



Hillsboro School District 1J

August 14, 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

August 14, 2014

1:00 PM

1. 1:00 p.m. Work Session - Retreat
 - A. Long-Range Planning
Presenter: Mike Scott / Adam Stewart
 - B. Preview of Preliminary Student Achievement Data
Presenter: Steve Larson
 - C. Superintendent's Committee Opportunities
Presenter: Mike Scott
 - D. Transitioning from Teamworks to Google
Presenter: Don Wolff
 - E. Board Discussion Time
2. 3:00 p.m. Regular Session
Call to Order and Flag Salute
3. Approval of Agenda
4. Audience Time
5. Consent Agenda
 - A. Approve Minutes of July 29, 2014 4
 - B. Approve Routine Personnel Matters 12
 - C. Accept Donations 19
6. Action Items
 - A. Approve Contract for Commercial Food Products 21
Presenter: Adam Stewart / Cindy Longway
 - B. Approve Revisions to Policy IFF: Citizens' Curriculum Advisory Committee 22
Presenter: Travis Reiman
 - C. Approve Revisions to Policy GBEDA: Drug and Alcohol Testing--Transportation 25
Personnel
Presenter: Saideh Haghighi / Carol Hatfield
 - D. Approve Revisions to Policy KBA: Public Records 27
Presenter: Don Wolff
 - E. Approve Revisions to Policy GCAB: Personal Communications Devices and 31
Social Media--Staff
Presenter: Steve Larson / Don Wolff
7. Reports and Discussion
 - A. Gain Share Discussion 34
Presenter: Mike Scott

B. First Reading--Policy GCL/GDL: Staff Development--Licensed Presenter: Debbie Ashley	35
C. Financial Report Presenter: Adam Stewart	37
8. NWRES D / 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: - September 9, 2014, Work Session - September 23, 2014, Regular Session	

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

July 29, 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

Others Present:

Kyle Allen
Andrea Castillo, The Oregonian

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Saideh Haghighi, Director, Equity and Human Resources
Michelle Morrison, Director, Business Services
Casey Waletich, Director, Safety and Operations
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

1. Work Session

Board Chair Kim Strelchun called the meeting to order at 5:32 p.m.

Year 4 Strategic Planning. Board and staff members discussed goals, constraints, measurements, and reporting structures for year 4 of the District's strategic plan, in preparation for goal-setting during the August 13 work session. Board members requested additional details regarding the work plans and measurements for specific focus areas, which will be provided on August 13.

Review Summer Work Session Agendas. A draft agenda for the August 13-14 summer retreat was included in the Board packet. Superintendent Mike Scott will work with the Board chair and vice chair to develop a final agenda, including additional input received from Board members. If adequate time is not available during the retreat for all suggested agenda items, remaining items will be scheduled for discussion during an upcoming Board meeting.

Summer Conference Reports. Directors Glenn Miller and Erik Seligman shared highlights of the OSBA Summer Conference they attended in Bend earlier this month.

Board Discussion Time.

The Board discussed priorities for the additional \$728,716 in Gain Share funds that the District will be receiving from Washington County and the City of Hillsboro. Staff will develop a plan, to be presented to the Board during the August work session and finalized prior to the beginning of school. The following items were discussed:

- Restoring the November 26 budget reduction day
- Adding classified hours
- Creating staffing reserves for "hot spots"
- Facilities / grounds care
- Technology investments

- Student achievement contingency
- Additional staff to provide supports for students with special needs

Board members discussed the need to prioritize investments that will have the greatest lasting value for students. They also requested cost estimates associated with each suggested item; this information will be provided in August.

Board members discussed leadership roles. Board Chair Strelchun confirmed her willingness to continue in the role of Board chair for the 2014-15 school year, and Director Clift expressed an interest in filling the Board vice chair position.

The meeting was recessed at 7:28 p.m.

Board Present:

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

Others Present:

Lisa Allen
Kathy Brown
Andrea Castillo, The Oregonian

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Elaine Fox, Executive Director, Student Services
Loren Rogers, Executive Director, Facilities and Transportation
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Saideh Haghighi, Director, Equity and Human Resources
Michelle Morrison, Director, Business Services
Casey Waletich, Director, Safety and Operations
Kona Williams, Director, Human Resources
Carol Hatfield, Transportation Supervisor
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

7:30 p.m. Regular Session

2. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:32 p.m. and led the Pledge of Allegiance.
3. Approval of Agenda. Director Sollman MOVED, SECONDED by Director Miller, to approve the agenda. The MOTION CARRIED (7-0).
4. 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.
5. Consent Agenda. Director Sollman MOVED, SECONDED by Director Akers to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).
Consent Agenda items were as follows:

- a. Approve Minutes of May 8, 2014, Budget Committee Meeting
- b. Approve Minutes of May 13, 2014, Board Meeting
- c. Approve Minutes of May 27, 2014, Board Meeting
- d. Approve Minutes of June 10, 2014, Board Meeting
- e. Approve Minutes of June 10, 2014, Budget Committee Meeting
- f. Approve Minutes of June 24, 2014, Board Meeting
- g. Approve Routine Personnel Matters
- h. Establish Tuition Rates for Nonresident Students
- i. Establish Substitute Teacher Pay Rates for 2014-15
- j. Establish Classified Substitute Rates for 2014-15
- k. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations
- l. Approve Annual Clerk/Officer Designations
- m. Approve Annual Crime Policy Coverage Limits
- n. Readopt Policy DFAA: Capital Project Fund
- o. Readopt Policy IGBC: Title I/Parental Involvement
- p. Establish Mileage Reimbursement Rate
- q. Restatement of Special Districts Insurance Services Trust
- r. Accept Donations

6. Action Items

- a. Elect Board Chair and Vice Chair. Board Chair Strelchun opened the floor to nominations for Board chair for 2014-15. Director Akers nominated Kim Strelchun for the position of Board chair. Hearing no further nominations, Board Chair Strelchun closed the nominations. The vote in favor of Ms. Strelchun was unanimous.

Board Chair Strelchun then opened nominations for Board vice chair for 2014-15. Director Miller nominated Wayne Clift for the position of Board vice chair. Hearing no further nominations, Board Chair Strelchun closed the nominations. The vote in favor of Mr. Clift was unanimous.

- b. Approve Financing of School Buses. Executive Director of Facilities and Transportation Loren Rogers explained that the District receives funds designated for the replacement of school buses that are not part of the General Fund. Historically, these funds have been used to purchase 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 five special needs and eight full-sized buses to meet service demand, trading in the older replacement buses as part of this transaction.

Board members asked questions about fuel options and emissions requirements.

Director Miller MOVED, SECONDED by Director Seligman, to approve the financing of 13 school buses on a five-year lease, with an annual payment of \$295,345.

The MOTION CARRIED (7-0).

- c. Approve Revisions to Policy JFG: Searches. Executive Director of Secondary Education Matt Smith presented a revised draft of policy JFG: Searches for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting. During this meeting, there was a request to align terminology within the policy related to the scope of a search. This revision has been made. No public questions or comments were received during the review period.

Director Miller MOVED, SECONDED by Director Sollman, to approve the recommended revisions to policy JFG: Searches.

The MOTION CARRIED (7-0).

- d. Approve Revisions to Policy JFCEB: Personal Communication Devices and Social Media—Students. Chief Information Officer Don Wolff presented a revised draft of policy JFCEB: Personal Communication Devices and Social Media—Students for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting. No public questions or comments were received during the review period; however, during the review period, Oregon School Boards Association (OSBA) provided new recommendations for this policy, based on House Bill 2426. Therefore, a revised draft of the policy was provided for the Board's review.

Director Miller MOVED, SECONDED by Director Akers, to approve the recommended revisions to policy JFCEB: Personal Communication Devices and Social Media—Students.

The MOTION CARRIED (7-0).

- e. Approve Revisions to Policy JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff. Director of Safety and Operations Casey Waletich presented a revised draft of policy JFCJ: Weapons in the Schools; and policy GBJ: Weapons in the Schools—Staff for Board approval. Policy revisions 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 (GFSZA), and an interest was expressed in further addressing policy JFCJ to specify that the policy relates to students. In response to input regarding the GFSZA, the policy has now been revised to reference Oregon state law. However, regarding the scope of policy JFCJ, OSBA has provided additional information, clarifying that this policy covers not only students, but also public visitors on District property and at District events.

In response to Board members' questions, Director Waletich also explained the following:

- Based on the "Exceptions" language in the policy, the Superintendent can authorize the use of weapons or replicas of weapons for use in courses, programs, or activities, on a case-by-case basis.
- Although OSBA recommends that the District retain the reference to the GFSZA in policy JFCJ, local law enforcement will enforce Oregon state law, which is referenced in this revised policy.

- Revisions to these policies will not impact the District's lock-in / lock-out procedures.

Board members also requested clarification regarding concealed weapons permits as they relate to students and the public (policy JFCJ) vs. staff, contractors, and volunteers (policy GBJ).

Director Cañas MOVED, SECONDED by Director Miller, to approve the recommended revisions to policy JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff.

The MOTION CARRIED (7-0).

- f. Approve Revisions to Policy JHCDA: Administering Injectable Medicines to Students. Executive Director of Student Services Elaine Fox presented policy JHCDA for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting.

In response to a Board member's question, Executive Director Fox explained that the process of authorizing a student to carry his/her own EpiPen requires a doctor's note, a parent's letter, and a school nurse's signature after meeting with the student, and that there are different considerations for elementary and secondary students.

Director Cañas MOVED, SECONDED by Director Sollman, to approve JHCDA: Administering Injectable Medicines to Students.

The MOTION CARRIED (7-0).

- g. Approve Revisions to Policy IGBAJ: Special Education—Free Appropriate Public Education (FAPE). Executive Director Fox presented policy IGBAJ for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting. No public questions or comments were received during the review period.

