



Hillsboro School District 1J

July 29, 2014
Board Meeting

Board of Directors

Monte Akers • Adriana Cañas • 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
July 29, 2014
7:30 PM

1. 5:30 p.m. Work Session
 - A. Year 4 Strategic Planning 5
Presenter: Mike Scott
 - B. Review Summer Work Session Agendas 6
Presenter: Mike Scott
 - C. Summer Conference Reports 8
Presenter: Glenn Miller and Erik Seligman
 - D. Board Discussion Time
2. 7:30 p.m. Regular Session
Call to Order and Flag Salute
3. Approval of Agenda
4. Audience Time
5. Consent Agenda
 - A. Approve Minutes of May 8, 2014, Budget Committee Meeting 9
 - B. Approve Minutes of May 13, 2014, Board Meeting 14
 - C. Approve Minutes of May 27, 2014, Board Meeting 17
 - D. Approve Minutes of June 10, 2014, Board Meeting 29
 - E. Approve Minutes of June 10, 2014, Budget Committee Meeting 41
 - F. Approve Minutes of June 24, 2014, Board Meeting 46
 - G. Approve Routine Personnel Matters 48
 - H. Establish Tuition Rates for Nonresident Students 58
 - I. Establish Substitute Teacher Pay Rates for 2014-15 59
 - J. Establish Classified Substitute Rates for 2014-15 61
 - K. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations 62
 - L. Approve Annual Clerk / Officer Designations 63
 - M. Approve Annual Crime Policy Coverage Limits 64
 - N. Readopt Policy DFAA: Capital Project Fund 65
 - O. Readopt Policy IGBC: Title I / Parental Involvement 70
 - P. Establish Mileage Reimbursement Rate 72
 - Q. Restatement of Special Districts Insurance Services Trust 73
 - R. Accept Donations 91

6. Action Items	
A. Elect Board Chair and Vice Chair Presenter: Kim Strelchun	94
B. Approve Financing of School Buses Presenter: Loren Rogers	95
C. Approve Revisions to Policy JFG: Searches Presenter: Matt Smith	96
D. Approve Revisions to Policy JFCEB: Personal Communication Devices and Social Media--Students Presenter: Don Wolff	99
E. Approve Revisions to Policies JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools--Staff Presenter: Casey Waletich	102
F. Approve Revisions to Policy JHCDA: Administering Injectable Medicines to Students Presenter: Elaine Fox	107
G. Approve Revisions to Policy IGBAJ: Special Education--Free Appropriate Public Education (FAPE) Presenter: Elaine Fox	110
7. Reports and Discussion	
A. Announce Citizens' Curriculum Advisory Committee (CCAC) Vacancies and Propose Revised Selection Process Presenter: Travis Reiman and Lisa Allen	113
B. First Reading--Policy IFF: Citizens' Curriculum Advisory Committee Presenter: Travis Reiman	115
C. First Reading--Policy GBEDA: Drug and Alcohol Testing--Transportation Personnel Presenter: Saideh Haghighi and Carol Hatfield	118
D. First Reading--Policy KBA: Public Records Presenter: Don Wolff	120
E. First Reading--Policy GCAB: Personal Communication Devices and Social Media--Staff Presenter: Don Wolff	124
F. Financial Report Presenter: Michelle Morrison	127
8. NWRESD / HCU / HEA Reports	
9. Superintendent's Time	
10. Board of Directors' Time	
11. 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.)	

12. Adjourn Regular Session

13. Next Meetings of the Board of Directors:

- August 13, 2014 - Summer Retreat
- August 14, 2014 - Summer Retreat / Regular Session

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
YEAR 4 STRATEGIC PLANNING

SITUATION

Staff will lead the Board through an exercise to begin determining goals for year 4 of the District's strategic plan.

RECOMMENDATION

The Superintendent recommends the Board of Directors discuss Board strategic planning for 2014-15.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
REVIEW SUMMER WORK SESSION AGENDAS

SITUATION

The Board will review and discuss agenda items planned for the summer extended work sessions on August 13 and 14, 2014.

RECOMMENDATION

The Superintendent recommends the Board of Directors review and discuss the summer work session agendas.

Board Meeting Agenda -- DRAFT

August 13, 2014

4:30 – 9:00 p.m.

4:30 p.m. Work Session - Retreat

1. Team-Building Activity **[Mike]**
2. Review of Working Agreements **[Greg McKenzie]**
3. Completion of Strategic Planning / Goal Setting Process **[Mike/Steve]**
(Continued from July Board meeting)
 - Finalize Year 4 Work Plan Focus
 - Completion of Board Goal-Setting
4. Evaluation – Next Steps for Superintendent and Board **[Greg McKenzie]**
5. Professional Development Opportunities Brainstorming and Review of Board Budget **[Mike/Adam]**
6. Communication
 - Review and Discuss Strategic Communications Plan **[Beth]**
 - Communication between Board Members **[Greg McKenzie]**
 - Board / Superintendent Communication **[Mike]**
7. Board Community / School Engagement and Visibility Opportunities **[Mike]**
 - Field Trips
 - Rotary Meetings
 - Parent Events

August 14, 2014

1:00 – 5:00 p.m.

1:00 p.m. Work Session - Retreat

1. Long-Range Planning (5-Year Plan Elements) **[Mike / Adam]**
2. Preview of Preliminary Student Achievement Data **[Steve]**
3. Transitioning from Teamworks to Google **[Don Wolff]**
4. Superintendent's Committee Opportunities **[Mike]**
 - Long-Range Planning Committee
 - Bargaining Teams
 - Key Communicator Network
 - College and Career Pathway Steering Committee
 - Graduation Requirements Committee
 - School-Based Health Center Steering Committee
 - Evaluation Committee
 - Technology Input
 - Audit Committee
5. Board Discussion Time

3:00 – 5:00 p.m. Regular Session

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
SUMMER CONFERENCE REPORTS

SITUATION

Two Board members attended the Oregon School Boards Association Summer Conference in Bend, Oregon, from July 18-20, 2014. Directors Glenn Miller and Erik Seligman will briefly share highlights of the conference.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J BUDGET COMMITTEE—MINUTES
May 8, 2014
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Budget Committee Present:

Wayne Clift, Chair
Monte Akers
Chris Barry
Cathy Clark Thomas
Angie Ellis
Tim Farrell
Rebecca Lantz
Glenn Miller
Jennifer Rychlik
Erik Seligman (on speaker phone)
Kim Strelchun

Staff Present:

Mike Scott, Superintendent
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Matt Smith, Executive Director, Secondary Education
Beth Graser, Director, Communications
Michelle Morrison, Manager of Business Services
Val Bokma, Assistant to the Board

Others Present:

Don Domes
Eric Weyrauch, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian

Board Chair Strelchun called the meeting of the Budget Committee to order at 7:00 p.m. and led the Pledge of Allegiance. Nina Carlson, Adriana Cañas, and Janeen Sollman were unable to attend the meeting. Erik Seligman participated via speaker phone.

Ms. Strelchun called for a motion to approve the agenda. Glenn Miller MOVED, SECONDED by Monte Akers, to approve the agenda as printed. The MOTION CARRIED (13:0).

Chief Financial Officer Adam Stewart explained that the budget development process consists of four steps:

1. The administration prepares the proposed budget and presents it to the Budget Committee.
2. The Budget Committee approves the budget, setting the aggregate spending limit for the coming school year, the permanent tax rate to support the general fund, and the debt service levy amount to support the debt service fund.
3. The Board adopts the budget in aggregate, makes appropriations by fund and function, and imposes and categorizes the taxes.
4. The county assessor levies the taxes on all eligible properties.

Chief Financial Officer Adam Stewart noted that the Hillsboro School District Budget Committee is involved in details of the budget development process that are not required by law, but result in a more thoughtful process. He also observed that for the first time in several years, the District is able to add money back into the budget.

Ms. Strelchun explained that, per policy DBEA, the Budget Committee annually needs to elect a chair. She called for nominations. Mr. Akers nominated Wayne Clift for chair. Mr. Miller seconded the nomination. Hearing no further nominations, Ms. Strelchun closed the nominations and called for the vote. The vote was 11:0 in favor of Mr. Clift. Mr. Clift took over as chair of the meeting and asked Superintendent Mike Scott to read the budget message.

Superintendent Scott expressed his appreciation for the Budget Committee's input and suggestions during the budgeting process, thanked Chief Financial Officer Adam Stewart and Manager of Business Services Michelle Morrison for their work, and read the following budget message into the record.

Dear Hillsboro School District Budget Committee Members and Patrons:

In accordance with ORS 294.391, I am submitting to you the Hillsboro School District IJ proposed 2014-15 budget.

For the first time since I became Superintendent, I am very pleased to be able to describe a budget that restores dollars to our system rather than removes them.

Over the course of the last six years, we have had to reduce our expenditures by nearly \$70 million from what would have been required to maintain a current service level (roll-up) budget. Even when you consider that we were able to add back four budget reduction days in 2009-10 as a result of Measures 66 and 67, and three budget reduction days in the 2013-14 school year because of Gain Share money, that's still a cumulative reduction of more than \$66.7 million.

As we embarked upon the 2013-14 school year, we thought we knew what was ahead for both 2013-14 and 2014-15: continued reliance on shrinking reserves, five budget reduction days each year, and a staffing ratio of 30:1 across the District, among other reductions.

However, things began to look up shortly after the Budget Committee approved the proposed 2013-14 budget. During a joint press event by Hillsboro Mayor Jerry Willey and Board of Commissioners Chair Andy Duyck on Thursday, June 6, 2013, we learned about the intention of the City of Hillsboro and Washington County to gift a portion of their Gain Share money to school districts. At the event, they indicated their willingness to devote \$10 million to Washington County schools over the course of the 2013-2015 biennium. Hillsboro's portion of that money equated to roughly \$1.2 million per year, which the Board approved on July 23, 2013, for use in restoring three of the five proposed budget reduction days in both 2013-14 and 2014-15.

The next positive news came on October 2, when it was confirmed that the emergency legislative session called by Governor Kitzhaber had resulted in a "grand bargain." For K-12 education, that grand bargain meant \$100 million more for the 2014-15 school year than had previously been anticipated. Hillsboro's portion would account for approximately \$3.4 million of the total.

Then in December, the Oregon Department of Education (ODE) announced they had changed the formula by which they calculate the poverty money allocated to districts. The crux of the change was using data from the most recent U.S. Census in 2010, instead of data from the previous census in 2000. For Hillsboro, that recalculation meant an additional \$850,000 for the 2014-15 school year.

In January, good news continued when the state announced that local property tax collections were higher than anticipated, which increased the amount of funds available for schools through the State School Fund (SSF) distribution.

Finally, in March and early April, we received new SSF estimates for the 2012-13, 2013-14, and 2014-15 school years, which reflected fewer students in Oregon than initially projected, a higher transportation reimbursement than initially projected, and an increase in Hillsboro's average years of teacher experience.

When all these things were factored into our projected revenues, it was determined that we would have \$6,235,335 in additional revenue for the 2014-15 school year.

As the funding picture was becoming brighter, we began the process of consulting with our administrative staff about how the money could best be spent. At that time, our estimate of the funds available was less than \$2 million, but the task was really less about the money itself and more about determining where and how we could have the most impact, knowing that we would not receive enough to undo all of the reductions from the past six years. Administrators were asked to brainstorm, discuss, and create a prioritized list of ideas that reflected the values, goals, and objectives of our Strategic Plan.

A set of values emerged to guide the work, which included adding funds that:

- Further student learning and achievement*
- Provide support for students, especially at vulnerable points in their educational careers*
- Can be sustained from year to year*
- Build staff members' skills*
- Promote college and career readiness*
- Allow for equitable access and outcomes for students*
- Strengthen our infrastructure*

These values, along with the budget numbers we had in late winter, were used to create a presentation that was given to administrators to share with their staff members and communities throughout March and early April. Meanwhile, we were meeting with our Board and Budget Committee members to share information and gather feedback.

Some of the key pieces of input we received were that the District should not attempt to spread the money too thin; should keep in mind that several entities—parents, legislators, and city and county leaders—have fought for additional money for schools to help alleviate some of the effects of the years of reductions and would expect that the money be used accordingly; and, at the same time, we should put some of the money aside for future expenses.

We took all of the feedback into account and used it to create our final proposal, which is what this budget is built upon. Here are the additions:

- **Staffing ratio (class size) reduction.** Reduce Kindergarten staffing ratio by four, from 30:1 to 26:1; reduce grades 1-2 staffing ratio by two, from 30:1 to 28:1; reduce grades 3-12 staffing ratio by 1, from 30:1 to 29:1. **Total cost: \$2,080,000.***
- **Instructional calendar.** Add back one of the two budget reduction days. **Total cost: \$465,000.***
- **Elementary interventions.** Provide support to elementary students in poverty through interventions, tutoring, etc. **Total cost: \$450,000.***
- **Middle school instructional coaches.** Add one half-time (0.5 full-time equivalent) instructional coach at each middle school. **Total cost: \$165,000.***
- **High school parallel supports.** Provide parallel supports for core classes, interventions, AVID tutorials, etc. **Total cost: \$400,000.***
- **College and Career Coordinator.** Hire a coordinator to lead the College and Career Pathways work, Career-Technical Education, and Dual Credit efforts. **Total cost: \$100,000.***

- **Classified hours.** Provide additional classified (support staff) hours to be allocated at the principals' discretion. **Total cost: \$100,000.**
- **STE(A)M investment.** Fund a half-time District coordinator, plus materials, and stipend positions at each school to support after-school science, technology, engineering, arts, and math programs. **Total cost: \$250,000.**
- **Performing arts investment.** Create an ongoing investment plan to provide supplies and materials for our performing arts programs. **Total cost: \$130,000.**
- **Communications.** Hire an additional staff member to assist with District-level communications. **Total cost: \$82,500.**
- **Discretionary budgets.** Restore 5% to building discretionary budgets (30% has been reduced over the past six years). **Total cost: \$155,000.**
- **Technology.** Build \$1 million into the General Fund budget for annual technology purchases; make a one-time technology infrastructure investment of \$500,000. **Total cost: \$1,500,000.**
- **Reserves.** Set aside remaining funds and target them for future needs. **Total cost: \$357,835.**

I strongly believe that these additions will make a meaningful difference for the students, staff, and community of the Hillsboro School District. They represent a strategic direction and focus for the future—not merely a 'reversing of the cut list' from previous years.

As the Legislature gathers in February 2015 to determine the budget for the next biennium, I am confident we will be able to provide them with evidence of the benefits of an increased investment in K-12 education—although we will only be halfway through the school year.

My sincerest thanks are offered to our amazing staff for their willingness to keep giving their best to students each and every day, even as things have gotten increasingly difficult over the past several years; to our parents, community members, business and higher education partners for supporting us through their donations of time, money, and opportunities; and to our students for proving to us time and again that they are the bright stars that guide and inspire us.

*Respectfully submitted,
Mike Scott
Superintendent*

Chief Financial Officer Stewart noted that the amount budgeted for STE(A)M had been corrected. It was also noted that the amount budgeted for reserves had been corrected.

Chief Financial Officer Stewart walked the Budget Committee through the sections of the Proposed Budget document, explained the breakdown of the various funds and accounting codes, and invited Budget Committee members' questions. The discussion included the following questions and comments:

- Reserves are not appropriated and will be invested.
- It is assumed that Gain Share funds will continue in the present form through this biennium and beyond, although if future changes occur, the five-year projection will be impacted.
- It was suggested that the District track the use of funds from different sources for specific projects, including the reasons for deciding to fund these areas, and maintain a history of these decisions for continuity and strategic planning.

- Assistant Superintendent Steve Larson's team is developing an equitable plan for assigning funds for the arts and STE(A)M; principals will have an opportunity to provide input.
- Budgeted elementary interventions and high school parallel supports consist of a combination of classified and licensed time.
- Planned technology investments include investing in wireless hubs, increased bandwidth, and equipment support, including replacing teachers' computers and cascading older machines down into other uses.
- The District tracks student achievement information, including trends; although one-to-one cause-and-effect correlations can be difficult to identify, since so many factors are involved.
- The Board will discuss whether to propose a bond during an upcoming Board meeting; the Board will need to balance current needs with future building needs. Board debriefing after the recent bond measure included the topic of communication with the public and the suggestion that more voters might turn out for larger races.
- Appreciation was expressed for legislators, city and county officials, parents, teachers, and community members who are committed to students.
- The importance of continuing to remind officials of the need to restore school funding was emphasized.

Following the committee discussion, Budget Committee Chair Clift invited public comment. There were no requests to address the Budget Committee.

Ms. Strelchun MOVED, SECONDED by Mr. Miller, that the Hillsboro School District 1J budget for 2014-15 in the aggregate amount of \$264,486,095 (total of all funds) be approved as proposed, and that the permanent tax rate of \$4.9749 per \$1,000 of assessed value be assessed in support of the General Fund. This permanent rate is expected to raise \$56,647,450. Ms. Strelchun further MOVED that tax levies totaling \$25,996,675 be approved for the debt service fund for the purpose of the retirement of bonded debt owed by the District. The MOTION CARRIED (11:0).

Chief Financial Officer Stewart described next steps, explaining that notices will be published, the Board will hold a budget hearing and adopt the budget on June 10, and documentation will be submitted to the assessors by July 15.

The Budget Committee meeting was adjourned at 7:50 p.m.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
May 13, 2014
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board

Others Present:

Devin Hunter (HCU)
Maureen Barnhart (HEA)

1. Work Session

Board Chair Kim Strelchun called the meeting to order at 6:01 p.m., and thanked everyone who attended the Youth Advisory Council event at the Civic Center. She explained that Director Erik Seligman would participate via speaker phone, and that the Board would hold an executive session under ORS 192.660(2)(i)—evaluation of superintendent—after the work session.

Action Item: Inter-District Transfers. Superintendent Mike Scott and Director of Communications Beth Graser explained that guidelines had been issued by the Oregon Department of Education (ODE) for inter-district transfers, and that the District needed to move quickly in order to allow time for families to make plans and preparations. They discussed the guidelines, restrictions, and timelines, explaining that the Board has several options, including choosing not to participate, choosing to accept all inter-District transfer applications, or setting limits on the number of transfer slots. It was their recommendation that the District open enough slots to accommodate all students who are currently on inter-district transfer, as well as a modest number of additional slots to accommodate siblings of current transfer students and new requests. The transfer information would be posted on the District website on May 14, with transfer requests to be accepted through June 13. Director Graser explained that after the transfer window closes, new transfer requests cannot be accommodated unless there is a serious situation or the Board takes action to open additional slots.

Discussion included the following comments and questions:

- The inter-district transfer plan under discussion is in addition to the open enrollment process in which the District recently participated.
- Most surrounding districts are trying to participate in the inter-district transfer process.

- Identified slots must be honored, even if the District experiences enrollment growth.
- The number of spots estimated for sibling transfers is based on outreach responses from current transfers.
- No feedback or data was available on which to base the recommended number of new releases; however, a specific number of releases must be identified in order to plan staffing.
- Several Board members felt that the number of releases to be approved should be higher than the number that was proposed, and that students who wish to attend another district should be able to do so.
- The legislation regarding inter-district transfers does not take into account the level of planning that is needed for staffing.
- It is likely that the next legislative session will result in additional changes to transfer requirements; the transfer process is complex, and improving it needs to be a legislative priority.

Director Sollman MOVED, SECONDED by Director Cañas, that Hillsboro School District adopt the following plan for inter-district transfer requests in 2014-15:

- Hillsboro School District will open 115 spots for inter-district transfers, anticipating that 85 of those spots will go to students currently attending the District on inter-district transfers, who wish to renew their transfers, and that 30 spots will be for siblings and new transfer requests. Students currently on inter-district transfers and their siblings will be given preference if a lottery is needed after the application window closes. The following spots are available:
 - 67 spots at elementary schools (50 continuation; 17 sibling and new)
 - No spots available at Jackson, Orenco, Tobias, or West Union Elementary Schools
 - No kinder requests considered at Butternut Creek, Lincoln Street, McKinney, Patterson, Rosedale, W. L. Henry or Eastwood Elementary Schools
 - 15 spots at middle schools (10 continuation; 5 sibling and new)
 - 35 spots at high schools (27 continuation; 8 sibling and new)
- In addition to the 110 students not required to obtain consent from Hillsboro because they are currently on approved inter-district transfers for 2013-14, the District will make 20 new releases available for siblings and new transfer requests. Siblings of students currently on inter-district transfers will receive preference for the releases if a lottery is needed after the application window closes.

Director Miller MOVED, SECONDED by Director Akers, to amend the motion from 20 new releases to up to 100 new releases available for siblings and new transfer requests. The motion CARRIED (6-1), with Director Sollman opposed.

Board Chair Strelchun called for a vote on the amended motion. The MOTION CARRIED (7-0).

Board Chair Strelchun thanked Director Graser for all of her work.

The work session was recessed at 6:49 p.m.

Board Present:

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

Staff Present:

Val Bokma, Assistant to the Board

Others Present:

Greg McKenzie, Consultant

1. Executive Session

ORS 192.660(2)(i)—Evaluation of Superintendent. Board Chair Kim Strelchun reconvened the meeting at 6:52 p.m. and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of superintendent.

The Board discussed the superintendent's evaluation. Consultant Greg McKenzie from Window to Leadership, LLC, facilitated the discussion. No action was taken. Board Chair Strelchun moved the Board out of executive session and adjourned the meeting at 7:59 p.m.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
May 27, 2014
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Val Bokma, Assistant to the Board

Others Present:

Andrea Castillo, The Oregonian

1. Executive Session

ORS 192.660(2)(i)—Evaluation of Superintendent. Board Chair Kim Strelchun called the meeting to order at 5:17 p.m. and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of superintendent. The Board discussed the superintendent's evaluation with the Superintendent. Superintendent Mike Scott left the meeting at 5:51 p.m. No action was taken. Board Chair Strelchun moved the Board out of executive session and recessed the meeting at 6:04 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Olga Acuña, Director, Federal Grants
Beth Graser, Director, Communications
Michelle Morrison, Manager, Business Services
Enedelia Schofield, Principal, Butternut Creek Elementary School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Lourdes Salas, Secretary, Office for School Performance

Others Present:

Lisa Allen
Donald Cleland
Devin Hunter, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian
Kathy Fuller, Hillsboro Tribune

2. Work Session

Board Chair Kim Strelchun reconvened the meeting at 6:06 p.m.

