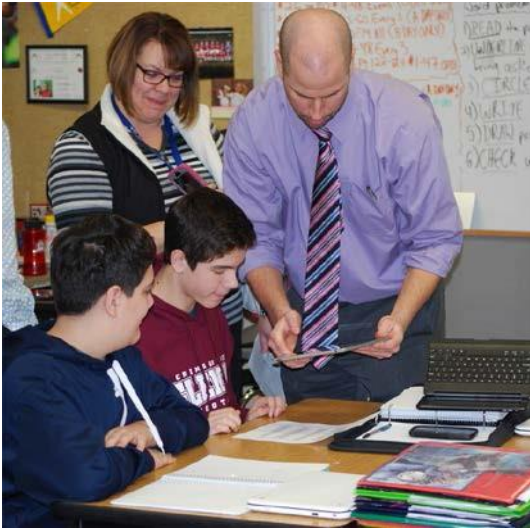




Hillsboro School District 1J

November 17, 2015

Board Meeting

Board of Directors

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

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS

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

Board Meeting Agenda

November 17, 2015

5:15 PM

1. 5:15 p.m. Executive Session
ORS 192.660(2)(d)--Labor Negotiator Consultation
2. 5:30 p.m. Work Session
 - A. AdvancED Accreditation Activity 4
Presenter: Travis Reiman
 - B. Strategic Planning – 2016-2021 5
Presenter: Mike Scott
 - C. Boundary Adjustment Discussion 6
Presenter: Wayne Clift
 - D. Board Discussion Time
 1. North Hillsboro Industrial Renewal Area
 2. Board Discussion
 - E. Recess Board Meeting
3. 7:00 p.m. Regular Session
Call to Order and Flag Salute
4. Recognition / Student Presentation
 - A. Recognition - Sonrise Church: Pastor James Gleason, and Volunteer Coordinators 7
Coleen Garrett and Katie Willis
Presenter: Glenn Miller
5. Approval of Agenda
6. Audience Time
7. Reports and Discussion
 - A. Migrant / Bilingual / English Language Learner Programs – Parent Advisory 8
Council Report
Presenter: Olga Acuña
 - B. First Reading – Boundary Adjustment Recommendation 9
Presenter: Wayne Clift
 - C. First Reading – 2016-17 School Calendar 14
Presenter: Debbie Ashley
 - D. Support Services Annual Report (*see written report*) 16
Presenter: Adam Stewart
 - E. Local Wellness Program Assessment (*see written report*) 22
Presenter: Adam Stewart
 - F. Risk Management Annual Report (*see written report*) 24

Presenter: Adam Stewart	
G. Strategic Plan Performance Update	27
Presenter: Mike Scott	
H. Financial Report (<i>see written report</i>)	28
Presenter: Adam Stewart	
I. Policies - First Reading	
<i>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.</i>	
1. Policy GBEC: Drug-Free Workplace; and Policy GBK/JFCG/KGC: Prohibited Use, Possession, Distribution, or Sale of Tobacco Products and Inhalant Delivery Systems	33
Presenter: Debbie Ashley / Casey Waletich	
2. Policy JHCD: Nonprescription Medication, and Policy JHCDA: Prescription Medication	41
Presenter: Elaine Fox	
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 October 13, 2015, Board Meeting	46
B. Approve Minutes of October 27, 2015, Board Meeting	48
C. Approve Routine Personnel Matters	54
D. Accept Donations	56
E. Approve Policy Revisions	
<i>The following policies were presented for first reading on October 27, 2015</i>	
1. Policy GBE: Staff Health and Safety	57
Presenter: Casey Waletich	
2. Policy EFA: Local Wellness Program; Policy EFAA: District Nutrition and Food Services; and EFAA-AR: Reimbursable School Meals	59
Presenter: Adam Stewart	
9. NWRESA / HCU / HEA Reports	
10. Superintendent's Time	
11. Board of Directors' Time	
12. Executive Session	
If needed, the Board may wish to go into Executive Session to discuss matters according to ORS 192.660. (Only used if the Board needs to come back to the Regular Session to take action.)	
13. Adjourn Regular Session	
14. Next Meetings of the Board of Directors	
• December 8, 2015, Regular Session	• January 12, 2016, Work Session

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
ADVANCED ACCREDITATION ACTIVITY

SITUATION

The Hillsboro School District is partnering with AdvancED to become a fully accredited K-12 school system. Principals and District leaders are currently conducting an Internal Review based on the five standards established by AdvancED for evaluating effective school systems:

- Purpose and Direction
- Governance and Leadership
- Teaching and Assessing for Learning
- Resources and Support Systems
- Using Data for Continuous Improvement

The Board will be asked to respond to statements associated with specific indicators under Standard 1: Purpose and Direction, and Standard 2: Governance and Leadership. A rubric will be provided for each Board member to rate the District's current performance according to the descriptions. The ratings provided by the Board will inform the Internal Review, which will be shared with the External Review team when they visit District schools in February.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
STRATEGIC PLANNING – 2016-2021

SITUATION

The District's current five-year Strategic Plan expires in June 2016. Staff members are engaged in the process of reviewing the current plan, researching exemplary strategic plans, collecting input from the community on priorities, and considering how the plan can best align to the District's strategic objectives, and other planning and evaluation structures, for maximum effectiveness and efficiency.

Tonight, staff will lead a discussion with the Board regarding the efforts currently under way in these areas, and how the process intersects with the endeavor to obtain District accreditation.

RECOMMENDATION

The Superintendent recommends the Board of Directors discuss the District's Strategic Plan development and provide feedback.

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
BOUNDARY ADJUSTMENT DISCUSSION

SITUATION

The Hillsboro and Beaverton school districts are currently exploring the possibility of exchanging property in the South Cooper Mountain and South Hillsboro areas that would impact both districts' boundaries. The initial property exchange proposal was presented to the Hillsboro School District Board of Directors by Director Glenn Miller in March 2015. After both the Hillsboro and Beaverton school boards approved further exploration of the possibilities related to boundary adjustments, a joint working group, comprised of Hillsboro and Beaverton School District Superintendents, Deputies / Chief Financial Officers, and School Board Chairs, began meeting to explore the issue; evaluate the proposal in terms of its purpose, size, impact to current and future students, property owners, and the districts, and its alignment with strategic and long-range plans in both districts; and develop a communication process, with opportunities for community feedback. Community meetings were held on October 20 (at Hazeldale Elementary School) and on October 21 (at Rosedale Elementary School).

Recommendations from the joint working group will be discussed by the Board of Directors during tonight's work session, and presented for first reading during tonight's regular session.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
RECOGNITION: SONRISE CHURCH – PASTOR JAMES GLEASON, AND
VOLUNTEER COORDINATORS KATIE WILLIS AND COLEEN GARRETT

SITUATION

In 2012, when James Gleason, lead pastor of Sonrise Church, approached Superintendent Mike Scott about offering a part-time coordinator for HSD to process the needs of students and staff, and to connect those in need with groups to help serve them, the District was grateful for such incredible generosity.

This gift from Sonrise Church came with the promise that it would be solely an offer of community partnership – neighbors helping neighbors – not a church and state issue.

Church members Katie Willis and Coleen Garrett share the volunteer coordinator position. They each initially worked 10 hours per week, but with growing needs, their hours have increased to 15 hours per week. They have done an outstanding job, assisting wherever needed, and have become invaluable to the District.

The programs that Ms. Willis and Ms. Garrett support include Operation School Bell, which provides clothing to students; Elks Holiday Food Drive and Food Box program; Hillsboro Ministerial Association's immediate needs; Community Care Day beautification projects; and volunteer opportunities with local businesses and community members. They also assist in coordinating some District events, assisting with student art displays, and distributing school supply and other types of donations.

RECOMMENDATION

The Superintendent recommends the Board of Directors recognize the Sonrise Church congregation, Pastor James Gleason, Katie Willis, and Coleen Garrett for their ongoing community service and generosity.

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
MIGRANT / BILINGUAL / ENGLISH LANGUAGE LEARNER
PROGRAMS – PARENT ADVISORY COUNCIL REPORT

SITUATION

The role of the Hillsboro School District's Parent Advisory Council (HSD PAC) is to advise HSD staff members on matters concerning planning, developing, administering, and evaluating the District's migrant education, parent engagement, English language learner, and bilingual programs; and to make recommendations with respect to State policies and guidelines, project proposals, and other matters of interest to the PAC.

The members of the PAC are selected from the various schools in which there are concentrations of eligible migrant students and bilingual programs. In order to ensure that more than a majority of the membership is representative of those who benefit from Title I-C-Migrant / No Child Left Behind (NCLB) projects, the responsibility of recommending members for appointment is delegated to the District or area parent advisory committee from which the member is selected.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
FIRST READING – BOUNDARY ADJUSTMENT RECOMMENDATION

SITUATION

The Hillsboro and Beaverton school districts are currently exploring the possibility of exchanging property in the South Cooper Mountain and South Hillsboro areas that would impact both districts' boundaries. The initial property exchange proposal was presented to the Hillsboro School District Board of Directors by Director Glenn Miller on March 17, 2015. During the April 28, 2015, Board meeting, Board members reviewed and discussed information that was gathered regarding the potential impact of the proposed boundary adjustment, in accordance with the District's [boundary adjustment request process](#); and during the May 26, 2015, Board meeting, the Hillsboro Board of Directors approved further exploration of the possibilities related to boundary adjustments between the two school districts.

In June 2015, Beaverton's School Board approved the exploration, as well, and in July 2015, Hillsboro presented Beaverton with a proposed process by which to move forward with the discussion. Beaverton's School Board approved the process during its August 31, 2015, meeting.

A joint working group, comprised of both district Superintendents, district Deputies / Chief Financial Officers, and School Board Chairs, began meeting in September 2015, to explore the issue and evaluate the proposal in terms of its purpose; size; impact to current and future students, property owners, and the districts; and alignment with strategic and long-range plans in both districts; and to develop a communication process, including Q&A documents, maps, community meetings, and other opportunities for community feedback. Community meetings were held on October 20 (at Hazeldale Elementary School) and on October 21 (at Rosedale Elementary School).

During tonight's meeting, a boundary adjustment recommendation, developed by the joint working group, will be presented to the Board. Additional information regarding the process and the study areas is available on both the Hillsboro and Beaverton school districts' websites.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the boundary adjustment recommendation, and ask any questions they may have.

