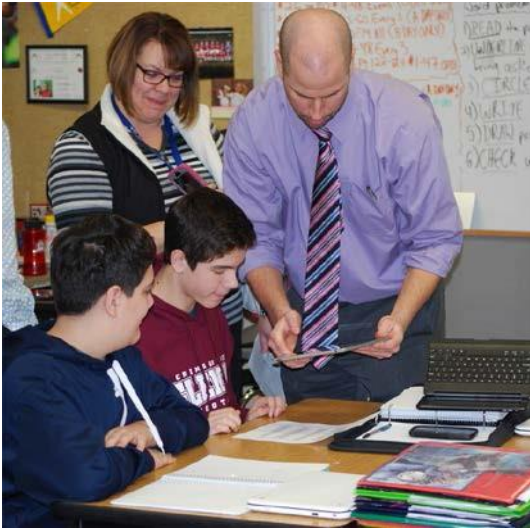




Hillsboro School District 1J

January 26, 2016
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

January 26, 2016

5:15 PM

1. 5:15 PM - Executive Session
ORS 192.660(2)(d)--Labor Negotiator Consultation
2. 5:30 PM - Work Session
 - A. Presentation of Board Evaluation Tool / Process 4
Presenter: Wayne Clift / Greg McKenzie
 - B. Budget Committee Workshop 5
Presenter: Mike Scott / Adam Stewart
 - C. Consider Local Option Levy as a Future Agenda Item 6
Presenter: Adam Stewart
 - D. Board Discussion Time
 - E. Recess Board Meeting
3. 7:00 PM - Regular Session
Call to Order and Flag Salute
4. Recognition / Student Presentation
 - A. Recognition: School Board Recognition Month – Proclamation 7
Presenter: Mike Scott
5. Approval of Agenda
6. Audience Time
7. Reports and Discussion
 - A. NWRESA Annual Report 9
Presenter: Rob Saxton
 - B. Inter-District Transfers Overview and Input - Open Enrollment Update 10
Presenter: Beth Graser
 - C. Strategic Plan Performance Update 12
Presenter: Mike Scott
 - D. Financial Report (*see written report*) 13
Presenter: Adam Stewart
8. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
 - A. Approve Minutes of December 8, 2015, Board Meeting 18
 - B. Approve Routine Personnel Matters 24
 - C. Accept Donations 26
 - D. Adopt 2015-16 Drug, Alcohol, and Tobacco Prevention Plan 27

(The 2015-16 Drug, Alcohol, and Tobacco Prevention Plan was presented for first reading on December 8, 2015)

Presenter: Casey Waletich

9. Action Items

A. Accept 2014-15 Audit Report 32

Presenter: Adam Stewart

B. Ratify Agreement with Hillsboro Classified United (HCU) 33

Presenter: Debbie Ashley

10. NWRESO / HCU / HEA Reports

11. Superintendent's Time

12. Board of Directors' Time

13. Executive Session

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

14. Adjourn Regular Session

15. Next Meetings of the Board of Directors

- February 9, 2016, Work Session
- February 10, 2016, Special Session
- February 23, 2016, Regular Session

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
PRESENTATION OF BOARD EVALUATION TOOL / PROCESS

SITUATION

A draft Board evaluation tool will be presented for Board members' feedback.

RECOMMENDATION

The Superintendent recommends the Board of Directors listen to this report and provide feedback.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
BUDGET COMMITTEE WORKSHOP

SITUATION

Each year, the District conducts a preliminary discussion with Budget Committee members about the current and future financial position of the District. This workshop begins the preparation for building the 2016-17 District budget. The Budget Committee will review the latest information available regarding the 2015-16 budget, and discuss the process to be used in developing the 2016-17 budget.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
CONSIDER LOCAL OPTION LEVY AS A FUTURE AGENDA ITEM

SITUATION

During the January 12, 2016, Board meeting, a Board member suggested that the Board consider going out for a local option levy. During tonight's work session, Board members will discuss this matter, and determine whether to add this item to a future Board meeting agenda.

RECOMMENDATION

The Superintendent recommends the Board of Directors discuss whether to add a local option levy discussion to a future Board meeting agenda.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
BOARD RECOGNITION AND APPRECIATION

SITUATION

Each January, thousands of communities across the country formally recognize the members of locally elected volunteer public school boards for their leadership, advocacy, and dedication to improving student achievement and enhancing the quality of education in their communities. Hillsboro is especially proud to join this effort by formally acknowledging and honoring the seven volunteer members of its Board of Directors for their outstanding, thoughtful, and challenging service that benefits our students and the entire community.

RECOMMENDATION

The Superintendent recommends that students, staff, parents, and the community recognize and honor the esteemed members of the Board of Directors during School Board Recognition Month for their commitment to public education through their service as volunteer school board members.