- a. Discuss Board Meeting Dates for 2014-15. Board members discussed a draft list of Board meeting dates for 2014-15. Most of the Board members prefer that the summer retreat be scheduled as two partial days, rather than one full day. There were no reported scheduling conflicts with the proposed dates, but Board members will check their calendars and contact the Board secretary if any conflicts exist. The Board will vote on the meeting schedule at the regular Board meeting on June 10. Meeting times for the retreat will be determined. (Last year the meeting times for the retreat included one daytime meeting and one evening meeting.)
- b. Bond Discussion. Board members discussed whether or not to ask voters to approve a bond in November. The following aspects of the question were considered:
 - The importance of scheduling the bond measure at the appropriate time
 - The need to build communication in preparation for a future construction bond (due to Hillsboro's anticipated population growth)
 - Perspectives regarding the importance of Board members' unified support
 - The observation that the need to build new schools is often not felt by voters until existing schools are already crowded; since some schools will overfill before others, it can be difficult to gain Districtwide support
 - The variations between different districts' tax rates

In order to determine when to propose a future bond, the Board will analyze data and information that will be provided next year by the Long Range Planning Committee.

Chief Financial Officer Stewart informed the Board that the District has an opportunity to refund certain callable deferred interest bonds, which would result in more than nine million dollars of interest savings and a drop in tax levy rates in 2019. (Net Present Value savings are estimated at approximately 35 percent.) The drop in tax levy rates could provide an opportunity for a new bond issue for the construction of new schools and upgrades to existing facilities without increasing the taxpayers' rate per \$1000. Since taxes are collected a year in advance, it was suggested that in order to maintain rate stability, the District could potentially propose a bond in the fall of 2017. In order to pursue the current refinancing opportunity, the Budget Committee needs to be reconvened, and an additional Board meeting needs to be scheduled for the budget hearing and adoption.

Alternatively, the District has the option of refinancing these bonds over a three-year period. Although this option does not require scheduling additional meetings, neither does it result in the same level of savings, and it would create a temporary dip in the debt service levy, which could be confusing to taxpayers.

The Board agreed to move forward with the first refinancing option, reconvene the Budget Committee, and add a June 24 Board meeting for the budget hearing and adoption.

c. Board Discussion Time. (Director Clift left the meeting at 6:37 p.m.)

Board members discussed the following:

- Graduation
 - The District's strong graduation rates, in a statewide comparison
 - The increase in Hillsboro Online Academy graduations from 13 last year to approximately 30 this year
 - The personal relationship with students that is reflected in Miller Education Center's graduation ceremony
 - The upcoming Valedictorian / Salutatorian luncheon
- Right-Brain Initiative
 - Attendance at the year-end event, which included shared learning, school highlights, pre- and post-assessments, and a showcase of student art work
 - Recognition of W. L. Henry's Elementary School's excellent first year of participation
 - A large grant, awarded through the Oregon Community Foundation for a studio-to-schools program, which involves incorporating local artists into the classroom, teachers and principals at successful schools mentoring those involved in beginning programs, and piloting a middle school Right Brain program
- Math action research project
 - Commendations for Assistant Superintendent Larson and his team for the math action research project
 - The value of seeing teachers in action and talking with students who were willing to share their perspectives
- Special education field trip
 - Appreciation for the valuable opportunity to visit classrooms that serve medically fragile students;

The meeting was recessed at 6:45 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Others Present:

Kristi Wilson, City of Hillsboro
Laura Bekken, HSF
Aron Carlson, HSF
Lisa Allen
Dan Bosshardt
Brooke Nova
Karen Sprecher
Nisala Kalupahana
Century High School students
Glencoe High School students
Una Voz Mariachi Band members
Devin Hunter, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Elaine Fox, Executive Director, Student Services
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Travis Reiman, Executive Director, School Performance
Loren Rogers, Executive Director, Facilities and Transportation
Olga Acuña, Director, Federal Grants
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Don Wolff, Director, Technology Services
Enedelia Schofield, Principal, Butternut Creek Elementary School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Lourdes Salas, Secretary, Office for School Performance

7:30 p.m. Regular Session

3. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:28 p.m. and led the Pledge of Allegiance.
4. Recognition. The Board recognized Karen Sprecher for her life-saving skills and commitment to students. Ms. Sprecher, a third grade teacher at Orenco Elementary School, performed the Heimlich maneuver on a choking student in April. Superintendent Scott commended Ms. Sprecher for excellent reputation with staff, her servant's heart, and the valuable connections that she has with students.
5. Approval of Agenda. Director Sollman MOVED, SECONDED by Director Cañas, to approve the agenda. The MOTION CARRIED (7-0).
6. Audience Time. Board Chair Strelchun explained the procedure for addressing the Board according to policy BDDH: Public Participation in Board Meetings. No requests were received to address the Board.

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

Consent agenda items were as follows:

- a. Approve Minutes of April 8, 2014
- b. Approve Minutes of April 22, 2014
- c. Approve Routine Personnel Matters, as included in the May 27, 2014, Board meeting packet
- d. Accept Donations, as included in the May 27, 2014, Board meeting packet
- e. Approve Consolidated ESEA Sub-grants
- f. Approve Nutrition Services Meal Prices

In reference to the donations item on the consent agenda, Director Sollman asked what process is used for thanking community members for donations. Chief Financial Officer Stewart explained that the District and the schools send thank-you letters for donations within certain ranges of values. Additional information will be provided in a Board update. Board Chair Strelchun suggested that clubs probably also send thank-you letters.

Director Akers requested information regarding sub-grants. The information will be provided in a Board update.

8. Action Items

- a. Approve Revised 2014-15 School Calendar. Assistant Superintendent Debbie Ashley explained that the 2014-15 school calendar approved by the Board on March 18 included two budget reduction days: November 26, 2014, and March 20, 2015. However, on May 8, the Budget Committee approved a budget that included only one budget reduction day. Assistant Superintendent Ashley proposed that the March 20 budget reduction day be restored, and the November 26 budget reduction day be retained. This recommendation is based on the following factors:
 - Better balance for instructional needs
 - Less disruption to the approved calendar

Director Sollman MOVED, SECONDED by Director Akers, to approve the revised 2014-15 school calendar, and direct staff to distribute the calendar and inform District stakeholders. The MOTION CARRIED (7-0).

- b. Award Bid for Emergency Egress Lighting. Chief Financial Officer Stewart spoke to the Board about the bid for Group 5 emergency egress lighting improvements, explaining the following:
 - The threshold for Board approval is \$150,000
 - This is the second group that requires Board approval
 - The bidders are prequalified contractors
 - The bids are available for the Board to review
 - The apparent low bidder for Group 5 improvements was Global Electric

- Global Electric also received the bid for Group 2 improvements, which was approved in March 2014

In response to a question from the Board regarding the differences between the bid amounts, it was explained that, in accordance with the District's process, Executive Director Loren Rogers confirmed with the contractor that his price was correct and accurate.

Director Glenn Miller MOVED, SECONDED by Director Wayne Clift, to authorize the administration to award the contract for Group 5 Emergency Egress Lighting Improvements to Global Electric for \$227,550. The MOTION CARRIED (7-0).

9. Reports / Discussion Items:

- a. Project Citizen – Century High School Student Proposal. Century High School students presented a proposal for the installation of hand driers in Century High School's primary restrooms. They explained that their proposal would reduce District costs, improve restroom cleanliness, and save natural resources, and that paper towels would continue to be used in some areas of the school, including science labs and teachers' restrooms. They presented performance and cost / savings comparisons for two different hand driers, Dyson Air Blade and a conventional drier.

Board members asked clarifying questions. Superintendent Scott and the Board commended the students for their research and the positive outcome presented in their proposal. Superintendent Scott explained that the students approached him with their request prior to presenting it to the Board, and that he met with Executive Director Rogers regarding their proposal. During his meeting with Executive Director Rogers, it was determined that a trial of the proposal can be conducted at Century High School with the Dyson product, and District staff can complete the installation. He added that Executive Director Rogers had subsequently received a similar request from another school.

- b. School Technology Needs –Student Report. Jackson Elementary School sixth grader Nisala Kalupahana shared information regarding the impact that the District's current technology has on classroom learning time, based on timed tests he conducted of computer equipment used in classrooms. He discussed the age of the District's computers, but primarily attributed their slowness to server inadequacies, and he recommended that a new server be purchased.

Superintendent Scott and the Board commended Nisala for his research and presentation, and noted that it is helpful for the community to hear details of how the need for technology upgrades impacts students. Board members asked clarifying questions. Superintendent Scott explained that the District's latest bond proposal included \$17 million for technology upgrades, and that next year's budget includes a technology infrastructure investment of \$500,000.

- c. Hillsboro Schools Foundation Annual Report. Hillsboro Schools Foundation (HSF) Board President Laura Bekken presented the foundation's new mission and vision; described organizational structure changes; shared highlights of HSF's accomplishments during the past year; and discussed ongoing strategic planning. She emphasized HSF's goal of community-wide engagement for the benefit of all students, explained that the foundation has been reviewing its funding processes and seeking input from the community and other foundations, and announced that HSF has given away more than \$1,000,000 to schools and students since its inception, including:
- \$886,993 in innovative grants
 - \$140,800 for after-school homework programs
 - \$124,917 for high school activities (phone-a-thon)

Highlights of the past year included:

- The auction and gala raised \$146,000 with a record number of sponsors
- The phone-a-thon raised more than \$35,000 with 277 student callers

Ms. Bekken shared that HSF wants to grow and double its giving, and is looking for new fundraising events, in addition to continuing its successful events.

Board members thanked HSF for its partnership and valuable support for schools, students, and staff, creating possibilities beyond what the District can provide. Board members' comments included the observation that grant funding is often seed money that results in benefits multiplied beyond the initial investment. Superintendent Scott added that few partners are so dedicated and give so much, asking nothing in return.

- d. First Reading—High School Course Proposal: Mariachi. Executive Director for School Performance Travis Reiman, Citizens' Curriculum Advisory Committee (CCAC) Chair Lisa Allen, and Lincoln Street Elementary School teacher Dan Bosshardt presented a new high school course proposal for first reading. The proposed course, entitled "Mariachi," will be an additional band offering for high school students. Ms. Allen explained that CCAC members unanimously recommended that the course be presented to the Board for consideration of approval.

Mr. Bosshardt is the leader of the Hillsboro Mariachi Band *Una Voz*, which is currently a club activity. Several students who are members of *Una Voz* shared their personal stories of how membership in the Mariachi band has enriched their lives and provided connections that they had not experienced in traditional music classes. Mr. Bosshardt discussed the value of the course in providing more opportunities for students to participate in music education, and in building relationships with the community through performing at events (often by request).

Board members asked questions about staffing and funding for the course, how the course will impact *Una Voz*, and whether adding the new course would

require that another course or program be reduced. Executive Director Reiman explained that staffing for the course would come from the school's allocation, and instruments would be purchased using electives funds. Mr. Bosshardt and Executive Director Reiman explained that *Una Voz* will continue, but if the course is approved, Mariachi classes can become available at all of the high schools. Mr. Bosshardt explained that the goal is to expand the arts program and involve more students in music education, not draw students away from other electives. When asked whether the proposed course would support itself with revenue, Mr. Bosshardt explained that the course would not be "gig-oriented" like the club, but added that community members who have invited *Una Voz* to perform have been happy to provide support.

Board members discussed the far-reaching benefits of music programs for students, and expressed support for the proposed course, appreciation for the students' shared stories, and excitement about the opportunity to add classes after so many years of reductions. Superintendent Scott commended Mr. Bosshardt for all of his hard work over the years, and the students for their expressions of what participation in *Una Voz* means to them.

Board Chair Strelchun called for a motion to move item "k," First Reading—High School Course Proposal: Community Service Learning Elective, forward on the agenda, and insert it between items "d" and "e," since the presenters had arrived earlier than anticipated from another event. Director Akers so MOVED. The MOTION CARRIED (7-0).

- k. First Reading—High School Course Proposal: Community Service Learning Elective. Executive Director Travis Reiman, CCAC Chair Lisa Allen, and Glencoe High School teacher Brooke Nova presented a new high school course proposal for first reading. The proposed course, entitled "Community Service Learning Elective" will allow students to earn high school credit during a standards-aligned, career-related elective offering. Ms. Allen explained that CCAC members voted 7-1 in favor of recommending that the course be presented to the Board for consideration of approval, and that the dissenting member was not in disagreement with the proposal, but rather requesting more review time. Ms. Allen said that the CCAC review process has since been adjusted to allow a longer review period. The following benefits of the course were discussed:
- Building volunteerism into the school day as an elective will create more equitable access for students.
 - Community service experience will allow students to be more competitive as they apply for college admission and scholarships.
 - Students will have opportunities to develop job skills and career connections, and to discover areas they might want to explore as career pathways.

The proposed course will pilot with Hillsboro Parks and Recreation's BLAST (Bringing Leadership, Arts, and Sports Together) program. Ms. Nova explained

that BLAST was identified as a pilot model, but other opportunities, which would align with other career pathways, are also available. Kristi Wilson, previous volunteer coordinator for Hillsboro Parks and Recreation, spoke about the value of high school student volunteers working in the BLAST program, and she added that opportunities for student volunteers might exist in other City departments and programs. Student volunteers who have participated in BLAST discussed the benefits of this experience, their thankfulness for the opportunities it has created for them, and their desire for other students to have the same opportunities.

In response to Board members' questions, Executive Director Reiman and Ms. Nova provided the following additional information:

- The proposed course will be "pass/no pass" because the intent of the course is for students to gain hands-on experience in the community.
- BLAST coordinators will track volunteer attendance and can remove students from the course if there are issues.
- Although the proposed course is designed to engage students in community service, there might eventually be a potential for paid internships for students who are already in the work force.

Board members discussed the benefits of the proposed course and asked clarifying questions. Board Chair Strelchun asked Board members to address any questions they may have during the review period to Executive Director Reiman.

- e. First Reading—Policy IA: Instructional Goals. Assistant Superintendent Steve Larson explained that Oregon School Boards Association (OSBA) has recommended a revision for policy IA, in response to House Bill (HB) 2099, and that the District's current policy is very different than OSBA's recommendation. Since there is no contradiction between the two versions, the policy revision presented to the Board includes OSBA's recommended wording, but retains language that reflects the District's values.

Director Wayne Clift suggested that clarifying wording be added to item 13, regarding the transportation of students. Chief Financial Officer Stewart suggested that the item could be revised to state that transportation is provided as legally required. Board members were directed to address any questions during the review period to Assistant Superintendent Larson.

- f. First Reading—Policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline. Director of Safety and Operations Casey Waletich explained that HB 2190 amends several statutes related to school discipline, suspension, and expulsion, and OSBA has provided recommended language to align District policies with the legal requirements. Director Waletich summarized the changes to the policies presented for first reading. Director Glenn Miller expressed concerns because policy JF/JFA does

not address students' rights to privacy. Director Waletich and Superintendent Scott explained that this issue is addressed in a separate, specific policy. Board Chair Strelchun reminded Board members to contact Director Waletich with any questions they may have during the review period.

- g. First Reading—Policy JGAB: Use of Restraint and Seclusion. Executive Director of Student Services Elaine Fox explained that new legislation requires revisions to policy JGAB, primarily regarding seclusion rooms and reporting. She explained that the District already complies with most aspects of the new requirements and will be completely in compliance by July 1, 2014. Director Sollman asked clarifying questions regarding the District's procedures. Board Chair Strelchun reminded Board members to contact Executive Director Fox with any additional questions they may have during the review period.
- h. First Reading—Policy JECB: Admission of Nonresident Students. Director of Communications Beth Graser explained that recent legislation regarding inter-district student transfers requires revisions to the District's current policy JECB, and that the proposed policy revision incorporates most of OSBA's recommended language. Because additional legislative changes are expected in 2015, Director Graser suggested that the District eliminate all optional transfer-related policies and administrative regulations, retaining only those that are mandated, until after the 2015 legislative session ends. She suggested that communications regarding inter-district transfers be accomplished by posting up-to-date information on the District's website. Board members asked clarifying questions regarding the new transfer requirements. Board Chair Strelchun reminded Board members to contact Director Graser with any additional questions they may have during the review period.
- i. Year 3 Strategic Plan Highlights / Recommendations. Superintendent Scott explained that the strategic plan report would focus on recommendations for next year, and that Board input regarding year 4 of the strategic plan would be sought during the July Board meeting. Staff reported on year 3 highlights and year 4 recommendations for each strategy.

Board members commented that school websites are an important area of focus, since this is where community members look for information (for volunteering, etc.), and that the elementary websites need to be developed.

- j. Financial Report. Chief Financial Officer Stewart explained that May and June are particularly busy months for the Business Office, with four payroll runs in June, new insurance rates received from the Oregon Educators Benefit Board (OEBB), fiscal year-end work on grants and other funds, and preparing the revised budget for the June 10 meeting.

In response to Board members' questions regarding year-end balances on building funds, Chief Financial Officer Stewart said that for the 2014-15 school year, a portion of building fund end balances can be carried over.

10. NWRESH/HCU/HEA Reports.

HEA President Maureen Barnhart shared that HEA representatives have provided feedback from building staff in support of the District's efforts toward reducing class size, investments in STE(A)M, stipends, and collaboration; and questioning any reserves from the additional funding, since students currently in the classrooms need support, and the budgeted resources are not adequate.

HCU President Eric Weyrauch was unable to attend the meeting. Devin Hunter spoke in his absence, discussing the need for better communication with classified staff. Mr. Hunter said that one of the causes of communication gaps is the lack of time for classified staff to check their email, speak with a supervisor, or attend staff meetings, and that 15 minutes per day of assigned time can have a significant impact on effective communication. He also commented that some staff members are reporting further reductions in their hours, as principals rearrange assignments for next year.

11. Superintendent's Time. Superintendent Scott's comments included the following highlights:

- Thanked the students who made presentations to the Board
- Summarized the District's plan for upgrading technology with limited resources
- Commended Director of Technology Services Don Wolff for his competent leadership, incredible vision, exceptional technical knowledge, and careful, effective use of District funds
- Thanked Board members for participating in classroom visits, and retirement and graduation events

12. Board of Directors' Time. Board members' comments included the following:

- Thanked the students for their presentations
- Discussed student events, including:
 - Science fair
 - Senior showcase nights
 - Graduations
 - Visits to math classes
 - Fame night (Century High School)
- Thanked Board Chair Strelchun and Vice Chair Akers for their:
 - Leadership
 - Hard work
 - Investment of time
 - Interactions with the community on behalf of the Board
 - Understanding of meeting dynamics
 - Facilitation of respectful discussions about different perspectives

- Expressed the need for the District to find a way to inform the community of all the good things that are happening
- Acknowledged that many beloved staff are retiring this year

13. Follow-Up Items.

Request	Action
Number of Miller Education Center graduates	Will be provided in an update
Information regarding donation follow-up	Will be provided in an update
Information regarding sub-grants	Will be provided in an update

14. Executive Session. No executive session was called.

15. Adjournment. The meeting was adjourned at 10:14p.m.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

June 10, 2014

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

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Val Bokma, Assistant to the Board

1. Executive Session

ORS 192.660(2)(i)—Evaluation of Superintendent. Board Chair Kim Strelchun called the meeting to order at 5:18 p.m. and moved the Board into executive session under ORS 192.660(2)(i)—evaluation of superintendent. Director Wayne Clift was not present. The Board discussed the superintendent's evaluation with the Superintendent. No action was taken. Board Chair Strelchun moved the Board out of executive session and recessed the meeting at 5:20 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Don Wolff, Director, Technology Services
Michelle Morrison, Manager of Business Services
Enedelia Schofield, Principal, Butternut Creek Elementary School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

Budget Committee Present:

Chris Barry
Nina Carlson
Cathy Clark Thomas
Tim Farrell
Rebecca Lantz
Jennifer Rychlik

Others Present:

Jill Golay
Carissa Martus
Devin Hunter, HCU
Eric Weyrauch, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian

2. Work Session

Board Chair Kim Strelchun reconvened the meeting at 5:28 p.m. Director Wayne Clift was not yet present. Board Chair Strelchun expressed the Board's sympathy for the staff, students, and community of the Reynolds School District.

Discuss Superintendent Compensation. Board Chair Strelchun explained that the recommendation for the Superintendent's contract includes a one-year extension and a salary increase of 3.4 percent, the equivalent of one step, which is similar to the increase that is being recommended for the other non-union groups. As with all other employee groups, part of the compensation increase will be used to increase the monthly insurance cap to \$1,075. The remainder of the compensation increase will be used for different components of the Superintendent's contract, including mileage; his base salary will remain the same.

Board Chair Strelchun explained that the Superintendent's evaluation letter would be read into the record during the regular session, and a motion would be made to approve the letter. A separate motion would be made to approve the Superintendent's contract.

Board Chair Strelchun also explained that the work session would adjourn at 6:15 p.m. for the Budget Committee meeting to be conducted, and would reconvene after the completion of the Budget Committee meeting.

Policy Discussion -- JFG: Searches; and JFCEB: Personal Communication Devices and Social Media—Students. Superintendent Mike Scott explained that adjustments are being made to policies JFG and JFCEB, the associated administrative regulations (ARs), and District practices. Executive Director of Secondary Education Matt Smith, Director of Safety and Operations Casey Waletich, and Director of Technology Don Wolff provided information to the Board regarding the proposed policy and practice revisions, explaining that the revisions are based on feedback received from legal counsel, law enforcement, and the administration team, and have been developed with a focus on making the best decisions for students and all levels of staff. Executive Director Smith provided an overview of the training plan for the administrative team. The roles of policies, ARs, and procedures / training were discussed.

Board members asked clarifying questions, and discussed the implications of a suggestion that language be added to the AR to prohibit staff from deleting items from students' personal phones. The following wording was suggested for addition to JFCEB-AR: "Staff will refrain from deleting items without prior consultation with the parent and, when appropriate, law enforcement." This language will be reviewed with the District's legal counsel. Additionally, Oregon School Boards Association (OSBA) is expected to provide new recommendations for policy JFCEB and JFCEB-AR, which may result in further revisions.

The meeting was recessed at 6:15 p.m. so that the Budget Committee meeting could be conducted.

Board Chair Strelchun reconvened the meeting at 6:55 p.m.

Board Leadership Planning for 2014-15. Board Chair Strelchun discussed the process of selecting the Board Chair and Vice Chair for the upcoming school year and invited input from Board members who are interested in these positions.

- Board Chair Strelchun said that she has enjoyed her work as Board Chair, has continued her work with OSBA leadership training, is honored to represent the Board in public settings, and would be happy to continue that work.
- Director Glenn Miller said that he still considers himself to be a junior member of the Board, so is not considering a leadership role at this time; however, he would like to expand his commitment at some point and is looking for opportunities to serve in other areas.
- Director Monte Akers said that Director Miller should not consider himself to be a junior; Director Akers also said that he does not think he will be acting as Vice Chair next year because of the time commitment; he commended Board Chair Strelchun for her work and said that he would like to see someone else work as Vice Chair with her.

Board Chair Strelchun commented that she likes the model of having an active Vice Chair, sharing work and planning with the Chair and the Superintendent. Superintendent Scott said that the model was Director Sollman's idea in a previous year, and it has enriched the conversations.

