



# Hillsboro School District 1J

March 14, 2017  
Board Meeting

## Board of Directors

Monte Akers • Lisa Allen • Wayne Clift • Glenn Miller • Erik Seligman • Janeen Sollman • Kim Strelchun

# HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS

Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, OR

## Board Meeting Agenda

March 14, 2017

5:15 PM

1. 5:15 PM - Work Session
  - A. Strategic Plan Goals Update 4  
Presenter: Mike Scott
  - B. Bond / Long-Range Planning Update 5  
Presenter: Adam Stewart
  - C. City of Hillsboro Local Option Measure – Informational Presentation 6  
Presenter: Mike Scott
  - D. Board Discussion Time
    1. New Board Member Orientation  
Presenter: Lisa Allen
    2. Board Discussion
  - E. Recess Board Meeting
2. 7:00 PM - Regular Session  
Call to Order and Flag Salute
3. Recognition / Student Presentation
  - A. Student Presentation: Brookwood Elementary School - STEAM Club Members  
Presenter: Kim Strelchun
4. Approval of Agenda
5. Audience Time
6. Reports and Discussion
  - A. Chicas Youth Development Program Report 7  
Presenter: Olga Acuña
  - B. Special Education Parent Partnership Group – Inclusion Report 8  
Presenter: Elaine Fox
  - C. First Reading - K-8 Science Materials Adoption 9  
Presenter: Travis Reiman
  - D. Financial Report (*see written report*) 10  
Presenter: Adam Stewart
  - E. Policies - First Reading  
*If no public comments or questions are received regarding these policies during the review period, they will be placed on the consent agenda for approval during the next regular meeting.*
    1. Policy EBC/EBCA: Emergency Procedures and Disaster Plans; and Policy EBCB - Emergency Drills and Instruction 15

	Presenter: Casey Waletich	
2.	Policy ECACB - Unmanned Aircraft System (UAS), a.k.a. Drone; and Policy KGB - Public Conduct on District Property	19
	Presenter: Casey Waletich	
7.	Consent Agenda	
	<i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
	A. Approve Routine Personnel Matters	24
	B. Accept Donations	25
	C. Authorize 2017 Migrant Summer School Application	26
	D. Approve Designation – Newspaper of Record	27
	E. Approve Policy Revisions	
	<i>(The following policies were presented for first reading on February 28, 2017)</i>	
	1. Policy IKI: Academic Integrity	28
	2. Policy JOC: Legal Names of Students	30
8.	Action Items	
	A. Act on Request to Endorse Ballot Measure 34-273: Renewal of Current Operating Levy for Police, Fire, and Parks (City of Hillsboro)	32
	Presenter: Mike Scott	
9.	NWRESD / HCU / HEA Reports	
10.	Superintendent's Time	
11.	Board of Directors' Time	
12.	Executive Session	
	If needed, the Board may wish to go into Executive Session to discuss matters according to ORS 192.660. (Only used if the Board needs to come back to the Regular Session to take action.)	
13.	Adjourn Regular Session	
14.	Next Meetings of the Board of Directors	
	• April 4, 2017, Work Session	
	• April 25, 2017, Regular Session	

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**STRATEGIC PLAN PERFORMANCE UPDATE**

**SITUATION**

In June 2016, the Board adopted a new five-year Strategic Plan for the District, as well as the 2016-17 work plan and SMART goals. The ultimate objectives of the Strategic Plan are to maximize the student experience, K-12, and to ensure that all students graduate prepared for both civic life and a successful transition to career and/or college. To achieve these objectives, District leaders and staff are focused on continuous improvement in the following areas: Student Experience; Instruction; Learning Environment; Leadership for Learning; Organization; and Governance. The top ten system goals for the year have also been identified.

Updates will be provided three times per year on activities and accomplishments within the focal areas, and on progress toward the achievement of the District's system goals.

