



# Hillsboro School District 1J

May 23, 2017  
Board Meeting

## Board of Directors

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

**HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS**  
Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, OR

**Board Meeting Agenda**  
**May 23, 2017**  
**5:15 PM**

1. 5:15 p.m. Executive Session  
ORS 192.660(2)(i)--Evaluation of the Superintendent
2. 5:45 PM - Work Session
  - A. Board Evaluation Report 5  
Presenter: Wayne Clift
  - B. Presentation of District Evaluation Process 6  
Presenter: Wayne Clift
  - C. Bond Discussion - Board Commitment 7  
Presenter: Kim Strelchun
  - D. Discuss Board Meeting Dates for 2017-18 8  
Presenter: Wayne Clift
  - E. Board Discussion Time
    1. Workers' Compensation Coverage  
Presenter: Adam Stewart
    2. Revenue Forecast  
Presenter: Adam Stewart
    3. Board Discussion
  - F. Recess Board Meeting
3. 7:00 PM - Regular Session  
Call to Order and Flag Salute
4. Recognition / Student Presentation
  - A. Student Presentation: HSD Chinese World Language Program  
Presenter: Wayne Clift
  - B. Recognition: District Partnership with the Oregon Robotics Tournament & Outreach Program (ORTOP) 9  
Presenter: Wayne Clift
5. Approval of Agenda
6. Audience Time
7. Reports and Discussion
  - A. First Reading – Physics Instructional Materials Adoption 10  
Presenter: Travis Reiman
  - B. Financial Report (*see written report*) 11  
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. Policies Regarding Nutrition and Wellness	16
· Policy EFA: Local Wellness Program	
· Policy EFAA: District Nutrition and Food Services	
· Policy EFAA-AR: Reimbursable School Meals	
· Policy EFAE and EFAE-AR: Child Nutrition – Hearings Procedure / Appeal Process (delete)	
· Policy EFAH: Child Nutrition – Collections Procedures and Accountability System (delete)	
Presenter: Adam Stewart / Nathan Roedel	
8. Consent Agenda	
<i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
A. Approve Minutes of April 4, 2017, Board Meeting	35
B. Approve Minutes of April 25, 2017, Board Meeting	38
C. Approve Routine Personnel Matters	45
D. Accept Donations	47
E. Approve Consolidated ESEA Subgrants	48
F. Approve Nutrition Services Meal Prices	49
G. Adjust Appropriations	50
H. Approve Policy Revisions	
<i>(The following policies were presented for first reading on April 25, 2017)</i>	
1. Policy LGA - Compliance with Standards	52
2. Policy IIA - Instructional Resources / Instructional Materials	54
3. Policy ING - Animals in District Facilities	57
4. Policy IIBGA - Electronic Communications System	60
9. Action Items	
A. Act on November 2017 Bond Recommendation	63
Presenter: Mike Scott / Adam Stewart	
B. Approve Nutrition Services Freezer Replacement and Exemption from Competitive Bidding	65
Presenter: Adam Stewart / Nathan Roedel	
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

- June 13, 2017, Regular Session
- July 11, 2017, Regular Session (tentative)

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**BOARD EVALUATION REPORT**

**SITUATION**

In February 2016, the Board adopted a self-evaluation process, as one element of a coordinated evaluation system that includes the Superintendent's evaluation, and will include a District evaluation that has recently been developed to align with the Strategic Plan.

This evening, Board members will review a compiled report of their reflections regarding standards and indicators for the 2016-17 school year, and discuss how this information can be used to build the best possible leadership for the District.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review and discuss the Board evaluation report.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**PRESENTATION OF DISTRICT EVALUATION PROCESS**

**SITUATION**

During the August 17, 2016, Board work session, Board members reaffirmed their interest in developing a District evaluation process that would be aligned with the District Strategic Plan, and would constitute the third pillar of an evaluation system that includes the Superintendent and Board evaluation processes. The draft District evaluation process will be presented to the Board for review and discussion during this evening's work session. The Board is scheduled to adopt the process on June 13.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review and discuss the District evaluation process.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**BOND DISCUSSION – BOARD COMMITMENT**

**SITUATION**

During the April 25 Board work session, the recommendations of the Bond Advisory Committee were presented to the Board. Board members discussed the recommendations, and requested that additional discussion time be scheduled during the May 23 work session for a conversation regarding the commitment that Board members will need to make in order to complete a successful bond campaign.

The Board is scheduled to approve the Bond Advisory Committee's recommendations during tonight's regular session.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss their roles in the bond campaign.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**DISCUSS 2017-18 BOARD MEETING DATES**

**SITUATION**

The Board annually sets the schedule of Board meeting dates for the upcoming school year. Board meetings are usually held on the second and fourth Tuesdays of the month, with some exceptions to accommodate school breaks. Proposed meeting dates for the 2017-18 school year are provided below for Board discussion. The Board is scheduled to approve the 2017-18 meeting dates on June 13, 2017. Staff will also reach out to newly elected Board members to confirm their availability.

July 11, 2017	Regular Session
August 28 or 30, 2017	Full-Day Session
September 12, 2017	Work Session
September 26, 2017	Regular Session
October 10, 2017	Work Session
October 24, 2017	Regular Session
November 14, 2017	Regular Session
December 12, 2017	Regular Session
January 9, 2018	Work Session
January 23, 2018	Regular Session
February 13, 2018	Work Session
February 27, 2018	Regular Session
March 13, 2018	Regular Session
April 3, 2018	Work Session
April 24, 2018	Regular Session
May 8, 2018	Work Session
May 22, 2018	Regular Session
June 12, 2018	Regular Session

In addition, the following dates are set aside for Budget Committee meetings to consider the 2018-19 Proposed Budget:

May 3, 2018                      May 10, 2018 (if needed)

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss Board meeting dates for the 2017-18 school year.



**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**RECOGNITION: DISTRICT PARTNERSHIP WITH THE OREGON ROBOTICS**  
**TOURNAMENT & OUTREACH PROGRAM (ORTOP)**

**SITUATION**

The Oregon Robotics Tournament & Outreach Program (ORTOP) has been operating FIRST robotics programs (“*F*or *I*nspiration and *R*ecognition of *S*cience and *T*echnology”) throughout Oregon for more than 16 years. This evening, Cathy Swider, Senior Program Manager, and Loridee Wetzel, *FIRST* LEGO League Program Manager, will discuss community and District support of the program, and recognize Hillsboro School District for 15 years of partnership.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors welcome Ms. Swider and Ms. Loridee, thank them for their partnership and support of Hillsboro School District students, and accept this recognition.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**FIRST READING – PHYSICS INSTRUCTIONAL MATERIALS ADOPTION**

**SITUATION**

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

This year, the Science Study Team is focused on identifying instructional materials for kindergarten through 9<sup>th</sup> grade science courses that support the Next Generation Science Standards. The Science Study Team has piloted materials in ninth grade Physics 1 classrooms at Glencoe and Liberty High Schools, and is prepared to implement Physics 1 at all high schools in the 2017-18 school year.

Tonight's report will include a presentation of the Science Study Team's recommendation for science materials adoption for Physics 1, as well as a complementary investment in instructional technology. Presenters will include teachers, Citizens' Curriculum Advisory Committee members, and District leaders.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of the proposed adoption of Physics 1 materials.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 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 10: Assessing Support Services Performance

Administration Center department leaders have collaborated to develop an annual online principal survey to collect qualitative and quantitative data that identifies successes and provides opportunities to improve services to schools. This feedback model aligns with the Center for Educational Leadership's principal support framework in three critical ways:

1. Information is collected in a single survey, instead of sending multiple, varied, department-level survey requests to principals.
2. Time will be provided during a monthly K-12 leadership meeting to facilitate the focused, meaningful completion of the survey.
3. The collaborative effort to develop the survey generated a clear, concise professional format and eliminated redundant questions.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. Finance Manager Koral Unger and the Finance team are processing year-end purchases and consolidating elementary school student body accounts. This is a critical time for reviewing school and department purchase orders that encumber funds, and ensuring the best use of 2016-17 budget allocations. The Finance team has developed a procurement card manual with newly revised procedures, including new procedures to accommodate District-level support for high school courses, in lieu of class fees being collected. The Finance team is also preparing for next week's audit team site visit.

Finance Team – Financial Reporting and Grants. The audit team from Grove, Mueller & Swank, P.C., will be at the Administration Center from May 30 through June 1, 2017, to conduct interim control testing for the 2016-17 comprehensive annual audit. Finance Manager Jeff Jones has been preparing for the audit by reviewing procedures, checklists, and new GASB (Governmental Accounting Standards Board) reporting requirements. Controls that have been implemented throughout this fiscal year to expedite the year-end closing process, resulted in completing the 2016-17 fiscal year annual report well in advance of the state's December 30, 2017, deadline.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis has been working with support staff from the Technology Services, Transportation, and Facilities departments to configure a time clock platform that will integrate with payroll.