Draft Resolution to Enact Boundary Change

WHEREAS the (district) School District may, from time to time, carry out a review of all or subsections of its geographic boundary, and such a review may involve discussions and collaboration with other school districts adjoining the area under consideration;

WHEREAS the Hillsboro School District 1J and Beaverton School District 48J have engaged in a collaborative conversation based on resolutions previously adopted by both school districts' Boards of Directors;

WHEREAS the districts have reviewed a proposal to take the following described property from the Beaverton School District 48J, and add it to the Hillsboro School District 1J:

1S2230000300	1S2230001201	1S2230002300	1S223AB00600	1S223AB01500	1S223AC02900
1S2230000301	1S2230001300	1S2230002401	1S223AB00700	1S223AB01600	1S223AC03000
1S2230000302	1S2230001900	1S2230002402	1S223AB00800	1S223AC02200	1S223AC03100
1S2230000700	1S2230002000	1S2230002403	1S223AB00900	1S223AC02300	1S223AC03300
1S2230000800	1S2230002100	1S223AB00100	1S223AB01000	1S223AC02400	1S223AC03400
1S2230001100	1S2230002200	1S223AB00200	1S223AB01100	1S223AC02600	1S223AC03500
1S2230001101	1S2230002202	1S223AB00300	1S223AB01200	1S223AC02700	1S223AC03600
1S2230001200	1S2230002203	1S223AB00400	1S223AB01300	1S223AC02800	1S223AC03700
		1S223AB00500	1S223AB01400		

as generally presented in the South Hillsboro study area map;

WHEREAS the districts have reviewed a proposal to take the following described property from the Hillsboro School District 1J, and add it to the Beaverton School District 48J:

2S1060000301	2S1060000403	2S1060000600	2S2010000100	2S2010000201
2S1060000302	2S1060000404	2S1060000700	2S2010000101	2S2010000400
2S1060000400	2S1060000500	2S2010000100	2S2010000200	2S2010000500

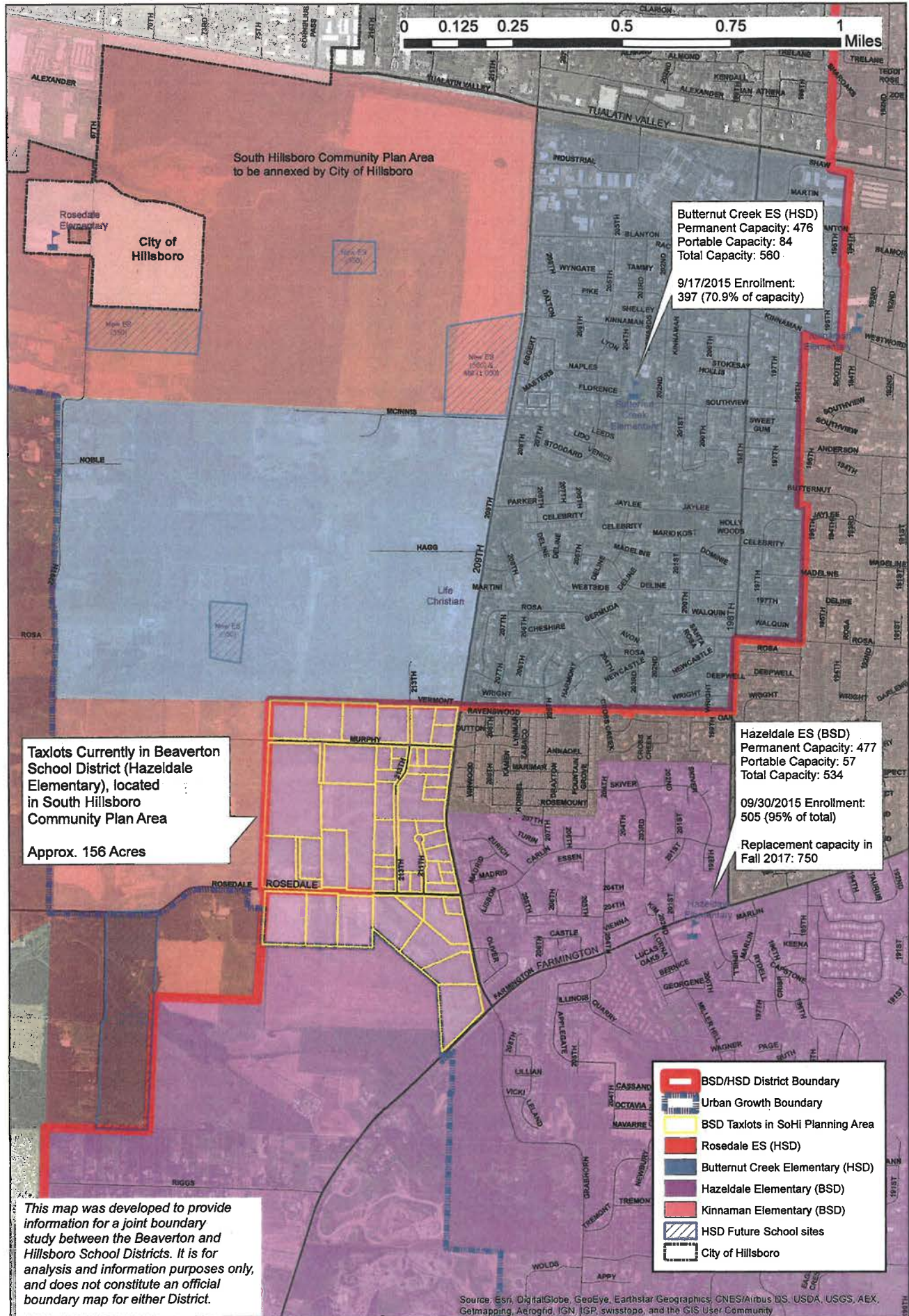
as generally presented in the South Cooper Mountain study area map.

WHEREAS the districts have determined that the proposal meets the following criteria:

- *Safety and welfare of the students*
The proposed change would positively impact the safety and welfare of all students;
- *Neighborhood, community and/or geographic continuity*
The proposed change would maintain continuity with existing and developing neighborhoods and cities;
- *Prudent stewardship of public resources*
The proposed change would create a more efficient expenditure of overall public resources;
- *School district facility capacity*
The proposed change is one that each district's existing and planned facilities can accommodate;
- *Community interest*
Patrons and community members / leaders share and demonstrate interest in the proposed boundary adjustment;

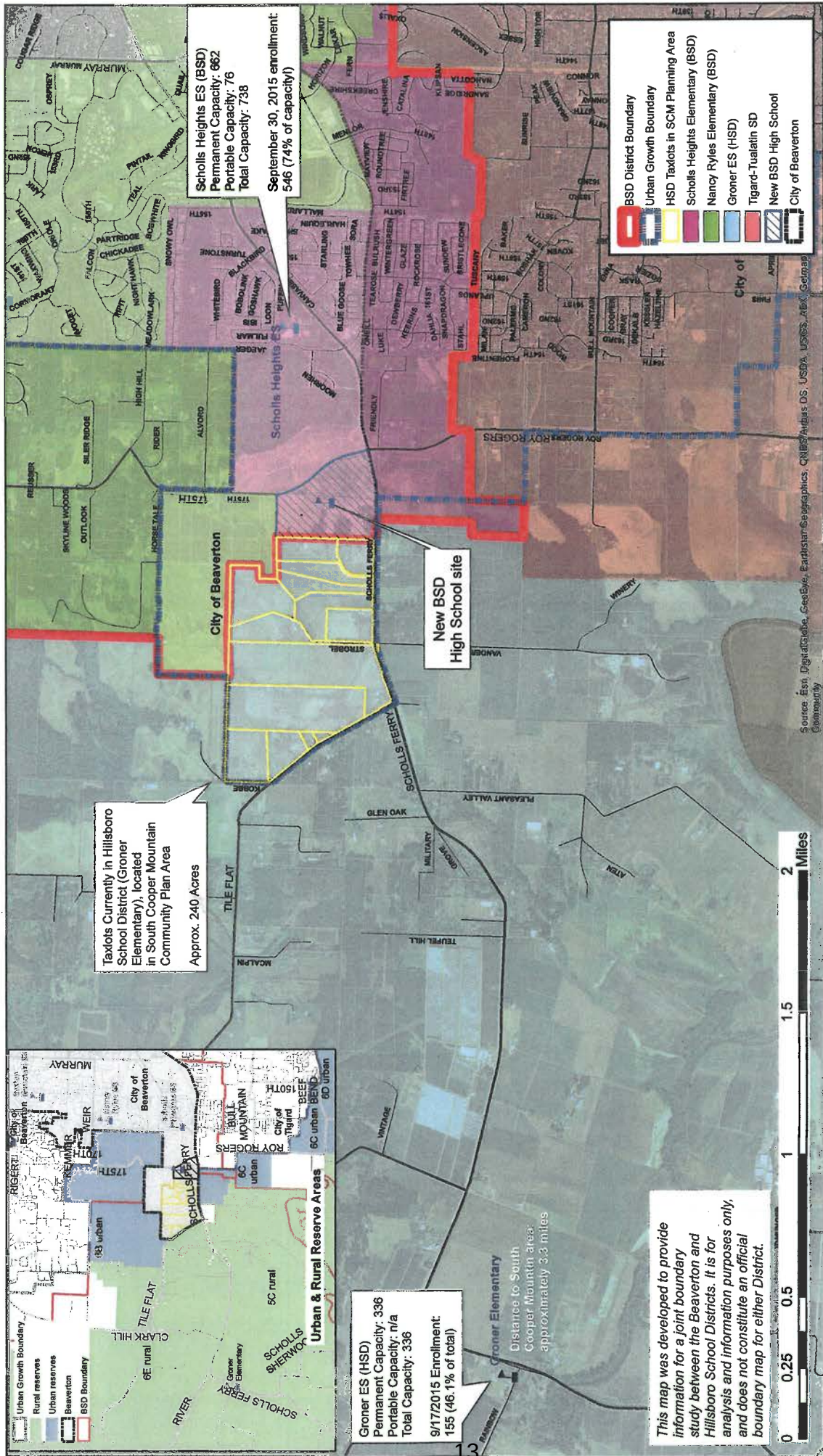
- *Regional / local growth and development plans*
The proposed change complements broader regional and local growth and development plans, including existing and projected adjustments to the Urban Growth Boundary and city service plans for undeveloped areas;
- *Timeliness*
The districts considered this proposal when sufficient information was available to make a decision.

NOW, THEREFORE, BE IT RESOLVED that the (district) School District Board of Directors requests that the Washington County Board of Commissioners transfer the herein-described property between Hillsboro School District 1J and Beaverton School District 48J, as provided in ORS 330.103.





Beaverton and Hillsboro School District Study Area: South Cooper Mountain



HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
FIRST READING – 2016-17 SCHOOL CALENDAR

SITUATION

Board policy IC: School Year / School Calendar requires that the calendar for the following school year be approved no later than the April Board meeting. During the October 13 Board work session, a draft 2016-17 calendar was presented, with a start date after the Labor Day holiday. The Board requested that input be gathered from staff and the community during the review process. As a result, an online survey was made available to staff and the community, from October 26 through November 6. The results of the survey, which will be shared with the Board, favor starting school after Labor Day.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the survey results and the first reading of the proposed 2016-17 calendar, provide feedback, and ask any questions they may have.

DRAFT 1: September 2015
2016-17 Calendar
After Labor Day

 First Day/Last Day/End of Quarter/Semester for Students
 No School
 Early Release

 Elementary Only
 Possible Inclement Weather Make-up Days

	JULY 2016						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
31							
2 – NO SCHOOL Licensed Non-Contract Day (Winter Break)							
16 – NO SCHOOL Licensed Non-Contract Day, MLK Day							
JANUARY 2017							20
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
24, 25, 26 – New Teacher In-Service							
29, 30 – In-Service							
31 – Staff Development							
AUGUST 2016							
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
1 – End of 1 st Semester							
2 – NO SCHOOL Teacher Prep							
3 – NO SCHOOL Grade Prep							
20 – NO SCHOOL Holiday – Presidents' Day							
FEBRUARY 2017							17
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					
27-31 – NO SCHOOL Licensed Non-Contract Days (Spring Break)							
MARCH 2017							18
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
6 – NO SCHOOL Elementary – Staff Development and Work Day							
7 – NO SCHOOL Licensed Non-Contract Day							
OCTOBER 2016							19/20
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
13 – End of 3 rd Quarter							
14 – NO SCHOOL Elementary – Work Day Secondary – Grade Prep							
APRIL 2017							19
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
29 – NO SCHOOL Holiday – Memorial Day							
MAY 2017							22
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
19-30 – NO SCHOOL Licensed Non-Contract Days (Winter Break)							
25 – Holiday Christmas Day							
DECEMBER 2016							12
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
16 – EARLY RELEASE Last Day of School for K-11 Students							
19 – Last Day for Teachers							
In case inclement weather requires the District to close schools during the 2016-17 school year, June 20 and 21, have been identified as days that could be added to the school calendar as make-up days. If these days were added back to the calendar, high school graduation dates would not be affected.							
JUNE 2017							12
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
ANNUAL SUPPORT SERVICES REPORTS

SITUATION

Each fall, Support Services departments provide an annual report of information for the past school year.