Board Discussion Time. The following items were discussed:

- Director Cañas said that the 2014 annual convention of the National Association of Latino Elected and Appointed Officials (NALEO) will be held in California. She attended last year with a scholarship, but is not yet sure whether she will be able to attend again this year. She had questions about whether Board approval would be needed to cover the cost of her hotel and registration. Director Akers and Board Chair Strelchun confirmed that approval would not be needed if the cost was within the allocated amount.
- Board and Cabinet members discussed the District's communications with parents, students, and the community regarding situations that occur within the District, within specific schools, and in other districts.
 - Board members appreciated District's the message expressing sympathy and support for the Reynolds High School community, and informing parents of the District's preparation status; they discussed the importance of making sure that parents, students, and community members know where to go for information before any crisis occurs.

- In response to Board members' questions, the following information was provided:
 - The District's goal is to over-communicate where legally possible; however, factors that can create challenges / constraints include:
 - ❖ Situations that involve a police investigation or legal restrictions
 - ❖ Balancing the needs of a victim with the needs of a group
 - When situations arise, the Superintendent and Cabinet debrief intensively to identify the best options for communication within the existing constraints
 - What the media chooses to communicate is largely outside of the District's control
 - The District's goal is to always have counselors accessible to students
 - In traumatic or disruptive situations, administrators and staff stay alert and focused on students' needs
 - Notifying parents of teacher changes is normal practice (at the school level) and will be added specifically to the District's protocol
 - Personnel issues are tracked and investigation files retained in the Human Resources Department
 - Parents or community members who have concerns about employee performance can contact the District (links are available on the website)

The meeting was adjourned at 7:24 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Others Present:

Representative Joe Gallegos
Poynter Middle School students
Blake Allen
Lisa Allen
Yvette Chapman
Laura Duncan
Carissa Martus
Juanita Martus
Jaime Rodriguez
Devin Hunter, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Elaine Fox, Executive Director, Student Services
Travis Reiman, Executive Director, School Performance
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Don Wolff, Director, Technology Services
Alison Paulus, Principal, W. L. Henry Elementary School
Enedelia Schofield, Principal, Butternut Creek Elementary School
Greg Timmons, Principal, Poynter Middle School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

7:30 p.m. Regular Session

3. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:34 p.m. and led the Pledge of Allegiance. She shared that thoughts and prayers are with the families of the Reynolds School District.
4. Recognition / Student Presentation.
Director Sollman introduced three eighth-grade members of the Poynter Players, who performed two skits: “The Movie Store” and “The Ugly Christmas Sweater Party.”

Several second grade students from W. L. Henry Elementary School, introduced by school counselor Erika Pierce, read their compositions in English and Spanish regarding “the best part of me.” Their readings were accompanied by photographs of their best feature.

5. Approval of Agenda. Director Sollman MOVED, SECONDED by Director Cañas, to approve the agenda. The MOTION CARRIED (7-0).
6. Audience Time. Board Chair Strelchun explained the procedure for addressing the Board according to policy BDDH: Public Participation in Board Meetings. One request was received to address the Board on a non-agenda item. Quatama Elementary School teacher Carisa Martus shared information about the school’s adaptive music class, and explained that there is no allocation for the class for the 2014-15 school year. She said that similar classes at Patterson and Orenco Elementary Schools might also be cut next year. She spoke about the benefits of music in the learning process, and said that she and other music specialists are excited to work with the District to find creative solutions to better help serve special education student through music.

Superintendent Scott thanked Ms. Martus for bringing the situation to the attention of the Board and administrators, expressed appreciation and support for the program, and stated that administrators will connect with her to problem solve.

7. Consent Agenda. Director Sollman MOVED, SECONDED by Director Seligman to approve the Consent Agenda as printed. The MOTION CARRIED (7-0). Consent Agenda items were as follows:
 - a. Approve Routine Personnel Matters
 - b. Accept Donations
 - c. Adjust Appropriations
 - d. Approve Parent Organization Activities for Liability Insurance Coverage
8. Action Items
 - a. Approve Resolution for General Obligation Bond Refunding. Chief Financial Officer Adam Stewart explained that refinancing certain bonds would result in savings for taxpayers. In order to accomplish this, the Board needs to adopt a

resolution authorizing the refinancing, and designating staff to act on behalf of the District.

Director Sollman, MOVED, SECONDED by Director Cañas, to adopt the resolution authorizing the issuance, sale, and delivery of General Obligation refunding. The MOTION CARRIED (7-0).

- b. Approve Licensed Elementary Staff Computer Purchase. Chief Financial Officer Stewart explained that the District has secured discount pricing for a three-year lease purchase of 650 Apple laptops for licensed staff through an Organization for Educational Technology Consortium (OETC) purchasing agreement, and that the computers will be purchased using 2014-15 funds budgeted for technology.

Director Miller MOVED, SECONDED by Director Seligman, to approve the purchase lease agreement with Apple, Inc., by resolution for the purposes described in the record and in compliance with District policy. The MOTION CARRIED (7-0).

- c. Approve Compensation for Non-Union Employees for 2014-15. Assistant Superintendent Debbie Ashley explained that the Board annually authorizes compensation for non-union employee groups. The proposal for the 2014-15 school year includes a compensation increase equivalent to one step, with a portion of the increase to be utilized to increase the monthly insurance cap to \$1,075. This will maintain the insurance cap alignment for all employee groups. Language clarifying tuition reimbursement for administrators and supervisory-technical is also recommended, as is language outlining expectations for administrators.

Director Sollman MOVED, SECONDED by Director Miller, to approve the 2014-15 individual contracts with executive management, administrators, and supervisory-technical specialist employees. The MOTION CARRIED (7-0).

Director Sollman expressed appreciation for the time invested in aligning the benefit levels for all employee groups.

- d. Review Superintendent's Performance and Approve Performance Evaluation. Board Chair Strelchun explained that the Board has completed an exhaustive evaluation of Superintendent Scott's performance, resulting in an excellent evaluation. She read the evaluation letter into the record.

Director Miller MOVED, SECONDED by Director Akers, to commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file.

Board Chair Strelchun and Directors Sollman, Cañas, and Akers expressed appreciation for Superintendent Scott's leadership, honesty, integrity, and

achievements, his ability to understand other peoples' perspectives, his willingness to listen and learn, his selection of high-caliber staff who are committed to students, the work that is being accomplished, and the culture that is being developed.

Director Seligman said that he agrees with the positive aspects of the evaluation letter, but that he will vote against it because two schools received level one ratings on state report cards this year, and he feels that the letter evaluating the Superintendent needs to have a section discussing the overall academic performance of the District.

Board Chair Strelchun thanked Board members who worked on revising the District's Superintendent evaluation process.

The MOTION CARRIED (6-1), with Director Seligman opposed.

- e. Approve Extension of Superintendent Contract. Director Miller MOVED, SECONDED by Director Sollman, to approve the following resolution: Be it resolved that the Hillsboro School District Board of Directors approves the 2014-15 contract with the Superintendent, with a one-year extension through June 30, 2017. The MOTION CARRIED (7-0).
- f. Approve Board Meeting Dates for 2014-15. The Board meeting dates for 2014-15 were previously discussed during the May 27, 2014, work session. Based on Board members' input, the following change has been made to the proposed schedule: the August work session on the schedule presented for approval consists of half-day sessions on August 13 and 14.

Director Akers MOVED, SECONDED by Director Sollman, to approve the Board meeting dates for the 2014-15 school year. The MOTION PASSED (7-0).

- g. Approve New High School Course Proposal: Community Service Learning Elective. Executive Director Travis Reiman and Citizens' Curriculum Advisory Committee Chair Lisa Allen presented the Community Service Learning Elective course proposal for approval, and responded to Board members' comments and clarifying questions. The course proposal was presented to the Board for first reading during the May 27, 2014, meeting.

Director Sollman MOVED, SECONDED by Director Cañas, to approve the proposed new high school course, Community Service Learning Elective.

The MOTION CARRIED (7-0).

- h. Approve New High School Course Proposal: Mariachi. Executive Director Travis Reiman and Citizens' Curriculum Advisory Committee Chair Lisa Allen presented

the Mariachi course proposal for approval, and responded to Board members' comments and clarifying questions. The course proposal was presented to the Board for first reading during the May 27, 2014, meeting.

Director Sollman MOVED, SECONDED by Director Miller, to approve the proposed new high school course, Mariachi. The MOTION CARRIED (7-0).

- i. Approve Revisions to Policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline. Director of Safety and Operations Casey Waletich presented policies JF/JFA, JFC, and JG for approval. Director Waletich explained that the policies were presented for first reading on May 27, 2014, at which time Director Miller expressed concerns regarding the omission of language addressing searches from policy JF/JFA. Director Waletich explained that OSBA does not recommend adding language regarding searches to this policy, as there is a separate policy that addresses the specific, unique issues related to due process and searches.

Director Sollman MOVED, SECONDED by Board Chair Strelchun to approve the recommended revisions to policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline.

Board members discussed whether it is desirable to add the suggested wording regarding searches to policy JF/JFA, what the implications of adding the language might be, and other possible options, including referencing the search policy in policy JF/JFA.

Director Miller MOVED, SECONDED by Director Seligman, to include the following phrase to item 3 of policy JF/JFA: "searches and seizure of personal property."

The MOTION CARRIED (4-3), with Board Chair Strelchun, Director Sollman, and Director Cañas opposed.

The MOTION to approve the policies with the revised language CARRIED (4-3), with Board Chair Strelchun, Director Sollman, and Director Cañas opposed.

- j. Approve Revisions to Policy JGAB: Use of Restraint and Seclusion. Executive Director of Student Services Elaine Fox presented policy JGAB: Use of Restraint and Seclusion for approval. The policy was presented for first reading during the May 27, 2014, Board meeting. No comments or questions were received during the review period.

Director Akers MOVED, SECONDED by Director Cañas, to approve the recommended revisions to policy JGAB: Use of Restraint and Seclusion. The MOTION CARRIED (7-0).

- k. Approve Revisions to Policy JECB: Admission of Nonresident Students. Director of Communications Beth Graser presented policy JECB: Admission of Nonresident Students for approval. The policy was presented for first reading during the May 27, 2014, Board meeting.

Director Miller MOVED, SECONDED by Director Akers, to approve the recommended revisions to policy JECB: Admission of Nonresident Students. The MOTION CARRIED (7-0).

- l. Approve Revisions to Policy IA: Instructional Goals. Assistant Superintendent Steve Larson presented policy IA: Instructional Goals for approval. He explained that the additional wording for item 13 (“if transportation is required by law”), which was recommended during the first reading on May 27, 2014, is supported by OSBA and has been added to the presented policy.

Director Sollman MOVED, SECONDED by Director Miller, to approve the recommended revisions to policy IA: Instructional Goals. The MOTION CARRIED (7-0).

9. Reports / Discussion Items:

- a. Announce Budget Committee Vacancies. Chief Financial Officer Stewart explained that there will be two vacancies on the Budget Committee to announce and fill for next year. These positions are currently held by Tim Farrell and Jennifer Rychlik, whose terms are ending on June 30, 2014. Chief Financial Officer Stewart thanked Mr. Farrell and Ms. Rylchik for their service, and said they will be encouraged to reapply if they are interested.
- b. Announce Citizens’ Curriculum Advisory Committee (CCAC) Vacancies. Executive Director Reiman announced nine openings on the CCAC for the 2014-15 school year. Seven openings are due to expiring terms and two are due to resignations.

Executive Director Reiman and Ms. Allen explained that the CCAC has unanimously agreed to request that the Board consider revising the selection process to more closely resemble the process used to select Budget Committee members. They explained that the intent of this suggestion is to attract members who are invested in and dedicated to the work of the committee. Ms. Allen also explained that the CCAC would like 2 of the 14 seats on the committee to be specifically reserved for current high school students, since feedback from students on the committee has proven to be valuable.

Board members asked clarifying questions regarding the structure of the committee, meeting schedules, and expectations and opportunities for committee members. Ms. Allen said that expectations would be included in the

advertisement. Revisions that would be needed for policy IFF: Citizens' Curriculum Advisory Committee were also discussed. Board Chair Strelchun suggested that Executive Director Reiman present a formal proposal to the Board in July.

Superintendent Scott thanked Ms. Allen for her involvement in and commitment to the work of the committee.

- c. First Reading—Policy JFG: Searches. Executive Director of Secondary Education Matt Smith presented the first reading of policy JFG: Searches, explaining that the revisions are based on concerns expressed by Board members, and feedback from legal counsel and administrators. Director Miller expressed support of the policy, but requested a revision of the wording in the initial paragraphs regarding reasonable suspicion. Board Chair Strelchun reminded Board members to direct any questions they may have regarding the policy revisions to Executive Director Smith during the review period.
- d. First Reading—Policy JFCB: Personal Communication Devices and Social Media—Students. Director of Technology Services Don Wolff presented the first reading of policy JFCB: Personal Communication Devices and Social Media—Students, explaining that the revisions reflect changes in the types of personal communications devices and social media in use in the schools.
- e. First Reading—Policies JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff. Director of Safety and Operations Casey Waletich presented the first reading of policies JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff. He explained that the revisions, which are the result of House Bill 2192, include expanding the definition of the term “weapons,” removing zero tolerance, and separating the policies regarding staff and students.

Board members asked questions about how the Gun-Free School Zone Act relates to individuals carrying weapons outside of school boundaries, the relationship between state and federal law when differences exist, and how the District might respond to different situations. Director Waletich explained that:

- Oregon law differs from federal law regarding the possession of weapons outside of school boundaries; the Gun-Free School Zone Act is a federal law
- Oregon law enforcement personnel enforce Oregon laws
- The District's policies are relevant to situations that occur with staff and students on District property and at District events
- The District will work with staff and law enforcement to understand concerns and address situations

- f. First Reading—Policy JHCDA: Administering Injectable Medicines to Students. Executive Director Fox presented the first reading of policy JHCDA:

Administering Injectable Medicines to Students and summarized the recommended revisions. Board members asked clarifying questions.

- g. First Reading—Policy IGBAJ: Special Education—Free Appropriate Public Education (FAPE). Executive Director Fox presented the first reading of policy IGBAJ: Special Education—Free Appropriate Public Education (FAPE) and summarized the recommended revisions. Board members asked clarifying questions.

Board members were reminded to address any questions regarding the presented policies to the appropriate staff members during the review period.

- h. Financial Report. Chief Financial Officer Stewart shared that the Business Office is engaged in fiscal-year-end tasks, including completing four June payroll runs, audit preparations, and working on the bond refinancing.

10. NWRES D/HCU/HEA Reports.

HCU President Eric Weyrauch was unable to attend the meeting. Devin Hunter spoke in his absence. Mr. Hunter said that as planning is underway for the 2014-15 school year, investments in students and teachers are apparent, but he urged the Board to also invest in classified staff. He discussed the need to extend work calendars to allow for preparation prior to the first day of school, and the need for computer upgrades for many classified employees. He added that it is often difficult for classified staff to be heard.

HEA President Maureen Barnhart was present, but did not address the Board.

11. Superintendent's Time. Superintendent Scott's comments included the following highlights:

- Thanked Director Waletich for his work on the District's safety protocols and building partnerships with community members and law enforcement
- Expressed condolences and support for the Reynolds School District community
- Thanked the Board for a positive evaluation, stating that the work is a team effort, and thanked Cabinet and staff members for their contributions
- Discussed the W. L. Henry students' presentation and the pride and confidence demonstrated by the students

12. Board of Directors' Time. Board members' comments included the following:

- Discussed graduation, including the excitement of the ceremonies, the privilege and enjoyment of handing out diplomas, the unique aspects of the different schools' ceremonies, the District's stellar graduation rates, and the inspiration of students who have overcome obstacles in order to graduate
- Commended teachers for their hard work and accomplishments
- Expressed heartfelt sympathy for Reynolds School District

- Expressed appreciation for District leadership's response to the Reynolds tragedy, and acknowledged the hours of behind the scenes training that have taken place
- Discussed the importance of professional development for Board members, including OSBA online and in-person training
- Discussed Maya Angelou's recent death, the value of her work, and the number of people who are not aware of who she was
- Discussed visits to elementary and middle school math classes, observing how students interact with teachers; gaining a teacher's perspective of the changes being implemented; technology pilot visits, and eagerness for feedback on the project

13. Follow-Up Items.

Request	Action

14. Executive Session. No executive session was called.

15. Adjournment. The meeting was adjourned at 9:51 p.m.

HILLSBORO SCHOOL DISTRICT 1J BUDGET COMMITTEE—MINUTES

June 10, 2014

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

Budget Committee Present:

Wayne Clift, Chair
Monte Akers
Chris Barry
Adriana Cañas
Nina Carlson
Cathy Clark Thomas
Tim Farrell
Rebecca Lantz
Glenn Miller
Jennifer Rychlik
Erik Seligman
Janeen Sollman
Kim Strelchun

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Casey Waletich, Director, Safety and Operations
Don Wolff, Director, Technology Services
Michelle Morrison, Manager of Business Services
Enevelia Schofield, Principal, Butternut Creek Elementary School
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

Others Present:

Jill Golay
Carissa Martus
Devin Hunter, HCU
Eric Weyrauch, HCU
Maureen Barnhart, HEA
Andrea Castillo, The Oregonian

Budget Committee Chair Wayne Clift called the Budget Committee meeting to order at 6:17 p.m. Angie Ellis was unable to attend the meeting.

Budget Committee Chair Clift called for a motion to approve the agenda. Janeen Sollman MOVED, SECONDED by Kim Strelchun to approve the agenda as printed. The MOTION CARRIED by a vote of 13-0.

Chief Financial Officer Adam Stewart provided the following information:

- An opportunity has arisen for the District to pay off a portion of its 2006 bonds, which would result in a total savings of more than nine million dollars in interest.
- The bond refinancing would change the 2015 debt service levy, which requires Budget Committee approval.
- The revised proposed budget is very similar to the version approved by the Budget Committee on May 8, with revised debt service information and the addition of information regarding bond refunding options.
- Waiting until next fall to refinance would result in decreased savings and a temporary dip in the debt service rate, which could be confusing to taxpayers.
- Finalized details will not be available until closing, which is expected to occur during the second week in August.

Budget Committee members asked how refinancing prepares the District for future bond issues for new schools that will need to be built. Chief Financial Officer Stewart explained that refunding would result in a decrease in the levy rates in 2019, which could create an opportunity for a new bond to generate funds for building new schools, renovating current schools, and/or purchasing land.

Following the committee discussion, Budget Committee Chair Clift invited public comment. There were three requests to address the Budget Committee.

Quatama Elementary School teacher Carisa Martus shared information with the Board regarding Quatama's adaptive music class for fourth through sixth grade life skills students, which she has taught for the past two years. She described the benefits that the class offers to students and the success the students have experienced, and she explained that it appears that the class will be cut next year because of staffing limitations. She discussed workload issues, and requested that time be budgeted by the District for music teachers/programs for special education. Ms. Martus added that music specialists at Patterson and Orenco Elementary Schools are facing similar staffing and scheduling challenges, and that they would all like to work with the District to find creative solutions to funding limitations in order to better serve the District's special education students through music.

Assistant Superintendent of Human Resources Debbie Ashley provided information regarding the staffing formula. Superintendent Scott explained that the formula has evolved over time and is going to be reviewed. He added that there was no deliberate decision to exclude special education music classes from the formula, and that the District values the music program and will be glad to work with Ms. Martus.

HCU President Eric Weyrauch spoke on behalf of classified staff, requesting that additional funds be budgeted for classified hours. He stated that setting funds aside for savings is not an investment in current students, and he explained that classified staff members do not have adequate time to set up kitchens, health rooms, and libraries before students arrive at the beginning of the school year. He added that libraries also need additional time at the end of the year for processing textbooks. Mr. Weyrauch said that HCU and Human Resources have worked together to develop some creative solutions for these problems, but there is a limit to what can be accomplished without additional funding.

Budget Committee members asked questions about the amount of additional funding that might be needed for this purpose, and the guidelines that principals are given regarding the use of funds allocated for additional classified hours. Superintendent Scott and Assistant Superintendent Ashley explained that principals have discretion in using these funds, within general parameters, based on their schools' needs, and their options include extending the work year for librarians, providing opportunities for collaboration and staff meetings, etc. It was also confirmed that schools' operating funds can be used to pay for additional hours for classified staff, in addition to other building and operating needs.

Budget Committee members discussed the importance of maintaining reserves to address future needs, the extent of the budget reductions that have occurred throughout the District over the past several years, and the inadequacy of current funding to restore what has been lost.

HEA President Maureen Barnhart also requested that additional reserves be released, stating that \$200,000 in additional classified hours will not be adequate for the collaboration that is needed between licensed and classified staff, especially with the push-in of special education students and English language learners. On behalf of licensed staff, she spoke in support of the areas discussed by Ms. Martus and Mr. Weyrauch.

Superintendent Scott read the following Budget Message into the record.

In 2006, the District sold \$169 million in two series of bonds to construct new schools, remodel existing facilities, and acquire land for future facilities. These bonds are due to be paid off in June 2026. The District now has an opportunity to refund (like refinancing a mortgage) these bonds at

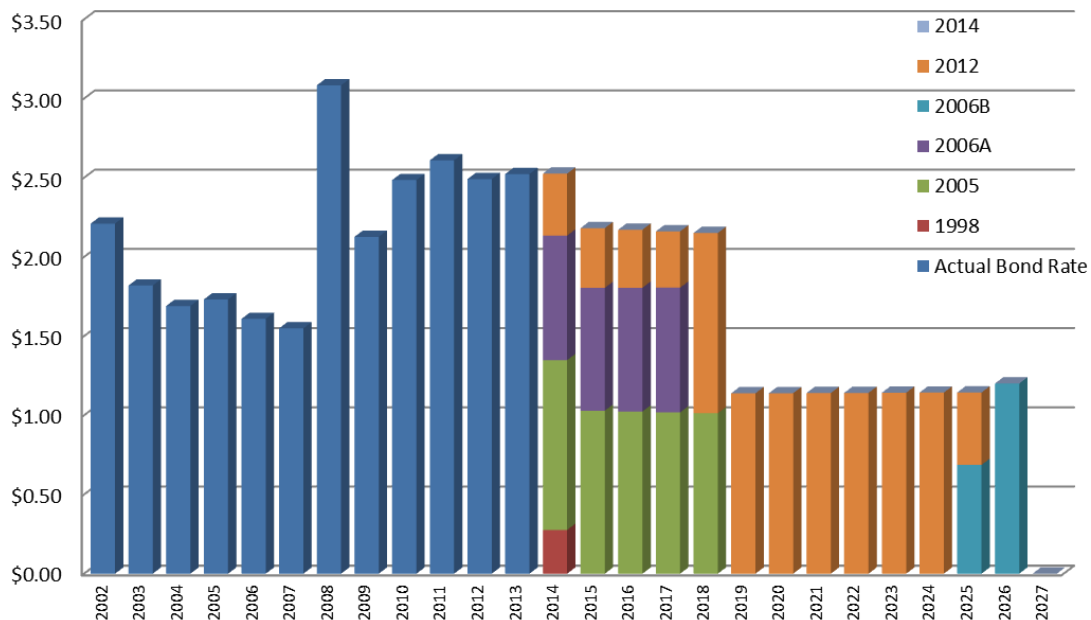
a significant savings to taxpayers. The series 2006B bond issue, the 2025 and 2026 portions of the outstanding debt, was structured as “callable deferred interest bonds,” so they may be prepaid prior to their maturity dates.