<http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/StrategicPlan/StrategicPlanReporting.aspx>

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the Strategic Plan performance update and ask any questions they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**BOND / LONG-RANGE PLANNING UPDATE**

**SITUATION**

During the March 8 meeting of the Bond Advisory Committee, members reviewed feedback received from District staff and administrators, school board members, and community members regarding the two bond packages presented at the February 16 community meeting. The Board Advisory Committee discussed potential updates to the alternative packages, additional opportunities for public comment, and next steps.

Tonight the Board will receive an update on the information that the Bond Advisory Committee has received, and their progress.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**CITY OF HILLSBORO LOCAL OPTION MEASURE –**  
**INFORMATIONAL PRESENTATION**

**SITUATION**

Representatives from the City of Hillsboro will present information regarding 34-273: Renewal of Current Operating Levy for Police, Fire, and Parks. This report is informational, and is not a request for Board action. Additional information about the measure is available at the following link:

<http://www.co.washington.or.us/AssessmentTaxation/Elections/upload/34-273.pdf>.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**CHICAS YOUTH DEVELOPMENT PROGRAM REPORT**

**SITUATION**

Chicas is a school-based youth empowerment program for Latina girls, grades 3 through 12. The program helps to assure academic success for approximately 500 girls by addressing their ability to navigate the educational system, and their challenges related to gender, race, and class in a comprehensive and proactive manner, during after-school sessions and summer scholastic camps. Chicas provides 25-week sessions to cohorts of 25-35 Latina girls. The program is offered at 17 schools and 20 sites within the Forest Grove, Hillsboro and Beaverton School Districts. The program offers academic support, early intervention, college readiness preparation, financial literacy, leadership development, parent involvement, soccer academy, and summer scholastics. For the past three school years, 100 percent of participating high school seniors in the program have graduated from high school, and they are currently enrolled in a college or university. The program's model of wrap-around services and solid partnerships, including those within the school districts, responds to the needs of high-risk students.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**SPECIAL EDUCATION PARENT PARTNERSHIP GROUP – INCLUSION REPORT**

**SITUATION**

Executive Director of Student Services Elaine Fox and parent representatives from the Special Education Parent Partnership group will define inclusion, and share examples of their children’s experiences in an inclusive setting at Rosedale Elementary School.

**RECOMMENDATION**

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



**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**FIRST READING – K-8 SCIENCE MATERIALS ADOPTION**

**SITUATION**

In accordance with policy IIA-AR, the Office for School Performance facilitates teams of teachers, students, parents, community members, and administrators to improve instructional programs, develop curriculum, and make recommendations to the Board regarding the adoption of instructional materials within each academic content area.

This year, the Science Study Team is focused on identifying instructional materials for kindergarten through 9<sup>th</sup> grade science courses that support the Next Generation Science Standards. The Science Study Team has data from action research conducted in K-9 classrooms using Amplify, Exploring Science, STEMscopes, IQWST, Patterns Physics, and Chromebooks.

Tonight's report will include a presentation of the Science Study Team's recommendation for science materials adoption, as well as a complementary investment in instructional technology. Presenters will include teachers, Citizens' Curriculum Advisory Committee members, and District leaders.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of the proposed adoption of K-8 science materials.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**FINANCIAL REPORT**

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

Example 8: Assessing Support Services Performance

Support services directors meet each month to align their departments' efforts and eliminate redundant work. During a recent meeting, a comprehensive budget review was conducted, including a school-specific review of the on-demand financial reports that are provided for administrators, to help them monitor their school budgets. Additionally, administrators received a step-by-step overview of the budget cycle, including budget development, monitoring, and fiscal year closing. Site visits and support staff training were also offered.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. The Finance team's pilot of electronic employee expense reimbursements for Administration Center staff through the Infinite Visions portal is proving to be very successful. Therefore, the Finance team will be rolling it out to all staff by the end of the year. The Finance team will also pilot Tyler Content Manager (TCM), a web platform that integrates with Infinite Visions to manage District documents, later this spring, after the technology is in place and Business Office staff have received training.

