



Hillsboro School District 1J

April 25, 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 49th Place, Hillsboro, OR

Board Meeting Agenda

April 25, 2017

5:15 PM

1. 5:15 p.m. Executive Session
ORS 192.660(2)(i)--Evaluation of the Superintendent
2. 5:30 PM - Work Session
 - A. Board Discussion Time
 - B. Bond Advisory Committee Update / Recommendations 4
Presenter: Mike Scott / Adam Stewart
 - C. Budget Update 18
Presenter: Mike Scott / Adam Stewart
 - D. Recess Board Meeting
3. 7:00 PM - Regular Session
Call to Order and Flag Salute
4. Recognition / Student Presentation
 - A. Recognition: HSD 2016-17 State Champions 19
Presenter: Monte Akers
5. Approval of Agenda
6. Audience Time
7. Reports and Discussion
 - A. Announcement of Bond Advisory Committee Recommendations 20
Presenter: Mike Scott / Adam Stewart
 - B. Financial Report (*see written report*) 21
Presenter: Adam Stewart
 - C. Policies - First Reading
If no public comments or questions are received regarding these policies during the review period, they will be placed on the consent agenda for approval during the next regular meeting.
 1. Policy LGA - Compliance with Standards 26
Presenter: Travis Reiman
 2. Policy IIA - Instructional Resources / Instructional Materials 28
Presenter: Travis Reiman
 3. Policy ING - Animals in District Facilities 31
Presenter: Adam Stewart
 4. Policy IIBGA - Electronic Communications System 34
Presenter: Don Wolff
8. Consent Agenda

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

| | |
|---|----|
| A. Approve Minutes of February 7, 2017, Board Meeting | 37 |
| B. Approve Minutes of February 28, 2017, Board Meeting | 40 |
| C. Approve Minutes of March 14, 2017, Board Meeting | 46 |
| D. Approve Routine Personnel Matters | 52 |
| E. Accept Donations | 54 |
| F. Adopt Revised Planning Calendar for 2017-18 Budget | 55 |
| G. Approve Policy Revisions <i>(The following policies were presented for first reading on March 14, 2017)</i> | |
| 1. Policy EBC/EBCA: Emergency Procedures and Disaster Plans; and Policy EBCB - Emergency Drills and Instruction | 57 |
| 2. Policy ECACB - Use of Drones on District Property; and Policy KGB - Public Conduct on District Property | 61 |
| 9. Action Items | |
| A. Inter-District Transfers Presenter: Beth Graser | 66 |
| B. Approve 2017-18 Alternative Education Programs Presenter: Ted Zehr / Gregg O'Mara | 67 |
| C. Adopt K-8 Science Instructional Materials Presenter: Travis Reiman | 72 |
| D. Approve Financing of School Buses Presenter: Adam Stewart | 73 |
| 10. NWRESD / HCU / HEA Reports | |
| 11. Superintendent's Time | |
| 12. Board of Directors' Time | |
| 13. 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.) | |
| 14. Adjourn Regular Session | |
| 15. Next Meetings of the Board of Directors | |
| • May 4, 2017, Budget Committee Meeting | |
| • May 9, 2017, Work Session | |
| • May 11, 2017, Budget Committee Meeting (if needed) | |
| • May 23, 2017, Regular Session | |

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
BOND ADVISORY COMMITTEE UPDATE / RECOMMENDATIONS

SITUATION

In August 2016, the Hillsboro School District Board of Directors approved the formation of the Bond Advisory Committee to develop a bond package for either the November 2017 or the May 2018 ballot.

The committee began meeting in October 2016, and has now held six meetings, looking at several different bond funding levels and possible bond package components. The committee also hosted open house events to share this information and gather feedback. Locations for these events included the Brookwood Library, Hillsboro High School, and Glencoe High School. Information was also presented at the Hillsboro Schools Summit and a Spanish Language Coffee Chat. In addition, the committee commissioned a community survey, which was conducted by Patinkin Research Strategies during the first week of April, to gather additional community feedback. On April 12, the Bond Advisory Committee met to review all of the feedback that has been received, and to draft a final recommendation to present to the Superintendent. Tonight, the Board will receive this recommendation, including the recommended election date, levy rate, total bond package cost, and components to be included in the bond package. The recommendation will be discussed during the work session, and announced during the regular session. The goal will be for the Board to take action during the May 23 Board meeting to finalize this package and begin the bond campaign.

All materials shared with the Bond Advisory Committee are available on the District website, <http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/Bond.aspx>.

RECOMMENDATION

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



Hillsboro School District

Bond Advisory Committee

Recommendation to the Superintendent

Acknowledgements

Bond Advisory Committee

- ◆ Deanna Palm, Co-Chair, Hillsboro Chamber of Commerce
- ◆ Jerry Willey, Co-Chair, Former City of Hillsboro Mayor
- ◆ Blake Boyles, City of North Plains
- ◆ Matthew Buckingham, Parent – Long Range Planning Committee Member
- ◆ Rebecca Carey-Smith, Portland General Electric
- ◆ Lindsay Garcia, Principal – Eastwood Elementary School
- ◆ Javier Gonzalez, Student – Hillsboro High School
- ◆ Martin Granum, Parent – Community/Budget Committee Member
- ◆ Robby Hammond, City of Hillsboro
- ◆ Melody Hansen, HSD Classified Employee – HCU Union Representative
- ◆ Joelle Hildner, Parent – Community Member
- ◆ Shawna Ashley Ingram, Student – Hillsboro High School
- ◆ Michelle Jensen, Principal – Brookwood Elementary School
- ◆ Leroy Landers, Mahlum Architects
- ◆ Jesse Lovrien, Newlands Development
- ◆ Rob Massar, Washington County
- ◆ Dave Militich, City of Hillsboro – Parks and Recreation
- ◆ Glenn Miller, Hillsboro School Board Member
- ◆ Kristina Nguyen, Student – Century High School
- ◆ Rick Rainone, Cornerstone Management
- ◆ Jeremy Stewart, Parent – Community Member
- ◆ Mike Strande, Principal – Rosedale Elementary School
- ◆ Kim Strelchun, Hillsboro School Board Member
- ◆ Jennifer Trimble, Parent – Community Member
- ◆ Joe Vermeire, HSD Teacher – HEA Representative
- ◆ Dave Vickery, Vice-Principal – Glencoe High School
- ◆ Ryan Wells, City of Cornelius
- ◆ Roger Will, Principal – Brown Middle school
- ◆ Kurt Zenner, Mahlum Architects

Hillsboro School District Staff Supporting the Committee

- ◆ Adam Stewart, HSD Chief Financial Officer
- ◆ Beth Graser, HSD Communications Director
- ◆ Carol Hatfield, HSD Transportation Director
- ◆ Ed Hayden, Hayden Group – District Realtor
- ◆ Kyle Hayden, Hayden Group-District Realtor
- ◆ Sharon McCarty, HSD Facilities Department Secretary
- ◆ Travis Reiman, HSD Assistant Superintendent – Office of School Performance
- ◆ Casey Waletich, HSD Director Executive Director of Facilities, Safety & Operations

- ◆ Don Wolff, HSD Chief Information Officer
- ◆ Kelly Purdy, HSD College & Career Teacher on Special Assignment
- ◆ Rian Petrick, HSD Director of Extra-Curricular Programs & Community Outreach

Project Support

- ◆ Frank Angelo, Angelo Planning Group
- ◆ Shayna Rehberg, Angelo Planning Group

Table of Contents

| | |
|--|-----------|
| Executive Summary | 4 |
| Recommendation to the Hillsboro School District Superintendent..... | 4 |
| Bond Advisory Committee Purpose..... | 4 |
| Bond Program Assumptions | 7 |
| 1. Bond Advisory Committee (BAC) Process | 8 |
| A. Bond Advisory Committee | 8 |
| B. Bond Advisory Committee Charge | 8 |
| C. Bond Advisory Committee Membership | 9 |
| D. Bond Advisory Committee Meetings..... | 9 |
| <i>Bond Packages Considered – Background for Recommendation</i> | 9 |
| E. Community Open Houses and Outreach | 10 |
| F. Bond Advisory Committee Bond Recommendation to the Superintendent | 10 |
| <i>Student Enrollment Forecasts – Background for Recommendation</i> | 10 |
| <i>Bond Advisory Committee Recommendation</i> | 11 |
| 2. Bond Advisory Committee (BAC) Materials | 12 |
| A. BAC Meeting Agendas and Materials..... | 12 |
| B. School Bond Project Boards..... | 12 |

Executive Summary

Recommendation to the Hillsboro School District Superintendent

On Wednesday, April 12, 2017 the Bond Advisory Committee (BAC) reached unanimous consensus on a Bond Capital Improvement Program recommendation to forward to the Superintendent of the Hillsboro School District. The recommendations are:

- ◆ Present a Bond Program to Hillsboro School District residents that totals \$408 million.
 - ◆ The Project List includes 34 projects that will ultimately touch each school throughout the District with some level of physical improvement.
 - ◆ The recommended program will renew the current \$2.24 / \$1,000 bond tax rate that is in place in the District. Consequently, the \$408 million program will not result in an increase to the current tax rate paid by District residents and businesses. The Committee believes this is very important to the community.
 - ◆ The complete Project List is shown on Table 1.
- ◆ The Bond Program should be placed before District voters in November 2017. The BAC considered a May 2018 election date but strongly believes that November is the preferred date given the need for the school improvements identified in the program and the ability to present a bond program to residents that maintains the current tax rate.

Bond Advisory Committee Purpose

The Hillsboro School District is facing challenges related to modernizing current facilities and providing sufficient school / classroom capacity to accommodate anticipated increases in student enrollment over the next 10 years. In light of this, the District believes that a new school construction bond program is necessary to provide funding for new school facilities and modernization of existing school facilities. The District will work with a committee of community representatives to consider projects that address the identified school capacity needs and funding opportunities related to the bond program. The Bond Advisory Committee (BAC) Purpose is described as:

To assist the School District develop a Capital Bond Program to present to District voters. Committee members will provide advice and share their interests and perspectives to provide a broad representation of the community's values regarding a bond program. The program will address a variety of capital needs that could include new facilities, capacity increases and modernization at existing facilities, and technology and safety improvements. The Committee will also recommend when the bond program should be presented for a vote by District residents. Committee recommendations will be provided to the Superintendent.

The BAC conducted six meetings between October 2016 and April 2017. The BAC meetings were the source of extensive discussions on bond financing, project alternatives and program implementation factors. Each meeting was open to the public and public comment was welcomed at each meeting. In addition to the six BAC meetings, three Community Open Houses and other outreach activities were held to share the Bond Program project alternatives with District residents and businesses and to gain further community input. Additionally, all materials presented to the BAC and bond program information was posted on the District's website:

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

The BAC considered multiple bond programs over the course of their deliberations. In February, the BAC narrowed the bond options to two:

- ◆ Package A: \$408 million / retain the current tax rate of \$2.24 / \$1,000
- ◆ Package B: \$442 million / increase tax rate to \$2.50 / \$1,000

Both bond packages were presented to the Hillsboro community to obtain input at three (3) Community Open Houses held at the Hillsboro Library, Hilhi and Glencoe. Three additional presentations of both bond packages were held at District-sponsored events. Public comments at these events indicated an understanding of the need for the construction bond program and were supportive of the District moving forward with a bond program to District voters.

While the community outreach was occurring, a scientific poll of 600 likely voters was conducted to get a sense on the larger community's potential support. The outcome of the polling indicated support for the \$408 million - retain the current tax rate of \$2.24 / \$1,000. Those polled indicated their support by 64% yes (strongly or not strongly). This increased to 68% support when it was made clear that the bond measure would not raise the current tax rate of \$2.24 / \$1,000. As a comparison, Package B (\$442 million) secured the support of 49% (strongly or not strongly) of those polled.

With the results of the Community Open Houses, public meetings and the polling, the BAC at its April 12, 2017 meeting reached unanimous consensus to forward a recommendation to the Superintendent supporting the action to place the \$408 million Bond Program before District voters in November 2017. The Committee agrees that the bond program represents an equitable and fiscally responsible approach to provide for the learning and physical environment needs for current and future students in the Hillsboro School District. Table 1 presents the specific projects and costs of the 34 projects in the recommended Bond Program.

The BAC appreciates the participation of each committee member and the support provided by School District representatives. BAC members look forward to the opportunity to discuss the Committee's recommendation with the Superintendent and Hillsboro School Board.