The idea would be to refinance these 2025 and 2026 maturities and shorten the repayment period to pay the debt off over the 2015, 2016, 2017, and 2018 fiscal years. The impact will be to increase the District’s bond levy rate per \$1,000 of Assessed Value (AV) by approximately \$0.38 in 2015, and \$0.39 in 2016, 2017, and 2018. The result will be that the total bond levy rate will remain at the current 2014 level of approximately \$2.45/\$1,000 of AV. In return, the District will lower its debt service levy by \$0.63 in 2025 and by \$1.10 in 2026.

In 2012, the District issued refunding bonds with a level annual savings over the same repayment period. In contrast, the proposed refunding bonds would restructure the existing debt by shortening the final maturity (similar to going from a 30-year mortgage to a 15-year mortgage).

A graphic representation for projected levy rates after the restructuring is attached. In order to be able to advance refund outstanding debt, the District must show at least a 3 percent Net Present Value (NPV) savings; in this case, the NPV savings are currently estimated to be 34 percent, or approximately \$6.5 million. (These figures are subject to change with normal market movement.)

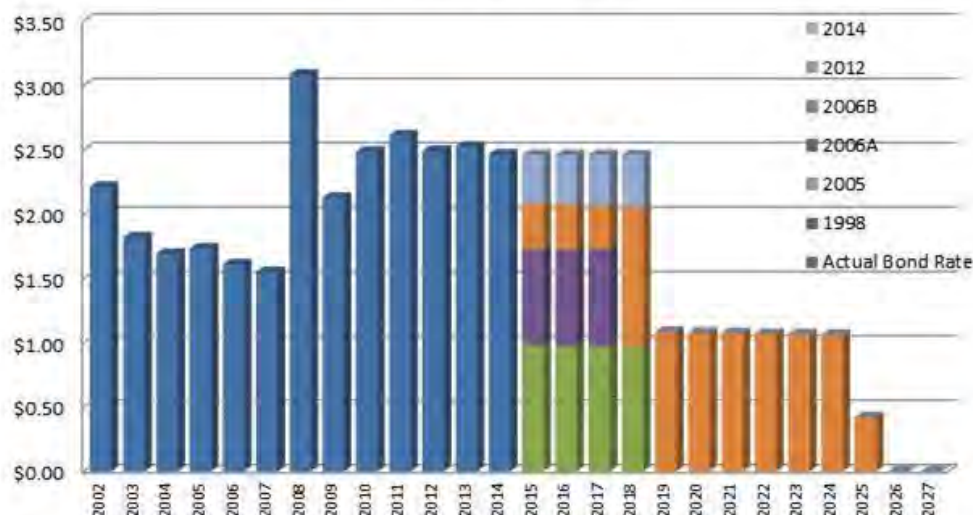
Hillsboro School District No. 1J
Outstanding GO Bonds-Actual & Projected Levy Rates



- The Refunding opportunity is a result of the 2006B bonds, which are Deferred Interest Callable Bonds

Another feature of this potential refunding is that it results in the District's current debt service levy of approximately \$2.45/\$1,000 staying level through fiscal year 2018. In fiscal year 2019, levy rates are projected to drop to approximately \$1.07/\$1,000, which could be an opportunity for a new bond issue for construction of new schools in South Hillsboro, and upgrades to existing facilities without increasing our taxpayers' rate/\$1,000.

**Hillsboro School District No. 1J
Refunding Scenario #1**



Current Debt Service

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024-25	\$4,443,616	\$5,821,384	\$10,265,000
2025-26	<u>\$7,598,096</u>	<u>\$10,801,904</u>	<u>\$18,400,000</u>
	\$12,041,712	\$16,623,288	\$28,665,000

Refund All of 2025 and 2026 Deferred Interest Bonds

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014-15	\$4,090,000	\$425,425	\$4,515,425
2015-16	\$4,370,000	\$382,300	\$4,752,300
2016-17	\$4,715,000	\$294,900	\$5,009,900
2017-18	<u>\$5,115,000</u>	<u>\$153,450</u>	<u>\$5,268,450</u>
	\$18,290,000	\$1,256,075	\$19,546,075

Total Savings=	\$9,118,925
Net Present Value (NPV) Savings=	\$6,567,414

- Because the 2014-15 budget has already been approved by the Budget Committee and because Refunding Scenario #1 will result in a higher Debt Service Levy for 2015, we will need to reconvene the Budget Committee and have them reapprove the budget to include the additional Debt Service Levy (June 10th).
- This in turn will mean we will have to reschedule the Budget Hearing originally scheduled for June 10th. This will require an additional June meeting for the board to hold the Budget Hearing (June 24th).
- The tax rate in 2025 is estimated to be \$0.42/\$1,000.

Following the reading of the budget message, Budget Committee Chair Cliff called for a motion to approve the proposed budget. Glenn Miller MOVED, SECONDED by Janeen Sollman, that the Hillsboro School District 1J budget for 2014-15 in the aggregate amount of \$269,001,519 (total of all funds) be approved as proposed, and that the permanent tax rate of \$4.9749 per \$1,000 of assessed value be assessed in support of the General Fund. This permanent rate is expected to raise \$56,647,450. He further moved that tax levies totaling \$30,737,871 be approved for the debt service fund for the purpose of the retirement of bonded debt owed by the District. The MOTION CARRIED (13-0).

Chief Financial Officer Stewart explained that next steps include the June 24 budget hearing and adoption of the budget by the Board, and submission of the budget information to the

assessor prior to July 15. He thanked the Budget Committee members for their willingness to reconvene.

The Budget Committee meeting was adjourned at 6:54 p.m.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

June 24, 2014

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

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Adam Stewart, Chief Financial Officer
Beth Graser, Director, Communications
Michelle Morrison, Manager, Business Services
Val Bokma, Assistant to the Board

Others Present:

Chris Barry
Angie Ellis
Eric Weyrauch
Andrea Castillo, The Oregonian

1. Call to Order and Flag Salute. Board Chair Kim Strelchun called the meeting to order at 5:15 p.m. She explained that the agenda included only one item and some Board members would be attending via telephone. Director Adriana Cañas was unable to attend the meeting.

Board Chair Strelchun led the Pledge of Allegiance.

2. Approval of Agenda. Director Glenn Miller MOVED, SECONDED by Director Erik Seligman, to approve the agenda. The MOTION CARRIED (6-0).
3. Budget Hearing. Board Chair Strelchun announced the final public hearing prior to Board adoption for the 2014-15 budget, explaining that the budget document was approved by the Budget Committee on June 10. She declared the Budget Hearing open and asked for public testimony. Hearing no requests to comment, Board Chair Strelchun closed the Budget Hearing.
4. Action Items: Adopt Resolutions to Adopt the 2014-15 Budget, Appropriate the 2014-15 Budget, and Impose 2014-15 Taxes and Categorize the Levy. Board Chair Strelchun explained that the Board was convening for a special session because an opportunity had arisen to refinance bonds. She thanked Board members, Budget Committee members, and staff for their willingness to invest additional time to pursue this opportunity.

Chief Financial Officer Adam Stewart thanked the Board and Budget Committee for the time they invested in developing the budget and pursuing the opportunity to refinance the bonds. He explained that the bond ratings call is scheduled for June 25,

the rating is anticipated to remain at the same level (AA), and the refinancing process is expected to be completed by mid-August.

Director Monte Akers MOVED, SECONDED by Director Janeen Sollman, to adopt the resolutions to adopt the 2014-15 budget, appropriate the 2014-15 budget, and impose 2014-15 taxes and categorize the levy, as shown in the Board packet. The MOTION CARRIED (6-0).

5. Follow-Up Items.

Request	Action
There were no requests for follow-up action.	

6. Executive Session. No executive session was called.

7. Adjournment. The meeting was adjourned at 5:19 p.m.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

1. **Ann Doyle**
Assignment: Counselor
Location: Eastwood Elementary School
Effective Date: June 17, 2014

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

1. **Sara Castillo**
Assignment: PE
Location: W. L. Henry Elementary School
Effective Date: June 17, 2014
2. **Susan Cavaletto**
Assignment: PE
Location: Minter Bridge Elementary School
Effective Date: June 17, 2014
3. **Matthew Coleman**
Assignment: TOSA
Location: Lincoln Street Elementary School
Effective Date: June 17, 2014
4. **Jacinta Lopez-Haas**
Assignment: ELL
Location: Ladd Acres Elementary School
Effective Date: June 17, 2014
5. **Tara McRitchie**
Assignment: LOA
Location: Orenco Elementary School
Effective Date: June 17, 2014
6. **Stephanie Oppenlander**
Assignment: Resource Specialist
Location: Witch Hazel Elementary School
Effective Date: June 17, 2014

7. **Matthew Thornton**
Assignment: Alternative Education
Location: Miller Education Center
Effective Date: June 17, 2014
8. **Jyoti Canton**
Assignment: 3rd Grade
Location: McKinney Elementary School
Effective Date: June 17, 2014
9. **Albert Dexter**
Assignment: PE/Health
Location: Hillsboro High School
Effective Date: June 17, 2014
10. **Emily Gillard**
Assignment: Counselor
Location: Century High School
Effective Date: June 17, 2014
11. **Eric Fraser**
Assignment: AVID-Tutorial/Science
Location: Glencoe High School
Effective Date: June 17, 2014
12. **Mark Gonzalez**
Assignment: Music
Location: Eastwood Elementary School
Effective Date: June 17, 2014
13. **Heather Harris**
Assignment: Resource Specialist
Location: W. L. Henry Elementary School
Effective Date: June 17, 2014
14. **Tiersa M. Helwig**
Assignment: Spanish
Location: Century High School
Effective Date: June 17, 2014
15. **Ashley La Berge**
Assignment: 4th Grade
Location: Mooberry Elementary School
Effective Date: June 17, 2014

16. **Renee Laney**
Assignment: 1st/2nd Grade
Location: Ladd Acres Elementary School
Effective Date: June 17, 2014
 17. **Jenessa MacDonald**
Assignment: Autism Consultant
Location: Student Services
Effective Date: June 17, 2014
 18. **Susan Peters**
Assignment: Science
Location: Poynter Middle School
Effective Date: June 17, 2014
 19. **Ashley Thomas**
Assignment: 6th Grade
Location: Indian Hills Elementary School
Effective Date: June 17, 2014
 20. **David Victory** (moving into an administrative position)
Assignment: TOSA
Location: Hillsboro High School
Effective Date: June 13, 2014
- C. Ratify the acceptance of the resignation of the following Super/Tech personnel:
1. **Michelle Morrison** (moving into an administrative position)
Assignment: Manager
Location: Business Services
Effective Date: June 30, 2014
- D. Approve the employment of the following administrative personnel for the remainder of the 2014-15 school year.
1. **Brooke Nova**
Assignment: Coordinator of College and Career
Location: Administration Center
Effective Date: July 1, 2014
 2. **Justin Welch**
Assignment: Principal
Location: McKinney Elementary School
Effective Date: July 1, 2014

3. **Audrea Neville**
Assignment: Principal
Location: Patterson Elementary School
Effective Date: July 1, 2014

4. **Gregg O'Mara**
Assignment: Director of Alternative Services
Location: Miller Education Center
Effective Date: July 1, 2014

5. **Carmen Brodniak**
Assignment: Assistant Principal
Location: Lincoln Street Elementary School
Effective Date: July 1, 2014

6. **Wendy Juden**
Assignment: Coordinator of Student Services
Location: Administration Center
Effective Date: July 1, 2014

7. **Greg Timmons**
Assignment: Principal
Location: Liberty High School
Effective Date: July 1, 2014

8. **Martha Guise**
Assignment: Principal
Location: Poynter Middle School
Effective Date: July 1, 2014

9. **David Victory**
Assignment: Assistant Principal
Location: Hillsboro High School
Effective Date: July 1, 2014

10. **Michelle Morrison**
Assignment: Director
Location: Business Services
Effective Date: July 1, 2014

E. Approve the employment of the following licensed personnel in the 2014-15 school year:

1. **Gary Kieser**
Education: MA - George Fox University, Newberg, OR
Experience: 4 years
Assignment: 1.0 FTE Behavioral Specialist – Student Services
2. **Cinthia Adair**
Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Speech Language Pathologist – Eastwood Elementary School
3. **Sara Bernard**
Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 0.6 FTE Speech Language Pathologist – Student Services
4. **Robert Bizjak**
Education: MA – Concordia University, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE Expanded Language Arts – Glencoe High School
5. **Rhianon Brennan**
Education: MA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE Licensed Teacher (Grade Level TBD) – Rosedale Elementary School
6. **Robin Brown**
Education: MA – Seattle University, Seattle, WA
Experience: 6 years
Assignment: 1.0 FTE Language Arts/Speech-Debate – Hillsboro High School
7. **Julie Buck**
Education: MA – Lewis and Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE School Counselor – Hillsboro High School
8. **Jennifer Burger**
Education: MA – Portland State University, Portland, OR
Experience: 28 years
Assignment: 1.0 FTE LRC Teacher – Glencoe High School

9. **Lisa Carlsson**
Education: MA – Portland State University, Portland, OR
Experience: 5 years
Assignment: 0.5 FTE ERC Teacher – Lenox Elementary School
10. **Sharon Carlson**
Education: MA – Bethel College, St. Paul, MN
Experience: 13 years
Assignment: 1.0 FTE 6th Grade Teacher – Minter Bridge Elementary School
11. **Kathleen Coolman**
Education: MA – Portland State University, Portland, OR
Experience: 4 years
Assignment: 0.5 FTE Kindergarten Dual Language, 0.5 FTE ESL/Spanish Literacy – Mooberry Elementary School
12. **Hana Courtney**
Education: MA – University of Portland, Portland, OR
Experience: None
Assignment: 1.0 FTE SCC Teacher – Witch Hazel Elementary School
13. **Abigail Crowley**
Education: MA – Framingham State University, Framingham, MA
Experience: 8 years
Assignment: 1.0 FTE LRC Teacher – Brown Middle School
14. **Mallory Cruickshank**
Education: MA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE 1st/2nd Grade Teacher – Farmington View Elementary School
15. **Evan DePosit**
Education: MA – Lewis and Clark College, Portland, OR
Experience: 2 years
Assignment: 0.667 FTE Biology – Liberty High School
16. **Britany Dean**
Education: MA – George Fox University, Portland, OR
Experience: None
Assignment: 1.0 FTE Counselor – Liberty High School

17. **Daphne Erikson**
Education: MA – Pacific University, Forest Grove, OR
Experience: 1 year
Assignment: 0.5 FTE 4th Grade Teacher – McKinney Elementary School
18. **Diann Espinoza**
Education: MA – Pacific University, Forest Grove, OR
Experience: 2 years
Assignment: 1.0 FTE Dual Science – South Meadows Middle School
19. **Mike Fanger**
Education: MA – Concordia University, Portland, OR
Experience: 18 years
Assignment: 1.0 FTE PE – Glencoe High School
20. **Fleur Frascella**
Education: MA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE Language Arts – Brown Middle School
21. **Deborah Grimshaw**
Education: MA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE Speech Language Pathologist – Groner Elementary School / Glencoe High School
22. **Jacquelin Gross**
Education: MA – Portland State University, Portland, OR
Experience: 2 years
Assignment: 0.6 FTE Math, 0.2 FTE Science – South Meadows Middle School
23. **Hayley Heider**
Education: MA – Pacific University, Portland, OR
Experience: 2 years
Assignment: 1.0 FTE 1st Grade Dual Language – Mooberry Elementary School
24. **Kandi Hess**
Education: MA – George Fox University, Portland, OR
Experience: None
Assignment: 0.5 FTE Kinder, 0.5 FTE Title-Resource – Eastwood Elementary School

25. **Aaron Johnson**
Education: MA – Grand Canyon University, Phoenix, AZ
Experience: 10 years
Assignment: 1.0 FTE Algebra 2 – Liberty High School
26. **Eric Johnston**
Education: MA – Concordia University, Portland, OR
Experience: 3 years
Assignment: 1.0 FTE Dual Language Social Studies – South Meadows Middle School
27. **Abby Jones**
Education: MA – Pacific University, Forest Grove, OR
Experience: 1 year
Assignment: 1.0 FTE 4th Grade Teacher – Witch Hazel Elementary School
28. **Gary Kieser**
Education: MA – George Fox University, Portland, OR
Experience: 4 years
Assignment: 1.0 FTE Behavioral Specialist – Student Services
29. **Barbara Kraft**
Education: MA – Oregon State University, Corvallis, OR
Experience: 10 years
Assignment: 1.0 FTE Social Studies – Liberty High School
30. **Aurora Lopez**
Education: BA – Keenesaw State University, Keenesaw, GA
Experience: 1 year
Assignment: 1.0 FTE 2nd Grade Teacher – Witch Hazel Elementary School
31. **Deborah Luther**
Education: MA – Denver University, Denver, CO
Experience: 17 years
Assignment: 1.0 FTE Instructional Coach – Witch Hazel Elementary School
32. **Marc Gabe Nagler**
Education: MA – Lewis and Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE Dual Science – South Meadows Middle School
33. **Tate Olsen**
Education: MA - Willamette University, Salem, OR
Experience: 7 years
Assignment: 1.0 FTE Math Teacher – Hillsboro High School

34. **Peggy O’Neal-Sacks**
Education: MA – George Fox University, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE 5th Grade Teacher – Brookwood Elementary School
35. **Rachel Prevost**
Education: MA – Medical University of South Carolina, Charleston, SC
Experience: 5 years
Assignment: 1.0 FTE Speech Language Pathologist – Student Services
36. **Liza Ramos**
Education: MA – Portland State University, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE Dual Language Teacher – Minter Bridge Elementary School
37. **Dennis Rice**
Education: MA – University of Phoenix, Portland, OR
Experience: None
Assignment: 1.0 FTE Health Teacher – Glencoe High School
38. **Jem Rojo**
Education: MA – Lewis and Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE Counselor – Witch Hazel Elementary School
39. **Michael Savin**
Education: MA – Oregon State University, Corvallis, OR
Experience: 10 years
Assignment: 1.0 FTE Chemistry – Liberty High School
40. **Charles Self**
Education: MA – Lewis and Clark College, Portland, OR
Experience: 20 years
Assignment: 0.667 FTE Social Studies, 0.333 FTE Expanded Language Arts Teacher – Glencoe High School
41. **Shayne Shupe**
Education: MA – Portland State University, Portland, OR
Experience: 2 years
Assignment: 1.0 FTE SCC Teacher – Brookwood Elementary School

42. **Annie Spiegelberg**
Education: BA – Oregon State University, Corvallis, OR
Experience: None
Assignment: 1.0 FTE Dual Language 1st Grade Teacher – Free Orchards Elementary School
43. **Adrienne Stimson-Clark**
Education: MA – Metropolitan State College of Denver, Denver, CO
Experience: 4 years
Assignment: 1.0 FTE Special Education, Life Skills – Rosedale Elementary School
44. **Patricia White**
Education: MA – University of Washington, Seattle, WA
Experience: 3 years
Assignment: 1.0 FTE Math Teacher – Hillsboro High School

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
TUITION RATES FOR NONRESIDENT STUDENTS

SITUATION

Each year there are students who are not residents of our District who wish to enroll in one of our schools. If an agreement is made with another Oregon school district, we are allowed to include the student in our enrollment and receive state formula funding. Occasionally, there is a student who does not qualify for state funding, and tuition is charged.

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on the adopted 2014-15 Budget:

<u>COST CENTER</u>	<u>APPROPRIATIONS</u>	<u>ENROLLMENT FORECAST</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$64,232,464	11,284	\$6,112
Secondary	\$58,446,786	9,423	\$6,524
Districtwide	\$46,714,723	20,707	\$2,245

The recommended tuition rates are calculated by adding the appropriate grade-level cost to the districtwide cost. The numbers were then rounded down to an even amount.

RECOMMENDATION

The Superintendent recommends the Board of Directors adopt the following tuition rates for non-resident students for whom we do not receive state formula revenue:

Kindergarten	\$4,179 per year
Grade 1 - 6	\$8,358 per year
Grade 7 - 12	\$8,769 per year
Special needs students	Actual estimated cost

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
ESTABLISH SUBSTITUTE TEACHER PAY RATES FOR 2014-15

SITUATION

Minimum pay rates for substitute teachers are defined in Oregon law. Districts are required to pay at least 85 percent of the statewide average daily pay for beginning teachers. For 2014-15, the state minimum rate is \$171.52 per day. Hillsboro's daily rate will be \$171.52 per day.

The minimum rate for long-term substitutes (after ten consecutive days) is defined in the law as 1/190th of each district's own base salary for a beginning teacher with a BA degree. For Hillsboro, the rate is \$201.78 per day.

RECOMMENDATION

The Superintendent recommends the Board of Directors establish the 2014-15 pay rates for substitute teachers at \$171.52 per day for the first ten days, and \$201.78 per day effective the eleventh consecutive working day of any one assignment.

**HILLSBORO SCHOOL DISTRICT 1J
2014-15
SUBSTITUTE TEACHER PAY RATES**

First 10 Days: (Percent of statewide average starting pay)

	<u>State Minimum</u>	<u>Hillsboro Rate</u>	
2009-10 (85%)	\$154.72	\$156.00	(\$19.50/hr)
2010-11 (85%)	\$159.47	\$160.00	(\$20.00/hr)
2011-12 (85%)	\$162.25	\$162.25	(\$20.25/hr)
2012-13 (85%)	\$161.48	\$161.48	(\$20.20/hr)
2013-14 (85%)	\$170.76	\$170.76	(\$21.35/hr)
2014-15 (85%)	\$171.52	\$171.52	(\$21.44/hr)

After 10 days: (1/190th of District base salary)

	<u>Hillsboro Minimum</u>	<u>Hillsboro Rate</u>	
2009-10	\$182.02	\$184.00	(\$23.00/hr)
2010-11	\$187.61	\$188.00	(\$23.50a/hr)
2011-12	\$190.88	\$190.88	(\$23.86/hr)
2012-13	\$189.98	\$189.98	(\$23.75/hr)
2013-14	\$187.11	\$187.11	(\$23.38/hr)
2014-15	\$201.78	\$201.78	(\$25.22/hr)

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
ESTABLISH CLASSIFIED SUBSTITUTE RATES FOR 2014-15

SITUATION

The Hillsboro School District will continue with the established classified substitute rates from the 2013-14 school year.