PROCLAMATION

- WHEREAS** *school boards create a vision for what students should know and be able to do; and*
- WHEREAS** *school boards establish clear standards for student performance; and*
- WHEREAS** *school boards ensure that student assessments are tied to established standards; and*
- WHEREAS** *school boards are accountable to the community for operating schools that support student achievement; and*
- WHEREAS** *school boards align school district resources to ensure that students meet standards; and*
- WHEREAS** *school boards create a climate that supports the philosophy that all children can learn at high levels; and*
- WHEREAS** *school boards build collaborative relationships based on trust, teamwork, and shared accountability; and*
- WHEREAS** *school boards are committed to continuous education and training on issues related to student achievement;*
- NOW,
THEREFORE,** *I, Mike Scott, hereby declare my appreciation to the members of Hillsboro School District's Board of Directors and proclaim the month of January 2016 to be:*

SCHOOL BOARD RECOGNITION MONTH



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



Mike Scott, Superintendent

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2015
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
ANNUAL REPORT

SITUATION

The Northwest Regional Education Service District (NWRESD) provides numerous services to Hillsboro School District, including direct services to special education students. NWRESD Superintendent Rob Saxton will present the annual report, detailing the services provided to Hillsboro students by the NWRESD.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
INTER-DISTRICT TRANSFERS OVERVIEW AND INPUT –
OPEN ENROLLMENT UPDATE

SITUATION

Two pieces of legislation currently dictate how districts manage and process inter-district transfers: House Bill 3681 (Open Enrollment, 2011), and House Bill 2747 (Inter-District Transfers, 2013). Both processes attempt to foster choice and remove barriers for families who wish their students to attend school outside of their resident districts; however, the rules and timelines for the two processes are different.

The chart below compares specific attributes of each process:

	Open Enrollment (HB 3681)	Inter-District Transfers (HB 2747)
Board action	Must act before March 1 to announce participation and slots available	Must act to announce participation and slots available; can act multiple times, as long as no requests are pending
Timeline	March 1-31	District decision
Release from home district	Not required	Required, but based on slot availability / lottery
Length of transfer	Through completion of 12 th grade	District decision, must be applied consistently
Revocation	Not possible; the student is considered a resident of the new district; however, the student could be moved to another school within the new district	Possible for attendance and behavior; must be applied consistently
OSAA implications	9 th graders eligible; others not eligible for one year	None
Sunset	July 1, 2017	None
Decision process	Lottery	Lottery
Sibling preference	Allowed	Allowed
Impact of mid-year move	No impact	Student allowed to remain in current district for remainder of school year

Hillsboro School District intends to participate in both processes in good faith, opening spots at schools that can accommodate additional enrollment. The District is currently conducting its priority process for in-district transfer requests, and will use that information to help determine the number and location of openings for the HB 3681 process in March. A recommendation will be brought forth at the February 23, 2016, Board meeting for approval.

A recommendation for the number and location of HB 2747 slots will be brought forth in April, so that the regular inter-district transfer process can begin in May.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
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 for November and December 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
January 26, 2016
FINANCIAL REPORT

Business Office. The slower pace of winter break allows Business Office staff to focus on large year-end projects, while continuing to process payroll, pay invoices, and deposit incoming revenue and donations. Additionally, Business Office staff duties have recently been restructured to make the most of staff members' skills and maximize workflow efficiencies.

The Business Office is hosting three new high school interns. These internships have been arranged through the Hillsboro Chamber of Commerce School-to-Work program. It is a privilege to provide positive support for the students we serve.

Finance Team – Banking and Accounts Payable. The Finance Manager and Grants Manager position responsibilities have been restructured, and the Finance team is pleased to welcome Koral Unger as Finance Manager of Accounting and Purchasing. Ms. Unger was the general accountant in the Business Office prior to becoming a finance manager. In her management position, Ms. Unger will oversee all purchasing activities for the District, provide support to office and department managers, and provide support to bookkeepers with student body accounts. The Finance team is in the process of hiring a new general accountant to fill the vacant position.

Patty Bertsch, a member of the Finance team, has announced her retirement. The Finance team is working to fill the Financial Assistant II position, and train the new team member before Ms. Bertsch leaves the District.

General Ledger and Grants. Jeff Jones' position has been restructured, and his responsibilities have changed. Mr. Jones is now the Finance Manager of Accounting, General Ledger, and Grants.

The comprehensive annual financial audit process for 2014-15 proved to be especially challenging this year, due to new reporting standards issued by the Government Accounting Standards Board (GASB) and mid-audit staffing turnovers, both in the Business Office and the District's auditing firm, Grove, Mueller & Swank, P.C. Mr. Jones had a crucial role in facilitating and overseeing the audit process. In spite of the many challenges, he was tenacious throughout the audit, and was instrumental in producing a crisper, more detailed comprehensive annual report of the District's financial position.

Payroll Team. The Payroll team successfully processed the December payroll in spite of an unusually short timeline. The December payroll included a significant additional retroactive pay to licensed, administrative, and supervisory-technical staff. The Payroll team also is preparing for the finalizing and ratification of the classified contract, which will result in retroactive pay for classified staff.

W-2s have been prepared, mailed, and posted on the iVisions portal.

Benefits Team. The Benefits team is preparing data systems to meet IRS reporting requirements for the Affordable Care Act (ACA). Because 2015 ACA guidance was issued late in the year, the IRS has granted employers an extension for filing ACA reports. Taxpayers will not be required to provide ACA documentation when filing 2015 taxes. A check box on the tax forms must be marked to indicate whether the taxpayers had insurance coverage during the tax year. The District will be issuing 1095-C forms with ACA information to employees to be used only for personal reference and tax records.

The Benefits team is pleased to report early indications that the new Hillsboro Preferred Plan (HPP), made available to licensed staff during open enrollment this year, is very successful. The team anticipates that the HPP program will be expanded during 2016 open enrollment to include a Kaiser option, and made available to all employee classifications.

Risk Management. This winter has been busy for Risk Manager Leah McCarthy, due to inclement weather conditions and hazards. Ms. McCarthy is doing a superb job managing issues as they arise. She works closely with the Safety Department to minimize risks to staff, students, the community-at-large, and District property. Additionally, Ms. McCarthy is instrumental in coordinating staff participation in claims and other legal matters.