Transportation has been using a time clock to record employee hours for many years. The District is upgrading and expanding its TimeClock Plus software to extend a “web clock” to each site for custodial and facilities staff. The time clock will generate a data export/import into the District’s Infinite Visions payroll module software.

The Oregon Educator Benefits Board (OEBB) has released plan changes and rates for the 2017-18 benefits plan year. The Benefits Advisory Committee, comprised of the Benefits team and licensed and classified union representatives, will meet on June 1, 2017, to discuss plan and rate changes, and internal insurance pools. It is a goal of the committee to provide stewardship over the internal insurance pools, and ensure that staff have equitable access to the best benefits available.

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 March 2017.

The District received 12 workers’ compensation claims in March 2017. As of March 31, 2017, there were 5 open claims; 30 were for medical costs only, and 5 included time loss. There were 4 employees on modified work plans during March.

<b>Workers’ Compensation Claims</b>			
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
July	1	3	3
August	9	2	6
September	10	10	7
October	12	8	15
November	3	7	17
December	6	13	7
January	16	11	5
February	6	11	11
March	11	12	12
April	8	10	
May	11	8	
June	8	9	
<b>Yearly Total:</b>	<b>101</b>	<b>104</b>	<b>83</b>

Student Incident Report. There is a one-month delay in reporting student incidents to the Board, in order to allow adequate time to ensure that these reports are complete and accurate. There were 228 student incidents reported in March.

<b>Student Incident Reports</b>			
	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
July	4	0	1
August	1	6	14
September	83	181	249
October	156	243	291
November	64	160	235
December	59	43	104
January	94	134	150
February	98	177	220
March	78	165	228
April	109	183	
May	106	175	
June	36	68	
<b>Yearly Total:</b>	<b>888</b>	<b>1,467</b>	<b>1,492</b>

Vehicle Accidents. There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There were two bus accidents in March.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**MONTHLY FINANCIAL REPORT - as of April 30, 2017**

<b>Revenues</b>	<b>1st Quarter Actual</b>	<b>2nd Quarter Actual</b>	<b>3rd Quarter Actual</b>	<b>April Actual</b>	<b>4th Quarter Actual</b>	<b>Fiscal YTD 2016-17</b>	<b>Budget 2016-17</b>	<b>% of 2016-17 Budget Expended</b>	<b>2015-16 Fiscal YTD</b>	<b>% of 2015-16 Budget Expended</b>
Taxes	\$109,310.56	\$64,476,457.96	\$2,211,858.01	\$0.00	\$0.00	\$66,797,626.53	\$67,230,674.00	99.36%	\$64,217,574.94	105.38%
Interest	\$81,966.99	\$125,616.10	\$202,385.36	\$2.52	\$2.52	\$409,970.97	\$307,952.00	133.13%	\$286,953.62	101.03%
Local Sources	\$171,595.72	\$158,484.71	\$512,541.47	\$15,513.09	\$15,513.09	\$858,134.99	\$1,895,229.00	45.28%	\$1,048,712.96	61.57%
<b>Total Local</b>	<b>\$362,873.27</b>	<b>\$64,760,558.77</b>	<b>\$2,926,784.84</b>	<b>\$15,515.61</b>	<b>\$15,515.61</b>	<b>\$68,065,732.49</b>	<b>\$69,433,855.00</b>	<b>98.03%</b>	<b>\$65,553,241.52</b>	<b>104.18%</b>
County/ESD	\$1,231,316.67	\$1,084,075.85	\$987,013.48	\$0.00	\$0.00	\$3,302,406.00	\$3,253,669.00	101.50%	\$3,098,057.78	69.08%
State Sources	\$42,832,700.76	\$30,180,029.68	\$31,430,507.81	\$10,204,885.00	\$10,204,885.00	\$114,648,123.25	\$124,345,402.00	92.20%	\$110,526,424.32	89.63%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$1,299.83	\$21.47	\$193.65	\$188.79	\$188.79	\$1,703.74	\$0.00	0.00%	\$1,984.35	0.00%
Beginning Balance	\$14,558,454.24	\$0.00	\$0.00	\$0.00	\$0.00	\$14,558,454.24	\$13,657,752.00	106.59%	\$17,604,269.16	105.67%
<b>Total Revenue</b>	<b>\$58,986,644.77</b>	<b>\$96,024,685.77</b>	<b>\$35,344,499.78</b>	<b>\$10,220,589.40</b>	<b>\$10,220,589.40</b>	<b>\$200,576,419.72</b>	<b>\$210,690,678.00</b>	<b>95.20%</b>	<b>\$196,783,977.13</b>	<b>94.89%</b>
<b>Expenditures</b>										
<b>Instruction</b>										
Salaries	\$6,480,126.87	\$19,062,470.52	\$18,973,660.28	\$6,399,292.88	\$6,399,292.88	\$50,915,550.55	\$79,116,611.61	64.36%	\$50,785,939.65	67.79%
Benefits	\$2,857,346.21	\$8,834,617.83	\$8,910,713.30	\$2,995,301.12	\$2,995,301.12	\$23,597,978.46	\$37,786,428.92	62.45%	\$23,015,199.01	70.09%
Purchased Service	\$1,132,357.72	\$2,002,368.54	\$1,691,446.41	\$208,430.94	\$208,430.94	\$5,034,603.61	\$2,969,803.33	169.53%	\$2,719,985.44	77.55%
Supplies/Materials	\$472,197.15	\$535,832.80	\$411,426.92	\$125,474.53	\$125,474.53	\$1,544,931.40	\$1,424,484.63	108.46%	\$1,393,325.52	70.87%
Capital Purchases	\$3,000.00	\$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	\$50,442.56	\$4,393.00	\$4,393.00	\$178,256.96	\$197,254.76	90.37%	\$161,536.91	83.92%
<b>Total Instruction</b>	<b>\$11,037,687.85</b>	<b>\$30,466,051.19</b>	<b>\$30,037,689.47</b>	<b>\$9,732,892.47</b>	<b>\$9,732,892.47</b>	<b>\$81,274,320.98</b>	<b>\$121,494,583.25</b>	<b>66.90%</b>	<b>\$78,083,547.78</b>	<b>68.84%</b>
<b>Support Services</b>										
Salaries	\$6,794,743.65	\$9,803,123.46	\$9,585,062.63	\$3,165,318.77	\$3,165,318.77	\$29,348,248.51	\$38,038,656.98	77.15%	\$27,928,995.37	76.28%
Benefits	\$3,338,967.85	\$5,157,928.00	\$5,032,693.26	\$1,710,828.74	\$1,710,828.74	\$15,240,417.85	\$18,419,332.24	82.74%	\$14,151,455.19	69.24%
Purchased Service	\$3,067,102.85	\$3,636,951.08	\$2,725,021.83	\$1,366,516.73	\$1,366,516.73	\$10,795,592.49	\$13,509,529.66	79.91%	\$10,785,450.53	79.83%
Supplies/Materials	\$2,184,561.24	\$1,212,667.67	\$1,135,305.77	\$346,586.92	\$346,586.92	\$4,879,121.60	\$6,489,844.64	75.18%	\$4,546,721.15	70.87%
Capital Purchases	\$658,886.00	-\$387,857.42	\$133,661.12	\$13,506.00	\$13,506.00	\$418,195.70	\$250,052.97	167.24%	\$332,530.55	180.32%
Other	\$1,125,621.02	\$62,046.53	\$27,692.01	-\$350.50	-\$350.50	\$1,215,009.06	\$1,536,470.53	79.08%	\$1,331,007.10	109.16%
<b>Total Support</b>	<b>\$17,169,882.61</b>	<b>\$19,484,859.32</b>	<b>\$18,639,436.62</b>	<b>\$6,602,406.66</b>	<b>\$6,602,406.66</b>	<b>\$61,896,585.21</b>	<b>\$78,243,887.02</b>	<b>79.11%</b>	<b>\$59,076,159.89</b>	<b>75.37%</b>