Finance Team – Financial Reporting and Grants. Finance Manager Jeff Jones has been working with Rian Petrick, Director of Extracurricular Programs and Community Outreach, to support creative fundraising efforts that will benefit students. Mr. Jones is developing account structures and reports to ensure that donations, sponsorships, and other revenue sources are accurately monitored. Hillsboro School District is partnering with Hillsboro Hops on one of the innovative projects, which will provide Western Oregon University scholars with work experience, along with the opportunity to earn income.

The audit team from Grove, Mueller & Swank, P.C., will be in the District, conducting interim testing, May 22 - 25, 2017. In preparation for the interim audit, Mr. Jones is reviewing procedures, checklists, and new GASB (Governmental Accounting Standards Board) reporting requirements.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis and the Payroll team have been working closely with Human Resources staff to develop and test "ePARs" (electronic personnel action requests) in Infinite Visions. The shift to this electronic

workflow will allow District hiring tools to mirror the current electronic processes for purchasing. The project is currently in the testing phase, with full implementation expected by July 1, 2017.

Recent accomplishments of Lynette Coffman and the Benefits team have included reporting insurance pool balances to licensed and classified union representatives, and facilitating a retirement workshop at the Administration Center. The Benefits team also supports District staff who need medical / family leaves and workplace modifications. The team's expertise in these areas is a true resource to District staff, especially during times that are often physically and financially challenging.

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 January 2017.

The District received 5 workers' compensation claims in January 2017. As of January 31, 2017, there were 52 open claims; 23 were for medical costs only, and 25 included time loss. There were 4 employees on modified work plans during January.

<b>Worker's Compensation Claims</b>			
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
July	1	3	3
August	9	2	6
September	10	10	7
October	12	8	15
November	3	7	17
December	6	13	7
January	16	11	5
February	6	11	
March	11	12	
April	8	10	
May	11	8	
June	8	9	
<b>Yearly Total:</b>	<b>101</b>	<b>104</b>	<b>60</b>

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 150 student incidents reported in January.

<b>Student Incident Reports</b>			
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
July	4	0	1
August	1	6	14
September	83	181	249
October	156	243	291
November	64	160	235
December	59	43	104
January	94	134	150
February	98	177	
March	78	165	
April	109	183	
May	106	175	
June	36	68	
<b>Yearly Total:</b>	<b>888</b>	<b>1,467</b>	<b>1,044</b>

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 five bus accidents in January.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**MONTHLY FINANCIAL REPORT - as of February 28, 2017**