Table 1. Bond Advisory Committee Recommended Bond Projects

| BAC Recommended Bond Projects | Cost Estimate |
|---|----------------------|
| 1.0 Safety & Security Projects | \$68,254,830 |
| School Safety Upgrades | \$11,465,846 |
| School Seismic Upgrades | \$45,164,771 |
| Parent / Bus Drop-off Improvements | \$ 9,179,025 |
| Playground Upgrades | \$ 1,701,000 |
| Install Cameras and GPS on All Buses | \$ 744,188 |
| 2.0 Educational Technology Projects | \$30,221,198 |
| Technology: Classroom | \$14,288,698 |
| Technology: Infrastructure | \$15,932,500 |
| 3.0 New Capacity Projects | \$178,455,286 |
| New Elementary School in North Plains | \$38,587,500 |
| New Elementary School in South Hillsboro | \$38,587,000 |
| Evergreen Middle School Addition | \$18,786,600 |
| Glencoe High School Addition | \$18,600,276 |
| Construct New Gyms – Eliminate shared gym/cafeteria | \$20,400,000 |
| Construct New Modular Cafeteria/Kitchen – Reedville ES | \$ 1,500,000 |
| Replace Brookwood Elementary School | \$41,993,410 |
| 4.0 Student Achievement Projects | \$24,000,000 |
| High School Career / Technical Education (CTE) Investment | \$14,000,000 |
| Flexible Classroom Furniture | \$10,000,000 |
| 5.0 Current Infrastructure Improvement Projects | \$89,633,661 |
| Hillsboro High School Remodel | \$11,011,248 |
| Roofing | \$19,486,385 |
| Add Air Conditioning | \$11,822,270 |
| Upgrade HVAC | \$ 3,488,307 |
| Add Heat to HVAC | \$ 194,378 |
| Water Pipe Replacement | \$ 3,487,086 |
| Boiler Replacement | \$ 2,619,705 |
| Direct Digital Controls (DDC) | \$ 4,657,735 |
| Walk-in Freezer | \$ 86,392 |
| Upgrade Electrical Service / Generator | \$ 554,112 |
| New Parking Lot – Reedville ES | \$ 1,300,000 |
| Rooftop Condensor Replacement | \$ 114,604 |
| Chiller Replacement | \$ 957,211 |
| Replace “Poorest” Condition Portables with Permanent Structures | \$ 4,328,138 |
| Replace Flooring – Reedville ES | \$ 350,000 |
| Construct New Track (Hilhi) | \$ 1,823,259 |
| Satellite Transportation Facility | \$16,352,831 |
| Construct Lighted Turf Fields (Century, Hilhi, Glencoe) & Improvements to other Athletic Fields | \$ 7,000,000 |
| 6.0 Bond Implementation Requirements | \$17,575,424 |
| Bond Issuance Costs | \$ 5,858,475 |
| District Bond Costs | \$11,716,949 |
| Grand Total | \$408,140,399 |

The BAC also identified the following projects that the District should consider implementing if additional bond revenues are available through project cost savings or additional bond funding is secured (bond premiums). These projects are not in priority order.

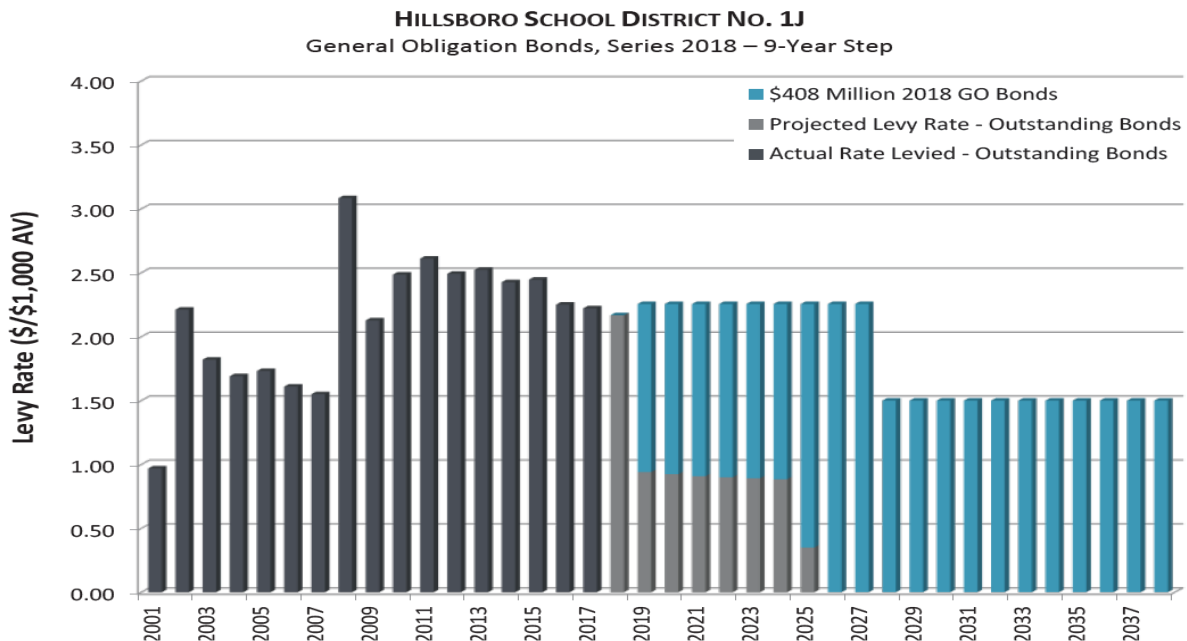
- ◆ Pavement/Sidewalk/Hardscape Replacement
- ◆ Add Resurface/Replace Tennis Courts
- ◆ Replace Single Pane Windows
- ◆ Replace additional Portable Buildings w/ Permanent Structures
- ◆ Land Purchase for future school sites
- ◆ Provide “Immediate Occupancy” level of seismic improvements at selected gymnasiums

Bond Program Assumptions

The BAC Recommended Bond Program represents a renewal of the Districts’ current tax rate of \$2.24 / \$1,000 assessed value. The specific assumptions of the bond financing are:

- ◆ The current rate of \$2.24 /\$1,000 AV will be maintained through 2027
- ◆ The rate drops to \$1.50 / \$1,000 in 2028
- ◆ Assessed valuation growth was assumed to grow at:
 - ◆ 4.2% AV growth 2018
 - ◆ 4.3% AV growth 2019
 - ◆ 4.4% AV growth 2020
 - ◆ 4.4% AV growth 2021
 - ◆ 3.4% AV growth 2022 - 2038

The following table provides both a historical and future illustration of how bond proceeds have been and will be assessed (assuming bond passage) by the District.



1. Bond Advisory Committee (BAC) Process

A. Bond Advisory Committee

In June 2016 the Hillsboro School Board accepted the District's 2016 Long Range Facility Plan. This plan was developed in accordance with ORS 195.110 which requires large school districts (defined as districts with enrollment of more than 2,500 students) to develop and regularly update a district facility plan. The plan was developed by the District's standing Long Range Planning Committee. It included key facility recommendations related to current school conditions, student enrollment projections, identified needed capital improvements to existing facilities and the need for new schools. This Plan formed the basis for the project facility needs that were addressed by the Bond Advisory Committee.

After accepting the Long Range Facility Plan, the School Board established a Bond Advisory Committee (BAC) to review the Plan's findings and develop a construction bond program that would respond to both existing and future facility needs in the District. The BAC was formed in September 2016 and began meeting in October. The BAC was comprised of a wide-range of community, business and District interests. The twenty-nine (29) members of the BAC worked with District staff to review technical information on school needs, current facility conditions, future enrollment forecasts and bond financing options. Six BAC meetings were held between October 2017 and April 2017. BAC members also participated in the Community Open Houses held in the March / April 2017. The BAC was Co-Chaired by Deanna Palm (Hillsboro Chamber of Commerce Executive Director) and Jerry Willey (Former Hillsboro Mayor).

B. Bond Advisory Committee Charge

The Committee Purpose was defined as:

"To assist the School District develop a Capital Bond Program to present to District voters. Committee members will provide advice and share their interests and perspectives to provide a broad representation of the community's values regarding a bond program. The program will address a variety of capital needs that could include new facilities, capacity increases and modernization at existing facilities, and technology and safety improvements. The Committee will also recommend when the bond program should be presented for a vote by District residents. Committee recommendations will be provided to the Superintendent."

District staff's support role to the BAC was to:

- ◆ Provide an understanding of current conditions at existing school facilities and how that translates into the need for modernizing school facilities for operational, capacity, and security purposes.
- ◆ Provide an understanding of future student enrollment trends and how that translates into the need for new school facilities and capacity.
- ◆ Present funding scenarios that demonstrate how future projects can be provided in a cost-efficient manner.
- ◆ Develop construction bond packages / alternatives that address project needs in the following program areas:
 - ◆ Capital Facilities (new construction / new school capacity)
 - ◆ Modernization Projects (improvements to existing facilities)

- ◆ Technology (technology and learning environment enhancements)
- ◆ School Safety enhancements (security, seismic upgrades)
- ◆ Develop a Preferred Bond Program to be presented to the Superintendent.

C. Bond Advisory Committee Membership

Members of the BAC were identified by the School Board and District staff. The 29 members are listed in the Acknowledgement Section of this report.

D. Bond Advisory Committee Meetings

Six BAC meetings were held between October 2016 and April 2017. As well, the BAC toured Hillsboro School District facilities to get an understanding of the condition of some of the District's facilities. The BAC also visited the South Hillsboro area and North Plains to observe the substantial new development that is underway in both communities.

The materials developed and presented at each BAC meeting between October 2016 and April 2017 are provided in Appendix A.

Bond Packages Considered – Background for Recommendation

At Meeting #2 of the BAC (November 2016) staff presented the project list that described the overall project needs for improvements to existing facilities and for new facilities needed to accommodate student enrollment growth. That project list totaled more than \$700 million in project needs.

Following Meeting #2, staff developed 5 bond packages based on a variety of projects and bond rates. The five bond packages were presented to the BAC at Meeting #3 on January 4th. The packages ranged from \$325 million to \$420 million (see BAC Meeting #3 materials in Appendix A). Notable projects in the various packages included two new elementary schools in South Hillsboro, a new elementary school in North Plains, enhancements at most campuses and technology improvements. The BAC provided their comments and insight on the projects as well as financing methods / levels tied to each package.

The February BAC Meeting #4 narrowed the bond packages to three packages ranging in cost from \$374 million to \$442 million. Following Meeting #3, District staff reviewed the financing assumptions tied to the various bond rates and identified opportunities to make realistic adjustments that resulted in additional revenue being available at both the current tax rate of \$2.24 / \$1,000 and an increased rate of \$2.50 / \$1,000. The BAC discussed in detail the need for two new elementary schools in South Hillsboro and reached a consensus that only one new elementary school would be needed during the construction horizon of this bond program.

At the March 8th BAC, committee members developed two preferred bond packages – Package A at \$408 million that is a renewal of the current bond tax rate of \$2.24 / \$1,000 and Package B at \$442 million that reflects an increase to \$2.50 / \$1,000. The BAC supported sending Packages A and B out to the Community Open Houses and other community events to discuss the projects and bond rates with District residents and businesses.

E. Community Open Houses and Outreach

Three formal Community Open Houses were held to provide the opportunity for District residents and businesses to review the bond program approach, identify projects and develop an understanding of the bond alternatives. The three meetings were held on:

- ◆ Thursday, February 16th – Hillsboro Library
- ◆ Thursday, March 23rd - Hilhi
- ◆ Thursday, April 6th – Glencoe HS

Each meeting followed the same format:

- a) Opening Presentation
- b) Welcome by BAC Co-Chair or District staff
- c) Overview of the need for the Bond Program
- d) Bond Advisory Committee – role, process
- e) History of Past HSD Bonds – what they have accomplished
- f) Need for new Bond – enrollment growth, facility conditions, safety & security, replacement facilities, technology
- g) How potential Bond projects were identified
- h) Range of potential Bond Projects – Program Options and range of costs
- i) Financing Options
- j) Open House format – Station topics, comment form

At each Community Open House a series of poster boards that presented background on the bond program and specific projects at each level by high school feeder group were set-up around the room. The poster boards were presented in both English and Spanish (see Appendix B). Following the opening presentation, District representatives were available at the poster boards to discuss the overall program or specific projects.

In addition to these three community meetings, the BAC bond packages were presented by staff at the following District events:

- ◆ District K-12 Administration Meeting – Tuesday, March 7th – District Administration Center
- ◆ Hillsboro Schools Summit – Tuesday, March 14th – District Administration Center
- ◆ Spanish-Language Coffee Chat – Tuesday, March 21st – Hillsboro Library

The format for these meetings was similar to that of the Community Open Houses, with a Powerpoint presentation describing the need for the bond program, a description of the Bond Advisory Committee process, detail of the two bond packages being considered and time for questions, answers and comments.