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April Actual	4th Quarter Actual	Fiscal YTD 2016-17	Budget 2016-17	% of 2016-17 Budget Expended	2015-16 Fiscal YTD	% of 2015-16 Budget Expended
<b>Community Services</b>										
Salaries	\$70,120.53	\$73,677.42	\$64,197.69	\$20,465.83	\$20,465.83	\$228,461.47	\$264,225.41	86.46%	\$190,037.64	79.72%
Benefits	\$27,206.11	\$31,316.20	\$31,236.63	\$9,655.06	\$9,655.06	\$99,414.00	\$109,906.57	90.45%	\$88,893.42	63.34%
Purchased Service	\$16,710.96	\$33,310.59	\$32,585.19	\$3,452.92	\$3,452.92	\$86,059.66	\$36,069.36	238.59%	\$159,847.65	707.66%
Supplies/Materials	\$1,974.63	\$5,284.31	\$1,695.56	\$1,364.19	\$1,364.19	\$10,318.69	\$3,043.15	339.08%	\$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%
Other	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$1,568.52	44.63%	\$700.00	0.00%
<b>Total Community Services</b>	<b>\$116,012.23</b>	<b>\$144,288.52</b>	<b>\$129,715.07</b>	<b>\$34,938.00</b>	<b>\$34,938.00</b>	<b>\$424,953.82</b>	<b>\$414,813.01</b>	<b>102.44%</b>	<b>\$441,894.50</b>	<b>108.66%</b>
<b>Capital Projects</b>										
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,909.22	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$19,909.22</b>	<b>0.00%</b>
Debt Service Payment	\$38,205.05	\$0.00	\$493,223.64	\$0.00	\$0.00	\$531,428.69	\$826,118.76	64.33%	\$828,664.60	97.70%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,604,527.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$28,361,787.74</b>	<b>\$50,095,199.03</b>	<b>\$49,300,064.80</b>	<b>\$16,370,237.13</b>	<b>\$72,193,137.51</b>	<b>\$144,127,288.70</b>	<b>\$210,583,929.04</b>	<b>68.44%</b>	<b>\$138,450,175.99</b>	<b>66.76%</b>

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**FIRST READING – POLICIES REGARDING NUTRITION AND WELLNESS –**  
**POLICY EFA: LOCAL WELLNESS PROGRAM;**  
**POLICY EFAA: DISTRICT NUTRITION AND FOOD SERVICES;**  
**POLICY EFAA-AR: REIMBURSABLE SCHOOL MEALS;**  
**DELETE POLICY EFAE AND EFAE-AR: CHILD NUTRITION – HEARINGS**  
**PROCEDURE / APPEAL PROCESS;**  
**DELETE POLICY EFAH: CHILD NUTRITION – COLLECTIONS PROCEDURES AND**  
**ACCOUNTABILITY SYSTEM**

**SITUATION**

Oregon School Boards Association (OSBA) has recommended revisions to the following Board policies, to improve clarity and ensure that the policies align with new legal requirements:

- Policy EFA: Local Wellness Program
- Policy EFAA: District Nutrition and Food Services
- Policy EFAA-AR: Reimbursable School Meals
- Policy EFAE and EFAE-AR: Child Nutrition – Hearings Procedure / Appeal Process (delete)
- Policy EFAH: Child Nutrition – Collections Procedures and Accountability System (delete)

The new legal requirements include the new rules for the Healthy Hunger Free Kids Act of 2010, which are effective June 30, 2017. OSBA's policy recommendations were drafted in collaboration with the Oregon Department of Education (ODE) to meet these federal requirements. Policy EFA will be required as part of the ODE child nutrition audit, beginning with the 2017-18 school year.

OSBA is recommending that policies EFAE and EFAH, and administrative regulation EFAE-AR be deleted, as they are now part of the annual agreement with ODE.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of these policies, which address District nutrition, food services, and wellness programs.



## **Local Wellness Program**

The Board recognizes that childhood obesity has become an epidemic in Oregon, as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicates that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well-being.

The District is committed to the optimal development of every student and believes that a positive, safe, and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental, and social success.

To help ensure that students possess the knowledge and skills necessary to make healthy choices for a lifetime, the Superintendent or designee shall prepare and implement a comprehensive District nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that promotes fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at District schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority, and public health professionals will be encouraged in the development of wellness policy. The Superintendent or designee will develop administrative regulations, as necessary to implement the goals of this the local wellness plan and ensure compliance of such policy throughout the District.

### **WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT**

#### **Implementation Plan**

The District shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.

The plan will:

1. Delineate roles, responsibilities, actions and timelines specific to each school;
2. Include information about who will be responsible to make what change, by how much, where and when;

3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and
4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

In an effort to measure the implementation of this policy, the Board designates the Superintendent or designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy.

### **Record Keeping**

The District will retain the following records to document compliance with the requirements of the wellness policy at the District's administrative offices.

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods the District uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the local wellness policy;
6. Documentation demonstrating that the most recent assessment on the implementation of the local wellness policy has been made available to the public.

### **Annual Notification of Policy**

The District will make available to the public annually an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The District will make this information available through the District website. The District will also publicize the name and contact information of the District or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.

### **Triennial Progress Assessments**

At least once every three years, the District will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce a triennial progress report that will include:

1. The extent to which schools under the jurisdiction of the District are in compliance with the policy;
2. The extent to which the District's policy compares to model wellness policy; and

3. A description of the progress made in attaining the goals of the District's policy.

The District will actively notify households/families of the availability of the triennial progress report.

### **Revisions and Updating the Policy**

The District will update or modify the local wellness policy based on the results of the triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated, as indicated, at least every three years following the triennial assessment.

### **Community Involvement, Outreach, and Communications**

The District will actively communicate ways in which the community can participate in the development, implementation, and periodic review and update of the local wellness policy through a variety of means appropriate for the District. The District will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools communicate important school information to parents.

### **NUTRITION PROMOTION AND NUTRITION EDUCATION**

#### **~~Nutrition Promotion and Nutrition Education~~**

~~Nutrition promotion supports the integration of nutrition education throughout the school environment. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the District's nutrition and food services operation.~~

#### **~~Nutrition Guidelines~~**

~~It is the intent of the Board that District schools be proactive in encouraging students to make nutritious food choices. All food and beverage items sold to students in a K-12 public school as part of the regular or extended school day shall meet the minimum state and federal standards. Exceptions to this requirement include items that are part of the USDA National School Lunch Program or School Breakfast Program. Other exceptions are foods and beverages provided in the following instances:~~

- ~~4. When the school is the site of school-related events, or events for which parents and other adults are a significant part of an audience; or~~
- ~~5. The sale of food or beverage items before, during, or after a sporting event, interscholastic activity, a play, band, or choir concert.~~

~~Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the District's NSLP and SBP shall be nonprofit.~~

~~The Superintendent or designee is directed to develop administrative regulations to implement this policy that address all food and beverage items sold and/or served to students in District schools, including provisions for staff development, family and community involvement, and program evaluation. These food and beverage items include competitive foods, snacks and beverages sold from vending machines and school stores, and similar food and beverage items from fund-raising activities.~~

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, by creating food environments that encourage healthy nutrition choices, and by encouraging participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school environment. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students and the community.

### **School Meals**

The District participates in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Summer Food Service Program (SFSP). The District also operates additional nutrition-related programs and activities, including Farm-to-School programs and school gardens. Additionally, the District may participate in the Fresh Fruit & Vegetable Program (FFVP) and the Child and Adult Care Food Program (CACFP).

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

### **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes.

### **Competitive Foods and Beverages**

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day and extended school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards<sup>1</sup>. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Food sold in competition with the SBP or NSLP shall not be allowed during the breakfast and/or lunch periods unless the funds accrue to the nonprofit food service program, the school, or student organizations, as may be defined by the District school Board.

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<sup>1</sup>[Oregon Department of Education, Oregon Smart Snacks Standards](#)

## **Celebrations and Rewards**

All foods offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards, and incentives.

## **Fund-Raising**

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund-raisers on the school campus during the school day.

## **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

## **PHYSICAL ACTIVITY / PHYSICAL EDUCATION**

### **Physical Education / Activity**

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity.

Physical activity should be included in a school’s daily education program for grades pre-K through 12. Physical activity should include regular instructional physical education, as well as co-curricular activities and recess. The District will develop and assess student performance standards in order to meet the Oregon Department of Education’s (ODE’s) physical education content standards.

### **Reimbursable School Meals**

~~The District may enter into an agreement with the Oregon Department of Education to operate reimbursable school meal programs. The Superintendent or designee will develop administrative regulations, as necessary to implement this policy and meet the requirements of state and federal law. These guidelines shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)(0)).~~

### **School Employee Wellness**

The District encourages ~~school~~ staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the school’s overall wellness program. Many actions and conditions that affect the health of ~~school employees~~ staff may also influence the health

and learning of students. The physical and mental health of school employees staff is integral to promoting and protecting the health of students, and helps foster their academic success. The District's employee wellness program will promote health and reduce risk behaviors of employees, and identify and correct conditions in the workplace that can compromise the health of school employees staff, reduce their levels of productivity, impede student success, and contribute to escalating health-related costs, such as absenteeism.