<i>Revenues</i>	1st Quarter Actual	2nd Quarter Actual	January Actual	February Actual	3rd Quarter Actual	Fiscal YTD 2016-17	Budget 2016-17	% of 2016-17 Budget Expended	2015-16 Fiscal YTD	% of 2015-16 Budget Expended
Taxes	\$109,310.56	\$64,476,457.96	\$647,239.70	\$0.00	\$647,239.70	\$65,233,008.22	\$67,230,674.00	97.03%	\$62,625,552.49	102.77%
Interest	\$81,966.99	\$125,616.10	\$73,739.45	\$0.00	\$73,739.45	\$281,322.54	\$307,952.00	91.35%	\$205,844.97	72.47%
Local Sources	\$171,595.72	\$158,484.71	\$35,817.64	\$40,501.93	\$76,319.57	\$406,400.00	\$1,895,229.00	21.44%	\$665,063.81	39.05%
<b>Total Local</b>	<b>\$362,873.27</b>	<b>\$64,760,558.77</b>	<b>\$756,796.79</b>	<b>\$40,501.93</b>	<b>\$797,298.72</b>	<b>\$65,920,730.76</b>	<b>\$69,433,855.00</b>	<b>94.94%</b>	<b>\$63,496,461.27</b>	<b>100.91%</b>
County/ESD	\$1,231,316.67	\$1,084,075.85	\$371,355.14	\$0.00	\$371,355.14	\$2,686,747.66	\$3,253,669.00	82.58%	\$2,532,611.98	56.47%
State Sources	\$42,832,700.76	\$30,180,029.68	\$11,290,323.50	\$10,011,774.00	\$21,302,097.50	\$94,314,827.94	\$124,345,402.00	75.85%	\$91,855,083.32	74.49%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	N/A
Other Sources	\$1,299.83	\$21.47	\$0.00	\$62.70	\$62.70	\$1,384.00	\$0.00	0.00%	\$1,584.36	N/A
Beginning Balance	\$14,558,454.24	\$0.00	\$0.00	\$0.00	\$0.00	\$14,558,454.24	\$13,657,752.00	106.59%	\$17,604,269.16	105.67%
<b>Total Revenue</b>	<b>\$58,986,644.77</b>	<b>\$96,024,685.77</b>	<b>\$12,418,475.43</b>	<b>\$10,052,338.63</b>	<b>\$22,470,814.06</b>	<b>\$177,482,144.60</b>	<b>\$210,690,678.00</b>	<b>84.24%</b>	<b>\$175,490,010.09</b>	<b>84.62%</b>
<b>Expenditures</b>										
<b>Instruction</b>										
Salaries	\$6,480,126.87	\$19,061,062.19	\$6,280,891.92	\$6,374,718.11	\$12,655,610.03	\$38,196,799.09	\$79,116,611.61	48.28%	\$37,770,312.88	50.42%
Benefits	\$2,857,346.21	\$8,961,350.37	\$2,925,033.93	\$2,973,475.82	\$5,898,509.75	\$17,717,206.33	\$37,786,428.92	46.89%	\$17,137,164.57	52.19%
Purchased Service	\$1,132,357.72	\$2,015,185.63	\$456,368.37	\$170,435.32	\$626,803.69	\$3,774,347.04	\$2,969,803.33	127.09%	\$2,297,279.24	65.50%
Supplies/Materials	\$472,197.15	\$537,181.12	\$93,199.55	\$119,417.56	\$212,617.11	\$1,221,995.38	\$1,424,484.63	85.79%	\$1,077,576.79	54.81%
Capital Purchases	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	0.00%	\$7,561.25	N/A
Other	\$92,659.90	\$30,761.50	\$44,965.11	\$2,119.78	\$47,084.89	\$170,506.29	\$197,254.76	86.44%	\$114,325.40	59.39%
<b>Total Instruction</b>	<b>\$11,037,687.85</b>	<b>\$30,605,540.81</b>	<b>\$9,800,458.88</b>	<b>\$9,640,166.59</b>	<b>\$19,440,625.47</b>	<b>\$61,083,854.13</b>	<b>\$121,494,583.25</b>	<b>50.28%</b>	<b>\$58,404,220.13</b>	<b>51.49%</b>
<b>Support Services</b>										
Salaries	\$6,794,743.65	\$9,809,915.28	\$3,179,992.07	\$3,161,597.16	\$6,341,589.23	\$22,946,248.16	\$38,038,656.98	60.32%	\$21,628,147.73	59.07%
Benefits	\$3,338,967.85	\$5,207,734.28	\$1,669,309.37	\$1,685,318.45	\$3,354,627.82	\$11,901,329.95	\$18,419,332.24	64.61%	\$10,803,517.35	52.86%
Purchased Service	\$3,070,087.01	\$3,625,266.27	\$886,594.38	\$1,324,719.46	\$2,211,313.84	\$8,906,667.12	\$13,509,529.66	65.93%	\$9,140,727.96	67.66%
Supplies/Materials	\$2,184,610.24	\$1,205,223.01	\$472,432.79	\$218,584.65	\$691,017.44	\$4,080,850.69	\$6,489,844.64	62.88%	\$3,949,450.13	61.56%
Capital Purchases	\$655,901.84	-\$387,857.42	\$46,756.39	\$60,986.95	\$107,743.34	\$375,787.76	\$250,052.97	150.28%	\$266,923.95	144.74%
Other	\$1,125,621.02	\$62,046.53	\$22,391.85	\$1,561.72	\$23,953.57	\$1,211,621.12	\$1,536,470.53	78.86%	\$1,323,046.36	108.51%
<b>Total Support</b>	<b>\$17,169,931.61</b>	<b>\$19,522,327.95</b>	<b>\$6,277,476.85</b>	<b>\$6,452,768.39</b>	<b>\$12,730,245.24</b>	<b>\$49,422,504.80</b>	<b>\$78,243,887.02</b>	<b>63.16%</b>	<b>\$47,111,813.48</b>	<b>60.11%</b>