Director Sollman MOVED, SECONDED by Director Miller, to approve IGBAJ: Special Education—Free Appropriate Public Education (FAPE).

The MOTION CARRIED (7-0).

7. Reports and Discussion.

- a. Announce Citizens' Curriculum Advisory Committee (CCAC) Vacancies and Propose Revised Selection Process. In follow-up to a presentation at the June 10 Board meeting regarding the CCAC recruitment process, the Board requested that a proposal for revising the recruitment/selection process be presented. Assistant Superintendent for School Improvement Steve Larson and CCAC Chair Lisa Allen presented the proposal, and provided the following additional information:

- Openings are scheduled to be posted on the District website on July 30.

- The revised CCAC application and selection process will resemble the process currently in place for selecting Budget Committee members.
- The revised selection process is needed in order to identify candidates who are willing and able to invest in the work and regularly attend the committee meetings, as the committee's role is expanding and developing.
- The initial application review process will depend upon the number of applications received.

Board members discussed the policy revisions, providing input and suggestions. (Refer to the "First Reading" discussion below.) It was agreed that nine vacancies will be posted immediately, and additional openings can be posted (to include vacancies for students), if necessary, after the revised policy is adopted.

CCAC student member Eddie Chavez Bolaños spoke to the Board about his service on the CCAC, stating that it has been a valuable experience.

Superintendent Scott thanked Mr. Chavez Bolaños and Ms. Allen for their commitment, and shared his goal of establishing a student advisory committee (inspired by a previous conversation with Mr. Chavez Bolaños).

- b. First Reading—Policy IFF: Citizens Curriculum Advisory Committee. The policy revisions are related to the proposed changes in the CCAC recruitment and selection process. Board members' input included:
- Some Board members were supportive of the revised process, while others expressed a preference for independently selecting candidates for the committee.
 - Concerns:
 - Limiting the number of candidates to 14, if additional candidates are available
 - The requirement that the 14 committee members include a minimum number of student candidates; it was suggested that the student committee members be appointed *in addition to* the 14 committee members, since additional duties and activities, including classroom visits, might conflict with students' educational schedules
 - Suggestions:
 - Offer student members the option of filling revolving positions, rather than full-year positions
 - Remove the specific number of committee members from the policy
 - State that the committee shall consist of a specific number of adult members, with up to 2 additional members appointed from the student body

Staff will provide a revised language proposal in a Board update.

- c. First Reading—Policy GBEDA: Drug and Alcohol Testing—Transportation Personnel. Director of Equity and Human Resources Saideh Haghighi and Transportation Supervisor Carol Hatfield presented policy GBEDA for first reading. They explained that the revisions are based on language recommended

by OSBA to bring the policy into alignment with new legal requirements related to Senate Bill (SB) 193, and that no change is needed to the District's current procedures, which already fulfill the legal requirements. Board members asked clarifying questions. Board Chair Strelchun reminded Board members to contact Ms. Haghighi if they have any questions during the review period.

- d. First Reading—Policy KBA: Public Records. Chief Information Officer Wolff presented policy KBA for first reading, and explained that the revisions are based on language recommended by OSBA to bring the policy into alignment with new legal requirements related to House Bill (HB) 3294. Board members asked clarifying questions. Board Chair Strelchun reminded Board members to contact Mr. Wolff if they have any questions during the review period.
- e. First Reading—Policy GCAB: Personal Communication Devices and Social Media—Staff. Chief Information Officer Wolff presented policy GCAB for first reading. He explained that, in conjunction with recommended revisions to policy JFECB: Personal Communication Devices and Social Media—Students (related to HB 2426), OSBA has also recommended language to update policy GCAB: Personal Communication Devices and Social Media—Staff. He explained that the revised policy requires staff members to act in a professional manner that does not disrupt the school or learning environment at any time, and to communicate in an appropriate manner at all times, whether on or off duty.
- f. Financial Report. Chief Financial Officer Adam Stewart was unable to attend the meeting. In his absence, Director of Business Services Michelle Morrison responded to Board members' questions regarding the financial report.

10. NWRES/D/HCU/HEA Reports.

HCU President Eric Weyrauch was unable to attend the meeting.

HEA President Maureen Barnhart was unable to attend the meeting. Board Chair Strelchun stated that Ms. Barnhart emailed her thoughts regarding the additional Gain Share funds to the Board.

11. Superintendent's Time. Superintendent Scott's comments included the following highlights:
- Thanked Washington County and the City of Hillsboro for their gift of Gain Share funding
 - Introduced the District's new Human Resources Director Kona Williams (former principal at Eastwood Elementary School)

12. Board of Directors' Time. Board members shared thoughts regarding:

- Director Miller – Looking forward to his second year on the Board
- Director Sollman – Supports the idea of student representation, and suggested having a student representative for the Board; discussed activities and events taking place at the schools; expressed appreciation for the District's communication regarding administrative changes at the schools
- Director Akers – Looking forward to the upcoming retreat
- Director Clift – Looking forward to another year on the Board, and contributing in the role of vice chair
- Director Cañas – Appreciates the community garden at the Miller Education Center and the summer lunch programs; spoke about mentoring young mothers with babies
- Director Seligman – Thanked CCAC representatives for their work in support of the proposed changes to the committee
- Board Chair Strelchun – Thanked Board members for the honor and privilege of being selected to serve as Board chair; pleased with the number of new hires in the personnel report (consent agenda); commended teachers who serve as club directors and coaches for their commitment to students

