



# Hillsboro School District 1J

March 17, 2015  
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 49<sup>th</sup> Place, Hillsboro, OR

## **Board Meeting Agenda**

**March 17, 2015**

**5:15 PM**

1. 5:15 p.m. Executive Session  
ORS 192.660(2)(d)--Labor Negotiator Consultation
2. 5:30 p.m. Work Session
  - A. Annual Student Achievement Report / Data Analysis 4  
Presenter: Steve Larson
  - B. Boundary Adjustment Proposal 5  
Presenter: Glenn Miller
  - C. Budget Update 6  
Presenter: Mike Scott / Adam Stewart
  - D. Board Discussion Time
3. 7:30 p.m. Regular Session  
Call to Order and Flag Salute
4. Recognition / Student Presentation
  - A. Student Presentation: Hillsboro High School College Application Week  
Presenter: Janeen Sollman
5. Approval of Agenda
6. Audience Time
7. Consent Agenda
  - A. Approve Minutes of February 10, 2015, Board Meeting 7
  - B. Approve Minutes of February 24, 2015, Board Meeting 11
  - C. Approve Routine Personnel Matters 21
  - D. Accept Donations 23
  - E. Authorize 2015 Migrant Summer School Application 24
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Presenter: Travis Reiman
  - C. Approve Participation in AdvancED Accreditation Process 30  
Presenter: Steve Larson
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Presenter: Adam Stewart
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| Presenter: Adam Stewart                                                                                                                                                                    |    |
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| Presenter: Mike Scott                                                                                                                                                                      |    |
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| Presenter: Adam Stewart                                                                                                                                                                    |    |
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| 1. Policy IE: Organization of Instruction                                                                                                                                                  | 60 |
| Presenter: Steve Larson                                                                                                                                                                    |    |
| 10. NWRESD / HCU / HEA Reports                                                                                                                                                             |    |
| 11. Superintendent's Time                                                                                                                                                                  |    |
| 12. Board of Directors' Time                                                                                                                                                               |    |
| 13. Executive Session                                                                                                                                                                      |    |
| If needed, the Board may wish to go into Executive Session to discuss matters according to ORS 192.660. (Only used if the Board needs to come back to the Regular Session to take action.) |    |
| 14. Adjourn Regular Session                                                                                                                                                                |    |
| 15. Next Meetings of the Board of Directors                                                                                                                                                |    |
| • April 7, 2015, Work Session                                                                                                                                                              |    |
| • April 28, 2015, Regular Session                                                                                                                                                          |    |

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**ANNUAL ACHIEVEMENT REPORT / DATA ANALYSIS**

**SITUATION**

Throughout the fall and winter, the District receives performance data from the Department of Education, with graduation and drop-out data arriving in late January / early February. District staff collect and analyze this data, and prepare an annual student achievement report for the Board. Additionally, the District is in its third year of publishing a report to the community called the *Report of Student Achievement*. This year, the Board has provided feedback on the District's Academic Achievement Indicators, and selected various indicators as Board Priorities.

The Board will receive a comprehensive review of all data for the 2013-14 school year, including the *Report of Student Achievement*, and will be presented with comparison data for districts throughout the state. The Board will have an opportunity to develop specific goals around the priorities they have identified.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**BOUNDARY ADJUSTMENT PROPOSAL**

**SITUATION**

A boundary adjustment proposal will be presented to the Board for review.

**RECOMMENDATION**

The Superintendent recommends the Board review the boundary adjustment proposal, studying the criteria specified in the approved process discussion document.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**BUDGET UPDATE**

**SITUATION**

The Budget Committee will receive periodic updates on the status of the District budget throughout the remainder of the 2014-15 school year.

During this budget update, Budget Committee members will be asked to provide feedback on the first draft of a prioritized reinvestment list.

**RECOMMENDATION**

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

# HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

February 10, 2015

District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

## Board Present:

Kim Strelchun, Chair  
Wayne Clift, Vice Chair  
Monte Akers  
Adriana Cañas  
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  
Travis Reiman, Executive Director, School Performance  
Matt Smith, Executive Director, Secondary Education  
Olga Acuña, Director, Federal Grants  
Beth Graser, Director, Communications  
Stephanie Blair, TOSA, Secondary Math  
Val Bokma, Assistant to the Board  
Laurie Boyd, Assistant to the Superintendent  
Diana Kleintob, Technology Support

## CCAC Members Present:

Lisa Allen, Chair  
Eddie Chavez  
Melanie Coffee Hesselberg  
Melanie Davis  
Wendy Fresh  
Diana Santiago  
Ruth Teklu

## Others Present:

Tom Black  
Glenna Dryden  
Daniel Vasquez  
Maureen Barnhart, HEA  
Jill Golay, HEA  
Luke Hammill, The Oregonian  
Kathy Fuller, Hillsboro Tribune

## **WORK SESSION: 5:30 P.M.**

Board Chair Kim Strelchun called the meeting to order at 5:34 p.m.

### 1. Citizens' Curriculum Advisory Committee (CCAC) / Math Update

CCAC members shared their observations regarding the role of the committee, and their experiences as CCAC members.

Executive Director Travis Reiman and Teacher-on-Special-Assignment (TOSA) Stephanie Blair presented a report on the current status of the math adoption process. Highlights of the discussion included:

- A draft recommendation to adopt Houghton Mifflin Harcourt's Algebra 1 / Geometry / Algebra 2 (HMH:AGA) digital materials with:
  - Class sets of 40 hardbound textbooks
  - Physical teacher editions
  - Class sets of 40 Chromebooks for student access to digital content
- Information regarding:
  - The goals of the math study team

- The process of developing a draft recommendation, including:
  - Feedback from the Math Study Team
  - Results of the CCAC vote
- The implementation plan and timeline
- Funding / purchase of materials
- Equitable access for students
- Professional development
- Methods and timelines for presenting this information to the community

Board members were requested to provide feedback to Executive Director Reiman, in preparation for the first reading on February 24 of the math materials adoption.

2. First Reading – 2015-16 School Calendar

Assistant Superintendent of Human Resource Debbie Ashley presented for first reading the following draft calendar options for the 2015-16 school year:

- Draft calendar A
  - September 3 start date
  - Fall conferences scheduled during the week of November 8
- Draft calendar B
  - September 10 start date
  - Fall conferences scheduled during the week of November 8
- Draft option C
  - Applicable to either draft calendar A or draft calendar B
  - Fall conferences scheduled during the week of Thanksgiving

Highlights of the discussion included the following:

- Assistant Superintendent Ashley:
  - Compared the features of the calendar options
  - Discussed input received from stakeholders, including HEA, HCU, and the kindergarten study team
  - Discussed the decisions of other local school districts regarding their 2015-16 calendars
- Board members:
  - Compared the calendar options, discussing benefits and challenges (participation in sports, music, summer camp, and other programs; inclement weather make-up schedules; conference attendance; Advanced Placement examination preparations; families' summer vacation plans)
  - Emphasized the importance of soliciting as much input as possible from the community
  - Expressed their preference that conferences not be scheduled during Thanksgiving week, based on information provided by Superintendent Ashley regarding decreased participation during the current school year
- Next steps:
  - Community feedback will be requested regarding the school start /end dates
  - A recommendation will be presented to the Board for approval on March 17.

3. Open Enrollment Update

Director of Communications Beth Graser presented a recommendation regarding the number and location of available transfer slots for open enrollment, sharing the following information:

- Presented a list of 40 suggested openings for student transfers
- Explained that, by law, the District's openings must be announced by March 1, 2015
- Discussed the process of identifying the openings
- Explained that the number of identified openings usually exceeds the number of transfers
- Discussed surrounding districts' plans regarding participation
- Expressed hope that the current legislative session will result in improvements to the inter-district transfer and open enrollment processes and timelines
- Answered Board members' questions regarding prioritization of transfer requests

A resolution to admit nonresident students will be presented to the Board for approval on February 24.

4. Boundary Discussion Procedure

The Board discussed the process for engaging in boundary adjustment conversations with stakeholders. Highlights of the discussion included the following:

- The process document that was developed as a result of previous boundary adjustment requests, to guide the Board in assessing and responding to these requests, was reviewed:
  - The boundary adjustment process is outlined by Oregon Revised Statutes
  - The two scenarios that may trigger a boundary adjustment request involved different steps
  - Details of the process, implications of boundary adjustments, and the importance of communicating with other impacted districts were discussed
  - Board members suggested revisions to the procedure document
- Clarification was requested regarding the impact of boundary adjustments on debt service, and the impact of redistributing taxes
- The revised document, updated with Board members' input, will be presented to the Board at a future meeting
- A plan will be developed for sharing the finalized process with stakeholders
- Director Miller discussed his intention to bring a boundary adjustment proposal to the Board for consideration at a future meeting; Board members expressed different perspectives regarding the appropriateness of individual Board members presenting boundary adjustment proposals to the Board

5. Board Discussion Time

Board members discussed the following:

- Director Strelchun:
  - Board member participation in staff appreciation events
  - High schools drama events

- Director Akers:
  - Arrangements regarding upcoming absences from Board and committee meetings
- Director Clift:
  - Announced that he plans to run for re-election
- Director Sollman:
  - Encouraged Board members to participate in Read Across America
  - Recommended that the Board consider adding a student representative position
    - Director Sollman and Superintendent Scott will gather information from surrounding districts, and provide additional information to the Board for discussion during a future meeting

The meeting was adjourned at 8:11 p.m.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
February 24, 2015  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

Board Present:

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

Budget Committee Present:

Chris Barry  
Cathy Clark Thomas  
Angie Ellis  
Betsy Julian  
Jaime Rodriguez

Staff Present:

Mike Scott, Superintendent  
Debbie Ashley, Assistant Superintendent, Human Resources  
Steve Larson, Assistant Superintendent, School Performance  
Adam Stewart, Chief Financial Officer  
Travis Reiman, Executive Director, School Performance  
Matt Smith, Executive Director, Secondary Education  
Don Wolff, Chief Information Officer  
Olga Acuña, Director, Federal Grants  
Beth Graser, Director, Communications  
Michelle Morrison, Director, Business Services  
Laurie Boyd, Assistant to the Superintendent  
Val Bokma, Assistant to the Board  
Diana Kleintob, Technology Support  
Jessica Woodard, Technology Support

Others Present:

Lacey Beaty, SBHC  
Brittany Ruffin, SBHC  
Lisa Allen, CCAC  
Bonnie Howden, CCAC  
Irma Alonso  
Mari Carmen Gaona  
Devin Hunter, HCU  
Maureen Barnhart, HEA  
Luke Hammill, The Oregonian  
Kathy Fuller, Hillsboro Tribune

**1. WORK SESSION: 5:15 P.M.**

Board Chair Kim Strelchun called the meeting to order at 5:18 p.m., and explained that Director Seligman would be participating via speaker phone.

First Reading – AdvancED Accreditation Process

Assistant Superintendent Steve Larson presented information regarding the AdvancED accreditation process. He explained that the District has been investigating various tools to help evaluate its efforts toward raising student achievement, and has decided to partner with AdvancED, the organization that accredits each of the District high schools, to pursue systems accreditation. Various aspects of the accreditation process were discussed, including:

- Description of the accreditation process
- Benefits of District-wide accreditation

- Cost of District-wide accreditation, compared with the cost of accrediting individual high schools
- AdvancED's qualifications, including internationally-recognized benchmarks

In order to proceed with the formal systems accreditation, AdvancED requires Board approval to enter into the process. Participation in the AdvancED accreditation process will be presented to the Board for approval during the March 17 Board meeting. Board members were directed to contact Assistant Superintendent Larson with any questions they may have during the review period.

#### School-Based Health Center Update

Virginia Garcia's School-Based Health Center (SBHC) Manager, Lacey Beaty, and SBHC Wellness Coordinator, Brittany Ruffin, discussed successes, challenges, and long-term plans for the SBHC at Century High School. The following key points were discussed:

- History of Virginia Garcia and local SBHCs
- Goals of the program
- Accessibility (scheduling / walk-in; cost / payments)
- Services provided / plans for new services
  - Projects / events
  - Number of patients
  - Anticipated impact of the plan to close Washington County health clinics
  - Information needed in order to determine whether to expand
- Communication / marketing (student involvement)

#### Boundary Discussion Procedure

Superintendent Mike Scott presented a revised process document to the Board for boundary adjustment discussions. The document incorporated feedback provided by Board members during the February 10 Board meeting. Board members suggested an additional revision, which will be made to the document. The revised document will be shared with stakeholders after the Board's final review.

Chief Financial Officer Adam Stewart provided clarification regarding the impact of boundary adjustments on bond obligations.

#### Budget Committee Update

Superintendent Scott and Chief Financial Officer Stewart shared 2015-16 budget information with the Board and Budget Committee, and led them in a discussion of priorities for a five-step reinvestment plan. Discussion points included:

- The reinvestment plan will utilize budget estimates, since it is too early to accurately predict funding or expenses
  - Funding variables include, but are not limited to, changes to the state funding calculations, student enrollment, Gain Share amounts, and bargaining
- As a result of recent changes in state funding calculations, the Co-Chairs' most recent budget results in a greater reduction in the District's budget than previously anticipated
- Board and Budget Committee members participated in an exercise to identify their values and funding priorities regarding various elements related to student success

- School principals and community members will also provide input, and a draft document incorporating all input received will be presented to the Board and Budget Committee during a future meeting
- Board and Budget Committee members suggested additional features for the document used in the activity

Board Discussion Time

Board members shared the following thoughts:

Director Miller:

- Attended a recent OSBA event and met with state legislators
- Was surprised to find out that seventy percent of college students who graduate as teachers in Oregon are not hired as teachers in Oregon
- Spoke with the Director of the Accrediting Board, who agrees that the requirements surrounding dual credit need to be revised
- Enjoyed the recent Hillsboro Schools Foundation Gala

The meeting was recessed at 7:18 p.m.