F. Bond Advisory Committee Bond Recommendation to the Superintendent

Student Enrollment Forecasts – Background for Recommendation

The Hillsboro School District's Long Range Facility Plan developed in 2016 relied on student enrollment forecasts prepared by Portland State University. These forecasts, while helpful, were at a high level and did not examine detailed data at a site-specific level (e.g. assessing specific approved development projects and translating that information into anticipated students). Given the information received from the cities of Hillsboro, Cornelius and North Plains on known and approved residential development, as

well as discussions with individual developers, the District felt it was prudent to conduct a more detailed assessment of the next ten years in terms of anticipated student enrollment growth.

The District contracted with Davis Demographics (DDP) to develop and analyze demographic data relevant to the District's facility planning efforts and provide the District with updated enrollment forecasts based on a more detailed and site specific assessment of known commitments and trends in residential development (i.e. South Hillsboro, North Plains). The product of this work included developing and researching pertinent demographic data, identifying future residential development plans, and developing a 10- year student population projection (2026) based on this information. This forecast was at both the district-wide level and by attendance areas at the three school levels. This information was shared with the BAC to provide an understanding of the short-term need for improved and new school facilities and to use as background as bond packages were developed.

In summary, as the region continues to move from out of the shadows of the great recession the District can expect to see its overall K-12 student population grow in 9 out the next 10 years climbing from 20,662 students in 2016 to 22,524 by 2026. This amounts to an increase of 1,862 students or 9.01% over 10 years. The pace of growth is expected to be strong at first and then begin to taper off as the projections progress. Over the next decade 5,627 new dwelling units are forecasted to be occupied within the District's boundary by 2026.

The 10-year district wide student population forecast prepared by DDP indicates that by Fall 2026 student population in the District will reach 22,524 students. This figure basically replicates the PSU Fall 2030 Middle Series forecast of 22,383. In other words, the DDP forecast is more aggressive. It sees the PSU forecast being reached in 2022. Staff believes that, given what we know of residential developments that are committed and underway, the DDP forecast is the more likely student population growth scenario for the next ten years and facility decisions should rely on this forecast.

Bond Advisory Committee Recommendation

On Wednesday, April 12, 2017 the Bond Advisory Committee (BAC) reached unanimous consensus on a Bond Capital Improvement Program recommendation to forward to the Superintendent of the Hillsboro School District. The recommendations are:

- ◆ Present a Bond Program to Hillsboro School District residents that totals \$408 million.
 - ◆ The Project List includes 34 projects that will ultimately touch each school throughout the District with some level of physical improvement.
 - ◆ The recommended program will renew the current \$2.24 / \$1,000 bond tax rate that is in place in the District. Consequently, the \$408 million program will not result in an increase to the current tax rate paid by District residents and businesses. The Committee believes this is very important to the community.
 - ◆ The complete Project List is shown on Table 1.
- ◆ The Bond Program should be placed before District voters in November 2017. The BAC considered a May 2018 election date but strongly believes that November is the preferred date given the need for the school improvements identified in the program and the ability to present a bond program to residents that maintains the current tax rate.

2. Bond Advisory Committee (BAC) Materials

A. BAC Meeting Agendas and Materials

The materials developed and presented at each BAC meeting between October 2016 and April 2017 are provided in Appendix A.

B. School Bond Project Boards

The School Bond Project boards developed for the Community Open Houses and Events are provided in Appendix B.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
2017-18 BUDGET DEVELOPMENT UPDATE

SITUATION

The current legislative session and the revenue forecast for the State of Oregon indicate that the Hillsboro School District will not likely be able to maintain the current service level (CSL) for the 2017-18 fiscal year. At this time, revenue expectations involve multiple variables, including the level of the State School Fund, potential tax reform measures, and sourcing for Measure 98 programs. In order to move forward with the Hillsboro School District budgeting process, the Superintendent and executive leadership team have identified a State School Fund revenue level of \$8.15 billion as a target budget number, which will result in a \$7.5 million shortfall for the District.

After several years of recession with little opportunity to invest, the District has already made many reductions. However, in order to close the budget gap, and in accordance with the District's Strategic Plan and student achievement goals, District staff developed a draft plan of potential reduction areas, which was presented for discussion during the April 4 Board work session. A revised draft plan will be presented during the April 25 Board work session, incorporating input that was received from Board and Budget Committee members on April 4, and recent information regarding adjustments to the 2015-16 and 2016-17 State School Fund.

RECOMMENDATION

The Superintendent recommends that the Board of Directors and Budget Committee review and discuss the draft plan of potential 2017-18 budget reductions, in preparation for the May 4 Budget Committee meeting.

HILLSBORO SCHOOL DISTRICT 1J

April 25, 2017

RECOGNITION: HILLSBORO SCHOOL DISTRICT 2016-17 STATE CHAMPIONS – LIBERTY HIGH SCHOOL WRESTLING, 138 POUND; LIBERTY HIGH SCHOOL GIRLS' BOWLING TEAM; AND HILLSBORO HIGH SCHOOL SWIMMING, ASSORTED

SITUATION

Activities can – and often do – support academics. Studies have shown that students who participate in school-based co-curricular activities tend to have higher grade-point averages, better attendance, lower dropout rates, and fewer discipline problems. Athletics participation provides valuable lessons, promotes health and well-being, and fosters future success.

Many state champions have emerged from the Hillsboro School District during the 2016-17 school year, including Ethan Wendell from Liberty High School's wrestling team; Liberty High School's bowling team, which includes Brianna Bunch, Alyssa Rassmassen, Brittany Worden, Olivia Cuff, Anastasia Byrd, and Malika Kincaid; and Hillsboro High School's seven-man swim team, including Matthew Arnold, Mitchell Morrison, Dylan Fisher, Caden Spangler, Matthew Peterkort, Nathan Claxton, and Robert Ellis.

Ethan Wendell, taking top honors in his 138-pound weight class during the 6A championships, had a phenomenal undefeated season, beating three previous state wrestling champions, and winning the Resers Tournament of Champions. He was also the only state champion from the Metro league this year.

This is the first time that the Liberty High School girls' bowling team has taken first place in the state competition. The grueling two-day tournament, with almost 40 games played, did not stop the girls from bowling an exceptional 181 average in their final game, earning the top spot in the 6A championship.

The Hillsboro High School swim team not only took the title, seizing the 5A state championships with an accumulation of points earned, but also had championship winners in the 100 backstroke, the 200 free relay, and the 400 freestyle relay; and finalists in all events.

In addition to recognizing these student athletes for their accomplishments, the Board would also like to recognize the coaches' efforts, as well: Hillsboro High School swim team coaches, Fred Anderson, Kevin Clear, Jackie Arnold, and Christina Morrison; Liberty High School's bowling team coaches: Don Tefft, Russ Perini, and Scott DiMicco; and Liberty High School's wrestling team coach, Eric Givens.

If we have missed any of our District champions, we will be glad to honor them during a future meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors recognize these outstanding student athletes and their coaches for their efforts and exceptional achievements.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
ANNOUNCEMENT OF BOND ADVISORY COMMITTEE RECOMMENDATIONS

SITUATION

In August 2016, the Hillsboro School District Board of Directors approved the formation of the Bond Advisory Committee to develop a bond package for either the November 2017 or the May 2018 ballot.

The committee began meeting in October 2016, and has now held six meetings, looking at several different bond funding levels and possible bond package components. The committee also hosted open house events to share this information and gather feedback. Locations for these events included the Brookwood Library, Hillsboro High School, and Glencoe High School. Information was also presented at the Hillsboro Schools Summit and a Spanish Language Coffee Chat. In addition, the committee commissioned a community survey, which was conducted by Patinkin Research Strategies during the first week of April, to gather additional community feedback. On April 12, the Bond Advisory Committee met to review all of the feedback that has been received, and to draft a final recommendation to present to the Superintendent. Tonight, the Board will receive this recommendation, including the recommended election date, levy rate, total bond package cost, and components to be included in the bond package. The recommendation will be discussed during the work session, and announced during the regular session. The goal will be for the Board to take action during the May 23 Board meeting to finalize this package and begin the bond campaign.

All materials shared with the Bond Advisory Committee are available on the District website, <http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/Bond.aspx>.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
April 25, 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 9: Assessing Support Services Performance

During a recent K-12 Leadership meeting, a session was conducted in which principals were able to interface with each operational department, and provide candid feedback about what changes they would like to see. One of the requests, for the development of a central resource for communications regarding discretionary budgets and staffing, can be implemented for the current budget development cycle. Business Office and Human Resource staff are collaborating to develop a Google consolidated budget workbook that will be shared with administrative and department staff, as appropriate.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. Finance Manager Koral Unger and the Finance team are preparing for the end of the fiscal year, including year-end audit team control testing. Ms. Unger is in the process of transitioning elementary school student body funds from outside bank accounts to District accounts. This shift will reduce the time and resources that staff invest in managing outside bank accounts and student body accounting financial software. Ms. Unger has been working with experienced office managers to ensure that the transition will be as smooth as possible for staff and students.

Finance Team – Financial Reporting and Grants. Finance Manager Jeff Jones has been working to develop the 2017-18 Special Revenue Grant budgets. He recently attended a training on new requirements for the Every Student Succeeds Act (ESSA), to ensure that the District is able to document compliance.

An audit team from Grove, Mueller & Swank, P.C. will be in the District, conducting interim testing, from May 30 through June 1, 2017, as part of the annual comprehensive District audit for 2017. Mr. Jones is the District point-of-contact for the 2017 audit, and he has developed a financial report preparation checklist to ensure that the District is ready for the interim audit. Mr. Jones is currently reviewing District procedures and the new GASB (Governmental Accounting Standards Board) reporting requirements for the audit.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis, the Payroll team, and Human Resources staff have been working together to process employee requests to utilize unpaid leave for this year's inclement weather closure days, rather than making

up lost work time. These requests were due in the Human Resources office by March 24, 2017. In order to minimize the impact on staff, the unpaid leave deductions for inclement weather will be distributed over the last three paychecks for 2016-17, rather than being processed as a lump-sum deduction.

Lynette Coffman and the Benefits Team have continued to monitor developments in employee health plans offered by the Oregon Educators Benefit Board (OEBB). After carefully reviewing proposals submitted by health care providers for the upcoming plan year, OEBB has determined that it will continue to offer Moda and Kaiser as medical plan providers, and has added a new vision plan provider, VSP.

American Fidelity representatives will be scheduled to visit schools and departments to provide information regarding District Section 125 plans (flexible spending, dependent care, and other optional programs).

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 February 2017.

The District received 11 workers' compensation claims in February 2017. As of February 28, 2017, there were 55 open claims; 30 were for medical costs only, and 25 included time loss. There were 4 employees on modified work plans during February.

| Worker's Compensation Claims | | | |
|-------------------------------------|----------------|----------------|----------------|
| | 2014-15 | 2015-16 | 2016-17 |
| July | 1 | 3 | 3 |
| August | 9 | 2 | 6 |
| September | 10 | 10 | 7 |
| October | 12 | 8 | 15 |
| November | 3 | 7 | 17 |
| December | 6 | 13 | 7 |
| January | 16 | 11 | 5 |
| February | 6 | 11 | 11 |
| March | 11 | 12 | |
| April | 8 | 10 | |
| May | 11 | 8 | |
| June | 8 | 9 | |
| Yearly Total: | 101 | 104 | 71 |

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 220 student incidents reported in February.

| Student Incident Reports | | | |
|---------------------------------|----------------|----------------|----------------|
| | 2014-15 | 2015-16 | 2016-17 |
| July | 4 | 0 | 1 |
| August | 1 | 6 | 14 |
| September | 83 | 181 | 249 |
| October | 156 | 243 | 291 |
| November | 64 | 160 | 235 |
| December | 59 | 43 | 104 |
| January | 94 | 134 | 150 |
| February | 98 | 177 | 220 |
| March | 78 | 165 | |
| April | 109 | 183 | |
| May | 106 | 175 | |
| June | 36 | 68 | |
| Yearly Total: | 888 | 1,467 | 1,264 |