Workers' Compensation Report. In order to ensure accurate reports to the Board, and allow adequate time for the claims submitted each month to be fully processed, there is a one-month delay in reporting workers' compensation claims to the Board. The table below includes workers' compensation claims reported in November 2015.

The District received 7 workers' compensation claims in November 2015. As of November 30, 2015, there are 61 open claims; 31 are for medical costs only, and 30 include time loss. There were 11 employees on modified work plans during November.

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	8
November	2	3	7
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	30

Student Accident Report. During the 2013-14 school year, the District transitioned to an online reporting system for student accidents. This transition involved a learning curve, and resulted in some delays and overlaps in reporting. The District's Risk Manager, Leah McCarthy, recently reviewed and verified student accident report data for the past two years. As a result, the information in the table below has been updated to accurately reflect the number of student accidents that occurred during each month of this period. Beginning with the current month, there will be a one-month delay in reporting student accidents to the Board, in order to allow adequate time to ensure that these reports are complete and accurate.

Student Incident Reports			
	2013-14	2014-15	2015-16
July	0	4	0
August	10	1	6
September	141	83	181
October	190	156	243
November	96	64	160
December	87	59	
January	88	94	
February	66	98	
March	47	78	
April	117	109	
May	73	106	
June	21	36	
Yearly Total:	936	888	590

Vehicle Accidents – December 2015. There were two bus accidents in December.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
MONTHLY FINANCIAL REPORT - as of December 31, 2015

Revenues	1st Quarter Actual	October Actual	November Actual	December 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
Taxes	\$127,260.87	\$105,086.23	\$60,919,775.04	\$370,450.02	\$61,395,311.29	\$61,522,572.16	\$60,936,410.00	100.96%	\$55,279,303.64	100.31%
Interest	\$52,288.99	\$14,478.67	\$43.62	\$0.00	\$14,522.29	\$66,811.28	\$284,034.00	23.52%	\$108,625.84	43.45%
Local Sources	\$144,251.83	\$5,879.02	\$24,434.68	\$49,717.73	\$80,031.43	\$224,283.26	\$1,703,297.00	13.17%	\$731,186.14	65.58%
Total Local	\$323,801.69	\$125,443.92	\$60,944,253.34	\$420,167.75	\$61,489,865.01	\$61,813,666.70	\$62,923,741.00	98.24%	\$56,119,115.62	99.37%
County/ESD	\$971,666.67	\$434,690.22	\$0.00	\$0.00	\$434,690.22	\$1,406,356.89	\$4,484,632.00	31.36%	\$3,570,456.08	476.06%
State Sources	\$40,118,362.26	\$10,034,507.00	\$10,425,233.13	\$10,015,838.14	\$30,475,578.27	\$70,593,940.53	\$123,313,242.00	57.25%	\$66,669,178.04	70.21%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$473.86	\$0.00	\$695.00	\$138.50	\$833.50	\$1,307.36	\$0.00	0.00%	\$1,127.00	0.02%
Beginning Balance	\$17,604,269.16	\$0.00	\$0.00	\$0.00	\$0.00	\$17,604,269.16	\$16,659,380.00	105.67%	\$14,456,891.66	153.89%
Total Revenue	\$59,018,573.64	\$10,594,641.14	\$71,370,181.47	\$10,436,144.39	\$92,400,967.00	\$151,419,540.64	\$207,380,995.00	73.02%	\$140,816,768.40	82.71%
Expenditures										
Instruction										
Salaries	\$5,823,585.77	\$5,965,250.83	\$6,097,720.65	\$7,107,807.76	\$19,170,779.24	\$24,994,365.01	\$74,917,802.72	33.36%	\$22,583,907.65	37.25%
Benefits	\$2,612,738.05	\$2,885,097.40	\$2,867,209.49	\$3,051,730.57	\$8,804,037.46	\$11,416,775.51	\$32,837,805.45	34.77%	\$11,399,896.14	36.95%
Purchased Service	\$645,034.01	\$202,757.40	\$198,855.56	\$160,693.31	\$562,306.27	\$1,207,340.28	\$3,507,293.65	34.42%	\$1,250,250.14	47.70%
Supplies/Materials	\$327,916.86	\$227,274.35	\$142,225.38	\$110,226.94	\$479,726.67	\$807,643.53	\$1,950,893.70	41.40%	\$739,048.89	45.43%
Capital Purchases	\$461.25	\$0.00	\$0.00	\$0.00	\$0.00	\$461.25	\$0.00	0.00%	\$0.00	0.00%
Other	\$74,482.73	\$19,216.00	\$8,522.70	\$3,255.00	\$30,993.70	\$105,476.43	\$207,495.55	50.83%	\$157,341.12	120.58%
Total Instruction	\$9,484,218.67	\$9,299,595.98	\$9,314,533.78	\$10,433,713.58	\$29,047,843.34	\$38,532,062.01	\$113,421,291.07	33.97%	\$36,130,443.94	37.69%
Support Services										
Salaries	\$6,045,609.75	\$3,011,590.94	\$3,044,746.58	\$3,239,906.12	\$9,296,243.64	\$15,341,853.39	\$36,613,507.95	41.90%	\$14,506,700.79	47.99%
Benefits	\$3,090,184.11	\$1,600,800.74	\$1,552,134.95	\$1,606,969.25	\$4,759,904.94	\$7,850,089.05	\$20,437,576.32	38.41%	\$8,162,301.88	48.01%
Purchased Service	\$3,579,997.13	\$1,389,899.55	\$1,505,083.57	\$259,347.92	\$3,154,331.04	\$6,734,328.17	\$13,509,913.10	49.85%	\$7,321,844.48	62.96%
Supplies/Materials	\$2,267,097.55	\$886,674.77	\$242,998.83	\$274,865.04	\$1,404,538.64	\$3,671,636.19	\$6,265,759.18	58.60%	\$2,672,626.80	48.88%
Capital Purchases	\$43,303.46	\$492,709.12	\$414,236.10	-\$754,017.72	\$152,927.50	\$196,230.96	\$184,414.00	106.41%	\$9,014.25	3.89%
Other	\$1,166,078.02	\$2,296.25	\$7,977.83	\$16,872.50	\$27,146.58	\$1,193,224.60	\$1,369,321.56	87.14%	\$1,252,635.87	97.19%
Total Support	\$16,192,270.02	\$7,383,971.37	\$6,767,177.86	\$4,643,943.11	\$18,795,092.34	\$34,987,362.36	\$78,380,492.11	44.64%	\$33,925,124.07	51.52%