FACILITIES AND MAINTENANCE

Maintenance Projects

- Facilities and Maintenance staff identify problems to be addressed on an ongoing basis
- Work orders are generated from buildings, fire inspection reports, safety inspections, safety meetings, staff and student accident reports, and building safety audits
- Facilities and Maintenance staff processed 5857 work orders during the 2014-15 school year
- Facilities and Maintenance staff develop a priority list of projects, taking into consideration building needs, long-term maintenance, health and safety, and Americans with Disabilities Act (ADA) requirements
- Using the priority listing of projects, Facilities and Maintenance staff, architects, and other consultants develop cost estimates, specifications, and bid documents

Summer Projects

Summer provides an opportunity for the District's Facilities and Maintenance and Construction Management departments to complete major maintenance and projects.

- The 2015 budget for summer major maintenance projects was approximately \$2,000,000
- 1097 work orders were processed from June through August 2015

Major Maintenance and Construction Projects Completed (Summer 2015)

LOCATION / SCHOOL	PROJECT
Brookwood	Grout Injection to Raise Floor
Butternut Creek	Remodel Kinder Classroom, Paint Exterior, Replace Siding on Portables
Century High	Repair Stage Floor, Resurface Track, Repair Tennis Courts, Brick Seal Building
Eastwood	Kinder Room Remodel, Portable Siding
Evergreen	Lighting Controls Upgrade, Restroom Repair, Roof Repairs
Farmington View	Oil Tank Decommissioning, Propane Tank Installation, Septic Tank Replacement
Groner	Locker Installation, Restroom Repair

LOCATION / SCHOOL	PROJECT
Glencoe High	Install Interior Door Locks, Resurface Track, Repair Tennis Courts, Repair Shower Area
Hillsboro High	Paint Auditorium, Upgrade Electrical Output LA Building
Imlay	Brick Seal
Jackson	Portable Siding, Brick Seal, Bus Loop Design
Ladd Acres	Parent Pick-Up Paving, Bus Loop
McKinney	Brick Seal
Minter Bridge	Brick Seal
Mooberry	Brick Seal, Portable Siding
North Plains	Sewer Line Replacement, Fencing
Orenco	Install Interior Door Locks
Patterson	Install Interior Door Locks, Brick Seal
Poynter	Refinish Gym Floor, Abate Kitchen Tile
Quatama	Brick Seal
Tobias	Install New Hot Water Tank
Witch Hazel	Brick Seal, Line-of-Sight Security Camera
Transportation	Parking Lot Expansion
Districtwide	Purchase and supply new furniture for kinder rooms
	HVAC coil cleaning
	Replenish playground chips
	Backflow device testing
	Bleacher and backboard inspections
	Inspect fire alarms
	Inspect fire doors
	Inspect fire sprinkler systems
	Inspect fire extinguishers
	Inspect kitchen hood suppression systems
	Sweep parking lots
	Stripe parking lots
	Refinish gym wood floors
	Clear weeds from detention ponds
	Finish school main floors / clean buildings

Staffing

- In the spring, Facilities and Maintenance department administrators completed a staffing audit on contracted services. Based on the audit, positions were identified for which the District could hire internally, expanding staffing and saving money, rather than hiring contractors to complete the work. The added positions, which include staffing in Grounds (two positions) and Maintenance (one position), have made a tremendous impact for the department.
- The District's Resource Conservation Manager has been hired, and is in the process of developing a work plan and comprehensive audit of the District's energy

use, while reviewing District systems and procedures. This work will provide a framework for the District's conservation efforts, moving forward.

- Facilities and Maintenance Department staff are extremely hard-working and dedicated to providing the best working and learning environment possible. It is a department that often works behind the scenes, yet is a critical part of the Hillsboro School District.

Challenges

- Custodial staffing numbers: As with many departments in the District, there is a need to continue to identify ways to increase custodial staffing levels. Our current ratio of staff to square footage creates a significant challenge regarding building maintenance.
- Preventative Maintenance: Historically, the District has done a tremendous job of maintaining its buildings (roofing, parking lots, equipment, etc.). As buildings age and state funding levels remain uncertain, it is extremely important that the District continues to be able to complete preventative maintenance in a timely manner.

NUTRITION SERVICES

Meal Participation

The information below shows meal participation at 2,655,758, which is an increase of 123,680 student meals or 4.9 percent from the previous school year. These meal increases are directly related to the implementation of the Community Eligibility Program (CEP) in fourteen schools. Meal participation was down by 71,301 meals in the non-CEP elementary and secondary schools. Contributing factors may have included the meal price increase, and the continued change in meal pattern requirements.

Quick Facts	2014-15	2013-14	2012-13
Student Meals Served	2,655,758	2,532,078	2,561,851
Adult Meals Served	20,925	34,238	32,382

Financial Highlights

Quick Facts	2014-15	2013-14	2012-13
Total Revenues	\$7,641,317	\$7,058,118	\$7,381,430
Total Expenditures	\$8,480,782	\$7,235,569	\$7,424,565
Increase / Decrease in ending fund balance	<\$839,465>	<\$178,102>	<\$46,203>

Total revenues increased by \$583,199, or 8.3 percent, from the previous year because of increased reimbursement funds. Expenditures increased \$1,245,213, or 17.2 percent. A combination of reasons for this increase included overall higher food costs, lower commodity funds for food purchases, higher indirect costs, higher wages and benefits, and a decreased sales of ala carte and vending. Indirect costs totaling \$346,480 were transferred from the Nutrition Services fund to the District's General Fund. The current fund balance as of June 30, 2015, is \$373,225.

Program Highlights

The 2014-15 school year was the final year of implementation of the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. The requirements included offering 100 percent whole grains on all school menus, additional fruit requirements at breakfast, and new Smart Snack rules that applies to all foods served in schools. District schools continue to implement all nutritional provisions, which include offering a variety of fruits and vegetables that meet color requirements, menus that are age-specific and meet calorie minimums and maximums, and menus that meet sodium-level and fat specifications. These requirements reflect the Dietary Guidelines for Americans, and ensure that school children are offered nutritious, healthy meals. Smart Snack implementation was required for all foods that are sold outside of the reimbursable National School Lunch Program (NSLP). This affects all foods sold in student stores, fund raising, and during the school day.

This school year was the last year of the Farm-to-School grant. The Sustainable Agriculture Program of Adelante Mujeres supplied some local produce to our schools. Other purchases from local Oregon vendors like Truitt Brothers, Bob's Red Mill, Springbank Farms, Vial Family Farms, and Charlie's Produce included food products for the grant. The grant included student curriculum funds that enabled students to go on a field trip to a local farm.

During the school year, Nutrition Services school staff provided extra meal programs beyond serving breakfast and lunch meals to District students. These programs included:

- Head Start programs offered in five schools, serving 57,558 meals
- Ninety-six (96) after-school snack programs, serving 84,423 after-school snacks

Nutrition education interactive presentations continue to provide District elementary students with information regarding: making healthy food choices, food that is grown in Oregon, and the importance of daily exercise. Presentations were made to 74 classrooms. To emphasize the program, age-appropriate books were provided for teachers to use with their nutrition curriculum. Additionally, each year the Glencoe Greenhouse program has planted and grown 3,000 strawberry plants for distribution to every student who participated in the presentations.

South Meadows Middle School continues to be the production kitchen for 13 elementary satellite school kitchens and the Miller Education programs, providing meal entrees and warehouse supplies, and coordinating the deliveries to these sites. Liberty High School's production baking kitchen provides select baked products, and coordinates deliveries to all school kitchen sites. The Liberty High School kitchen is also the site for District catering.

Summer feeding programs served meals from June 16 through August 28. The sites included Miller Education Center, four community parks, three apartment complexes, Hillsboro Police Department bicycle camps, elementary and secondary Migrant Summer School programs, and three summer-school sites. The programs served 57,885 meals.

This was the first year of implementation of the Community Eligibility Provision (CEP) program. Fourteen (14) District schools met the criteria for eligibility in this program. The CEP establishes a percentage of the student population with specific needs at either a single school or a group of schools that meet the guidelines. All students enrolled at CEP schools are offered breakfast and lunch at no cost. The program data was reassessed in April, and it was decided to continue the current CEP schools for a second year, to gather more complete financial and participation figures. CEP schools showed a 20 percent increase in participation for breakfast, and a 13 percent increase for lunch. Additional kitchen equipment was purchased, and increased labor hours were added to CEP schools, where needed.

The Nutrition Services warehouse is the central distribution site for the department. Warehouse staff members order, store, and deliver all commodity and purchased foods, paper products, and chemicals. They also fill small equipment purchase requests for all District school kitchens. The delivery system from the Nutrition Services warehouse is efficient and effective in supplying the daily needs of school kitchens and staff. Nutrition Services has a maintenance employee on staff to perform all kitchen equipment repairs, and provide services for new kitchen equipment purchases and installations.

The Nutrition Services Department is committed to making a difference in academic success for students by providing and encouraging healthy food choices, and is dedicated to ensuring that all students are well-nourished and prepared for the future.

TRANSPORTATION SERVICES

New Replacement Buses

With the District's bus fleet aging, the implementation of full-day kindergarten programs, and an increase in the number of students needing specialized transportation, new buses were ordered. The District will replace 10 old buses with new 84-passenger buses, and increase the special needs bus fleet by 7 buses. At this time, all of the special education buses and 4 of the 84-passenger buses have been received. Delivery of the 6 remaining 84-passenger buses is expected in November.

"MYBUS" Electronic Busing Information

This summer, the Transportation department, assisted by Technology Services and Communications, implemented the "MYBUS" electronic bus route information system for families in the District. Families may now access their students' bus route information via the District website, using their students' identification number and birthdate. In addition, traditional routing information mailers were sent to all kindergarten families, and families in title schools who are eligible for transportation. With this new electronic busing information system, the number of printed mailers was reduced from approximately 22,000 mailers to approximately 5,000.

2014-15 Statistics	
Miles driven	2,437,517
Reimbursable miles	2,306,363
Pupils transported	13,483
Routes	97 regular 54 special education
Runs	627 regular 354 special education (as of Oct 7 th)
Total buses in the fleet	131 regular (with 6 more to be delivered) 60 special education
Accidents	33

2014-15 Staffing	
Drivers	171
Transportation Assistants	56
Data Technician	1
Dispatchers	4
Routers	2
Trainers	3
Office Staff	3
Mechanics	10
Supervisors	3
Director	1

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
LOCAL WELLNESS PROGRAM ASSESSMENT

As a part of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), the District's Local Wellness Program is to be evaluated on a yearly basis. The purpose of this evaluation is to provide the school Board, District staff, parents, and the community with information regarding ongoing objectives, and progress toward achieving the goals of the policy.

The yearly assessment of the Local Wellness Program is based on the following standards:

- 1) Nutrition Education and Promotion
- 2) Standards for Child Nutrition Programs and School Meals
- 3) Nutrition Standards for Competitive and Other Foods and Beverages
- 4) Physical Education and Other School-Based Activities
- 5) School Employee Wellness
- 6) Implementation, Evaluation, and Communication

1) Nutrition Education and Promotion

- The District's curriculum teaches a sequential, comprehensive, age-appropriate health education program at every grade level.
- Nutrition education is linked to the school food environment, and models making healthy food choices.
- Nutrition Services offers an interactive nutrition education presentation to students at the elementary level each school year.