The District will work with community partners to identify programs / services and resources to compliment and enrich employee wellness endeavors.

### **Other Activities that Promote Student Wellness**

#### **~~Other School-Based Activities~~**

The District will integrate wellness activities throughout the entire school environment (districtwide), not just in the cafeterias, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components, so all efforts are complimentary, not duplicated, and work toward the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

~~The District will promote District and community-based activities that foster healthy eating, and create environments that promote physical activity. Families and the community will be encouraged to provide healthy food choices in all situations where food is served. Educational workshops, screenings, and literature related to healthy food choices and physical activity may be offered to families.~~

#### **~~Evaluation of the Local Wellness Policy~~**

~~The Board will involve staff (including, but not limited to, physical education and school health professionals), parents, students, representatives of the school food authority, public health professionals, school administrators, and the public in the development, implementation, periodic review, and yearly update of this policy. In an effort to measure the implementation of this policy, the Board designates the Superintendent or designee as the person who will be responsible for ensuring each school meets the goals outlined in this policy. The District will make available to the public annually an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy, and a description of the progress being made in attaining the goals of this policy.~~

END OF POLICY

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#### **Legal Reference(s):**

[ORS 329.496](#)  
[ORS 332.107](#)  
[ORS 336.423](#)

[OAR 581-051-0100](#)  
[OAR 581-051-0305](#)  
[OAR 581-051-0306](#)

[OAR 581-051-0310](#)  
[OAR 581-051-0400](#)

National School Lunch Program, 7 C.F.R. Part 210 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 Section 204 42 U.S.C. §1758b.

## District Nutrition and Food Services\*\*

The District may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the District to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the Superintendent or other school official with authority to obligate the District to legally binding contracts, subject to annual ODE renewal, and will include, at the District's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP). The District recognizes that meals and snacks served by the District will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the District that it will follow ~~all NSLP regulations~~ regarding Child Nutrition Programs that the District is approved to operate, including the following:

1. Free and reduced-price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;
8. Nutrition standards for foods and beverages sold to students.

The Superintendent will develop administrative regulations, as necessary to implement this policy and meet the requirements of state and federal law. The regulation(s) will be reviewed and adopted by the Board, as required by law.

## END OF POLICY

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### Legal Reference(s):

[ORS 327.520 - 327.535](#)

[ORS 336.423](#)

[OAR 581-022-1530\(2\)](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. ~~1751~~ §§ 203, 205, 1758, 1760.

National School Lunch Program 7 C.F.R. Part 210

U.S.D.A. Instruction 113-1 Civil Rights

Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200.



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

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

**Meal Pricing Procedures**

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

**Application Procedures**

1. Households receiving Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals served as Breakfast, Lunch, or and Aafter-Sschool Ssnacks for the students listed on the official document. Districts must access this document at least three times per year.

<sup>1</sup>The new requirement under Healthy, Hunger Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

<sup>2</sup>According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R. Part 245 (2011).

2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, shall be categorically eligible for free meals and afterschool snacks, for the students listed on the official documents.
3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing, using the ODE template letter distributed to the District annually.
4. On a case-by-case basis, when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the Superintendent or designee may complete an application for the student, documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced-price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP), and will be charged "paid" prices set by the District. "Paid" category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the District's NSLP, and SBP, Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP).
6. The District has established a fair hearing process, under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the District, the District will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

### **Financial Management of the Nonprofit School Food Service**

1. The District will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services department will be used only for the operation or improvement of the NSLP, and SBP, CACFP, and SFSP.
3. Lunch and breakfast meals served to teachers, administrators, custodians, and other adults not directly involved with the operation of the District's nutrition and food services will be priced to cover all direct and indirect costs of preparing and serving the meal.<sup>3</sup>

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<sup>3</sup>For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The District will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The District will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment, and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The District will meet the requirements for allowable NSLP, ~~and~~ SBP, CACFP, and SFSP costs, as described in 2 C.F.R. § 200.
8. In purchasing nutrition and food services goods or services, the District will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions, or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal, and District procurement standards, using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the District will purchase food products ~~that~~ where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.
11. The District may use facilities, equipment, and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

### **Civil Rights and Confidentiality Procedures**

1. The District will not discriminate against any student because of his/her eligibility for free or reduced-price meals.
2. The District will not discriminate against any student or any nutrition and food services employee because of race, color, religion, sex, sexual orientation, parental status, national origin, marital status, disability, or age.
3. The District will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact, or a hostile environment.
4. Established District procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, ~~and~~ SBP, CACFP, and SFSP benefits and services, and employment practices with regard to the operation of its NSLP, ~~and~~ SBP, CACFP, and SFSP. The District will forward any civil rights complaint regarding the District's nutrition and food services to ODE's ~~civil rights coordinator~~ director of Child Nutrition Programs within three days of receiving the complaint.

5. The District will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The District will maintain strict confidentiality of all information ~~on the~~ obtained through a confidential application for free and reduced-price meals or direct certification, including students' eligibility for free or reduced-price meals and all household information. The District's NSLP, ~~and~~ SBP, CACFP, and SFSP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's ~~confidential application for free or reduced-price meals~~ eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
  - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state education assessments; or persons who operate or administer any other NSLP, SBP, Special Milk Program (SMP), Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), or the Food Stamp Supplemental Nutrition Assistance Program (SNAP);
  - b. Any other confidential information contained in the confidential application for free and reduced-price meals (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, ~~or~~ SFSP; and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state, or local law enforcement officials investigating alleged violation of any of the programs listed above.

### **Nutrition and Menu Planning**

1. Meals ~~served as Breakfast, Lunch, or and After-School Snacks~~ served for reimbursement will meet the recommendations of the most current *Dietary Guidelines for Americans* nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.
2. Meals ~~served as Breakfast, Lunch, or and After-School Snacks~~ served for reimbursement will meet at least the minimum NSLP, ~~and~~ SBP, SFSP, and CACFP requirements for food item and quantities.
3. Meals served for reimbursement will:
  - a. Meet all calorie range requirements by grade level;
  - b. Meet the maximum required standards set for saturated fat;
  - c. Meet the maximum required standards set for sodium by grade level; and
  - d. Meet the requirement for zero grams of trans fats.

4. The District will use the offer versus serve option when serving NSLP lunches to all students. All students must take at least three of five different food items, including one-half cup of fruit or vegetable offered in program lunches.
5. The District will use the offer versus serve option when serving program breakfasts to all students. All students must take at least two of three menu items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. A copy of the Board minutes adopting the offer versus serve policy for all students in the District for NSLP and SBP, as applicable, will be made available upon request.

### **Use and Control of Commodity Foods**

1. The District will accept and use commodity foods in as large a quantity as may be efficiently utilized in the ~~reimbursable lunch and breakfast programs~~ NSLP, SBP, SFSP, and CACFP.
2. The District will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP, SFSP, or ~~after-school~~ snacks shall be replaced in the food service inventory.

### **Accuracy of Reimbursement Claims**

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

## Food Safety and Sanitation Inspections

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

## General USDA NSLP/SBP Requirements

1. The District will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The District will provide substitute foods for students ~~who are determined by a licensed physician to be legally disabled, and whose disability restricts their diet~~ with a disability<sup>4</sup> that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed ~~physician~~ health care professional is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must ~~provide a medical prescription for substitute foods or texture modification~~ impairment, so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The District will not charge more than the price of the school meal, as determined by the child's eligibility status, for ~~substitute meals or foods~~ meals with the accommodation.
5. The District will control the sale of competitive foods.
6. The District will ensure that potable drinking water will be available to students, free of charge, for consumption in the place where meals are served during meal service.<sup>5</sup>
7. The District will notify all households of its meal-charge requirements in the student handbooks each school year. The District's meal-charging requirements are as follows:
  - a. There is no provision for charging at the secondary level.
  - b. A charge account for elementary students purchasing meals may be established with the District. An elementary student may charge up to three meals before they are

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<sup>4</sup>To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

<sup>5</sup>New requirement under Healthy, Hunger Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.

served an alternative meal. Any student failing to keep his or her account current as required by the District shall not be allowed to charge the price of additional meals until the account has been paid in full. Students will be allowed to purchase a single meal if the student pays for the meal when it is received. An automated phone call will inform parents of a negative meal balance. Students or parents of students may prepay meal costs at each site or by using Nutrition Service's on-line payment option.