<i>Expenditures (continued)</i>	1st Quarter Actual	October Actual	November Actual	December 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	\$44,952.95	\$20,162.45	\$21,100.64	\$23,628.26	\$64,891.35	\$109,844.30	\$238,396.08	46.08%	\$96,140.10	45.62%
Benefits	\$20,228.38	\$9,725.58	\$9,926.70	\$8,826.69	\$28,478.97	\$48,707.35	\$140,340.24	34.71%	\$56,894.84	46.86%
Purchased Service	\$9,164.94	\$15,205.10	\$29,098.18	\$24,201.65	\$68,504.93	\$77,669.87	\$22,588.19	343.85%	\$11,033.78	22.66%
Supplies/Materials	\$1,077.98	\$61.35	\$257.56	\$41.40	\$360.31	\$1,438.29	\$4,540.37	31.68%	\$1,299.20	12.27%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00	\$814.12	0.00%	\$700.00	0.00%
Total Community Services	\$75,424.25	\$45,154.48	\$61,083.08	\$56,698.00	\$162,935.56	\$238,359.81	\$406,679.00	58.61%	\$166,067.92	42.42%
Capital Projects										
Purchased Service	\$17,447.86	\$2,461.36	\$0.00	\$0.00	\$2,461.36	\$19,909.22	\$0.00	0.00%	\$21,045.57	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Capital Project	\$17,447.86	\$2,461.36	\$0.00	\$0.00	\$2,461.36	\$19,909.22	\$0.00	0.00%	\$21,045.57	0.00%
Debt Service Payment	\$46,775.00	\$0.00	\$0.00	\$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	\$500,000.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,824,319.00	0.00%	\$0.00	0.00%
Total Expenditures	\$25,816,135.80	\$16,731,183.19	\$16,142,794.72	\$15,134,354.69	\$48,008,332.60	\$73,824,468.40	\$207,380,995.00	35.60%	\$70,592,272.12	41.46%

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS – MINUTES

December 8, 2015

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

1. EXECUTIVE SESSION

ORS 192.660(2)(b)—Consider Employee Discipline or Dismissal

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
Saideh Haghighi, Director, Equity and Human Resources
Carol Hatfield, Director, Transportation Services
Val Bokma, Assistant to the Board

Others Present:

Dan Brizendine
Devin Hunter, HCU
Dean Pfaender, HCU
Debra Mayo-Kelly, AFT
Brian Hungerford, Attorney

Board Chair Wayne Clift called the meeting to order at 5:19 PM, and moved the Board into executive session under ORS 192.660(2)(b)—consider employee discipline or dismissal. The Board conducted a hearing on employee discipline or dismissal. The meeting was recessed at 6:04 PM, while the former employee, his union representatives, and District Human Resources and Transportation department administrators left the meeting. The meeting was reconvened at 6:04 PM, and the Board conducted deliberations with their attorney. No action was taken during the executive session. Board Chair Clift recessed the meeting at 6:16 PM.

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

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
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board

Others Present:

Brian Hungerford, Attorney

Board Chair Wayne Clift reconvened the executive session at 6:16 PM 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 6:42 PM.

2. WORK SESSION

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
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
Sev Flores, Technology Support

Others Present:

Manuel Loredó
Joey O'Rourke
Barbara Wickham
Devin Hunter, HCU
Maureen Barnhart, HEA
Jill Golay, HEA
Kathy Fuller, Hillsboro Tribune

Board Chair Wayne Clift reconvened the meeting at 6:43 PM.

a. Budget Process and Priorities

Due to time constraints, this item was postponed until January.

b. Legislative Priorities Overview

Director of Communications Beth Graser presented a summary of the Board's adopted 2015 legislative priorities, and provided information regarding anticipated 2016 legislative issues. Board members discussed the value of providing impact information regarding legislative changes during the January 21 Washington County Schools Legislative Summit. Director Graser will provide a draft position paper to the Board during the January 12 Board meeting.

c. Board Discussion Time

1) Oregon School Boards Association (OSBA) Annual Convention Reports

Board members who attended the 2015 OSBA Annual Conference will provide their reports to the Board secretary to be posted electronically.

2) National School Boards Association (NSBA) Annual Conference Planning

Board members reviewed the estimated cost of attending the NSBA 2016 Annual Conference in Boston, Massachusetts, and agreed that the three members who plan to attend the conference will be permitted to exceed the annual professional development expense limit specified in the Board / Superintendent Working Agreements.

3) Board Discussion

This item was postponed, due to time constraints.

Recess Board Meeting

The meeting was recessed at 6:58 PM.