2) Standards for Child Nutrition Programs and School Meals

- There is access to United States Department of Agriculture (USDA) breakfast and lunch programs at all schools, and school meals meet the USDA standards.
- The District protects the privacy of students who qualify for free and reduced-price meals.
- The School Nutrition Program encourages students to participate in the school meal program by providing meal information on the District website.
- The program offers a variety of fresh fruits and vegetables, and menu choices that are appealing to students.
- Access to free drinking water is available throughout the school day.
- Students have adequate time to eat at each school.
- Smart Snack standards are implemented in our schools, and a link to the standards is available on the Nutrition Services website.

3) Nutrition Standards for Competitive and Other Foods and Beverages

- The District is in compliance with the Smart Snacks and Beverage Regulations that address all foods sold to students during the school day.

4) Physical Education and Other School-Based Activities

- The District has a written curriculum for physical education for grades K-12 that aligns with the state physical education standards; the curriculum addresses times-per-week and teacher-to-student ratio, and encourages continued physical activity away from school.
- The District promotes community-based activities that foster healthy eating and create environments that promote physical activity.
- Educational workshops, health screenings, and information related to healthy lifestyle, food choices, and physical activity may be offered to families.
- Schools participated in Alliance for a Healthier Generation, Fuel Up to Play 60, and the Oregon Dairy Council Grant.

5) School Employee Wellness

- The District promotes and reinforces messages on healthy lifestyles. The physical and mental health of school employees is essential to sponsoring and protecting the health of students, and helps support academic success.
- The District received an Oregon Education Association (OEA) Employee Wellness Grant in 2014, in which many schools participated.

6) Implementation, Evaluation, and Communication

- The District will provide a yearly assessment of the Local Wellness Program, and provide an annual report to the school Board. The assessment will provide information to meet ongoing wellness goals for students and staff.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
ANNUAL RISK MANAGEMENT REPORT

The Risk Management department handles the management and administration of the District's workers' compensation, liability, property, and auto insurance programs. This includes administering claims, developing policies and procedures, evaluating contractual risk, preventing loss, and supporting schools with safety programs. The risk management data for 2014-15 shows a reasonable number of incidents, claims, and costs to the District.

Liability Claims. The District had a total of 51 claims during the 2014-15 school year. In the area of property and liability, the following occurred:

TYPE OF CLAIM	2014-15	2013-14	2012-13	2011-12	2010-11
Number of Student Incident Reports	839	943	1,075	1,035	932
Number of Automobile Incident Claims	40	23	37	64**	31
Number of General Liability Claims	9	6	7	11	10
Number of Property Claims	2	4	0	1	2
Total Claims Paid	\$154,281	\$574,915	\$110,983	\$444,105	\$479,555

**A total of 30 claims are from one bus-on-bus accident that occurred on November 1, 2011.

Premium Costs	2015-16	2014-15
PACE premium for the school year	\$904,275	\$889,441
Excess earthquake coverage	\$103,400	\$110,000
Brown and Brown Northwest's broker fee	\$67,847	\$65,871
Total premium, including coverages and broker fees	\$1,075,522	\$1,065,312

Workers' Compensation. The District had a total of 101 workers' compensation claims. The cost of the 101 claims to date is \$402,829. The workers' compensation claims are summarized below:

TYPES OF CLAIMS	NUMBER OF CLAIMS	PERCENTAGE OF TOTAL
Medical	76	76%
Time Loss	25	25%
TOTAL	101	100%
Denied	3	3%
Deferred	1	1%
Open Claims	12	12%
Closed Claims	85	85%
TOTAL	101	100%

The number of claims and percentage by work classification are shown below. The work classification is the primary determining factor in premium calculations. The majority of the injuries were lower back area strains, knee strains, and contusions.

INJURY BY WORK CLASSIFICATION	NUMBER OF CLAIMS	PERCENTAGE
Drivers	6	6%
Teachers / Professionals	53	53%
Kitchen / Cafeteria	4	4%
All Others	38	38%
TOTAL	101	100%

The chart below shows the time of year when employee accidents occurred:

Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
WC Claims	1	9	10	12	3	6	16	6	11	8	11	8
Accidents	3***	9***	32	40	7	13	31	27	25	20	21	13

*** Staff incident/injury reporting changed from paper reports to online reporting through Safe Schools in October 2014.

The District continues to make every effort to maintain a successful modified / light duty program for employees who are injured on the job. In 2014-15, the District actively placed workers on modified duty, reducing the District's costs for these incidents. The District was able to recover \$57,365 for these modified workers through the state Employer-at-Injury Program (EAIP).

In an effort to further reduce workers' compensation premium costs, claims under \$1,900 with medical expenses only are paid directly by the District. Over time, this

practice reduces the experience rating and premium amount.

The District's workers' compensation premium expense for the 2015-16 school year is \$672,045. For the 2014-15 school year, the premium was \$780,820. For the 2013-14 school year, the premium was \$623,007.

The workers' compensation premium is based on the District's payroll and experience rating. There has been a decrease in the experience rating; and a continuing reduction in claims, and the cost of claims, has helped reduce premiums substantially. Since 2006, the experience rating for Hillsboro School District has been reduced by 29% percent. The District chose the Special Districts Insurance Services (SDIS) Self-Insured Employers Group again for its worker's compensation coverage. The following chart shows the District's experience rating, payroll history, and premium history:

Year	Experience Rating	Payroll	Premium	Carrier
2015-16	.80	\$115,848,517	\$672,045	SDIS
2014-15	.88	\$109,399,940	\$780,820	SDIS
2013-14	.87	\$99,377,245	\$623,007	SDIS
2012-13	.78	\$96,868,753	\$576,869	SDIS
2011-12	.86	\$87,182,904	\$611,135	LNW
2010-11	.95	\$90,766,351	\$633,928	LNW
2009-10	1.12	\$92,202,106	\$801,238	LNW
2008-09	1.09	\$100,140,163	\$830,291	LNW
2007-08	1.06	\$97,337,630	\$677,256	LNW
2006-07	1.13	\$89,805,405	\$653,191	LNW

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
STRATEGIC PLAN PERFORMANCE UPDATE

SITUATION

In August, the Board reviewed the Strategic Plan focus areas, expected outcomes, and goals for the 2015-16 school year. The three updates that are scheduled this year will provide both summary highlights and a more comprehensive report, with links to artifacts for those wanting additional information. These updates are web-based, and will be available to the public via the District website in advance of the meeting. This month's report, which includes information through the end of October 2015, can be viewed at the link below:

<http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/StrategicPlan2011-2016/StrategicPlanYear5Reporting.aspx>

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
FINANCIAL REPORT

Business Office. Each October, Business Office staff members begin thoroughly assessing start-up and project feasibility for the coming year. The payroll and benefits teams are working on staffing adjustments, based on actual student enrollment, rather than projections. The October 1 enrollment mark also determines any adjustments to building discretionary budgets.

Finance Team – Banking and Accounts Payable. The finance team continues to process accounts payable, banking, and general accounting for the District.

The District's independent auditors have been on-site for a total of eight days of rigorous testing. As part of the site work, representatives from Grove, Mueller, Swank, PC, met with the District's audit committee for an overview of the audit process, and to discuss the most recent Consolidated Annual Financial Report (CAFR).

The finance team continues to meet regularly with, and provide support to, all office managers, department managers, and bookkeepers. Collaboration with the Technology Services Department is creating a more efficient and transparent workflow for purchasing technology and technology services by linking the HelpDesk, the Technology Warehouse, and the standard purchasing workflow.

Payroll Team. The Payroll team continues to work closely with the Human Resources Department for accuracy in employee pay and reporting. Each payroll team member is responsive and cross-trained to manage employee calls and inquiries in a timely manner.

Benefits Team. Benefits team members are processing benefit enrollment adjustments for staff who did not submit benefits selections prior to the September payroll deadline. Many eligible staff members wait to select their insurance plans until after they have received their first net paychecks of the school year.

The Benefits team has also continued to encourage District staff to complete the Dependent Eligibility Verification process required by the Oregon Educators Benefit Board (OEBB). Every staff member with dependents enrolled in any type of coverage is required to prove the dependents' eligibility by submitting verification (e.g., certified birth certificates, certified marriage certificates, court orders, etc.). OEBB will terminate coverage of unverified dependents on October 31, 2015, in an effort to control overall group costs. "Dropped" dependents will not be eligible for coverage again until the next open enrollment period (Fall 2016).

Grants. During the District's transitions to a new finance manager, Grants Manager Jeff Jones is the point of contact for the auditors regarding the preparation of the 2014-15 Comprehensive Annual Fiscal Report (CAFR). Mr. Jones has also been working closely with Student Services to increase the High Cost Disability reimbursement to the

District. The process is intensive, but the finance team is confident that adjusting the methodology for calculating the costs will increase the revenue yield.

Risk Management. Risk Manager Leah McCarthy has been working closely with Michelle Brady, the District's Safety & Emergency Preparedness Manager, completing building walkthroughs and improving safety protocols. This proactive approach to minimizing incidents is appreciated by the District's building staff and insurance providers. Additionally, Ms. McCarthy has developed an internal website that includes resources, and enables staff members to complete electronic incident reports.

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 numbers in the table below reflect workers' compensation claims reported in September 2015.

The District received 10 workers' compensation claims in September 2015. As of September 30, 2015, there are 26 open claims; 14 are for medical costs only, and 12 include time loss. There were 2 employees on modified work plans during September.

Worker's Compensation Claims			
	2013-14	2014-15	2015-16
July	4	1	3
August	5	9	2
September	3	10	10
October	1	12	
November	2	3	
December	7	6	
January	9	16	
February	4	6	
March	7	11	
April	8	8	
May	5	11	
June	2	8	
Yearly Total:	57	101	15

Student Accident Report. There were 99 student accidents reported in October.

Student Incident Reports			
	2013-14	2014-15	2015-16
July	0	4	0
August	10	1	0
September	141	83	104
October	190	67	99
November	96	59	
December	87	55	
January	88	92	
February	66	95	
March	47	76	
April	117	98	
May	73	97	
June	21	36	
Yearly Total:	936	763	203

Vehicle Accidents – October 2015. There was 1 bus accident in October.