Board Present:

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

CCAC / Math Study Team:

Lisa Allen  
Eddie Bolaños  
Mark Coleman  
Bonnie Howden  
Ryan Hoxie  
Steffan Ledgerwood  
Nabil Zerizef

Others Present:

Patterson students and families  
Martha Mendez Bolanos  
Richard Brindos  
Mindy Hawley, HMH  
Kathy Mikitka  
Shirley Pate  
Larry Thompson, CVCS  
Jack Rockwell  
Jaime Rodriguez  
Paul Peterson, NWRES  
Devin Hunter, HCU  
Maureen Barnhart, HEA  
Kathy Fuller, Hillsboro Tribune

Staff Present:

Mike Scott, Superintendent  
Debbie Ashley, Assistant Superintendent, Human Resources  
Steve Larson, Assistant Superintendent, School Performance  
Adam Stewart, Chief Financial Officer  
Travis Reiman, Executive Director, School Performance  
Matt Smith, Executive Director, Secondary Education  
Don Wolff, Chief Information Officer  
Olga Acuña, Director, Federal Grants  
Beth Graser, Director, Communications  
Michelle Morrison, Director, Business Services  
Karen Murphy, Principal, North Plains Elementary School  
Audrea Neville, Principal, Patterson Elementary School  
Scott Schinderle, Principal, Groner Elementary School  
Stephanie Blair, TOSA, Secondary Math  
Laurie Boyd, Assistant to the Superintendent  
Val Bokma, Assistant to the Board  
Zaida Rosa, Bilingual Interpreter and Translator  
Sindy AvilaGutierrez, Parent and Community Engagement Liaison  
Diana Kleintob, Technology Support  
Jessica Woodard, Technology Support

**REGULAR SESSION 7:30 P.M.**

Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:29 p.m., announced that Director Seligman would be attending the meeting via speaker phone, and led the Pledge of Allegiance.

3. RECOGNITION / PRESENTATION

Student Presentation: Patterson Elementary School Fourth Graders – Anti-Bullying Campaign

Patterson Elementary School fourth grade students shared their anti-bullying message, and invited Board and staff members to join their campaign.

4. APPROVAL OF AGENDA

Director Sollman MOVED, SECONDED by Director Cañas, to approve the agenda. The MOTION CARRIED (7-0).

5. AUDIENCE TIME

Board Chair Strelchun explained the procedure for addressing the Board according to policy BDDH: Public Participation in Board Meetings. Two audience members requested to address the Board on nonagenda items.

Kathy Mikitka discussed her ongoing concerns regarding policy IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education; including Brad Victor's role in developing age-appropriate guidelines.

Jack Rockwell introduced himself as the volunteer coach for an athletic strength training group that was housed for several years at J. B. Thomas and South Meadows Middle Schools. He explained that school administrators have determined that space is no longer available for the group, and he requested continued support.

Superintendent Scott explained that there is competition for space in the schools, and principals have a fair amount of discretion in determining what programs to house; he said that Director of Safety and Operations Casey Waletich would contact Mr. Rockwell to discuss the matter. Board Chair Strelchun requested that Superintendent Scott provide follow-up information to the Board.

6. CONSENT AGENDA

Director Miller MOVED, SECONDED by Director Cañas, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0). (Director Akers abstained from voting, stating that he has a family member on the contract extension list.)

Consent Agenda items were as follows:

- a. Approve Minutes of January 13, 2015, Board Meeting
- b. Approve Minutes of January 27, 2015, Board Meeting
- c. Approve Minutes of January 27, 2015, Public Hearing – City View Charter School Renewal Request
- d. Approve Parent Organization Activities for Liability Insurance Coverage
- e. Approve Routine Personnel Matters
- f. Approve Extension and Non-extension of Temporary, Probationary, and Contract Teachers and Administrators

7. ACTION ITEMS

a. Act on City View Charter School (CVCS) Renewal Request

Superintendent Scott summarized details of the CVCS request, and made the following recommendation to the Board:

- Approve the City View charter renewal for a period of ten years
- Approve an increase in the enrollment cap to 432 students
- Maintain CVCS's State School Fund (SSF) amount at 80 percent
- Reach an agreement with CVCS (within the 90-day period allowed for negotiating the charter) regarding additional services, up to a value of

\$70,000 (five percent of current CVCS per pupil ADMw), that can be provided to assist CVCS without reducing funds in the District's operating budget

Superintendent Scott and Chief Financial Officer Stewart explained the following:

- The recommendation to maintain the funding level at 80 percent is based on the District's current financial needs
- Chief Financial Officer Stewart and Director Akers recently met with CVCS's principal, business manager, and treasurer to identify services the District could provide that would help CVCS's bottom line without financial cost to the District (i.e., costs that would be absorbed because of the District's economy of scale); services that were discussed included: transportation, gym space, nutrition services, education service district services, participation in the District's substitute system, courier services
- The charter language will need to be flexible enough to include future possibilities, since the value of services (five percent of CVCS per pupil ADM) will change as CVCS's enrollment changes, and CVCS's needs may change during the ten-year period (e.g., if CVCS purchases a building)
- Staff will present a draft charter agreement to the Board at a future meeting

Director Clift MOVED, SECONDED by Director Sollman, to approve the City View charter renewal for a period of ten years; increase the enrollment cap to 432 students; charge District staff to work with CVCS to identify additional services that can be provided to assist them, up to a value of \$70,000 (five percent of current City View per pupil ADMw); and reserve the right to negotiate other terms and conditions of the contract. The MOTION CARRIED (7-0).

b. Adopt Resolution to Admit Nonresident Students

Director of Communications Beth Graser shared a list of available slots within the District for open enrollment, and discussed timelines for the open enrollment and inter-district transfer processes.

Director Akers MOVED, SECONDED by Director Miller, to adopt the following resolution: The Hillsboro School District 1J Board of Directors hereby resolves to admit nonresident students for the 2015-16 school year, under the provisions of Oregon HB 3681. The Board further directs administration to determine and announce the number and location of available transfer slots, and to devise an equitable process by which students will be selected for the slots. The MOTION CARRIED (7-0).

c. K-8 School Recommendation

District administrators presented for the Board's approval a recommendation to implement a K-8 program at Groner Elementary School. The transition plan includes adding up to two seventh grade classes at Groner Elementary School for the 2015-16 school year, with eighth grade classes to be added the following year.

Key points of the discussion included:

- Community interest in a K-8 program
- Benefits to students, including students in the Deaf and Hard-of-Hearing program

- Estimated cost
- Academic program
- Schedule (transportation, courses, after-school programs)
- Staffing / licensure
- Building capacity
- Transition plan
- Student transfers
- Communication plan

Director Sollman MOVED, SECONDED by Director Miller, to approve the K-8 recommendation. The MOTION CARRIED (7-0).

A revised version of policy IE: Organization of Instruction, which specifies the configuration of District schools, will be presented to the Board for first reading on March 17.

- d. Approve Proposal Regarding the November 2014 Inclement Weather Day  
Assistant Superintendent Debbie Ashley presented a recommendation that the November 13 inclement weather day not be made up by staff members or students. She explained that the proposal takes into account several factors, including the following:
- The decisions of neighboring districts
  - Instructional seat time requirements for the granting of Carnegie units
  - Contractual obligations with bargaining units
  - Concerns regarding student attendance if the day were added back (because it would be a Monday)

Board members discussed options for scheduling inclement weather make-up days in future years.

Director Sollman MOVED, SECONDED by Director Cañas, to approve the proposal to not make up the November 2014 inclement weather day. The MOTION CARRIED (7-0).

Director Seligman, attending the meeting via speaker phone, left the meeting at 8:45 p.m.

## 8. REPORTS AND DISCUSSION

### a. First Reading – Mathematics Materials Adoption

The first reading of the proposed adoption of instructional materials for high school mathematics courses was presented by Executive Director Reiman, members of the Math Study Team, and members of the Citizens' Curriculum Advisory Committee (CCAC). They recommended the adoption of Houghton Mifflin Harcourt's Algebra 1-Geometry-Algebra 2 (HMH:AGA) digital materials with:

- Class sets of 40 hardbound textbooks with teacher edition textbooks
- Physical teacher editions
- Class sets of 40 Chromebooks for student access to digital content

The cost of licenses, textbooks, and professional development is estimated at \$291,183. The cost of technology materials (Chromebooks and carts) is estimated at \$386,208.

The discussion included a summary of the following aspects of the math study process and implementation plan:

- Math study timeline
- Rating and review of materials
- Input gathered from students, staff, and parents
- Pilot process
- Professional development plans
- Benefits to students of integrating technology and curriculum
- Community information event
- Plans for evaluating the effectiveness of the materials

Board members were directed to contact Executive Director Reiman if they have any questions during the review period.

b. Kindergarten Update

Assistant Superintendent Steve Larson and North Plains Elementary School Principal Karen Murphy presented a report on the District's preparations for full-day kindergarten, which will be offered by Oregon school districts, effective autumn 2015. The following aspects of planning and preparation were discussed:

- Anticipated enrollment
- Anticipated cost
- Staffing and materials
- Facilities / classrooms
- Transportation
- Professional development and supports for teachers
- Staff enthusiasm
- Communication strategies / materials
- Transitioning students
- Scheduled events (registration, orientations, kindergarten fair)

Board members asked questions about the District's options and state funding.

c. Financial Report

Chief Financial Officer Stewart presented the monthly financial report, provided information regarding key department positions, and answered Board members' clarifying questions. The financial report is included in the Board meeting packet.

d. Policies—First Reading

1. Policy IKF: Graduation Requirements

Executive Director of Secondary Education Matt Smith presented the first reading of policy IKF: Graduation Requirements, and answered Board members' questions. He explained that the revisions are necessary in support of the District's college and career goals for students, and recent

legislative changes, and are based on recommendations from the District's Graduation Committee and the Oregon School Boards Association (OSBA).

Key points of the discussion included:

- The District's values for students
- The benefits of earning the Chancellor's diploma
- College admission requirements
- Creating a system where students feel confident to enroll in advanced-level classes
- Weighing the decrease in the required grade point average for the Chancellor's diploma with the increased requirement for the completion of advanced-level courses (balance between performance and content)
- Input from the community, parents, and college counselors
- Establishing common guidelines to honor students' accomplishments at all District high schools

Board members should contact Executive Director Smith with any questions or comments they may have during the review period. The policy will be presented for approval on March 17.

2. Policies KL: Public Complaints (revise) and KLD: Public Complaints about District Personnel (delete)

Assistant Superintendent of Human Resources Debbie Ashley explained that the proposed revision of policy KL: Public Complaints incorporates the District's current policy KLD: Public Complaints about District Personnel. The District is combining and streamlining two related policies, and moving certain details to the related administrative regulation, in accordance with guidance from OSBA.

Board members' questions or comments during the review period should be addressed to Assistant Superintendent Ashley. The policy will be presented for approval on March 17.

9. NWRESA/HCU/HEA Reports

HEA President Maureen Barnhart shared the following information:

- The Oregon Education Association (OEA) is working with the Oregon Department of Education (ODE) to ensure that assessments are tied to standards
- Board members are invited to attend OEA's 5<sup>th</sup> Annual Symposium, which will be held in Salem on March 7
- Board members are invited to participate in a 5K fun walk / run in support of school funding, organized by Washington County districts; the event will take place in Forest Grove on May 16, and proceeds will go to Cornelius Elementary School
- Association members will appreciate the Board's acknowledgement of their hard work, in their decision not to add a makeup day to this year's school calendar

HCU President Devin Hunter emphasized the essential contributions that classified staff make to student achievement, including nutrition services, recess supervision, and library support. He asked that Board members keep in mind the importance of classified staff to the District's educational plan during the budgeting process.

Northwest Regional Education Service District Assistant Superintendent Paul Peterson commended Executive Director Reiman for his team leadership.

10. Superintendent's Time. Superintendent Scott did not have any further comments

11. Board of Directors' Time. Board members shared the following thoughts:

- Director Miller did not have any further comments
- Director Sollman
  - Encouraged participation in the upcoming Read Across America event at District schools
  - Commended staff for their thoughtful processes and diligent work
  - Spoke in appreciation of Hillsboro Schools Foundation's (HSF's) partnership and generosity
  - Discussed the recent HSF Gala and Auction
  - Suggested creating a student representative position for the Board, with a role that is similar to the Mayor's Youth Advisory Council in Hillsboro
- Director Akers shared that he is proud to be part of the Hillsboro School District and the work that is being done
- Director Clift commended staff for their hard work and the quality of their presentations
- Director Cañas shared her excitement about the work that is being accomplished
- Board Chair Strelchun discussed the Confederation of Oregon School Administrators (COSA) / OSBA Legislative Day in Salem, and thanked Superintendent Scott for attending the event with her

12. Follow-Up Items

| Request                                              | Action                                              |
|------------------------------------------------------|-----------------------------------------------------|
| Follow-up on program space issue at school locations | Director Waletich has followed up with Mr. Rockwell |
| Draft CVCS charter agreement                         | To be presented at a future meeting                 |

13. Executive Session. No executive session was called.

14. Adjournment. The meeting was adjourned at 10:13 p.m.

A videotape of the Board meeting regular session is posted on the District's website at: <http://www.hsd.k12.or.us/AboutHSD/Governance/BoardofDirectors.aspx>  
(Click on "Meeting Video.")

The Board meeting agenda and packet materials are also available on this link. (Click on "Meeting Schedule.")