REGULAR SESSION

Board Present:

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

Others Present:

Faith Allen
Jim Dunlop
Adrianne Galvez
Evan Lee
Manuel Loredó
Joey O'Rourke
Martin Pfeiffer
Barbara Wickham
Devin Hunter, HCU
Dean Pfaender, HCU
Maureen Barnhart, HEA
Jill Golay, HEA
Kathy Fuller, Hillsboro Tribune

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
Grant Corliss, Executive Director, Elementary Education
Elaine Fox, Executive Director, Student Services
Casey Waletich, Executive Director, Facilities, Safety, Operations
Olga Acuña, Director, Federal Grants
Beth Graser, Director, Communications
Carol Hatfield, Director, Transportation Services
Martha Guise, Principal, Century High School
Michelle Brady, Manager, Safety / Emergency Preparedness
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
Sev Flores, Technology Support

3. Call to Order and Flag Salute

Board Chair Wayne Clift reconvened the meeting at 7:07 PM, and led the Pledge of Allegiance.

4. RECOGNITION / STUDENT PRESENTATION

Student Presentation: Century High School Jazz Combo

The Century High School Jazz Combo performed two musical numbers.

5. Approval of Agenda

Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, to approve the agenda with the following amendment: Move item 9b, "Take Action on Executive Session Topic," forward on the agenda, prior to "Reports and Discussion." The MOTION CARRIED (7-0).

6. Audience Time

Four requests were received to address the Board on agenda items. Audience comments were heard during the time scheduled for these agenda items.

9b. Take Action on Executive Session Topic

This item was moved forward on the agenda.

Director Kim Strelchun MOVED, SECONDED by Director Erik Seligman, to uphold the personnel decision made by the Superintendent's designee, as discussed in the executive session earlier in the evening. The MOTION CARRIED (7-0).

7. REPORTS AND DISCUSSION

a. Thoughtexchange Report

Director of Communications Beth Graser presented a report on the District's third Thoughtexchange process, discussing common themes and key data points related to the District's goals for student success and strategic planning. She also provided follow-up information on feedback that was received during the first two processes.

b. Pathways to College and Career: Exploration Report

Assistant Superintendent Travis Reiman reported on information gathered during recent visits of District teams to career and technical education sites, including the Clark County Skills Center in Vancouver, Washington, and the "College for All" conference at the Pharr – San Juan – Alamo Independent School District in McAllen, Texas. Director Janeen Sollman, who also attended the "College for All" conference, discussed the importance of providing support and opportunities for students in career / certification pathways, as well as college.

c. Division 22 Assurances

Assistant Superintendent Travis Reiman presented the required annual report on compliance with the Division 22 Standards for Public Elementary and Secondary Schools, stating that the Hillsboro School District assures compliance in the specified categories. He noted that materials in several content areas have not been adopted on cycle, but curriculum has been updated annually to align with the required standards.

d. First Reading—2015-16 Drug, Alcohol, and Tobacco Prevention Plan

Executive Director Casey Waletich presented the District's 2015-16 Drug, Alcohol, and Tobacco Prevention Plan for first reading.

e. Annual Safety Report (see written report)

Executive Director Casey Waletich and Manager of Safety and Emergency Preparedness Michelle Brady presented the Annual Safety Report. This report is included in the Board packet.

f. Financial Report (see written report)

Chief Financial Officer Adam Stewart presented the monthly financial report, explaining that month-end cash flow information was not included in the report, due to the early timeline for December Board meeting packet materials, and that the District's revenues and expenditures are on-track. The report is included in the Board packet.

8. CONSENT AGENDA

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

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

Consent Agenda items were as follows:

- a. Approve Minutes of November 17, 2015, Board Meeting
- b. Approve Routine Personnel Matters
- c. Accept Donations
- d. Approve Parent Organization Activities for Liability Insurance Coverage
- e. Adopt Planning Calendar for 2016-17 Budget
- f. Approve Policy Revisions

The following policies were presented for first reading on November 17, 2015

- 1) Policy GBEC: Drug-Free Workplace; and Policy GBK/JFCG/KGC: Prohibited Use, Possession, Distribution, or Sale of Tobacco Products and Inhalant Delivery Systems
- 2) Policy JHCD: Nonprescription Medication, and Policy JHCDA: Prescription Medication

9. ACTION ITEMS

- a. Vote on Letter of Support for North Hillsboro Industrial Renewal Area

Audience member Barbara Wickham expressed concern regarding the potential impact of the North Hillsboro Industrial Renewal Area on school funding.

Board members discussed the potential advantages and disadvantages of the North Hillsboro Industrial Renewal Area.

Director Erik Seligman MOVED, SECONDED by Director Glenn Miller, to send a letter to the Hillsboro Mayor and City Council, in support of the North Hillsboro Industrial Renewal Area. The MOTION CARRIED (6-1, with Director Monte Akers opposed).

- b. Take Action on Executive Session Topic

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

- c. Approve 2016-17 School Calendar

Audience members Devin Hunter (HCU President) and Maureen Barnhart (HEA President) urged the Board to approve a school calendar that allows staff members to participate in statewide in-service days.

Audience member Jill Golay (HEA Vice President) expressed concerns about scheduling conferences during the week of Thanksgiving.

Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, to approve draft 1 of the 2016-17 school calendar. The MOTION CARRIED (7-0).

- d. Ratify Agreement with Hillsboro Education Association (HEA)

Assistant Superintendent Debbie Ashley presented the tentative agreement with HEA for Board approval.

Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, to approve the three-year collective bargaining agreement with Hillsboro Education Association,

effective July 1, 2015, through June 30, 2018, as tentatively agreed to by the District bargaining team. The MOTION CARRIED (7-0).

e. Adopt Boundary Adjustment Resolution

Board Chair Wayne Clift presented for approval the boundary adjustment recommendation of the Hillsboro and Beaverton school districts' joint boundary adjustment work group. The recommendation was presented for first reading on November 17. Board members discussed potential advantages and disadvantages of the recommendation, as well as concerns regarding aspects of the process.

Director Glenn Miller MOVED, SECONDED by Director Erik Seligman, that the Board adopt the boundary adjustment proposal. The MOTION CARRIED (5-2, with Directors Lisa Allen and Janeen Sollman opposed).

f. Elect Member to the OSBA Board of Directors

Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, that the Board elect Maureen Wolf for position 16 on the OSBA Board of Directors. The MOTION CARRIED (7-0).

g. Elect Members to the OSBA Legislative Policy Committee (LPC)

Director Janeen Sollman MOVED, SECONDED by Director Monte Akers, that the Board vote for Kim Strelchun for position 15 on the OSBA LPC, and Fred Marble for position 16 on the OSBA LPC. The MOTION CARRIED (6-1, with Director Erik Seligman opposed).

10. NWRESH/HCU/HEA Reports

HEA President Maureen Barnhart expressed her support for the new bargaining agreement, and appreciation for all District staff, who worked together to maintain District programs during years of reductions.

HCU President Devin Hunter emphasized the importance of ensuring that classified staff members have adequate computer equipment to perform their work efficiently.

11. Superintendent's Time

Superintendent Mike Scott discussed District programs and events.

12. Board of Directors' Time

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

13. Follow-Up Items

Request	Action

14. Adjourn

The meeting was adjourned at 9:37 PM.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

Cindy Longway

Assignment: Director of Nutrition Services
Location: Administration Center
Effective Date: March 1, 2016

- B. Ratify the acceptance of the resignation of the following administrative personnel:

Koreen Barreras-Brown

Assignment: Middle School Principal
Location: Brown Middle School
Effective Date: December 21, 2015

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

Bradley M Dunn-Meier

Assignment: Math
Location: Glencoe High School
Effective Date: December 31, 2015

Heather Hill

Assignment: Resource
Location: Mooberry Elementary School
Effective Date: October 19, 2015

Antonia Mete

Assignment: SLP
Location: Lincoln Street & Reedville Elementary Schools
Effective Date: January 21, 2016

Lindsay Zobrist

Assignment: ELL
Location: Butternut Creek Elementary School
Effective Date: November 9, 2015

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

Christian Arenas

Education: MA – University of Oregon, Eugene, OR
Experience: None
Assignment: 0.6 FTE Social Studies – Brown Middle School
0.25 FTE ESL – Brown Middle School

Tamara Ellingson

Education: BA – Oregon State University, Corvallis, OR
Experience: 1 year
Assignment: 0.4 FTE PE / Health – Groner Elementary School

Olivia Heath

Education: BA – Oregon State University, Corvallis, OR
Experience: 1 year
Assignment: 1.0 FTE 6th Grade – Indian Hills Elementary School

Sara Hernandez-Flores

Education: BA – Teaching Institute of Quevedo, Puebla, México
Experience: 13 years
Assignment: 1.0 FTE 3rd Grade – Minter Bridge Elementary School

April Oster

Education: MA – Western Oregon University, Monmouth, OR
Experience: None
Assignment: 0.5 FTE Art – Liberty High School
0.167 FTE Computers – Liberty High School
0.167 FTE Study Hall – Liberty High School

Abhinaya Srinivasan

Education: MA – Appalachian State University, Boone, NC
Experience: None
Assignment: 0.2 FTE SLP – Indian Hills Elementary School
0.7 FTE SLP – Student Services

- E. Approve the employment of the following Supervisory / Technology personnel in the 2015-16 school year:

Koral Unger

Assignment: Finance Manager, Accounts Payable
Location: Administration Center
Effective Date: December 22, 2015

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
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 \$5,000 from Imlay PTA to Imlay Elementary School to be used for a Science, Technology, Engineering, Arts, and Math (STEAM) coach.
- Donation of \$6,954.16 from Ladd Acres PTA to Ladd Acres Elementary School to be used for a 2015-16 technology coach.
- Donation of \$8,168.80 from West Union Community Club to West Union Elementary School to be used for technology.
- Donation of \$9,000 from Jackson PTA to Jackson Elementary School to be used for Project Lead the Way (PLTW) supplies.
- Donation of \$10,000 from Patterson Booster Club to Patterson Elementary School to be used for computer lab equipment.
- Donation of \$20,000 from Hillsboro Schools Foundation to Hillsboro High School to be used for the industrial engineering auto shop program.

RECOMMENDATION

The Superintendent recommends the Board of Directors accept these donations.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
ADOPT 2015-16 DRUG, ALCOHOL, AND
TOBACCO PREVENTION PLAN

SITUATION

District Policy IGAEB directs an annual review and re-adoption of the District's Drug, Alcohol, and Tobacco Prevention programs. The Board receives an annual report, outlining curricular programs and activities that are provided to students as part of the District's comprehensive Drug, Alcohol, and Tobacco Prevention Plan. The 2015-16 Drug, Alcohol, and Tobacco Prevention Plan was presented for first reading on December 8, 2015.

RECOMMENDATION

The Superintendent recommends the Board of Directors adopt the 2015-16 Drug, Alcohol, and Tobacco Prevention Plan.

HILLSBORO SCHOOL DISTRICT 1J 2015-16 DRUG, ALCOHOL, AND TOBACCO PREVENTION PLAN

This report outlines curricular programs and activities that are provided for students as part of the District's comprehensive Drug, Alcohol, and Tobacco Prevention Plan.