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 was one bus accident in February.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
MONTHLY FINANCIAL REPORT - as of March 31, 2017

| Revenues | 1st Quarter Actual | 2nd Quarter Actual | January Actual | February Actual | March 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 | \$228,783.03 | \$1,335,835.28 | \$2,211,858.01 | \$66,797,626.53 | \$67,230,674.00 | 99.36% | \$64,025,060.05 | 105.07% |
| Interest | \$81,966.99 | \$125,616.10 | \$73,739.45 | \$61,814.34 | \$66,831.57 | \$202,385.36 | \$409,968.45 | \$307,952.00 | 133.13% | \$248,064.05 | 87.34% |
| Local Sources | \$171,595.72 | \$158,484.71 | \$35,817.64 | \$40,501.93 | \$436,221.90 | \$512,541.47 | \$842,621.90 | \$1,895,229.00 | 44.46% | \$924,139.63 | 54.26% |
| Total Local | \$362,873.27 | \$64,760,558.77 | \$756,796.79 | \$331,099.30 | \$1,838,888.75 | \$2,926,784.84 | \$68,050,216.88 | \$69,433,855.00 | 98.01% | \$65,197,263.73 | 103.61% |
| County/ESD | \$1,231,316.67 | \$1,084,075.85 | \$371,355.14 | \$307,829.17 | \$307,829.17 | \$987,013.48 | \$3,302,406.00 | \$3,253,669.00 | 101.50% | \$2,775,528.65 | 61.89% |
| State Sources | \$42,832,700.76 | \$30,180,029.68 | \$11,290,323.50 | \$10,124,514.35 | \$10,015,669.96 | \$31,430,507.81 | \$104,443,238.25 | \$124,345,402.00 | 83.99% | \$101,870,394.32 | 82.61% |
| Federal Sources | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Other Sources | \$1,299.83 | \$21.47 | \$0.00 | \$62.70 | \$130.95 | \$193.65 | \$1,514.95 | \$0.00 | 0.00% | \$1,734.36 | 0.00% |
| Beginning Balance | \$14,558,454.24 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$14,558,454.24 | \$13,657,752.00 | 106.59% | \$17,604,269.16 | 105.67% |
| Total Revenue | \$58,986,644.77 | \$96,024,685.77 | \$12,418,475.43 | \$10,763,505.52 | \$12,162,518.83 | \$35,344,499.78 | \$190,355,830.32 | \$210,690,678.00 | 90.35% | \$187,449,190.22 | 90.39% |
| Expenditures | | | | | | | | | | | |
| Instruction | | | | | | | | | | | |
| Salaries | \$6,480,126.87 | \$19,062,470.52 | \$6,280,891.92 | \$6,374,718.11 | \$6,315,837.68 | \$18,971,447.71 | \$44,514,045.10 | \$79,116,611.61 | 56.26% | \$44,272,160.76 | 59.09% |
| Benefits | \$2,857,346.21 | \$8,834,617.83 | \$2,937,244.52 | \$2,970,806.41 | \$2,995,479.67 | \$8,903,530.60 | \$20,595,494.64 | \$37,786,428.92 | 54.51% | \$20,100,143.91 | 61.21% |
| Purchased Service | \$1,132,357.72 | \$2,002,368.54 | \$456,466.29 | \$618,857.42 | \$564,536.61 | \$1,639,860.32 | \$4,774,586.58 | \$2,969,803.33 | 160.77% | \$2,507,101.49 | 71.48% |
| Supplies/Materials | \$472,197.15 | \$537,213.62 | \$93,815.37 | \$132,210.59 | \$161,970.89 | \$387,996.85 | \$1,397,407.62 | \$1,424,484.63 | 98.10% | \$1,245,681.05 | 63.36% |
| Capital Purchases | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | \$0.00 | 0.00% | \$7,561.25 | 0.00% |
| Other | \$92,659.90 | \$30,761.50 | \$44,965.11 | \$2,209.73 | \$3,017.72 | \$50,192.56 | \$173,613.96 | \$197,254.76 | 88.02% | \$117,286.80 | 60.93% |
| Total Instruction | \$11,037,687.85 | \$30,467,432.01 | \$9,813,383.21 | \$10,098,802.26 | \$10,040,842.57 | \$29,953,028.04 | \$71,458,147.90 | \$121,494,583.25 | 58.82% | \$68,249,935.26 | 60.17% |
| Support Services | | | | | | | | | | | |
| Salaries | \$6,794,743.65 | \$9,803,123.46 | \$3,179,992.07 | \$3,157,285.98 | \$3,246,668.40 | \$9,583,946.45 | \$26,181,813.56 | \$38,038,656.98 | 68.83% | \$21,628,147.73 | 59.07% |
| Benefits | \$3,338,967.85 | \$5,157,928.00 | \$1,677,135.06 | \$1,689,304.83 | \$1,661,826.29 | \$5,028,266.18 | \$13,525,162.03 | \$18,419,332.24 | 73.43% | \$10,803,517.35 | 52.86% |
| Purchased Service | \$3,067,102.85 | \$3,638,369.58 | \$887,680.48 | \$831,227.41 | \$1,037,332.49 | \$2,756,240.38 | \$9,461,712.81 | \$13,509,529.66 | 70.04% | \$9,140,727.96 | 67.66% |
| Supplies/Materials | \$2,184,561.24 | \$1,212,667.67 | \$472,882.96 | \$233,186.11 | \$404,911.07 | \$1,110,980.14 | \$4,508,209.05 | \$6,489,844.64 | 69.47% | \$3,949,450.13 | 61.56% |
| Capital Purchases | \$658,886.00 | -\$387,857.42 | \$46,756.39 | \$60,986.95 | \$25,917.78 | \$133,661.12 | \$404,689.70 | \$250,052.97 | 161.84% | \$266,923.95 | 144.74% |
| Other | \$1,125,621.02 | \$62,046.53 | \$22,391.85 | \$3,338.42 | \$1,554.74 | \$27,285.01 | \$1,214,952.56 | \$1,536,470.53 | 79.07% | \$1,323,046.36 | 108.51% |
| Total Support | \$17,169,882.61 | \$19,486,277.82 | \$6,286,838.81 | \$5,975,329.70 | \$6,378,210.77 | \$18,640,379.28 | \$55,296,539.71 | \$78,243,887.02 | 70.67% | \$47,111,813.48 | 60.11% |

| <i>Expenditures (continued)</i> | 1st Quarter Actual | 2nd Quarter Actual | January Actual | February Actual | March 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 |
|---------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------------|------------------------------|-------------------------|------------------------------|
| Community Services | | | | | | | | | | | |
| Salaries | \$70,120.54 | \$73,677.42 | \$21,268.87 | \$21,848.17 | \$21,080.65 | \$64,197.69 | \$207,995.65 | \$264,225.41 | 78.72% | \$170,085.77 | 71.35% |
| Benefits | \$27,206.39 | \$31,316.20 | \$10,519.55 | \$10,520.97 | \$10,194.31 | \$31,234.83 | \$89,757.42 | \$109,906.57 | 81.67% | \$79,592.83 | 56.71% |
| Purchased Service | \$16,710.96 | \$33,310.59 | \$6,480.00 | \$1,919.01 | \$23,747.42 | \$32,146.43 | \$82,167.98 | \$36,069.36 | 227.81% | \$139,107.73 | 615.84% |
| Supplies/Materials | \$1,974.63 | \$5,284.31 | \$135.00 | \$91.20 | \$0.00 | \$226.20 | \$7,485.14 | \$3,043.15 | 245.97% | \$2,415.79 | 53.21% |
| Capital Purchases | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Other | \$0.00 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | \$1,568.52 | 44.63% | \$700.00 | 0.00% |
| Total Community Services | \$116,012.52 | \$144,288.52 | \$38,403.42 | \$34,379.35 | \$55,022.38 | \$127,805.15 | \$388,106.19 | \$414,813.01 | 93.56% | \$391,902.12 | 96.37% |
| Capital Projects | | | | | | | | | | | |
| Purchased Service | \$0.00 | \$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 | 0.00% |
| Total Capital Projects | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$19,909.22 | 0.00% |
| Debt Service Payment | \$38,205.05 | \$0.00 | \$0.00 | \$0.00 | \$493,223.64 | \$493,223.64 | \$531,428.69 | \$826,118.76 | 64.33% | \$828,664.60 | 97.70% |
| Transfers | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Contingency | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9,604,527.00 | 0.00% | \$0.00 | 0.00% |
| Total Expenditures | \$28,361,788.03 | \$50,097,998.35 | \$16,138,625.44 | \$16,108,511.31 | \$16,967,299.36 | \$49,214,436.11 | \$127,674,222.49 | \$210,583,929.04 | 60.63% | \$122,697,695.42 | 59.17% |

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
FIRST READING – POLICY LGA: COMPLIANCE WITH STANDARDS

SITUATION

Proposed revisions to Board policy LGA: Compliance with Standards include recommendations from Oregon School Boards Association (OSBA) to reflect current legislative requirements and references, and minor editorial revisions.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy LGA: Compliance with Standards.

Hillsboro School District 1J

Code: LGA
Adopted: 07/96
Revised: 01/08

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. Requirements in Oregon Revised Statutes may not be waived.

The District will maintain a record of any waivers which 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 - 336.088](#)

[OAR 581-022-0102 to -19401](#)

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
FIRST READING – POLICY IIA: INSTRUCTIONAL RESOURCES /
INSTRUCTIONAL MATERIALS

SITUATION

Proposed revisions to Board policy IIA: Instructional Resources / Instructional Materials are recommended by Oregon School Boards Association (OSBA) to reflect current legislative requirements regarding the selection of instructional and supplemental materials and library resources, and support for students with print disabilities.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy IIA: Instructional Resources / Instructional Materials.

Instructional Resources/Instructional Materials

The Board believes that proper care and judgment should be exercised in selecting basic instructional materials. While the Board retains the authority to approve District instructional materials adoptions, it authorizes the Superintendent to develop and implement administrative procedures governing how selections are determined. Such procedures will provide for administrator, staff, parent, student, and community involvement, and employ suitable selection criteria to ensure that the recommended instructional materials will meet the needs of the program, students, teachers, and community.

The District will review instructional materials in accordance with the State Board of Education adoption cycle. Each instructional program and basic instructional materials will be reviewed on a ~~five to~~ seven-year cycle, and recommendations for appropriate instructional materials will be made.

Recommended instructional materials will be free of bias regarding racial, national origin, religion, disability, age, marital status, or sexual bias, or sexual orientation; contain appropriate readability levels; support the District's adopted curriculum content; provide ease of teacher use; be attractive and durable; and be purchased at a reasonable cost.

The District will establish a process and timeline for regularly determining and considering whether the textbooks and other instructional materials are available through online resources that enable students with print disabilities to receive textbooks and instructional materials free of charge.

All basic instructional materials recommended for adoption need to be approved for use by the Board. Prior to Board approval, parents, students, and interested District patrons will have the opportunity to review the recommended instructional materials and be encouraged to provide opinions about them and their use in the classrooms.

All supplementary materials and library resources will be selected cooperatively by teachers, principals, librarians, and sometimes with the assistance of students and parents. Recommended supplementary materials and library resources will also be free of bias regarding race, national origin, religion, disability, age, marital status, sex, or sexual orientation; contain appropriate readability levels; support the District's adopted curriculum content; provide for ease of teacher use; be attractive and durable, and be purchased at a reasonable cost.

END OF POLICY

Legal Reference(s):

| | | |
|---|---|--|
| ORS 336.035 ORS 336.840 ORS 337.120 ORS 337.141 ORS 337.150 | ORS 337.260 ORS 337.511 ORS 339.155 OAR 581-011-0050 to -01197 OAR 581-021-0045 | OAR 581-021-0046 OAR 581-022-1140 OAR 581-022-1520 OAR 581-022-1640 |
|---|---|--|

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6311-6322 (2006).

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
FIRST READING – POLICY ING: ANIMALS IN DISTRICT FACILITIES

SITUATION

Oregon School Boards Association (OSBA) has recommended revisions to Board policy ING: Animals in District Facilities, limiting animals in school district facilities to include only service animals, and animals that directly support academic content standards. OSBA also recommends adding the Americans with Disabilities Act (ADA) definition of “service animal” to the policy for clarification.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy ING: Animals in District Facilities.

Hillsboro School District 1J

Code: ING
Adopted: 07/96
Revised: 01/11

Animals in Schools District Facilities

Permission is to be obtained from the principal before animals are brought into the school. Only service animals¹ serving persons with a disability, and animals approved by the Superintendent or designee that are part of an approved District curriculum or co-curricular activity are allowed in District facilities.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Approved Animals must be adequately housed and cared for in secure cages and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

Large animals will be permitted to be brought to school for single day events only.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals serving persons with disabilities shall be an exception to this policy.

END OF POLICY

Legal Reference(s):

[ORS 346.620](#)
[ORS 332.107](#)
[ORS 659A.400](#)
[OAR 581-053-0010](#)

[OAR 581-053-0230\(9\)\(j\)](#)
[OAR 581-053-0330\(1\)\(q\)](#)

[OAR 581-053-0430\(16\)](#)
[OAR 581-053-0531\(15\)](#)

¹The American with Disabilities Act definition of “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

Americans with Disabilities Act of 1990, 104 Stat. 327, 42 U.S.C. §§ 12101 ~~et seq.~~ 12213 (2006); 28 CFR §§ 35.104, 35.136 (2006).