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

The Superintendent recommends the Board of Directors:

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

**Scott Ellis**

Assignment: Athletic Director  
Location: Glencoe High School  
Effective Date: June 16, 2015

**Marilyn Joyce**

Assignment: Art  
Location: Glencoe High School  
Effective Date: June 16, 2015

**Yolanda Mendez**

Assignment: 2<sup>nd</sup> Grade  
Location: Witch Hazel Elementary School  
Effective Date: June 16, 2015

**Paula Peterson Reeve**

Assignment: Choir  
Location: Rosedale Elementary School / Hillsboro High School  
Effective Date: June 16, 2015

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

**Jessica Bonilla**

Assignment: Math  
Location: Glencoe High School  
Effective Date: February 16, 2015

**Ulrick Buhler**

Assignment: Social Studies  
Location: South Meadows Middle School  
Effective Date: June 16, 2015

**Ashley Clemens**

Assignment: Language Arts  
Location: Hillsboro High School  
Effective Date: June 16, 2015

**Holly Factora**

Assignment: 4<sup>th</sup> Grade  
Location: Patterson Elementary School  
Effective Date: June 16, 2015

**John Monteverde**

Assignment: Drama / AVID – Tutorial  
Location: Hillsboro High School  
Effective Date: June 16, 2015

**Erin Ocón**

Assignment: Language Arts  
Location: Brown Middle School  
Effective Date: June 16, 2015

**Meagan Pak**

Assignment: ERC  
Location: Eastwood Elementary School  
Effective Date: June 16, 2015

**Michael Savin**

Assignment: Science  
Location: Liberty High School  
Effective Date: June 16, 2015

**Peter Schmurr**

Assignment: Computers / Math  
Location: Glencoe High School  
Effective Date: June 16, 2015

**Amy Washam**

Assignment: 5<sup>th</sup> Grade  
Location: Ladd Acres Elementary School  
Effective Date: June 16, 2015

- C. Approve the employment of the following administrative personnel in the 2014-15 school year:

**Thomas Luba**

Assignment: Coordinator of Testing and Evaluation  
Location: Administration Center  
Effective Date: February 17, 2015

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

**SITUATION**

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

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

- Donation of \$7,498 from First Tech Credit Union to Butternut Creek Elementary School to purchase the school's first class set of iPad minis
- Donation of \$8,000 from the Biel Fund to Evergreen Middle School to be used for general education
- Donation of \$10,000 from Hillsboro Schools Foundation to Hillsboro High School for the automotive program
- Donation of \$12,318 from Imlay PTA to Imlay Elementary School to be used for the STEAM program (Science / Technology / Engineering / Arts / Math)

**RECOMMENDATION**

The Superintendent recommends the Board of Directors accept the donations.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**AUTHORIZE APPLICATION FOR**  
**2015 MIGRANT EDUCATION SUMMER SCHOOL**

**SITUATION**

Hillsboro School District has been invited to apply to the Oregon Department of Education for \$270,464.00 in Title I-C funds to operate the 2015 Hillsboro School District / Washington County Summer Migrant Program. The District has served as the operating agency for the program since 1987. The District recovers all costs, direct and indirect, from the grant. The program will serve approximately 600 elementary and 300 secondary migrant students, and will employ up to 63 staff members during the five-week summer session (June 22 – July 23, 2015).

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors authorize the Hillsboro School District to apply to the Oregon Department of Education for \$270,464.00 in Title I-C funds to operate the 2015 Hillsboro School District / Washington County Summer Migrant Program.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**APPROVE 2015-16 SCHOOL CALENDAR**

**SITUATION**

The Board is scheduled to adopt a 2015-16 school calendar during the March 17, 2015, Board meeting. Two calendar options, with an optional alternate schedule for fall conferences, were presented to the Board during the February 10, 2015, meeting. Since that date, feedback has been received from the Board, District staff, and the community via email, and an electronic survey posted on the District's website. Feedback reflects a preference for draft calendar B, with school beginning on September 8, after Labor Day, and fall conferences scheduled during the second week of November. Based on the feedback and an analysis of the pros and cons of each calendar, it is recommended that the Board approve draft calendar B.

Factors considered in making the recommendation include:

- Community feedback
- History of start dates
- Student and staff attendance
- Calendar alignment with neighboring districts
- Balanced instructional days per semester

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve draft calendar B, which begins school on September 8, after Labor Day, and schedules fall conferences during the second week of November.

**Draft A: January 27, 2015**  
**2015-16 Calendar**  
**Before Labor Day**

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

  Elementary Only  
  Possible Inclement Weather Make-up Days

|                                                                                                                                                                                                                                                                                                                                                                                                                |                   |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                            |                  |    |    |    |    |    |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----|----|----|----|----|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|----|----|----|----|----|
|                                                                                                                                                                                                                                                                                                                                | July 2015         |    |    |    |    |    |    | 1 – NO SCHOOL<br>Licensed Non-Contract Days, New Year's Day<br><br>18 – NO SCHOOL<br>Licensed Non-Contract Day, MLK Day<br><br>27 – End of 1 <sup>st</sup> Semester<br><br>28 – NO SCHOOL<br>Teacher Prep<br><br>29 – NO SCHOOL<br>Grade Prep                                                                                                                                                              | JANUARY 2016 17  |    |    |    |    |    |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | S                 | M  | T  | W  | Th | F  | S  |                                                                                                                                                                                                                                                                                                                                                                                                            | S                | M  | T  | W  | Th | F  | S  |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                   |    |    | 1  | 2  | 3  | 4  |                                                                                                                                                                                                                                                                                                                                                                                                            |                  |    |    |    |    | 1  | 2  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 5                 | 6  | 7  | 8  | 9  | 10 | 11 |                                                                                                                                                                                                                                                                                                                                                                                                            | 3                | 4  | 5  | 6  | 7  | 8  | 9  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 12                | 13 | 14 | 15 | 16 | 17 | 18 |                                                                                                                                                                                                                                                                                                                                                                                                            | 10               | 11 | 12 | 13 | 14 | 15 | 16 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 19                | 20 | 21 | 22 | 23 | 24 | 25 |                                                                                                                                                                                                                                                                                                                                                                                                            | 17               | 18 | 19 | 20 | 21 | 22 | 23 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 26                | 27 | 28 | 29 | 30 | 31 |    |                                                                                                                                                                                                                                                                                                                                                                                                            | 24               | 25 | 26 | 27 | 28 | 29 | 30 |
| 31                                                                                                                                                                                                                                                                                                                                                                                                             |                   |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                            |                  |    |    |    |    |    |    |
| 19, 20, 21 – New Teacher Inservice<br><br>24, 25 & 27 – Inservice<br><br>26 – Staff Development<br><br>28 – Licensed Non-Contract Day<br><br>31 – First Day of School                                                                                                                                                                                                                                          | AUGUST 2015 1     |    |    |    |    |    |    | 15 – NO SCHOOL<br>Holiday – Presidents' Day                                                                                                                                                                                                                                                                                                                                                                | FEBRUARY 2016 20 |    |    |    |    |    |    |
| S                                                                                                                                                                                                                                                                                                                                                                                                              | M                 | T  | W  | Th | F  | S  | S  |                                                                                                                                                                                                                                                                                                                                                                                                            | M                | T  | W  | Th | F  | S  |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                   |    |    |    |    | 1  |    |                                                                                                                                                                                                                                                                                                                                                                                                            | 1                | 2  | 3  | 4  | 5  | 6  |    |
| 2                                                                                                                                                                                                                                                                                                                                                                                                              | 3                 | 4  | 5  | 6  | 7  | 8  | 7  |                                                                                                                                                                                                                                                                                                                                                                                                            | 8                | 9  | 10 | 11 | 12 | 13 |    |
| 9                                                                                                                                                                                                                                                                                                                                                                                                              | 10                | 11 | 12 | 13 | 14 | 15 | 14 |                                                                                                                                                                                                                                                                                                                                                                                                            | 15               | 16 | 17 | 18 | 19 | 20 |    |
| 16                                                                                                                                                                                                                                                                                                                                                                                                             | 17                | 18 | 19 | 20 | 21 | 22 | 21 |                                                                                                                                                                                                                                                                                                                                                                                                            | 22               | 23 | 24 | 25 | 26 | 27 |    |
| 23                                                                                                                                                                                                                                                                                                                                                                                                             | 24                | 25 | 26 | 27 | 28 | 29 | 28 |                                                                                                                                                                                                                                                                                                                                                                                                            | 29               |    |    |    |    |    |    |
| 30                                                                                                                                                                                                                                                                                                                                                                                                             | 31                |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                            |                  |    |    |    |    |    |    |
| 3 – First Day of School for Kindergarten<br><br>7 – NO SCHOOL<br>Holiday – Labor Day                                                                                                                                                                                                                                                                                                                           | SEPTEMBER 2015 21 |    |    |    |    |    |    | 21-25 – NO SCHOOL<br>Licensed Non-Contract Days (Spring Break)                                                                                                                                                                                                                                                                                                                                             | MARCH 2016 18    |    |    |    |    |    |    |
| S                                                                                                                                                                                                                                                                                                                                                                                                              | M                 | T  | W  | Th | F  | S  | S  |                                                                                                                                                                                                                                                                                                                                                                                                            | M                | T  | W  | Th | F  | S  |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                   | 1  | 2  | 3  | 4  | 5  |    |                                                                                                                                                                                                                                                                                                                                                                                                            |                  | 1  | 2  | 3  | 4  | 5  |    |
| 6                                                                                                                                                                                                                                                                                                                                                                                                              | 7                 | 8  | 9  | 10 | 11 | 12 | 6  |                                                                                                                                                                                                                                                                                                                                                                                                            | 7                | 8  | 9  | 10 | 11 | 12 |    |
| 13                                                                                                                                                                                                                                                                                                                                                                                                             | 14                | 15 | 16 | 17 | 18 | 19 | 13 |                                                                                                                                                                                                                                                                                                                                                                                                            | 14               | 15 | 16 | 17 | 18 | 19 |    |
| 20                                                                                                                                                                                                                                                                                                                                                                                                             | 21                | 22 | 23 | 24 | 25 | 26 | 20 |                                                                                                                                                                                                                                                                                                                                                                                                            | 21               | 22 | 23 | 24 | 25 | 26 |    |
| 27                                                                                                                                                                                                                                                                                                                                                                                                             | 28                | 29 | 30 |    |    |    | 27 |                                                                                                                                                                                                                                                                                                                                                                                                            | 28               | 29 | 30 | 31 |    |    |    |
| 8 – NO SCHOOL<br>Elementary – Staff Development and Work Day<br><br>9 – NO SCHOOL<br>Licensed Non-Contract Day                                                                                                                                                                                                                                                                                                 | OCTOBER 2015 20   |    |    |    |    |    |    | 7 – End of 3 <sup>rd</sup> Quarter<br><br>8 – NO SCHOOL<br>Elementary – Work Day<br>Secondary – Grade Prep                                                                                                                                                                                                                                                                                                 | APRIL 2016 20    |    |    |    |    |    |    |
| S                                                                                                                                                                                                                                                                                                                                                                                                              | M                 | T  | W  | Th | F  | S  | S  |                                                                                                                                                                                                                                                                                                                                                                                                            | M                | T  | W  | Th | F  | S  |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                   |    |    | 1  | 2  | 3  |    |                                                                                                                                                                                                                                                                                                                                                                                                            |                  |    |    |    | 1  | 2  |    |
| 4                                                                                                                                                                                                                                                                                                                                                                                                              | 5                 | 6  | 7  | 8  | 9  | 10 | 3  |                                                                                                                                                                                                                                                                                                                                                                                                            | 4                | 5  | 6  | 7  | 8  | 9  |    |
| 11                                                                                                                                                                                                                                                                                                                                                                                                             | 12                | 13 | 14 | 15 | 16 | 17 | 10 |                                                                                                                                                                                                                                                                                                                                                                                                            | 11               | 12 | 13 | 14 | 15 | 16 |    |
| 18                                                                                                                                                                                                                                                                                                                                                                                                             | 19                | 20 | 21 | 22 | 23 | 24 | 17 |                                                                                                                                                                                                                                                                                                                                                                                                            | 18               | 19 | 20 | 21 | 22 | 23 |    |
| 25                                                                                                                                                                                                                                                                                                                                                                                                             | 26                | 27 | 28 | 29 | 30 | 31 | 24 |                                                                                                                                                                                                                                                                                                                                                                                                            | 25               | 26 | 27 | 28 | 29 | 30 |    |
| 5 – End of 1 <sup>st</sup> Quarter<br>6 – NO SCHOOL<br>Elementary – ½ Work Day and ½ Conference Prep<br>Secondary – Grade Prep<br>11 – NO SCHOOL<br>Holiday – Veterans Day<br>12 – NO SCHOOL<br>Elementary – Parent Conferences<br>Secondary – Staff Development<br>13 – NO SCHOOL<br>K-12 – Parent Conferences<br>26 – NO SCHOOL<br>Holiday – Thanksgiving Day<br>27 – NO SCHOOL<br>Licensed Non-Contract Day | NOVEMBER 2015 15  |    |    |    |    |    |    | 30 – NO SCHOOL<br>Holiday – Memorial Day                                                                                                                                                                                                                                                                                                                                                                   | MAY 2016 21      |    |    |    |    |    |    |
| S                                                                                                                                                                                                                                                                                                                                                                                                              | M                 | T  | W  | Th | F  | S  | S  |                                                                                                                                                                                                                                                                                                                                                                                                            | M                | T  | W  | Th | F  | S  |    |
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| 8                                                                                                                                                                                                                                                                                                                                                                                                              | 9                 | 10 | 11 | 12 | 13 | 14 | 8  |                                                                                                                                                                                                                                                                                                                                                                                                            | 9                | 10 | 11 | 12 | 13 | 14 |    |
| 15                                                                                                                                                                                                                                                                                                                                                                                                             | 16                | 17 | 18 | 19 | 20 | 21 | 15 |                                                                                                                                                                                                                                                                                                                                                                                                            | 16               | 17 | 18 | 19 | 20 | 21 |    |
| 22                                                                                                                                                                                                                                                                                                                                                                                                             | 23                | 24 | 25 | 26 | 27 | 28 | 22 |                                                                                                                                                                                                                                                                                                                                                                                                            | 23               | 24 | 25 | 26 | 27 | 28 |    |
| 29                                                                                                                                                                                                                                                                                                                                                                                                             | 30                |    |    |    |    |    | 29 |                                                                                                                                                                                                                                                                                                                                                                                                            | 30               | 31 |    |    |    |    |    |
| 21-31 – NO SCHOOL<br>Licensed Non-Contract Days (Winter Break)<br><br>25 – Holiday<br>Christmas Day                                                                                                                                                                                                                                                                                                            | DECEMBER 2015 14  |    |    |    |    |    |    | 9 – EARLY RELEASE<br>Last Day of School K-11 Students<br><br>10 – Last Day for Teachers<br><br>In case inclement weather requires the District to close schools during the 2015-16 school year, June 13 and 14 have been identified as days that could be added to the school calendar as make-up days. If these days were added back to the calendar, high school graduation dates would not be affected. | JUNE 2016 7      |    |    |    |    |    |    |
| S                                                                                                                                                                                                                                                                                                                                                                                                              | M                 | T  | W  | Th | F  | S  | S  |                                                                                                                                                                                                                                                                                                                                                                                                            | M                | T  | W  | Th | F  | S  |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                   | 1  | 2  | 3  | 4  | 5  |    |                                                                                                                                                                                                                                                                                                                                                                                                            |                  |    | 1  | 2  | 3  | 4  |    |
| 6                                                                                                                                                                                                                                                                                                                                                                                                              | 7                 | 8  | 9  | 10 | 11 | 12 | 5  |                                                                                                                                                                                                                                                                                                                                                                                                            | 6                | 7  | 8  | 9  | 10 | 11 |    |
| 13                                                                                                                                                                                                                                                                                                                                                                                                             | 14                | 15 | 16 | 17 | 18 | 19 | 12 |                                                                                                                                                                                                                                                                                                                                                                                                            | 13               | 14 | 15 | 16 | 17 | 18 |    |
| 20                                                                                                                                                                                                                                                                                                                                                                                                             | 21                | 22 | 23 | 24 | 25 | 26 | 19 |                                                                                                                                                                                                                                                                                                                                                                                                            | 20               | 21 | 22 | 23 | 24 | 25 |    |
| 27                                                                                                                                                                                                                                                                                                                                                                                                             | 28                | 29 | 30 | 31 |    |    | 26 |                                                                                                                                                                                                                                                                                                                                                                                                            | 27               | 28 | 29 | 30 |    |    |    |