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

### **Record Keeping**

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

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

**Child Nutrition - Hearings Procedure/Appeal Process\*\***

The District shall establish and use a fair hearing procedure under which a household can appeal a decision made by the school food authority with respect to the household's application for benefits and/or any subsequent reduction or termination of benefits. During the appeal and hearing, the student who was determined to be eligible based on the face of the application submitted will continue to receive free or reduced-price meals. Prior to initiating the hearing procedure, the school official, the parents, or guardians may request a conference to provide an opportunity for the parents/guardians and school officials to discuss the situation, present information, obtain an explanation of data submitted in the application, and talk about the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The District shall designate a hearings officer. (The hearings officer shall be someone not involved in the original eligibility determination.)

END OF POLICY

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**Legal Reference(s):**

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).  
National School Lunch Program, 7 C.F.R. Part 210 (2006).  
School Breakfast Program, 7 C.F.R. Part 220 (2006).  
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).  
Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).



## Child Nutrition - Hearings Procedure/Appeal Process

The District shall ensure that the hearing procedure provides the following for both household and the school food authority:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place.
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness(es).
7. That the hearing is conducted and the decision made by an official who did not participate in the decision under appeal or any previous conference.
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record.
9. That the parties concerned and any designated representatives thereof be notified in writing of the decision.
10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence, a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written records be retained for a period of three years after the close of the school year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.

## Child Nutrition - Collection Procedures and Accountability System

In collecting payments, procedures will be developed to ensure that there is no overt identification of free or reduced-price meal recipients. In an offer vs. serve program, a check of the student ID number, as well as a verification of the reimbursable meals is needed.

A computer operated collection system will record monies credited to student accounts. Meal count records and reports will be submitted to the Oregon Department of Education's Child Nutrition Program each month.

Specific measures to protect the identity of free and reduced-meal recipients and meet accountability requirements will include the following:

1. Collection of money and eligibility is confidential and recorded only with cafeteria staff;
2. Money for meals is collected in the cafeteria at the same time and location daily;
3. To prevent overt discrimination, all accounts are displayed the same. The only distinguishing mark is internal to the computer system. The coding sequence is kept confidential;
4. Meals and à la carte items are counted at the time of service.

END OF POLICY

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### Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

National School Lunch Program, 7 C.F.R. Part 210 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).

Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

1. **EXECUTIVE SESSION**

**ORS 192.660(2)(i)—Evaluation of the Superintendent**

**Board Present:**

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

**Administration / Staff Present:**

Mike Scott, Superintendent  
Val Bokma, Assistant to the Board

Board Chair Wayne Clift called the meeting to order at 5:16 PM, and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of the Superintendent. Directors Erik Seligman and Janeen Sollman attended the executive session via speaker phone.

The Board discussed the Superintendent’s evaluation with the Superintendent; no action was taken. Board Chair Clift moved the Board out of executive session and recessed the meeting at 5:52 PM.

2. **WORK SESSION**

**Board Present:**

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

**Staff Present:**

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Kona Lew-Williams, Chief Human Resources Officer  
Adam Stewart, Chief Financial Officer  
Beth Graser, Director, Communications  
Michelle Morrison, Director, Business Services  
Rian Petrick, Director, Extracurricular Programs /  
Community Outreach  
Val Bokma, Assistant to the Board  
Diana Kleintob, Technology Support

**Budget Committee Present:**

Martin Granum  
Matthew Long  
Erika Lopez  
Heather Monaghan  
Jaime Rodriguez

Board Chair Wayne Clift reconvened the meeting at 5:55 PM. Director Erik Seligman attended the meeting via speaker phone. Janeen Sollman initially attended via speaker phone, but arrived in person during the meeting.

a. Extracurricular Programs and Community Outreach Report

Director of Extracurricular Programs and Community Outreach Rian Petrick and the Extracurricular Advisory Committee are working to identify ways to improve the stability of funding for extracurricular programs and to improve the availability of these programs for all students in the District. Director Petrick discussed the mission, vision, and goals of this work; reported on challenges and accomplishments; and presented top suggestions for potential funding. The discussion included the impact of extracurricular program participation on student wellness and achievement, including students' sense of belonging and success; participation opportunities at each school level; several areas of need within the District; student participation costs; limited District resources; and the importance of community partnerships.

Board members discussed the importance of finding creative ways to ensure that extracurricular programs are accessible to students.

b. 2017-18 Budget Development Process

Superintendent Mike Scott, Chief Financial Officer Adam Stewart, and Director of Business Services Michelle Morrison presented information regarding the District's budget planning process for the 2017-18 school year, and a draft plan outlining potential areas of reduction at the central office and in schools. Key points of the discussion included potential legislation that may impact the District's budget, previous District reductions and reinvestments, and key benchmarks in the District's budgeting timeline.

In order to move forward with the District's budgeting process while the level of state funding is uncertain, the Superintendent and executive leadership team have identified a State School Fund (SSF) revenue level of \$8.15 billion as a target budget number, which would result in a \$7.5 million shortfall for the District. This State School Fund target budget amount (\$8.15 billion) is also being used by some of the other large districts in the region for their budget planning. Trigger language may be provided for the Budget Committee's approval that would identify priorities if a different level of funding is received.

The extensive discussion with Board and Budget Committee members included the statewide need for stable and adequate funding for schools, potential alternative funding mechanisms, the implications of reductions in various operational areas, the use of District reserve funds to offset reductions, and anticipated SSF updates.

The proposed District budget will be presented to the Budget Committee on May 4, the next economic forecast from the State is expected on May 16, and the Board is scheduled to adopt the District budget on June 13.

c. Bond Advisory Committee Update

Chief Financial Officer Adam Stewart reported on the progress of the District Bond Advisory Committee, including participation in community feedback opportunities, and a survey of community members that is being conducted. The Bond Advisory Committee anticipates formulating a single recommendation on April 12 or April 19 to present to the Superintendent. The Superintendent is scheduled to present the final recommendation to the Board during the April 25 Board meeting, and the Board is scheduled to take action on the recommendation during the May 23 Board meeting.

d. Board Discussion

1) National School Board Association (NSBA) Conference Reports

Directors Glenn Miller and Lisa Allen shared highlights of the 2017 NSBA annual conference in Denver, which they attended on March 25-27.

2) Board Discussion Time

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

e. Adjourn Board Meeting

The meeting was adjourned at 8:09 PM.

1. **EXECUTIVE SESSION**

ORS 192.660(2)(i)—Evaluation of the Superintendent

<u>Board Present:</u> Wayne Clift, Chair Monte Akers Lisa Allen Janeen Sollman Kim Strelchun	<u>Administration / Staff Present:</u> Mike Scott, Superintendent Val Bokma, Assistant to the Board
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Board Chair Wayne Clift called the meeting to order at 5:19 PM, and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of the Superintendent. Directors Glenn Miller and Erik Seligman were unable to attend the meeting.

The Board discussed the Superintendent’s evaluation with the Superintendent. No action was taken. Board Chair Clift moved the Board out of executive session and recessed the meeting at 5:40 PM.

2. **WORK SESSION**

<u>Board Present:</u> Wayne Clift, Chair Glenn Miller, Vice Chair Monte Akers Lisa Allen Janeen Sollman Kim Strelchun	<u>Staff Present:</u> Mike Scott, Superintendent Travis Reiman, Assistant Superintendent, Academic Services Dayle Spitzer, Assistant Superintendent, School Performance Kona Lew-Williams, Chief Human Resources Officer Adam Stewart, Chief Financial Officer Beth Graser, Director, Communications Michelle Morrison, Director, Business Services Val Bokma, Assistant to the Board Diana Kleintob, Technology Support
<u>Budget Committee Present:</u> Nina Carlson Martin Granum Matthew Long Erika Lopez Teresa Mahoney Heather Monaghan	<u>Others Present:</u> Deanna Palm, Bond Advisory Committee Co-Chair Jerry Willey, Bond Advisory Committee Co-Chair Jeremy Wright, Wright Public Affairs

Board Chair Wayne Clift called the meeting to order at 5:43 PM. Director Erik Seligman was unable to attend.

a. Board Discussion Time

This agenda item was postponed until the end of the meeting, due to time constraints.

b. Bond Advisory Committee Update / Recommendations

Superintendent Mike Scott and Chief Financial Officer Adam Stewart reported on the work of the District Bond Advisory Committee, and presented the committee's bond recommendation to the Board. Key points of the recommendation include:

- The recommended bond program totals \$408 million, with a project list that includes 34 projects and will ultimately touch each school throughout the District with some level of physical improvement. (The list of projects is included in the Board packet, and is posted on the District's website.)
- The recommended bond program will renew the current \$2.24 / \$1,000 bond tax rate, and will not result in an increase to the current tax rate paid by District residents and businesses.
- It is recommended that the bond program be placed before District voters in November 2017.