Americans with Disabilities Act Amendments Act of 2008.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
FIRST READING – POLICY IIBGA: ELECTRONIC COMMUNICATION SYSTEMS

SITUATION

In light of the increased use of personal electronic devices by staff in and out of the classroom, Oregon School Boards Association (OSBA) has recommended revisions to Board policy IIBGA: Electronic Communication Systems, regarding personal electronic devices and their use, as it relates to educational purposes and student records. Additional revisions are recommended to update the policy language and references.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy IIBGA: Electronic Communication Systems.

Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable, and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The District's system will be used to provide statewide, national, and global communications opportunities for staff and students.

The Superintendent will establish administrative regulations for the use of the District's system, including compliance with the following provisions of the Children's Internet Protection Act (CIPA):

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using electronic mail, social media, chat rooms, and other forms of direct electronic communications;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities, by minors online;
7. Prohibiting unauthorized disclosure, use, and dissemination of personal information regarding minors;
8. Installing measures designed to restrict minors' access to materials harmful to minors.

The Superintendent will establish administrative regulations for use of the District's system by staff using their own personal electronic devices to download and store District proprietary information, including personally recognizable information about District students or staff. Regulations shall insure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967

(ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Standards and Practices Ethics Commission, and will include a complaint procedure for reporting violations.

The Superintendent will also establish administrative regulations for use of the District's electronic communications system to comply with copyright law.

Failure to abide by District policy and administrative regulations governing use of the District's system may result in the suspension and/or revocation of system access. Additionally, student violations may will result in discipline, up to and including expulsion. Staff violations may will also result in discipline, up to and including dismissal. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines, or other charges may also be imposed.

END OF POLICY

Legal Reference(s):

[ORS 30.765](#)
[ORS 133.739](#)
[ORS 163.435](#)
[ORS 164.345](#)
[ORS 164.365](#)
[ORS 167.060](#)
[ORS 167.065](#)
[ORS 167.070](#)

[ORS 167.080](#)
[ORS 167.087](#)
[ORS 167.090](#)
[ORS 167.095](#)
[ORS Chapter 192](#)
[ORS 332.107](#)
[ORS 336.222](#)
[ORS 339.250](#)

~~[ORS 339.260](#)~~
[ORS 339.270](#)

[OAR 581-021-0050](#)
[OAR 581-021-0055](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C. Sections 254 (h) and (l) (2008); 47 CFR Section 54.520 (2001).
Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2000).
Oregon Attorney General's Public Records and Meetings Manual, pp. 24-26, Appendix H, Department of Justice (2001).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. Sections 7101-7117.
Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701-707; 34 CFR Part 85, Subpart F.
Controlled Substances Act, 21 U.S.C. Section 812, schedules I through V, 21 CFR 1308.11-1308.15 (2000).
Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928.
Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).
Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).
No Child Left Behind Act of 2001, P.L. 107-110, Title II, Section 2441.
Americans with Disabilities Act Amendments Act of 2008.

1. **BOARD MEMBER TECHNOLOGY UPDATES**

Board Present:

Wayne Clift, Chair
Glenn Miller, Vice Chair
Monte Akers
Lisa Allen
Erik Seligman
Janeen Sollman*
(speaker phone and in-person)
Kim Strelchun

Staff Present:

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

Others Present:

Devin Hunter, HCU
Jill Golay, HEA

Board Chair Wayne Clift called the meeting to order at 5:30 PM. Director Janeen Sollman initially attended via speaker phone, but arrived in person during the work session.

Board members were issued iPads or Chromebooks to replace their outdated devices.

2. **WORK SESSION**

a. **ACTION:** Approve Inclement Weather Makeup Proposal

Chief Human Resources Officer Kona Lew-Williams presented a proposal for making up 7.5 of the nine instructional days that students have missed this year, as a result of inclement weather in December and January. Highlights of the proposal included eliminating the late start / early release times that have been scheduled on Wednesdays for academic seminars; adding April 14 and June 19-23 as instructional days; and realigning quarter and semester end dates. Details of the proposal and the draft revised 2016-17 school calendar were included in the Board meeting packet.

The proposal was discussed at length. Key points that were considered included the impact on scheduled summer activities for teachers, students, and families; contractual implications; plans developed by surrounding school districts; the impact on student and staff support, including professional learning communities (PLCs); the impact on District- and school-level budgets; possible plans and resources for dealing with inclement weather in the future; statutory requirements regarding instructional hours; feedback received from stakeholders; and communication plans.

Director Glenn Miller MOVED, SECONDED by Director Lisa Allen, to add the proposed six days (April 14 and June 19-23) to the school calendar, but amend the proposed inclement weather makeup plan by leaving the current academic seminar schedule in place. The MOTION CARRIED (7-0).

(Chief Human Resources Officer Kona Lew-Williams needed to leave the meeting after the Board took action on this agenda item.)

b. Bond Advisory Committee Update

Chief Financial Officer (CFO) Adam Stewart presented an update on the work of the Hillsboro School District Bond Advisory Committee. The committee recently worked with its bond advisor to update funding scenarios for the bond package alternatives, based on new information regarding anticipated property value increases. The committee also reviewed and reprioritized some elements of the bond package alternatives.

CFO Stewart presented information regarding growth models, tax rates, and repayment schedules; and reviewed elements of the bond package alternatives. Key points of the discussion included priorities, costs, safety implications, impacts on student academic achievement, and the importance of communication and public feedback.

The bond package alternatives are posted on the District website, and community open houses will be held to answer questions and gather public input. The Bond Advisory Committee will need to review and prioritize all new suggests for bond package elements.

Next steps for the Bond Advisory Committee include reviewing community feedback, refining the bond packages to develop a recommendation, and initiating polling. The timeline for presenting a recommendation to the Board of Directors will depend, in part, on whether the committee recommends significant changes to the bond package alternatives that have already been developed.

c. Discuss Timeline for Local Option Decision

Chief Financial Officer Adam Stewart provided new information from the County Assessor's Office regarding potential revenue that might be realized by the implementation of a local option levy. He discussed the advantages, limitations, and uncertainties related to this funding option.

CFO Stewart and Superintendent Scott asked the Board to discuss the potential timing of a decision regarding a local option levy, and explained that it would be beneficial to delay this decision until after additional information becomes available regarding State K-12 funding and any relevant actions that may be taken during the new legislative session.

Board members discussed various aspects of this decision, including how revenue from a local option levy might be utilized, other organizations that may have levies on upcoming ballots, preparation time that would be needed, communication plans, the potential impact on community members, anticipated voter turnout, and polling. Board members requested additional information regarding the sequence of specific steps for different options and scenarios. Staff will gather this information, and present it at a future date.

d. Board Discussion Time

Board members discussed District programs and processes, and the importance of providing input to state legislators. Board Chair Wayne Cliff and Director Erik

Seligman announced that they would be unable to attend the February 28 Board meeting, due to other commitments.

Adjournment

The meeting was adjourned at 7:32 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
February 28, 2017
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **WORK SESSION**

Board Present:

Glenn Miller, Vice Chair
Monte Akers
Lisa Allen
Janeen Sollman*
Kim Strelchun
*(speaker phone and in-person)

Budget Committee Present:

Nina Carlson
Martin Granum
Erika Lopez
Teresa Mahoney
Heather Monaghan

Staff Present:

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

Others Present:

Melody Hansen, HCU
Jill Golay, HEA
Joe Vermeire, HEA

Board Vice Chair Glenn Miller called the meeting to order at 5:16 PM. Board Chair Wayne Cliff and Director Erik Seligman were unable to attend. Director Janeen Sollman initially attended via speaker phone, but arrived in person during the meeting.

a. Annual Student Achievement Report

Assistant Superintendent Dayle Spitzer presented student achievement data, including graduation data, for the 2015-16 school year, and discussed plans, processes, and resources for future improvement. The District's overall graduation rate increased by 1.28 percent from 2014-15 to 2015-16, and exceeds the state's graduation rate by 6.9 percent. However, graduation rates for some groups of students in the District decreased slightly. Assistant Superintendent Spitzer outlined actions that have been identified to assist staff members throughout the District in identifying, connecting with, and providing support to struggling students and their families.

b. Budget Update

Superintendent Mike Scott, Chief Financial Officer Adam Stewart, and Director of Business Services Michelle Morrison presented information regarding the development of the District's budget for the 2017 - 2019 biennium.

Revenue scenarios that were discussed included the Governor's budget proposal that was released in December (with a \$9.2 million shortfall for the District), the Co-Chairs of the Oregon Legislature's Joint Ways and Means Committee's initial budget proposal that was released in January (with a \$6.1 million shortfall for the District); and the statewide current service level (CSL) budget advocated by COSA / OSBA (Confederation of Oregon School Administrators / Oregon School Boards Association) (with a \$2 million shortfall for the District).

Additional challenges to developing a District budget at this time include questions regarding how ballot measure 98 will be implemented; conversations regarding PERS reform; and the introduction of legislation that includes school class size as a mandatory collective bargaining subject.

Because the next economic forecast is due from the State in May, after the District budget is scheduled to be proposed, it may be necessary for the District to prepare multiple versions of its budget, based on different funding scenarios, as has been done at times in the past.

Key points of the discussion also included funding sources in addition to the State School Fund, potential budget reduction areas, benchmarks in the development and implementation of the District's budget, the possibility of a tax surplus credit ("kicker"), and how this would impact the budget, and the question of whether and when to consider polling the community to find out if there is support for a local option levy.

Board and Budget Committee members discussed the importance of communicating with legislators regarding the need for stable and adequate education funding.

c. Bond / Long-Range Planning Update

CFO Stewart provided a summary of the information that was presented during the Bond Advisory Committee's February 16 community open house, where the public was invited to review and provide feedback regarding two bond package alternatives developed by the Bond Advisory Committee. He also presented a summary of the feedback that was received from community members. The Bond Advisory Committee will review all of the community feedback during its March 8 meeting, and determine whether to modify the bond package alternatives. Additional open houses will be held on March 23 (at Hillsboro High School) and April 6 (at Glencoe High School). Following these meetings, the Bond Advisory Committee will prepare a final recommendation to transmit to the Superintendent, to be presented to the Board for consideration.

Board members discussed bond package options, community suggestions, and timelines for polling.

d. High School Academic Program Development Process Update

Assistant Superintendent of Academic Services Travis Reiman presented an update on the high school academic program development work that has been accomplished to date, including an outline of the process that began in the fall, input that has been received from the public throughout the process, specific improvements that have been implemented, and future goals. He explained that the goal has been to develop programs at District high schools that reflect the community's core values around academic outcomes for students, and to identify the most effective ways to serve diverse learners. The outcome of the program development process is that the District will continue to support honors and accelerated options at schools, whether they are embedded options in core classes or separate sections.

The final 2017-18 high school course catalog is posted on the District's website. The District's move to a common course catalog is expected to create more opportunities for students to access programs at high schools throughout the District. Assistant

Superintendent Reiman anticipates that the program development process will become an annual cycle, to ensure ongoing relevance and continued improvement.

- e. Board Discussion Time
Board members discussed District events and processes, legislative news and events related to education, and their recent and upcoming activities.
- f. Recess Board Meeting
The meeting was recessed at 6:49 PM.

REGULAR SESSION

Board Present:

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

Others Present:

Melody Hansen, HCU
Jill Golay, HEA
Joe Vermeire, HEA

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Grant Corliss, Executive Director, Elementary Education
Elaine Fox, Executive Director, Student Services
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter
Gaspar Lopez Lopez, Bilingual Interpreter
Devin Hunter, Technology Support

- 2. Call to Order and Flag Salute
Board Vice Chair Glenn Miller reconvened the meeting at 7:04 PM and led the Pledge of Allegiance. Board Chair Wayne Cliff and Director Erik Seligman were unable to attend.
- 3. Approval of Agenda
Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to approve the agenda. The MOTION CARRIED (5-0).
- 4. Audience Time
The following audience members addressed the Board:
 - April Davis introduced herself as a school board candidate.
 - Stacy Roundtree (on behalf of herself and Kyle Roundtree) discussed District coaching decisions and administrative decisions at Hillsboro High School
 - Nikki Musser, Jayden Strickland, and Eric Godsey discussed District coaching decisions

5. REPORTS AND DISCUSSION

a. 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 IKI: Academic Integrity

Assistant Superintendent Dayle Spitzer presented policy IKI: Academic Integrity for first reading. She explained that the proposed revisions streamline and clarify the language, and include a reference to Oregon Revised Statute (ORS) 339.250, which addresses the criteria for suspending or expelling a student.

The proposed policy revisions are included in the Board meeting packet.

2) Policy JOC: Legal Names of Students

Chief Information Officer Don Wolff presented policy JOC: Legal Names of Students for first reading. He explained that the proposed policy revisions are based on a recommendation from the Oregon School Boards Association, and that the District's computer system will allow the cross-referencing of students' preferred and legal names. He also explained that a copy of a court order will still be required to change students' legal last names in District records.