Type	Hourly Rate 2014-15
Bus Drivers	\$14.89
Campus Security	\$12.00
Clerical/Secretarial	\$12.00
Courier (new substitute position)	\$12.00
Custodial	\$11.50
Food Service	\$11.05
On-call Maintenance II	\$14.62
REA	\$12.00
SEA 1 & 2	\$12.00
SEA 3	\$14.00

Note: There may be exceptions to these approved rates on an individual basis, as reviewed and approved by Human Resources.

RECOMMENDATION

The Superintendent recommends the Board of Directors establish the above-listed 2014-15 pay rates for classified substitutes.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,
NEWSPAPER, AND AGENT DESIGNATIONS

SITUATION

Oregon Revised Statutes require an annual designation of Depository, Auditor, Legal Counsel, Newspaper of Record, and Agents of Record for Insurance.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the following designations:

TITLE:	DESIGNEE:
District Depository of Funds	U.S. Bank, Oregon State of Oregon Local Government Investment Pool
Legal Counsel	Brisbee and Stockton, LLC The Hungerford Law Firm, LLP
Bond Counsel	Hawkins Delafield & Wood LLP
Newspaper of Record	The Hillsboro Argus
Insurance Agent of Record – Property/Liability/Casualty	Brown & Brown Northwest - Special Districts Association of Oregon
Insurance Agent of Record – Workers’ Compensation Insurance	Propel Insurance - Special Districts Association of Oregon
Insurance Agent of Record – Voluntary Student Accident Insurance	Myers, Stevens, Toohey and Company
District Financial Auditor	Grove, Mueller & Swank, P.C.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE ANNUAL CLERK / OFFICER DESIGNATIONS

SITUATION

Oregon Revised Statutes require an annual designation of District Clerk, Deputy Clerk, Budget Officer, Authorized Signers, Finance Officer, Custodian of Funds, and Surplus Property Authority.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the following designations:

TITLE:	DESIGNEE:
District Clerk	Mike Scott, Superintendent
Deputy Clerk	Adam Stewart, Chief Financial Officer
Budget Officer	Adam Stewart, Chief Financial Officer
Authorized Signers	Adam Stewart, Chief Financial Officer, and Mike Scott, Superintendent Facsimile signatures are authorized.
Finance Officer	Adam Stewart, Chief Financial Officer
Custodian of Funds	Adam Stewart, Chief Financial Officer
Surplus Property Authority	Adam Stewart, Chief Financial Officer, and Loren Rogers, Executive Director of Facilities, Planning, Properties and Transportation

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE CRIME POLICY COVERAGE LIMITS
TO COMPLY WITH ORS 332.525

SITUATION

Oregon Revised Statute 332.525 requires the District to annually establish fidelity-bond amounts for those authorized to handle District funds, and ensure they are bonded by a surety company authorized in Oregon. The Oregon Secretary of State's office accepts the Special Districts Association of Oregon/Travelers Commercial Crime Policy as meeting this statutory requirement.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the following designation and limit:

Comprehensive Crime Policy	Coverage Limit
National Union Fire Insurance Company	\$1,000,000

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
READOPT POLICY DFAA: INVESTMENT POLICY – CAPITAL PROJECT FUND

SITUATION

District Policy DFAA provides for the investment of the Capital Project Fund. This fund receives the proceeds from bond sales, and makes the payments for the construction and purchases authorized at the bond election. The time period from a bond sale to completion of a project often extends over several years. This policy allows the District to make investments with maturities that match the planned expenditures over the extended time period. The policy requires annual readoption. Attached is a copy of the current policy.

RECOMMENDATION

The Superintendent recommends the Board of Directors readopt Policy DFAA: Investment Policy - Capital Project Fund.

Hillsboro School District 1J

Code: DFAA
Adopted: 07/96
Revised: 04/08

Investment Policy – Capital Project Fund

Scope

This investment policy applies to activities of the Hillsboro School District with regard to investing the financial assets of the Capital Project Fund.

Funds will be invested in compliance with the provisions of ORS 294.035 through 294.048, ORS 294.125 through 294.155, ORS 294.155, ORS 294.810, and other applicable statutes.

Investments will be in accordance with these policies and written administrative procedures. Investment of tax-exempt borrowing proceeds will comply with the "arbitrage" restrictions of Section 148 of the Internal Revenue Code of 1986.

Objectives

The District's investment objectives are:

1. Preservation of capital and the protection of investment principal;
2. Conformance with federal, state, and other legal requirements;
3. Maintenance of sufficient liquidity to meet operating requirements.

Delegation of Authority

The Chief Financial Officer (CFO) is designated as the investment officer of the District and is responsible for investment decisions and activities, under the direction of the Superintendent.

Prudence

The standard of prudence to be used by the investment officer in the context of managing the overall portfolio shall be the prudent investor rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Investment Diversification

The CFO will diversify the portfolio to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions, or maturities.

Percent of Diversification by Instrument	Maximum Portfolio
US Treasury Obligations (Bills, notes, and bonds)	100%
US Government Agency Securities and Instrumentalities of Government- Sponsored Corporations	100%
Certificates of Deposit (CD) Commercial Banks	25%
Certificates of Deposit (CD) Savings and Loan Associations	10%
State of Oregon Investment Pool	100%

Diversification by Financial Institutions

Certificates of Deposit (CDs) - Commercial Banks
No more than 15 percent of the total portfolio with any one financial institution.

Certificates of Deposit (CDs) - Savings and Loan Associations
Amount per institution based on capital adequacy guidelines; in any case not to exceed 10 percent of the total portfolio with any one institution.

State of Oregon Investment Pool - State Pool
With the exception of pass-through funds (in and out within 10 days), no more than \$34 million total or 100 percent of the total portfolio.

Investment Maturity

Investment maturities for the Capital Project Fund shall be scheduled to coincide with projected cash flow needs. Investments which exceed 18 months shall be limited to US Treasury Obligations and US Government Agency Securities and Instrumentalities of Government Sponsored Corporations.

Qualified Institutions

The CFO shall maintain a list of all authorized dealers and financial institutions which are approved for investment purposes. Any firm is eligible to make an application to the investment officer and upon due consideration and approval will be added to the list. Additions or deletions to the list will be made at the director's discretion. At the request of the CFO the firms performing investment services for the District shall provide their most recent financial statements or Consolidated Report of Condition (call report) for review. At minimum, the CFO

shall conduct an annual evaluation of each firm's credit worthiness to determine whether it should be on the authorized list. Securities dealers not affiliated with a bank shall be required to have an office located in Oregon or Washington.

Safekeeping and Collateralization

Investment securities purchased by the District will be delivered by either book entry or physical delivery, and held in third-party safekeeping by a bank designated as primary agent. The trust department of the bank designated as primary agent will be considered to be a third party for the purposes of safekeeping of securities purchased from that bank. The purchase and sale of securities will be on a payment versus delivery basis. The primary agent shall issue a safekeeping receipt to the District listing a specific instrument, rate, maturity, and other pertinent information.

Deposit-type securities (e.g., certificates of deposit) shall be collateralized through the state collateral pool as required by ORS for any amount exceeding FDIC or FSLIC coverage, recognizing that ORS requires only 25 percent collateral. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent.

Monitoring and Adjusting the Portfolio

The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative values of competing instruments and will adjust the portfolio accordingly.

Internal Controls

The investment officer shall maintain a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions.

Accounting Method

Investments will be carried at amortized cost. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities shall be amortized/ accreted over the life of the securities. The District shall comply with Generally Accepted Accounting Principles (GAAP).

Reporting Requirements

The investment officer shall generate daily and monthly reports for management purposes. In addition, the Board will be provided quarterly reports which will include data on investment instruments being held, as well as any narrative necessary for clarification.

Review and Adoption

This policy shall be reviewed not less than annually, and shall expire if not readopted annually.

END OF POLICY

Legal Reference(s):

ORS 294.135a

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
READOPT POLICY IGBC: TITLE I / PARENTAL INVOLVEMENT

SITUATION

District Policy IGBC provides for the involvement of parents in the District's Title I program. The policy requires annual review and readoption by the Board. The Superintendent recommends no changes to the policy at this time.

RECOMMENDATION

The Superintendent recommends the Board of Directors readopt Policy IGBC: Title I / Parental Involvement.

Hillsboro School District 1J

Code: IGBC
Adopted: 07/96
Revised: 05/09

Title I/Parental Involvement**

The Board recognizes that parent involvement is vital to achieve maximum educational growth for students participating in the District's Title I program. Therefore, in compliance with federal law and Oregon Department of Education guidelines, the District shall meet with parents to provide information regarding their school's participation in the Title I program and its requirements.

The Superintendent shall ensure equivalence among schools in teachers, administration, and other staff, and in the provisions of curriculum materials and instructional supplies.

The Board directs the Superintendent to ensure that each of the District's schools participating in the Title I program meet annually. Parents of participating students shall be informed of their right to be involved in the development of the District's parental involvement policy, overall Title I plan, and school-parent compact.

The District shall, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students, and parents of migratory students. Information and school reports will be provided in a format and language parents understand.

In cooperation with parents, the District's policy, plan, and compact shall be reviewed annually and updated periodically to meet the changing needs of parents and the schools, and distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

The Superintendent shall develop administrative regulations, as necessary, to implement this policy and meet the requirements of the law.

END OF POLICY

Legal Reference(s):

[ORS 343.650](#)

[ORS 343.660](#)

[OAR 581-015-0750](#)

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

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
ESTABLISH 2014-15 MILEAGE REIMBURSEMENT RATE

SITUATION

Board Policy DLC: Expense Reimbursement states that “approved mileage will be reimbursed at the IRS rate in effect July 1 for the July through June fiscal year. The rate will be renewed annually.”

As of July 1, 2014, the IRS mileage reimbursement rate is \$0.56 per mile.

RECOMMENDATION

The Superintendent recommends the Board of Directors establish the District’s mileage reimbursement rate for the 2014-15 school year at \$0.56 per mile.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE THE RESTATEMENT OF THE SPECIAL DISTRICTS INSURANCE
SERVICES TRUST AGREEMENT

SITUATION

The Board has been asked to sign a Joinder of Trust Agreement for the Special Districts Insurance Services Trust, the District's Workers Compensation carrier. When this trust was originally formed, the trust's attorneys felt that members did not need to sign an agreement because by paying the Worker's Compensation premium, members were deemed to have entered into an intergovernmental agreement. The trust's legal counsel recently revised this opinion, and informed the trust that every participating member needs to sign onto the agreement in order for the trust to maintain their non-profit status. Signing this agreement will allow the District to continue as a member of the trust and continue to purchase Workers Compensation coverage.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the Restatement of the Declaration of Trust Agreement for the Special Districts Insurance Services Trust.

Special Districts Insurance Services Trust

First Restatement of Declaration of Trust

RECITALS

1. Oregon Revised Statutes Chapter 30.282 authorizes Public Bodies within the state of Oregon to create and participate in self-insurance programs through intergovernmental agreements;
2. On July 1, 1985, the Special Districts Association of Oregon and certain trustees entered into a Declaration of Trust for the Special Districts Insurance Services Trust, which set forth the terms and conditions upon which a self-insurance program solely for the benefit of governmental entities would be organized and operated pursuant to Oregon Revised Statutes Chapter 30.282, which Declaration of Trust was amended on October 22, 1987, February 18, 1988, January 25, 1989, June 27, 1991, June 2, 1994, December 9, 1999, September 21, 2000, January 10, 2002, April 17, 2003, and June 7, 2006 (the "Amended Trust Declaration");
3. The Initial Members have made Contributions to the trustees of the Trust and the trustees have implemented a self-insurance program with multiple pools for the benefit of the Initial Members, and the funds associated with such program constitute a trust fund that has been held for the exclusive benefit of the Initial Members participating in a self-insurance program;
4. Article 7 of the Amended Trust Declaration provided that the Amended Trust Declaration could be amended by the Board of Directors of the Special Districts Association of Oregon, by delivery of a copy of the amendment to each Trustee, provided however, that no amendment could operate to the prejudice of any vested rights held by any participant in the program of the Trust under a policy, contract, or other document for the benefit of such participant; and
5. The Board of Directors of the Special Districts Association of Oregon and the trustees of the Trust have determined that a restatement of the Amended Trust Declaration in the form of this First Restatement of Declaration of Trust, is in the best interests of the Initial Members and prospective Members, and have determined that this First Restatement of Declaration of Trust should be submitted to the Initial Members, and to prospective Members as appropriate, to allow them to become Members.

SECTION 1 DEFINITIONS

1.1 Definitions. All capitalized terms in this Agreement shall have the meanings given to them in this Section 1.

1.2 **"Agreement"** means this First Restatement of the Declaration of Trust.

1.3 **"Amended Trust Declaration"** means the Special Districts Insurance Services Trust Declaration of Trust described in the Recitals.

1.4 **"Associated"** means, when used in the phrase "Associated with" an organization, the status of being a current employee of, or a member of the governing body of, that organization, or being a volunteer in good standing of an organization (in accordance with the policies and procedures of that organization) who is nominated in a writing signed by the Chair of the Board of Directors of the organization.

1.5 **"Audit Committee"** means the committee established by the Board, as described in Section 4.8(c).

1.6 **"Board"** means the Board of Trustees of the Trust.

1.7 **"Board Observer"** means the person designated by the Sponsoring Member to attend Board meetings pursuant to Section 4.1(b).

1.8 **"Contribution"** means the amount a Member contributes to the Trust annually pursuant to the Coverage Document.

1.9 **"Coverage Document"** means a contract between the Trust and a Member with respect to self-insurance coverage with respect to which a Member makes a Contribution.

1.10 **"Deadlocked"** means a situation in which the vote of the Trustees on a matter is evenly split for two or more meetings at which such matter is submitted to a vote.

1.11 **"Effective Date"** means April 1, 2014.

1.12 **"Executive Committee"** means the committee established by the Board, as described in Section 4.8(a).

1.13 **"Former Member"** means a Special District, Public Body or Sponsoring Member that was at one time a Member, but whose membership has Terminated.

1.14 **"Initial Members"** means those Special Districts and Public Bodies that had in effect a Coverage Document on the day before the Effective Date.

1.15 **"Joinder"** means a document, substantially in the form attached as Exhibit A, the execution of which constitutes a Member's agreement to be bound by the terms and conditions of this Agreement, and shall include a duly executed resolution in substantially the same form.

- 1.16 **"Majority"** means more than 50%.
- 1.17 **"Member"** means a Special District or Public Body that has executed a Joinder to this Agreement and the Sponsoring Member, the membership of which has not Terminated.
- 1.18 **"Nominating Committee"** means the committee established by the Board as described in Section 4.8(b).
- 1.19 **"Public Body"** means an entity described in Oregon Revised Statutes 30.260.
- 1.20 **"Quorum"** means a Majority of the Trustees.
- 1.21 **"Special District"** means a governmental entity described in Oregon Revised Statutes 198.010.
- 1.22 **"Sponsoring Member"** means the Special Districts Association of Oregon.
- 1.23 **"Termination"** means the cessation of the membership of a Member pursuant to this Agreement.
- 1.24 **"Trust"** means the Special Districts Insurance Services Trust.
- 1.25 **"Trustee"** means a person who has executed this Agreement or a duplicate thereof agreeing to accept the responsibilities of trusteeship under this Agreement, and who has not resigned or been removed as a Trustee.
- 1.26 **"Trust Property"** means cash, property or any asset held by the Trustees and subject to this Agreement.

SECTION 2 PURPOSES AND OPERATON OF TRUST

2.1 **Purposes.** The purposes of the Trust shall continue to be the operation of a program of self-insurance whereby the Members' exposures in the areas of tort liability, property, workers compensation, and ancillary program areas may be effectively and economically managed, and whereby insurance and risk retention strategies to manage such risks may be most responsibly and economically funded, and to provide life, health, and disability programs and other personnel benefit services to Members. The Trustees shall endeavor to accomplish these goals by:

- (a) Acting to ensure that there is available to Members markets for liability, property, workers compensation, and ancillary coverages appropriate to risks to which such Members are exposed and markets, programs and services for employee benefits and health, life, and disability insurance coverage needs of Members.
- (b) Aggregating the collective buying power of Members and the economic advantages of individual and pooled risk retention and other strategies, where lawful and actuarially sound, and to reduce and stabilize the cost of funding those risks.

(c) Making available to Members resources and expertise in the management of risk through loss prevention and loss control programs, claims management, consulting, data gathering, information sharing and related services.

(d) Acting as a representative and information resource for Members in presenting to appropriate legislative and administrative bodies and committees, data and policy issues related to the cost of public risk in Oregon.

(e) Creating, upon authorization by the Board, pooled self-insured programs funded by Member Contributions and based on sound actuarial analysis, which may be structured as separate pools for various types of risk, with physical or accounting segregation as determined by the Board.

(f) Developing and providing other insurance programs, retirement programs or other related services as are approved by the Board, including but not limited to loan or grant programs in amounts not material to Trust operations and designed to further the objectives of the Trust.

(g) Providing access for Members to coverages with respect to which the Trust is not an indemnitor.

2.2 Trust Property. The Trustees shall collect and manage Trust Property, including but not limited to insurance premiums, Contributions and other revenues, shall make appropriate disbursements from the Trust, and shall oversee the management and administration of the programs of the Trust, approving the necessary contracts, insurance policies, premium contributions, fee schedule group purchases and making such other arrangements and implementing such strategies as necessary to carry out purposes described herein regarding the self-insurance programs, for the exclusive benefit of the Members and as described in this Agreement.

SECTION 3

CONTINUATION OF TRUST AND FUTURE CONTRIBUTIONS

3.1 Trust Agreement. The Trustees and the Sponsoring Member hereby enter into this First Restatement of Declaration of Trust, to be effective on the Effective Date. The Trustees shall invite the Initial Members, and such other Special Districts or Public Bodies as appropriate, to become Members.

3.2 Trust Continuation. The Trust shall continue without interruption on and after the Effective Date and shall be operated from the Effective Date pursuant to this First Restatement of Declaration of Trust.

3.3 Existing and Future Trust Property. The Members confirm that the Trust Property subject to the Amended Trust Declaration as of the Effective Date of this Agreement, including all Contributions and income and profits therefrom, shall remain Trust Property, to be held, managed and distributed pursuant to this Agreement.

3.4 Contributions. Any Contributions made on or after the Effective Date of this Agreement, along with any and all income and profits therefrom, shall be Trust Property, and shall be held, managed and distributed pursuant to this Agreement. A contributing Member's Contribution is irrevocable.

3.5 Agreement by Trustees. The Trustees hereby declare that they will administer, manage, collect, receive, dispose of and distribute all Trust Property for the exclusive benefit of the Members as provided in this Agreement.

SECTION 4 BOARD OF TRUSTEES

4.1 Board of Trustees.

(a) *In General.* The Trust shall be governed by a Board of Trustees ("the Board") composed of not fewer than five, nor more than nine, Trustees. Until changed by a vote of the Board, the number of Trustees shall be seven.

(b) *Board Observer.* As long as the Sponsoring Member is a Member, it shall from time to time designate a Board Observer, who shall be entitled to attend all meetings of the Board, but who shall not be a Trustee, shall have no fiduciary duties, and shall not vote. The Board Observer shall advise the Board on matters potentially affecting Special Districts throughout Oregon, as such matters relate to the activities of the Trust. The Board Observer shall be a nonvoting member of all standing and ad hoc committees of the Board. If the Sponsoring Member ceases to be a Member, there shall be no Board Observer position.

(c) *Continuation of Trustees.* Notwithstanding any requirement of Section 4.3, Trustees of the Trust serving as of the Effective Date shall continue to serve as Trustees until the expiration of their terms of office.

(d) *Election of Trustees.* The Board shall elect a Trustee to fill any vacant Trustee position, which elected Trustee shall serve until expiration of the vacated position.

4.2 Meetings.

(a) *Annual Meeting.* An annual meeting of the Trustees shall be held in June of each year.

(b) *Special Meetings.* Special meetings of the Trustees may be called by the Sponsoring Member, Chair, the Vice-Chair, or a Majority of Trustees, by giving written notice to the Chair or the Vice-Chair.

(c) *Quorum.* A Quorum of Trustees must be present to conduct business at a duly called meeting.

(d) *Manner of Acting.* With respect to any matter to be decided by the Trustees, the Trustees shall act by Majority vote of all Trustees.

(e) *Location of Meeting.* All meetings shall be held within the State of Oregon. While every meeting must have a physical location at which at least one Trustee appears, Trustees may participate in the meeting by means of a conference telephone call or electronic communication method if all persons participating in the meeting can hear each other at the same time.

4.3 Qualifications of a Trustee.

(a) *In General.* Except as provided in Section 4.3(b), as a qualification for appointment and continued service, each Trustee shall be a natural person Associated with a Special District which is a Member.

(b) *Continued Service by Trustee.* If a Trustee becomes no longer Associated with a Member during the Trustee's term of office, the Trustee may serve out the remainder of the Trustee's term.

4.4 Term of Office of Trustee.

(a) *Fixed Terms.* Trustees shall be appointed for a fixed term. Terms shall be three years and shall be staggered so that no more than three Trustees' terms expire during any calendar year. There shall be assigned position numbers to each Trustee position.

(b) *Reappointment.* A Trustee may serve any number of consecutive terms.

4.5 Resignation of a Trustee. A Trustee may resign at any time by giving written notice to the Chair, Vice-Chair or Secretary of the Trust, which resignation shall be effective upon delivery or on such later date specified in the resignation.

4.6 Removal of a Trustee.

(a) *Removal by Trustees.* A Trustee may be removed by a Majority Vote of the Trustees other than the Trustee who is being considered for removal.

(b) *Deadlock Process.* If the Board is Deadlocked on removal of a Trustee, the matter shall be submitted pursuant to the Deadlock Process described in Section 4.13. The Board of Directors of the Sponsoring Member shall determine whether the affected Trustee is to be removed as a Trustee, which decision shall be final. If the Board of Directors of the Sponsoring Member determines that a Trustee should not be removed, that Trustee shall serve until the expiration of his or her term, unless the other Trustees determine that the affected Trustee has engaged in intentional misconduct or gross negligence in carrying out his or her duties, in which case such Trustee may be removed using the processes described in Section (a) and (b) of this Section 4.6.

4.7 Officers.

(a) *Officers.* The officers of the Board shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The same person may not concurrently occupy more than two offices.

(b) *Appointment.* Officers shall be elected by the Board at the annual meeting and shall serve a one-year term or until their successors are elected by the Board.

(c) *Resignation.* An officer may resign at any time by giving written notice to the Chair, Vice Chair or Secretary of the Trust, which resignation shall be effective upon delivery or on such later date is specified in the resignation. In the event of a vacancy in an officer's position, the Board shall fill the unexpired portion of the term by election at the next Board meeting.

(d) *Duties of Chair.* The Chair shall, when present, preside at all meetings of the Board and of the Members. He or she shall serve as the chair of the Executive Committee and shall be an ex-officio Member of all other standing committees. The Chair shall perform all duties required of him or her by the Board.