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	January Actual	February Actual	3rd Quarter Actual	Fiscal YTD 2016-17	Budget 2016-17	% of 2016-17 Budget Expended	2015-16 Fiscal YTD	% of 2015-16 Budget Expended
<b>Community Services</b>										
Salaries	\$70,120.54	\$73,677.42	\$21,268.87	\$21,848.17	\$43,117.04	\$186,915.00	\$264,225.41	70.74%	\$150,091.28	62.96%
Benefits	\$27,206.39	\$32,721.85	\$10,520.00	\$10,519.17	\$21,039.17	\$80,967.41	\$109,906.57	73.67%	\$69,112.67	49.25%
Purchased Service	\$16,710.96	\$33,310.59	\$6,480.00	\$1,831.74	\$8,311.74	\$58,333.29	\$36,069.36	161.73%	\$109,701.39	485.66%
Supplies/Materials	\$1,974.63	\$5,284.31	\$135.00	\$91.20	\$226.20	\$7,485.14	\$3,043.15	245.97%	\$2,255.92	49.69%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$1,568.52	0.00%	\$700.00	0.00%
<b>Total Community Services</b>	<b>\$116,012.52</b>	<b>\$145,694.17</b>	<b>\$38,403.87</b>	<b>\$34,290.28</b>	<b>\$72,694.15</b>	<b>\$334,400.84</b>	<b>\$414,813.01</b>	<b>80.61%</b>	<b>\$331,861.26</b>	<b>81.60%</b>
<b>Capital Projects</b>										
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,909.22	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$19,909.22</b>	<b>0.00%</b>
Debt Service Payment	\$38,205.05	\$0.00	\$0.00	\$0.00	\$0.00	\$38,205.05	\$826,118.76	4.62%	\$341,893.76	40.31%
Transfers	\$0.00	\$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	\$0.00	\$9,604,527.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$28,361,837.03</b>	<b>\$50,273,562.93</b>	<b>\$16,116,339.60</b>	<b>\$16,127,225.26</b>	<b>\$32,243,564.86</b>	<b>\$110,878,964.82</b>	<b>\$210,583,929.04</b>	<b>52.65%</b>	<b>\$106,209,697.85</b>	<b>51.21%</b>

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**FIRST READING – POLICY EBC/EBCA: EMERGENCY PROCEDURES AND**  
**DISASTER PLANS; AND POLICY EBCB: EMERGENCY DRILLS AND**  
**INSTRUCTION**

**SITUATION**

Oregon Revised Statute (ORS) 336.071 now includes lockout, shelter in place, and evacuation as required trainings for student safety; and ORS language regarding ‘coastal’ hazard zones has been changed to ‘tsunami’ hazard zones. In addition, ORS 192.660 now allows school boards to conduct executive sessions to discuss “matters relating to school safety or a plan that responds to safety threats made toward a school...” (ORS 192.660(2)(k)).

Oregon Schools Board Association (OSBA) has recommended revisions to the District’s policies to align them with the new legislation. Additional minor revisions to these policies are recommended to improve clarity and streamline the text.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of policy EBC/EBCA: Emergency Procedures and Disaster Plans; and policy EBCB: Emergency Drills and Instruction.

**Emergency Procedures and Disaster Plans**

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

The District's emergency procedures plan will meet the standards of the State Board of Education.