The proposed policy revisions are included in the Board meeting packet.

b. Financial Report

CFO Stewart presented the monthly financial report. The report is included in the Board meeting packet.

6. CONSENT AGENDA

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

Director Kim Strelchun MOVED, SECONDED by Director Monte Akers, to approve the Consent Agenda as printed. The MOTION CARRIED (5-0).

Consent Agenda items were as follows:

- a. Approve Minutes of January 10, 2017, Board Meeting
- b. Approve Minutes of January 24, 2017, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Approve Extension and Non-Extension of Temporary, Probationary, and Contract Teachers and Administrators
- f. Approve New High School Course Proposal: Advanced Placement Psychology
(This course proposal was presented for first reading on January 24, 2017)
- g. Approve Revisions to Policy IL: Assessment Program; Delete Policy ILBA: Assessment Exemption
(These policy revisions were presented for first reading on January 24, 2017)

7. ACTION ITEMS

a. Adopt Resolution to Admit Nonresident Students

Director of Communications Beth Graser presented a resolution to admit nonresident students for the 2017-18 school year, under the provisions of Oregon House Bill (HB) 3681, and a proposed list of open slots. She explained that the Board must take action by March 1 each year to determine whether or not the District will participate in this open enrollment process and, if participating, must identify the number and

location of any openings. She proposed that a total of 75 slots be opened in Hillsboro School District for the 2017-18 school year, and that up to ten of those slots be Districtwide kindergarten slots, with placement to be finalized in August, based on available space. She explained some schools do not have openings because of the enrollment growth they are experiencing.

Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, that the Hillsboro School District 1J Board of Directors resolves to admit nonresident students for the 2017-18 school year under the provisions of Oregon HB 3681, and that the Board directs the 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. The MOTION CARRIED (5-0).

b. Adopt Resolution Approving the Northwest Regional Education Service District (NWRES D) Local Service Plan

Superintendent Mike Scott explained that local school districts must annually approve their education service district's local service plan for the following year, and that area superintendents provide input during the development of the plan. Superintendent Scott outlined the major areas of support that Hillsboro School District (HSD) receives from NWRES D, and he recommended that HSD participate in NWRES D as a full member for the 2017-18 school year, receiving a direct payment of 50 percent of the NWRES D State School Fund attributable to HSD for the 2017-18 school year.

Director Monte Akers MOVED, SECONDED by Director Janeen Sollman, to adopt the resolution electing to receive 50 percent of the NWRES D State School Fund attributable to HSD for the 2017-18 school year, paid directly to HSD, and approving the NWRES D Local Service Plan for 2017-18. The MOTION CARRIED (5-0).

8. NWRES D/HCU/HEA Reports

HCU Secretary Melody Hansen reported that:

- HCU members have ratified the changes to the layoff and recall articles of the collective bargaining agreement;
- A comprehensive review of job classifications is scheduled to begin next school year;
- HCU has been holding clinics to share information regarding options for reducing the debt load for student loans;
- Oregon Intervention System (OIS) training is important in maintaining staff and student safety, and supporting students in achieving success, and is essential for substitutes, as well as contracted employees.

HEA President Jill Golay outlined the core values and mission of the Oregon Education Association (OEA) and Hillsboro Education Association (HEA), and said that the goals shared by these organizations and the District include providing safe and inclusive schools for all students and staff, ensuring that students succeed and thrive, and offering a world-class education so students graduate as productive and contributing members of society.

9. Superintendent's Time

Superintendent Scott discussed District and community events, and provided a brief summary of recent and upcoming activities.

10. Board of Directors' Time

Board members discussed student accomplishments, and District and community events, programs, and processes.

In response to a question regarding OIS training, Executive Director of Student Services Elaine Fox explained that the District now has four certified OIS trainers, the number of training opportunities has significantly increased, and training was offered to substitutes last year. However, the need for training still exceeds the District's capacity to provide it – in part, because OIS trainer certification is a long process (approximately two years), and also because of the number of staff and substitutes who need to be trained, the length of the training (a full two days) and the need for refresher training. The situation is expected to improve as more trainers become certified.

11. Follow-Up Items

| Agenda Item / Request | Action |
|-----------------------|--------|
| | |

12. Executive Session

No executive session was called.

13. Adjournment

The meeting was adjourned at 8:02 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
March 14, 2017
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **WORK SESSION**

Board Present:

Wayne Clift, Chair
Glenn Miller, Vice Chair
Monte Akers
Lisa Allen
Erik Seligman
Janeen Sollman*
*(speaker phone and in person)
Kim Strelchun

Staff Present:

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

Others Present:

Darell Lumaco, City of Hillsboro
Patrick Preston, City of Hillsboro
Devin Hunter, HCU
Jill Golay, HEA
Joseph Vermeire, HEA

Board Chair Wayne Clift called the meeting to order at 5:17 PM. Director Janeen Sollman initially attended via speaker phone, but arrived in person during the meeting.

a. Strategic Plan Goals Update

Superintendent Mike Scott presented an update on activities and accomplishments within the focal areas of the District's Strategic Plan. Strategic Plan updates are posted on the District website at:
<http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/StrategicPlan/StrategicPlanReporting.aspx>.

b. Bond / Long-Range Planning Update

Chief Financial Officer Adam Stewart provided an update on the progress of the Bond Advisory Committee. Key points that were discussed included:

- Plans for conducting community polling and developing a communication plan
- Community feedback received on the proposed bond packages during the February 16 open house
- Changes that the Bond Advisory Committee has made to the original proposed bond packages
- Potential supplemental funding sources, including construction excise tax funds and energy-related reimbursements and incentives
- Ballot measure scheduling
- Implications of also considering a local option levy

- Next steps:
 - Additional opportunities for community feedback have been scheduled (including open houses on March 23 and April 6)
 - The Bond Advisory Committee will meet on April 12 (and, potentially, April 19) to review new information, and formulate a recommendation to present to the Superintendent
 - The Superintendent is scheduled to deliver the recommendation to the Board on April 25
 - The Board is scheduled to take action on the recommendation on May 23
- c. City of Hillsboro Local Option Measure – Informational Presentation
Patrick Preston, Public Affairs Manager for the City of Hillsboro presented an informational report regarding Measure 34-273, the proposed renewal of the current operating local option levy to maintain the City’s police, fire, and parks services.

Following Mr. Preston’s informational report, Darell Lumaco, Council President for the City of Hillsboro, addressed the Board, and asked Board members to endorse the measure. Board members discussed the request. Action will be taken during the regular session.

- d. Board Discussion Time
 - 1) New Board Member Orientation
Board members suggested improvements to the District’s current “new Board member orientation” process. Director Lisa Allen led the discussion, explaining that she will be completing this project for the Leadership Oregon program, in which she is participating.
 - 2) Board Discussion
Board members discussed District processes, recent events, and school funding.
- e. Recess Board Meeting
The meeting was recessed at 6:48 PM.

REGULAR SESSION

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Elaine Fox, Executive Director, Student Services
Casey Waletich, Executive Director, Facilities, Safety, Operations
Beth Graser, Director, Communications
Becky Kingsmith, Coordinator, Teaching and Learning, Secondary
Arcema Tovar, Coordinator / Elementary Curriculum / Assessment
Sandie Grinnell, TOSA / Science and STEAM Coach Leadership
Val Bokma, Assistant to the Board
Gaspar Lopez Lopez, Bilingual Interpreter
Sev Flores, Technology Support

Others Present:

Michele Powers and
Brookwood STEAM Club
Students
Leticia Aguilar
Marina Alvarez
Diana Cervantes
Citlalic Estrada
Karla Hernandez
Elizabeth Moore
Heidi Robinson
Sara Sampson
Fatima Urenda
Devin Hunter, HCU
Jill Golay, HEA

2. Call to Order and Flag Salute
Board Chair Wayne Clift reconvened the meeting at 7:04 PM and led the Pledge of Allegiance.
3. RECOGNITION / PRESENTATION
Brookwood Elementary School – STEAM Club Members
Third through sixth grade student members of the Brookwood Elementary School STEAM Club (Science, Technology, Engineering, Art, and Math) demonstrated their wind energy design models, and discussed the design process, test results, and lessons learned. Brookwood teacher Michele Powers shared information about the club and the project.
4. Approval of Agenda
Director Monte Akers MOVED, SECONDED by Director Kim Strelchun, to approve the agenda. The MOTION CARRIED (7-0).
5. Audience Time
The following audience members addressed the Board regarding District coaching decisions: Cory Matthews, Connie Bradley, Tristin Keffer, Tyler Rabang, and Josh Schertenleib.

Joel Lupro shared the story of his son's persistence and success in being accepted into the US Air Force Academy.

6. REPORTS AND DISCUSSION

a. Chicas Youth Development Program Report

Karla Hernandez and Marina Alvarez of Adelante Mujeres presented information regarding the supports and opportunities that the Chicas Youth Development Program provides to help ensure academic success for Latina girls in grades 3 through 12. Student participants Diana Cervantes, Fatima Urenda, and Citlalic Estrada discussed the positive impact that participation in the program has had on their lives, including providing new opportunities for them, and enhancing their personal growth.

b. Special Education Parent Partnership Group – Inclusion Report

Executive Director of Student Services Elaine Fox presented an overview of the District's inclusion blueprint, and a definition of inclusion that highlights the values of the District.

Heidi Robinson and Sara Sampson, members of the District's Special Education Parent Partnership Group, shared their goals and dreams for their children, and discussed their children's strengths, challenges, and successes, their school experiences, and the importance of inclusion, acceptance, and adequate support in schools.

c. First Reading – K-8 Science Materials Adoption

The first reading of K-8 science materials – Amplify Science K-5 and 6-8 – was presented by Travis Reiman, Assistant Superintendent of Academic Services; Becky Kingsmith, Coordinator of Secondary Teaching and Learning; Arcema Tovar, Coordinator of Elementary Curriculum and Assessment; Sandie Grinnell, Teacher on Special Assignment / Science and STEAM (Science / Technology / Engineering / the Arts / Math) Coach Leadership; and Elizabeth Moore, Citizens' Curriculum Advisory Committee (CCAC) Chair. In addition to Amplify Science K-5 and 6-8, a complementary investment in instructional technology was also recommended.

The presentation included an overview of the curriculum review and core instructional materials adoption cycle; the timeline for elementary, middle, and high school science materials adoption; and details of the science materials pilot program. Additional key points of the discussion included the cost / funding of the materials, technology requirements, plans for professional development, and strategies for including science in the school day.

CCAC Chair Elizabeth Moore explained that the CCAC voted unanimously to recommend the proposal to the Board for approval. The Board is scheduled to take action on the recommendation on April 25.

Appreciation was expressed for the Hillsboro Schools Foundation's donation of science kits for District classrooms.

d. Financial Report

Chief Financial Officer Stewart presented the monthly financial report. The report is included in the Board meeting packet.

Director Monte Akers requested an updated legal report, which will be prepared for the Board.

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

Executive Director of Facilities, Safety, and Operations Casey Waletich presented the first reading of policy EBC/EBCA: Emergency Procedures and Disaster Plans; and policy EBCB - Emergency Drills and Instruction for first reading. Oregon Schools Boards Association (OSBA) has recommended revisions to these District policies to align them with new legislation. Additional minor revisions have been recommended to improve clarity and streamline the text. Executive Director Waletich explained that the District already fulfills (and, in some areas, exceeds) the legal requirements for fire, earthquake, and safety drills.

Director Erik Seligman requested that the language in policy EBCB be modified to clarify that the drills are required in “each school.”

The proposed policy revisions are included in the Board meeting packet.

2) Policy ECACB - Unmanned Aircraft System (UAS), a.k.a. Drone; and Policy KGB - Public Conduct on District Property

Executive Director Casey Waletich presented the first reading of policy ECACB - Unmanned Aircraft System (UAS), a.k.a. Drone; and policy KGB - Public Conduct on District Property. The policy language is based on recommendations from OSBA to ensure that the District’s policies fulfill the requirements of new legislation.

Board members requested clarification regarding the definition of “unmanned aircraft system” in the policy, since the term could be interpreted as including radio controlled aircraft. Executive Director Waletich will follow up with clarification regarding the legal definition of this term.

Additional key points of the discussion included the need to fulfill legal requirements and enforce safe practices, while encouraging creative learning opportunities; and the differences between requirements related to drones that are operated by students as part of a course requirement versus the use of drones by third-parties on District property or at District-sponsored events.

These policies are included in the Board meeting packet.