(e) *Duties of Vice-Chair.* The Vice-Chair shall preside at all meetings of the Board and of the Members in the absence of the Chair. He or she shall perform such other duties as assigned by the Board or the Chair. The Vice-Chair shall be the chair of the Nominating Committee.

(f) *Duties of Secretary.* The Secretary will keep or cause to be kept at the Trust's principal office all of the minutes of the meetings of the Board and Members showing the time and place of meeting, the notice given, the names of those present and the content of such meeting in reasonable detail. The Secretary shall perform such other duties as assigned by the Board or the Chair.

(g) *Duties of Treasurer.* The Treasurer will be responsible for oversight of (i) the funds of the Trust; (ii) deposits and withdrawals of such funds in such depositories as may be authorized by the Board; and (iii) the keeping of a full and accurate account of receipts and disbursements at the Trust's principal office. The Treasurer shall be the chair of the Audit Committee and shall perform such other duties as assigned by the Board or the Chair.

4.8 Committees.

(a) *Executive Committee.* The Board shall establish an Executive Committee, the objective of which is to prepare for Board meetings, address the business of the Trust between Board meetings in a manner delegated by the Board, and recommend to the Board the admission of new Members and Termination of existing Members, as necessary.

(b) *Nominating Committee.* The Board shall establish a Nominating Committee, the objective of which is to identify and recommend to the Board appropriate candidates for trusteeship from among the Members.

(c) *Audit Committee.* The Board shall establish an Audit Committee, the objective of which is to assure that the Board is adequately and currently informed of the financial condition of the Trust through reports and other methods.

(d) Other Committees. The Board may establish such other committees as it deems necessary and appropriate to carry out its responsibilities, which committees may be standing or ad hoc committees, in the discretion of the Board.

4.9 Salaries and Expenses. Trustees shall serve without compensation, but shall be entitled to reimbursement for expenses in accordance with the applicable expense policies of the Trust.

4.10 Policies and Procedures. The Trustees may from time to time adopt policies and procedures for operation of the Board, committees, and the Trust that are not inconsistent with this Agreement. The Trustees shall establish and maintain policies and procedures designed to cause the Trust to retain net assets sufficient to satisfy projected liabilities at appropriately high actuarially determined confidence levels in the event of catastrophic loss.

4.11 Powers of Trustees. The Trustees shall have each and every power accorded to Trustees under Oregon law and the authority to act in all matters relating to the Trust and Trust property, including but not limited to the power to:

- (a) make and enter into contracts;
- (b) incur debts, liabilities, and obligations;
- (c) acquire, hold, or dispose of property, contributions and donations of Property, funds, services, and other forms of assistance from any person;
- (d) sue and be sued in the name of the Trust, and to settle or compromise any claim;
- (e) engage and employ agents, employees, consultants, contractors, advisers, and any other personnel to assist in the activities of the Trust;
- (f) receive, collect, and disburse monies from any source;
- (g) authorize and pay or credit to Members (and not Former Members) such amounts, from the excess of available funds over amounts required or projected by the Board to fund Trust operations and claim liabilities, as determined appropriate by the Board, in its sole discretion; and
- (h) do all other things necessary and appropriate to carry out the purposes of the Trust and permitted by law.

4.12 Services Contract. The Trustees may enter into a contract with a Member to perform duties of administration of the Trust, which duties shall include but not be limited to claims administration, loss control, underwriting, and other consulting services as may be specified by contract between the Trust and the service provider.

4.13 Deadlock. If at any time the Trustees are Deadlocked on any issue, the Chair or Vice-Chair shall prepare a memorandum summarizing the facts and circumstances of the

situation in reasonable detail, and shall submit this memorandum to the Chair of the Board of Directors of the Sponsoring Member. The Board of Directors of the Sponsoring Member shall resolve the Deadlock and inform the Trustees of its decision, which decision shall be binding upon the Board.

SECTION 5 MEMBERSHIP

5.1 Sponsoring Member. The Special Districts Association of Oregon is the Sponsoring Member of the Trust. The role of the Sponsoring Member is to provide the experience and continuity needed by the Trust to best serve its Members. The Sponsoring Member shall have ongoing duties to the Trust, including:

- (a) Working closely with others engaged by the Trust to provide various services;
- (b) Appointment of a Board Observer, as described in Section 4.1(b);
- (c) Providing its Executive Director as Trust Administrator for the Trust, who shall act in the role of chief operating officer and shall carry out the day-to-day duties of trust administration, as delegated by the Trustees;
- (d) Facilitating strategic planning for the Trust and recommending strategies for improving services to Members and improvement of ongoing operations of the Trust; and
- (e) Engaging in such other duties as reasonably requested by the Board to carry out the objectives of the Trust.

5.2 Distribution to Sponsoring Member. The Trust shall make an annual distribution to the Sponsoring Member in an amount to be determined by the Board in consultation with the Sponsoring Member.

5.3 Qualifications for Membership. A Member other than the Sponsoring Member must be a Special District or Public Body, within Oregon, that is a member in good standing of the Special Districts Association of Oregon.

5.4 Effect of Membership. A Member shall be eligible to participate in the coverages and services offered by or through the Trust on such terms and conditions as set forth in the Coverage Documents. Once an entity becomes a Member, such membership shall continue until terminated in accordance with this Agreement.

5.5 Initial Members. All entities who are Initial Members on the day before the Effective Date shall be eligible to become Members of the Trust as of the Effective Date by executing a Joinder.

5.6 New Members. Upon application by a Special District or Public Body to become a Member of the Trust, the Board may approve membership of such entity on such terms and

conditions as Board determines, in its sole discretion. The Board shall have the exclusive authority to approve or deny an application for membership, in its sole discretion.

5.7 Termination of Membership.

(a) *Termination of All Coverages.* Upon the termination of all participation in programs of the Trust, including but not limited to coverage under all Coverage Documents with respect to a Member (other than the Sponsoring Member), a Member's membership shall cease.

(b) *Sponsoring Member.* The Board may Terminate the membership of the Sponsoring Member for intentional wrongdoing or gross negligence, in its conduct as a Member, by a vote of two-thirds of the Trustees.

5.8 Liability after Termination of Membership. Upon Termination of membership, the Member will continue to be liable for the payment of any Contributions due as of the date of Termination. In the event the Trust is unable to perform its contractual obligations on a Former Member's behalf, the Member will continue to be liable for the payment of its own claims and liabilities arising out of the period when the Former Member was a Member.

5.9 Resumption of Membership after Termination. A Former Member may reapply for membership three years after Termination of membership. The Board in its discretion may waive this time limit or impose additional waiting periods.

5.10 Duties and Obligations of Members.

(a) *Joinder to First Restatement.* Each Member (other than the Sponsoring Member) shall execute a Joinder to this Agreement in a form approved by the Board and shall execute such other documents as are reasonable and appropriate, in the determination of the Board, to evidence membership in the Trust.

(b) *Information.* Each Member will furnish to the Trustees such underwriting and other information as may be reasonably required to carry out the purposes of the Trust at least 45 days prior to the end of the coverage period as described in the Coverage Documents.

(c) *Contributions.* Each Member shall make an annual Contribution based on the coverages the Member elects to the Trust in the amount determined by the Trustees, which amount shall be communicated to the Members within a reasonable period prior to renewal of coverage. The amount of the Contribution of each Member shall be determined by the Board, in its sole discretion, based on the coverages the member elects.

(d) *Cooperation.* As participants in a self-insured program, Members have an obligation to control claim costs by minimizing risk by establishing best management and safety practices. Each Member shall cooperate fully with the Trustees and their agents in the mitigation of risk and the administration of claims. Members' required cooperation shall include, but not be limited to:

(i) Following the loss prevention and risk management programs of the Trust, and abiding by all conditions, requirements, rules or regulations regarding loss control and risk management which may be promulgated by the Trust or its agents.

(ii) Annually completing a best practices checklist as requested by the Trust and endeavoring to the best of its abilities to adhere to the best practices identified on the checklist.

(iii) Giving prompt notification of any claim to the Trust as provided in the Coverage Documents.

(iv) Permitting the Trust's agents at any reasonable time to inspect the Member's properties and operations, and to examine the Member's books, documents and records of any and every kind pertinent to membership or in the administration of the Trust.

(v) Answering questionnaires pertinent to the operation of the Trust, or any particular pool maintained by the Trust, regarding the operations of the Member.

(e) *Trust Insolvency.* In the event of insolvency of the Trust, each Member or Former Member will continue to be liable for the payment of its own claims and liabilities arising during the period of membership.

5.11 Appointment as Agent. Each Member hereby appoints the Trust or its designated agent to act as the Member's agent and attorney-in-fact to act on its behalf, to execute all contracts, reports, waivers, agreements and service contracts, and to make an arrangement of payment of claims and all other things required for the proper and orderly operation of the Trust. Each Member agrees that the Trust or its designees shall have the sole responsibility for the adjustment and/or settlement of any and all claims.

SECTION 6

LIABILITY OF TRUSTEES AND INDEMNIFICATION

6.1 Errors and Omissions Insurance. The Trustees shall secure errors and omissions insurance covering each Trustee in such amounts and on such terms and conditions as determined appropriate by the Board.

6.2 Indemnity.

(a) *In General.* The Trust will indemnify to the fullest extent permitted by law any person who is made or threatened to be made a party to, witness in, or otherwise involved in, any action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit or proceeding by or in the right of the Trust) by reason of the fact that the person is or was a Trustee, Board Observer, or a fiduciary within the meaning of the Employee Retirement Income Security Act of 1974 with respect to any employee benefit plan of the Trust. The Trust may indemnify to the fullest extent permitted by law any person who is made or threatened to be made a party to, witness in, or otherwise involved in, any action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit or proceeding by or in the right of the Trust) by reason of the fact that the person is or

was an employee or agent of the Trust. Any indemnification provided pursuant to this Section 5.4(a) will not be exclusive of any rights to which the person indemnified may otherwise be entitled under any provision of any agreement, statute, policy of insurance, vote or resolution of the Board, contract, or otherwise. Notwithstanding the foregoing, the Trust shall not have any obligation to indemnify any person based on actions of such person that are found to constitute gross negligence or intentional misconduct by a court decision from which no appeal may be taken.

(b) *Advancement of Expenses.* The expenses incurred by a Trustee or other person in connection with any threatened, pending or completed action, suit or proceeding (except for an action, suit or proceeding by or in behalf of the Trust), whether civil, criminal, administrative, investigative, or otherwise, which the Trustee or other person is made or threatened to be made a party to or witness in, or is otherwise involved in, will be paid by the Trust in advance upon the written request of the Trustee or other person if he or she (i) furnishes the Trust a written affirmation that in good faith the Trustee believes that he or she is entitled to be indemnified by the Trust; and (ii) furnishes the Trust a written undertaking to repay such advance to the extent that it is ultimately determined by a court that such Trustee or other person is not entitled to be indemnified by the Trust.

(c) *Amendment.* No amendment to this Section 6.2 that limits the Trust's obligation to indemnify any person will have any effect on such obligation for any act or omission that occurs prior to the later of the effective date of the amendment or the date notice of the amendment is given to the person.

(d) *Further Action.* To the fullest extent permitted by law, no Trustee of the Trust or Board Observer will be personally liable to the Trust or the Members for monetary damages for conduct as a Trustee. Without limiting the generality of the preceding, if after this Section 6.2 becomes effective the Oregon statutes are amended to authorize Trust action further eliminating or limiting the personal liability of a Trustee or Board Observer, then the liability of Trustees of the Trust and the Board Observer will be eliminated or limited to the fullest extent permitted by the Oregon statutes, as so amended. No amendment or repeal of this Section 6.2 nor a change in the law, will adversely affect any right or protection that is based upon this Section 6.2 and that pertains to conduct that occurred prior to the time of such amendment, repeal, adoption or change. No change in the law will reduce or eliminate the rights and protections set forth in this Section 6.2 unless the change in the law specifically requires such reduction or elimination.

6.3 Use of Trust Assets to Defend Trust. Trust Property may be used to defend claims of any type made against the Trust or Trustees, and such use shall not be deemed a conflict of interest for any Trustee.

SECTION 7 TERMINATION OF TRUST

7.1 Termination of Trust. The Trust shall terminate upon a vote to terminate the Trust by (A) the Board of Directors of the Sponsoring Member (if the Sponsoring Member is a Member) and (B) either (i) two-thirds of the Trustees or (ii) three-fourths of the Members. The

Trust shall terminate upon a determination by a court of competent jurisdiction that the purposes of the Trust cannot be accomplished, even with amendment or modification of the Agreement or Trust structure. In the event of termination, the Trust shall continue for the purpose of making allowances for claims, retiring any debt, distributing all assets, and performing all other functions necessary to conclude the affairs of the Trust, all of which shall be the responsibility of the Sponsoring Member, for which it will be paid reasonable compensation.

7.2 Distribution of Assets. Upon termination of the Trust, all Trust Property shall be distributed among the Special Districts and Public Bodies who are Members at the date of termination of the Trust, in proportion to their Contributions to the Trust during the 5 years immediately preceding the effective date of termination of the Trust.

7.3 No Assessments. The Trust shall not have the authority to assess Members or Former Members for additional Contributions in the event of Trust insolvency.

SECTION 8 AMENDMENT

8.1 Method of Amendment. This Agreement may be amended by vote of two-thirds of the Trustees and the approval of the Board of Directors of the Sponsoring Member. Amendments shall be distributed to the Members within 60 days of adoption.

8.2 Limitation on Amendments. No amendment to this Agreement shall be adopted which provides for distribution upon dissolution to other than the Members, that causes gratuitous diversion of Trust Property for the benefit of private interests, or retroactively divests a Member of a vested right granted to that Member pursuant to a Coverage Document.

SECTION 9 MISCELLANEOUS

9.1 Title to Trust Property. Legal title to all Trust Property shall be held by the Trustees for the exclusive benefit of the Members as described in this Agreement.

9.2 No Interest in Trust Property by Members. No Member shall have any right to or interest in Trust Property, and no creditor of any Member shall have any claim against Trust Property for any debt or obligation of a Member.

9.3 Intergovernmental Agreement. This Agreement is intended to be an intergovernmental agreement as described in Oregon Revised Statutes 30.282 for three or more Public Bodies to create a program of self-insurance, and shall be interpreted for all purposes as such an agreement.

9.4 Governing Law. This Agreement shall be governed by the laws of the State of Oregon.

9.5 Joinders. Any Joinder to this Agreement executed by a Member will be deemed to be that Member's assent to the entirety of this Agreement, as if such Member had executed an original of this Agreement.

9.6 Dispute Resolution.

(a) *Appeal to Board of Trustees.* In the event of any dispute arising from the operation of the Trust, the affected Member shall first appeal to the Board. In a matter relating to a claim under a Coverage Document, the appeal must be made within 30 days of the Trust's proposed resolution of the disputed claim unless otherwise provided in the Coverage Document. To institute an appeal, the Member must give written notice to the Chair or Vice-Chair of the Board, providing a written summary of the dispute, detailing in reasonable detail the facts and circumstances of the issue and the requested remedies. At the next scheduled Board meeting or at such other time as determined by the Chair, the Board will review the matter, using procedures as promulgated by the Board. The Board's decision will be communicated to the Member within 90 days of the Board's hearing of the appeal.

(b) *Mandatory Mediation.* If a dispute is not resolved by appeal to the Board, it must be submitted to the Arbitration Services of Portland ("ASP"), or its successor, for mediation. The Trust or any Member may commence mediation by providing ASP and the other affected parties a written request for mediation, setting forth the subject of the dispute and the relief requested. The Trust and each affected Member shall cooperate with ASP and with one another in selecting a mediator from the ASP panel of neutrals and in scheduling the mediation proceedings. They agree that they will participate in the mediation in good faith and that they will share equally in the costs (the Trust will pay one half of the costs and the other half will be paid by the affected Member, or if more than one Member, each shall contribute equally to that half or otherwise as they may agree). All of the offers, promises and conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any ASP employees, are confidential and privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, providing that evidence that is otherwise admissible and discoverable will not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

(c) *Mandatory Arbitration.* If the matter is not resolved through mediation, then it shall be submitted to ASP, or its successor, for final and binding arbitration pursuant to the rules of commercial arbitration for ASP. The Trust or a Member may initiate the arbitration with respect to the matter submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or at any time following 45 days from the date of filing the written request for mediation, whichever occurs first ("Earliest Initiation Date"). The mediation may continue after the commencement of arbitration if the parties agree. At no time prior to the Earliest Initiation Date will either side initiate an arbitration or litigation related to this Agreement, except as provided by the rules of commercial arbitration for ASP or by agreement of the parties. All applicable statutes of limitations and defenses based upon the passage of time shall be tolled until 15 days after the Earliest Initiation Date. The parties will take such action, if any is required, to effectuate such tolling. The dispute will be settled by a single arbitrator. The parties will cooperate with ASP and with one another in selecting an arbitrator and in scheduling arbitration proceedings. Arbitration will occur in Salem, Oregon unless the parties otherwise agree. The parties will be entitled to conduct discovery in accordance with the Federal Rules of Civil Procedure, subject to limitation by the arbitrator to secure the just and efficient resolution of the dispute. If the amount in controversy exceeds \$250,000, the arbitrator's decision shall include a statement specifying in reasonable detail the basis for and computation of the amount of the award,

if any. In any arbitration arising out of or related to this Agreement, the arbitrator may not award any incidental, indirect or consequential damages, including damages for lost profits. The decision of the arbitrator will be final and binding. The party prevailing in the arbitration will also be entitled to recover any amount for his or her costs and attorney fees incurred in connection with the arbitration as determined by the arbitrator. Judgment upon the arbitration award may be entered in any court having jurisdiction.

(d) *Coverage Document Dispute Resolution.* The dispute resolution provisions in any Coverage Document shall apply for the matters to which such provisions are made applicable in the Coverage Document, and shall supersede the dispute resolution provisions of this Section 9.6. If a Coverage Document is silent, or the dispute resolutions contained within it do not apply to a particular dispute, the dispute resolution provisions of this Section 9.6 shall apply.

This First Declaration of Trust is executed by the Sponsoring Member and by the Trustees, who by affixing their signature hereto, agree to accept their appointment as Trustees under this First Restatement of the Declaration of Trust of the Special Districts Insurance Services Trust as of the Effective Date.

SPONSORING MEMBER:

Special Districts Association of Oregon

By: Diedre Conkling

Its: SDAO Board of Directors President

TRUSTEES:

Position No. 1

Position No. 2

Position No. 3

Position No. 4

Position No. 5

Position No. 6

Position No. 7

EXHIBIT A
FORM OF
JOINDER TO TRUST AGREEMENT
FOR INITIAL MEMBERS

By execution of this Joinder, the undersigned public body hereby agrees to become a party to, and is bound by, the First Restatement of Declaration of Trust of the Special Districts Insurance Trust effective as of April 1, 2014 (and as the same may be amended, supplemented or otherwise modified from time to time, the "Agreement"), by and among the Trustees and the Members, in the same manner as if the undersigned were an original signatory to such Agreement.

The undersigned represents and warrants that (i) the undersigned has received a copy of, and has reviewed the terms of, the Agreement and all related or relevant documents and agreements, (ii) undertakes to become a Member of the Special Districts Insurance Trust with all the rights and obligations thereof, and (iii) such undertaking has been duly authorized as an intergovernmental agreement to create a program of self-insurance pursuant to ORS 30.282.

Capitalized terms used but not defined in this Joinder shall have the meanings set forth in the Agreement.

IN WITNESS WHEREOF, the undersigned has executed this Joinder as of this ____ day of _____, 2014.

[Name of District]

By: _____

Name: _____

Title: _____

Address for Notices:

With copies to:

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
ACCEPT GIFTS AND DONATIONS

SITUATION

District Policy KH states that the District may receive donations of gifts which 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 \$500 or more.

- Donation of \$5,000 from Brookwood Boosters to Brookwood Elementary School to be used for technology
- Donation of \$6,000 from Girl Scouts of Oregon to Hillsboro High School to be used for the Girls Get It! summer camp
- Donation of \$24,812.62 from Groner PTA to Groner Elementary School to be used as follows:
 - \$5,043.00 for the Grizzly Reading program
 - \$19,769.62 for a resource teacher position
- Donation of \$1,474 from Life Touch to be distributed and used as follows:
 - \$433 to McKinney Elementary School for general education
 - \$471 to Tobias Elementary School for general education
 - \$570 to Witch Hazel Elementary School for technology
- Donation of \$762.11 from McDonalds to Imlay Elementary School for general education
- Donation of \$500 from Northwest Evaluation Association to Jackson Elementary School for the Project Launch Science program
- Donation of \$10,000 from Ovation LLC to Quatama Elementary School for the STEAM (Science, Technology, Engineering, the Arts, and Mathematics) integrated learning program
- Donation of \$1,419 from Pacific Power Foundation to Century High School for the wrestling program
- Donation of \$500 from Production Media Company to McKinney Elementary School to be used for general education
- Donation of \$520 from Tobias PTO to Tobias Elementary School to be used for a swing dance instructor
- Donation of \$1,350 from United Methodist Women to Lincoln Street Elementary School to be used for books
- Donation of \$136,840 from the Intel Volunteer Grant Program to be distributed and used as follows:
 - \$245 to Hillsboro High School for the boys' basketball program
 - \$440 to Lenox Elementary School for general education

- \$485 to Tobias Elementary School for general education
- \$800 to Eastwood Elementary School for general education
- \$850 to Century High School for the boys' basketball program
- \$855 to Witch Hazel Elementary School for general education
- \$1,075 to Rosedale Elementary School for general education
- \$1,090 to Lincoln Street Elementary School for general education
- \$1,110 to Hillsboro High School for the wrestling program
- \$1,245 to Quatama Elementary School for general education
- \$1,370 to Hillsboro High School for general education
- \$1,485 to Minter Bridge Elementary School for general education
- \$1,725 to Farmington View Elementary School for general education
- \$1,745 to Butternut Creek Elementary School for general education
- \$1,855 to Century High School for the equestrian team
- \$1,970 to Evergreen Middle School for general education
- \$2,010 to South Meadows Middle School for general education
- \$2,030 to Glencoe High School for the boys' basketball program
- \$2,320 to Hillsboro High School for the cross country program
- \$2,410 to Glencoe High School for the dance team
- \$2,580 to Hillsboro High School for the track program
- \$2,640 to Century High School for the speech and debate program
- \$2,915 to Patterson Elementary School for general education
- \$2,935 to Hillsboro High School for the band program
- \$3,095 to Liberty High School for the Falcon scholarship program
- \$3,140 to Liberty High School for the baseball program
- \$3,730 to Hillsboro High School for the girls' basketball program
- \$4,215 to Free Orchards Elementary School for general education
- \$4,570 to Ladd Acres Elementary School for general education
- \$4,675 to Mooberry Elementary School for general education
- \$4,995 to Imlay Elementary School for general education
- \$5,025 to Jackson Elementary School for general education
- \$5,190 to West Union Elementary School for general education
- \$5,230 to Century High School for the football program
- \$5,525 to Glencoe High School for general education
- \$5,775 to Brookwood Elementary School for general education
- \$6,060 to Century High School for the girls' lacrosse team
- \$7,605 to Hillsboro High School for the water polo team
- \$8,080 to Liberty High School for the boys' basketball program
- \$9,755 to Century High School for general education
- \$11,990 to Century High School for the band program
- Donation of \$1,220.80 from the Wells Fargo Community Support Campaign to be distributed and used as follows.
 - \$15.00 to Butternut Creek Elementary School for general education
 - \$25.00 to Imlay Elementary School for general education
 - \$26.00 to Indian Hills Elementary School for general education
 - \$26.00 to Lenox Elementary School for general education
 - \$53.83 to Patterson Elementary School for general education

- \$77.56 to Mooberry Elementary School for general education
- \$99.00 to Jackson Elementary School for general education
- \$100.00 to Tobias Elementary School for general education
- \$100.39 to Rosedale Elementary School for general education
- \$140.00 to West Union Elementary School for general education
- \$228.00 to McKinney Elementary School for general education
- \$330.02 to Century High School for general education

RECOMMENDATION

The Superintendent recommends the Board of Directors accept the donations.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
ELECT BOARD CHAIR AND VICE CHAIR

SITUATION

As part of its organizational meeting every year, the Board must elect a Chair and Vice Chair. The incumbent Chair will preside over the meeting until a successor is elected, whereupon the successor will assume the duties of Board Chair. Separate elections must be held for the Board Chair and Vice Chair positions.

