed to continuous education and training on issues related to student achievement;

Now, therefore, I, Mike Scott, hereby declare my appreciation to the members of Hillsboro School District's Board of Directors and proclaim the month of January 2018 to be School Board Recognition Month.

I urge all citizens to join me in recognizing the dedication and hard work of local school board members in preparing today's students for tomorrow's world.

Board members were honored with tokens of appreciation from District students and staff.

b. Recognition: Energy Trust of Oregon

Energy Trust of Oregon Account Manager Randy Isaac recognized the Hillsboro School District for energy efficiency accomplishments by presenting a check in the amount of \$65,820.50, which represents the incentives that Energy Trust of Oregon has paid the District over the last year for projects completed at seven schools. The improvements are expected to achieve annual cost avoided energy savings of \$97,000 per year, with significant environmental benefits. Facilities Coordinator Jim Peterson, Resource Conservation Manager Heidi Burkhart, and Chief Operations Officer Casey Waletich were recognized for their roles in the success of these efforts.

5. Approval of Agenda

Director Kim Strelchun MOVED, SECONDED by Director Mark Watson, to approve the agenda. The MOTION CARRIED (6-0).

6. **Recess Board Meeting; Convene Meeting of the Local Contract Review Board**

Board Chair Lisa Allen recessed the Board meeting and convened a meeting of the Local Contract Review Board (LCRB) at 7:20 PM.

a. Public Hearing Regarding the Hillsboro School District Draft Findings of Fact Supporting Specific Exemptions from Competitive Bidding Requirements

1) Public Testimony

Board Chair Lisa Allen declared the public hearing of the Local Contract Review Board open at 7:21 PM and asked for public testimony regarding the findings of fact. Hearing no requests to comment, Board Chair Allen closed the LCRB hearing at 7:22 PM.

2) Presentation of Information

The LCRB reviewed the Hillsboro School District draft findings of fact supporting specific exemptions from competitive bidding requirements for the following projects, as included in the Board meeting packet and presented by Capital Projects Officer Adam Stewart and Rick Rainone of Cornerstone Management Group:

- Use of the Construction Management / General Contractor process for the Brookwood Elementary School replacement project
- Use of the Request for Proposal with Competitive Bid process for synthetic turf fields in 2018-2022
- Special procurements and exemptions from competitive bidding authorizing specific product specifications for:
 - HVAC control systems
 - Wireless clock systems
 - Fire alarm systems
 - Roofing products and systems
 - Lock and door hardware systems
 - Mobile security camera system and digital recording system

The findings of fact are included in the Board meeting packet.

b: Approve Findings of Fact and Recommendations, and Grant Specific Exemptions from Competitive Bidding Requirements for the Following:

- 1) Use of a Construction Management / General Contractor (CM/GC) Process for the Project at Brookwood Elementary School
- 2) Use of Alternate Procurement Method for Request for Proposal with Competitive Bid for Process for Synthetic Turf Fields in 2018-2022
- 3) Exemption from Competitive Bidding Authorizing Specific Product Specifications for the Following:
 - a) HVAC Control Systems to Allerton HVAC Controls
 - b) Wireless Clock Systems to Primex Wireless Clock Systems
 - c) Fire Alarm Systems to Silent Knight Fire Alarm Systems
 - d) Roofing Products and Systems to Tremco Roofing Products
 - e) Lock and Door Hardware Systems to Schlage Locks and Door Hardware
 - f) Mobile Security Camera System and Digital Recording System to 24/7 Security, Inc.

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, that the Board of Directors, acting in the capacity of the Local Contract Review Board, review and approve the draft Findings of Fact supporting specific exemptions from competitive bidding, as presented in this evening's public hearing and listed in the Board meeting packet. The MOTION CARRIED (6-0).

7. **Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting**

Board Chair Lisa Allen recessed the meeting of the Local Contract Review Board and reconvened the Board meeting at 7:33 PM.

8. Audience Time

Twelve audience members asked to address the Board regarding revisions to policy JHC: Student Services and Health Requirements. Their comments were heard during the time scheduled for the first reading of this policy.

9. REPORTS AND DISCUSSION

a. Hillsboro School District Parent Advisory Committee Report

Members of the Hillsboro School District Parent Advisory Committee (HSD PAC) presented a report that highlighted their purpose, goals, accomplishments, and recommendations. The HSD PAC advises HSD staff members on matters concerning planning, developing, administering, and evaluating the District's parent

engagement program, and makes recommendations regarding State policies and guidelines, project proposals, and other matters of interest to the PAC. Their goals include advocating for additional access and opportunities for parent involvement and engagement, supporting parents and staff to promote higher levels of collaboration, and collaborating with and supporting school PACs.

- b. Northwest Regional Education Service District (NWRESD) Update
NWRESD Director Lisa Poehlitz presented an update on services provided by NWRESD to the Hillsboro School District.
- c. Dual Credit and Career Technical Education Report
Assistant Superintendent Travis Reiman and Coordinator of College and Career Pathways Brooke Nova presented an update on the expansion of the District's career and college pathways, since the passage of Measure 98, the passage of the District's capital construction bond, and the broadening of partnerships with industry and higher education partners.
- d. Inter-District Transfers Overview and Input – Open Enrollment Update
Director of Communications Beth Graser provided an overview of the open enrollment process in the State of Oregon, and recommended that Hillsboro School District participate in the process, opening spots at schools that can accommodate additional enrollment. Board members agreed to have Director Graser present a proposal of the number and location of openings to the Board for approval in February.
- e. Local Wellness Program – Annual Assessment
Chief Financial Officer Michelle Stewart presented the annual local wellness program assessment report. The report is included in the Board meeting packet.
- f. Financial Report
Chief Financial Officer Michelle Morrison presented the monthly financial report. The report is included in the Board meeting packet.
- g. Policies—First Reading
The following policies were presented for first reading and are included in the Board meeting packet.
 - 1) Policy JHC: Student Health Services and Requirements
(presented by Superintendent Mike Scott)
The revised policy includes changes that were requested by the Board during the January 9 Board work session. Revisions to policy JHC are scheduled to be presented to the Board for approval on February 27.

The following audience members addressed the Board regarding revisions to policy JCH and school-based health center services at Century High School:

 - April Davis
 - Lyn Jacobs (representing United Unidos)
 - Nancy Hursh
 - Ingrid Solares (representing United Unidos)
 - Lynn Harris
 - Sharri Anderson
 - Lori Porter (representing Parents' Rights in Education / friends and family members)

- Janamarie Elison
 - Elizabeth Christensen
 - Amanda Adzima
 - Luna Arqueta
 - Drew Cummings (representing State Representative Janeen Sollman)
- 2) Policy FF: Naming Facilities
(presented by Capital Projects Officer Adam Stewart)
If no public comments or questions are received regarding this policy during the review period, it will be placed on the consent agenda for approval during the February 27 Board meeting.
- 3) Policy DDB: Native American Impact Aid Funds; and Policy DDC: Native American Education Program Grants: Title VI Indian Education
(presented by Director of Federal Programs Olga Acuña)
If no public comments or questions are received regarding this policy during the review period, it will be placed on the consent agenda for approval during the February 27 Board meeting.
- 4) Policy GBI: Gifts and Solicitations
(presented by Director of Communications Beth Graser)
If no public comments or questions are received regarding this policy during the review period, it will be placed on the consent agenda for approval during the February 27 Board meeting.
4. RECOGNITION / PRESENTATION *(continued from earlier in the meeting)*
- a. Recognition: School Board Recognition *(continued)*
Board members received plaques created by Glencoe High School students in Rob Brauer' welding class and Mike O'Connor's woodworking class. Superintendent Scott commended Mr. Brauer for his many years of teaching welding and metal working to Glencoe High School students, and providing opportunities for students to obtain jobs that pay well.
10. CONSENT AGENDA
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
- Director Erika Lopez asked that policy CBA: Qualifications and Duties of the Superintendent; and Policy CBG: Evaluation of the Superintendent be removed from the consent agenda for Board discussion. She recommended that engagement and outreach be added to the list of performance responsibilities included in policy CBA. During the discussion, the following language was suggested: "Engage with school stakeholders, including students, staff, parents, and community members, to gather input, share information, and build understanding."
- Director Martin Granum MOVED, SECONDED by Director Mark Watson, that policies CBA and CBG and CBG-AR be removed from the consent agenda for separate action. The MOTION CARRIED (6-0).
- Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve policy CBA as amended, approve policy CBG, and approve the deletion of CBG-AR. The MOTION CARRIED (6-0).

CBG-AR: Superintendent Evaluation Form is recommended for deletion by Oregon School Board's Association.

Director Erika Lopez MOVED, SECONDED by Director Jaci Spross, to approve the Consent Agenda. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of December 12, 2017, Board Meeting
- b. Approve Routine Personnel Matters
- c. Accept Donations
- d. Adopt 2017-18 Drug, Alcohol, and Tobacco Prevention Plan *(presented for first reading on December 12, 2017)*
- e. Approve New High School Course Proposals *(presented for first reading on December 12, 2017)*
 - 1) Bioscience Technologies
 - 2) Veterinary Science Pathway
 - 3) Sustainable Agriculture 1 and 2
 - 4) Sustainable Design 1 and 2
 - 5) Basic Construction and Advanced Construction
 - 6) Computer Game Programming 1, 2, and 3
 - 7) Computer Science Principles
- f. Approve Policy Revisions *(presented for first reading on December 12, 2017)*
 - 1) Policy JEA: Compulsory Attendance
 - 2) Policy IKF: Graduation Requirements
 - 3) Policy CBA: Qualifications and Duties of the Superintendent; Policy CBG: Evaluation of the Superintendent; and CBG-AR: Superintendent Evaluation Form (Delete) *(This items was removed from the consent agenda and approved separately, with additional revisions to policy CBA.)*

11. ACTION ITEMS

- a. Award Contract for Construction Management / General Contractor (CM/GC) Services for Reedville Elementary School Renovations to Inline Construction
Capital Projects Officer Adam Stewart explained that the use of the construction management / general contractor process for the Reedville Elementary School renovation project was approved by the Board in November, a Request for Proposals was published for these services, three companies were interviewed for this work, and the interview team has unanimously selected Inline Construction.

Director Erika Lopez MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors award the contract for Construction Management / General Contractor services for Reedville Elementary School renovations to Inline Construction. The MOTION CARRIED (6-0).