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
MONTHLY FINANCIAL REPORT - as of October 23, 2015

	July Actual	August Actual	September Actual	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2015-16	Budget 2015-16	% of 2015-16 Budget Expended	2014-15 Fiscal YTD	% of 2014-15 Budget Expended
Revenues											
Taxes	\$0.00	\$0.00	\$127,260.87	\$127,260.87	\$0.00	\$0.00	\$127,260.87	\$60,936,410.00	0.21%	\$54,461,778.98	98.82%
Interest	\$16,188.96	\$18,977.27	\$0.00	\$35,166.23	\$0.00	\$0.00	\$35,166.23	\$284,034.00	12.38%	\$77,445.35	30.98%
Local Sources	\$9,327.36	\$40,171.65	\$93,564.34	\$143,063.35	\$3,458.88	\$3,458.88	\$146,522.23	\$1,703,297.00	8.60%	\$722,576.26	64.81%
Total Local	\$25,516.32	\$59,148.92	\$220,825.21	\$305,490.45	\$3,458.88	\$3,458.88	\$308,949.33	\$62,923,741.00	0.49%	\$55,261,800.59	97.85%
County/ESD	\$485,833.33	\$242,916.67	\$0.00	\$728,750.00	\$0.00	\$0.00	\$728,750.00	\$4,484,632.00	16.25%	\$3,359,995.12	448.00%
State Sources	\$20,057,276.00	\$10,022,571.00	\$10,038,515.26	\$40,118,362.26	\$0.00	\$0.00	\$40,118,362.26	\$123,313,242.00	32.53%	\$57,187,120.04	60.22%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$0.00	\$148.86	\$325.00	\$473.86	\$0.00	\$0.00	\$473.86	\$0.00	0.00%	\$857.00	0.02%
Beginning Balance	\$17,877,620.00	\$0.00	\$0.00	\$17,877,620.00	\$0.00	\$0.00	\$17,877,620.00	\$16,659,380.00	107.31%	\$14,456,891.66	153.89%
Total Revenue	\$38,446,245.65	\$10,324,785.45	\$10,259,665.47	\$59,030,696.57	\$3,458.88	\$3,458.88	\$59,034,155.45	\$207,380,995.00	28.47%	\$130,266,664.41	76.52%
Expenditures											
Instruction											
Salaries	\$42,265.06	\$85,248.08	\$5,696,072.63	\$5,823,585.77	\$5,963,076.06	\$5,963,076.06	\$11,786,661.83	\$74,917,802.72	15.73%	\$16,913,127.64	27.90%
Benefits	\$34,104.69	\$51,962.64	\$2,526,670.72	\$2,612,738.05	\$2,714,180.32	\$2,714,180.32	\$5,326,918.37	\$32,837,805.45	16.22%	\$8,537,062.06	27.67%
Purchased Service	\$200,130.61	\$170,079.04	\$281,547.91	\$651,757.56	\$173,620.30	\$173,620.30	\$825,377.86	\$3,507,293.65	23.53%	\$1,087,747.10	41.50%
Supplies/Materials	\$33,183.11	\$52,166.86	\$237,270.95	\$322,620.92	\$170,634.27	\$170,634.27	\$493,255.19	\$1,950,893.70	25.28%	\$620,503.35	38.14%
Capital Purchases	\$0.00	\$0.00	\$461.25	\$461.25	\$0.00	\$0.00	\$461.25	\$0.00	0.00%	\$0.00	0.00%
Other	\$46,870.00	\$9,804.38	\$17,808.35	\$74,482.73	\$10,335.00	\$10,335.00	\$84,817.73	\$207,495.55	40.88%	\$116,158.82	89.02%
Total Instruction	\$356,553.47	\$369,261.00	\$8,759,831.81	\$9,485,646.28	\$9,031,845.95	\$9,031,845.95	\$18,517,492.23	\$113,421,291.07	16.33%	\$27,274,598.97	28.45%
Support Services											
Salaries	\$1,444,307.75	\$1,593,709.25	\$3,006,250.22	\$6,044,267.22	\$3,004,659.53	\$3,004,659.53	\$9,048,926.75	\$36,613,507.95	24.71%	\$11,715,155.58	38.76%
Benefits	\$738,814.43	\$780,183.66	\$1,571,053.12	\$3,090,051.21	\$1,564,404.17	\$1,564,404.17	\$4,654,455.38	\$20,437,576.32	22.77%	\$6,544,332.73	38.50%
Purchased Service	\$900,737.94	\$1,387,960.34	\$1,535,440.71	\$3,824,138.99	\$1,285,398.64	\$1,285,398.64	\$5,109,537.63	\$13,509,913.10	37.82%	\$6,330,452.93	54.44%
Supplies/Materials	\$686,770.48	\$521,095.37	\$1,042,305.99	\$2,250,171.84	\$568,177.91	\$568,177.91	\$2,818,349.75	\$6,265,759.18	44.98%	\$2,378,693.54	43.50%
Capital Purchases	\$0.00	\$17,780.00	\$25,523.46	\$43,303.46	\$364,936.04	\$364,936.04	\$408,239.50	\$184,414.00	221.37%	\$9,014.25	3.89%
Other	\$131,450.45	\$924,252.07	\$110,375.50	\$1,166,078.02	\$1,664.75	\$1,664.75	\$1,167,742.77	\$1,369,321.56	85.28%	\$1,197,960.87	92.95%
Total Support Services	\$3,902,081.05	\$5,224,980.69	\$7,290,949.00	\$16,418,010.74	\$6,789,241.04	\$6,789,241.04	\$23,207,251.78	\$78,380,492.11	29.61%	\$28,175,609.90	42.79%

<i>Expenditures (continued)</i>	July Actual	August Actual	September Actual	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2015-16	Budget 2015-16	% of 2015-16 Budget Expended	2014-15 Fiscal YTD	% of 2014-15 Budget Expended
Community Services											
Salaries	\$13,005.90	\$12,989.23	\$18,957.82	\$44,952.95	\$20,162.45	\$20,162.45	\$65,115.40	\$238,396.08	27.31%	\$76,274.96	36.19%
Benefits	\$5,381.18	\$5,377.52	\$9,594.68	\$20,353.38	\$9,718.65	\$9,718.65	\$30,072.03	\$140,340.24	21.43%	\$44,670.58	36.79%
Purchased Service	\$0.00	\$7,530.31	\$1,572.43	\$9,102.74	\$502.70	\$502.70	\$9,605.44	\$22,588.19	42.52%	\$3,775.10	7.75%
Supplies/Materials	\$34.54	\$401.95	\$641.49	\$1,077.98	\$0.00	\$0.00	\$1,077.98	\$4,540.37	23.74%	\$1,236.13	11.67%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$814.12	0.00%	\$700.00	0.00%
Total Community Services	\$18,421.62	\$26,299.01	\$30,766.42	\$75,487.05	\$30,383.80	\$30,383.80	\$105,870.85	\$406,679.00	26.03%	\$126,656.77	32.36%
Capital Projects											
Purchased Service	\$0.00	\$0.00	\$17,447.86	\$17,447.86	\$2,461.36	\$2,461.36	\$19,909.22	\$0.00	0.00%	\$2,438.65	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Capital Project	\$0.00	\$0.00	\$17,447.86	\$17,447.86	\$2,461.36	\$2,461.36	\$19,909.22	\$0.00	0.00%	\$2,438.65	0.00%
Debt Service Payment	\$0.00	\$0.00	\$46,775.00	\$46,775.00	\$0.00	\$0.00	\$46,775.00	\$848,213.82	5.51%	\$349,590.62	66.22%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,824,319.00	0.00%	\$0.00	0.00%
Total Expenditures	\$4,277,056.14	\$5,620,540.70	\$16,145,770.09	\$26,043,366.93	\$15,853,932.15	\$15,853,932.15	\$41,897,299.08	\$207,380,995.00	20.20%	\$55,928,894.91	32.85%

HILLSBORO SCHOOL DISTRICT 1J

November 17, 2015

FIRST READING—POLICY GBK/JFCG/KGC: PROHIBITED USE, POSSESSION, DISTRIBUTION, OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS; AND POLICY GBEC: DRUG-FREE WORKPLACE

SITUATION

House Bill 2546 amends laws regarding the sale of tobacco products to minors, and the use, distribution, or possession of tobacco products by minors, so that those laws also apply to inhalant delivery systems. School and working environments must be free of tobacco products and inhalant delivery systems; and smoking, aerosolizing, and vaporizing are prohibited on any school property, including parking lots, by any student, staff member, or visiting member of the public. The new legislation becomes effective on January 1, 2016.

Oregon School Boards Association (OSBA) has provided recommendations for aligning District policies with these new legal requirements. Recommendations include revising the District's previous staff policy GBK: Tobacco / Alcohol / Controlled Substance Use, so that it addresses only tobacco products and inhalant delivery systems, and applies not only to staff, but also to students, and members of the public. OSBA recommends that staff requirements regarding alcohol and other controlled substances, previously included in District policy GBK, be moved to policy GBEC: Drug-Free Workplace.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the first reading of policy GBK/JFCG/KGC: Prohibited Use, Possession, Distribution, or Sale of Tobacco Products and Inhalant Delivery Systems; and policy GBEC: Drug-Free Workplace.

Drug-Free Workplace*

The District believes that illegal use of alcohol and other drugs is a problem that dramatically affects the physical, social, and emotional health of the individual, the family, and our educational system.

The District believes that school employees are responsible for acting as role models for students and as representatives to the community of the District's commitment to combat drug and alcohol abuse.

In order to ensure the highest standards of learning, safety, health, and well-being for students and employees, the District endorses substance abuse policies which help students and employees avoid alcohol and other drug use.

The District will take corrective disciplinary actions when necessary, and may recommend appropriate aftercare. Aftercare will not be incumbent upon the District.

This policy applies to all employees, including the employees of contractors.

1. Responsibilities Regarding Drugs and Alcohol in the Workplace:

The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including immediate termination:

- a. No District employee shall unlawfully manufacture, buy, sell, transport, distribute, dispense, possess, and/or use, or be under the influence of intoxicants, including alcohol, or illegal drugs, or controlled substances, as defined by law, in the workplace, while on District property, during work hours (including meal periods), while assigned to extra duty or special projects, including those held after or in addition to regular school hours, and while driving between work sites during the work day, in either a District-supplied vehicle or a vehicle supplied by the employee.
 - (1) "Drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in schedules I through V of Section 202 of the controlled substance act (21 U.S.C 8120 and as further defined by regulation at 21 C.F.R 1308.11-1308.15). Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers, or liquor.
 - (2) "Workplace" shall mean the site of the performance of work done for the District. This includes any District building or District building premises, any District-owned vehicle, or any other District-approved vehicle (including the employee's own vehicle) while used to transport students off school property during any District-sponsored or District-approved activity, event, or function,

such as a field trip or athletic event, where students are under the jurisdiction of the District.

- (3) The legal/medical use of controlled substances ~~is~~ may be exempt from this policy.
- b. e. No District employee shall knowingly sell, market, or facilitate the sale, use, or distribution of steroid or performance enhancing substances to Grades K-12 students, or knowingly endorse or suggest the use of such substances.
- c. An individual is considered to be "under the influence of alcohol, intoxicants, and/or a controlled substance" when, in the District's determination, based upon the supervisor's observations and testing conducted by and interpreted by trained medical personnel, the controlled substance, alcohol, or intoxicant is deemed to be at a level that may impair the individual's ability to safely and/or efficiently perform assigned work, or prevent the employee from presenting a positive role model to students.
- d. If the District has reasonable suspicion that an employee is under the influence of intoxicants, including alcohol or any controlled substance, the District will require the employee to submit to immediate testing by trained medical personnel. Refusal to submit immediately to such tests may result in disciplinary action, up to and including dismissal.
- e. Reasonable suspicion of employee use of an unlawful controlled substance or alcohol will be based on specific, contemporaneous, articulable observations made by a trained supervisor, as designated by the District. These observations may include, but are not limited to, the following:
1. Observed abnormal appearance or behavior, or impairment in mental or physical performance (for example, dilated pupils, slurred speech, unsteady balance, difficulty walking, or peculiar odors)
 2. Direct observation of use in the workplace
 3. Indications of chronic and withdrawal effects of drugs
 4. Noticeable decline in job performance that may be associated with the misuse of drugs
 5. A work-related accident in conjunction with a basis for reasonable suspicion as listed above
- f. A written record shall be made of the observations leading to a reasonable suspicion drug test and signed by the supervisor authorized to make such observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
- g. The District reserves the right, with prior notice and reasonable suspicion, to conduct searches on District property of employees and/or their personal property that is on the District's premises. The District also reserves the right, with or without prior notice and reasonable suspicion, to conduct searches of District property, vehicles, or equipment at any time. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.

- ~~h b.~~ Employees who are convicted of any violation of criminal drug statutes occurring in the workplace are required to notify the Superintendent or designee no later than five days after such conviction.**

2. Notice to Employees:

- a. ~~Principals and/or supervisors~~ The District will annually provide employees with the following information:

- (1) The dangers of drug and alcohol abuse in and outside the workplace;
- (2) The terms of this District policy;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs. (The District provides an employee assistance program as specified through the employee agreements);
- (4) The penalties an employee can incur for any infraction of this policy.