13. Follow-Up Items.

Request	Action
Provide additional details regarding work plans and measurements for specific focus areas of year 4 of the strategic plan	Will be provided during an upcoming meeting
Provide cost estimates associated with potential Gain Share fund recommendations	Will be provided during an upcoming meeting
Revise policy IFF language regarding the number of CCAC members	Will be provided in a Board update

14. Executive Session. No executive session was called.

15. Adjournment. The meeting was adjourned at 8:50 p.m.

HILLSBORO SCHOOL DISTRICT 1J
August 14, 2014
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

1. **Blake Allen**
Assignment: Music
Location: Orenco & Jackson Elementary Schools
Effective Date: June 17, 2014
2. **Darlene M. Geddes**
Assignment: Alternative Education/Teen Parent Program
Location: Glencoe High School
Effective Date: June 17, 2014
3. **Christopher Gonzalez**
Assignment: Counselor
Location: Lincoln Street
Effective Date: June 17, 2014
4. **Kari Hagert**
Assignment: 3rd Grade
Location: Lincoln Street Elementary School
Effective Date: June 17, 2014
5. **Jaclyn Kolesar**
Assignment: PE
Location: Rosedale Elementary School
Effective Date: June 17, 2014
6. **Lauralee Owens**
Assignment: LRC
Location: Liberty High School
Effective Date: June 17, 2014
7. **Jon Sherwood**
Assignment: Music
Location: McKinney and Farmington View Elementary Schools
Effective Date: June 17, 2014
8. **Janet Stinson**
Assignment: Literacy Coach
Location: Lincoln Street Elementary School
Effective Date: June 17, 2014

9. **Ashley Thomas**
 Assignment: 6th Grade
 Location: Indian Hills Elementary School
 Effective Date: June 17, 2014
10. **Kathleen Thomas**
 Assignment: TOSA Secondary Math/New Teacher Mentor
 Location: Administration Center
 Effective Date: August 1, 2014
11. **Amanda Ryan-Fear**
 Assignment: TOSA Dean of Students
 Location: Liberty High School
 Effective Date: August 1, 2014

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

1. **Omar Arguelles**
 Education: MA – Pacific University, Forest Grove, OR
 Experience: 5 years
 Assignment: 1.0 FTE Art Teacher – Hillsboro High School
2. **Amanda Bautista**
 Education: MA – Pacific University, Forest Grove, OR
 Experience: 3 years
 Assignment: .3 FTE Spanish, .5 FTE Spanish Lit, .2 FTE Dual Coordinator – South Meadows Middle School
3. **Claire Becker**
 Education: MA – University of Oregon, Eugene, OR
 Experience: None
 Assignment: 1.0 FTE 5th Grade Teacher – Witch Hazel Elementary School
4. **Amanda Bethune**
 Education: MA – Walden University, Minneapolis, MN
 Experience: 7 years
 Assignment: 1.0 FTE 1st/2nd Teacher – Ladd Acres Elementary School
5. **James Cho**
 Education: MA – University of Oregon, Eugene, OR
 Experience: None
 Assignment: 1.0 FTE – Math Teacher – Poynter Middle School
6. **Eleanor Clagett**
 Education: Lewis and Clark College, Portland, OR
 Experience: None
 Assignment: 1.0 FTE Art Teacher – Century High School

7. **Beth Cook**
Education: MA – Lewis and Clark College, Portland, OR
Experience: 2 years
Assignment: 1.0 FTE Social Studies – Liberty High School
8. **Tyler Davenport**
Education: MA – Lewis and Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE School Counselor – Eastwood Elementary School
9. **Shelby Ellis**
Education: MA – Concordia University, Portland, OR
Experience: 6 years
Assignment: .5 FTE 4th Grade Job Share – Mooberry Elementary School
10. **Joel Fragoso**
Education: MA – Loyola Marymount University, Los Angeles, CA
Experience: 11 years
Assignment: 1.0 FTE Bilingual Social Studies Teacher – Liberty High School
11. **Jessica Gonzalez**
Education: MA – Concordia University, Portland, OR
Experience: None
Assignment: 1.0 FTE Dual Language – Minter Bridge Elementary School
12. **Kimberly Harris**
Education: MA – Portland State University, Portland, OR
Experience: 9 years
Assignment: 1.0 FTE 3rd Grade Teacher – Farmington View Elementary School
13. **Renaë Iverson**
Education: MA – Black Hills State University, Spearfish, SD
Experience: 13 years
Assignment: 1.0 FTE Beginning Teacher Mentor – OSP
14. **Andrew Johnson**
Education: MA – Warner Pacific College, Portland, OR
Experience: None
Assignment: .84 FTE Math Teacher – Hillsboro High School
15. **Justine Kang**
Education: MA – George Fox University, Newberg, OR
Experience: None
Assignment: 1.0 FTE 2nd Grade Teacher – Orenco Elementary School