- b. Approve the Dedication Deed and Right-of-Way Dedication Between the City of Hillsboro and the Hillsboro School District for the Brookwood Elementary School / Cedar Street Improvement Project
Capital Projects Officer Adam Stewart provided information regarding this proposal and the benefits that will result for both the Hillsboro School District and the City of Hillsboro. The dedication deed and right-of-way dedication are included in the Board meeting packet.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the Dedication Deed and Right-of-Way Dedication between the

City of Hillsboro and the Hillsboro School District for the Brookwood Elementary School / Cedar Street Improvement Project. The MOTION CARRIED (6-0).

12. NWRESA/HCU/HEA Reports

HCU President Devin Hunter discussed the purchase of new computers, the project of updating / reclassifying position descriptions, professional development funds, and books for children.

HEA President Jill Golay discussed preparations for bargaining and the priorities of licensed staff, thanked Board members for their work, and informed the Board that Hillsboro Education Association teachers have made a donation in honor of the Board to the Oregon Education Foundation, which provides grants for children in need.

13. Superintendent's Time

Superintendent Scott discussed District programs, commended students and staff, and provided a brief summary of his recent activities.

14. Board of Directors' Time

Board members thanked students and staff for their gestures of appreciation; thanked audience members who addressed the Board; discussed District programs and partnerships, commended students, and provided brief summaries of their recent and upcoming activities.

15. Follow-Up Items

Agenda Item / Request	Action

16. Executive Session

No executive session was called.

17. Adjournment

The meeting was adjourned at 9:58 PM.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Robert Brauer Jr.

Assignment: 1.0 FTE Technology – Industrial Education
Location: Glencoe High School
Effective Date: June 18, 2018
Years of Service: 29 years

Marci Edwards

Assignment: 1.0 FTE Elementary Resource Specialist
Location: West Union Elementary School
Lenox Elementary School
Effective Date: June 18, 2018
Years of Service: 33 years

Laura Harlin

Assignment: 0.8 FTE Physical Education
Location: Brookwood Elementary School
Effective Date: February 2, 2018
Years of Service: 15 years

Ann Kahn

Assignment: 1.0 FTE Counselor
Location: Orenco Elementary School
Effective Date: June 18, 2018
Years of Service: 28 years

Mary Masters

Assignment: 1.0 FTE Culinary Arts – CTE Program
Location: Liberty High School
Effective Date: June 18, 2018
Years of Service: 14 years

- B. Ratify the acceptance of the resignation of the following Super/Tech personnel:

Jeff Jones

Assignment: Finance Manager – Accounting GL and Grant
Location: Administration Center
Effective Date: February 4, 2018

David Peterson

Assignment: Supervisor of Facilities and Maintenance
Location: Facilities
Effective Date: February 8, 2018

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

Jennifer Brazes

Assignment: 1.0 FTE Language Arts & Yearbook
Location: Liberty High School
Effective Date: June 18, 2018

Moriah Loos

Assignment: 1.0 FTE 1st Grade
Location: Groner K-8 School
Effective Date: February 2, 2018

Hayley Mecheski

Assignment: 1.0 FTE Instructional Coach/English Language Learner
Location: Liberty High School
Effective Date: June 18, 2018

Aireanne Nicholson

Assignment: 1.0 FTE Science
Location: Liberty High School
Effective Date: June 18, 2018

Jessica Richter-Furman

Assignment: 1.0 FTE Language Arts
Location: Liberty High School
Effective Date: January 31, 2018

- C. Approve the employment of the following administrative personnel:

David Peterson

Assignment: Facilities Coordinator
Location: Facilities
Effective Date: February 9, 2018

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

Jeff Jones

Assignment: Manager of Business Services
Location: Administration Center
Effective Date: February 2, 2018

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

Susan Buchanan

Education: MA – Pacific University, Forest Grove, OR
Experience: 3 years
Assignment: 1.0 FTE Mathematics – Miller Education Center

Izza (Alex) Dye

Education: BA – Oregon State University, Corvallis, OR
Experience: 2 years
Assignment: 1.0 FTE 2nd Grade Dual – Eastwood Elementary School

Korin Guglielmi

Education: MA – Wagner College, Staten Island, NY
Experience: 2 years
Assignment: 1.0 FTE Social Studies – Glencoe High School

Cassidy Pearson

Education: BA – Whitworth University, Spokane, WA
Experience: None
Assignment: 1.0 FTE 1st Grade – Groner K-8 School

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
APPROVE EXTENSION AND NON-EXTENSION OF TEMPORARY,
PROBATIONARY, AND CONTRACT TEACHERS AND ADMINISTRATORS

Resolved, that the Board of Directors accept the Superintendent's recommendation for the renewal of probationary teachers and administrators and for issuance of contracts to contract teachers and administrators.

1. Current first-year probationary teachers and administrators being offered one-year contracts for 2018-19 to second-year probationary status:

Second-Year Probationary Teachers

Adamczyk, Karen	Anderson, Robyn	Armenta, Ada
Ascari, Sara	Avila Gutierrez, Sindy	Bailey, Jennifer
Bailie, April	Barry, Jennifer	Bennett, Amanda
Binoeder, Shelly	Borgens, Cristina	Boucher, Emily
Breitenbuecher, Kelly	Burnsed, Casy	Buthe, Ana
Byerley, Andrew	Cai, Helen	Carrero Ramos, Alejandro
Christopher, Julie	Colondres Velez, Fernando	Dornfeld, Krista
Echeverria, Natasha	Elzie, Jeanine	Emmorey, Melissa
Estevez Galicia, Yazmin	Fuss, Bryan	Gaither, Tiffany
Garcia-Puga, Ruben	Giacomini, Renata	Giambrone, Felicia
Gomez Giraldo, Juan	Gonzalez, Lacy	Gutierrez, Kaylee
Hall, Caleb	Hardin Mercado, Yessica	Hart, Kathryn
Hedges, Ceanna	Helmandollar, Jonathon	Henry, Rachael
Henry-Dorr, Olivia	Hibbert, Kyle	Hiles, Mattie
Johnson, Andrew	Justiniano, Robert	Kitchin, Matthew
Koch, Briana	Kuehnel, Melissa	Langenberg, Alex
Lebeau, Kristin	Lee, Ju	Lizarraga Arciga, Gina
Lomeli, Edgardo	Lopez, Luis	Makboul, Noor
Malinov, Irina	McKedy, Lorrie	McMenomy, Sean
Meeuwesen, Joel	Melland, Lindsey	Middleton, Amanda
Mizuta, Jonathan	Modolo, Jeniffer	Morgan, Malgorzata
Murphy, Danielle	Negrete Almanza, Viridiana	Olson, Melinda
Ortega, Evelyn	Ouellet, Valerie	Owens, Stephanie
Pieser-Wirsching, Teresa	Pittman, Raina	Quimby, Morgan
Reyes, Lorena	Rich, Therman	Robbins, Megan
Ruth, Dustin	Savage, David	Schwartz, Katherine
Seres, Carolyn	Simonson, Noah	Staat, Emily
Stilwell, Kathryn	Stollberg, Sara	Stup, Leah
Stutzman, Judd	Thomas, Todd	Tillman, Jessica
Trethewy, Alexander	Turner, Holly	Volz, Nichole
Vosicka, Katherine	Wallberg, Aimi	Watson, Christi
Weir, Sylvia	Whitton, Nicholas	Willett, Amber
Wood, Jennifer	Wright, Andrea	

Second-Year Probationary Administrators

Johnson, Danielle

Lentz, Jamie

Mosqueda, Tiffany

2. Current first-year probationary being non-extended:

Das, Nandini

3. Current second-year probationary teachers and administrators being offered one-year contracts for 2018-19 to third-year probationary status:

Third-Year Probationary Teachers

Adams, Karen

Ares, Alvaro

Beddoe Phillips, Vanessa

Brauer, Rebecca

Bromley, William

Cabral, Karen

Clark, Stephanie

Dufficy, Sarah

Flores, Holly

Gatewood, Ronda

Goemmel, Mariah

Gouldsbrough, April

Guidoux, Kirsti

Hargraves, Ann

Harrison, Michelle

Herrera, Jacqueline

Hull, Andrew

Jones, Corey

Kalar, Ashley

Koelbl, Bernice

Long, Nicola

Mahar, Courtney

Manning, Stephanie

McCoy, Kenneth

Meyer, Kirsten

Miles, Douglas

Nguyen, Nancy

Phelps, Brianna

Rockenbaugh, Erin

Rosser, Tessa

Semmelroth, Tia

Shumaker, Heather

Srinivasan, Abhinaya

Thomas, Adrienne

Truesdale, Audrey

Van Wye, Karen

Welch, Kathryn

Wright, Jeffrey

Alexander, Theresa

Bailey, Sharon

Binkerd, Zachary

Breuer, Kasey

Brubaker, Claudia

Carmolinga Espinoza, Yesenia

Clemens, Ashley

Ferrier, Meredith

Franklin, Sara

Geiger, Regan

Going, Julie

Grandas, Paige

Guthrie, Leona

Harp, Cynthia

Henderson, Scott

Honma, Cynthia

Hunt, Louisa

Jordan, Russell

Kares, Rachael

Liao, Grace

Lopez, Sylvia

Mahmud, Dixie

Manzo, Jordan

McElmurry, Ashley

Mick, James

Montes, James

Nies, Jessica

Posch, Blair

Rohwer, Tonya

Scheafer, Ryan

Shepherd, Renee

Smith-Menard, Dekka

Story, Lindsey

Thorpe, Pamela

Tyerman, Kayleigh

Walsh, Hadley

Whitman, Megan

Wright, Timothy

Aman, Kaylee

Barnes, Leslie

Blanchard, Jayna

Brock, Alesha

Bryan, Leonard

Cary, Jennifer

Clinebell, Lindsay

Fifth-Lince, Amy

Gaspardis, Jonathan

Giobetti, Lauren

Goodman, Priscilla

Grogan, Kristina

Harding, Samantha

Harrington, Karin

Hendryx, Jeffrey

Hoppen, Rebecca

Johnson, Jeffrey

Julian, Kelsey

Kha, Tin

Lipski, Victoria

Ma, Heather

Mallory, Jennifer

Martin, Cary

Mendonca, Patrick

Midkiff, Valerie

Neville, Abigail

Paz Cortes, Salvador

Ramirez Vasquez, Jessica

Rosato, Amy

Scoles, Tori

Shores, Mary

Sprecher, Haley

Teach, Elizabeth

Timmer, Nancy

Valadez Alvarez, Juana

Webb Murphy, Jane

Wood, Libbey

York, Matthew

Zyp, Scott

Third-Year Probationary Administrators

Combs, Allison

Leonard, Courtney

Pierce, Erika

Zerizef, Nabil

Cox, Kelly

Marshall, Cherylen

Roedel, Nathan

Jensen, Michelle

McLain, Gina

Vazquez, Teresa

4. Current third-year probationary teachers being offered two-year contracts for July 1, 2018, to June 30, 2020:

Abrahamson, Dan

Armitage, Sarah

Bascom, Jessica

Bieker, Allizon

Brown, Nicole

Busby, Julia

Cermak, Meagan

Cooper Munoz, Jennifer

Davis, Cary

Dover, Jacqueline

Ellingson, Tammy

Fleming, Danielle

Fuglevand, Heidi

Glem, Tamara

Hagerty, Christopher

Hawk, Ryan

Janssen, Brian

Johansen, Mark

Jones, Daniel

Keane, Celina

Larson, Elizabeth

MacDonald, Jenessa

Martinez, Cameron

Moe, Kristi

Noyes, Benjamin

Pardun, Jody

Peters, Susan

Rockenbaugh, Patrick

Scott, Barbara

Shuff, Daniel

Smyk, Ekaterina

Stemple, Peter

Stubbs, Rebecca

Tabellija, Sara

Thomas, Michael

Turner, Gail

Vera Rocha, Juana

Westover, Samantha

Adzima, Angela

Aupperle, Amy

Bateman, Joshua

Brehm, Kristy

Broyles, Lilly

Caldwell, Kimberly

Chavez Lopez, Dania

Curl, Sarah

De Leon Gomez, Jerver

Dunn, Megan

Emberlin, Kara

Foster, Alan

Gale, Tiffany

Greaves, Jill

Hancock, Tiffany

Hebert, Melissa

Jaspar, Corinne

Johnson, Hugo

Jost-Coq, Suzanne

Kish, Nicholas

Lobo, Sandy

MacKinder, Lori

McCourt, Michele

Nehring, Rachel

Osorio, Jessica

Pearson, Lisa

Pitt, Richard

Rooney, Shannon

Sherman, Lyndsey

Smith, Adrienne

Spangle, Trevor

Stephen, Patricia

Sweatman, Jenny

Taguchi, Jenny

Thompson, Linnea

Twitty, Rachael

Vincent, Melissa

Wooley, Anna

Ageno, Jacey

Barcenas, Claudia

Bestebreuer, Sarah

Brodniak, Chris

Bruhl, Angela

Camera, Maranda

Cocheu, Robin

Davis, Bret

Dearing, Katherine

Eagan, Jordan

Fields, Jennifer

Frayn, Laurie

Gamache, Lisa

Hadley, Stephanie

Harrington, Scott

Her, Sue

Jewkes, Krispin

Johnston, Colleen

Kane, Jeremy

Kolbet, Sara

Longrie, Kimberly

Marino, Amara

Miller, Sarah

Neuenschwander, Breanna

Panagopoulos, Alexandra

Pendergrass, Melissa

Roberts, Stacy

Sauve, Colleen

Shimel, Lindsey

Smith, Janine

Stadelman, Emily

Stock, Matthew

Sylvester, Nancy

Terpin, Kaitlan

Tolzman, Kyle

Velasco, Alejandra

Watson, Gabriel

Wynns, Penelope

Zekmeister, Rochelle

5. Current third-year probationary teachers being offered one-year contracts for 2018-19; remaining at third-year probationary status:

Ellis, Shelby

Mendonca, Jessica

Watson, Kimberly

6. Current third-year probationary administrators being offered three-year contracts for July 1, 2018, to June 30, 2021, as contract administrators:

Bailey, Louis

Crane, Sarah

Lule, Berta

Walker, Sarah

Bekken, Andrew

Hatfield, Carol

Nova, Matt

Ciliberto, Alano

Luba, Thomas

Ruf, Claudia

7. Current contract teachers being offered two-year contracts for July 1, 2018, to June 30, 2020, as contract teachers:

Ackerman, Jessica

Adam, Elias

Ali, Karri

Andersen, Linda

Anderson, Sheri

Aoki, Kasumi

Arguelles, Omar

Avery, Lida

Baca, Jason

Battaglia, Darren

Bayer, Kimberly

Beale, Nicole

Becker, Claire

Belanger, Secret

Benson, Linda

Bethune, Amanda

Billington, Matthew

Birkle, Patrick

Blanchard, Lynne

Bliss, Robert

Bonebrake, Deborah

Bouker, Kim

Bowman, Betsy

Brandt, Aliceson

Brittenham, Patrick

Bronson, Dawnmarie

Buchanan, Rebecca

Bunting, Kyle

Ackerman, Patrick

Ahern, Patrick

Alvarado, Deborah

Anderson, Laura

Angal, Sharon

Appert, Diane

Arrowsmith, Joel

Babcock, Kathryn

Barnaby, Sarah

Bauman, Daniel

Bayer, William

Bean, Teresa

Beeler, Perry

Bell, Michelle

Berg, Melissa

Bice, Allyson

Bingham, Lindsey

Bizjak, Robert

Blem, Deanna

Blomberg, Kristin

Borreggine, Michael

Bourland, Madeleine

Bradley, Tammy

Brennan, Rhianon

Brock, Andrea

Brown, Brigitte

Buck, Nathaniel

Burger, Jennifer

Adair, Cinthia

Akers, Lindsey

Alvarez, Raynelle

Anderson, Miriam

Anker, Ninon

Applegate, Shelley

Asanovic, Kim

Babcock, Mary

Batchelor, Kimberly

Bautista, Amanda

Baylis, Emily

Bearson, Hana

Begley, Brandon

Bennett-Larson, Brittany

Bernard, Sara

Biddington, Tami

Birch, Jeremy

Blair, Sara

Blind, Salina

Bohm, Wayne

Bosshardt, Daniel

Bowlsby, Alana

Brady, Michelle

Briceno, Connie

Bromley, Molly

Buchanan, Brent

Buck, Tammie

Burggraf, Delina

Burke, Amanda
Burnett, Tristin
Busse, Linda
Byers, Beverlee
Caldwell, Emily
Calvert, Kevin
Campbell, Darci
Campos, Gloria
Caputo, Christine
Carlsson, Lisa
Carr, Connie
Casey, Kelsey
Cerde, Graciela
Chipps, Andrew
Ciliberto, Cristina
Clark, Rebecca
Clemson, Donald
Cole, Tamara
Conner, Robin
Cook, Brian
Corwin, Jeremy
Cotton, Keely
Crabtree, Kevin
Crnich, Megan
Crowell, Clark
Cumpston, Gene
Dale, Cynthia
Danley, Tandra
Davis, Scott
Day, Sarah
DeBois, Erica
Deering, Robert
DePinto, Mike
Dewhitt, Shellie
Dilley, Darren
Douglas, David
Drake, Steven
Dumbrow, Cheryl
Dunn, Michael
East, Catherine
Elison, Ruth
Ellis, Melissa
Englen, Andrew
Erlandsen, Gretchen
Evers-Selleck, Tracy

Burkhardt, Kelsi
Burnor, Cheryl
Butler, Martyn
Byrne, Michela
Callahan, Melinda
Cameron, Laurie
Campbell, Glenn
Canaga, Margaret
Carlson, Patricia
Carnes, Rachelle
Carr, Matthew
Castro, Gabrielle
Chavez Torres, Christian
Christianson, Mark
Clagett, Eleanor
Clayton, Heidi
Cloud-Fitzgerald, Fara
Collins, William
Conroy, Joann
Coolman, Kathleen
Corwin, Tarra
Cox, Sarah
Crackel, Deanna
Cronan, Lori
Crowell, Lindsay
Cunningham, Brett
Daliposon, Lori
Dash, Maritza
Dawson, Abby
Dean, Cecilia
DeBolt, Michelle
Delplanche, Deborah
Deposit, Evan
Dezellem, Stacy
Dortch, Jason
Douthit, Brianna
Drotning, Henry
Duncan, Rheanon
Duran, Liana
Edlefsen, Sandra
Elliott, Samantha
Ellsworth, Kimberly
Erickson, David
Espinoza, Diann
Evers, Nayoko

Burnett, Richard
Burr-Bates, Leesa
Buyas, Michelle
Cairns, Lisa
Callon, Christopher
Campa, Cristi
Campos, David
Canova, Erin
Carlson, Sharon
Carney, Tamara
Carroll, Sharon
Ceccarelli, Vanessa
Cheek, Laura
Chronister, Nicole
Clark, Kimberly
Clayton, Joni
Cole, Sarah
Conner, Jeremy
Cook, Beth
Corbeau, Shannon
Cotton, Josiah
Coyle, Sarah
Crisi, David
Cross, Judith
Cruickshank, Mallory
Cutburth, Paula
Danielson, Amy
Davis, Audrey
Dawson, Jennifer
Debeljak, Anne
DeCoster, Amy
Denny, Sarah
Dessert, Kayla
Dikeman, Donna
Douangmala, Caitlin
Drake, Kelly
Dudley, Abigail
Dunlop, James
Durgan, Kayse
Edwards, Michelle
Elliott, Sharon
Enck, Anna
Erikson, Daphne
Estep, Christine
Fanger, Michael

Feldhaus, Tina
Figueroa, Heather
Finster, Jaymie
Fisher, Sheryl
Flores, Michelle
Fosmark, Laurie
Fotland, Geoffrey
Freudenthal, Shannon
Gainey, Kimberly
Galvez, Adrianne
Gasper, Kelsey
Gerig, Stephanie
Giard, Heather
Gill, Eugene
Glaske, Heidi
Glaze, Stacey
Godsey, Zoe
Goldstein, Jaime
Gonzalez, Jessica
Gower, Jeffrey
Greene, Danika
Grenz, Carolyn
Grinnell, Sandie
Gurske, Noelani
Haberman, Amy
Hale, Helene
Hammer, Christie
Hansen, Anita
Harding, Megan
Harris, Erin
Harsin, Sara
Haskins, Brook
Hayden, Sami
Heath, Christopher
Held, Colleen
Helmandollar-Armatas, Mindi
Hergert, Susan
Hertel, Kevin
Hess, Kandi
Hicks, Adrianne
Hillis, Christina
Holmen, James
Hopper, Douglas
Hubler, Kyle
Hutchinson, Stacey