**Draft B: January 27, 2015**  
**2015-16 Calendar**  
**After Labor Day**

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

  Elementary Only  
  Possible Inclement Weather Make-up Days

|                                                                                                                                                                                                                                                                                                                                                                                                                |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |    |    |    |    |    |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----|----|----|----|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----|----|----|----|----|----|
|                                                                                                                                                                                                                                                                                                                                | July 2015            |    |    |    |    |    |    | 1 – NO SCHOOL<br>Licensed Non-Contract Days, New Year's Day<br><br>18 – NO SCHOOL<br>Licensed Non-Contract Day, MLK Day<br><br>27 – End of 1 <sup>st</sup> Semester<br><br>28 – NO SCHOOL<br>Teacher Prep<br><br>29 – NO SCHOOL<br>Grade Prep                                                                                                                                                                   | JANUARY 2016 17  |    |    |    |    |    |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | S                    | M  | T  | W  | Th | F  | S  |                                                                                                                                                                                                                                                                                                                                                                                                                 | S                | M  | T  | W  | Th | F  | S  |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                      |    |    | 1  | 2  | 3  | 4  |                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |    |    |    |    | 1  | 2  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 5                    | 6  | 7  | 8  | 9  | 10 | 11 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 3                | 4  | 5  | 6  | 7  | 8  | 9  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 12                   | 13 | 14 | 15 | 16 | 17 | 18 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 10               | 11 | 12 | 13 | 14 | 15 | 16 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 19                   | 20 | 21 | 22 | 23 | 24 | 25 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 17               | 18 | 19 | 20 | 21 | 22 | 23 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 26                   | 27 | 28 | 29 | 30 | 31 |    |                                                                                                                                                                                                                                                                                                                                                                                                                 | 24               | 25 | 26 | 27 | 28 | 29 | 30 |
| 31                                                                                                                                                                                                                                                                                                                                                                                                             |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |    |    |    |    |    |    |
| 26, 27, 28 – New Teacher Inservice<br><br>31 – Inservice                                                                                                                                                                                                                                                                                                                                                       | AUGUST 2015          |    |    |    |    |    |    | 15 – NO SCHOOL<br>Holiday – Presidents' Day                                                                                                                                                                                                                                                                                                                                                                     | FEBRUARY 2016 20 |    |    |    |    |    |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | S                    | M  | T  | W  | Th | F  | S  |                                                                                                                                                                                                                                                                                                                                                                                                                 | S                | M  | T  | W  | Th | F  | S  |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                      |    |    |    |    |    | 1  |                                                                                                                                                                                                                                                                                                                                                                                                                 |                  | 1  | 2  | 3  | 4  | 5  | 6  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                | 9                    | 10 | 11 | 12 | 13 | 14 | 15 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 14               | 15 | 16 | 17 | 18 | 19 | 20 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 16                   | 17 | 18 | 19 | 20 | 21 | 22 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 21               | 22 | 23 | 24 | 25 | 26 | 27 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 23                   | 24 | 25 | 26 | 27 | 28 | 29 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 28               | 29 |    |    |    |    |    |
| 30                                                                                                                                                                                                                                                                                                                                                                                                             | 31                   |    |    |    |    |    | 28 | 29                                                                                                                                                                                                                                                                                                                                                                                                              |                  |    |    |    |    |    |    |
| 1 – Inservice<br>2 – Staff Development<br>3 – Inservice<br>4 – Licensed Non-Contract Day<br>7 – NO SCHOOL<br>Holiday – Labor Day<br>8 – First Day of School<br>10 – First Day of School for Kindergarten                                                                                                                                                                                                       | SEPTEMBER 2015 17    |    |    |    |    |    |    | 21-25 – NO SCHOOL<br>Licensed Non-Contract Days (Spring Break)                                                                                                                                                                                                                                                                                                                                                  | MARCH 2016 18    |    |    |    |    |    |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | S                    | M  | T  | W  | Th | F  | S  |                                                                                                                                                                                                                                                                                                                                                                                                                 | S                | M  | T  | W  | Th | F  | S  |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                      |    | 1  | 2  | 3  | 4  | 5  |                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |    | 1  | 2  | 3  | 4  | 5  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 6                    | 7  | 8  | 9  | 10 | 11 | 12 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 6                | 7  | 8  | 9  | 10 | 11 | 12 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 13                   | 14 | 15 | 16 | 17 | 18 | 19 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 13               | 14 | 15 | 16 | 17 | 18 | 19 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 20                   | 21 | 22 | 23 | 24 | 25 | 26 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 20               | 21 | 22 | 23 | 24 | 25 | 26 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 27                   | 28 | 29 | 30 |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                 | 27               | 28 | 29 | 30 | 31 |    |    |
| 8 – NO SCHOOL<br>Elementary – Staff Development and Work Day<br><br>9 – NO SCHOOL<br>Licensed Non-Contract Day                                                                                                                                                                                                                                                                                                 | OCTOBER 2015 20 / 21 |    |    |    |    |    |    | 7 – End of 3 <sup>rd</sup> Quarter<br><br>8 – NO SCHOOL<br>Elementary – Work Day<br>Secondary – Grade Prep                                                                                                                                                                                                                                                                                                      | APRIL 2016 20    |    |    |    |    |    |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | S                    | M  | T  | W  | Th | F  | S  |                                                                                                                                                                                                                                                                                                                                                                                                                 | S                | M  | T  | W  | Th | F  | S  |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                      |    |    |    | 1  | 2  | 3  |                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |    |    |    |    | 1  | 2  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 4                    | 5  | 6  | 7  | 8  | 9  | 10 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 3                | 4  | 5  | 6  | 7  | 8  | 9  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 11                   | 12 | 13 | 14 | 15 | 16 | 17 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 10               | 11 | 12 | 13 | 14 | 15 | 16 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 18                   | 19 | 20 | 21 | 22 | 23 | 24 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 17               | 18 | 19 | 20 | 21 | 22 | 23 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 25                   | 26 | 27 | 28 | 29 | 30 | 31 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 24               | 25 | 26 | 27 | 28 | 29 | 30 |
| 5 – End of 1 <sup>st</sup> Quarter<br>6 – NO SCHOOL<br>Elementary – ½ Work Day and ½ Conference Prep<br>Secondary – Grade Prep<br>11 – NO SCHOOL<br>Holiday – Veterans Day<br>12 – NO SCHOOL<br>Elementary – Parent Conferences<br>Secondary – Staff Development<br>13 – NO SCHOOL<br>K-12 – Parent Conferences<br>26 – NO SCHOOL<br>Holiday – Thanksgiving Day<br>27 – NO SCHOOL<br>Licensed Non-Contract Day | NOVEMBER 2015 15     |    |    |    |    |    |    | 30 – NO SCHOOL<br>Holiday – Memorial Day                                                                                                                                                                                                                                                                                                                                                                        | MAY 2016 21      |    |    |    |    |    |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | S                    | M  | T  | W  | Th | F  | S  |                                                                                                                                                                                                                                                                                                                                                                                                                 | S                | M  | T  | W  | Th | F  | S  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 1                    | 2  | 3  | 4  | 5  | 6  | 7  |                                                                                                                                                                                                                                                                                                                                                                                                                 | 1                | 2  | 3  | 4  | 5  | 6  | 7  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 8                    | 9  | 10 | 11 | 12 | 13 | 14 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 8                | 9  | 10 | 11 | 12 | 13 | 14 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 15                   | 16 | 17 | 18 | 19 | 20 | 21 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 15               | 16 | 17 | 18 | 19 | 20 | 21 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 22                   | 23 | 24 | 25 | 26 | 27 | 28 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 22               | 23 | 24 | 25 | 26 | 27 | 28 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 29                   | 30 |    |    |    |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                 | 29               | 30 | 31 |    |    |    |    |
| 21-31 – NO SCHOOL<br>Licensed Non-Contract Days (Winter Break)<br><br>25 – Holiday<br>Christmas Day                                                                                                                                                                                                                                                                                                            | DECEMBER 2015 14     |    |    |    |    |    |    | 16 – EARLY RELEASE<br>Last Day of School for K-11 Students<br><br>17 – Last Day for Teachers<br><br>In case inclement weather requires the District to close schools during the 2015-16 school year, June 20 and 21 have been identified as days that could be added to the school calendar as make-up days. If these days were added back to the calendar, high school graduation dates would not be affected. | JUNE 2016 13     |    |    |    |    |    |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                | S                    | M  | T  | W  | Th | F  | S  |                                                                                                                                                                                                                                                                                                                                                                                                                 | S                | M  | T  | W  | Th | F  | S  |
|                                                                                                                                                                                                                                                                                                                                                                                                                |                      |    | 1  | 2  | 3  | 4  | 5  |                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |    |    | 1  | 2  | 3  | 4  |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 6                    | 7  | 8  | 9  | 10 | 11 | 12 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 5                | 6  | 7  | 8  | 9  | 10 | 11 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 13                   | 14 | 15 | 16 | 17 | 18 | 19 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 12               | 13 | 14 | 15 | 16 | 17 | 18 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 20                   | 21 | 22 | 23 | 24 | 25 | 26 |                                                                                                                                                                                                                                                                                                                                                                                                                 | 19               | 20 | 21 | 22 | 23 | 24 | 25 |
|                                                                                                                                                                                                                                                                                                                                                                                                                | 27                   | 28 | 29 | 30 | 31 |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                 | 26               | 27 | 28 | 29 | 30 |    |    |

**Draft C: January 27, 2015**  
**2015-16 Calendar**  
**Thanksgiving Week Conferences**



- First Day/Last Day/End of Quarter/Semester for Students
- No School
- Early Release
- Elementary Only
- Possible Inclement Weather Make-up Days

**10 – End of 1<sup>st</sup> Quarter**  
**11 – NO SCHOOL**  
 Holiday – Veterans Day  
**23 – NO SCHOOL**  
 Elementary – ½ Work Day  
 and ½ Conference Prep  
 Secondary – Grade Prep  
**24 – NO SCHOOL**  
 Elementary – Parent  
 Conferences  
 Secondary – Staff  
 Development  
**25 – NO SCHOOL**  
 K-12 – Parent Conferences  
**26 – NO SCHOOL**  
 Holiday – Thanksgiving Day  
**27 – NO SCHOOL**  
 Licensed Non-Contract Day

| NOVEMBER 2015 |    |    |    |    |    | 15 |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**ADOPT MATHEMATICS INSTRUCTIONAL MATERIALS**

**SITUATION**

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

After three years of professional development, research, and collaboration, the District's Math Study Team recommends that the Board of Directors formally adopt Houghton Mifflin Harcourt AGA materials as the core instructional materials for high school Algebra, Geometry, and Algebra II. The Math Study Team has determined that these materials will best support the District's vision of mathematics teaching and learning. The team also recommends the approval of the use of open educational resources (OERs) for the teaching and learning of high school mathematics courses, including Algebra, Geometry, Algebra II, and so-called "fourth courses," including, but not limited to, Pre-Calculus, Calculus, and Statistics. OERs will be vetted annually by Math Study Team members, using the Oregon Department of Education's rubric for evaluation of high school mathematics materials. A complementary investment of Chromebooks and mobile carts will equip teachers and students in every high school mathematics classroom to make full use of the recommended digital resources.