16. **Joanne Lee**
Education: MA – Walden University, Minneapolis, MN
Experience: 6 years
Assignment: 1.0 FTE 3rd/4th Classroom Teacher – McKinney Elementary School
17. **Brooke Merritt**
Education: BA – Western Governors University, Salt Lake City, UT
Experience: None
Assignment: 1.0 FTE 4th Grade Teacher – Lincoln Street Elementary School
18. **Marcell Molenkamp**
Education: MA – Concordia University, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE PE Teacher – Poynter Middle School
19. **John Monteverde**
Education: MA – Marylhurst University, Marylhurst, OR
Experience: None
Assignment: 1.0 FTE Theatre/Drama Director – Hillsboro High School
20. **Bonnie Marsh**
Education: MA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE 1st/2nd Grade Teacher – Orenco Elementary School
21. **Mark Myrick**
Education: MA – George Fox University, Portland, OR
Experience: 3 years
Assignment: .8 FTE PE Teacher, .2 FTE Temp Climate & Culture Coach – Eastwood Elementary School
22. **Vytas Nagisetty**
Education: BA – University of California, Berkeley, CA
Experience: None
Assignment: .83 FTE French/Graphic Design – Liberty High School
23. **Griseldo Nunez**
Education: MA – Portland State University, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE ELL Teacher – Ladd Acres Elementary School
24. **Anna Orton-Boyd**
Education: MA – University of Denver, Denver, CO
Experience: 9 years
Assignment: .5 FTE ELL Instructor, .5 FTE Instructional Coach – Brown Middle School

25. **Kayeleigh Owens**
Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Health Teacher/Academic – Century High School
26. **Breanna Phillips**
Education: BA – Multnomah University, Portland, OR
Experience: None
Assignment: .5 FTE Kindergarten Teacher – Witch Hazel Elementary School
27. **Sharon Pill-Kahan**
Education: BA – Lewis & Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE LSC Teacher – Jackson Elementary School
28. **Wendy Post**
Education: MA – Washington University, St. Louis, MO
Experience: 12 years
Assignment: 1.0 FTE Behavioral Specialist – OSP
29. **Maria Ramirez-Florian**
Education: BA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE Dual Language Teacher – W.L. Henry Elementary School
30. **Andrew Ratzke**
Education: MA – University of Portland, Portland, OR
Experience: None
Assignment: 1.0 FTE 5th/6th Grade Teacher – Eastwood Elementary School
31. **Juan Carlos Romero**
Education: MA – Farmingham State University, Farmingham, MA
Experience: 7 years
Assignment: 1.0 FTE 3rd/4th Grade Teacher – Eastwood Elementary School
32. **Ian Reynoso**
Education: MA – George Fox University, Portland, OR
Experience: 5 years
Assignment: 1.0 FTE Art Teacher – Glencoe High School
33. **Angela Schubmehl**
Education: MA – Warner Pacific College, Portland, OR
Experience: None
Assignment: 1.0 FTE 6th Grade Teacher – Witch Hazel Elementary School

34. **Brandon Shaffer**
 Education: MA – Willamette University, Salem, OR
 Experience: None
 Assignment: .8 FTE Social Studies, .2 FTE Language Arts – Evergreen Middle School
35. **Tamara Shotts**
 Education: MA – University of Phoenix, Portland, OR
 Experience: 9 years
 Assignment: 1.0 FTE ERC Teacher – Jackson Elementary School
36. **Kelly Thex**
 Education: MA – University of Oregon, Eugene, OR
 Experience: 9 years
 Assignment: 1.0 FTE Language Arts – Century High School
37. **Patricia White**
 Education: MA - University of Washington, Seattle, WA
 Experience: 3 years
 Assignment: 1.0 FTE Math – Hillsboro High School
38. **Sara Wilson**
 Education: MA – Argosy University, Seattle, WA
 Experience: 4 years
 Assignment: 1.0 FTE Tech/Engineering – Hillsboro High School
39. **David Yabu**
 Education: MA – Willamette University, Salem, OR
 Experience: None
 Assignment: 1.0 FTE Language Arts – Evergreen Middle School

C. Approve the employment of the following licensed personnel in the 2014-15 school year who have held temporary positions:

1. **Christine Aldrich**
 Education: MA – Western Oregon University, Monmouth, OR
 Experience: 2 years
 Assignment: 1.0 FTE 5th Grade Teacher – Farmington View Elementary
2. **Lizeth Muñoz-Cruz**
 Education: MA – Portland State University, Portland, OR
 Experience: 5 years
 Assignment: .8 FTE Kinder Dual Language – Reedville Elementary School
3. **Karri Simpson**
 Education: MA – Lewis & Clark College, Portland, OR
 Experience: 1 year
 Assignment: 1.0 FTE 1st Grade Teacher – McKinney Elementary School