Copies of the emergency procedures plan will be available in all District buildings. Parents will be informed of the District's plan for the care of students during an emergency situation through the student handbook.

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

END OF POLICY

**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)  
[ORS 332.107](#)  
[ORS 431.035 \(5\)2\(e\)](#)  
[ORS 433.260](#)

[ORS 433.441](#)  
[OAR 437-002-0161](#)  
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)  
[OAR 581-022-0705](#)  
[OAR 581-022-1420](#)



## Emergency Drills and Instruction

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

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

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

### Fire Emergencies

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

### Earthquake Emergencies

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

### Safety Threats

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

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

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

END OF POLICY

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**Legal Reference(s):**

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

[ORS 336.071](#)

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

[ORS 479.140](#)

[OAR 581-022-1420](#)

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

**HILLSBORO SCHOOL DISTRICT 1J**

**March 14, 2017**

**FIRST READING – POLICY ECACB: UNMANNED AIRCRAFT SYSTEM (UAS),  
A.K.A. DRONE; AND POLICY KGB: PUBLIC CONDUCT ON DISTRICT PROPERTY**

**SITUATION**

Per House Bill (HB) 4066, school districts that choose to operate an unmanned aircraft system (UAS) as part of the district's curriculum must adopt policies for the use, storage, and accessing of the UAS, and for the sharing and retention of data resulting from its operation. Oregon School Boards Association (OSBA) has prepared a new policy that addresses unmanned aircraft systems, and has recommended language regarding drones to be added to the District's current policy KGB: Public Conduct on District Property. These policy recommendations are aligned with the new legislation, and include references to Federal Aviation Association (FAA) and Oregon School Activities Association (OSAA) requirements.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of policy ECACB: Unmanned Aircraft System (UAS), a.k.a. Drone; and policy KGB: Public Conduct on District Property.

## **Unmanned Aircraft System (UAS), a.k.a. Drone**

Any employee or representative of the District operating a District unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The District recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics, and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production, or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum, and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.

District employees shall work with administrators to ensure that proper insurance, registration, and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>1</sup> at OSAA sanctioned events. Use of a UAS at other District-sponsored athletics or activities is prohibited.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the District as part of a UAS operation will belong to the District. The data gathering by the District will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures for the implementation of this policy.

The District shall post a copy of this policy, associated procedures, and a copy of Oregon Revised Statute (ORS) 192.501 on the District’s website.

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<sup>1</sup><http://www.osaa.org/governance/handbooks/osaa> #85

## Third Party Use

Third party use of a UAS on District property or at District-sponsored events for any purpose is prohibited, unless granted permission from the superintendent or designee.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA regulations and shall provide the following to the District:

1. Proof of insurance that meets the liability limits established by the District;
2. Appropriate registration and authorization issued by the FAA when required; and
3. A signed agreement holding the District harmless from any claims of harm to individuals or damage to property.

END OF POLICY

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### Legal Reference(s):

[ORS 164.885](#)  
[ORS 174.109](#)

[ORS 192.501](#)  
[ORS 837.300](#) to -837.390

[ORS 837.995](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95, § 336 (2012).  
Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.  
Family Educational Rights Privacy Act  
OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #85 (2015-2016).

## Public Conduct on District Property

No person on District property or any District grounds, including parking lots, shall:

1. Injure or threaten to injure another.
2. Haze, harass, intimidate, bully or menace another, or engage in behavior deemed by the District to endanger the safety of students, employees, self or others.
3. Use or engage in abusive verbal expression or physical conduct that interferes with the performance of students, event officials, or sponsors of approved activities.
4. Initiate or circulate a report one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe, or other emergency that will take place in a school or on school property.
5. Damage the property of another or of the District.
6. Violate parking regulations.
7. Drive a vehicle in an unsafe manner.
8. Operate an unmanned aircraft system (UAS) or drone, unless granted permission from the superintendent or designee, as described in Board policy ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone.
9. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity taking place on District property that has been authorized by the Board, Superintendent, principal, or other authorized administrator.
10. Enter any portion of District premises at any time for purposes other than those that are lawful and authorized by District officials.
11. Bring, possess, or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law.
12. Possess, consume, sell, give, or deliver unlawful drugs or alcoholic beverages. Possess, sell, give, or deliver drug paraphernalia.