Supporting the Math Study Team in the process of developing this recommendation were students, parents, high school math teachers, curriculum leaders, and administrators at the schools and District office. Feedback from students, teachers, staff, parents, and the Citizens' Curriculum Advisory Committee (CCAC) was elicited and used in making the final recommendation.

The recommended mathematics materials were reviewed by the CCAC, and made available for public review and comment. The materials were presented to the Board for first reading during the February 24 Board meeting. No comments have been received during the Board review period.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors adopt Houghton Mifflin Harcourt AGA materials as the core instructional materials for high school Algebra, Geometry, and Algebra II; and approve the District's plan to evaluate and utilize, on an ongoing basis, OERs for all high school mathematics courses.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**APPROVE PARTICIPATION IN THE**  
**ADVANCED ED ACCREDITATION PROCESS**

**SITUATION**

Over the past few years, the District has been investigating various tools to help evaluate its efforts toward raising student achievement. While a number of organizational assessments are designed for this purpose, the District has decided to partner with AdvancED to pursue systems accreditation. AdvancED, the organization that accredits each of the District high schools, has demonstrated a significant track record for providing a thorough review, focusing on five specific standards:

Standard 1: Purpose and Direction

Standard 2: Governance and Leadership

Standard 3: Teaching and Assessing for Learning

Standard 4: Resources and Support Systems

Standard 5: Using Results for Continuous Improvement

In order to proceed with the full accreditation process, the District was required to establish candidacy. The candidacy process required that artifacts and evidence be provided under each of the standards, in order to demonstrate readiness for full accreditation. This process included a formal review by AdvancED staff, and interviews with various stakeholders.

On January 6, 2015, the District was notified that it is a strong candidate for future accreditation. In order to proceed with the formal systems accreditation, AdvancED requires Board approval to enter into the process. With this approval, an accreditation visit will be planned for either winter or spring of 2016.

The first reading of this proposal was presented to the Board on February 24.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the recommendation to proceed with AdvancED systems accreditation.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**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. One of these leases will be paid off at the end of the 2014-15 school year, and it is the District's intent to enter into a new five-year lease for the purchase of special needs and full-sized buses. The older replacement buses will be traded in as part of this transaction.

The cost for these 17 buses is anticipated to be approximately \$2,077,314.20, with principal and interest payments of approximately \$415,462.84 per year for five years, with an annual interest rate of 1.84 percent. Below is the debt service schedule:

| Payment # | Due Date  | Total Payment  |
|-----------|-----------|----------------|
| 1         | 8/30/2015 | \$415,462.84   |
| 2         | 7/30/2016 | \$415,462.84   |
| 3         | 7/30/2017 | \$415,462.84   |
| 4         | 7/30/2018 | \$415,462.84   |
| 5         | 7/30/2019 | \$415,462.84   |
|           | TOTALS    | \$2,077,314.20 |

Buses to be purchased:

- Ten 2015 84-passenger buses (Brattain)
- Seven 2015 special education buses (Western Bus Sales)

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the financing of 17 school buses on a five-year lease, with an annual payment of \$415,462.84. If approved, the Board will be asked to adopt a resolution required by U.S. Bank Government Leasing on April 28, 2015.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**AWARD BID FOR TRANSPORTATION BUS YARD EXPANSION**

**SITUATION**

In September 2015, the District will be implementing full-day kindergarten. As a result, an estimated 750 additional students will be transported to and from school each day, which will require additional school buses. Because the paved portion of the transportation bus yard is currently at capacity, accommodating these additional buses will require grading and paving the remaining two acres of land at the Transportation Department, and installing drainage. Upon completion, this project will add 33 new bus stalls, a driveway and gate onto Armco Street, city-required half-street improvements on Armco Street, repairs to the existing bus yard, landscape screening to the south and west sides, and water quality catch basins. A schematic of the proposed improvements is provided, with the new improvements shaded in dark gray.

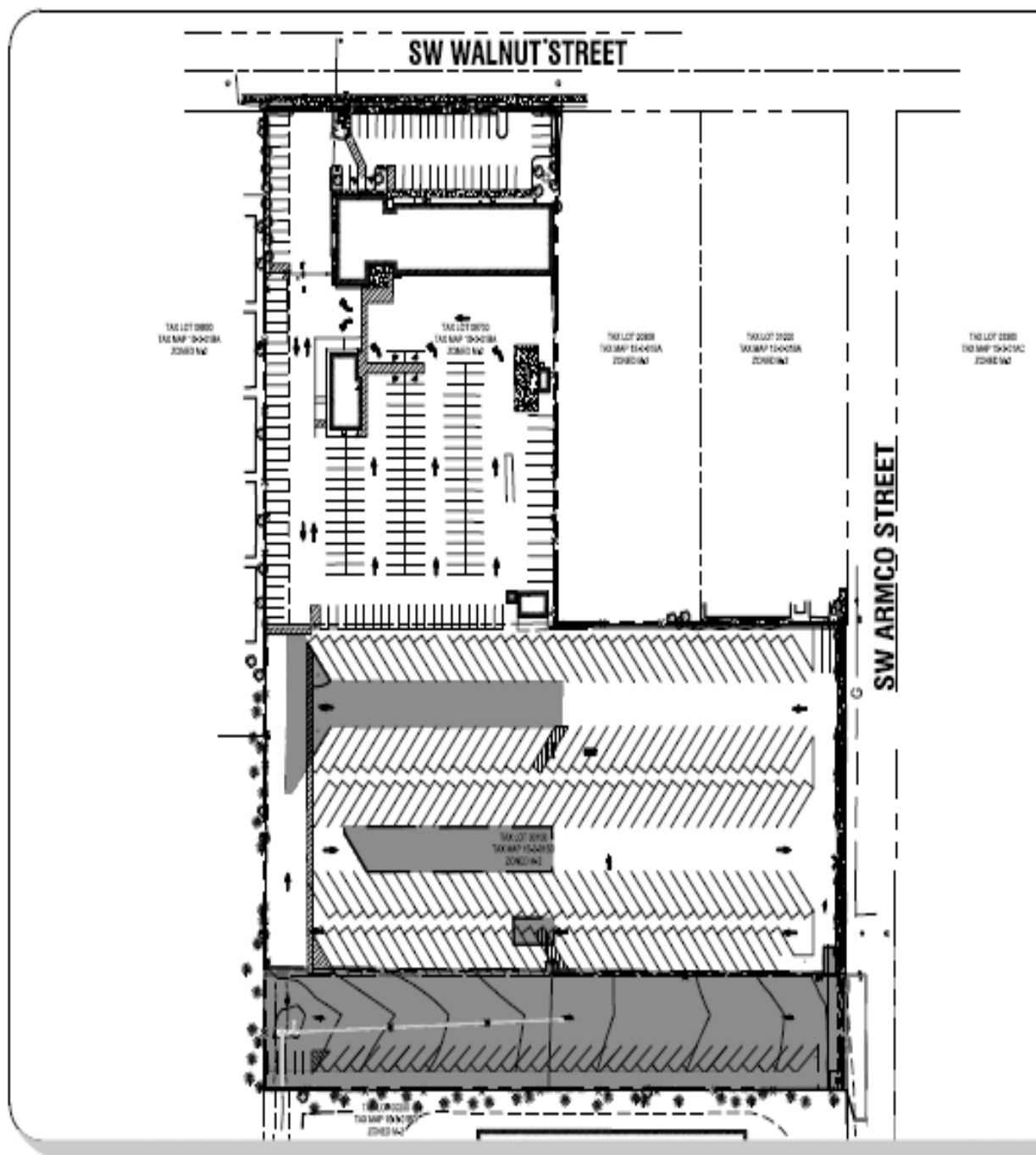
This project is eligible for reimbursement from the State of Oregon's Student Transportation Grant, which will reimburse at 70% over the 25-year depreciable life of the improvements. This project is included on the District's High Priority Maintenance List, and has been budgeted and will be paid from the Construction Excise Tax fund.

Invitations to bid were issued to pre-qualified contractors, and bids were opened at 2:00 p.m. on February 25, 2015. The District received bids from two contractors, and the apparent low bid was determined to be Evergreen Pacific. All bids and bid documents are on file for review at the District's Construction Management facility.

| <b><u>PROJECT</u></b>         | <b><u>Bidder</u></b> | <b><u>Bid</u></b> | <b><u>Bid Bond Received</u></b> |
|-------------------------------|----------------------|-------------------|---------------------------------|
| Transportation Yard Expansion | 5 Star Builders      | \$569,107         | Yes                             |
|                               | Evergreen Pacific    | \$544,416         | Yes                             |

**RECOMMENDATION**

The Superintendent recommends the Board of Directors authorize the administration to award the contract for the improvements to the Transportation Bus Yard to Evergreen Pacific in the amount of \$544,416.



**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**AWARD BID FOR BRICK SEALER AT EIGHT SCHOOL SITES**

**SITUATION**

One of the highest priority items on the Long-Range Planning Committee's High Priority Maintenance list is to clean and apply clear water repellent brick/masonry exterior sealer to the following buildings: Jackson Elementary School, Mooberry Elementary School, McKinney Elementary School, Quatama Elementary School, Imlay Elementary School, Century High School, Minter Bridge Elementary School, and Witch Hazel Elementary School. The original sealer was applied to these buildings at construction, and it is time now to reapply the sealer in order to prevent water intrusion into the building envelope.

Invitations to bid were issued to pre-qualified contractors, and bids were opened at 2:00 p.m. on February 24, 2015. The District received bids from two contractors, and the apparent low bid was determined to be Evergreen Pacific. All bids and bid documents are on file for review at the District's Construction Management facility.

| <b><u>PROJECT</u></b>  | <b><u>Bidder</u></b> | <b><u>Bid</u></b> | <b><u>Bid Bond Received</u></b> |
|------------------------|----------------------|-------------------|---------------------------------|
| Brick Sealer – 8 Sites | 5 Star Builders      | \$185,591         | Yes                             |
|                        | Nu Construction      | \$160,151         | Yes                             |
|                        | Evergreen Pacific    | \$155,250         | Yes                             |

**RECOMMENDATION**

The Superintendent recommends the Board of Directors authorize the administration to award the contract for the application of Brick Sealer on eight school buildings to Evergreen Pacific in the amount of \$155,250.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**APPROVE RESOLUTION AGREEMENT FOR ADOPTION OF**  
**AMENDED 403(b) PLAN DOCUMENT**

**SITUATION**

The District engages Carruth Compliance Consulting to administer the 403(b) plan for tax-sheltered annuities and other optional employee benefit programs. The 403(b) plan identifies a District Plan Administrator, who has the authority to amend any or all portions of the plan document from time to time, as required by changes in applicable law, IRS guidance, and/or employer policy. Any such amendments are to be reported to the Board for informational purposes.

Historically, the Chief Financial Officer (CFO) position has been the sole contact for all modifications to the plan. In order to align with business office protocol, and reassign the roles of 403(b) Plan Administrator and Plan Coordinator to the Director of Business Services position, the vendor requires resolution approval by the Board of Directors.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the Resolution Agreement for Adoption of Amended 403(b) Plan Document.

**RESOLUTION AGREEMENT FOR ADOPTION OF  
AMENDED 403(b) PLAN DOCUMENT**

WHEREAS the current named 403(b) Plan Administrator and Plan Coordinator roles in the Plan Document are assigned to the Chief Financial Officer position, and the District wishes to reassign these roles to the Director of Business Services position;

AND WHEREAS the current Plan Administrator has the authority to amend any or all portions of said Plan Document from time to time, as required by changes in applicable law, IRS guidance, and/or employer policy; and any such amendments are to be reported to the Board for informational purposes;

THEREFORE, BE IT RESOLVED that Hillsboro School District No. 1J, Washington County, Oregon (hereinafter, "the Employer"), acting under the authority of the Chief Financial Officer, hereby amends the **Plan Document** found on the Employer's dedicated section of the Carruth Compliance Consulting website at [www.ncompliance.com](http://www.ncompliance.com), to reassign the roles of 403(b) Plan Administrator and Plan Coordinator to the Director of Business Services position.

RESOLVED, FINALLY, the Employer hereby adopts said amended Plan Document.

\*\*\*\*\*

I, \_\_\_\_\_, do hereby certify that the above and foregoing was unanimously adopted by the Board at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

|           |       |
|-----------|-------|
|           |       |
| Signature | Title |

WITNESS

By: \_\_\_\_\_ Name: \_\_\_\_\_

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**APPROVE REVISIONS TO POLICY IKF: GRADUATION REQUIREMENTS**

**SITUATION**

Revisions to policy IKF: Graduation Requirements are necessary, in support of the District's college and career goals for students, and as a result of recent legislation.

The first reading of the revised policy was presented to the Board on February 24. Revisions were based on the work of the District's Graduation Committee, input from District leaders, feedback from the Board, and recommendations from Oregon School Boards Association for aligning the policy with the new legal requirements of House Bills 2193 and 2099. Following the February 24 meeting, a correction was made to the number of elective and total credits required for a standard diploma. 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 IKF: Graduation Requirements.