D. Approve the employment of the following administrative personnel for the remainder of the 2014-15 school year.

1. **Kathleen Thomas**

Assignment: Assistant Principal
Location: Poynter Middle School
Effective Date: August 1, 2014

2. **Amanda Ryan-Fear**

Assignment: Assistant Principal
Location: Liberty High School
Effective Date: August 1, 2014

HILLSBORO SCHOOL DISTRICT 1J
August 14, 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 21 Redcat Media systems and 42 Redmikes to Hillsboro School District for use in classrooms at the schools listed below; the value of the donated equipment is \$28,326
 - 1 system to Butternut Creek Elementary School
 - 2 systems to Century High School
 - 6 systems to Evergreen Middle School
 - 1 system to Groner Elementary School
 - 3 systems to Hillsboro High School
 - 4 systems to Patterson Elementary School
 - 1 system to Tobias Elementary School
 - 3 systems to Witch Hazel Elementary School
- Donation of \$6,500 from Witch Hazel PTA to Witch Hazel Elementary School to be used for the Americorp program
- Donation of \$543.19 from Panda Restaurant Group to Witch Hazel Elementary School to be used for technology
- Donation of \$800 from the Bald-Faced Truth Foundation to Lincoln Street Elementary School to be used for the fourth grade Aurora Colonies field trip
- Donation of \$761.60 from Farmington View Bobcat Boosters for the after-school program
- Donation of \$6,520 from Intel Volunteer Grant Program to be distributed and used as follows:
 - \$1,620 to Reedville Elementary School for general education
 - \$4,900 to Liberty High School for the boys' baseball program
- Donation of \$675 from Intel Matching Gifts to Education Program to be distributed and used as follows:
 - \$50 to Evergreen Middle School for general education
 - \$50 to Hillsboro High School for the technology program
 - \$575 to Glencoe High School for the drama program
- Donation of \$1,468.66 from Mooberry Community Corral to Mooberry Elementary School to be used for school supplies.

- Donation of \$524.78 from Wells Fargo Matching Gifts program to be used for general education and distributed as follows:
 - \$25.00 to Imlay Elementary School
 - \$53.83 to Patterson Elementary School
 - \$77.56 to Mooberry Elementary School
 - \$100.39 to Rosedale Elementary School
 - \$128.00 to McKinney Elementary School
 - \$140.00 to West Union Elementary School

RECOMMENDATION

The Superintendent recommends the Board of Directors accept the donations.

HILLSBORO SCHOOL DISTRICT 1J
August 14, 2014
APPROVE CONTRACT FOR COMMERCIAL FOOD PRODUCTS

SITUATION

In July 2014, Food Services of America terminated the joint contract for commercial food products that was issued in July 2012 by Beaverton School District and included Hillsboro School District and Portland Public Schools.

Hillsboro School District has joined the Oregon Child Nutrition Coalition (OCNC), a food buying cooperative that includes 80 Oregon school districts. Based on a competitive bidding process, OCNC awarded RFPs to Sysco Portland for Food Product and Non-Food Supplies Requirements in 2012 with four possible annual extensions. Sysco Portland's products, pricing, quality, and packaging are consistent with the District's former vendor, and the bid meets state and federal purchasing requirements. OCNC will develop a new RFP for the 2017-18 school year.

RECOMMENDATION

The Superintendent recommends the Board of Directors award the District's commercial food buying contract to Sysco Portland in conjunction with the OCNC food buying cooperative.

HILLSBORO SCHOOL DISTRICT 1J
August 14, 2014
APPROVE REVISIONS TO POLICY 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 District's curriculum and instructional programs, and input into those curricular areas identified by the Board. As the role of the committee is expanding and developing, revisions to the candidate selection process have been proposed. These proposed changes necessitate revisions to policy IFF, which was presented to the Board for first reading on July 29. During the meeting, Board members expressed an interest in further addressing the policy, related to the number of committee members, including the number of student members. 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 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. The Board, in consultation with the CCAC chair and District staff, shall determine the number of participants that is sufficient to fulfill the responsibilities of the committee. The committee shall include student representation, as appropriate. Committee members will be 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
August 14, 2014
APPROVE REVISIONS TO POLICY 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. SB 193 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 results. 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. The revised policy was presented for first reading at the July 29 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 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
August 14, 2014
APPROVE REVISIONS TO POLICY 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.

Policy KBA was presented for first reading at the July 29 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 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

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

2-3

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
August 14, 2014
APPROVE REVISIONS TO POLICY 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.

Policy GCAB was presented for first reading at the July 29 Board meeting. In response to a Board member's request for alternate language in one area of the policy, an additional language option has been provided for the Board to 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 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 [as required by law or as deemed appropriate by the administration].