- b. ~~Annual notification may be made by distributing copies of this policy and supplementary material at a staff meeting and/or publishing this policy and related material, as described in a. above, in a staff handbook or other communication to all staff members.~~

3. District Action in Case of Violation of this Policy by Employees:

- a. As a condition of employment with the District, all employees are required to abide by the terms of this policy and any implementing administrative rules.**
- b. If the District's investigation determines that an employee has violated this policy and/or implementing administrative rules, the District will take appropriate disciplinary action(s), including reprimand, suspension, and/or termination of employment. Disciplinary sanctions short of termination may include that the employee satisfactorily complete an appropriate substance abuse program of rehabilitation.**
- c. Through implementation of this policy, the administration will strive to maintain a drug-free workplace, and to fulfill the District's role in educating students and the community on the dangers of drug and alcohol abuse and modeling appropriate behavior.

4. Employee Assistance Program

An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, under the Employee Assistance Program if such program is provided by the employer.

5. Leave for Participation in Abuse Assistance or Rehabilitation Program

The District may, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.

- ** Districts directly receiving grants or contracts of \$100,000 or more from the federal government are required to meet this obligation.

END OF POLICY

Legal Reference(s):

ORS 243.650

ORS 336.222

ORS 342.721

ORS 342.723

ORS 342.726

ORS Chapter 475

ORS 657.176

ORS 809.260

~~SB 517 (2007)~~

OAR 581-022-0416

OAR 584-020-0040(5)(e)

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707 (2006); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 85.600 - 85.645 (2006)

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006)

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006)

Hillsboro School District 1J

Code: GBK/JFCG/KGC

Adopted: 07/96

Revised: 11/08

Prohibited Use, Possession, Distribution, or Sale of Tobacco Products and Inhalant Delivery Systems /~~Alcohol / Controlled Substance Use*~~

~~The District recognizes that tobacco may create a health hazard for non-users as well as users. In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, tobacco sale and/or use by adults shall be prohibited in all District buildings, in District-owned vehicles, on District property, at District sponsored events, and in areas where students are present.~~

~~Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and any other smoking product, and spit tobacco, dip, chew, and snuff in any form.~~

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on District property and at school-sponsored activities. The Board wishes to establish a school and working environment that is free of smoke, aerosols, and vapors containing inhalants. Student possession, use, distribution, or sale of tobacco products in any form or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on District premises, at school-sponsored activities on or off of District premises, in District-owned, rented, or leased vehicles, on all District grounds, including parking lots or otherwise, while a student is under the jurisdiction of the District, is prohibited.

The use, distribution, or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on District premises, in any building or facility, on District grounds, including parking lots, in any vehicle owned, leased, rented, or chartered by the District, school, or public charter school, and at all school-sponsored activities.

For the purpose of this policy, "tobacco products" is defined to include, but is not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form. This does not include USFDA-approved tobacco products or other therapy products used for the purpose of cessation.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Clothing, bags, hats, and other personal items used by staff and students to display, promote, or advertise tobacco or inhalant delivery system products are prohibited on all District grounds,

including parking lots, at school-sponsored activities, or in District vehicles. Advertising is prohibited in all school-sponsored publications, in all school buildings, on District grounds, including parking lots, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco product and inhalant delivery system industries is similarly prohibited. The District will not contract with other public or private alternative schools that allow student use of tobacco products or inhalant delivery systems on campus.

"Tobacco use prohibited" signs will be posted in appropriate locations in all District buildings.

The following conduct is strictly prohibited and will subject an employee to immediate discipline up to and including immediate termination:

1. ~~The buying, selling, transportation, possession, provision, or use of intoxicants, including alcohol or any controlled substance as defined by law, while on District property, during work hours (including meal periods), while assigned to extra duty or special projects, including those held after or in addition to regular school hours, and while driving between work sites during the work day, in either a District-supplied vehicle or a vehicle supplied by the employee.~~
2. ~~Reporting to work under the influence of alcohol, intoxicants, or any controlled substance. An individual is considered to be "under the influence of alcohol, intoxicants, and/or a controlled substance" when, in the District's determination based upon testing conducted by and interpreted by trained medical personnel, the controlled substance, alcohol, or intoxicant is at a level that it may impair the individual's ability to safely and/or efficiently perform assigned work or prevent the employee from presenting a positive role model to students.~~

~~If the District has reasonable grounds to believe that an employee is under the influence of intoxicants, including alcohol or any controlled substance, the District may require the employee to submit to immediate testing by trained medical personnel. Refusal to submit immediately to such tests may result in disciplinary action, up to and including dismissal. "Reasonable grounds" may include, but are not limited to, such things as slurred speech, dilated pupils, peculiar odors, and unsteady balance.~~

~~The District reserves the right, with prior notice and reasonable suspicion, to conduct searches on District property of employees and/or their personal property which is on the District's premises. The District also reserves the right, with prior notice and reasonable suspicion, to conduct searches of District property, vehicles, or equipment at any time. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.~~

Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. When considering disciplinary action for a student with disabilities, the District must follow the requirements of Board policy JGDA: Discipline of Students with Disabilities, including those involving functional behavioral assessment, change of placement, manifestation determination, and an interim alternative educational setting. Community or school service may be required. A referral to law enforcement may be made. Parents will be notified of all violations involving their student and subsequent action taken by the school. Information about

cessation support and/or tobacco education programs and how students can access these programs will be provided. At the discretion of the principal, attendance and completion of such programs, or successful completion of a behavior modification plan, may be allowed as a substitute for, or as part of student discipline.

Violation of this policy by nonstudents may result in the individuals removal from District property. The District reserves the right to restrict access to District property by individuals who are repeat offenders.

Staff violations of this policy by staff may result in will lead to disciplinary action up to and including dismissal.

This policy shall be enforced at all times. The Superintendent will develop administrative regulations as needed to implement this policy.

The administration will develop appropriate regulations, procedures, consent forms, and such notifications as needed for an orderly implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 167.400](#)
~~ORS 163.575(1)(d),(e)~~
[ORS 332.107](#)
[ORS 336.222](#)
[ORS 336.227](#)
[ORS 339.240](#)
[ORS 339.250](#)
[ORS 339.883](#)

[ORS 431.840](#)
~~ORS 431.845~~
[ORS 433.835 - 433.990](#)
[OAR 581-021-0050 to -0075](#)
[OAR 581-021-0110](#)
[OAR 581-022-0413](#)
[OAR 581-053-0015](#)

~~OAR 581-053-0545(4)(c)(R)-(T)~~
~~OAR 581-053-0550(5)(q)-(s)~~
[OAR 581-053-0230\(9\)\(s\)](#)
[OAR 581-053-0330\(1\)\(m\)](#)
[OAR 581-053-0430\(12\)](#)
[OAR 581-053-0531\(11\)](#)
[OAR 581-053-0630](#)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
FIRST READING – POLICY JHCD: NONPRESCRIPTION MEDICATION, AND
POLICY JHCDA: PRESCRIPTION MEDICATION

SITUATION

Subsequent to Senate Bill 611, the State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-021-0037. The revisions clarify the instruction or training that school district personnel are required to receive; the content and need for appropriate permissions from parents / guardians or other qualified individuals that include instructions for administering medication; the District personnel who may be designated to administer prescription or nonprescription medication to a student; and when a District may allow self-administration of medication by a student.

Oregon School Boards Association (OSBA) has recommended revisions to policy JHCD: Nonprescription Medication, and policy JHCDA: Prescription Medication, to align these policies with the new legal requirements.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the first reading of policy JHCD: Nonprescription Medication, and policy JHCDA: Prescription Medication.

Nonprescription Medication/* Administering Noninjectable Medicines to Students and Self-Medication by Students**

The District recognizes that administering of nonprescription medication to students and/or self-medication may be necessary when the failure to take such medication during school hours would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours prevent the student from attending school. Consequently, students may be permitted to take noninjectable prescription or nonprescription medication at school on a short-term or recurring basis.

When directed by a physician or other licensed health care professional, students in Grades K-12 will be allowed to self-administer medication. A self-administration form signed by the parent/guardian and an order from a physician or other licensed health care professional regarding each student who self-administers medication will be obtained and kept on file. Permission for self-administered medication may be revoked at any time if the student violates policy or medical protocol.

All requests for the District to administer medication to a student shall be made by the parent/guardian in writing. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student, or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

A request to the District to allow a student to self-medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use.

A request to the District to administer a nonprescription medication shall include written permission and instruction from a parent or guardian.

The District reserves the right to reject a request to administer or allow self-administration of a prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

The District shall designate staff authorized to administer medication to students. Training shall be provided as required by law.

Nonprescription medication will be handled, stored, monitored, disposed of, and records maintained in accordance with established District regulations governing administering noninjectable or injectable, or prescription or nonprescription, medicines to students, including procedures for the disposal of sharps and glass.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by District employees in accordance with established state law, Board policy, and procedures.

The Superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules, and for the implementation of this policy. ~~Regulations will include provisions for student self-medication.~~

END OF POLICY

Legal Reference(s):

ORS 109.640

ORS 339.867 866 to -339.871

ORS 339.869

~~ORS 339.870~~

ORS 433.800 - 433.830

~~ORS 475.005~~ ~~475.285~~

OAR 581-021-0037

~~OAR 581-022-0705~~

OAR 166-400-0010(17)

OAR 166-400-0060(29)

Prescription Medication/ * ~~Administering Injectable Medicines to Students~~**

The District recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes the need to ensure the health and well-being of students who require regular doses or injections of medication, as a result of experiencing an a severe allergic reaction, or have a need to manage hypoglycemia, asthma, or diabetes. Therefore, in situations when a licensed health care professional is not immediately available, a designated trained staff member may administer to a students, by means of injection, epinephrine, glucagon, or other medications, as prescribed and allowed by Oregon law (OAR 851-047-0030).

When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy, as defined by state law, and subject to age-appropriate guidelines.

A medical protocol regarding each written treatment plan for a student who self-administers injectable medication will be developed, and signed by a physician¹ or other Oregon licensed health care professional, and parent/guardian, and kept on file. A written request and permission form signed by a parent or guardian is required, and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the District, the District may revoke the permission given to a student to self-administer medication. ~~Permission for self-administered medication may be revoked if the student violates policy or medical protocol.~~

~~All requests for the District to administer injectable medication to a student shall be made by the parent/guardian in writing. Requests shall be accompanied by the physician's order for administering epinephrine, glucagon, or other medication as allowed by law. A request for the District to administer prescription medication to a student shall include the written permission of the parent or guardian, and shall be accompanied by written instruction from a physician, physician assistant, or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order for epinephrine, glucagon, or other medication.~~

The District reserves the right to reject a request to administer or allow self-administration of a medication, when such medication is not necessary for the student to remain in school.

A premeasured dose of epinephrine may be administered by designated, trained District staff to any student or other individual on school premises who, the personnel believe in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

¹Added to Oregon Revised Statute 678.010 to -678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). (This is to allow time for new students to find an Oregon licensed physician.)

A process shall be established by which, upon a parent's written request, a backup prescribed auto-injectable epinephrine ~~be~~ is kept at a reasonable, secured location in the student's classroom, as provided by state law.

~~The District may designate staff authorized to administer epinephrine, glucagon, or other medication as allowed under Oregon law. Training shall be provided to designated staff, as required by law, in accordance with approved protocols as established by the Oregon Health Authority Oregon Department of Human Services, Health Services. Staff designated to receive training shall also receive blood-borne pathogens training. A current first aid and CPR cards will be recommended~~ are strongly encouraged for designated staff.

~~Injectable~~ Prescription medication will be handled, stored, monitored, disposed of, and records maintained in accordance with established District regulations governing administering noninjectable ~~or injectable, or prescription or nonprescription,~~ medicines to students, including procedures for the disposal of sharps and glass.