Ferguson, Kristin
Fink, Roger
Fishback, Layton
Fleming, Carissa
Formel, Michele
Foster, Aaron
Fragoso, Joel
Furstenberg, Barbara
Galian, Julio
Garrett, Jeanine
Gaumond, Carol
Gerst, June
Gibbs, John
Girod, Douglas
Glasscock, Alicia
Godfrey, Brooke
Golay, Jill
Gonzalez Hiltner, Magaly
Gordon, Nicole
Grabel, Sonja
Greenwood, James
Griffiths, Ashley
Grossen, Willow
Gutierrez, Kasia
Hainline, Carolyn
Hall, Mary
Hammond, Neysa
Hansen, Joel
Harless, Jason
Harris, James
Hartfeil, Marika
Hawbecker, Shelley
Hazen, Jeffery
Hebard, Kyle
Heller, Kiley
Henderson, Amy
Hernandez, Gloria
Herzog, Jenice
Hickey, Kristin
Hill, Alason
Hirata, Melisa
Holmes, Andrew
Horton, Shereen
Hugelier, Lisa
Incrovato, Jamie

Ferrante, Crystal
Fink, Stephenie
Fishback, Sean
Flores, Christopher
Forsberg, Judith
Foster, Angie
French, Jessica
Futter, Michael
Gallardo, Patricia
Gary, Cheryl
Gerber, Kirstin
Giansante, Dominic
Gibson, Emily
Givens, Michael
Glaze, Marcus
Godfrey, Kristina
Goldmann, Christine
Gonzalez-Santos, Angel
Gorton, Brian
Gray, Michelle
Gregory, Jenae
Grimes, Zeke
Gurney, Lisa
Gutierrez, Mary
Hakkila, Kristin
Hall, Troy
Hancock, Melissa
Hanson, Krista
Harrington, Kimberly
Harris, Kimberly
Harthold, Lynette
Hawks, Rachelle
Heagh-Avritt, Kristina
Heider, Hayley
Hellstrom, Raymond
Henningsen, Stephanie
Herrick, Rachel
Heselwood, Marci
Hickman, Logan
Hill, Tamara
Holman, Sarah
Holscher, Linda
Howard, Laurie
Hullinger, Gwendolyn
Irvine, Brandon

Israel-Greco, Dovina
James, Angela
Jenkins, Laurie
Job, Stacy
Johnson, Steven
Johnston, Jeffrey
Juster, David
Kaiser, Michiah
Kasper, Julie
Keenan, Cara
Kellar, Margaret
Keller, Sarah
Kennedy, Catherine
Key, Mabel
Kirkpatrick, Suzanne
Klugherz, Gabrielle
Kopp, Allen
Kottkey, Kevin
Kramer, Tim
Kulle, Jennifer
Laack, Alia
Laman, Christine
LaPorte, Nardy
Larsen, Kristi-Jo
Laurie, Kayla
Lecorre, Jennifer
Lemus Garcia, Raquel
Lewis, Kimberly
Liebertz, Carol
Little, Linda
Lopez, Aurora
Lowe, William
Lule-Jimenez, Alfonso
Lusk, Shannon
Magdaleno, Angelina
Mahlum, Adam
Major, Mandy
Marsh, Bonnie
Martinak, Mayra
Matias, Wilfred
Matzelle, Rebecca
McBroom, Laura
McCullum, Heather
McGinley, Emily
Mckernan, Cheryl

Jackson, Scott
Jeffery, Julie
Jennings, Jennifer
Johns, Janette
Johnston, Christine
Jones, Abby
Kagawa, Ko
Kang, Justine
Kasper, Timothy
Keenan, Elizabeth
Kellar, Scott
Kelly, Marsha
Kerbs, Sharon
Kieser, Gary
Kivett, Stuart
Knight, Cora
Kosmalski, Julie
Kraft, Barbara
Krupa, Molly
Kushner-Katz, Jane
Lais, Paula
Land, Reyna
Lardy, Paul
Lassen, Jenny
Laws, Kimberley
Ledgerwood, Steffan
Leonard, Kelly
Lewis, Melanie
Linehan, Elizabeth
Lopez De Leon, Hector
Lopez, Sarah
Lower, Lisa
Luna, Juana
Luther, Deborah
Magnuson, Andrew
Mahlum, Eric
Markealli, John
Marshall, Laurie
Martinez, Kimberly
Matthews, Madeline
Mayers, April
McClain, Julie
McDaniel, Cecilia
McGraw, Shannon
Medina, Suzanne

Jager, Catherine
Jellesed, Russell
Jennings, Maxine
Johnson, Jennifer
Johnston, Eric
Jones, Shannon
Kaigler-Roudebush, Aubry
Karlin, Richard
Keck, Scott
Keenan, Zachary
Keller, Christopher
Keniston, Rachel
Kessler, Miranda
Kim, Michelle
Klimke, Carly
Knox, Douglas
Kosmas, Christina
Kramer, Susan
Kruse, David
La Tour, Christina
Lam, Rachel
Lanthrum, Andrew
Larrance, Amiya
Laurance, Lydia
Lawson, Karen
Lemons, Kelsey
Leslie, James
Lewis, Sarah
Linnell, Richard
Lopez Lopez, Azucena
Loun, Matthew
Lugo-Estrada, Sonia
Lundy, Mattie
Lyle, Marla
Maher, Una
Maines, Sandra
Marquez, Ana
Martin, Jessica
Massey, David
Matykowski, Joel
Mayers, David
McClain, Stephanie
McDowall, Mark
McIrvin McMahan, Megan
Meeuwsen, Jeffrey

Meeuwsen, Jennifer
Mendoza, Aida
Miller, Nicole
Mito Ahern, Nicole
Monahan, Annette
Moore, Dee
Morgan, Robin
Mullavey, Julie
Murphy, Jenna
Nahl, Elizabeth
Nebel, Erik
Nelson, Stacia
Ng, Robin
Norman, Yvonne
O'Connor, Michael
O'Neal-Sacks, Peggy
Olivar, Mariaeugenia
Osterhaus, Julia
Painter, Joseph
Parris, Rebecca
Patron, John
Paulsen, Matthew
Perkins, Suzanna
Peterson, Christin
Pfister, Lisa
Phipps, Jason
Pinder, Roger
Porter, Kimberly
Powers, Michele
Price, Michelle
Pruss, Christa
Quas, Autumn
Rainey, Lisa
Ramirez, Irma
Rattazzi, Darcy
Ready, Denise
Reese, Adam
Reid, Allison
Reiter, David
Retzlaff, Sara
Rice, Azusa
Rice, Therese
Richter, Lois
Rikli, Anna
Rinck, Tracey

Meeuwsen, Kelsey
Merritt, Brooke
Miller, Nyree
Miyama, Dean
Mones, Janie
Morgan, Christina
Mowry, Brooke
Munoz Cruz, Lizeth
Myers, Michaelene
Nasewytewa, Barbara
Nees, Katrina
Neville, James
Nicholas, Laura
Nunez, Griseldo
O'Hollaren, Colleen
Odman, Matthew
Olivas, Julie
Paden-Matsuzaki, Cynthia
Paisley, Katherine
Parsons, Jennifer
Patten, William
Pendergrass, Brian
Peters, Dawn
Peterson, Wendy
Phelan, Valerie
Phipps, Jonna
Plutko, Anne
Portinga, Teresa
Pratt, Lana
Prichard, Amy
Pruss, Nathan
Quinn, Kelly
Ramchandrar, Usha
Ramos, Liza
Ravensberg, Edward
Reamer, Erin
Reese, Laura
Reigel, David
Reiter, Juanita
Reyes, Sally
Rice, Dennis
Richardson, Margaret
Rider, Jami
Riley, Dana
Rivas-Street, Paula

Meeuwsen, Laura
Miller Jr, Olson
Minch-Meehan, Nicole
Molenkamp, Marcell
Monnier, Deborah
Morgan, Elizabeth
Mudd, Michele
Munson, Shawna
Myrick, Mark
Nave, Aaron
Nelson, Katherine
Newman, Kathryn
Nichols, Raya
O'Brien, Amy
O'Leary, Sheila
Ogbeide, Kara
Oster, Heather
Page, Breanna
Panayiotou, Shelley
Pate, Shirley
Patterson, Todd
Penrod, Susan
Petersen, Cheryl
Petrick, Kellie
Phillips, Breanna
Pill-Kahan, Sharon
Policar, Martin
Post, Wendy
Prehn, Alison
Pridemore, Brenda
Purdy, Kelly
Rabe, Janet
Ramirez Florian, Maria
Rappleyea, Lisa
Ravins, Ashley
Reardon, Susan
Reich, Barbara
Reiman, Krista
Reitmeier, Kimberlee
Reynoso, Ian
Rice, Rebecca
Richmond, Susan
Riendeau, Tiffany
Riley, Sara
Robbins, Jennifer

Roberts, Dale
Rodrick, Joseph
Rogers, Stephen
Rooke, Kelly
Ross, Benjamin
Rueber, Kristen
Sagapolu, Lisa
Salis, Emily
Sanchez, Alondra
Satterlee, Scott
Saxton, Wendy
Scharosch, Lisa
Schmidt, Angela
Schott, Ann
Schwartz, Shannon
Sebastian, Paula
Self Jr, Charles
Severance, Heather
Shackelford, Kori
Sheldon, Amy
Sherwood, Christopher
Shupe, Shayne
Silva, Celeena
Smith, Christine
Smith, Trevor
South, Tyler
Stanley, Richard
Steinbach, Haley
Stewart, Timothy
Stinnett, Ronald
Strand, Jennifer
Sturtevant, Pamela
Sunagawa, Naomi
Szukalla, Vicki
Tanedo, Lisa
Taylor, Aprille
Teays, Alicia
Tenorio, Jacob
Thex, Kelly
Thompson, Nicole
Tolchin, Abigail
Trosclair, Brett
Twigg, Neill
Vandehey, Allison
Vanwess, Janet

Robertson, Daniel
Rodriguez Siordia, Martha
Rohrig, Jessica
Rooke, Michaelle
Ross, Zachary
Russell, Elizabeth
Sahlfeld, Todd
Salter, Christopher
Sanchez, Mario
Saul, Connie
Sayre, Terrence
Schlechter, Andrea
Schmidt, Angela
Schrantz, Barbara
Scoble, Cassandra
Selden, Elizabeth
Sell, Leslie
Severns, Raymond
Shaner, Erik
Sheller, Laura
Shotts, Tamara
Siebert, Ashley
Sims-Cochran, Veva
Smith, Patricia
Snyder, Julia
Spiegelberg, Annie
Steele, Matthew
Steiner, Christopher
Stimson Clark, Adrienne
Stockbridge, Liisa
Striplin, Mark
Stuve, Carmen
Sunday, Wendy
Takahashi, Guy
Tarrel, Brandi
Taylor, Diana
Teegarden, Elizabeth
Tesdaal, Ryan
Thompson, Christy
Tierney, Anne
Toth, Ramona
Turner-Baxter, Megan
Underhill, Jennifer
Vandyke, Erin
Vanzant, Amber