Additional priority projects, which could not be included in the recommended bond package, would also be scheduled if additional funding became available.

Bond Advisory Committee co-chairs Deanna Palm and Jerry Willey spoke about the committee's process, goals, and recommendation. Chief Financial Officer Stewart and Superintendent Scott thanked the co-chairs and all members of the Bond Advisory Committee for their hard work over the past several months.

Jeremy Wright, president of Wright Public Affairs, presented a report on the results of the polling of District residents regarding a bond and a levy, explaining that the community is very sensitive to tax increases, and polling responses indicate support for a bond tax rate renewal, but not currently for a levy. Mr. Wright explained that passing a levy would require a robust campaign with significant resources, and at least a year of communicating about the District's story. He also explained that a successful campaign requires a significant level of commitment. Director Strelchun requested that a future work session agenda include time for Board members to discuss the necessary level of support, prior to the scheduled May 23 vote on the bond recommendation. She also stated that all of the Board candidates, participating in the forum, expressed their willingness to support a bond and to work toward its success.

c. Budget Update

Superintendent Mike Scott and Chief Financial Officer Adam Stewart presented information regarding variables beyond the District's control that may impact the District's budget after approval / adoption (including the revenue level and potential legislative action). They also discussed the history of budget reductions in the District; reviewed the roles of the Budget Committee and the Board in the budget cycle; and presented revised budget recommendations, based on input received during the April 4 Board work session and recent developments.

The District is continuing to base its budget on a target statewide revenue of \$8.15 billion, which will result in a shortfall of approximately \$7.5 million for the District. Reduction areas have been identified for this level of funding, and contingency plans have been identified in case more or less revenue is actually received. Identified reduction areas include a combination of cost reductions at the central office and schools, and a one-time use of reserve funds.

On May 4, the Budget Committee is scheduled to review the budget document, receive the budget message, provide community perspective, and approve the proposed budget for 2017-18. On May 16, the next revenue forecast from the State is expected. On June 13, the Board is scheduled to conduct a budget hearing, and adopt resolutions to set the appropriation level, set the tax rate, and adopt the 2017-18 budget. Planning for the next budget cycle will begin in November.

Board and Budget Committee members, Superintendent Scott, and Chief Financial Officer Stewart discussed the implications of the proposed reduction plan, and the importance of advocating for revenue reform.

d. Recess Board Meeting

The meeting was recessed at 6:59 PM.

**REGULAR SESSION**

Board Present:

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

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Adam Stewart, Chief Financial Officer  
Beth Graser, Director, Communications  
Gregg O'Mara, Director, Alternative Education  
Don Wolff, Chief Information Officer  
Val Bokma, Assistant to the Board  
Gaspar Lopez Lopez, Bilingual Interpreter  
Diana Kleintob, Technology Support

Others Present:

Devin Hunter, HCU  
Jill Golay, HEA  
HSD State Champions and  
their Coaches

3. Call to Order and Flag Salute

Board Chair Wayne Clift reconvened the meeting at 7:09 PM, and led the Pledge of Allegiance. Director Erik Seligman was unable to attend.

4. RECOGNITION / PRESENTATION

Recognition: HSD 2016-17 State Champions

The Board recognized Hillsboro School District 2016-17 state champions and their coaches for their accomplishments.

5. Approval of Agenda

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

6. Audience Time

Kristy Kottkey addressed the Board regarding the importance of funding innovative school programs that benefit students.



7. REPORTS AND DISCUSSION

a. Announcement of Bond Advisory Committee Recommendations

Superintendent Mike Scott presented highlights of the bond recommendation that was discussed in depth during the work session. The recommendation is included in the Board packet and posted on the District website. The Board is scheduled to take action on the recommendation during the May 23 regular session.

b. Financial Report

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

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

Assistant Superintendent Travis Reiman presented policy LGA: Compliance with Standards for first reading, explaining that the proposed revisions were recommended by Oregon School Boards Association (OSBA) to align with current legislative requirements.

2) Policy IIA: Instructional Resources / Instructional Materials

Assistant Superintendent Travis Reiman presented policy IIA: Instructional Resources / Instructional Materials for first reading, explaining that the revisions were recommended by OSBA to align with current legislative requirements.

Directors Monte Akers and Glenn Miller expressed their concerns that implementing the proposed revisions would severely restrict the materials that would be permissible, and they requested that the text restricting materials that reflect a “bias” be exchanged for language that is less subjective and allows opposing viewpoints.

Staff will research the District’s options for meeting the legal requirements related to this issue.

3) Policy ING: Animals in District Facilities

Chief Financial Officer Adam Stewart presented policy ING: Animals in District Facilities for first reading. He explained that OSBA recommends limiting animals in school district facilities to include only animals that directly support academic content standards and service animals, and including the Americans with Disabilities Act (ADA) definition of “service animal” in the policy for clarification.

Board members asked for additional information regarding the process that is used to determine whether an animal will be permitted for instructional purposes, and the factors that are considered.

Staff will follow up with additional information.

4) Policy IIBGA: Electronic Communications System

Chief Information Officer Don Wolff presented policy IIBGA: Electronic Communications System for first reading, explaining that OSBA has

recommended the revisions, which primarily address social media and the requirement for administrative regulations related to the use of the District's electronic communications system / information.

8. 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 Glenn Miller, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of February 7, 2017, Board Meeting
- b. Approve Minutes of February 28, 2017, Board Meeting
- c. Approve Minutes of March 14, 2017, Board Meeting
- d. Approve Routine Personnel Matters
- e. Accept Donations
- f. Adopt Revised Planning Calendar for 2017-18 Budget
- g. Approve Policy Revisions

*The following policies were presented for first reading on March 14, 2017*

- 1) Policy EBC/EBCA: Emergency Procedures and Disaster Plans; and Policy EBCB - Emergency Drills and Instruction
- 2) Policy ECACB – Use of Drones on District Property; and Policy KGB - Public Conduct on District Property

9. ACTION ITEMS

a. Inter-District Transfers

Director of Communications Beth Graser provided information regarding the House Bill 2747 inter-district transfer process, and the slots that are available at specific schools. She recommended that the District participate in this process, opening a total of 30 Hillsboro School District slots, with a limited number of openings identified at specific schools. She recommended that up to 10 kindergarten slots be opened districtwide, with placements to be finalized in August, based on available space. She also recommended that up to 50 Hillsboro School District students be released to attend other districts.

Director Graser provided an overview of factors that were considered in developing the recommendation, including available space and the number of transfers that were approved during the open enrollment process that closed in March.

Director Monte Akers MOVED, SECONDED by Director Glenn Miller, to adopt the plan presented for inter-district transfers for the 2017-18 school year. The MOTION CARRIED (6-0).

b. Approve 2017-18 Alternative Education Programs

Director of Alternative Education Gregg O'Mara presented the annual review of the alternative education programs available to Hillsboro School District students, and asked the Board to formally approve the programs for the 2017-18 school year. He also presented an update on the District's work to implement its new Big Picture program, which is being offered as an option for incoming ninth grade students in 2017-18.

Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, to approve the District's 2017-18 alternative programs. The MOTION CARRIED (6-0).

c. Adopt K-8 Science Instructional Materials

Assistant Superintendent Travis Reiman asked the Board to 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. The first reading of the K-8 science instructional materials was presented to the Board on March 14, 2017.

Assistant Superintendent Reiman explained that the District has been saving \$400,000 per year for the past three years to fund this curriculum update.

Director Monte Akers MOVED, SECONDED by Director Glenn Miller, to 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. The MOTION CARRIED (6-0).

d. Approve Financing of School Buses

Chief Financial Officer Adam Stewart asked the Board to 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. He explained that the District receives funds from the state that are designated for the replacement of school buses, and the District has an ongoing schedule to replace buses that no longer meet emissions standards. The eleven vehicles to be purchased include eight special needs buses, two conventional buses, and one shop truck.

Board members asked whether the smaller buses could be used for trips when fewer students need to be transported, and whether there is any monetary value in the retired buses that do not meet emissions standards. Staff will gather this information and follow up with the Board.

Director Glenn Miller MOVED, SECONDED by Director Monte Akers, to 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. The MOTION CARRIED (6-0).

10. NWRESD/HCU/HEA Reports

HCU President Devin Hunter discussed HCU's participation in the First Book program, and the recent First Book event at Witch Hazel Elementary School. Mr. Hunter invited classified staff and their principals to contact HCU to schedule First Book events at their schools.