The Superintendent or designee will ensure student health management plans are developed, as required by training protocols, maintained on file, and pertinent health information is provided to District staff, as appropriate. Such plans will include provisions for administering medication and/or responding to emergency situations, ~~including those occurring during curricular and extracurricular activities held after regular school hours, and on or off District property while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities.~~

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by District employees in accordance with established state law, Board policy and procedures.

END OF POLICY

Legal Reference(s):

ORS 109.640
[ORS 339.866 to -339.871](#)
ORS 433.800 - 433.830
[ORS 475.005 to -475.285](#)

~~ORS 339.870~~
[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)
[OAR 333-055-0000 to -0035](#)

[OAR 581-021-0037](#)
[OAR 581-022-0705](#)
OAR 851-047-0030
[OAR 851-047-0040](#)
~~SB 1040 (2007)~~

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

October 13, 2015

District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. EXECUTIVE SESSION 5:15 PM

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Debbie Ashley, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Laurie Boyd, Assistant to the Superintendent

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

Board Chair Wayne Clift called the meeting to order at 5:18 p.m., and moved the Board into executive session under ORS 192.660(2)(d)—labor negotiator consultation. The Board discussed labor negotiations; no action was taken. Board Chair Clift moved the Board out of executive session and recessed the meeting at 5:35 p.m.

2. WORK SESSION 5:35 PM

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Debbie Ashley, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Ted Zehr, Executive Director, Secondary Education
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Becky Kingsmith, Coordinator, Teaching and Learning, Secondary
Brooke Vilante, Teacher on Special Assignment - TAG
Val Bokma, Assistant to the Board
Laurie Boyd, Assistant to the Superintendent
Diana Kleintob, Technology Support

Others Present:

Adrienne Galvez
OJ Gulley
Tom Luba
Scott Schinderle
David Vickery
Jill Golay, HEA
Kathy Fuller, Hillsboro Tribune

Board Chair Wayne Clift called the meeting to order at 5:35 p.m.

a. Review Budget Committee Applications and Determine Selection Process

The Board determined that Martin Granum and Jason Keezel, the two applicants for position 4 on the District's Budget Committee will be invited to introduce themselves during the October 27 work session, and formal appointment will be made during the October 27 regular session.

b. Budget Reinvestment Update – Talented and Gifted (TAG) / Athletics / Activities

Office for School Performance administrators and staff presented an update on reinvestments in TAG, athletics, and activities, based on funding approved in the District's 2015-16 budget.

c. Education Service District (ESD) Update

Superintendent Mike Scott presented information relevant to determining the District's level of participation with Northwest Regional Education Service District (NWRESA) for the 2016-17 school year, and recommended that the District continue with the current level of participation. The level of participation is determined annually, and will be approved by the Board on October 27. School district boards must submit their requests to the ESD board by November 1 of the year prior to the school year for which the request is being made.

d. First Reading – 2016-17 School Calendar

Assistant Superintendent Debbie Ashley presented a draft 2016-17 school calendar for first reading, with a school start date of September 6, 2016. Board members requested that community input be gathered prior to adoption of the calendar.

e. School and District Report Card

Assistant Superintendent Dayle Spitzer provided an overview of the expected contents of the new school and District report cards that are scheduled for release on October 15.

f. Equity Follow-up Discussion

Superintendent Mike Scott discussed the role of equity training in eliminating the achievement gap, and providing all students with the same access to opportunities for success after high school; and provided an update on professional development opportunities for District staff.

g. Board Discussion Time

1) Boundary Update

Board Chair Wayne Clift provided an update on the status of the joint work group's review of the proposed boundary adjustment between Hillsboro and Beaverton school districts. Meetings have been scheduled at locations in both districts to gather community input, and information is posted on both districts' websites.

2) National School Boards Association (NSBA) Conference

Board members who would like to attend the NSBA annual conference were asked to contact the Board secretary.

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

The meeting was adjourned at 7:49 p.m.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

October 27, 2015

District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. WORK SESSION 5:30 PM

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Debbie Ashley, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Laurie Boyd, Assistant to the Superintendent
Diana Kleintob, Technology Support

Others Present:

Martin Granum
Jason Keezel
Kristen Martin
Alexander (Charlie) Keene
Devin Hunter, HCU
Maureen Barnhart, HEA
Jill Golay, HEA
Kathy Fuller, Hillsboro Tribune

Board Chair Wayne Clift called the meeting to order at 5:32 p.m., and explained that Director Kim Strelchun would be unable to attend, due to an urgent family matter.

a. Introduction of Budget Committee Applicants

Jason Keezel and Martin Granum, the two applicants for position 4 on the District's Budget Committee, introduced themselves and discussed their qualifications and reasons for applying to serve on the committee.

b. Math / Science Update

Assistant Superintendent Travis Reiman presented updates on the implementation of the math curriculum that the Board adopted last year (a combination of technology and paper materials), the accomplishments of the Science Study Team, and the science adoption timeline and process.

c. Elementary Report Card Update

Assistant Superintendent Dayle Spitzer presented information regarding the improved report cards that elementary students' families will receive this year, the use of the online gradebook by elementary school teachers, and the resources that have been developed to assist staff and parents, as they utilize these new tools for improved student achievement.

d. OSBA Conference Planning

Board members discussed their plans for attending the OSBA annual convention.

e. Board Discussion Time

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

The meeting was recessed at 6:51 p.m.

REGULAR SESSION **7:00 PM**

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Debbie Ashley, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Grant Corliss, Executive Director, Elementary Education
Elaine Fox, Executive Director, Student Services
Casey Waletich, Executive Director, Facilities, Safety, Operations
Ted Zehr, Executive Director, Secondary Education
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Cindy Longway, Director, Nutrition Services
Debra Giles, Manager, Technology Services
Val Bokma, Assistant to the Board
Laurie Boyd, Assistant to the Superintendent
Sindy AvilaGutierrez, Parent and Community Engagement Liaison
Martha Mendez Bolanos, Migrant Home School Consultant
Diana Kleintob, Technology Support

Others Present:

Martin Granum
Kristen Martin
Nabil Zerizef
Devin Hunter, HCU
Maureen Barnhart, HEA
Jill Golay, HEA

2. Call to Order and Flag Salute

Board Chair Wayne Clift reconvened the meeting at 7:01 p.m., and led the Pledge of Allegiance. He explained that Director Kim Strelchun would be unable to attend, due to an urgent family matter.

3. STUDENT PRESENTATION - Title VII Indian Education Program

Technology Services Manager Debra Giles provided information regarding the Title VII Indian Education Program. Students in the program demonstrated native drumming, using drums that they made and decorated.

4. APPROVAL OF AGENDA

Director Glenn Miller MOVED, SECONDED by Director Lisa Allen, to amend the agenda to move the Budget Committee appointment forward to an earlier time; and to remove the first reading of policy JHCD: Nonprescription Medication, and policy JHCDA: Prescription Medication, which will be rescheduled for November. The MOTION CARRIED (6-0).

5. AUDIENCE TIME

Board Chair Wayne Clift explained the procedure for addressing the Board according to policy BDDH: Public Participation in Board Meetings. Two requests to address the Board were received.

- a. Kristen Martin discussed concerns regarding the displacement of the after-school Champions Enrichment program at Imlay Elementary School by the BLAST program, and requested that the Champions Enrichment program be moved back to Imlay from Tobias Elementary School.
- b. Maureen Barnhart discussed the proposed policy revisions, emphasizing that reasonable schedules are essential for employee wellness, and asking for information regarding the medication policy revisions.

8b. ACTION ITEMS: Appoint Budget Committee Member

This item was moved forward on the agenda.

Two qualified candidates, Jason Keezel and Martin Granum, applied for the position 4 vacancy on the District's Budget Committee. Board Chair Wayne Clift declared nominations open.

Director Lisa Allen nominated applicant Martin Granum.

Director Glenn Miller nominated applicant Jason Keezel.

Each Board member cast one vote for the position. After deliberation, the final votes were as follows:

- Martin Granum, 4 votes (Directors Monte Akers, Lisa Allen, and Janeen Sollman, and Board Chair Wayne Clift)
- Jason Keezel, 2 votes (Directors Glenn Miller and Erik Seligman)

Martin Granum was appointed to position 4 on the Budget Committee for a three-year term.

6. REPORTS AND DISCUSSION

a. October 1 Enrollment Report

Assistant Superintendent Debbie Ashley presented the annual October 1 enrollment report. The enrollment report is included in the Board packet.

b. Financial Report

Chief Financial Officer Adam Stewart presented the monthly financial report. The financial report is included in the Board 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) Executive Director Casey Waletich presented policy GBE: Staff Health and Safety for first reading. The policy revisions are included in the Board packet, and are scheduled for Board approval on November 17.

- 2) Chief Financial Officer Adam Stewart presented policy EFA: Local Wellness Program; policy EFAA: District Nutrition and Food Services; and EFAA-AR: Reimbursable School Meals for first reading. These policy revisions are included in the Board packet, and are scheduled for Board approval on November 17.
- 3) The first reading of policies JHCD: Nonprescription Medication, and JHCDA: Prescription Medication were moved to the November 17 Board meeting.

7. CONSENT AGENDA

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

Director Erik Seligman MOVED, SECONDED by Director Lisa Allen, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of September 8, 2015, Board Meeting
- b. Approve Minutes of September 22, 2015, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Approve Policy Revisions

The following policies were presented for first reading on September 22, 2015:

- 1) Policy JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems; and Policy KGB - Public Conduct on District Property
- 2) Policy KG: Community Use of District Facilities (revise to include previous KGC text); and Policy KGC: Community Use of District Facilities – Private Gain (delete)

8. ACTION ITEMS

a. Proclaim American Education Week

Director Janeen Sollman MOVED, SECONDED by Director Glenn Miller, to proclaim November 16 - 20, 2015, as American Education Week in the Hillsboro School District. The MOTION CARRIED (5-1), with Directors Glenn Miller, Monte Akers, Lisa Allen, Janeen Sollman, and Board Chair Wayne Clift in favor; and Director Erik Seligman opposed.

Board Chair Wayne Clift read the following proclamation into the record:

PROCLAMATION

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

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

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

WHEREAS our nation is celebrating the week of November 16-20, 2015, as American Education Week;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Hillsboro School District does proclaim the week of November 16-20, 2015, as American Education Week in Hillsboro School District, with the theme “Great Public Schools: A Basic Right and Our Responsibility.”

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

b. Appoint Budget Committee Member

This item was moved forward on the agenda (prior to Reports and Discussions).

c. Approve Education Service District Level of Participation

Superintendent Mike Scott presented to the Board a resolution requesting that 75 percent of NWRES State School Fund (SSF) revenues received on behalf of the Hillsboro School District for the 2016-17 school year be distributed directly to the Hillsboro School District. He explained that the level of participation is approved annually by the Board of Directors.

Director Janeen Sollman MOVED, SECONDED by Director Erik Seligman, to approve the resolution to request that 75 percent of NWRES State School Fund (SSF) revenues received on behalf of the Hillsboro School District for the 2016-17 school year be distributed directly to the Hillsboro School District. The MOTION CARRIED (6-0).

d. Authorize the Increase of Construction Excise Tax Rates

Chief Financial Officer Adam Stewart presented to the Board a resolution authorizing the increase of Construction Excise Tax rates in accordance with the Oregon Department of Revenue. Board members discussed potential effects of the proposed tax rate increase.

Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, to adopt the resolution authorizing the increase of Construction Excise Tax rates in accordance with the Oregon Department of Revenue. The MOTION CARRIED (4-2), with Directors Glenn Miller, Lisa Allen, Janeen Sollman, and Board Chair Wayne Clift in favor; and Directors Erik Seligman and Monte Akers opposed.

e. Approve Revised 2015-16 Board Meeting Dates

Board Chair Wayne Clift presented a revised Board meeting schedule for approval, explaining that the previously approved Board meeting date of June 7 is in conflict with one of the District’s graduation ceremonies and, therefore, a revised Board meeting date of June 14 is being proposed.