## Graduation Requirements

The Board will establish graduation requirements for the awarding of a chancellor's diploma, standard diploma, modified diploma, extended diploma, and alternative certificate that meets or exceeds state requirements.

A student may satisfy graduation requirements in less than four years. The District will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian, or by the student, if they are 18 years of age or older or emancipated.

Students and their parents will be notified annually of the requirements for all Hillsboro diplomas. See the graduation requirement manual for specific instructions.

~~A **Chancellor's Diploma** will be awarded to students who have satisfactorily completed all state and local graduation requirements, and those established by the Oregon University System for automatic entrance into an Oregon public university. A chancellor's diploma will be awarded to students in Grades 9 through 12 who complete a minimum of 26 credits that include at least:~~

- ~~1. Three credits of mathematics, including Algebra II;~~
- ~~2. Four credits of English;~~
- ~~3. Three credits of science;~~
- ~~4. Three credits of social sciences;~~
- ~~5. One credit in health education;~~
- ~~6. One credit in physical education;~~
- ~~7. One half credit of Career Development;~~
- ~~8. One half credit of Senior Seminar; and~~
- ~~9. Three credits in career and technical education, the arts, or a second language (with at least two credits of second language); and~~
- ~~10. Students must complete a total of 16 academic credits in English, mathematics, science, social science, and/or second language with a "C" or better in every course. A 3.4 GPA is also required.~~

### **Chancellor's Diploma**

The Chancellor's Diploma will be awarded to students who have demonstrated their commitment to a rigorous course of study during high school in order to prepare for college and career success. The Chancellor's Diploma includes classes and requirements that promote critical thinking skills and an enriched learning experience. These requirements are aligned with general Oregon university admissions, but do not guarantee automatic acceptance. Students who earn a Chancellor's Diploma demonstrate the experience that is desired for every student in the Hillsboro School District. All students earning a Chancellor's Diploma will be recognized with a Chancellor's Diploma Recognition during the graduation ceremony.

| <b><u>HSD Chancellor's Diploma Requirements</u></b>                                                                                                | <b><u>Graduating<br/>classes<br/>through<br/>2018</u></b> | <b><u>Cohort class of 2019 and<br/>following years</u></b> |                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Math (including Algebra 2)*                                                                                                                        | 3.0                                                       | 4.0                                                        |                                                                                        |
| English* (one unit in written comprehension)                                                                                                       | 4.0                                                       | 4.0                                                        |                                                                                        |
| Science*                                                                                                                                           | 3.0                                                       | 3.0**                                                      | **Minimum of 3 credits in each plus one additional credit in either; total = 7 credits |
| Social Sciences*                                                                                                                                   | 3.0                                                       | 3.0**                                                      |                                                                                        |
| Science* / Social Sciences*                                                                                                                        |                                                           | 1.0**                                                      |                                                                                        |
| Health Education                                                                                                                                   | 1.0                                                       | 1.0                                                        |                                                                                        |
| Physical Education                                                                                                                                 | 1.0                                                       | 1.0                                                        |                                                                                        |
| Career and Technical Education (CTE), the Arts, and World Language*<br>(with at least two credits of world language)                               | 3.0                                                       | 3.0                                                        |                                                                                        |
| Electives                                                                                                                                          | 7.0                                                       | 5.0                                                        |                                                                                        |
| Senior Seminar (or Focused Program Internship credit)                                                                                              | 0.5                                                       | 0.5                                                        |                                                                                        |
| Career and College Development                                                                                                                     | 0.5                                                       | 0.5                                                        |                                                                                        |
| <b>Total Credits</b>                                                                                                                               | <b>26.0</b>                                               | <b>26.0</b>                                                |                                                                                        |
| <b>*Academic Credit Requirements</b><br>(English, mathematics, science, social science, and/or world language)                                     |                                                           |                                                            |                                                                                        |
| <b>Number of required academic credits</b>                                                                                                         | <b>18.0</b>                                               | <b>18.0</b>                                                |                                                                                        |
| Minimum number of required academic credits that must be completed in advanced-level coursework (as defined by AP, IB, or dual-credit designation) |                                                           | <b>4.0</b>                                                 |                                                                                        |
| <b>Required cumulative GPA in academic courses</b>                                                                                                 | <b>3.4</b>                                                | <b>3.0</b>                                                 |                                                                                        |
| <b>Minimum grade in every academic requirement course</b>                                                                                          | <b>C</b>                                                  | <b>C</b>                                                   |                                                                                        |
| Required GPA in all coursework                                                                                                                     | 3.0 GPA                                                   | 3.0 GPA                                                    |                                                                                        |
| <b>Proficiency in Essential Skills</b>                                                                                                             | <b>Required</b>                                           | <b>Required</b>                                            |                                                                                        |

In addition to credit requirements as outlined in OAR 581-022-1130, a student must:

1. Demonstrate proficiency in the Essential Skills<sup>1</sup>;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application through a collection of evidence; and
4. Participate in career-related learning experiences.

### **Graduation Honors - Valedictorian and Salutatorian**

Students who earn a Chancellor's Diploma may be eligible for Graduation Honors.

<sup>1</sup>Each student shall demonstrate proficiency in Essential Skills adopted by the State Board of Education as provided in OAR 581-022-0615. Proficiency is required in reading in 2012, writing in 2013, and applying math in 2014.

### **Valedictorian**

Students earning a Chancellor's Diploma and receiving an unweighted GPA of 4.0 for all classes taken will be recognized as Valedictorians. In the event that no students receive a 4.0 GPA, but earn a Chancellor's Diploma, the student(s) with the highest GPA will be recognized as the Valedictorian(s). More than one person may be recognized as the Valedictorian(s).

### **Salutatorian**

Student(s) who earn a Chancellor's Diploma and have the second highest unweighted GPA will be recognized as the Salutatorian(s). More than one person may be recognized as the Salutatorian(s).

### **Honors Graduate**

The students who earn a Chancellor's Diploma and maintain above a 3.75 unweighted GPA will be recognized as Honors graduates.

### **Essential Skills**

The District will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skill of "Apply mathematics in a variety of settings" in the student's language of origin for those students who, by the end of their 11th grade year, are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skill in English.

The District will allow ELL students to demonstrate proficiency in Essential Skills other than "Apply mathematics in a variety of settings" in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receive at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

~~Students receiving their diploma in 2012 will need to complete three credits of science; three credits in the arts, career/technical education, or a second language (in any one or combination thereof); and six credits of electives. Students who receive their diploma in 2014 must complete their math credits at the Algebra I level or higher.~~

### **Standard Diploma**

A standard diploma will be awarded to students who have satisfactorily completed all state and local graduation requirements. Students completing the standard diploma may qualify for entrance to colleges, community colleges, military and trade schools. A standard diploma will be awarded to students in Grades 9 through 12 who complete a minimum of 24 credits that include at least:

- ~~1. Three credits of mathematics (at Algebra I level or higher);~~
- ~~2. Four credits of English (one unit in written comprehension);~~
- ~~3. Three credits of science;~~
- ~~4. Three credits of social sciences;~~
- ~~5. One credit in health education;~~
- ~~6. One credit in physical education;~~
- ~~7. One half credit of Career Development;~~
- ~~8. One half credit of Senior Seminar;~~

9. ~~Three credits in career and technical education, the arts, or a second world language.~~

| <b><u>Standard Diploma Requirements</u></b>                        | <b><u>Required Credits</u></b> |
|--------------------------------------------------------------------|--------------------------------|
| Math (at Algebra I level or higher)                                | 3.0                            |
| English (one unit in written comprehension)                        | 4.0                            |
| Science                                                            | 3.0                            |
| Social Sciences                                                    | 3.0                            |
| Health Education                                                   | 1.0                            |
| Physical Education                                                 | 1.0                            |
| Career and College Development                                     | 0.5                            |
| Senior Seminar (or Focused Program Internship credit)              | 0.5                            |
| Career and Technical Education (CTE), the Arts, and World Language | 3.0                            |
| Electives                                                          | 5.0                            |
| <b>Total Credits</b>                                               | <b>24.0</b>                    |

The District shall offer students credit options, provided the method for obtaining such credits is described in the student's personal education plan, and the credit is earned by meeting requirements described in OAR 581-022-1131.

In addition to credit requirements as outlined in OAR 581-022-1130, a student must:

1. Demonstrate proficiency in the Essential Skills<sup>1</sup> of reading, writing, and apply math;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application through a collection of evidence; and
4. Participate in career-related learning experiences.

~~Students receiving their diploma in 2012 will need to complete three credits of science; three credits in the arts, career/technical education, or a second language (in any one or combination thereof); and six credits of electives. Students who receive their diploma in 2014 must complete their math credits at the Algebra I level and higher.~~

### **Modified Diploma**

A modified diploma will be awarded only to students who have demonstrated difficulty meeting the full set of academic standards established by the State Board of Education for a diploma, while receiving reasonable accommodations. Students completing the modified diploma may qualify for entrance to colleges, community colleges, military and trade schools. To be eligible for a modified diploma, a student must:

1. Have a documented history of difficulty maintaining grade-level achievement due to significant learning and instructional barriers; or
2. Have a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students ~~on or~~ after July 1, 2009, who complete 24 credits, which shall include:

- ~~1. Four credits in English;~~
- ~~2. Two credits in mathematics;~~
- ~~3. Two credits in science;~~
- ~~4. Two credits in social sciences;~~
- ~~5. One credit in health;~~

- ~~6. One credit in physical education;~~
- ~~7. Two and one-half credits of Career Development;~~
- ~~8. Eight and one-half electives, including one-half credit of Senior Seminar; and~~
- ~~9. One credit in career technology, the arts, or a second language.~~

| <b><u>Modified Diploma Requirements</u></b>                                      | <b><u>Required Credits</u></b> |
|----------------------------------------------------------------------------------|--------------------------------|
| Math                                                                             | 2.0                            |
| English                                                                          | 4.0                            |
| Science                                                                          | 2.0                            |
| Social Sciences                                                                  | 2.0                            |
| Health Education                                                                 | 1.0                            |
| Physical Education                                                               | 1.0                            |
| Career and College Development                                                   | 2.5                            |
| Electives<br>(including 0.5 Senior Seminar or Focused Program Internship credit) | 8.5<br>(0.5)                   |
| Career and Technical Education (CTE), the Arts, and World Language               | 1.0                            |
| <b>Total Credits</b>                                                             | <b>24.0</b>                    |

In addition to credit requirements as outlined in OAR 581-022-11304, a student must:

1. Develop an education plan and build an education profile;
2. Demonstrate extended application through a collection of evidence; and
3. Participate in career-related learning experiences.

A student must also demonstrate proficiency in the Essential Skills of reading, writing, and apply math with reasonable modifications and accommodations. Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an IEP or 504, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard.
2. For a student not on an IEP, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 plan may not receive a modified OAKS / SBAC assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of Grade 6, and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision. A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school, if the documented history has changed.

### **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated difficulty meeting the full set of academic content standards for a diploma, while receiving modifications and accommodations. Students receiving an extended diploma may have varying educational opportunities after graduation to help meet IEP goals and objectives through age 21. To be eligible for an extended diploma, a student must:

1. While in Grade 9 through completion of high school, complete 12 credits which may not include more than 6 credits in a self-contained special education classroom, and will include:
  - a. Two credits of mathematics;
  - b. Two credits of English;
  - c. Two credits of science;
  - d. Three credits of history, geography, economics, or civics;
  - e. One credit of health;
  - f. One credit of physical education; and
  - g. One credit of the arts or a second language.

| <b><u>Extended Diploma Requirements</u></b> | <b><u>Required Credits</u></b> |
|---------------------------------------------|--------------------------------|
| Math                                        | 2.0                            |
| English                                     | 2.0                            |
| Science                                     | 2.0                            |
| History, Geography, Economics, or Civics    | 3.0                            |
| Health Education                            | 1.0                            |
| Physical Education                          | 1.0                            |
| The Arts or a World Language                | 1.0                            |
| <b>Total Credits</b>                        | <b>12.0</b>                    |

- ~~2. Have a documented history of difficulty maintaining grade-level achievement due to significant learning and instructional barriers; or~~
- ~~3. Have a documented history of a medical condition that creates a barrier to achievements; and~~
- ~~4. Participate in an alternate assessment beginning no later than Grade 6 and lasting for two or more assessment cycles; or~~
- ~~5. Have a serious illness or injury that occurs after Grade 8 that changes the student's ability to participate in grade-level activities and that results in the student participating in alternate assessments.~~
2. Have a documented history of:
  - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
  - b. A medical condition that creates a barrier to achievement; or
  - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Beginning in grade five, or after a documented history to qualify for an extended diploma has been established, the District shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma, and an alternative certificate.

### **Alternative Certificate**

An alternative certificate will be awarded to students who do not satisfy the requirements for a chancellor's diploma, standard diploma, modified diploma, or extended diploma, if the students meet minimum credit requirements established by the District. Students receiving an alternative certificate may have varying educational opportunities after graduation. Alternative certificates will be awarded based on individual student needs and achievement.

### **Other District Responsibilities**

The District will ensure that students have onsite access to the appropriate resources to achieve a chancellor's diploma, standard diploma, modified diploma, extended diploma, or alternative certificate at each high school. The District will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

The District may not deny a student who has a documented history of difficulty maintaining grade-level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievement, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or extended diploma for the sole reason the student has a documented history.

The District may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The District shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, extended diploma, or alternative certificate in either within four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, extended diploma, or alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, extended diploma, or alternative certificate in less than four years, the student's parent or guardian, or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states that the parent, guardian, or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the District Superintendent / designee, who will annually report to the Superintendent of Public Instruction the number of such consents.