DISTRICT HEALTH CURRICULUM

In 2012, the Oregon Department of Education (ODE) revised the Oregon Health Education Standards (OHES). The District is in the process of implementing these new standards Districtwide. During the 2013-14 school year, health teachers across the District came together to discuss the new standards, and plan collaboratively to implement consistent strategies. Work in this area will continue as the standards are adopted.

Prevention is the basis for the national, state, and District standards. The key components for all levels of instruction are as follows:

- Comprehend concepts related to health promotion and disease prevention
- Access valid health information and health-promoting products and services
- Practice health-enhancing behaviors and reduce health risks
- Analyze the influences of culture, media, technology, and other factors on health
- Use interpersonal communication skills to enhance health
- Use goal-setting to enhance health
- Use decision-making skills to enhance health
- Advocate for personal, family, and community health

The District text materials, approved by ODE, support these standards and address drug, alcohol, and tobacco prevention.

The District-adopted "Here's Looking at You 2000" program for grades K through 5 continues to be an important supplement to the adopted health curriculum. This program teaches students useful social skills, such as self-control and resisting peer pressure, with a focus on "gateway" drugs, such as nicotine, alcohol, and marijuana. Education and activities about cocaine and steroids are also provided. "Here's Looking at You 2000" is one of the curricula ODE has listed as effective for drug, alcohol, and tobacco prevention, based on research studies.

Second Steps curriculum is currently being used in elementary and middle schools. Second Steps is a pro-social / emotional curriculum designed to help students learn how to be empathetic, be problem solvers, use impulse control, and manage stress. Lessons are taught by classroom teachers in elementary schools, and health teachers in middle schools. In addition, grades 4 through 8 are exposed to Steps to Respect, which enhances the Second Steps curriculum. This curriculum goes further with peer resistance, harassment, bullying, and anger management.

K-12 PREVENTION ACTIVITIES

The District continues to teach and reinforce substance abuse prevention through a variety of programs outside the regular curriculum.

Care Teams. Care Teams operate as an intervention strategy in grades K through 12 Districtwide. The teams, made up of teachers, counselors, administrators, care coordinators, and school resource officers, identify potential at-risk students, assess the level of risk, and plan interventions. Risk factors include declining grades, erratic attendance, insubordination, frequent disciplinary referrals, disregard for personal appearance, drug talk, and a sudden change in friends. Interventions include parent contact, referral for outside evaluation and counseling, and case management of student progress in school. The link between home, school, and outside resource agencies is an important support for students at risk.

Peer Mediation / Mentoring. This peer-assistance program is available at District high schools, and serves as an informal safety net for students. Peer mediators are identified by students and teachers as individuals to whom students routinely turn for help. These students are provided training in active listening and other communication techniques. The goal of the program is to provide a caring listener for any student who is troubled, is considering using drugs / alcohol / tobacco, or is putting himself or herself at risk. Peer mediators are not trained to solve problems, but rather to refer their peers to qualified adults. Peer mediators have also worked with the Tobacco-Free Coalition of Washington County, and assisted during Red Ribbon Week – the national “Say No to Drugs” campaign.

BLAST / Zone Programs. The District partners with Hillsboro Parks and Recreation (HPR) to provide after-school tutoring, academic support, and recreational activities for students who attend Brookwood, Butternut Creek, Eastwood, Free Orchards, Groner, W. L. Henry, Imlay, Indian Hills, Jackson, Ladd Acres, Lincoln Street, McKinney, Minter Bridge, Mooberry, Orenco, Patterson, Quatama, Reedville, Rosedale, Tobias, and Witch Hazel Elementary Schools. All middle schools participate in the Zone program through HPR. The Zone and BLAST programs include homework support, academic enrichment activities, life skills, and service learning five days per week for approximately 2.5 hours each day.

Family Resource Center. The Family Resource Center is located at the Miller Education Center. It provides information and referral services for a variety of family and student needs, including agencies helping with drug abuse and addiction. The District, Family Resource Center, Oregon Food Bank, and Portland Assistance League work together to provide emergency supplies of food and clothing to local families in crisis. The Family Resource Center has provided face-to-face information, referrals, and/or direct services to families for the past nine years. In addition, families receive assistance over the telephone.

School Resource Officers (SROs). The Hillsboro Police Department and the Washington County Sheriff’s Office provide an ongoing, visible deterrent to drug and

alcohol activity at school. SROs assist in prevention by providing information on drug / alcohol / tobacco use and abuse, both in formal classroom settings and informally, through contact with students at lunchtime, during activities and, upon request, during individual conversations with students. They teach students about the legal consequences of drug / alcohol / tobacco use, and assist in investigations referred to them by school administration. SROs are seen by school staff, parents, and students as effective partners in crime prevention, as well as drug / alcohol / tobacco education providers.

Student Safety Survey. A student safety survey has been administered annually to students to provide data regarding self-reported behaviors with respect to safety and drug / alcohol frequency of use. Results of the survey are used by schools and the District to measure the effectiveness of prevention programs, and the perceptions of students related to drugs and alcohol. In addition, survey information is used to plan future programs to continue reducing student abuse of illegal substances.

The District uses the Oregon Student Wellness Survey and the Oregon Healthy Teens Survey to compare results with other districts and the state. The Oregon Student Wellness Survey (grades 6, 8, 11) is administered in even-numbered years, and the Oregon Healthy Teens Survey (grades 8, 11) is administered in odd-numbered years. The results below are a comparison from the 2015 Oregon Healthy Teens Survey and the 2013 Oregon Healthy Teens Survey.