7. CONSENT AGENDA

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

Director Glenn Miller MOVED, SECONDED by Director Janeen Sollman, to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- a. Approve Routine Personnel Matters
- b. Accept Donations
- c. Authorize 2017 Migrant Summer School Application
- d. Approve Designation – Newspaper of Record
- e. Approve Policy Revisions

The following policies were presented for first reading on February 28, 2017

- 1) Policy IKI: Academic Integrity
- 2) Policy JOC: Legal Names of Students

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)

Director Monte Akers MOVED, SECONDED by Director Lisa Allen, to endorse ballot measure 34-273: Renewal of Current Operating Levy for Police, Fire, and Parks (City of Hillsboro). The MOTION CARRIED (7-0).

9. NWRES D/HCU/HEA Reports

HCU President Devin Hunter emphasized the importance of conversations between employees and supervisors regarding the appropriate use of different types of leave, explaining that communication builds trust, demonstrates concern, and promotes decision-making that balances employees’ health concerns with the need to ensure that important work is accomplished.

HEA President Jill Golay discussed the importance of ensuring that schools are a safe place for students, and developing a collaborative plan to provide training for school staff so they can access resources, provide support for those facing increased anxiety, and deal with situations that might arise as a result of immigration issues. Ms. Golay also discussed the need to find ways to fully fund schools.

10. Superintendent’s Time

Superintendent Scott discussed the Hillsboro Schools Summit, commended students who participated, and thanked staff and attendees.

11. Board of Directors’ Time

Board members discussed District and community events and programs.

12. Follow-Up Items

| Agenda Item / Request | Action |
|-------------------------|------------------|
| Legal update requested. | Report provided. |

13. Executive Session

No executive session was called.

14. Adjournment

The meeting was adjourned at 9:22 PM.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

- A. Ratify the acceptance of the resignation of the following Supervisory / Technical personnel:

Justin Wyatt

Assignment: Senior Network Engineer
Location: Administration Center
Effective Date: March 24, 2017

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

Nancy Thoma

Assignment: 1.0 FTE Speech Language Pathologist
Location: Jackson Elementary School
McKinney Elementary School
Effective Date: June 26, 2017
Years of Service: 33 years

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

Sarah Babey (Crane)

Assignment: 1.0 FTE Speech Language Pathologist
Location: Indian Hills Elementary School
Effective Date: June 26, 2017

Anne Berg

Assignment: 1.0 FTE 5th Grade
Location: Eastwood Elementary School
Effective Date: June 26, 2017

Elena De Jesus Hernandez

Assignment: 1.0 FTE 1st Grade – Dual
Location: Minter Bridge Elementary School
Effective Date: June 26, 2017

Heather Hafner

Assignment: 1.0 FTE Life Skills
Location: Glencoe High School
Effective Date: June 26, 2017

Anya Hershberger

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

Josie Stewart-Lewis

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

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

Carrie Haarsma

Education: MA – University of Phoenix, Phoenix, AZ
Experience: 5 years
Assignment: 1.0 FTE Life Skills – Imlay Elementary School

Gregory Leijon

Education: MA – University of Portland, Portland, OR
Experience: None
Assignment: 1.0 FTE 5th Grade – Rosedale Elementary School

Megan Sakauye

Education: BA – Concordia University, Portland, OR
Experience: None
Assignment: 1.0 FTE 4th Grade – Butternut Creek Elementary School

- E. Approve the employment of the following licensed personnel in the 2016-17 school year, who have held temporary status:

Kristina Burkhardt

Education: BA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE Kindergarten – Patterson Elementary School

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
ACCEPT GIFTS AND DONATIONS
(as of March 31, 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 \$5,000 from Community Partners to Butternut Creek Elementary School for the Kaiser Thriving Schools Action Plan.
- Donation of \$12,000 from Ben Wolfe to Hillsboro School District to be used for the Elite Sponsor Program.
- Donation of \$19,091 from West Union Community Club to West Union Elementary School to be used as follows:
 - \$14,792 for Chromebooks
 - \$4,299 for the 2nd Steps program
- Donation of \$25,000 from Penny Knight to Groner K-8 School to be used for new playground equipment.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
ADOPT REVISED PLANNING CALENDAR FOR THE 2017-18 BUDGET

SITUATION

Each year, the Board of Directors adopts a budget planning calendar for the upcoming year, in accordance with ORS 294.305 – 294.565 and Board policy DBC. The planning calendar for the 2017-18 budget was approved by the Board of Directors on December 6, 2016. Since that date, the following changes have occurred:

- It was announced that the Washington County Argus (one of two Newspapers of Record designated by the Board in July 2016) would publish its final issue on March 29, 2017. Therefore, the Hillsboro School District Board of Directors approved a revision to its Newspaper of Record designation, with the Hillsboro Tribune as its sole remaining designee.
- The budget update that was scheduled to be presented to Budget Committee members on March 14 was moved to April 4, to facilitate the timely communication of economic forecasts received from the State.

Other details of the budget planning calendar that was adopted by the Board in December remain unchanged. Key dates on the calendar include:

- The 2017-18 Proposed Budget will be presented during the Budget Committee meeting on May 4, 2017.
- Provision has been made for an additional Budget Committee meeting on May 11, 2017, if needed.
- The calendar provides for the Public Hearing and Board actions to be taken during the regular June 13, 2017, Board meeting.

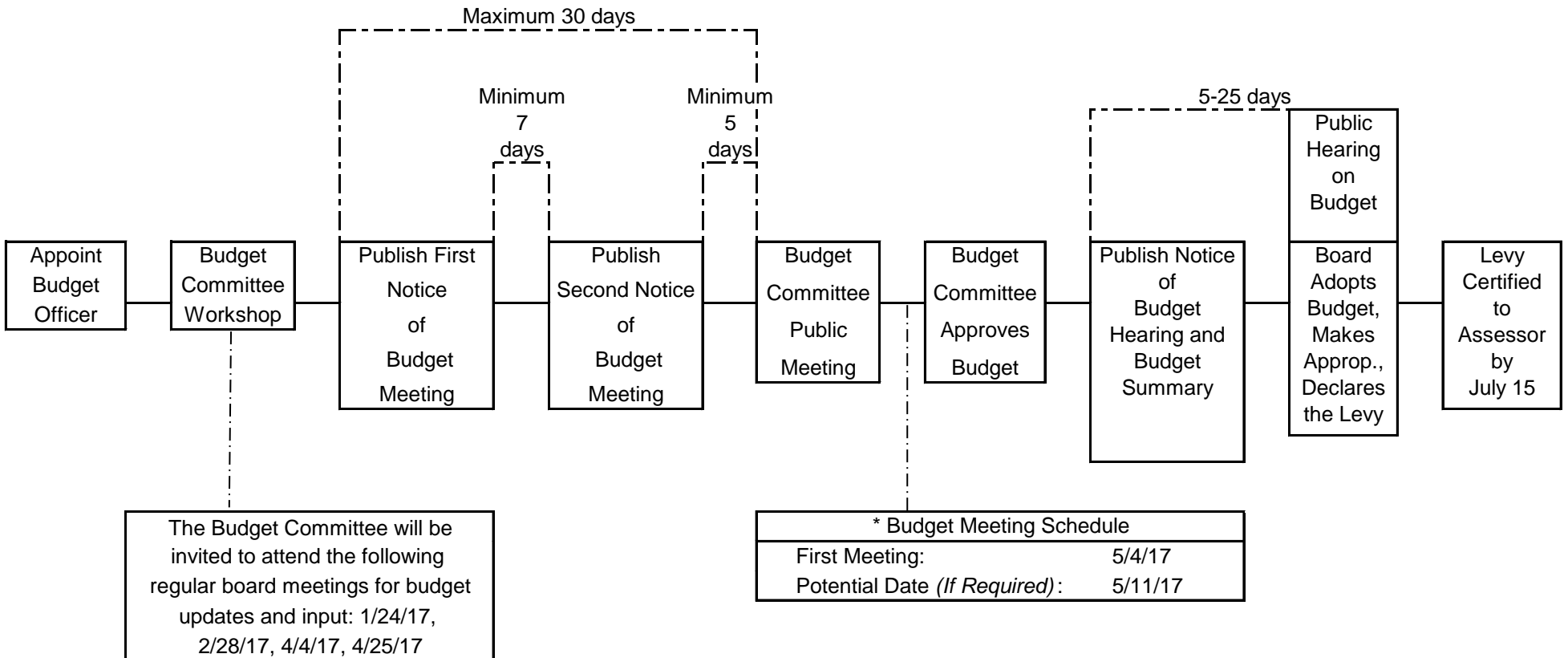
RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the revised planning calendar for the 2017-18 budget.

HILLSBORO SCHOOL DISTRICT 1J PROPOSED PLANNING CALENDAR - 2017-18 BUDGET

| | | | | | | | | |
|---------|---------|-------------------------------------|-------------------------------------|---------|---------|------------------------------------|---------|------------|
| 7/12/16 | 1/24/17 | <i>Hillsboro Tribune</i> 4/21/17 | <i>Hillsboro Tribune</i> 4/28/17 | 5/4/17* | 5/4/17* | <i>Hillsboro Tribune</i> 6/2/17 | 6/13/17 | By 7/15/17 |
| Date | Date | Date | Date | Date | Date | Date | Date | Date |

56



HILLSBORO SCHOOL DISTRICT 1J

April 25, 2017

**APPROVE REVISIONS TO 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.

These proposed revisions were presented to the Board for first reading on March 14, 2017. No public comments or questions were received during the review period. However, minor clarifying revisions have been made to the text of policy EBCB: Emergency Drills and Instruction, based on input from a Board member.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy EBC/EBCA: Emergency Procedures and Disaster Plans; and policy EBCB: Emergency Drills and Instruction.

Hillsboro School District 1J

Code: EBC/EBCA
Adopted: 07/96
Revised: 11/08

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

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

Earthquake Emergencies

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

Safety Threats

At least two drills on safety threats shall be conducted each year at each school in the District. Drills and instruction on safety threats shall include ~~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

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

April 25, 2017

APPROVE REVISIONS TO POLICY ECACB: USE OF DRONES ON DISTRICT PROPERTY; AND POLICY KGB: PUBLIC CONDUCT ON DISTRICT PROPERTY

SITUATION

Per House Bill (HB) 4066, school districts that choose to operate a drone as part of the district's curriculum must adopt policies for the use, storage, and accessing of the drone, and for the sharing and retention of data resulting from its operation. Oregon School Boards Association (OSBA) has prepared a new policy that addresses drones (ECACB), and has also recommended that 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.

The policies were presented to the Board for first reading on March 14, 2017. No public comments or questions were received during the review period. However, proposed policy ECACB: Use of Drones on District Property has been revised, to improve clarity, based on input from Board members.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy ECACB: Use of Drones on District Property; and policy KGB: Public Conduct on District Property.

Use of Drones on District Property

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

The term “drone” refers not only to the drone itself, but also its associated elements, including communication links and the components that control the machine.

The District recognizes the academic value of student operation of a drone 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 drone 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 drone may assist a student in their operation of the drone, 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 drone.

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 drone as part of the curriculum.

A drone shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)¹ at OSAA sanctioned events. Use of a drone 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 drone 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.

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

Third Party Use

Third party use of a drone 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 drone 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

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 a drone, unless granted permission by the Superintendent or designee, as described in Board policy ECACB – Use of Drones on District Property.
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 ~~violate~~ing 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):

| | | |
|------------------------------|------------------------------|-----------------------------------|
| <u>ORS 161.015</u> | <u>ORS 166.210 - 166.370</u> | <u>ORS 433.835 to-433.990</u> |
| <u>ORS 164.245</u> | <u>ORS 332.172</u> | <u>ORS 806.060 - 806.080</u> |
| <u>ORS 164.255</u> | <u>ORS 336.109</u> | <u>OAR 333-015-0025 to-0090</u> |
| <u>ORS 166.025</u> | <u>ORS 339.883</u> | <u>OAR 581-021-0110</u> |
| <u>ORS 166.155 - 166.165</u> | <u>ORS 431.840</u> | <u>OAR 584-020-0040(4)(e),(g)</u> |

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
April 25, 2017
INTER-DISTRICT TRANSFERS

SITUATION

House Bill 2747, passed by the Legislature during the 2013 full session, governs the second of two processes by which students are allowed to transfer between school districts. Under House Bill 2747, district school boards must take action to announce the number of students who will be allowed to leave and enter their district for the following school year. They must also determine the process by which transfer requests will be considered, the length of the transfer approval, and any other terms associated with the approval. Students wishing to leave their district of residence to seek enrollment in a non-resident district must obtain a release from their district of residence.

It is recommended that the District participate in this process, both to accept transfers to the District and release students to attend other districts.

Details of the proposed plan will be shared during the meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the plan presented for inter-district transfers for the 2017-18 school year.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
APPROVE 2017-18 ALTERNATIVE EDUCATION PROGRAMS

SITUATION

Board policy IGBHA directs an annual evaluation and approval of alternative programs available to Hillsboro students. The purpose of this report is to provide Board members with a review of the programs currently available to District students, and to ask the Board to formally approve this updated list of alternative programs. The programs listed have proven to be effective alternatives for District students. District administration has ensured, and will continue to ensure, that each program meets the evaluation criteria set forth in OAR 581-022-1350.