HEA President Jill Golay discussed upcoming HEA events and activities, including recognizing fourth year teachers as they achieve contract status, phone banking for school board candidates, the upcoming third annual 5K (with proceeds this year to benefit Cornelius Elementary School), and communications with legislators. She also spoke about the importance of class size in teacher effectiveness and student success.

11. Superintendent's Time

Superintendent Scott discussed District events and programs, and thanked staff members for their sustained efforts to successfully develop and implement significant projects,

including the selection of science materials for adoption, the bond recommendation, and the mentoring of students.

12. Board of Directors' Time

Board members provided brief summaries of their recent and upcoming activities, and expressed appreciation for the work of the Bond Advisory Committee and the Science Study Team.

Director Kim Strelchun announced that she would not be able to attend the May 9 Board meeting in person, but might be able to attend remotely.

13. Follow-Up Items

Agenda Item / Request	Action
Provide alternative language for policy IIA: Instructional Resources / Instructional Materials	Alternative language provided
Provide additional information regarding the process / criteria for determining whether an animal will be permitted in schools for instructional purposes	Information provided
Provide information regarding whether smaller buses can be used for trips when fewer students need to be transported, and whether there is any monetary value in the retired buses that do not meet emissions standards	Information provided

14. Executive Session

No executive session was called.

15. Adjournment

The meeting was adjourned at 8:43 PM.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends that the Board of Directors:

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

**David Gainey**

Assignment: 1.0 FTE Mathematics  
Location: Century High School  
Effective Date: June 26, 2017  
Years of Service: 41 years

**Michele Martin**

Assignment: 1.0 FTE 6<sup>th</sup> Grade  
Location: Imlay Elementary School  
Effective Date: June 26, 2017  
Years of Service: 26 years

**Teresa Nickens**

Assignment: 1.0 FTE Transition Specialist  
Location: Miller Education Center  
Effective Date: June 26, 2017  
Years of Service: 16 years

**Gail Powers**

Assignment: 1.0 FTE McKinney-Vento  
Location: Office for School Performance  
Effective Date: June 26, 2017  
Years of Service: 12 years

**Berne Rachael Wrege**

Assignment: 1.0 FTE 5<sup>th</sup> Grade  
Location: Orenco Elementary School  
Effective Date: June 26, 2017  
Years of Service: 26 years

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

**Amanda Levine**

Assignment: 1.0 FTE 2<sup>nd</sup> Grade  
Location: Quatama Elementary School  
Effective Date: June 26, 2017

**Rachel Prevost**

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

**Alison Priewe**

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

**Randall Reina**

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

**Talysha Wickel**

Assignment: 1.0 FTE 6<sup>th</sup> Grade  
Location: Brookwood Elementary School  
Effective Date: June 26, 2017

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of April 30, 2017)**

**SITUATION**

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

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

- Donation of \$12,788.59 from North Plains PTO to North Plains Elementary School to be used as follows:
  - \$90.00 for Sumdog subscription
  - \$538.65 for document camera
  - \$762.44 for 5<sup>th</sup> grade social studies lesson materials
  - \$11,397.50 for Chromebooks
- Donation of \$10,000 from Patterson Booster Club to Patterson Elementary School to be used as follows:
  - \$33.70 for supplies for Bridges curriculum
  - \$1,000.00 for general education
  - \$1,870 for laminator and laminator film
  - \$3,760 for keyboards and keyboard headsets
- Donation of \$5,000 from Hillsboro Optimist Club to Hillsboro High School for the student Optimist Club

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**APPROVE CONSOLIDATED ESEA SUBGRANTS**

**SITUATION**

The District is allocated consolidated federal funds to operate the subgrant programs under the Elementary and Secondary Education Act (ESEA) during the 2016-17 school year. The following figures are final allocations approved by Oregon Department of Education (ODE) from the subgrant application submitted in September 2016.

<b>Name of Title Program</b>	<b>Allocation</b>
Title I-A	\$4,274,790
Title I-C - Preschool Program	\$42,608
Title I-C - Regular School Program	\$505,733
Title I-C – Summer School	\$279,204
Title I-D - Neglected & Delinquent	\$15,567
Title II-A - Highly Qualified & Professional Development	\$528,107
Title III - English Language Acquisition	\$456,156
Perkins Basic	\$184,193
Oregon Mentoring Program	\$305,800
Priority Focus Improvement - Brookwood	\$31,808
Priority Focus Improvement - Reedville	\$24,733
<b>Total</b>	<b>\$6,648,699</b>

The District submitted all of the components of the ESEA Budget Narrative Spending Workbook by the October 1, 2016, due date. Individual grant departments at ODE approved their particular sections. The final approvals were received in January 2017. Details of the project goals and narrative were submitted to ODE in September, and are available for review.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the consolidated federal funds for 2016-17.



**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**APPROVE NUTRITION SERVICES MEAL PRICES**

**SITUATION**

School food service authorities are required to ensure that sufficient funds are provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced-price meals. There are two ways to meet this requirement:

1. Pricing charges for “paid” meals
2. Other non-federal sources (i.e., general fund) provided to the nonprofit school food service account

Nutrition Services must increase lunch pricing for the 2017-18 school year in order to meet the Oregon Department of Education (ODE) / United States Department of Agriculture (USDA) directives, and to offset increases to food, labor, and benefit costs.

<b>MEAL / ITEM</b>	<b>LEVEL</b>	<b>Current 2016-17</b>	<b>PROPOSED 2017-18</b>	<b>CHANGE</b>
Lunch	Elementary	\$2.50	\$2.75	+\$0.25
Lunch	Secondary	\$3.00	\$3.25	+\$0.25

School breakfast prices will also increase for the 2017-18 school year.

<b>MEAL / ITEM</b>	<b>LEVEL</b>	<b>Current 2016-17</b>	<b>PROPOSED 2017-18</b>	<b>CHANGE</b>
Breakfast	Elementary	\$1.50	\$1.75	+\$0.25
Breakfast	Secondary	\$1.75	\$2.00	+\$0.25

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the increases in meal prices, effective July 1, 2017.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**ADJUST APPROPRIATIONS**

**SITUATION**

The District is eligible to apply for a variety of grants. Estimates of these grants and other special revenue funds are included in the annual spring budget process.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the adjusted appropriations for the following special revenues.

<b>Fund</b>	<b>Description</b>	<b>Major Function</b>	<b>Adjusted Appropriation</b>	<b>Previous Appropriation</b>	<b>Total Adjustment</b>
100	General Fund	Increase Support	\$80,843,885	\$78,243,885	\$2,600,000
100	General Fund	Increase Community	\$539,813	\$414,813	\$125,000
141	Oregon First Robotics	Increase Instruction	\$43,230.00	\$22,500.00	\$20,730.00
154	Confucius Classroom	Increase Instruction	\$34,430.00	\$20,000.00	\$14,430.00
163	Recruit and Retention	Increase Support	\$10,400.00	\$0.00	\$10,400.00
164	Aspire	Increase Support	\$8,882.00	\$5,000.00	\$3,882.00
172	Regional Data Warehouse Support	Increase Support	\$215,470.00	\$0.00	\$215,470.00
196	Systems Performance Review	Increase Support	\$11,493.00	\$11,400.00	\$93.00
203	Title I Summer Migrant	Increase Instruction	\$278,875.00	\$278,000.00	\$875.00
208	Title IA of IASA	Increase Instruction	\$4,508,900.00	\$4,360,400.00	\$148,500.00
212	Title IC (Migrant)	Increase Instruction	\$530,401.00	\$488,000.00	\$42,401.00
215	Focus Planning	Increase Instruction	\$80,471.00	\$60,000.00	\$20,471.00
218	Title III	Increase Support	\$605,468.00	\$426,000.00	\$179,468.00
219	Immigrant Grant	Increase Support	\$11,024.00	\$0.00	\$11,024.00

<b>Fund</b>	<b>Description</b>	<b>Major Function</b>	<b>Adjusted Appropriation</b>	<b>Previous Appropriation</b>	<b>Total Adjustment</b>
221	Title IIA Improve Teacher Quality	Increase Support	\$649,889.00	\$503,800.00	\$146,089.00
222	Title I/Perkins Vocational Technical	Increase Instruction	\$195,615.00	\$184,200.00	\$11,415.00
225	Secondary Career Pathways	Increase Instruction	\$224,668.00	\$0.00	\$224,668.00
231	IDEA (PI 101-476)	Increase Support	\$2,989,858.00	\$2,896,000.00	\$93,858.00
256	MACC-PEG/PCN	Increase Support	\$101,907.00	\$100,000.00	\$1,907.00
259	Peek-8	Increase Support	\$50,000.00	\$0.00	\$50,000.00
261	College Career Readiness Grant	Increase Instruction	\$29,833.00	\$0.00	\$29,833.00
262	PSU GSE Grant	Increase Support	\$7,234.00	\$0.00	\$7,234.00
270	NIKE, Inc.	Increase Support	\$272,512.00	\$100,000.00	\$172,512.00
283	Synopsys	Increase Instruction	\$36,351.00	\$25,000.00	\$11,351.00
286	Intel Foundation Grants	Increase Instruction	\$67,124.00	\$56,000.00	\$11,124.00
289	Preschool Promise Grant	Increase Enterprise	\$115,153.00	\$0.00	\$115,153.00
510	Farm To Schools	Increase Enterprise	\$86,006.00	\$80,000.00	\$6,006.00

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**APPROVE REVISIONS TO 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.