Robinson, Kendra
Rogers, Keona
Romero, Juan
Rose, Cindy
Rousse, Denise
Rykowski, Wendy
Sahlfeld, Whitney
Salzwedel, Mark
Sanchez, Roberto
Saxton, Brent
Schaefer, Allison
Schmidt, Andrea
Scholl, Milton
Schubmehl, Angela
Scott, Molly
Sele, Vance
Sevenau, Jeanine
Shaaban, Lori
Shearing, Richard
Shelton, Katharina
Shrout, Carissa
Siems, Denise
Skipper, Brigitte
Smith, Sharma
Soon, Kevin
Sriram, Shanthi
Stein, Peter
Stephens, Thomas
Stinger, Jason
Stover, Mary
Striplin, Melinda
Sukhareva, Yelena
Sunnes, Victory
Talbot, Stacy
Taube, Christine
Taylor, Terri
Temple, Amy
Thalman, Mark
Thompson, Lynette
Timmons, Stephanie
Trinh, Phuong
Twigg, Autumn
Vandebergh, Rhonda
Vanslyke, Tamara
Ventura, Carin

Vermeire, Joseph
 Volk, Kristin
 Waining, Sabrina
 Walker, Eric
 Wallace, Jennifer
 Ward, Deborah
 Waugh, Ellen
 Wedel, Amanda
 Whitaker, Shannon
 Wilkerson, Stephanie
 Wilson-Fey, Kathryn
 Winikka, Chris
 Wong, Jem
 Wright, Mason
 Young, Amber
 Zaugg, Jaycee
 Zielke, Patricia

Vick, Michelle
 Vorderbrueggen, Trina
 Wakeman, Bonnie
 Walker, Shannon
 Walls, Teresia
 Washington, Katherine
 Wear, Matthew
 Weidkamp, Susan
 White, Christine
 Williams, Laurie
 Wilson, Joseph
 Winters, Melanie
 Wong, Stella
 Yabu, David
 Youngren, Tara
 Zehr, Heather
 Zumwalt-Boyles, Stephanie

Vilante, Brooke
 Wagoner, Melanie
 Walker, David
 Wallace, Deborah
 Walsh, Angela
 Waterman, Daniel
 Webber, Carrie
 Whinery, Alan
 Wickham, Barbara
 Williams, Samuel
 Windle-Hanson, Tiffany
 Wolf, Linda
 Woodard, Anna
 Yackel, Elizabeth
 Zagya, Alia
 Zephirin, Sarah

8. Current contract administrators being offered three-year contracts for July 1, 2018, to June 30, 2021, as contract administrators:

Aguilar, Lisa
 Corliss, Grant
 Holt, Monique
 Murphy, Karen
 Petrick, Rian
 Strande, Mike
 Tovar, Arcema

Allen, John
 Graser, Beth
 Mendez, Mary
 Murray, Cecelia
 Sinapi, Francesca
 Timmons, Greg
 Will, Roger

Barraza, Jose
 Haats, Brian
 Muilenburg, Peter
 Peterson, James
 Spitzer, Dayle
 Torres, Amy
 Wolff, Don

9. Temporary teachers employed on a 2017-18 contract, expiring June 30, 2018:

Abshire, Ryan
 Armstrong, Linda
 Bernhardt, Mark
 Butler, Leandre
 Cooley, Shane
 Dolan, Tara
 Dye, Izza
 Ganter, Mark
 Goss Miller, Sarah
 Hathorne, Lorinda
 Jensen, Ronald
 Kirk, Sommer
 Lyman, Ruby
 Mergen, Reagan
 Moore, Elizabeth
 Parkin, Madelina

Aiken, Kelli
 Baker, Devon
 Brownstein, Linda
 Carceles, Juan
 Davidson, Cynthia
 Duhn, Jena
 Fryer, Chelsea
 Garcia Ruiz, Montserrat
 Guglielmi, Korin
 Hershberger, Jennifer
 Jones, Crystal
 Lindley, Christopher
 Mauldin, Casey
 Miranda-Diaz, Miriam
 Nieves, Angelique
 Passmore, Dottie

Alumbaugh, Kayleen
 Beadnell, Nicole
 Bull, Caitlin
 Connor, Casey
 Disko, Reuben
 Duncan, Leah
 Galindo Sanz, Maria
 Gerstner, Meredith
 Harvey, Bethany
 Imada, Keri
 Keeth, Justin
 Ling, Roseanna
 McCaffrey, Meghan
 Mitchell, Michael
 Nutters, Christine
 Pearson, Cassidy

Rogers, Marisa
Smith, Molly
Sweeney, Katherine
Viera Rodriguez, Ruth
Wheeler, Maya
Wright, Barbara

Schmitz, David
Steele, Wendy
Tramelli, Julie
Villamagua, Maria Gabriela
White, Tyler
Young, Denise

Smith, Denice
Story, Anne
Van Baggen, Rachel
Webster, Courtney
Whitnah, Ruth

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
APPROVE REVISIONS TO POLICY FF: NAMING FACILITIES

SITUATION

With the approval of the District's capital construction bond, the review of policy FF: Naming Facilities is timely. Recommended revisions to this policy were presented to the Board for first reading on January 23, 2018. 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 FF: Naming Facilities.

Naming Facilities

The Superintendent shall develop and recommend a process for naming facilities. The process may include a committee representing students, parents, staff, and the community.

The Board has the final decision in naming schools.

The Board will stipulate specific criteria when beginning a name selection process and may consider names associated with the community; names of historical persons, places, or events; concepts which would have long-term significance for students and the community; or reflect community circumstances and values specific to that time. Names of persons who are living or have been deceased less than twenty years will not be considered. The name should be easily identifiable with the school and not be in conflict with other names in the area.

Naming of Portions of Existing Facilities

Under special circumstances and recommendation by the Superintendent, the Board of Directors may name portions of an existing facility. Such circumstances may include, but are not limited to, persons or businesses honored as benefactors to the school or school district, and memorial dedications in honor of a deceased person making a substantial material or other kind of contribution to the community. Portions of a facility can include, but are not limited to, rooms, auditoriums, gymnasiums, athletic fields, and libraries. The process for selecting a name must comply with this policy and accompanying regulations.

In recognition of the efforts of those involved in the project to construct new facilities, a plaque containing the following information shall be attached to each new facility:

1. School or facility name;
2. Completion or dedication date;
3. Name of Board members as of the Board-approved construction date;
4. Superintendent as of the Board-approved construction date;
5. Principal at the opening of a school; and
6. Name of the architect, contractor, and other District project leaders.

END OF POLICY

Legal Reference(s):

[ORS 332](#).107

HILLSBORO SCHOOL DISTRICT 1J

February 27, 2018

**APPROVE REVISIONS TO POLICY DDB: NATIVE AMERICAN IMPACT AID FUNDS;
AND POLICY DDC: NATIVE AMERICAN EDUCATION PROGRAM GRANTS:
TITLE VI INDIAN EDUCATION**

SITUATION

School districts that receive federal funds pursuant to Title VII for children residing on American Indian lands are required to adopt policy DDB: Native American Impact Aid Funds; and districts that receive federal funds to support Native American Education Program efforts are required to adopt policy DDC: Native American Education Program Grants: Title VI Indian Education. Oregon School Boards Association (OSBA) has updated these policies to align with the new requirements of the Every Student Succeeds Act of 2015 (ESSA).

Because the District receives federal funding for these programs, the policies were presented to the Board of Directors for first reading on January 23, 2018. 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 DDB: Native American Impact Aid Funds, and policy DDC: Native American Education Program Grants: Title VI Indian Education.

Native American Impact Aid Funds

The district may claim children residing on American Indian lands for the purpose of receiving federal funds pursuant to the Title VII - Impact Aid laws.

The district ensures:

1. The equal participation of American Indian children in the educational programs and activities of the district on the same basis as all other district students;
2. Parents of such children and American Indian tribes are afforded an opportunity to present their views on such programs and activities, including an opportunity to make recommendations on the needs of those children and how the district may help such children realize the benefits of district programs and activities;
3. Parents and American Indian tribes are consulted and involved in planning and developing such programs and activities;
4. Relevant applications, evaluations and program plans are disseminated to the parents and American Indian tribes;
5. Parents and American Indian tribes are afforded an opportunity to present their views to the district regarding the district's general educational program.

The policy will be reviewed annually and modified as needed.

Documentation demonstrating district compliance with the requirements of this policy and law will be maintained in the district office.

END OF POLICY

Legal Reference(s):

Every Student Succeeds Act of 2015, 20 U.S.C. § 7704 (2017).
Special Provisions for Local Educational Agencies that Claim Children Residing on Indian Lands, 34 C.F.R. §§ 222.90 - 222.122 (2006).

Native American Education Program Grants - Title VI Indian Education

The district may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of American Indian children, that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of American Indian students;
2. Is consistent with the State, tribal and local plans;
3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education's (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;
4. Explains how Federal, State and local programs, especially programs carried out under Title I, will meet the needs of American Indian students;
5. Demonstrates how funds will be used for the activities described above;
6. Describes the professional development opportunities that will be provided, as needed, to ensure that:
 - a. Teachers and other school professionals who are new to the American Indian community are prepared to work with American Indian children; and
 - b. All teachers involved in programs are properly trained to carry out such programs; and
7. Describes how the district will:
 - a. Periodically assess the progress of all American Indian children enrolled in district schools, including American Indian children who do not participate in programs assisted;
 - b. Provide results of each assessment to the committee described below, to the community served by the district and to the American Indian tribes whose children are served by the district; and
 - c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.
8. Describes the process the district used to meaningfully collaborate with American Indian tribe(s) located in the community in a timely, active and ongoing manner in the

development of the comprehensive program and the actions taken as a result of such collaboration.

The district programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of American Indian children and teachers, and when appropriate, American Indian students at the secondary level. A majority of committee members shall be parents of American Indian children.