RECOMMENDATION

The Superintendent recommends Board Chair Kim Strelchun accept nominations and conduct elections for Chair and Vice Chair offices for the 2014-15 school year.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE FINANCING OF SCHOOL BUSES

SITUATION

Each month, as part of the State School Fund (SSF) formula, the Hillsboro School District receives funds designated for the replacement of its school buses. These funds are accounted for in a separate Transportation Equipment Fund (Fund 299) in the District budget, not in the General Fund. Historically, these funds have been used to purchase new buses, both full size and smaller special needs buses, on four-year leases. Two of these leases will be paid off at the end of the 2014-15 school year. It is the District's intent to enter into a new five-year lease for the purchase of special needs and full-sized buses to meet service demand. The older replacement buses will be traded in as part of this transaction.

The cost for 13 buses is anticipated to be \$1,476,725, with principal and interest payments of approximately \$295,345 per year, with an annual interest rate of 1.63 percent. Below is the debt service schedule:

Payment #	Due Date	Principal Payment	Interest Payment	Total Payment
1	9/15/2014	\$295,345.00	\$0.00	\$295,345.00
2	9/15/2015	\$276,824.91	\$18,520.09	\$295,345.00
3	9/15/2016	\$281,343.11	\$14,001.89	\$295,345.00
4	9/15/2017	\$285,935.05	\$9,409.95	\$295,345.00
5	9/15/2018	<u>\$290,601.93</u>	<u>\$4,743.07</u>	\$295,345.00
	TOTALS	\$1,430,050.00	\$46,675.00	\$1,476,725.00

Buses to be purchased:

- Eight 84-passenger buses at \$109,150 each (Brattain)
- Five special education buses at \$111,370 each (Western Bus Sales)

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the financing of 13 school buses on a five-year lease, with an annual payment of \$295,345.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE REVISIONS TO POLICY JFG: SEARCHES

SITUATION

The proposed revisions to policy JFG: Searches are based on recommendations from legal counsel, to add clarification and provide alignment with OSBA recommended language. Multiple parties at the school and District levels reviewed the proposed revisions.

Policy JFG was presented for first reading at the June 10 Board meeting. During this meeting, there was an interest in further addressing the Board policy, specifically to align terminology related to the scope of a search. A revised draft of the policy is provided for the Board's review. No public questions or comments were received during the review period.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the recommended revisions to policy JFG: Searches.

Hillsboro School District 1J

Code: JFG
Adopted: 07/96
Revised: 06/09

Searches**

The Board seeks to assure a climate in the schools ~~which~~ **that** is appropriate for institutions of learning and which assures the safety and welfare of personnel and students. To assist the Board in attaining these goals, the Superintendent will develop procedures for implementing this policy in a manner which assures individual rights are balanced with the responsibility of the school to maintain a safe, orderly environment. Provisions for staff, student, and parent notice of the Board's policy and accompanying regulation shall be included.

If District officials have **reasonable suspicion** to believe an illegal act or a violation of school rules and regulations has been committed, is being committed, or is about to be committed, District officials may question and search the person and the personal property of the student, ~~which shall include the areas or property provided by the school.~~ District officials may seize any property deemed to be in violation of school rules and regulations, or potentially injurious or detrimental to the safety and welfare of the school, students, or school personnel. District officials will attempt to notify parents of students involved in a search of the person or personal property.

1. A search of a student's person **or property, including personal communication devices,** may be conducted when there is reasonable suspicion to believe the search is likely to produce **evidence of a violation of law, Board policy, administrative regulation or school rule.** ~~particular student is concealing evidence of an illegal act or school violation.~~

The search shall be "reasonable in scope." That is, the measures used shall be **reasonably related to appropriate for** the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student, and nature of the suspected infraction, illegal act, or violation of school rules and regulations.

2. District officials may seize any item ~~which~~ **that** is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.
3. Items ~~which~~ **that** may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. General search of school properties including, but not limited to, lockers or desks may occur at any time without individualized suspicion. Items belonging to the school, and items which are unlawful or are in violation of District policy, may be seized. Students will be notified of any items seized or confiscated. **District-owned electronic devices provided to students shall be considered property of the school which may be searched without reasonable suspicion being required.**

5. At the time school equipment is assigned to students for their use, students will be informed of conditions for the use of such equipment and of the right of school personnel to conduct routine searches.

When law enforcement officials find it necessary to question students during the school day or during periods of extra-curricular activity, the building administrator or designee will be present, when possible. District officials will attempt to notify the student's parents or guardian in advance. However, in suspected child abuse cases, child welfare and law enforcement officials may exclude school personnel from investigation procedures, and may prohibit school personnel from contacting the parents.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-021](#)-0050 to -0075

New Jersey v. T.L.O., 469 U.S. 325 (1985).

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE REVISIONS TO POLICY JFCEB: PERSONAL COMMUNICATION DEVICES
AND SOCIAL MEDIA – STUDENTS

SITUATION

The proposed revisions to policy JFCEB: Personal Communication Devices and Social Media – Students reflect changes in the types of personal communications devices and social media in use in the schools.

Policy JFCEB was presented for first reading at the June 10 Board meeting. During the review period, Oregon School Boards Association (OSBA) provided new recommendations for this policy, based on House Bill 2426, which is intended to encourage districts to have thoughtful conversations about how technology is utilized in schools and how to make better educational use of the computers, iPads, and electronic devices that students bring to school. A revised draft of the policy, based on OSBA's new recommendations, is provided for the Board's review.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the recommended revisions to policy JFCEB: Personal Communication Devices and Social Media – Students.

Hillsboro School District 1J

Code: JFCEB
Adopted: 05/11
Revised: _____

Personal ~~Communication~~ Electronic Devices and Social Media—Students**

Students may be allowed to use and possess personal ~~communication~~ electronic devices on District property and at District-sponsored activities, provided such devices are not used in any manner that may disrupt the learning environment or District-sponsored activities, or violate Board policies, administrative regulations, acceptable use guidelines, school or classroom rules, or state and federal law.¹

As used in this policy, a “personal ~~communication~~ electronic device (PED)” is a device not issued by the District, ~~that which emits an audible signal, vibrates, displays a message, or otherwise summons or delivers communication to the possessor of the device.~~ These devices include, but are not limited to, smart phones, tablets, media players, walkie talkies, long or short range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers, and similar devices-is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

If the District implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

The District will not be liable for personal ~~communication~~ electronic devices brought on District property or to District-sponsored activities. The District will not be liable for information or comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment.

Social media tools (as defined in administrative regulation JFCEB-AR) may be used by students in a manner that supports the instructional and learning environment. The District will not be responsible for information/comments posted by students on social media websites when the student is not using social media tools directly related to District activities.

The Superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy. Administrative regulations may include grade- or age-level possession and/or use restrictions by students on District property and at District-sponsored activities; consequences for violations; ; a process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the Superintendent may deem necessary. The Superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations, and school rules

¹The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

governing personal communications electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually, and updated as necessary.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2006).

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE REVISIONS TO POLICY JFCJ: WEAPONS IN THE SCHOOLS; AND
POLICY GBJ: WEAPONS IN THE SCHOOLS—STAFF

SITUATION

House Bill 2192 amends several statutes related to school discipline, suspension, and expulsion. These amendments impact District policy JFCJ: Weapons in the Schools.

Oregon School Board Association (OSBA) has proposed language for this policy, to bring it into alignment with the new legal requirements, which are effective July 1, 2014. The major areas of change include the definition of the term “weapons,” and discipline for policy violations.

The District’s current policy JFCJ/GBJ: Weapons in the Schools addresses this issue for all District students, staff, contractors, and volunteers. OSBA has recommended that the policies for students and staff be separated. The proposed policy GBJ: Weapons in the Schools—Staff is based on OSBA’s policy recommendations.

Policies JFCJ and GBJ were presented for first reading at the June 10 Board meeting. During the review period, questions were raised regarding the Gun-Free School Zone Act, and an interest was expressed in further addressing Board policy JFCJ to specify that the policy relates to students. Since the June 10 meeting, OSBA has clarified that policy JFCJ covers not only students, but also public visitors on District property and at District events. The revised policy JFCJ that is being presented to the Board for approval, references Oregon state law, rather than federal law.

Policies JFCJ and GBJ are provided for the Board’s review. No public questions or comments were received during the review period.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the recommended revisions to policies JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools--Staff.

Hillsboro School District 1J

Code: JFCJ/~~GBJ~~
Adopted: 07/96
Revised: _____

Weapons in the Schools

~~No person~~ Students shall not bring, possess, conceal, or use a weapon on District property or at activities under the jurisdiction of the District or interscholastic activities administered by a voluntary organization ~~and at District-sponsored events, such as sports competitions, camps, dances, etc.~~ Further, in accordance with ~~the federal Gun-Free School Zone Act~~ Oregon state law, no person shall possess or discharge a firearm, as defined by ~~the federal statute~~ Oregon state law, in a school zone building, on school grounds, or on any site or premises that at the time is being used exclusively for a student program or activity that is sponsored or sanctioned by the District. A “school zone,” ~~as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.~~

~~Employees, District contractors and/or their employees, and District volunteers shall not possess a weapon, as described hereafter, on District property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.~~

For the purpose of this policy, ~~and as defined by state and federal law,~~ a “weapon” includes the following:

1. “Dangerous weapons” – any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.
2. “Deadly weapons” – any instrument, article, or substance ~~which by its design is specifically designed for and presently~~ capable of causing death or serious physical injury. ~~This includes, but is not limited to, such items as knives, metal knuckles, razors, noxious or irritating gases, and poisons.~~
3. “Firearms” – any ~~item~~ weapon (including an airsoft gun) which will, is designed to, or may readily be, converted to expel or propel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device. ~~This definition includes all sub-parts to a firearm, such as the projectiles, silencers, or clips. This definition includes all firearm-like items, such as starter guns, replica guns, toy guns which without close inspection look like real guns, and all forms of pellet type guns. This definition is intended to be expansive beyond that used in the federal Gun-Free School Zone Act.~~
4. “Destructive devices” – any ~~device with an~~ explosive, incendiary, or poison gas component. ~~This definition includes all sub-parts of destructive devices which are, or any combination of parts either~~ designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A

destructive device does not include ~~an item which is primarily designed for signaling or safety purposes, when being stored or used in a manner and location consistent with its intended design~~ any device which that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use or sell to harm, threaten or harass students, staff members, parents, and patrons.

Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Exceptions to the District's replica prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

~~All items which fall within the above definition of a "weapon" are subject to immediate seizure and permanent forfeiture~~ Prohibited weapons, replicas of weapons, fireworks, and pocket knives are subject to seizure or forfeiture.

Reporting Violations

~~Employees shall promptly report all conduct prohibited by this policy to an administrator and/or law enforcement. In addition,~~ In accordance with Oregon law, employees who have reasonable cause to believe a student or other person has ~~possessed a weapon in violation of this policy~~ unlawfully been in possession of a firearm or destructive device as defined by this policy within the previous 120 days, shall immediately report such violations to an administrator, his/her designee, or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency ~~of all reported violations of this policy and all instances where a student has been expelled for violation of this policy~~ of staff reports received, and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm or destructive device.

Parents or guardians shall be notified of all conduct by their student that violates this policy.

Discipline

~~THIS IS A ZERO TOLERANCE POLICY. Students who violate this policy, as well as all students that aid another in violating or concealing a violation of this policy, may be expelled for up to one calendar year. All other individuals who are not students will be reported to law enforcement and will be issued a trespass notice prohibiting them from entering District property and District sponsored events.~~ Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The Superintendent or designee may, on a case-by-case basis, modify this expulsion requirement. The District may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon

Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Students with Disabilities and accompanying administrative regulations.

~~Employees in violation of this policy will be subject to discipline, up to and including dismissal. Individuals contracting with the District and/or their employees and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.~~

~~All disciplinary determinations are enforceable and appealable as detailed in the student handbook.~~

Exceptions

Weapons under the control of law enforcement personnel are permitted. The Superintendent or designee may authorize other persons to possess weapons for courses, programs, and activities approved by the District and conducted on District property, including, but not limited to, hunter safety courses, weapons-related vocational courses, or weapons-related sports.

Notices

The District may post a notice at any site or premise off of District grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the District as the sponsor and the activity as a school function, and state that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise ~~accepted~~ exempted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 166.210 - 166.370
ORS 166.382
ORS 332.107
ORS 339.115
ORS 339.240
ORS 339.250
~~ORS 339.260~~

ORS 339.315
ORS 339.327
ORS 809.060¹³⁵
ORS 809.260

OAR 581-021-0050 to -0075
OAR 581-053-0010(5)

OAR 581-053-
~~0015(7)(k)~~0230(9)(k)
OAR 581-053-
~~0545(4)(c),(w)~~0330(1)(r)
OAR 581-053-
~~0550(5)(v)~~0430(17)
OAR 581-053-0531(16)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2006).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

Hillsboro School District 1J

Code: GBJ/JFCJ
Adopted: 07/96
Revised: 04/09

Weapons in the Schools – Staff

Employees, District contractors and/or their employees, and District volunteers shall not possess a dangerous or deadly weapon or firearm on District property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, and as defined by state and federal law, a “weapon” includes:

1. “Dangerous weapon” - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury;
2. “Deadly weapon” - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearm” - any weapon (including a starter gun) which that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer, or any other destructive device, including any explosive, incendiary, or poisonous gas.

Weapons under the control of law enforcement personnel are permitted.

The Superintendent or designee will ensure that notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the District and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 166.210 - 166.370](#)
[ORS 332.107](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).
Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE REVISIONS TO POLICY JHCDA: ADMINISTERING INJECTABLE
MEDICINES TO STUDENTS

SITUATION

House Bill 2749 requires school district policy to allow backup auto-injectable epinephrine to be kept in the student's classroom if requested by the student's parent/guardian and other conditions are met. Oregon School Board Association has proposed language for policy JHCDA: Administering Injectable Medicines to Students, to bring it into alignment with the new legal requirements.

Policy JHCDA was presented for first reading at the June 10 Board meeting; no public questions or comments were received during the review period.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the recommended revisions to policy JHCDA: Administering Injectable Medicines to Students.

Administering Injectable Medicines to Students

~~In order to ensure the health and well-being of District students who require regular injections of medication, who may experience allergic reactions, or suffer from hypoglycemia, asthma or diabetes, epinephrine, glucagon, or other medication as prescribed by a physician and allowed under Oregon Law (OAR 851-047-0030) may be administered by means of injection to students by trained staff in situations when a licensed health care professional is not immediately available.~~ The District recognizes a need to ensure the health and well-being of students who require regular injections of medication as a result of experiencing an 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, designated trained staff may administer to 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 medication. A medical protocol regarding each student who self-administers injectable medication will be developed, signed by a physician or other licensed health care professional, and parent/guardian, and kept on file. 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 prescription label will be deemed sufficient to meet the requirements for a physician's order for epinephrine, glucagon, or other medication. A process shall be established by which, upon a parent's written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

The District may designate staff authorized to administer epinephrine, glucagon, or other medication as allowed under Oregon law. Training shall be provided as required by law, in accordance with approved protocols as established by Oregon Department of Human Services, Health Services. Staff designated to receive training shall also receive bloodborne pathogens training. A current first aid and CPR card will be recommended.

Injectable medication will be handled, stored, monitored, disposed of, and records maintained in accordance with established District regulations governing administering noninjectable / injectable 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 responding to emergency situations, including those occurring during curricular and extracurricular activities held after regular school hours, and on or off District property.

END OF POLICY

Legal Reference(s):

ORS 109.640
ORS 433.800 - 433.830

OAR 851-047-0030
ORS 339.870

OAR 851-047-0040
SB 1040 (2007)

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
APPROVE REVISIONS TO POLICY IGBAJ: SPECIAL EDUCATION –
FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

SITUATION

The revision of ORS 338.165 modifies policy IGBAJ: Special Education—Free and Appropriate Public Education (FAPE) to place the responsibility on districts to provide FAPE to children with disabilities enrolled in a public charter school that is located within the district. Oregon School Board Association (OSBA) has proposed language for this policy, to bring it into alignment with the new legal requirements.

Policy IGBAJ was presented for first reading at the June 10 Board meeting; no public questions or comments were received during the review period.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the recommended revisions to policy IGBAJ: Special Education – Free and Appropriate Public Education (FAPE).

Hillsboro School District 1J

Code: IGBAJ
Adopted: 07/96
Revised: 08/09

Special Education - Free Appropriate Public Education (FAPE)

1. The District admits all resident school age children with disabilities and makes special education and related services available at no cost to those:
 - a. Who have reached 5 years of age, but have not yet reached 21 years of age, on or before September 1 of the current school year, even if they have not failed or have not been retained in a course or grade or are advancing from grade to grade;
 - b. Who have not graduated with a regular diploma;
 - c. Who have been suspended or expelled in accordance with special education discipline provisions; or
 - d. Who reach age 21 before the end of the school year. These students remain eligible until the end of the school year in which they reach 21.
2. The District determines residency in accordance with Oregon law.
3. The District takes steps to ensure that its children with disabilities have available to them the variety of educational programs and services available to nondisabled children in the area served by the District and provides a continuum of services to meet the individual special education needs of all resident children with disabilities, ~~including resident and~~ children with disabilities who are enrolled in district public charter schools located in the District.
4. The District may, but is not required to, provide special education and related services to a student who has graduated with a regular diploma.
5. State law prohibits the District from recommending to parents, or requiring a child to obtain, a prescription for medication to affect or alter thought processes, mood, or behavior as a condition of attending school, receiving an evaluation to determine eligibility for early childhood special education or special education, or receiving special education services.
6. If the individualized education program (IEP) team determines that placement in a public or private residential program is necessary to provide FAPE, the program, including nonmedical care and room and board, must be at no cost to the parents of the child.
7. If a parent revokes consent for a student receiving special education and related services, the District will not be considered to be in violation of the requirement to make FAPE available to the student because of the failure to provide the student with further special education and related services.

END OF POLICY

Legal Reference(s):

ORS 338.165

ORS 339.115

ORS 343.085

ORS 343.224

OAR 581-015-2020

OAR 581-015-2035

OAR 581-015-2040 to-2065

OAR 581-015-2050

OAR 581-015-2075

OAR 581-015-2530

OAR 581-015-2600

OAR 581-015-2605

OAR 581-021-0029

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.17, 300.101-110, 300.113 (2006).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300 (2008).

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
ANNOUNCE CITIZENS' CURRICULUM ADVISORY COMMITTEE VACANCIES
AND PROPOSE REVISED SELECTION PROCESS

SITUATION

In accordance with policy IFF, the Board of Directors has established the Citizens' Curriculum Advisory Committee (CCAC) to provide for citizen involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. The CCAC consists of citizens who reside in the District attendance area and are appointed by the Board. The term of service for CCAC members is two years. Current committee members may be reappointed, and the Board may appoint CCAC members for as many consecutive terms as are deemed appropriate. Terms are staggered so that one-half of members' terms end each year.

Terms for seven members of the committee expired on June 30, 2014. There are two additional vacancies due to resignations. Therefore, a total of nine members must be appointed by the Board.

Under the District's current process, vacancies are announced in June, interested community members contact the District, and each Board member appoints two members to the committee.

A modified process is being suggested for the Board's consideration. Under the suggested process, the Board would continue to announce vacant CCAC positions in June, but interested individuals would need to submit applications, which would include a signed statement that the applicant is willing to serve as a member of the CCAC and adhere to the policies of the District. Additionally, two of the seats would be reserved for students from Hillsboro schools. This change in process would require a revision to Policy IFF: Citizen's Curriculum Advisory Committee.

Under the suggested process, the timeline for the selection of CCAC members would remain the same, with the Board reviewing the names of applicants in August, including those who have served previously and are willing to be reappointed. At the first regular meeting in September, the Board would appoint committee members, two of whom would be students from Hillsboro schools, to fill the vacant positions. The new members would be appointed in time to participate in the first 2014-15 CCAC meeting, which is scheduled for October 6, 2014.

Vacancies resulting from members who are completing their terms and resignations are listed below.

Representative	Appointed by	Term Ends
Alexander, Terry (resigning)	Monte Akers	June 30, 2015
Pamela Valverde-Smith	Monte Akers	June 30, 2014
Lopez, Rebeca	Adriana Cañas	June 30, 2014
Phelps, Mary	Wayne Clift	June 30, 2014
Hanson, Karen	Carolyn Ortman	June 30, 2014
Wilde, Cameron (resigning)	Erik Seligman	June 30, 2015
McFadden, Bruce	Rebecca Lantz	June 30, 2014
Diana Santiago (student)	Janeen Sollman	June 30, 2014
Fresh, Wendy	Kim Strelchun	June 30, 2014

RECOMMENDATION

The Superintendent recommends the Board of Directors announce the vacancies on the Citizens' Curriculum Advisory Committee, discuss the suggested process / policy revisions, direct administration to publicize the vacancies, and appoint candidates at the first regular Board meeting in September.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
FIRST READING—IFF: CITIZENS' CURRICULUM ADVISORY COMMITTEE

SITUATION

In accordance with policy IFF, the Board of Directors has established the Citizens' Curriculum Advisory Committee (CCAC) to provide for citizen involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. During the June 10, 2014, Board meeting, Executive Director for School Performance Travis Reiman and CCAC Chair Lisa Allen spoke with the Board regarding the possibility of modifying the committee member selection process. Board members requested a proposal, which will be presented for the Board's consideration at the July 29 Board meeting. The proposed process would require revisions to policy IFF: Citizen's Curriculum Advisory Committee.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the first reading of policy IFF: Citizens Curriculum Advisory Committee.