~~Beginning in Grade 5, the District will annually provide information of the availability and requirements of all diploma options, including a chancellor's diploma, standard diploma, modified diploma, extended diploma, and alternative certificate.~~

A student who received a modified diploma, extended diploma, or alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student on an IEP who receives a modified diploma, extended diploma, or alternative certificate shall have access to individually designed instructional hours, hours of transition services, and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the IEP team.

The District must provide a Summary of Performance to students who are graduating from secondary school with a regular standard diploma, or are leaving due to exceeding the age of eligibility for a free appropriate public education (end of school year in which they turn 21).

The District will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, extended diploma, alternative certificate, or completion of a General Education Development document. The continuance of services for students with disabilities who receive a modified diploma, extended diploma, or alternative certificate is contingent on the IEP team determining the student's continued eligibility and need for special education services.

The District will issue a high school diploma, upon request, to a person who served in the Armed Forces<sup>2</sup>, as specified in Oregon law, if the person was discharged or released under honorable conditions and has received either a General Educational Development, or a post-secondary degree, or has received a minimum score on the Armed Services Vocational Aptitude Battery.

## END OF POLICY

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### Legal References:

|             |                             |                  |
|-------------|-----------------------------|------------------|
| ORS 329.095 | <del>OAR 581-021-0074</del> | OAR 581-022-1210 |
| ORS 329.451 | OAR 581-022-0615            | OAR 581-022-1215 |
| ORS 332.107 | OAR 581-022-0617            | OAR 581-022-1350 |
| ORS 332.114 | OAR 581-022-1130            |                  |
| ORS 338.115 | OAR 581-022-1131            |                  |
| ORS 339.115 | OAR 581-022-1133            |                  |
| ORS 339.505 | OAR 581-022-1134            |                  |
| ORS 343.295 | OAR 581-022-1135            |                  |

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<sup>2</sup>The policy applies to any person who:

1. Served in the Armed Forces of the U.S. at any time during:
  - a. World War I;
  - b. World War II;
  - c. The Korean Conflict; or
  - d. The Vietnam War;
2. Served in the Armed Forces of the U.S. and was physically present in:
  - a. Operation Urgent Fury (Grenada);
  - b. Operation Just Cause (Panama);
  - c. Operation Desert Shield/Desert Storm (Persian Gulf War);
  - d. Operation Restore Hope (Somalia);
  - e. Operation Enduring Freedom (Afghanistan); or
  - f. Operation Iraqi Freedom (Iraq);
3. Served in the Armed Forces of the U.S. in an area designated as a combat zone by the President of the U.S.

**Cross References:**

Policy IBDJA/LBD - Home-Schooled Students  
Policy IGBHD - Program Exemptions  
Policy IK - Academic Achievement  
Policy IKAB - Student Progress Reports to Parents  
Policy IKAC - High School Classes/Courses for Eighth Graders  
Policy IKFA - Early Graduation

**HILLSBORO SCHOOL DISTRICT 1J**

**March 17, 2015**

**APPROVE REVISIONS TO POLICY KL: PUBLIC COMPLAINTS, AND  
DELETION OF POLICY KLD: PUBLIC COMPLAINTS ABOUT DISTRICT PERSONNEL**

**SITUATION**

The proposed revision of policy KL: Public Complaints incorporates the District's current policy KLD: Public Complaints about District Personnel. The two policies are closely related in purpose and similar in content. It is anticipated that combining them will simplify and streamline the District's complaint procedures.

Input has been received from Oregon School Boards Association to ensure that the policy revisions align to current legal requirements and the District's bargaining agreements. The proposed changes were presented for first reading on February 24. 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 KL: Public Complaints, and the deletion of policy KLD: Public Complaints about District Personnel.

# Hillsboro School District 1J

Code: KL / KLD  
Adopted: 07/96  
Revised: 01/08

## Public Complaints\*

It is the Board's intent to handle public complaints in a fair and expedient manner. Complaints should ~~then~~, therefore, be handled and resolved as closely to their origin as possible.

Complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints ~~that concern Board actions or Board operations~~ against the Superintendent or Board actions.

In working toward resolutions at the lowest possible level, the Board advises the public that the proper channeling of complaints involving instruction, discipline, learning materials, District program(s), or facilities is in the following order:

1. ~~Teacher~~ Subject of complaint;
2. Principal / Administrator;
3. Superintendent or designee;
4. Board.

The Superintendent will develop administrative regulations to explain the process and procedures to be followed. Copies of the process will be available at appropriate sites throughout the District.

Any complaint about school personnel other than the Superintendent will be investigated by the administration before consideration and action by the Board. ~~The Board will not hear charges against employees in open session unless an employee requests an open session.~~ Whenever a complaint about personnel is made directly to the Board as a whole or to a Board member as an individual, it will be referred to administration for study and possible solution.

While ~~audience members speaking during Board meeting open sessions~~ speakers may offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander, and might prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chair will direct ~~the visitor~~ these audience members to the appropriate ~~means~~ procedures for Board consideration and disposition of legitimate complaints involving individuals.

Due process rights of all concerned parties will be protected throughout the complaint process.

Public Complaints \* - KL / KLD

1-2

## END OF POLICY

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

ORS 192.610 - 192.690

ORS 332.107

OAR 581-022-1940

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

## Hillsboro School District 1J

Code: KLD  
Adopted: 07/96  
Revised: 01/08

### Public Complaints about District Personnel \*

Whenever a complaint about personnel is made directly to the Board as a whole or to a Board member as an individual, it will be referred to administration for study and possible solution. The individual employee involved will be advised of the nature of the complaint and will be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If necessary, the administration, the person who made the complaint, or the employee involved may request a meeting with the Board for the purposes of further study and decision. Such meeting will be held in executive session unless the affected employee requests otherwise. Generally, all parties involved, including the school administration, will be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues.

Due process rights of all concerned parties will be protected throughout the complaint process.

END OF POLICY

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#### Legal Reference(s):

ORS 192.660

ORS 332.107

OAR 581-022-1940

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**COLLEGE AND CAREER PATHWAYS UPDATE –**  
**HUMAN RESOURCES PATHWAY**

**SITUATION**

Vision for College and Career Pathways (CCP):

To create guaranteed clear and viable pathways for all Hillsboro students

Career Learning Area (CLA) Purpose Statement:

To expand opportunities for Hillsboro students to explore career paths through internships, mentorships, and real-world learning

CLA Goals for 2014-15:

1. To create at least five new business / non-profit partnerships for student internship and mentorship opportunities
2. To create roadmaps for Hillsboro students, to guide them from high school to post-secondary education / career

The CCP project includes working toward increasing dual credit opportunities within the classroom, and expanding hands-on career learning experiences within the community. Continuous efforts are made to ensure that all students acquire the college and career readiness skills they need when graduating from the Hillsboro School District.

Tonight's CCP report includes a review of the dual credit opportunities and programs aligned specifically to the Human Resources pathway, and an opportunity to hear from Hillsboro School District students and a Glencoe High School instructor regarding unique classroom and internship experiences within the Human Resources pathway.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**SCIENCE ADOPTION UPDATE**

**SITUATION**

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

Since June 2014, the Science Study Team has focused on reviewing student achievement data in K-12 science, understanding the Next Generation Science Standards (NGSS), and developing common beliefs and goals regarding the way students experience science education in the Hillsboro School District.

Tonight's update will include an overview of the goals of the Science Study Team, and a draft timeline for the Science Study Team process.

**RECOMMENDATION**

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

## SCIENCE STUDY TEAM BELIEFS AND GOALS

### Beliefs:

We believe science education is a prerequisite for success as a student pre-K-20, across college and career pathways, and as a global citizen—rather than an elite opportunity for some.

We believe race, gender, first language, socioeconomic status, and special learning needs should not predict one's opportunities or successes in science education.

We are willing to deconstruct systems that create elitism, inequitable access, inequitable outcomes, and low-quality science education; and reconstruct systems that promote equitable access to high-quality science education and equitable science achievement outcomes.

### Goals:

1. By 2016-17, K-12 science teaching and learning will fully align to Next Generation Science Standards (NGSS).
2. By 2016-17, all K-12 students will regularly experience—and report being challenged and engaged by—science learning opportunities that align to K-12 NGSS.
3. By 2018-19 (with freshman phase-in beginning in 2016-17), all Hillsboro School District high school students will access a common science course sequence. Courses will be open to all students, with academic supports in place for rigorous coursework. These courses will be demographically representative of the student bodies of each school, and heterogeneously grouped.
4. Beginning in summer 2015, all K-12 science teachers will engage in ongoing, high-quality professional learning, promoting instructional practices that enable teachers to meet the following goals:
  - a. Provide three-dimensional science learning opportunities (i.e., integration of practices, content, and crosscutting concepts)
  - b. Differentiate for diverse students
  - c. Create a safe and engaging classroom culture through responsive teaching
  - d. Integrate literacy and language development with science learning
  - e. Provide opportunities for follow-up and collaboration to support classroom implementation of professional learning
5. By 2019-20, all student groups (e.g., race, gender, first language, socioeconomic status, students with special needs) will be equitably represented in all high school science courses, and achievement gaps between student racial groups will be eliminated.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**ARTS INVESTMENT UPDATE**

**SITUATION**

The District's [2014-15 approved budget](#) includes an investment of \$130,000 to "provide an ongoing investment plan to provide supplies and materials for our performing arts programs."

Investment in the arts has made a significant difference for Hillsboro students this school year. Tonight's update will focus on the District's investment in music education. The Board will see snapshots of resources like instruments, sheet music, and technology in the hands of students, as well as professional development for music and special education teachers that has improved the ability of staff members to serve diverse learners.

**RECOMMENDATION**

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

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

**SITUATION**

In August, the Board reviewed the Strategic Plan overview, and confirmed the focus areas and expected outcomes that are aligned to each of the Strategy Areas (Instruction, Engagement, Equity, Facilities, and Safety). Throughout the school year, staff will prepare updates that describe the progress to date on work occurring within each of the focus areas. These updates will provide bullet-point highlights, and a more comprehensive report with links to artifacts for those wanting additional information. The updates are web-based, and will be available to the public via the District website when the Board packet is released. This month's report, which includes information for December, January, and February, can be viewed at the link below:

<http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/StrategicPlan20112016/StrategicPlanYear4Reporting.aspx>

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**FINANCIAL REPORT**

Business Office. Business Office staff members are moving forward with targeted improvements and preparing for the 2015-16 school year, while focusing on providing strong support for school and department staff. Business Office staff work diligently to facilitate all aspects of business with monitoring and controls, guidance, transaction checkpoints, and process evolution (as technology allows). There is a sense of empowerment and pride in every transaction completed.

Business Office staff members are working closely with Human Resources, Technology Services, and all support staff towards continual improvement. In order to provide guidance and support for everyone, including public stakeholders, periodic meetings and “safe” feedback loops are held.

Finance Team – Banking and Accounts Payable. Finance Manager Ann Ballard and the Finance Team have reviewed a proposal from a firm that provides “overbilling recovery” services. The impact to staff appears to be minimal, and the vendor will not receive compensation unless the District realizes a savings. This effort will be focused on utility and telecommunications billings.

The Finance Team has begun to conduct periodic internal audits of school student body accounts. An efficient checklist procedure was developed to include the additional internal controls recommended by the District’s auditors. The team is pleased to offer this unprecedented level of support to administrators, office managers, and bookkeepers.

Payroll and Benefits Teams. Payroll Supervisor Kim Grannis and the Payroll Team continue to provide stellar payroll services. In addition to processing payroll, the team answers key questions from District employees regarding their compensation. The Payroll Team works closely with the Finance and Benefits Teams to streamline processes. Fran O’Dell, PERS specialist for the District, has been a resource for the state-wide PERS Employer Group by providing feedback on the potential impact of administrative changes at PERS.

Due to the recent absence of the District’s risk manager, the Benefits Team has been working hard to fill the gap in the Business Office. Duties for Workman’s Compensation, which often overlap with employee leaves duties, have been absorbed by the Benefits Office. The District anticipates filling the Risk Manager position in early May.

Additionally, the Benefits Team monitors Oregon Educators Benefit Board (OEBB) board meetings, and provides support for the Benefits Advisory Committee. The creative management of the insurance pools maintained by the District on behalf of both licensed and classified staff is of special interest to the committee this year.

Grants. Grants Fiscal Planning Specialist Jeff Jones completed the High Cost Disability report for the Oregon Department of Education, before going on paternity leave. He will return to the office full-time in early April. Until then, Mr. Jones is working remotely on priority items.

Risk Management Reports. The District has received 5 new Worker's Compensation claims since February 1, 2015. Currently, there are 24 open claims; 11 are for medical costs only, and 13 include time loss. There were 4 employees on modified work plans during January.