END OF POLICY

Legal Reference(s):

Every Student Succeeds Act of 2015, 20 U.S.C. § 7424.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
APPROVE REVISIONS TO POLICY GBI: GIFTS AND SOLICITATIONS

SITUATION

Revisions to policy GBI: Gifts and Solicitations are based on recommendations from Oregon School Boards Association (OSBA) to address situations wherein school staff members are offered gifts or wish to secure additional materials for their classrooms or students via internet-sourced crowdfunding or similar fund-raising methods. Recommended revisions to this policy were presented to the Board for first reading on January 23, 2018. No public comments or questions were received during the review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the first reading of policy GBI: Gifts and Solicitations.

Hillsboro School District 1J

Code: **GBI**
Adopted: 7/96
Readopted: 11/25/08; _____

Gifts and Solicitations

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of material value* offered by another for the purpose of influencing their professional judgment, including things from companies or organizations doing business with the district.

Students and their parents should not be encouraged to give gifts to teachers and other district employees. Staff members will not accept items of materials value* from individual students. Instead, the Board welcomes, as appropriate, the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees ~~will limit~~ ~~refrain from~~ giving gifts¹ to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. Staff-initiated “sunshine funds” are exempt from this policy.

No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fund raising without the approval of the principal/superintendent or designee.

~~All employees are prohibited from accepting things of material value from companies or organizations doing business with the District. {moved to paragraph 1}~~

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the ~~Superintendent's / designee's~~ approval. Staff members may not be made responsible, or assume responsibility, for collecting money or distributing any fund-drive literature within the schools without the ~~approval of the principal / Superintendent's or designee approval.~~

Upon receiving authorization from the principal and consent of the person with whom they wish to confer, solicitors and/or consultants may be allowed to meet with a staff member in a school building prior to or after duty hours or during the staff person's lunch period. Preparation periods shall not be used for the purpose of meeting with solicitors or consultants.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the approval of the principal/superintendent or designee.

END OF POLICY

(*Material Value is defined as \$50 from a single source in a single year.)

¹“Gift” means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

Gifts and Solicitations - GBI

1-2

Legal Reference(s):

[ORS 244](#).010 to -244.400
[ORS 339](#).880

[OAR 584-020](#)-0000 to -0045
[OAR 199-005](#)-0005 to -199-020-0020

Cross Reference(s):

BBF - Board Member Standards of Conduct
DJG - Vendor Relations
GBC - Staff Ethics
KH - Public Gifts to the District
KI/KJ - Public Solicitation/Advertising in District Facilities
KJA - Materials Distribution

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
AWARD CONTRACT FOR MODULAR BUILDINGS

SITUATION

As part of the 2017 bond program, the District will be purchasing modular buildings to replace portable classrooms at several schools. In addition, the District will be purchasing a modular kitchen/cafeteria building that will also include five classrooms at Reedville Elementary School.

A team of District Construction Management staff and representatives of Cornerstone Management Group looked at various alternatives for these projects and determined that the most efficient and cost-effective option would be to purchase modular buildings from Modern Building Systems.

Attached are the designs chosen for the kitchen/cafeteria and five-classroom modular building, which will replace the existing portable classrooms at Reedville Elementary School, along with a three-classroom modular building, which will be purchased to replace existing portable classrooms at McKinney and W. L. Henry Elementary Schools. Also attached is the design for a two-classroom modular building, which will be purchased to replace the existing portable classroom at Farmington View Elementary School.

The following modular buildings are included for Board approval:

Item:	Modular building to include kitchen, cafeteria, five classrooms, and restrooms
Vendor:	Modern Building Systems
Manufacturer:	Modern Building Systems
Size:	154' x 68' (10,472 square feet)
Purchasing Agreement:	KPN 201203-03
Cost:	\$1,493,744

Item:	Three-classroom modular buildings with restrooms
Vendor:	Modern Building Systems
Manufacturer:	Modern Building Systems
Size:	42' x 66' (2,772 square feet)
Purchasing Agreement:	KPN 201203-03
Cost:	\$197,120

Item:	Three-classroom modular buildings with restrooms
Vendor:	Modern Building Systems
Manufacturer:	Modern Building Systems
Size:	42' x 66' (2,772 square feet)
Purchasing Agreement:	KPN 201203-03
Cost:	\$197,120

Item:	Two-classroom modular building with restroom
Vendor:	Modern Building Systems
Manufacturer:	Modern Building Systems
Size:	28' x 64' (1,536 square feet)
Purchasing Agreement:	KPN 201203-03
Cost:	\$130,780

RECOMMENDATION

The Superintendent recommends that the Board of Directors award the contract for modular buildings to Modern Building Systems, as follows:

- One 10,472-square-foot modular building to include kitchen, cafeteria, five classrooms, and restrooms at a cost of \$1,433,630;
- Two 2,776-square-foot modular buildings to include three classrooms and restrooms at a cost of \$197,120; and
- One 1,536-square-foot modular building to include two classrooms and restrooms at a cost of \$130,780.

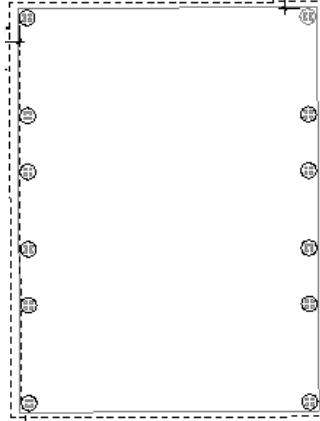
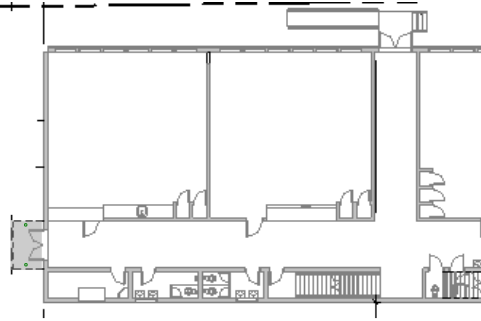
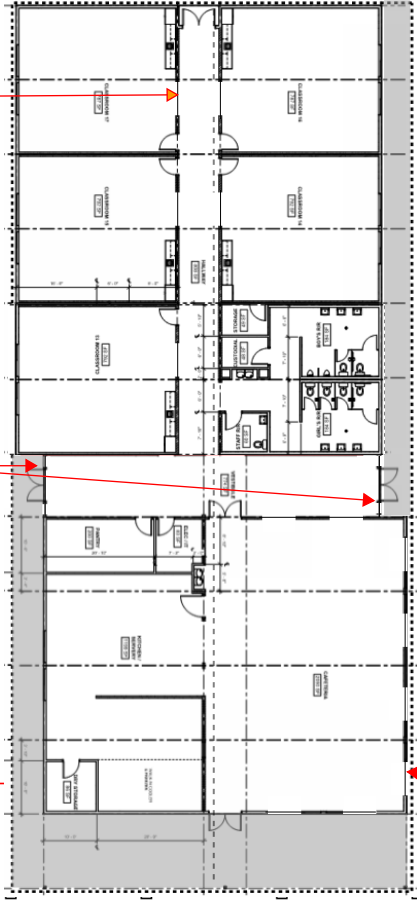
RELITE ALIGNED
WITH EXTERIOR
WINDOWS AT EACH
CLASSROOM

HM FRAME OR
STOREFRONT
FULL WIDTH OF
VESTIBULE

6' ROOF OVERHANG

6' ROOF OVERHANG

REARRANGE & ENLARGE
WINDOWS AT CAFETERIA



REEDVILLE MODULAR BLDG PLAN REVISION & MARKUP

This architectural floor plan illustrates a classroom building layout. The plan is organized into three main classroom areas, each with a plenum, and a central hallway connecting them to restrooms and a janitor's storage room. The layout is defined by grid lines A-F and 1-4.

Room Details and Dimensions:

- CLASSROOM A:** 796 SF, located in the top left section.
- CLASSROOM B:** 797 SF, located in the middle section.
- CLASSROOM C:** 797 SF, located in the bottom right section.
- HALLWAY:** Connects the classrooms and restrooms.
- RESTROOM A:** Located in the hallway, adjacent to Classroom A.
- RESTROOM B:** Located in the hallway, adjacent to Classroom B.
- JAN. / STOR.:** Janitor's storage room, located in the hallway.

Dimensions and Grid Lines:

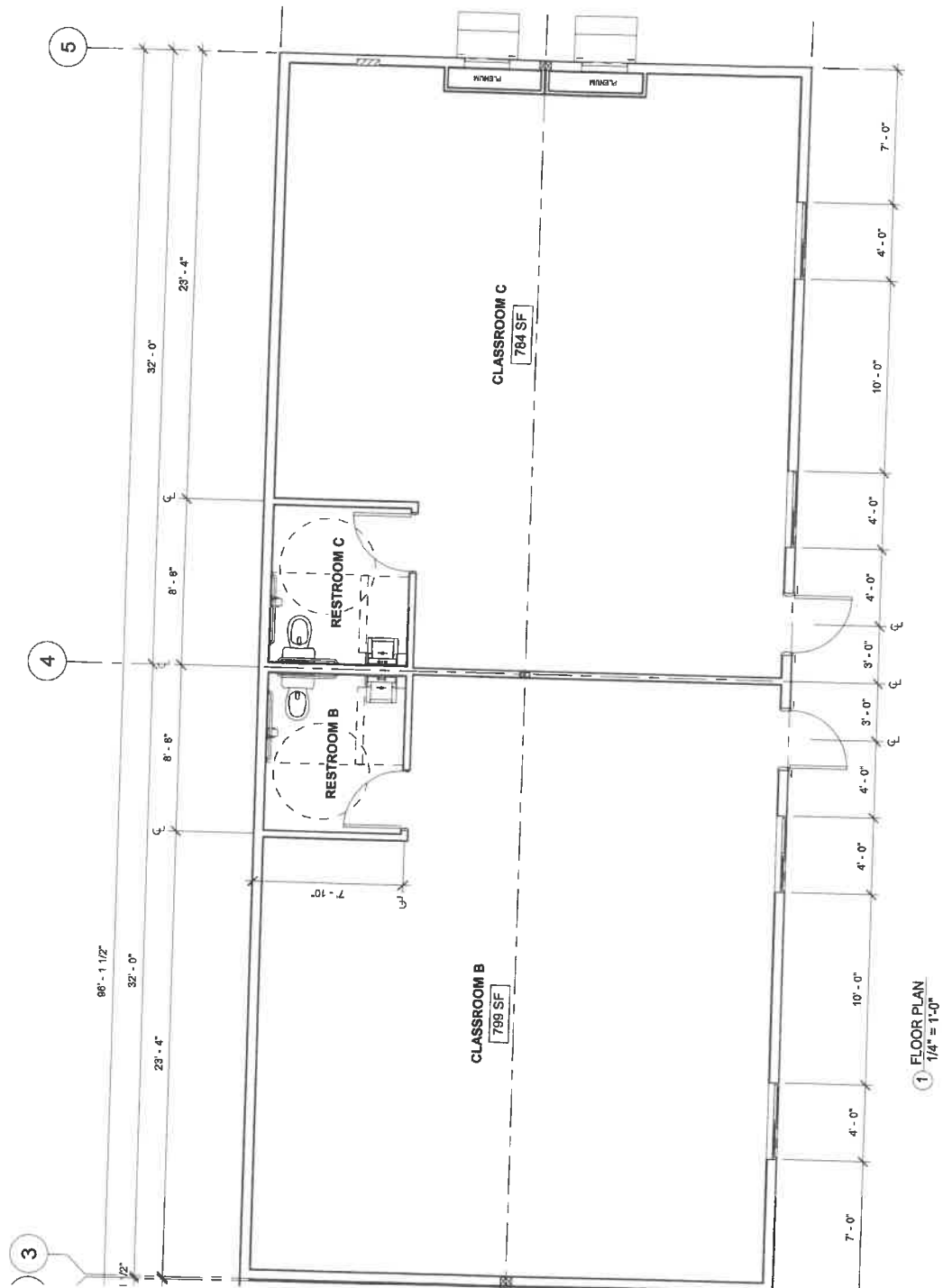
- Horizontal Dimensions (Top):** 13' - 10" (A-B), 1 1/2" (B-C), 13' - 10" (C-D), 1 1/2" (D-E), 41' - 9" (E-F).
- Horizontal Dimensions (Bottom):** 7' - 5" (A-B), 9' - 6" (B-C), 9' - 6" (C-D).
- Vertical Dimensions (Right):** 4' - 0" (1-2), 4' - 0" (2-3), 1' - 0" (3-4), 4' - 0" (4-5), 3' - 11" (5-6), 3' - 0" (6-7), 8' - 9" (7-8), 4' - 0" (8-9), 1' - 0" (9-10), 4' - 0" (10-11), 5' - 8" (11-12), 3' - 0" (12-13), 3' - 0" (13-14), 3' - 8" (14-15), 4' - 0" (15-16), 1' - 0" (16-17), 4' - 0" (17-18), 4' - 0" (18-19).
- Vertical Dimensions (Left):** 19' - 11" (1-2), 26' - 5" (2-3), 19' - 8" (3-4).

Plenums: Located in the top left, middle, and bottom right sections of the plan.

1 FLOOR PLAN
1/4" = 1'-0"

REV / DESCRIPTION	DATE	BY
RELEASE OF DOCUMENTS THIS DOCUMENT AND THE IDEAS HEREIN ARE THE PROPERTY OF MODERN BUILDING SYSTEMS INC. NO PART OF THIS DOCUMENT WHOLE OR IN PART FOR ANY OTHER USE OR PROJECT WITHOUT THE WRITTEN AUTHORIZATION		
 MODERN BUILDING SYSTEMS, INC. 110 BAYVIEW DRIVE, SUITE 100 HILLSBORO, NJ 08064 © MODERN BUILDING SYSTEMS, INC. 2016		
SHEET FLOOR PLAN JOB#		
PROJ. 42' x 66' MODULAR CLASSROOM		
HILLSBORO SD		
SHEET #		
A 1.0		
DATE 1/12/18 PRELIM		

Two-Classroom Modular Building Design



HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
AWARD CONTRACTS FOR ELEMENTARY SCHOOL
FLEXIBLE CLASSROOM FURNITURE

SITUATION

As part of the 2017 bond program, the District will be purchasing flexible classroom furniture for all schools in the District. A team of elementary school principals and teachers, along with representatives of the Office of School Performance helped to finalize the furniture selection.

For the summer of 2018, the District will be purchasing flexible classroom furniture for 11 elementary schools, including Butternut Creek, Farmington View, Free Orchards, Groner, Jackson, Lincoln Street, Mooberry, North Plains, Reedville, Tobias, and Witch Hazel Elementary Schools. The remaining elementary schools will receive this same furniture during the summer of 2019.

The following items have been selected by the Committee:

Item:	Boomerang Desk
Vendor:	McDowell-Craig
Manufacturer:	McDowell-Craig
Sizes:	24" – 29" (depending on grade level)
Purchasing Agreement:	KCDA 18-130, General Furniture Contract

Item:	Neo-Move Student Chair
Vendor:	School Specialties
Manufacturer:	Classroom Select
Sizes:	14" – 18" (depending on grade level)
Purchasing Agreement:	KCDA 18-130, General Furniture Contract

Item:	NeoRok Move Stool
Vendor:	School Specialties
Manufacturer:	Classroom Select
Sizes:	14" – 18" (depending on grade level)
Purchasing Agreement:	KCDA 18-130, General Furniture Contract

Item:	Blox Cylinder
Vendor:	School Specialties
Manufacturer:	Media Technologies
Sizes:	17" x 17"
Purchasing Agreement:	KCDA 18-130, General Furniture Contract

RECOMMENDATION

The Superintendent recommends that the Board of Directors award the contracts for elementary school flexible classroom furniture to the vendors listed above for targeted delivery during the months of July and August, 2018 and 2019.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
APPROVE REVISIONS TO POLICY JHC:
STUDENT HEALTH SERVICES AND REQUIREMENTS

SITUATION

During the November 14, 2017, Board meeting, Board members discussed input received from community members who have concerns regarding policy JHC: Student Health Services and Requirements, and they agreed to add policy JHC to an upcoming Board meeting agenda for review and discussion. During the December 12 and January 9 Board meetings, Board members discussed potential policy revisions, with a focus on legal requirements regarding services that must be provided by school-based health centers. A key point of the discussions was the language that prohibits school-based health center staff from prescribing contraceptives.

On January 9, the Board discussed revised policy language, which states that “school-based health clinics will provide all health services in accordance with Oregon laws and the most current version of the Oregon School-Based Health Centers Standards for Certification.” This language was included in the revisions to policy JHC that were presented to the Board for first reading on January 23. During tonight’s Board meeting, policy JHC revisions will be presented to the Board for approval.

Throughout the process of reviewing this policy, Board members have appreciated receiving input from community members regarding their individual perspectives on this matter.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy JHC: Student Health Services and Requirements.

Student Health Services and Requirements

Although the District's primary responsibility is to educate students, students' health and general welfare are also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The nurse(s) employed by the District shall be licensed to practice as a registered nurse or nurse practitioner in Oregon, and will function as an integral member(s) of the instructional staff, serving as a resource person(s) to teachers in securing appropriate information and materials on health-related topics.

School districts are required to ensure that they have access to a sufficient level of nursing services to provide:

1. One registered nurse or school nurse for every 125 medically fragile students;
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse or school nurse for every 225 medically complex students.

Districts may use the most cost-effective means available to meet the above requirements, and they may satisfy the nursing requirements for medically complex students by providing personnel trained and supervised by a registered nurse or school nurse, and complying with the requirements of ORS 678.010 to 678.448.

The District shall maintain a prevention-oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or regulations;
2. Health appraisal to include screening for possible vision or hearing problems;
3. Health counseling for students and parents when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases, as required by the Oregon Department of Human Services, Health Services, and the county health department;

6. Assistance for students in taking prescription and/or nonprescription medication according to established District procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

The Board directs its District health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of the ~~No Child Left Behind Act of 2001~~ **Every Student Succeeds Act of 2015 (ESSA)**, the District recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination¹ or screening that is required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students. Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

School-based health clinics will provide **all** health services in accordance with Oregon laws and the most current version of the Oregon School-Based Health Centers Standards for Certification **best medical practices**. ~~School-based health providers shall observe the District's Health curriculum and the high school learning targets in Sexual Health and the Prevention and Control of Disease, which are aligned with the Oregon State Standards in Health Education. The District promotes abstinence as the safest, most effective method of protection from HPV, STD/HIV, Hepatitis B and C, and pregnancy.~~

~~School-based health providers in the Hillsboro School District may also provide accurate and balanced information regarding the proper use and effectiveness of any contraceptive or disease reduction method, but will not prescribe or dispense contraceptives.~~

Procedures shall be developed and implemented to carry out this policy. All District employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request that their students be exempt from participation in vision or hearing screening. The District will abide by those requests.

END OF POLICY

Legal Reference(s):

[OAR 581-022-0705](#)

[OAR 581-022-1420](#)

[OAR 581-022-1440](#)

¹The term "invasive physical examination," as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

Protection of Pupil Rights, 20 U.S.C. § 1232h (2006~~15~~); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2006~~15~~).

Every Student Succeeds Act of 2015, 20 U.S.C. § 8548.

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
ADOPT RESOLUTION TO ADMIT NONRESIDENT STUDENTS

SITUATION

During the 2011 Legislative Session, Oregon's elected leaders passed HB 3681, commonly known as the "open enrollment" law. This legislation details a process and timeline by which students may request to attend school in a district where they do not have legal residence, if they receive consent from the district where the school is located.

By March 1 of each year, school boards must determine whether they will give consent to students whose legal residence is not within their school district. If consent will be granted, boards shall establish standards by which consent will be given, including the number of persons to whom consent will be given for the school year.

It should be noted that, while a district is not required to admit nonresident students under the open enrollment provision, the decision not to participate does not preclude resident students from leaving for another district.

RECOMMENDATION

The Superintendent recommends the Board of Directors adopt the following resolution:

The Hillsboro School District 1J Board of Directors hereby resolves to admit nonresident students for the 2018-19 school year under the provisions of Oregon HB 3681. The Board further directs administration to determine and announce the number and location of available transfer slots, and to devise an equitable process by which students will be selected for the slots.

HILLSBORO SCHOOL DISTRICT 1J
February 27, 2018
ADOPT RESOLUTION APPROVING NORTHWEST REGIONAL EDUCATION
SERVICE DISTRICT LOCAL SERVICE PLAN FOR 2018-19

SITUATION

In accordance with ORS 334.175, local school districts must approve their education service district's Local Service Plan for the following year on or before March 1, 2018. The Northwest Regional Education Service District (NWRES D), in concert with regional superintendents, developed a Local Service Plan to bring to the region's 20 school districts. For the local service plan to take effect for the 2018-19 school year, the plan must be approved by at least two-thirds of the component school districts representing more than 50 percent of the regional student population.