Category	Middle Grade 8 2013	State Grade 8 2013	Middle Grade 8 2015	State Grade 8 2015	High Grade 11 2013	State Grade 11 2013	High Grade 11 2015	State Grade 11 2015
Tobacco 30-day use	3.3%	3.2%	11.6%	12.3%	9.8%	9.7%	19.8%	23.7%
Alcohol 30-day use	11.4%	13.8	8.7%	11.9%	30.9%	31%	24.7%	29.1%
Marijuana 30-day use	7.9%	9.7	8%	8.8%	22.7%	20.9%	21.7%	19.1%

Standards of Student Conduct and Athletic Handbook. These publications provide specific consequences of the use, possession, or distribution of drugs, alcohol, or tobacco by students at any school site, school-sponsored activity, or school-sponsored sporting event.

Transition Planning. Brown, Evergreen, Poynter, and South Meadows Middle Schools offer transition programs for students entering the seventh grade. WEB (Welcoming Everyone Back) training is led by a cadre of eighth grade students who are trained before the beginning of the school year. The purpose of WEB is to provide a smooth entry into middle school by way of regularly planned activities throughout the year with the same student leaders. WEB training is an extension of the transition activities currently offered at all four high schools, based on the LINK Crew program. LINK Crew is a research-based program to increase student participation, while decreasing

attendance issues and other problems associated with lack of attachment to the school community.

All schools, grades K through 12, are working on greater articulation of transition activities within their feeder-school alignments. The goal is to have seamless transitions between the three school levels and between each grade.

Care Coordinator Program. Care coordinators provide outreach to students and parents when high-risk behaviors have been observed. After conducting an informal assessment, care coordinators provide referral and case management services and psycho-education. Families may be referred to community mental health, drug and alcohol treatment, and/or parent education programs. Care coordinators also lead District Flight Teams in response to school tragedies, and train Flight Team members to identify high-risk students. They coordinate District suicide prevention and intervention activities, including staff awareness trainings, intensive two-day intervention training, and District protocol development. All activities stress the importance of drug and alcohol awareness as related to suicide risk and prevention. Finally, the care coordinators facilitate parenting classes that are open to District parents of students in grades 7 through 12. Topics include communication, positive discipline, and alcohol and drug prevention.

Positive Behavior Intervention Support (PBIS). PBIS is a well-designed, comprehensive, schoolwide system to support students in managing behavior. PBIS focuses on universal instruction and interventions to enhance positive behavior in students. PBIS educates students on consequences of negative behaviors, including substance abuse.

Oregon Adolescent Tobacco Prevention Program: Tobacco is a Drag - No Ifs, Ands or Butts. This is an opportunity for all elementary school students to participate in a 50-minute interactive classroom program on tobacco prevention. This program is sponsored by Pacific University's School of Physician Assistant Studies.

Youth Contact Student Assistance Program. Contracted by the District, Youth Contact provides counseling services for students at all middle and high schools. These counselors work especially with students who have been identified as being at risk of using drugs and/or alcohol, or have used drugs or alcohol and need support to help them stay free from further use. The counselors facilitate support groups, teach students strategies for avoiding risky situations, and reinforce good problem-solving and goal-setting skills. Hundreds of hours of individual and family counseling are provided by Youth Contact counselors.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
ACCEPT 2014-15 AUDIT REPORT

SITUATION

The firm of Grove, Mueller & Swank, P.C., has completed its report on the audit of the District's financial statements for 2014-15. Copies of the Comprehensive Annual Financial Report have been provided to the Board of Directors, and a representative from Grove, Mueller & Swank, P.C., will attend the Board meeting to provide a brief overview of the document and answer any questions.

RECOMMENDATION

The Superintendent recommends the Board of Directors listen to the auditor's verbal report and ask questions. After the report, it is recommended that the Board of Directors accept the audit report for 2014-15.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2016
RATIFY AGREEMENT WITH HILLSBORO CLASSIFIED UNITED

SITUATION

The District has been negotiating with Hillsboro Classified United (HCU) since February 3, 2015. The scope of bargaining has included the following:

- Opening 22 existing articles
- New article: "Definitions"
- New article: "Employee Rights and Responsibilities"
- New article: "Transportation"

On January 20, 2016, the District bargaining team reached a tentative agreement with HCU for a new three-year contract. The main points of the tentative agreement are as follows:

SALARY

- The 2015-16 salary schedule will be increased by 3%;
- The 2016-17 salary schedule will be increased by 2.5%;
- The 2017-18 salary schedule will be increased by 2%;
- Normal step increases for eligible employees in all three years.

INSURANCE

- 2015-16: \$75.00 increase to the insurance cap;
- 2016-17: \$25.00 increase to the insurance cap;
- 2017-18: \$25.00 increase to the insurance cap.

ADDITIONAL BARGAINED CHANGES OF NOTE

- Reorganized the contract;
- Clarified and standardized language used within the contract;
- Extended the probationary period from 6 months to 9 months;
- Increased the amount of professional improvement funds that can be accessed;
- Revised the transfer process for internal staff;
- Modified grievance timelines to allow more time to resolve issues;
- Created a subcommittee for Article 14 Layoff / Recall;
- Eliminated stand-by pay for bus drivers;
- Clarified the process for assigning trips;
- Clarified the process for hiring seasonal workers through a one-year memorandum of agreement (MOA).

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Classified United, effective July 1, 2015, through June 30, 2018, as tentatively agreed to by the District bargaining team.