Workers' Compensation Report.

| <b>Worker's Compensation Claims</b> |                |                |                |
|-------------------------------------|----------------|----------------|----------------|
|                                     | <b>2012-13</b> | <b>2013-14</b> | <b>2014-15</b> |
| July                                | 2              | 4              | 2              |
| August                              | 4              | 5              | 7              |
| September                           | 6              | 3              | 8              |
| October                             | 7              | 1              | 12             |
| November                            | 3              | 2              | 1              |
| December                            | 3              | 7              | 2              |
| January                             | 4              | 9              | 13             |
| February                            | 5              | 4              | 5              |
| March                               | 5              | 7              |                |
| April                               | 10             | 8              |                |
| May                                 | 4              | 5              |                |
| June                                | 8              | 2              |                |
| <b>Yearly Total:</b>                | <b>61</b>      | <b>57</b>      | <b>50</b>      |

Student Accident Report. There were 95 student accidents reported in February.

| <b>Student Incident Reports</b> |                |                |                |
|---------------------------------|----------------|----------------|----------------|
|                                 | <b>2012-13</b> | <b>2013-14</b> | <b>2014-15</b> |
| July                            | 2              | 0              | 4              |
| August                          | 13             | 10             | 1              |
| September                       | 133            | 141            | 83             |
| October                         | 149            | 190            | 67             |
| November                        | 105            | 96             | 59             |
| December                        | 127            | 87             | 55             |
| January                         | 92             | 88             | 92             |
| February                        | 118            | 66             | 95             |
| March                           | 124            | 47             |                |
| April                           | 108            | 117            |                |
| May                             | 74             | 73             |                |
| June                            | 30             | 21             |                |
| <b>Yearly Total:</b>            | <b>1,075</b>   | <b>936</b>     | <b>457</b>     |

Vehicle Accidents – February 2015. There were four minor bus accidents in February.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**MONTHLY FINANCIAL REPORT - as of February 28, 2014**

|                          | 1st Quarter            | 2nd Quarter            | January                | February               | 3rd Quarter            | Fiscal YTD              | Budget                  | % of 2014-15    | 2013-14                 | % of 2013-14    |
|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------------|-----------------|-------------------------|-----------------|
| <i>Revenues</i>          | Actual                 | Actual                 | Actual                 | Actual                 | Actual                 | 2014-15                 | 2014-15                 | Budget Expended | Fiscal YTD              | Budget Expended |
| Taxes                    | \$116,529.82           | \$55,162,773.82        | \$404,227.52           | \$389,122.73           | \$793,350.25           | \$56,072,653.89         | \$57,526,623.00         | 97.47%          | \$52,762,535.86         | 95.74%          |
| Interest                 | \$46,096.79            | \$62,529.05            | \$29,576.79            | \$0.00                 | \$29,576.79            | \$138,202.63            | \$273,000.00            | 50.62%          | \$109,270.26            | 43.71%          |
| Local Sources            | \$105,566.47           | \$625,619.67           | \$108,686.20           | \$212,285.77           | \$320,971.97           | \$1,052,158.11          | \$1,182,905.00          | 88.95%          | \$724,726.80            | 65.00%          |
| <b>Total Local</b>       | <b>\$268,193.08</b>    | <b>\$55,850,922.54</b> | <b>\$542,490.51</b>    | <b>\$601,408.50</b>    | <b>\$1,143,899.01</b>  | <b>\$57,263,014.63</b>  | <b>\$58,982,528.00</b>  | <b>97.08%</b>   | <b>\$53,596,532.92</b>  | <b>94.90%</b>   |
| County/ESD               | \$1,946,988.00         | \$1,623,468.08         | \$210,460.96           | \$0.00                 | \$210,460.96           | \$3,780,917.04          | \$2,125,000.00          | 177.93%         | \$1,628,310.25          | 217.11%         |
| State Sources            | \$38,012,347.86        | \$28,656,830.18        | \$9,482,058.00         | \$9,709,313.85         | \$19,191,371.85        | \$85,860,549.89         | \$114,000,960.00        | 75.32%          | \$78,946,802.95         | 83.14%          |
| Federal Sources          | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                  | \$0.00                  | 0.00%           | \$0.00                  | 0.00%           |
| Other Sources            | \$157.50               | \$969.50               | \$50.00                | \$25.00                | \$75.00                | \$1,202.00              | \$0.00                  | 0.00%           | \$16,570.31             | 0.33%           |
| Beginning Balance        | \$14,456,891.66        | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                 | \$14,456,891.66         | \$16,664,788.00         | 86.75%          | \$9,101,596.73          | 96.89%          |
| <b>Total Revenue</b>     | <b>\$54,684,578.10</b> | <b>\$86,132,190.30</b> | <b>\$10,235,059.47</b> | <b>\$10,310,747.35</b> | <b>\$20,545,806.82</b> | <b>\$161,362,575.22</b> | <b>\$191,773,276.00</b> | <b>84.14%</b>   | <b>\$143,289,813.16</b> | <b>84.17%</b>   |
| <i>Expenditures</i>      |                        |                        |                        |                        |                        |                         |                         |                 |                         |                 |
| <b>Instruction</b>       |                        |                        |                        |                        |                        |                         |                         |                 |                         |                 |
| Salaries                 | \$5,448,901.49         | \$17,134,586.70        | \$5,723,362.86         | \$5,743,198.22         | \$11,466,561.08        | \$34,050,049.27         | \$69,498,018.90         | 48.99%          | \$31,905,006.42         | 52.63%          |
| Benefits                 | \$2,795,105.30         | \$8,604,672.03         | \$2,872,100.30         | \$2,868,926.60         | \$5,741,026.90         | \$17,140,804.23         | \$35,129,973.95         | 48.79%          | \$16,406,864.91         | 53.17%          |
| Purchased Service        | \$621,325.35           | \$623,746.17           | \$258,796.90           | \$147,985.32           | \$406,782.22           | \$1,651,853.74          | \$2,214,069.50          | 74.61%          | \$1,557,761.90          | 59.44%          |
| Supplies/Materials       | \$323,804.62           | \$413,040.11           | \$122,861.15           | \$67,669.32            | \$190,530.47           | \$927,375.20            | \$1,263,490.44          | 73.40%          | \$652,759.20            | 40.13%          |
| Capital Purchases        | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                  | \$0.00                  | 0.00%           | \$0.00                  | 0.00%           |
| Other                    | \$84,451.58            | \$72,889.54            | \$3,393.50             | \$4,338.57             | \$7,732.07             | \$165,073.19            | \$145,331.65            | 113.58%         | \$116,030.56            | 88.92%          |
| <b>Total Instruction</b> | <b>\$9,273,588.34</b>  | <b>\$26,848,934.55</b> | <b>\$8,980,514.71</b>  | <b>\$8,832,118.03</b>  | <b>\$17,812,632.74</b> | <b>\$53,935,155.63</b>  | <b>\$108,250,884.44</b> | <b>49.82%</b>   | <b>\$50,638,422.99</b>  | <b>52.83%</b>   |
| <b>Support Services</b>  |                        |                        |                        |                        |                        |                         |                         |                 |                         |                 |
| Salaries                 | \$5,897,349.91         | \$8,614,652.25         | \$2,837,696.02         | \$2,898,991.59         | \$5,736,687.61         | \$20,248,689.77         | \$32,481,507.33         | 62.34%          | \$18,623,929.20         | 61.61%          |
| Benefits                 | \$3,205,475.03         | \$4,936,500.88         | \$1,648,299.71         | \$1,627,729.42         | \$3,276,029.13         | \$11,418,005.04         | \$19,223,685.00         | 59.40%          | \$10,785,010.98         | 63.44%          |
| Purchased Service        | \$4,023,984.18         | \$3,297,972.17         | \$1,113,974.81         | \$1,153,701.86         | \$2,267,676.67         | \$9,589,633.02          | \$13,074,277.03         | 73.35%          | \$7,170,559.99          | 61.66%          |
| Supplies/Materials       | \$1,444,630.03         | \$1,228,843.58         | \$422,856.93           | \$692,636.23           | \$1,115,493.16         | \$3,788,966.77          | \$6,221,385.53          | 60.90%          | \$2,513,586.60          | 45.97%          |
| Capital Purchases        | \$9,014.25             | \$0.00                 | \$0.00                 | \$0.00                 | \$0.00                 | \$9,014.25              | \$684,588.00            | 1.32%           | \$427,111.99            | 184.12%         |
| Other                    | \$1,163,577.38         | \$89,058.49            | -\$50,784.53           | \$485.74               | -\$50,298.79           | \$1,202,337.08          | \$1,419,359.97          | 84.71%          | \$1,156,738.36          | 89.75%          |
| <b>Total Support</b>     | <b>\$15,744,030.78</b> | <b>\$18,167,027.37</b> | <b>\$5,972,042.94</b>  | <b>\$6,373,544.84</b>  | <b>\$12,345,587.78</b> | <b>\$46,256,645.93</b>  | <b>\$73,104,802.86</b>  | <b>63.27%</b>   | <b>\$40,676,937.12</b>  | <b>61.78%</b>   |

| <i>Expenditures (continued)</i> | 1st Quarter<br>Actual | 2nd Quarter<br>Actual | January<br>Actual | February<br>Actual | 3rd Quarter<br>Actual | Fiscal YTD<br>2014-15 | Budget<br>2014-15 | % of 2014-15<br>Budget<br>Expended | 2013-14<br>Fiscal YTD | % of 2013-14<br>Budget<br>Expended |
|---------------------------------|-----------------------|-----------------------|-------------------|--------------------|-----------------------|-----------------------|-------------------|------------------------------------|-----------------------|------------------------------------|
| Community Services              |                       |                       |                   |                    |                       |                       |                   |                                    |                       |                                    |
| Salaries                        | \$42,129.93           | \$54,010.17           | \$19,373.36       | \$19,391.46        | \$38,764.82           | \$134,904.92          | \$222,812.70      | 60.55%                             | \$133,870.29          | 63.52%                             |
| Benefits                        | \$23,696.02           | \$33,198.82           | \$10,624.93       | \$10,632.91        | \$21,257.84           | \$78,152.68           | \$129,862.05      | 60.18%                             | \$69,057.15           | 56.88%                             |
| Purchased Service               | \$1,603.76            | \$9,430.02            | \$1,153.03        | \$711.53           | \$1,864.56            | \$12,898.34           | \$47,168.55       | 27.35%                             | \$11,972.39           | 24.59%                             |
| Supplies/Materials              | \$968.32              | \$281.81              | \$7.50            | \$0.00             | \$7.50                | \$1,257.63            | \$6,789.03        | 18.52%                             | \$3,250.60            | 30.69%                             |
| Capital Purchases               | \$0.00                | \$0.00                | \$0.00            | \$0.00             | \$0.00                | \$0.00                | \$0.00            | 0.00%                              | \$0.00                | 0.00%                              |
| Other                           | \$0.00                | \$700.00              | \$0.00            | \$0.00             | \$0.00                | \$700.00              | \$460.37          | 0.00%                              | \$500.00              | 0.00%                              |
| Total Community Services        | \$68,398.03           | \$97,620.82           | \$31,158.82       | \$30,735.90        | \$61,894.72           | \$227,913.57          | \$407,092.70      | 55.99%                             | \$218,650.43          | 55.86%                             |
| Capital Projects                |                       |                       |                   |                    |                       |                       |                   |                                    |                       |                                    |
| Purchased Service               | \$0.00                | \$21,045.57           | \$24,859.45       | \$0.00             | \$24,859.45           | \$45,905.02           | \$0.00            | 0.00%                              | \$25,922.64           | 0.00%                              |
| Capital Projects                | \$0.00                | \$0.00                | \$0.00            | \$0.00             | \$0.00                | \$0.00                | \$0.00            | 0.00%                              | \$8,486.00            | 0.00%                              |
| Total Community Services        | \$0.00                | \$21,045.57           | \$24,859.45       | \$0.00             | \$24,859.45           | \$45,905.02           | \$0.00            | 0.00%                              | \$34,408.64           | 0.00%                              |
| Debt Service Payment            | \$349,593.76          | -\$3.14               | \$0.00            | \$474,925.00       | \$474,925.00          | \$824,515.62          | \$529,850.00      | 155.61%                            | \$63,900.00           | 12.10%                             |
| Transfers                       | \$0.00                | \$0.00                | \$0.00            | \$0.00             | \$0.00                | \$0.00                | \$0.00            | 0.00%                              | \$0.00                | 0.00%                              |
| Contingency                     | \$0.00                | \$0.00                | \$0.00            | \$0.00             | \$0.00                | \$0.00                | \$9,480,646.00    | 0.00%                              | \$0.00                | 0.00%                              |
| Total Expenditures              | \$25,435,610.91       | \$45,134,625.17       | \$15,008,575.92   | \$15,711,323.77    | \$30,719,899.69       | \$101,290,135.77      | \$191,773,276.00  | 52.82%                             | \$91,632,319.18       | 53.82%                             |

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 17, 2015**  
**FIRST READING—POLICY IE: ORGANIZATION OF INSTRUCTION**

**SITUATION**

During the February 24 Board meeting, the Board approved moving forward with a K-8 configuration at Groner Elementary School. Updates to policy IE: Organization of Instruction reflect this decision.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors review the first reading of policy IE: Organization of Instruction.

# Hillsboro School District 1J

Code: IE  
Adopted: 12/08

## Organization of Instruction

~~The District is organized on a K-6, 7-8, 9-12 grade level plan.~~

The grouping and housing of instructional levels in school facilities throughout the District will be according to plans developed by the Superintendent and staff, and approved by the Board.

Multiple-level offerings may be established to meet the needs of students' continuous progress and individualized instruction. Instructional groupings will be organized as heterogeneously as possible to promote the attitudes and skills necessary for democratic citizenship.

~~Any proposed substantial modification or changes in the organization of instruction as adopted by the Board require final Board review and approval.~~

It should be noted that it may be desirable to modify the existing organizational pattern because of increases or decreases in student enrollment, to achieve maximum utilization of facilities, to economize on capital outlay costs, or to strengthen the District's academic program. Flexibility in organization is desirable in order to provide an optimum instructional program, and to achieve the most effective and economical utilization of District resources.

END OF POLICY

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### Legal Reference(s):

[ORS 329.025](#)  
[ORS 329.585](#)  
[ORS 332.075](#)  
[ORS 336.067](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-022-0606](#)  
[OAR 581-022-0807](#)  
[OAR 581-022-1020](#)  
[OAR 581-022-1130](#)  
[OAR 581-022-1140](#)  
[OAR 581-022-1210](#)  
[OAR 581-022-1340](#)  
[OAR 581-022-1610](#)