These proposed revisions were presented to the Board for first reading on April 25, 2017. No public comments or questions were received during the review period.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the revisions to policy 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

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### 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**  
**May 23, 2017**  
**APPROVE REVISIONS TO 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 (e.g., visual impairments).

These proposed revisions were presented to the Board for first reading on April 25, 2017. No public comments or questions were received during the review period. However, additional revisions have been made to improve clarity, based on input from Board members.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the revisions to 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 treat people and their viewpoints in a respectful manner (with regard to ~~be free of racial,~~ national origin, religion, disability, age, marital status, ~~or sexual bias,~~ sexual orientation, or gender identity), or are significant works within their historical or socio-political contexts, especially in the case of primary source materials; 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 (e.g., visual impairments) 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 treat people and their viewpoints in a respectful manner (with regard to race, national origin, religion, disability, age, marital status, sex, sexual orientation, or gender identity), or are significant works within their historical or socio-political contexts, especially in the case of primary source materials; 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.

It is understood that differences of opinion may arise regarding instructional and supplemental materials. The procedure to be followed in these situations is outlined in policy KLB: Complaints about Curriculum or Instructional Materials, and KLB-AR: Instructional Materials.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 336.035</a> <a href="#">ORS 336.840</a> <a href="#">ORS 337.120</a> <a href="#">ORS 337.141</a> <a href="#">ORS 337.150</a>	<a href="#">ORS 337.260</a> <a href="#">ORS 337.511</a> <a href="#">ORS 339.155</a> <a href="#">OAR 581-011-0050 to -01197</a> <a href="#">OAR 581-021-0045</a>	<a href="#">OAR 581-021-0046</a> <a href="#">OAR 581-022-1140</a> <a href="#">OAR 581-022-1520</a> <a href="#">OAR 581-022-1640</a>
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No Child Left Behind Act of 2001, 20 U.S.C. §§ 6311-6322 (2006).



**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**APPROVE REVISIONS TO 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. These proposed revisions were presented to the Board for first reading on April 25, 2017. No public comments or questions were received during the review period.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the revisions to policy ING: Animals in District Facilities.

**Animals in Schools District Facilities**

Permission is to be obtained from the principal before animals are brought into the school. Only service animals<sup>1</sup> 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\(15\)](#)

<sup>1</sup>The 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, 42 U.S.C. §§ 12101 et seq. (2006); 28 CFR §§ 35.104, 35.136 (2006).

Americans with Disabilities Act Amendments Act of 2008.

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**APPROVE REVISIONS TO 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. These proposed revisions were presented to the Board for first reading on April 25, 2017. No public comments or questions were received during the review period.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the revisions to policy 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

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**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.~~

**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**ACT ON NOVEMBER 2017 BOND RECOMMENDATION**

**SITUATION**

During the April 25, 2017, Board meeting, the Bond Advisory Committee's (BAC's) recommendation to Superintendent Scott was presented to the Board. This recommendation was the culmination of the BAC's work, which began in October 2016 and included six BAC meetings, as well as several community meetings where input was gathered regarding the timing, cost, and components of the District's next bond program. The recommendation was based in part on a facilities assessment conducted by Mahlum Architects in 2012, and a long-range facility plan that was approved by the Board in June 2016. These two reports identified roofing, electrical, plumbing, seismic, and other needs in existing District facilities. The BAC also commissioned population and enrollment projections from Portland State University's Population Research Center and Davis Demographics to determine when and where new school facilities would be needed. Based on these studies, two bond packages were developed, and a survey was conducted by Patinkin Research Strategies to determine the level of support for each of these bond packages and to identify the bond rate that the community would support.

Based on all of this information, the Bond Advisory Committee is recommending that a \$408 million bond program be presented to voters in November 2017. This bond program is estimated to maintain the current \$2.24/\$1,000 assessed value bond rate. Components of this bond package, which includes projects at every school in the District, include:

Safety and security projects	\$ 68,254,830
Educational technology projects	\$ 30,221,198
New capacity projects	\$178,455,286
Student achievement projects	\$ 24,000,000
Current infrastructure improvements	\$ 89,633,661
Bond implementation requirements	<u>\$ 17,575,424</u>
	\$408,140,399

Next steps in this process will be for building principals and other staff to begin sharing the details of the proposed bond package. District staff will work to provide factual information regarding the bond package, at the same time that a political action committee will be formed, independent of the District, to promote the campaign. The District will contract with a bond attorney to help with the preparation of election documents, including the ballot title, explanatory statement, and Board resolution. These documents are necessary to ensure that all election guidelines are followed. Prior to the November 2017 election filing deadline, the Board will take action to adopt an election resolution and notice of election and ballot title.

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors endorse the construction bond proposal for the November 2017 election, as described; and direct staff to begin communications regarding the proposal and to prepare specific documents necessary to meet legal and informational requirements, according to election laws.



**HILLSBORO SCHOOL DISTRICT 1J**  
**May 23, 2017**  
**APPROVE NUTRITION SERVICES FREEZER REPLACEMENT**  
**AND EXEMPTION FROM COMPETITIVE BIDDING**

**SITUATION**

ORS 279B.080 permits the Local Contract Review Board, which for the Hillsboro School District is the Board of Directors, to exempt specific procurements from the competitive bidding requirements of ORS 279A.

Nutrition Services operates a dry, frozen, and refrigerated warehouse and distribution system out of the Witch Hazel Road Facilities location. During the summer of 2016, it was discovered that the floor in the ~3500-square-foot freezer was buckling and heaving, due to frost and moisture build-up under the concrete floor slab. The concrete slab is currently mounding 6+ inches in the center of the freezer. This condition has created hazards for forklift and racking systems usage inside the freezer, and presents future safety concerns for employees, if the condition persists and/or worsens.

The District has investigated solutions to the problem, including:

- 1) Repair of the existing freezer (approximate cost: \$142,000).
- 2) Construction of a new freestanding freezer inside the existing warehouse (approximate cost: \$400,000). This option would allow the District to convert the existing freezer to provide expanded refrigeration space.

As a result of discussions between the Business Office, Facilities, and Nutrition Services departments, the District has determined that option #2 (above) would be most beneficial to the District. This option will allow the District to expand its frozen and refrigerated food storage space, which is currently very limited and will need to be expanded as schools are added through the 2017 bond construction process. Assembly of the specified freezer would not interrupt the current distribution system for the Nutrition Services operation, and would create additional freezer capacity for the District's future growth.

The quote from vendor Smith & Greene was solicited through an interstate cooperative procurement from the State of Washington (#03215), for which competitive bids are not required. However, ORS 279A.220 (Cooperative Procurements) requires advertisement, a comment period, and Local Contract Review Board (LCRB) approval.

Funding, as displayed in the table below, is derived from both the Construction Excise Tax (CET) and Nutrition Services funds. CET would ultimately contribute \$300,000 toward the project, and Nutrition Services would contribute up to \$100,000.

School Year	CET Fund	Nutrition Services Fund	NOTES
2017-18	(\$370,000)		Full quoted amount + contingency, Smith & Green
2017-18		(\$30,000)	Project contingency (not to exceed)
2018-19	\$35,000	(\$35,000)	Inter-fund loan repayment
2019-20	\$35,000	(\$35,000)	Inter-fund loan repayment
<b>Fund Totals</b>	<b>(\$300,000)</b>	<b>(\$100,000)</b>	

The District would generate an inter-fund loan and repayment agreement to defer the impact on the Nutrition Services fund to incur expenses over a three-year period. This agreement requires Board approval, and is filed with the Oregon Department of Education (ODE), including required approval from ODE to permit capital expenses from the Nutrition Services fund.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, declare an exemption from competitive bidding requirements for the construction of a new freestanding freezer inside the existing warehouse, and approve this proposal for the freezer replacement.