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 167.057](#)

[ORS 163.432](#)

[ORS 163.433](#)

[ORS 163.684](#)

[ORS 163.686](#)

[ORS 163.687](#)

[ORS 163.688](#)

[ORS 163.689](#)

[ORS 163.693](#)

[ORS 163.700](#)

[ORS 326.011](#)

[ORS 326.051](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 336.840](#)

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
August 14, 2014
GAIN SHARE DISCUSSION

SITUATION

On July 18, 2014, Washington County Board of Commissioners Chair Andy Duyck and Hillsboro Mayor Jerry Willey announced that local jurisdictions are receiving approximately \$6 million more in Gain Share funds than initially anticipated for 2014-15, and have chosen to give half of that money (\$3 million) to Washington County school districts according to their student populations. As a result, the Hillsboro School District will receive \$728,716 more than initially projected for the 2014-15 school year.

Priorities that have been identified for the use of this additional funding include:

- Restoring the remaining budget-reduction day to the school calendar
- Creating a licensed staffing pool to address class size issues
- Targeting funds to address classified staffing issues, as they develop in the fall

RECOMMENDATION

The Superintendent recommends the Board of Directors determine priorities for the use of the additional Gain Share funding.

HILLSBORO SCHOOL DISTRICT 1J
August 14, 2014
FIRST READING—GCL/GDL: STAFF DEVELOPMENT

SITUATION

Teacher Standards and Practices Commission (TSPC) has aligned its professional development standards with the national standards adopted by the State Board of Education for the Core Teaching Standards and the Administrator Standards. The revised language that Oregon School Boards Association has provided for policy GCL/GDL includes changes that will bring the policy into alignment with TSPC standards.

RECOMMENDATION

The Superintendent recommends the Board of Directors review the first reading of policy GCL/GDL: Staff Development.

Hillsboro School District 1J

Code: GCL/GDL
Adopted: 07/96
Revised: 11/08

Staff Development*

In order to strengthen and refine professional skills of District personnel, the Superintendent or his/her designee will develop a comprehensive staff development program for all employees.

~~The District's staff development program will be designed to give licensed staff opportunities to meet the Teacher Standards and Practices Commission Continuing Professional Development (CPD) requirements for license renewal. The District's program will be in writing and reviewed by the Board.~~

The development and implementation of the District's staff development program, including provisions for the professional growth of staff, will be based on the strategic plan and / or school improvement plan.

Staff development programs, whether provided directly by the District or through District contracts with third parties, will provide appropriate reasonable accommodations to ensure such programs are available to employees with disabilities.

Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee.

END OF POLICY

Legal Reference(s):

ORS 329.095

ORS 329.125

ORS 329.704

OAR 581-022-0606

OAR 581-022-1720

OAR 584-018-0105

OAR 584-018-0205

OAR 584-090-0100 to-0120

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).
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).

HILLSBORO SCHOOL DISTRICT 1J
August 14, 2014
FINANCIAL REPORT

Business Office. The Business Office has several process enhancements, both internal and external, to roll out this fall. The audit team from Grove, Mueller, and Swank has conducted two rigorous site visits, and is very supportive of the strategic practice improvements. Additionally, the Business Office will be moving from SharePoint to Google for intra-office functions over the course of the 2014-15 year. Training for building and department support staff will continue, as technology and controls evolve.

Finance Team – Banking and Accounts Payable. Finance Manager Ann Ballard and her team have transitioned smoothly into the new fiscal year. The development of Webstores for each of the secondary schools is an exciting step forward. In addition, there will be a District-level Webstore link on the District's web site for online payments to the District for facility use, other services, and donations. Ms. Ballard has participated in the office manager hires over the summer to lend a strong representation of business acumen expectations.

Payroll and Benefits Teams. Payroll Supervisor Kim Grannis and her team have joined forces with Human Resources and Technology Services to improve systemic position processing. This teamwork will eventually enable the District to utilize many aspects of its financial software to improve workflows.

Another transition that is taking place this summer involves substitute services support, where as an opportunity for long-term cost savings has been identified.

Open enrollment for employee benefits will begin on August 15, 2014. The benefits team has developed a communications strategy. Team members are available to answer questions about open enrollment, and will be visiting District sites during open enrollment to facilitate enrollment. The benefits team will also be available to answer questions and assist with open enrollment during the employee benefits fair on September 4, 2014, from 1:00 p.m. to 6:00 p.m. at the Administration Center. The team has worked closely with union representatives as key partners for educating staff regarding their benefit plan choices and pool reduction rates. Several new plans are available to staff, which adds to the complexity of the enrollment process, but allows latitude for coverage. MODA Health is offering Synergy Network (managed care plans) as a lower-premium option, and Kaiser Permanente has added a high-deductible plan as well. This year, employees may elect to waive OEBB coverage in favor of the Cover Oregon plans, which adds another layer of complexity to their plan choices.

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

Workers' Compensation Report. The District has received one new Worker's Compensation claim since July 1, 2014. Currently, there are 42 open claims; 16 are for medical costs only, and 26 include time loss. One employee was on a modified work plan during July.

Worker's Compensation Claims			
	2012-13	2013-14	2014-15
July	2	4	1
August	4	5	
September	6	3	
October	7	1	
November	3	2	
December	3	7	
January	4	9	
February	5	4	
March	5	7	
April	10	8	
May	4	5	
June	8	2	
Yearly Total:	61	57	1

Student Accident Report. There were three student accidents reported during July.