Director Monte Akers MOVED, SECONDED by Director Glenn Miller, to approve the revised Board meeting dates for the 2015-16 school year. The MOTION CARRIED (6-0).

9. NWRESD / HCU / HEA Reports

HCU President Devin Hunter discussed staff and student wellness and safety.

HEA Vice President Jill Golay discussed scheduled HEA events, including networking opportunities for teachers.

10. Superintendent's Time

Superintendent Scott discussed recent District events, and District priorities.

11. Board of Directors' Time

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

12. Follow-Up Items

Request	Action
• Invite Budget Committee and Citizens' Curriculum Advisory Committee members on a field trip in the spring to see how math and science changes are being implemented • Provide information regarding the Oregon Department of Revenue's method of determining tax limits	• Planning in process • Provided in a Board update

The meeting was adjourned at 8:17 p.m.

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

Kristy Buswell

Assignment: Family & Consumer Science
Location: Century High School
Effective Date: December 1, 2015

- B. Approve the employment of the following licensed personnel in the 2015-16 school year:

Nicole Brown

Education: MA – Pacific University, Forest Grove , OR
Experience: None
Assignment: 0.6 FTE Science – South Meadows Middle School
0.2 FTE PE – South Meadows Middle School

Jose Juan Cossio Jimenez

Education: BA – University of Guadalajara, Guadalajara, México
Experience: 13 years
Assignment: 1.0 FTE PE – Lincoln Street Elementary School

Cary Davis

Education: MA – California State University, Northridge, CA
Experience: 19 years
Assignment: 1.0 FTE 6th Grade – Free Orchards Elementary School

Marcus Galen

Education: MA – Lewis & Clark College, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE Social Studies – Hillsboro High School

Lyndsey Sherman

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Music/Band – Free Orchards Elementary School

Madison Steinmetz

Education: MA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE Science – Glencoe High School

Alejandra Velasco

Education: MA – University of North Carolina, Chapel Hill, NC
Experience: None
Assignment: 1.0 FTE Counselor – Glencoe High School

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
ACCEPT GIFTS AND DONATIONS

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 a 2016 Continental Cargo trailer from the Glencoe Band Boosters to Glencoe High School for the band program. The value of the donation is \$5,422.

RECOMMENDATION

The Superintendent recommends the Board of Directors accept this donation.

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
APPROVE REVISIONS TO POLICY GBE: STAFF HEALTH AND SAFETY

SITUATION

Oregon Occupational Safety and Health Division (OSHA) has changed the name of the “Material Safety Data Sheet” (MSDS) to “Safety Data Sheet” (SDS). Oregon School Boards Association (OSBA) has recommended updates for policy GBE: Staff Health and Safety to reflect this change. These policy revisions were presented for first reading on October 27, 2015. No public comments or questions were received during the review period.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the revisions to policy GBE: Staff Health and Safety.

Hillsboro School District 1J

Code: GBE
Adopted: 07/96
Revised: 11/08

Staff Health and Safety*

The Board directs the Superintendent to take all necessary and appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties. The input of staff will be encouraged in the development of District health and safety plans.

The Superintendent will develop the a District plan for dealing with any hazardous chemicals in the work place. Such plan will include the proper labeling, storage, and disposal of all such materials.

The Superintendent will develop Districtwide training activities to deal with the use of hazardous chemicals. Training will include the identification, use, storage, and disposal techniques needed to assure safety of staff and students.

In meeting the requirements of the law, employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals, using the Safety Data Sheets (SDS). All personnel who, during the performance of their duties or in any foreseeable emergency, may be exposed to hazardous chemicals materials will be so informed and will be trained to deal appropriately with these chemicals materials.

The Superintendent will provide access to all staff members with access to regarding the MSDS (Material Safety Data Sheets), which must accompany any hazardous substance used in the work place.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 329.095
ORS 453.001 - 453.275

OAR 437-001-0760
OAR 437-002-0020 to -0075
OAR 437-002-0140
OAR 437-002-0144

OAR 437-002-0145
OAR 437-002-0180 to -0182
OAR 437-002-0360
OAR 437-002-0368
OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391
OAR 581-022-1420

HILLSBORO SCHOOL DISTRICT 1J
November 17, 2015
APPROVE REVISIONS TO POLICY EFA: LOCAL WELLNESS PROGRAM;
POLICY EFAA: DISTRICT NUTRITION AND FOOD SERVICES;
AND EFAA-AR: REIMBURSABLE SCHOOL MEALS

SITUATION

Oregon School Boards Association (OSBA) has recommended revisions to policy EFA: Local Wellness Program, and policy EFAA: District Nutrition and Food Services, to align these policies with new federal and state nutritional requirements, including revisions from Federal Smart Snacks and Oregon School Nutrition Standards, which set new minimums and requirements for snacks and beverages served or sold throughout the day on school property. These policy revisions were presented for first reading on October 27, 2015. No public comments or questions were received during the review period.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the revisions to policy EFA: Local Wellness Program; policy EFAA: District Nutrition and Food Services; and EFAA-AR: Reimbursable School Meals.

Local Wellness Program

The Board recognizes that childhood obesity has become a challenge 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.

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 to promote that promotes healthy eating through nutrition education, 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, representatives of the school food authority, and public health professionals will be encouraged. The Superintendent or designee will develop administrative regulations, as necessary to implement the goals of this policy throughout the District.

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 make a proactive effort to encourage be proactive in encouraging students to make nutritious food choices. All food and beverage items (except those as part of the United States Department of Agriculture's NSLP and/or SBP or at times when the school is being used for school related events or nonschool related events for which parents and other adults are a significant part of an audience or are selling food or beverage items before, during, or after the event such as a sporting event, interscholastic activity, a play, band or choir concert), 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 as set forth in state law. 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:

1. 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
2. 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, ~~however~~, 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, ~~including such provisions as may be necessary to that~~ address all food and beverages items sold and/or served to students at in District schools, including provisions for staff development, family and community involvement, and program evaluation. These food and beverage items include (i.e., competitive foods, snacks and beverages sold from vending machines, and school stores, and similar food and beverage items from fund-raising activities), ~~including provisions for staff development, family and community involvement, and program evaluation.~~

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 ~~from~~ 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 may also influence the health and learning of students. The physical and mental health of school employees 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, 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 School-Based Activities

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. ~~The Board shall establish a Wellness Advisory Committee to advise the District in the creation of the local wellness policy. The policy will be reviewed every three years.~~ 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

Legal Reference(s):

[ORS 329.496](#)
[ORS 332.107](#)
[ORS 336.423](#)
[OAR 581-051-0100](#)
[OAR 581-051-0305](#)
[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.

Hillsboro School District 1J

Code: EF
Adopted: 07/96
Revised: 11/11

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 ~~commodity food~~ **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:

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.

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

Legal Reference(s):

[ORS 327.520 - 327.535](#)

[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.

Hillsboro School District 1J

Code: EFAA-AR
Adopted: 11/08
Revised: 12/12

Reimbursable School Meals (National School Lunch Program, School Breakfast Program)

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 After-School Snacks will be priced as a unit.
2. Reimbursable meals served as Breakfast, Lunch, or ~~and After-School Snacks~~ will be served free or at a reduced price to all children who are determined by the District to be eligible for free or reduced-price meals.
3. Annually, the District will establish prices for reimbursable student meals served as Breakfast, Lunch, or After-School Snacks. The price charged to students who do not qualify for free or reduced-price meals will be established annually by the District, in compliance with state and federal laws.¹
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.²
5. The District will implement claiming alternative Community Eligibility Provision ~~2~~ at schools under its jurisdiction that meet federal 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 After-School Snacks for the students listed on the official document. Districts must access this document at least three times per year.
2. 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

¹ 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.

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

benefits will be notified in writing, using the ~~Oregon Department of Education (ODE)~~ template letter distributed to the District annually.

3. 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.
4. 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” meal 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.
5. 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.
6. 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 NSLP and SBP.
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.³
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.

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

7. The District will meet the requirements for allowable NSLP and SBP costs, as described in ~~Office of Management and Budget (OMB) circular A-87~~ 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 are produced 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 benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The District will forward any civil rights complaint regarding the District's nutrition and food services to ODE's civil rights coordinator 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 confidential application for free and reduced-price meals, including students' eligibility for free or reduced-price meals and all household information. The District's NSLP and SBP 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 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, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), or the Food Stamp Program;
- 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 NSLP, SBP, CACFP, or SFSP; 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*.
2. Meals ~~served as Breakfast, Lunch, or and After-School Snacks-served~~ for reimbursement will meet at least the minimum NSLP and SBP requirements for food item and quantities.
3. Meals served for reimbursement will:
 - a. Meet all ~~minimum and maximum~~ calorie ~~range~~ requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level⁴; 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.

⁴ Implementation by the 2014-15 school year

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, or 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~~ served 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 meets reimbursable meal requirements under NSLP and SBP ~~requirements for reimbursement~~.
3. The person responsible for determining reimbursability of meals served as Breakfast, Lunch, or After-School Snacks will be trained to recognize a reimbursable meal ~~under the menu planning approach used at the school~~.
4. The District official signing the claim for reimbursement will review and analyze monthly meal ~~and after-school snack~~ counts from Breakfast, Lunch, and After-School Snacks 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 ~~bi-annual~~ 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. Substitutions will be provided only when a medical statement from the licensed physician 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. 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.
5. The District will ~~prohibit~~ **control** the sale of ~~the following foods of minimal nutritional value (FMNV): carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn type), licorice, cotton candy, and candy-coated popcorn~~ **competitive foods**.
- ~~6. The District will ensure that soda pop vending machines and sales of other FMNV will not be allowed in any school's dining site(s) during the time(s) when NSLP lunch meals or SBP breakfast meals are served or eaten. Dining sites are cafeterias and any other place where NSLP lunch meals or SBP breakfast meals are served or eaten.~~
- ~~6~~ 7. 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.⁵
- ~~7~~ 8. The District will notify all households of its meal-charge requirements in the student handbooks each school year. The District's meal-charging requirements are as follows:
 - a. There is no provision for charging at the secondary level.
 - b. A charge account for elementary students purchasing meals may be established with the District. An elementary student may charge up to three meals before they are served an alternative meal. Any student failing to keep his or her account current as required by the District shall not be allowed to charge the price of additional meals until the account has been paid in full. Students will be allowed to purchase a single meal if the student pays for the meal when it is received. An automated phone call will inform parents of a negative meal balance. Students or parents of students may prepay meal costs at each site or by using Nutrition Service's on-line payment option.
- ~~8~~ 9. The sale of foods (~~other than FMNV~~) 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.

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

10. ~~The District will not use nutrition and food services funds to purchase FMNV for sale unless the proceeds from the sale of those foods is deposited into the nutrition and food services account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of the foods.~~
11. ~~Soda pop and any other FMNV will not be offered “at no additional cost” with NSLP lunch meals or SBP breakfast meals in any District school.~~

Record Keeping

1. ~~All currently approved and denied confidential applications for free and reduced price meals, and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit(s) until the audit(s) has been completed.~~
2. ~~All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be readily retrievable at the nutrition services office and made available to state or federal reviewers upon request.~~
3. ~~The District will maintain financial records that account for all revenues and expenditures of the nonprofit school nutrition and food services program for a period of three years after the school year to which they pertain.~~

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;
2. Financial records that account for all revenues and expenditures of the District’s nonprofit nutrition and food services programs;
3. Records (i.e., recipes, ingredient lists, and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. 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.