Hillsboro School District 1J

Code: IFF
Adopted: 07/96
Revised: 10/10

Citizens' Curriculum Advisory Committee

The Board recognizes the importance of citizen involvement in District curriculum. The Citizens' Curriculum Advisory Committee (CCAC) will review any topics assigned by the Board and assist in the development of the schools' curriculum and instructional programs.

~~The composition of the committee shall be two representatives per Board member. All appointments shall be presented for Board approval.~~ The CCAC shall consist of 14 members, appointed by the Board. All committee members must be citizens who reside within the District attendance area. The committee shall include a minimum of two students currently attending Hillsboro School District schools.

The length of term shall be two years:

1. The terms are September, year one, through June, year two;
2. Incoming representatives shall be approved by the Board at the August meeting, or as openings occur;

In June, the Board will identify vacant CCAC positions, which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of August. Such applications will include a signed statement that the applicant is willing to serve as a member of the CCAC and to adhere to the policies of the District. The Board may appoint CCAC members to as many consecutive terms as deemed appropriate.

In August, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in September, the Board will appoint persons to fill the vacant positions;

3. Resignations from the committee will be accepted by the Board. Replacement representatives shall be approved by the Board to fill the unexpired terms.

The purpose of the committee is to review areas that have been identified by the Board and other curricular areas:

1. To serve as a resource to the Board, the Superintendent, and the assistant superintendent of the office for school performance in setting direction for long-range curriculum development;
2. To review and give input on recommendations from the staff curriculum committees as needed;
3. To review textbook adoption recommendations and other programs.

The purpose of the committee is advisory in nature. The committee reports findings and recommendations to the Board for discussion and action.

END OF POLICY

Legal Reference(s): [ORS 332.107](#)

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
FIRST READING—GBEDA: DRUG AND ALCOHOL TESTING—TRANSPORTATION
PERSONNEL

SITUATION

The new provisions created by Senate Bill (SB) 193 require school transportation providers to have an in-house drug and alcohol testing program that meets the Omnibus Transportation Employee Test Act requirements or belong to a consortium that meets the same federal requirements. The SB requires the medical review officer of the testing program to notify the Oregon Department of Transportation and the Oregon Department of Education of any valid positive test result. The Oregon Department of Transportation is required to notify the person subject to the positive result of their right to a hearing to determine whether the test results will be placed in the person's employment driving record.

Oregon School Boards Association has proposed language for policy GBEDA, to bring it into alignment with the new legal requirements.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the first reading of policy GBEDA: Drug and Alcohol Testing—Transportation Personnel.

Hillsboro School District 1J

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

Drug and Alcohol Testing - Transportation Personnel *

In a continuing effort to prevent accidents and injuries resulting from the misuse of drugs and alcohol by drivers of commercial motor vehicles, the District shall establish a drug and alcohol misuse prevention program. The District or its transportation provider shall have an in-house drug and alcohol testing program, or be a member of a consortium that provides testing that meets the federal regulations, and shall annually certify this information to the Oregon Department of Education.

The District's program shall meet the requirements of the Omnibus Transportation Employee Testing Act of 1991.

The Superintendent will develop administrative regulations as needed to implement the District's program, including such provisions for pre-employment, reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug testing as may be necessary. The regulations will include training, education, and other assistance to employees to promote a drug and alcohol-free environment.

END OF POLICY

Legal Reference(s):

[ORS 657.176](#)

~~OAR 581-053-0015(7)(u)~~

[OAR 581-053-0220\(3\)\(h\)](#)

[OAR 581-053-0230\(9\)\(t\)](#)

[OAR 581-053-0420\(4\)\(b\)\(B\)\(ii\)](#)

[OAR 581-053-0430\(13\),\(14\)](#)

[OAR 581-053-0531\(12\),\(13\)](#)

[OAR 581-053-0615\(2\)\(c\)\(D\)\(ii\)](#)

[OAR 581-053-0620\(1\)\(d\)](#)

[SB 193 \(2013\)](#)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2006).

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
FIRST READING—KBA: PUBLIC RECORDS

SITUATION

House Bill 3294 exempts electronic mail addresses, in possession or custody of a district, from required disclosure under public records law. This exemption does not apply to electronic mail addresses assigned by the district to district employees for use in the ordinary course of employment.

Oregon School Boards Association has proposed language for policy KBA, to bring it into alignment with the new legal requirements.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the first reading of policy KBA: Public Records.

Hillsboro School District 1J

Code: KBA
Adopted: 10/04
Revised: 04/12

Public Records**

“Public record” means any information that:

1. Is prepared, owned, used, or retained by the District;
2. Is related to an activity, transaction, or function of the District; and
3. Is necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements, or needs of the District.

Public record does not include messages on voice mail or on other telephone message storage and retrieval systems or spoken communication that is not recorded.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute, or by pertinent court rulings.

The Board's official minutes, its written policies, and its financial records will be available at the Superintendent's office for inspection by any citizen desiring to examine them during hours when the Superintendent's office is open. All such information will be made available to individuals with disabilities in an appropriate format upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communication to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials, or other equally effective accommodations.

The Board supports the right of people to know about programs and services of their schools and will make every effort to disseminate information. Each principal is authorized to use all means available to keep parents and others of his/her particular school community informed about the school's program and activities.

No records will be released for inspection by the public or any unauthorized persons - either by the Superintendent or any other person designated as custodian for District records - if such disclosure would be contrary to the public interest as described in state law.

If a copy of a record is requested, the District will provide a single certified copy. If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the records custodian shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form the public record is maintained. If a person who is a party to a civil judicial proceeding to which the District is a party or who has filed notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or

Public Records** - KBA

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notice, the individual must submit the request in writing to the designated custodian of District records, and at the same time to the District's attorney.

Employee and volunteer addresses, ~~personal~~ electronic email addresses (other than District electronic mail addresses assigned by the District to District employees), social security numbers, dates of birth, and telephone numbers contained in personnel records maintained by the District are exempt from public disclosure pursuant to ORS 192.445 and ORS 192.502 (3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. District electronic mail addresses assigned by the District to District employees are not exempt. Additionally, the District will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the District to identify District employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

Upon receipt of a request, the District will respond as soon as practicable and without unreasonable delay. The response must acknowledge the receipt of the request and one of the following:

1. A statement that the District does not possess, or is not the custodian of, the public record.
2. Copies of all requested public records for which the District does not claim an exemption from disclosure under ORS 192.410 to 192.505.
3. A statement that the District is the custodian of at least some of the requested public records, an estimate of the time the District requires before the public records may be inspected or copies of the records will be provided, and an estimate of the fees that the requester must pay as a condition of receiving the public records.
4. A statement that the District is the custodian of at least some of the requested public records, and that an estimate of the time and fees for disclosure of the public records will be provided by the District within a reasonable time.
5. A statement that the District is uncertain whether the District possesses the public record, and that the District will search for the record and make an appropriate response as soon as practicable.
6. A statement that state or federal law prohibits the District from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanctions. A statement under this paragraph must include a citation to the state or federal law relied upon by the District.

The District may request additional information or clarification from the requester for the purpose of expediting the District's response to the request.

The Board reserves the right to establish a fee schedule which will reasonably reimburse the District for the actual cost of making copies of public records for the public. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities. Requests for copies of the documents shall be in writing and will be presented to the Superintendent's office.

Public Records** - KBA

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The District shall retain and maintain its public records in accordance with ~~applicable state law and archival schedules~~ OAR 166, Division 400.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-400](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Oregon Department of Justice, Oregon Attorney General's Public Record And Meetings Manual.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
FIRST READING—GCAB: PERSONAL COMMUNICATION DEVICES AND SOCIAL
MEDIA—STAFF

SITUATION

House Bill 2426, which is intended to encourage districts to have thoughtful conversations about how technology is utilized in schools and how to make better educational use of the computers, iPads, and electronic devices that students bring to school, primarily impacts policy JFCEB: Personal Communication Devices and Social Media--Students. However, in conjunction with these recommended revisions, Oregon School Boards Association (OSBA) has also proposed language to update policy GCAB: Personal Communication Devices and Social Media—Staff, to reflect changes in the types of personal electronic devices and social media used by staff members.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the first reading of policy GCAB: Personal Communication Devices and Social Media--Staff.

Personal ~~Communication~~ Electronic Devices and Social Media—Staff**

Staff member possession or use of personal ~~communication~~ electronic devices on District property, in District facilities during the work day, and while the staff member is on duty in attendance at District-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the Superintendent / designee. At no time, whether used on-duty or off-duty, will a personal ~~communication~~ electronic device be used in a manner that interferes with staff duties~~y~~ and responsibilities~~y~~ for the supervision of students, or in a manner that violates state and/or federal law.

A “personal ~~communication~~ electronic device” is a device not issued by the District that ~~emits an audible signal, vibrates, displays a message, or otherwise summons or delivers communication to the possessor of the device. These devices include, but are not limited to, smart phones and tablets, portable media players, walkie talkies, either long or short range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers, and similar devices~~ is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Social media tools may be used by staff in a manner that supports the instructional and learning environment.

The District will not be liable for loss or damage to personal electronic devices brought onto District property and to District-sponsored activities.

Staff members, while on duty and off duty, will utilize social media websites, public websites, and blogs judiciously by not posting confidential information about students, staff or District business.¹ Staff may not post images of District facilities, staff, students, volunteers, or parents without authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students, and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate, professional, and school-related.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with Superintendent/designee approval.

Staff members are subject to disciplinary action, up to and including dismissal, for using a personal ~~communication~~ electronic device in any manner that is illegal or violates the terms of this policy, administrative regulation, or other District acceptable use guidelines. Staff actions on social media websites, public websites, and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action, up to and including dismissal. A

¹Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

“disruption” for purposes of this policy includes, but is not limited to, one or more parents threaten to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) is prohibited and may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers. (See Board policy GCAA)

The Superintendent or designee shall ensure that this policy is available to all employees.

END OF POLICY

Legal Reference(s):

ORS 167.054	ORS 163.687	ORS 326.051
ORS 167.057	ORS 163.688	ORS 332.072
ORS 163.432	ORS 163.689	ORS 332.107
ORS 163.433	ORS 163.693	ORS 336.840
ORS 163.684	ORS 163.700	
ORS 163.686	ORS 326.011	

U.S. CONST. amend. XVIII, § 1466A

U.S. CONST. amend. XVIII, § 1470

U.S. CONST. amend. XX, § 7906

U.S. CONST. amend. XX, § 6777

Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2001).

Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).

Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
FINANCIAL REPORT

Business Office. July is an especially busy month in the Business Office, with staff closing out the 2013-14 fiscal year and transitioning into the new fiscal year. Purchase orders entered in advance for 2014-15 were authorized on July 1, and processed as quickly as possible, while staff closed out 2013-14. During the fiscal year rollover, the continuous improvement cycle has resulted in efficiencies at all levels, with increased controls, smoother processes, a higher level of documentation, and automated workflows.

Business Office staff will be moving from SharePoint to Google for intra-office functions over the course of the 2014-15 fiscal year.

The bond refunding is in progress. Business Office staff members are proud to support the Board of Directors and taxpayers with the refunding process.

Finance Team – Banking and Accounts Payable. Finance Manager Ann Ballard is celebrating the end of her third fiscal year with Hillsboro School District. Ms. Ballard and the finance team have worked hard to improve banking practices and accounts receivables. The team has collaborated with various departments for hiring support staff and automating manual entries. The new online Hillsboro School District WebStore will be available soon for online payments for District facility use, donations, and other services. The finance team will continue to provide ongoing support and training for office managers throughout the year with student body accounts and District fund management.

Payroll and Benefits Teams. Payroll supervisor Kim Grannis and her payroll team successfully processed four June payrolls, and are completing necessary reports for the second quarter of 2014. The payroll team has joined with human resources (HR) and technology services staff to improve system-wide position processing. The collaborative work will eventually enable the District to utilize many aspects of its financial software to improve workflows.

The District is transitioning to a new substitute services provider this summer to take advantage of the opportunity for long-term cost savings for the District. The Business Office is excited about implementing these changes.

The benefits team has been working closely with HR and payroll staff to process year-end paychecks and employee leaves. At this time of year, many staff members on family leave, including leave protected by the Oregon Family Leave Act / Federal Medical Leave Act (OFLA/FMLA), or with workers' compensation claims require highly individualized processing to ensure that their benefits are maximized, and that the District maintains compliance with the law and bargaining agreements.

Open enrollment for the new benefits year begins August 15, 2014. The benefits team has been busy planning for open enrollment, including communications, planned site visits to facilitate enrollment, and the employee benefits fair on September 4, 2014. The team works closely with union representatives as key partners for educating employees about their benefit plan choices and the benefits pool reduction rates.

Grants. Grants Fiscal Planning Specialist Jeff Jones has been working with departments and grant coordinators to concurrently target year-end balances and draft 2014-15 fiscal year budgets. Mr. Jones is also assisting with the hiring workflow within the Business Office and administrator-level training on the District's financial software, Infinite Visions.

Workers' Compensation Report. The District has received two additional worker's compensation claims since June 1, 2014. Currently, there are 42 open claims: 16 are for medical costs only, and 26 include time loss. Four employees were on modified work plans during June.

Worker's Compensation Claims			
	2011-2012	2012-13	2013-14
July	0	2	4
August	3	4	5
September	7	6	3
October	8	7	1
November	4	3	2
December	2	3	7
January	7	4	9
February	3	5	4
March	5	5	7
April	5	10	8
May	2	4	5
June	2	8	2
Yearly Total:	48	61	57

Student Accident Report. There were 18 student accidents reported during June.

Student Incident Reports			
	2011-12	2012-13	2013-14
July	2	2	0
August	10	13	10
September	171	133	141
October	133	149	190
November	113	105	96
December	67	127	87
January	91	92	88
February	104	118	64
March	83	124	39
April	113	108	106
May	115	74	65
June	33	30	18
Yearly Total:	1,035	1,075	904

Vehicle Accidents – June. There was one minor bus accident in June.

HILLSBORO SCHOOL DISTRICT 1J
July 29, 2014
MONTHLY FINANCIAL REPORT - as of June 30, 2014

	1st Quarter	2nd Quarter	3rd Quarter	April	May	June	4th Quarter	Fiscal YTD	Budget	% of 2013-14	2012-13	% of 2012-13
Revenues	Actual	Actual	Actual	Actual	Actual	Preliminary Actual	Actual	2013-14	2013-14	Budget Expended	Fiscal YTD	Budget Expended
Taxes	\$155,307.41	\$51,923,069.11	\$2,095,287.97	\$199,715.81	\$154,481.50	\$1,491,371.83	\$1,845,569.14	\$56,019,233.63	\$55,426,177.00	101.07%	\$51,676,183.20	93.77%
Interest	\$24,931.13	\$40,350.68	\$65,971.05	\$19,335.42	\$19,166.36	\$0.00	\$38,501.78	\$169,754.64	\$260,000.00	65.29%	\$173,798.34	69.52%
Local Sources	\$106,513.37	\$304,206.00	\$353,476.45	\$107,058.25	\$23,298.57	\$140,922.28	\$271,279.10	\$1,035,474.92	\$1,148,450.00	90.16%	\$903,592.72	81.04%
Total Local	\$286,751.91	\$52,267,625.79	\$2,514,735.47	\$326,109.48	\$196,946.43	\$1,632,294.11	\$2,155,350.02	\$57,224,463.19	\$56,834,627.00	100.69%	\$52,753,574.26	93.41%
County/ESD	\$1,218,272.00	\$245,678.21	\$164,360.04	\$138,432.65	\$0.00	\$625,000.00	\$763,432.65	\$2,391,742.90	\$2,085,000.00	114.71%	\$319,093.08	42.55%
State Sources	\$34,760,813.68	\$26,484,309.75	\$27,343,949.32	\$9,730,050.00	\$14,192,834.16	-\$83,505.38	\$23,839,378.78	\$112,428,451.53	\$107,025,258.00	105.05%	\$95,161,690.50	100.21%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,136,955.49	85.57%
Other Sources	\$0.00	\$16,482.81	\$100.00	\$12.50	\$602.50	\$2,000,531.50	\$2,001,146.50	\$2,017,729.31	\$2,000,000.00	0.00%	\$903.60	0.02%
Beginning Balance	\$9,101,596.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,101,596.73	\$9,000,000.00	101.13%	\$9,637,118.51	102.59%
Total Revenue	\$45,367,434.32	\$79,014,096.56	\$30,023,144.83	\$10,194,604.63	\$14,390,383.09	\$4,174,320.23	\$28,759,307.95	\$183,163,983.66	\$176,944,885.00	103.51%	\$161,009,335.44	94.57%
Expenditures												
Instruction												
Salaries	\$5,116,100.70	\$16,091,970.59	\$16,014,491.38	\$5,299,731.46	\$5,421,631.17	\$15,373,570.43	\$26,094,933.06	\$63,317,495.73	\$63,152,964.38	100.26%	\$60,597,799.63	99.96%
Benefits	\$2,419,269.86	\$8,466,682.99	\$8,284,815.85	\$2,728,741.77	\$2,775,772.48	\$8,079,916.23	\$13,584,430.48	\$32,755,199.18	\$33,578,996.52	97.55%	\$30,816,464.87	99.88%
Purchased Service	\$574,223.96	\$641,923.16	\$508,842.86	\$137,979.19	\$223,722.25	\$111,115.46	\$472,816.90	\$2,197,806.88	\$2,410,692.28	91.17%	\$2,585,598.85	98.66%
Supplies/Materials	\$229,814.13	\$279,597.56	\$213,840.69	\$75,261.55	\$175,175.49	\$270,860.27	\$521,297.31	\$1,244,549.69	\$1,074,321.27	115.85%	\$1,057,993.57	65.04%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$24,644.05	\$88,628.08	\$6,102.23	\$1,150.00	\$2,500.00	\$1,333.70	\$4,983.70	\$124,358.06	\$127,555.72	97.49%	\$127,591.97	97.78%
Total Instruction	\$8,364,052.70	\$25,568,802.38	\$25,028,093.01	\$8,242,863.97	\$8,598,801.39	\$23,836,796.09	\$40,678,461.45	\$99,639,409.54	\$100,344,530.17	99.30%	\$95,185,448.89	99.30%
Support Services												
Salaries	\$5,411,105.01	\$7,955,165.88	\$7,878,558.29	\$2,642,734.15	\$2,777,330.45	\$5,286,347.41	\$10,706,412.01	\$31,951,241.19	\$30,944,388.31	103.25%	\$30,226,863.16	100.00%
Benefits	\$2,928,162.36	\$4,722,487.36	\$4,701,047.47	\$1,515,573.96	\$1,557,610.07	\$3,079,244.12	\$6,152,428.15	\$18,504,125.34	\$17,386,701.48	106.43%	\$16,996,355.19	99.98%
Purchased Service	\$2,065,235.91	\$3,053,270.78	\$2,772,496.66	\$1,103,121.75	\$881,422.04	\$1,613,005.45	\$3,597,549.24	\$11,488,552.59	\$12,081,705.93	95.09%	\$11,510,825.89	98.99%
Supplies/Materials	\$538,166.92	\$1,340,698.29	\$942,828.54	\$319,912.07	\$424,973.53	\$586,137.47	\$1,331,023.07	\$4,152,716.82	\$5,288,997.82	78.52%	\$5,212,826.78	95.33%
Capital Purchases	\$121,642.60	\$80,513.94	\$234,453.90	\$9,480.00	\$0.00	\$12,996.00	\$22,476.00	\$459,086.44	\$338,401.00	135.66%	\$229,925.33	99.12%
Other	\$1,106,108.92	\$27,302.59	\$28,825.61	\$39,165.03	\$22,418.83	\$3,993.75	\$65,577.61	\$1,227,814.73	\$1,389,008.30	88.40%	\$984,687.22	76.40%
Total Support	\$12,170,421.72	\$17,179,438.84	\$16,558,210.47	\$5,629,986.96	\$5,663,754.92	\$10,581,724.20	\$21,875,466.08	\$67,783,537.11	\$67,429,202.84	100.53%	\$65,161,483.57	98.96%

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April Actual	May Actual	June Preliminary Actual	4th Quarter Actual	Fiscal YTD 2013-14	Budget 2013-14	% of 2013-14 Budget Expended	Budget 2012-13	% of 2012-13 Budget Expended
Community Services												
Salaries	\$41,609.27	\$56,147.91	\$53,101.36	\$18,386.17	\$0.00	\$0.00	\$18,386.17	\$169,244.71	\$216,120.34	78.31%	\$166,543.59	79.02%
Benefits	\$22,600.93	\$27,812.53	\$27,697.42	\$9,154.73	\$14,759.61	\$19,137.76	\$43,052.10	\$121,162.98	\$111,095.00	109.06%	\$119,456.96	98.39%
Purchased Service	\$960.00	\$6,114.14	\$6,052.95	\$1,331.55	\$6,796.80	\$11,366.93	\$19,495.28	\$32,622.37	\$40,165.78	81.22%	\$43,423.81	89.19%
Supplies/Materials	\$364.67	\$2,723.47	\$351.41	\$329.21	\$1,813.17	\$7,297.75	\$9,440.13	\$12,879.68	\$3,398.90	378.94%	\$5,179.08	48.90%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$111.46	\$158.12	\$269.58	\$269.58	\$0.00	0.00%	\$202.22	0.00%
Other	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$441.97	0.00%	\$500.00	0.00%
Total Community Services	\$65,534.87	\$93,298.05	\$87,203.14	\$29,201.66	\$23,481.04	\$37,960.56	\$90,643.26	\$336,679.32	\$371,221.99	90.69%	\$335,305.66	85.66%
Capital Projects												
Purchased Service	\$6,685.00	\$16,237.64	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,922.64	\$0.00	n/a	\$0.00	0.00%
Capital Projects	\$0.00	\$8,486.00	\$0.00		\$7,062.00	\$1,918.00	\$8,980.00	\$17,466.00	\$0.00	0.00%	\$0.00	0.00%
Total Community Services	\$6,685.00	\$24,723.64	\$3,000.00	\$0.00	\$7,062.00	\$1,918.00	\$8,980.00	\$43,388.64	\$0.00	n/a	\$0.00	0.00%
Debt Service Payment	\$0.00	\$63,900.00	\$468,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$532,800.00	\$532,800.00	100.00%	\$527,950.00	100.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,267,130.00	0.00%	\$0.00	0.00%
Total Expenditures	\$20,606,694.29	\$42,930,162.91	\$42,145,406.62	\$13,902,052.59	\$14,293,099.35	\$34,458,398.85	\$62,653,550.79	\$168,335,814.61	\$176,944,885.00	95.13%	\$161,210,188.12	94.69%