Student Incident Reports			
	2012-13	2013-14	2014-15
July	2	0	3
August	13	10	
September	133	141	
October	149	190	
November	105	96	
December	127	87	
January	92	88	
February	118	66	
March	124	47	
April	108	117	
May	74	73	
June	30	21	
Yearly Total:	1,075	936	3

Vehicle Accidents – July. There were no bus accidents in July.

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

	July Actual	1st Quarter Actual	Fiscal YTD 2014-15	Budget 2014-15	% of 2014-15 Budget Expended	2013-14 Fiscal YTD	% of 2013-14 Budget Expended
Revenues							
Taxes	\$0.00	\$0.00	\$0.00	\$57,526,623.00	0.00%	\$0.00	0.00%
Interest	\$14,604.78	\$14,604.78	\$14,604.78	\$273,000.00	5.35%	\$0.00	0.00%
Local Sources	\$20,444.23	\$20,444.23	\$20,444.23	\$1,182,905.00	1.73%	\$40,598.44	3.64%
Total Local	\$35,049.01	\$35,049.01	\$35,049.01	\$58,982,528.00	0.06%	\$40,598.00	0.07%
County/ESD	\$0.00	\$0.00	\$0.00	\$2,125,000.00	0.00%	\$0.00	0.00%
State Sources	\$18,977,270.00	\$18,977,270.00	\$18,977,270.00	\$114,000,960.00	16.65%	\$17,400,683.68	18.32%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		0.00%
Other Sources	\$12.50	\$12.50	\$12.50	\$0.00	0.00%		0.00%
Beginning Balance	\$0.00	\$0.00	\$0.00	\$16,664,788.00	0.00%		0.00%
Total Revenue	\$19,012,331.51	\$19,012,331.51	\$19,012,331.51	\$191,773,276.00	9.91%	\$17,441,282.12	10.24%
Expenditures							
Instruction							
Salaries	\$25,656.68	\$25,656.68	\$25,656.68	\$69,498,018.90	0.04%	\$33,787.07	0.06%
Benefits	\$14,120.70	\$14,120.70	\$14,120.70	\$35,129,973.95	0.04%	\$210.28	0.00%
Purchased Service	\$218,059.48	\$218,059.48	\$218,059.48	\$2,214,069.50	9.85%	\$312,156.09	11.91%
Supplies/Materials	\$43,054.80	\$43,054.80	\$43,054.80	\$1,263,490.44	3.41%	\$17,764.20	1.09%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$15,954.44	\$15,954.44	\$15,954.44	\$145,331.65	10.98%	-\$8,920.00	-6.84%
Total Instruction	\$316,846.10	\$316,846.10	\$316,846.10	\$108,250,884.44	0.29%	\$354,997.64	0.37%
Support Services							
Salaries	\$1,413,926.55	\$1,413,926.55	\$1,413,926.55	\$32,481,507.33	4.35%	\$1,301,881.72	4.31%
Benefits	\$756,724.30	\$756,724.30	\$756,724.30	\$19,223,685.00	3.94%	\$705,858.88	4.15%
Purchased Service	\$643,036.66	\$643,036.66	\$643,036.66	\$13,074,277.03	4.92%	\$298,461.16	2.57%
Supplies/Materials	\$448,125.46	\$448,125.46	\$448,125.46	\$6,221,385.53	7.20%	\$84,574.35	1.55%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$684,588.00	0.00%	\$21,370.25	9.21%
Other	\$1,083,995.92	\$1,083,995.92	\$1,083,995.92	\$1,419,359.97	76.37%	\$23,891.55	1.85%
Total Support	\$4,345,808.89	\$4,345,808.89	\$4,345,808.89	\$73,104,802.86	5.94%	\$2,436,037.91	3.70%

<i>Expenditures (continued)</i>	July Actual	1st Quarter Actual	Fiscal YTD 2014-15	Budget 2014-15	% of 2014-15 Budget Expended	2013-14 Fiscal YTD	% of 2013-14 Budget Expended
Community Services							
Salaries	\$12,780.27	\$12,780.27	\$12,780.27	\$222,812.70	5.74%	\$12,157.65	5.77%
Benefits	\$7,311.83	\$7,311.83	\$7,311.83	\$129,862.05	5.63%	\$6,673.43	5.50%
Purchased Service	\$48.00	\$48.00	\$48.00	\$47,168.55	0.10%	\$19.79	0.04%
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$6,789.03	0.00%	\$0.00	0.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$460.37	0.00%	\$0.00	0.00%
Total Community Services	\$20,140.10	\$20,140.10	\$20,140.10	\$407,092.70	4.95%	\$18,850.87	4.82%
Capital Projects							
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Community Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$529,850.00	0.00%	\$0.00	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$9,480,646.00	0.00%	\$0.00	0.00%
Total Expenditures	\$4,682,795.09	\$4,682,795.09	\$4,682,795.09	\$191,773,276.00	2.44%	\$2,809,886.42	1.65%