This report will also include an update on the District's work to implement its new Big Picture program.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the District's alternative programs.

HILLSBORO SCHOOL DISTRICT
Alternative Programs – 2017-18 School Year

Expanded Options

The 2005 Legislature approved the Expanded Options program (Senate Bill 300) for high school students who are 16 years of age or older. The program provides an opportunity to attend college-level classes while still in high school, with tuition paid by the District. There is a limit to the number of credits the District can provide, and participation priority is given to students who qualify for the free or reduced-price meal program. Students must be accepted by an eligible public post-secondary Oregon institution, and follow a learning plan agreed upon by the student, staff, and parents to reflect each student's goals.

Miller Education Center (MEC) High School

This high school program is located on its own campus. In addition to stressing core curriculum, state standards, and graduation requirements, the program provides students the opportunity to learn responsibility and gain self-esteem through community service projects, challenge courses, and job training. The high school also offers a program for teen parents, including on-site childcare, parenting classes, and early childhood education. The low student-to-teacher ratio allows for small group instruction and individual counseling.

Teen Parent Program (Miller Education Center – West & Century High School)

Students in grades 9 through 12, who are expecting or have a newborn child (ages 6 weeks to 48 months) have an opportunity to continue their education either at Century High School or Miller Education Center. Understanding how individuals develop, emotionally, socially and psychologically, provides a foundation for healthy families and productive citizens. All members of society influence the growth and development of children; therefore, knowledge and understanding of human development influence individual action and ensure a healthy, promising future for children. The District's program addresses the need for consistent, high-quality criteria for three distinct, but related programs: (1) Child Development and Parenthood Education Program; (2) Career-Based Childhood Care and Education Program; and (3) School-Based Teen Parent Program. These standards support the belief that nurturing children requires knowledge of human development, and application of that knowledge when interacting with young children.

GED Program (Miller Education Center – West)

Students who are 16 years of age (or within 2 months of their 16th birthday) may opt into the Hillsboro School District GED (General Educational Development) program. MEC West offers tutoring services for students seeking to complete GED requirements. Students can be referred from their home schools or walk in to be enrolled. When students have demonstrated the skills necessary to pass the four tests (language arts, mathematics, social studies, and science), they are referred to the education service district (ESD) for final testing.

PEARL Middle School (Miller Education Center – Walnut Street Annex)

Students who have been expelled from their home middle school may be placed into the Personalized Education and Real Learning (PEARL) middle school program. Each student receives individualized educational goals based on their academic needs.

PEARL High School (Miller Education Center – Walnut Street Annex)

Students in the PEARL program participate in a place-based learning environment that encourages personal responsibility and credit attainment. They attend the program for the duration of their expulsion, which allows them to stay on track with their credits toward graduation.

Fifth Year Diploma Completion Program (Miller Education Center – Walnut Street Annex)

Students who are within 8 credits of graduating may enroll into the Hillsboro School District High School Completion program. Instructors will create individualized plans, based on proficiency standards that will meet the needs of each student.

Transition Options Program (TOPS) (Miller Education Center – Walnut Street Annex)

Students who have been accepted into another program OR have transferred into Hillsboro School District with seven weeks or less left in the term may enroll into the Transition Options Program (TOPS), while waiting for placement into their new program. Students may work on-line with Hillsboro Online Academy (HOA) curriculum, or have proficiency lessons created for them, based on their academic levels. Support is also provided for English language learners working toward a high school diploma. TOPS is also an appropriate option for students ages 17 to 21 who are returning to school to obtain the credits they need to transition into other educational options, including other MEC programs and Portland Community College (PCC) or other post-secondary opportunities.

YES to College (PCC)

PCC's YES to College program benefits students who are 16 to 20 years of age, have dropped out of high school OR may not be able to graduate with their class, are interested in earning their GED as the first step toward college and career, or are non-native English speakers, improving their English proficiency. YES to College pairs each student with a College Success Coach to help them adjust to PCC and college life.

Gateway to College (PCC)

The Gateway to College program at PCC serves at-risk youth, ages 16 to 20, who have either struggled in the school setting or are at risk of dropping out. Students simultaneously accumulate high school and college credits, earning their high school diploma, while progressing toward an associate's degree.

Early College High School (ECHS) (PCC)

Early College High School (ECHS) is an opportunity for students to blend high school and college in a coherent, personalized, and rigorous education program at Portland Community College. The program is designed as an option for the last two years of high

school, and students generally attend PCC full time for six terms. Tuition is paid by the Hillsboro School District. It is possible for a student to earn a high school diploma, an associate's degree, or up to two years of college credit in his/her career pathway.

The Early College program is for students who are 16 years of age, live within the Hillsboro School District boundaries, and have the following characteristics:

- Are mature and ready to take on new challenges
- Are the first members of their families to attend college
- Are interested in a career area that is not offered at their high school
- Are willing to leave their high school and attend PCC full time
- Are not comfortable socially or educationally at their traditional high school
- Are willing to commit to two years in the program, and complete the required career development coursework
- Are concerned that college might not otherwise be an option

Hillsboro In-School Program (HIP) (Miller Education Center – East)

The Hillsboro In-School Program (HIP) is for low-income, at-risk students. The Hillsboro In-school Program (HIP) is designed for sophomores, juniors, and seniors to participate in a year-round program of support. Students attend several activities during the school year and a summer program. They gain basic skills and pre-employment training, while participating in work-crew activities in the community. Post-secondary campus visits and options are explored. During the summer program, students attend basic skills and pre-employment training classes in the morning, followed by work-crew activities in the afternoon. Counseling and advocacy services are also key components of the program.

Connect (Miller Education Center – East)

Connect is for low-income high school students who are currently out of school and desire relevant career pathway training. Participants engage in work-readiness skills workshops, job shadows, and internships. Job placement opportunities and career pathway options are encouraged while completing GED or post-secondary placement.

Hillsboro Online Academy

Hillsboro Online Academy is the newest school in the Hillsboro School District, and the first non-charter, public, online school in Oregon. The Academy features a rigorous, yet flexible, menu of online learning programs, designed to meet the varied needs of students and their families. An individual learning plan is central to the Academy's mission. Also core is connecting students to careers and the community. All online courses are supported by Hillsboro teachers. For more information, visit: www.hillonlineacademy.org.

Home Instruction

Students with health, IEP, or expulsion alternative needs may receive instruction in their homes by District itinerant teachers as an alternative education option. Instruction is arranged with the director of Alternative Programs, executive director of Student Services, principals, and assistant superintendent of the Office for School Performance.

Oregon National Guard Youth Challenge Program

Oregon Youth Challenge Program (OYCP) is a residential program located east of Bend, Oregon. The program serves youth ages 16 to 18, male and female, who are drug free and have had no previous felony convictions. OYCP targets students who have dropped out of high school or are likely to drop out. Students spend five and one-half months in the Bend facility, during which time they can earn up to eight credits toward a high school diploma or earn a GED. Students then enter a post-residential phase in their own community for twelve months that includes a strong mentorship component. Core components of the program are citizenship, academic excellence, life-coping skills, community service, health and hygiene, skills training, leadership, and physical fitness.

PLACEMENT OPTIONS PROGRAMS

Harkins House – Washington County Juvenile Services

Harkins House is a Washington County Juvenile Probation pre-adjudicated youth shelter. It currently has space for 14 boys and girls, ages 12 to 17. Students are placed at Harkins House through the court system, and usually stay for four to eight weeks at a time. While residing at Harkins House, they attend school either at the shelter or at their home school, whichever is appropriate.

Washington County Jail

The Washington County Jail Educational Program provides GED instruction and testing for inmates, ages 18 to 20. A Hillsboro School District teacher works with all eligible inmates in an educational setting at the jail. Academic and career goals are discussed, and juvenile inmates work one-on-one and in small groups to earn credits toward a diploma or the completion of a GED.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
ADOPT K-8 SCIENCE INSTRUCTIONAL MATERIALS

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 focused on identifying instructional materials for kindergarten through 8th grade science courses that support the Next Generation Science Standards. The Science Study Team gathered data from action research conducted in K-8 classrooms using Amplify, Exploring Science, STEMscopes, IQWST, and Chromebooks.

Supporting the Science Study Team in the process of developing this recommendation were students, parents, science teachers, curriculum leaders, and administrators at the schools and District office. Feedback from students, teachers, staff, parents, and the Citizens' Curriculum Advisory Committee (CCAC) was elicited and used in making the final recommendation.

Amplify Science, the recommended science instructional materials and kits, were reviewed by the CCAC, and made available for public review and comment. The first reading of the K-8 science instructional materials was presented during the March 14 Board meeting, together with a recommendation for a complementary investment in instructional technology. No comments were received during the Board review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt Amplify Science K-5 and 6-8 as the core instructional materials for K-8 science; and approve the proposed complementary investment in instructional technology.

HILLSBORO SCHOOL DISTRICT 1J
April 25, 2017
APPROVE FINANCING OF SCHOOL BUSES

SITUATION

Each month, as part of the State School Fund (SSF) formula, the Hillsboro School District receives funds designated for the replacement of its school buses. These funds are accounted for in a separate Transportation Equipment Fund (Fund 299) in the District budget, not in the General Fund. Historically, these funds have been used to purchase new buses, both full sized and smaller special needs buses. It is the District's intent to enter into a new 5-year lease for eight (8) special needs buses, two (2) conventional buses, and one (1) shop truck.

The cost for these eleven (11) vehicles is anticipated to be approximately \$1,295,571, with principal and interest payments of approximately \$268,774.48 per year, and an annual interest rate of 1.9 percent. Below is the debt service schedule:

| Payment # | Due Date | Total Payment |
|-----------|----------|----------------|
| 1 | 7/1/2017 | \$268,774.48 |
| 2 | 7/1/2018 | \$268,774.48 |
| 3 | 7/1/2019 | \$268,774.48 |
| 4 | 7/1/2020 | \$268,774.48 |
| 5 | 7/1/2021 | \$268,774.48 |
| TOTALS | | \$1,343,872.40 |

Buses to be purchased will be eight (8) propane mini buses, two (2) Blue Bird Type C Vision conventional diesel buses, and one (1) GMC extended cab shop truck. The District published a "Notice of Intent to Participate" in a cooperative purchasing agreement between Western Bus Sales and Eugene Public Schools in the Washington County Argus and Hillsboro Tribune on March 17, 2017, and received comments, as required by ORS 279A.215, Permissive Cooperative Procurements.

US Bank, the Lessee, requires the District to approve a resolution to authorize reimbursement from lease proceeds. The reimbursement process allows the District to work directly with Western Bus Sales on order fulfillment, paying when each bus is received. Once all eleven vehicles have been received, and US Bank listed as lienholder, the District may request reimbursement from lease proceeds.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the financing of eleven (11) vehicles on a five-year lease, with an annual payment of \$268,774.48, and adopt a resolution for reimbursement, as required by U.S. Bank Government Leasing.

LEASE PROCEEDS REIMBURSEMENT RESOLUTION

RESOLUTION NO. 042517

RESOLUTION OF THE HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS, DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION, AND EQUIPPING OF CERTAIN CAPITAL IMPROVEMENTS

WHEREAS HILLSBORO SCHOOL DISTRICT 1J (the "Lessee") is a political subdivision organized and existing under the laws of OREGON; and

WHEREAS the Lessee has paid, beginning no earlier than July 1, 2017, and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and

WHEREAS, the HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS of the Lessee (the "Board") has determined that the money to be advanced on and after the date hereof to pay the Expenditures is available only for a temporary period and it is necessary to reimburse the Lessee for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the "Obligations");

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby declares the Lessee's intent to reimburse the Lessee with the proceeds of the Obligations for the Expenditures with respect to the Project made on and after July 1, 2017, the date hereof. The Lessee reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Obligations.

Section 2. Each Expenditure [was and] will (a) be of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure) and (b) comply with all applicable US Bank Equipment Lease and Regulations.

Section 3. The maximum cost of the Project is expected to be \$1,295,571.

Section 4. The Lessee will make a reimbursement allocation, which is a written allocation by the Lessee that evidences the Lessee's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid, or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are

available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small Lessees” (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 25th day of April, 2017.

Wayne Clift
Chair, Board of Directors

Attested by:

Mike Scott
Superintendent

APPENDIX A - DESCRIPTION OF PROJECT

Buses to be purchased will be:

- Eight (8) – special education buses (Western Bus Sales)
- Two (2) – conventional diesel buses (Western Bus Sales)
- One (1) – GMC extended cab shop truck

Delivery to be made after July 1, 2017, and prior to December 31, 2017.