- 132. Use, distribute, or sell tobacco products or inhalant delivery systems, in any form. For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and any other smoking product, and spit tobacco, dip, chew, and snuff in any form.
- 143. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other ~~things~~ items that are evidence of membership ~~in~~ or affiliation ~~in~~ with any gang.
- 154. Use speech or conduct that could cause disruption of the educational environment or the orderly operation of District property, or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance, or language, including hand signs, claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.
- 165. Willfully violate Board policies, administrative regulations, or school rules designed to maintain public order on District property.

Persons ~~having~~ who have no legitimate purpose or business on District property, or who ~~violating~~ or threatening to violate the above rules, may be removed from the premises and/or referred to law enforcement officials.

END OF POLICY

**Legal Reference(s):**

ORS 161.015  
ORS 164.245  
ORS 164.255  
ORS 166.025  
ORS 166.155 - 166.165

ORS 166.210 - 166.370  
ORS 332.172  
ORS 336.109  
ORS 339.883  
ORS 431.840

ORS 433.835 to-433.990  
ORS 806.060 - 806.080  
OAR 333-015-0025 to-0090  
OAR 581-021-0110  
OAR 584-020-0040(4)(e),(g)

Gun-Free Schools Act, 20 U.S.C. 7151 (2006).  
 Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).  
 Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).

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

The Superintendent recommends that the Board of Directors:

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

**Judy Dahl**

Assignment: 5th Grade  
Location: Orenco Elementary School  
Effective Date: June 26, 2017  
Years of Service: 22 years

**Kathleen Stewart**

Assignment: Kindergarten  
Location: Tobias Elementary School  
Effective Date: June 26, 2017  
Years of Service: 16 years

- B. Approve the employment of the following licensed personnel in the 2016-17 school year:

**Trisha Lux**

Education: MA – University of Phoenix, Tigard, OR  
Experience: 6 years  
Assignment: 1.0 FTE 5<sup>th</sup> Grade – Eastwood Elementary School

**Joel Meeuwsen**

Education: BA – Portland State University, Portland, OR  
Experience: None  
Assignment: 0.8 FTE Secondary Resource Specialist – Century High School



**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of February 28, 2016)**

**SITUATION**

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

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

- Donation of \$10,000 from Synopsis Silicon Valley Science & Technology Outreach Foundation to Hillsboro School District to be used for the District science fair.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors accept this donation.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**AUTHORIZE APPLICATION FOR**  
**2017 MIGRANT EDUCATION SUMMER SCHOOL**

**SITUATION**

Hillsboro School District has been invited to apply to the Oregon Department of Education for \$279,204 in Title I-C funds to operate the 2017 Hillsboro School District Summer Migrant Program. The District has served as the operating agency for this program since 1987. The District recovers all costs, direct and indirect, from the grant. The program will serve approximately 700 elementary and 350 secondary migrant-eligible students, and will employ up to 73 staff members during the four-week summer session (July 5 – August 3, 2017).

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors authorize the Hillsboro School District to apply to the Oregon Department of Education for \$279,204 in Title I-C funds to operate the 2017 Hillsboro School District Summer Migrant Program.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**APPROVE DESIGNATION – NEWSPAPER OF RECORD**

**SITUATION**

Oregon Revised Statutes require that the District’s Newspaper of Record, in which the District posts all of its legal notices, be designated each year. In July 2016, the Board designated the Washington County Argus and the Hillsboro Tribune as the District’s Newspapers of Record for the 2016-17 school year. However, it has been announced that the final issue of the Washington County Argus will be published on March 29, 2017. Because of this change, a revised designation is being presented to the Board for approval, removing the Washington County Argus as a designated Newspaper of Record, effective March 30, 2017. The sole Newspaper of Record for the District for the remainder of the 2016-17 school year will be the Hillsboro Tribune.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the following designation, effective March 30, 2017:

<b>TITLE:</b>	<b>DESIGNEE:</b>
Newspaper of Record	Hillsboro Tribune

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**APPROVE REVISIONS TO POLICY IKI: ACADEMIC INTEGRITY**

**SITUATION**

Proposed revisions to Board policy IKI - Academic Integrity reflect recent legislative changes regarding the use of suspension or expulsion as a form of discipline. Oregon School Boards Association (OSBA) recommends that school districts refer to Oregon Revised Statute (ORS) 339.250 prior to imposing a suspension or an expulsion on a student as discipline, when conditions or events are related to academic dishonesty. Additional minor revisions to the policy are recommended to improve clarity and streamline the text.

These proposed revisions were presented to the Board for first reading on February 28, 2017. No public comments or questions were received during the review period.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the revisions to policy IKI: Academic Integrity.

## Academic Integrity

The Board believes that students should strive to achieve their academic goals. This objective is accomplished through honest and diligent effort by students to understand the subject matter, themselves, and the world in which they live. The Board desires to encourage the development of critical thinking skills in students, to show them the benefits of setting and accomplishing goals, and to help students realize the satisfaction and reward of learning.

Students are expected to put forth their best effort on tests and assignments, and not deliberately underperform. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential.

Students are encouraged to converse with others and assist other students except when it doing so is in a manner that is not inconsistent with testing or assignment instructions. This dialogue or exchange of ideas both inside and outside the classroom helps facilitate learning by everyone. Assisting others is prohibited, however, when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aids or other written materials on tests or assignments. Academic dishonesty also includes sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Furthermore, students are expected to put forth their best effort and not deliberately underperform on tests or assignments.

Students who engage in academic dishonesty must either complete the invalidated summative assessment or an alternative assessment chosen by staff. Discipline may include detention; prohibiting the student from participating in school-sponsored activities or events; denial or revocation of school-conferred titles, distinctions, honors, or privileges; or suspension or expulsion<sup>1</sup>.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 339.240](#)  
[ORS 339.250](#)  
[OAR 581-021-0050 to -0075](#)

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**APPROVE REVISIONS TO POLICY JOC: LEGAL NAMES OF STUDENTS**

**SITUATION**

Oregon Administrative Rule (OAR) 581-022-1670 allows school districts to create a cross-referencing system between students' requested names and their legal names for time periods that are consistent with state archive rules, as outlined in OAR 166-400-0060. Oregon School Boards Association (OSBA) has recommended revisions to Board policy JOC: Legal Names of Students to align the policy with these statutes.

These proposed revisions were presented to the Board for first reading on February 28, 2017. No public comments or questions were received during the review period.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the revisions to policy JOC: Legal Names of Students.

# Hillsboro School District 1J

Code: JOC  
Adopted: 06/09

## Legal Names of Students

The District will ~~not~~ consider requests to use names other than the student's legal name. Such requests, if honored, may be entered into the computer system so long as a cross-referencing system is established to locate the student's records with the student's legal name.

Legal last names will be changed by the District only upon receipt of a copy of a court order.

END OF POLICY

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### Legal Reference(s):

[OAR 581-022-1670](#)

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 14, 2017**  
**ACT ON REQUEST TO ENDORSE BALLOT MEASURE 34-273: RENEWAL OF**  
**CURRENT OPERATING LEVY FOR POLICE, FIRE, AND PARKS**  
**(CITY OF HILLSBORO)**

**SITUATION**

Hillsboro City Council President Darrell Lumaco has asked that the Board endorse measure 34-273: Renewal of Current Operating Levy for Police, Fire, and Parks. Additional information about the measure is available at the following link:

<https://www.hillsborocommittee.org/about-us/>

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors determine whether to endorse ballot measure 34-273: Renewal of Current Operating Levy for Police, Fire, and Parks.