The Local Service Plan must contain, and every ESD must provide, the following services:

- Programs for children with special needs
- Technology support
- School improvement services
- Administrative and support services
- Other services required under ORS 339.005 to 339.090

NWRES D's Local Service Plan for the 2018-19 school year is attached.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the resolution approving the NWRES D Local Service Plan for 2018-19. The balance of the NWRES D State School Fund attributable to Hillsboro School District for the 2018-19 school year will be received in cash after services have been received and charged to the District.

Northwest Regional ESD

2018-19 Local Service Plan



5825 NE Ray Circle | Hillsboro, OR 97124-6436

T: 503-614-1428 F: 503-614-1440 Toll-Free: 1-800-990-7500

www.nwresd.org

Northwest Regional Education Service District

[Rob Saxton](#), Superintendent

Washington Service Center

5825 NE Ray Circle Hillsboro, OR
97124
Phone: 503-614-1428
Toll-Free in Oregon: 1-888-990-7500

Clatsop Service Center

[Elizabeth Friedman](#), Administrator
3194 Marine Drive Astoria, OR 97103
Phone: 503-325-2862

Columbia Service Center

[Cynthia Jaeger](#), Administrator
800 Port Avenue St. Helens, OR 97051
Phone: 503-366-4100

Tillamook Service Center

[Kim Lyon](#), Administrator
2515 3rd Street Tillamook, OR 97051
Phone: 503-842-8423

NWRESD Board of Directors

CHAIR

Hollandsworth, Dave | Zone 2
Tillamook, OR

Cunningham, Karen | Zone 5
Portland, OR

Poehlitz, Lisa | Zone 3.
Sherwood OR
503-628-5609

VICE CHAIR

Bruce, Renee | Social
Services Beaverton, OR

Erickson, Tony | Zone
4 Scappoose, OR

Riley, Christine | Zone 1
Gaston, OR

McGlasson, Marilyn | At-Large
Hillsboro, OR

Tomlin, Ross | Higher Ed TBCC
Tillamook, OR

VACANT | Business

Board Zones

- 1: School Districts: Gaston, Sherwood and Tigard-Tualatin
 - 2: School Districts: Astoria, Jewell, Knappa, Seaside, Warrenton-Hammond, Neah-Kah-Nie, Nestucca Valley, Tillamook, Banks and Forest Grove
 - 3: School District: Hillsboro
 - 4: School District: Beaverton (Attendance areas: Beaverton (Partial), Clatskanie, Rainier, Scappoose, St. Helens, and Vernonia)
 - 5: School District: Beaverton
-

Northwest Regional Education Service District

Local Service Plan

Each ESD's component school districts are to pass the Local Service Plan following these guidelines: It must be passed by 2/3 of the districts representing more than 50% of the student population. The Local Service Plan must contain, and every ESD must provide, the following services:

- Programs for children with special needs, including but not limited to special education services, services for at-risk students and professional development for employees who provide those services.
- Technology support for component school districts and the individual technology plans of those districts, including but not limited to technology infrastructure services, data services, instructional technology services, distance learning and professional development for employees who provide those services.
- School improvement services for component school districts, including but not limited to services designed to support component school districts in meeting the requirements of state and federal law, services designed to allow the education service district to participate in and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts, services designed to support and facilitate continuous school improvement planning, services designed to address school wide behavior and climate issues and professional technical education and professional development for employees who provide those services.
- Administrative and support services for component school districts, including but not limited to services designed to consolidate component school district business functions, liaison services between the Department of Education and component school districts and registration of children being taught by private teachers, parents or legal guardians pursuant to ORS 339.035.
- Other services that an education service district is required to provide by state or federal law, including but not limited to services required under ORS 339.005 to 339.090.

Proposed NWRESD 2018-19 Local Service Plan: Core Services Budget

Program	2017-18 Adopted Budget	2018-19 Projected Budget
<i>Professional Learning Services</i>		
Professional Development Strands	\$ 878,375	\$ 878,375
Professional Learning Services	\$ 878,375	\$ 878,375
<i>Regional Innovations Fund</i>	550,000	550,000
<i>Technology</i>		
Network Services	299,228	314,189
Help Desk	101,933	107,030
Application Support/Development	465,126	488,382
Technical Engineering Coop	387,827	407,218
Student Information System	787,734	827,121
Library Services	148,791	156,231
Total Technology Services	2,190,639	2,300,171
<i>Miscellaneous Services</i>		
Home School	13,600	14,280
Emergency Closure Network	10,000	10,500
County Allocations	1,489,589	1,489,589
Total Miscellaneous Services	1,513,189	1,514,369
Total Core Services	\$ 5,132,203	\$ 5,242,915

Proposed NWRESD 2018-19 Local Service Plan: Service Credits

	2018-19 (Projected)	2017-18 (6/29/17 SSF)
Estimated SSF Allocation (based on JE Oct/2017 estimate)	\$ 45,467,482	\$ 45,053,315
ESD Operations @ 10%	4,546,748	4,505,332
Resolution Plan @ 90%	40,920,733	40,547,984
Less: Beaverton (39.5%)	15,968,135	16,013,652
Less: Hillsboro (20.35%)	8,341,097	8,249,613
Amount Available for 18 Districts	16,611,501	16,284,719
CORE Services - 25% of Plan	4,152,875	4,071,180
Service Credits - 75% of Plan	\$ 12,458,626	\$ 12,213,539

County	District	ODE Report 5/10/2017 2015-16 Ex. ADMw	ODE Report 5/10/2017 2016-17 Ex. ADMw	Growth	Local Service Plan ADMw w/ Growth	% of Total	Projected 2018-19 Service Credit Allocation	Amount per ADMw	Projected 2017-18 Service Credit Allocation	Difference
Clatsop	Astoria	2,198.3	2,198.3	-	2,198.3	4.33%	\$ 539,267	\$ 245.31	\$ 517,615	\$ 21,652
	Jewell	267.6	284.3	16.7	300.9	0.59%	73,821	245.31	58,578	15,243
	Knappa	631.2	634.8	3.6	638.4	1.26%	156,603	245.31	147,165	9,438
	Seaside	1,886.8	1,921.1	34.3	1,955.5	3.85%	479,694	245.31	470,310	9,384
	Warrenton-Hammond	1,254.8	1,263.1	8.4	1,271.5	2.50%	311,908	245.31	325,500	(13,592)
Columbia	Clatskanie	906.1	935.8	29.7	965.5	1.90%	236,833	245.31	214,695	22,138
	Rainier	1,093.8	1,093.8	-	1,093.8	2.15%	268,321	245.31	255,029	13,292
	Scappoose	2,809.4	2,818.8	9.3	2,828.1	5.57%	693,753	245.31	704,190	(10,437)
	St. Helens	3,530.3	3,528.7	(1.6)	3,528.7	6.95%	865,631	245.31	825,746	39,885
	Vernonia	773.5	770.3	(3.2)	770.3	1.52%	188,964	245.31	179,483	9,481
Tillamook	Neah-Kah-Nie	1,008.8	1,012.2	3.4	1,015.6	2.00%	249,145	245.31	250,440	(1,295)
	Nestucca Valley	686.1	686.1	-	686.1	1.35%	168,294	245.31	165,437	2,857
	Tillamook	2,505.8	2,524.7	18.9	2,543.6	5.01%	623,977	245.31	604,877	19,100
Washington	Banks	1,271.8	1,365.1	93.4	1,458.5	2.87%	357,776	245.31	293,275	64,501
	Forest Grove	7,727.6	7,727.6	-	7,727.6	15.22%	1,895,641	245.31	1,884,364	11,277
	Gaston	807.9	747.7	(60.2)	747.7	1.47%	183,417	245.31	197,452	(14,035)
	Sherwood	6,010.3	6,010.3	-	6,010.3	11.83%	1,474,370	245.31	1,472,115	2,255
	Tigard-Tualatin	15,047.2	15,047.2	-	15,047.2	29.63%	3,691,210	245.31	3,647,270	43,940
TOTAL		50,417.2	50,569.9	152.7	50,787.5	100.00%	\$ 12,458,625		\$ 12,213,541	\$ 245,084

Proposed NWRESD 2018-19 Local Service Plan: County Allocations

Total Available for Allocation	\$	1,489,589
Base per County =	\$	125,000 x 4
Available by ADMw		500,000
		989,589

County	District	Resolution Plan ADMw w/ Growth	County Base	Allocation Outside of Base	Total 2018-19 Allocation Per County	Total 2017-18 Allocation Per County	Difference
Clatsop	Astoria	2,198.3					
	Jewell	267.6					
	Knappa	631.2					
	Seaside	1,886.8					
	Warrenton-Hammond	1,254.8					
	Total Clatsop County	6,238.7	\$ 125,000	\$ 122,453	\$ 247,453	\$ 248,089	\$ (636)
Columbia	Clatskanie	906.1					
	Rainier	1,093.8					
	Scappoose	2,809.4					
	St. Helens	3,530.3					
	Vernonia	773.5					
	Total Columbia County	9,113.2	125,000	178,873	303,873	301,563	2,310
Tillamook	Neah-Kah-Nie	1,008.8					
	Nestucca Valley	686.1					
	Tillamook	2,505.8					
	Total Tillamook County	4,200.7	125,000	82,452	207,452	207,705	(253)
Washington	Banks	1,271.8					
	Forest Grove	7,727.6					
	Gaston	807.9					
	Sherwood	6,010.3					
	Tigard-Tualatin	15,047.2					
	Total Washington County	30,864.6	125,000	605,811	730,811	732,232	(1,421)
TOTAL		50,417.2	\$ 500,000	\$ 989,589	\$ 1,489,589	\$ 1,489,589	\$ 0

RESOLUTION AUTHORIZING NWRESD LOCAL SERVICE PLAN FOR 2018-19

BE IT RESOLVED by the Board of Directors of _____ School District in _____
County, Oregon, that for the nature and extent of Core Services, Service Credits, and the County
Allocation Fund described in the proposed local service plan and in compliance with the provisions of
ORS 334.175, the school board of said school district hereby approves the Northwest Regional
Education Service District Local Service Plan for the 2018-19 school year.

ADOPTED this _____ day of _____ 2018.

ATTEST:

Board Chair

Superintendent

Please email or mail the signed document by March 1, 2018 to:

Lauren Slyh O'Driscoll
lslyh@nwresd.k12.or.us
Northwest Regional Education Service District
5825 NE Ray Circle
Hillsboro, Oregon 97124