



# Hillsboro School District 1J

July 23, 2013  
Board Meeting

## Board of Directors

Monte Akers • Adriana Cañas • Wayne Cliff • 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**  
**July 23, 2013**  
**5:30 PM**

1. 5:30 p.m. Executive Session  
ORS 192.660(2)(d)--Labor Negotiator Consultation
2. 6:15 p.m. Work Session
  - A. Discuss Board Meeting Dates for 2013-14 4
  - B. Board Leadership Planning 5
  - C. Review Summer Work Session Agendas 6
  - D. Summer Conference Reports 7
  - E. Board Discussion Time
3. 7:30 p.m. Regular Session  
Call to Order and Flag Salute
4. Recognition: Mayor's Youth Advisory Council 8
5. Administer Oath of Office 9
6. Approval of Agenda
7. Audience Time  
Public participation in Board meetings is governed by Policy BDDH. Patrons may comment on specific agenda items at the beginning of the meeting or, at the discretion of the Board Chair, may be deferred to the time the item is before the Board as stated in the Agenda. Comments about non-agenda items may be heard at the end of the regular Board meeting. Comments about non-agenda items during audience time before the meeting must be approved by a consensus of the Board.
8. Consent Agenda  
The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Board Chair will indicate when it will be discussed in the regular agenda.
  - A. Approve Minutes of June 11, 2013 10
  - B. Approve Routine Personnel Matters 18
  - C. Establish Tuition Rates for Nonresident Students 21
  - D. Establish Substitute Teacher Pay Rates for 2013-14 22
  - E. Establish Classified Substitute Rates for 2013-14 24
  - F. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations 25
  - G. Approve Annual Clerk/Officer Designations 26
  - H. Approve Annual Crime Policy Coverage Limits 27

I. Readopt Policy DFAA: Capital Project Fund	28
J. Readopt Policy IGBC: Title I/Parental Involvement	33
K. Establish Mileage Reimbursement Rate	35
L. Approve Resolution to Extend Workers' Compensation to Volunteers	36
M. Approve Easements to City of Hillsboro and PGE for Crosswalk at Glencoe HS	37
N. Approve Amendment to Existing Easement and Storm Water Facility Agreement	48
9. Action Items	
A. Elect Board Chair and Vice Chair Presenter: Janeen Sollman	59
B. Approve 2013-14 Board Meeting Dates Presenter: Chair	60
C. Ratify Agreement with Hillsboro Education Association Presenter: Debbie Ashley	61
D. Approve Revised 2013-14 School Calendar Presenter: Debbie Ashley	63
E. Approve Revisions to Policy JEBA: School Entrance Age Requirements Presenter: Steve Larson	65
F. Approve Financing of School Buses Presenter: Loren Rogers	67
G. Approve Declaration of Emergency for Construction of a New Drinking-Water Well at West Union Elementary School and Exemption from Competitive Bidding Presenter: Loren Rogers	68
10. Reports and Discussion	
A. College and Career Pathways--University Partnerships Presenter: Steve Larson	69
B. Financial Report Presenter: Michelle Morrison	70
11. NWRES D/HCU/HEA Presidents' Time	
12. Audience Time	
13. Superintendent's Time	
14. Board of Directors' Time	
15. 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.)	
16. Adjourn Regular Session	
17. Next Meetings of the Board of Directors:	
• Work Sessions, Monday, August 12 & Tuesday, August 13, 2013 (tentative)	

**HILLSBORO SCHOOL DISTRICT 1J  
July 23, 2013  
DISCUSS BOARD MEETING DATES FOR 2013-14**

**SITUATION**

Annually the Board sets the schedule of Board meeting dates for the upcoming school year. Board meetings are typically held on the second and fourth Tuesdays of the month, except for the December and March meetings, which may be held on the third Tuesday to accommodate winter break and spring break. Summer months may only have one meeting. Below are draft dates for next year for Board discussion.

July 23, 2013	Regular Session
August 12 & 13, 2013	Summer Work Sessions
August 27, 2013	Regular Session
September 10, 2013	Work Session
September 24, 2013	Regular Session
October 1, 2013	Work Session (first Tuesday, jointly with City Council)
October 22, 2013	Regular Session
November 12, 2013	Work Session
December 3, 2013	Regular Session (first Tuesday)
December 17, 2013	Regular Session (third Tuesday)
January 14, 2014	Work Session
January 28, 2014	Regular Session
February 11, 2014	Work Session
February 25, 2014	Regular Session
March 18, 2014	Regular Session (third Tuesday)
April 8, 2014	Work Session
April 22, 2014	Regular Session
May 13, 2014	Work Session
May 27, 2014	Regular Session
June 10, 2014	Regular Session

In addition, the following dates are set aside for Budget Committee meetings to consider the 2014-15 Proposed Budget:

May 8, 2014            May 15, 2014 (if needed)

**RECOMMENDATION**

The Superintendent recommends the Board of Directors discuss Board meeting dates for the 2013-14 school year.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**BOARD LEADERSHIP PLANNING**

**SITUATION**

The Board takes time each year to discuss the election of officers for the subsequent year. The election of Chair and Vice Chair will take place at the regular Board meeting in July. All seven Board members are eligible to run for office. The Board Chair will facilitate a discussion that allows each Board member to express an interest in running for office, and gives Board members an opportunity to ask questions, express the qualities they would like to see in the Chair and Vice Chair, and consider the decisions they must make for leadership.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors discuss Board leadership planning for 2013-14.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**REVIEW SUMMER WORK SESSION AGENDAS**

**SITUATION**

The Board will review and discuss agenda items planned for the summer extended work sessions on August 12 and 13, 2013.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**SUMMER CONFERENCE REPORTS**

**SITUATION**

Three Board members attended the Oregon School Boards Association Summer Conference in Redmond, Oregon, from July 19-21, 2013. Directors Kim Strelchun, Glenn Miller, and Erik Seligman will briefly share highlights of the conference.

In addition, Director Adriana Cañas attended the National Association of Latino Elected Officials in Chicago, Illinois, from June 26-29, and will report briefly on that conference.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors listen to these reports and ask questions.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**RECOGNITION**

**SITUATION**

The Mayor's Youth Advisory Council (YAC) was created by City Council resolution in 2005 to provide a platform for youth involvement in the community. In the early years, the YAC attracted a handful of students and was led by the City's communications staff. Last year, however, a concerted effort was made to revitalize the program. City Council approved an infusion of funds that allowed for some dedicated staff time through the Parks and Recreation Department, program supplies, an annual trip to Washington, DC, for up to five YAC members, and scholarships for students who demonstrate outstanding leadership.

Through targeted outreach, 25 energetic, involved students were recruited for the program in 2012-13. Over the course of the year, students volunteered at the 9<sup>th</sup> Annual Hillsboro Youth Art Exhibit, the All-Comers Family 5K, the Mayor's State of the City address, HomePlate, Turkey Trot, Global Youth Services Day, and more, in addition to participating in monthly meetings.

For the 2013-14 school year, 55 applications were received, necessitating an interview process to help determine the final slate of 30 students. The YAC roster for the upcoming year includes representatives from each of our high schools, as well as one student who is a resident of Hillsboro and attends Catlin Gabel School.

Some of the YAC members and their advisor, Kristi Wilson, will be present at the meeting to talk more about the council, the importance of volunteerism, and what they've learned through their participation.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors recognize the Mayor's Youth Advisory Council for their service to our community.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**ADMINISTER OATH OF OFFICE**

**SITUATION**

In accordance with policies and law governing the election of members to the Board of Directors, an election was held May 21, 2013. Two new directors were elected and two directors were re-elected. The four directors who will take the oath of office are:

Position 1	Janeen Sollman, incumbent
Position 2	Glenn Miller
Position 3	Monte Akers, incumbent
Position 6	Erik Seligman

**RECOMMENDATION**

The Superintendent recommends Board Vice Chair Kim Strelchun administer the oath of office to Chair Janeen Sollman, and Chair Sollman administer the oath of office to Directors Monte Akers, Glenn Miller, and Erik Seligman:

I, \_\_\_\_\_, do solemnly swear [or affirm] that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of Hillsboro School District 1J. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability [so help me God].

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
June 11, 2013  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

Board Present:

Janeen Sollman, Chair  
Kim Strelchun, Vice Chair  
Monte Akers  
Wayne Clift  
Rebecca Lantz  
Carolyn Ortman

Staff Present:

Mike Scott, Superintendent  
Debbie Ashley, Assistant Superintendent, Human Resources  
Steve Larson, Assistant Superintendent, School Performance  
Beth Graser, Director, Communications  
Michelle Morrison, Business Manager  
Laurie Boyd, Assistant to the Superintendent  
Marva Wiebe, Assistant to the Board

Others Present:

Glenn Miller, Board member-elect  
Erik Seligman, Board member-elect  
Maureen Barnhart, HEA  
Carol Conner, HCU  
Linden Becker  
Tim Carlisle  
Tami Miller  
Eric Weyrauch  
Ann Riley  
Tim Riley  
Bob Collins  
Kathy Fuller, Hillsboro Tribune  
Wendy Owen, The Oregonian

1. Work Session

- a. Discuss General Obligation Bond. Board Chair Janeen Sollman called the meeting to order at 5:32 p.m. Director Adriana Cañas was not able to attend the work session due to a work commitment. Superintendent Mike Scott explained that the Board and administration have been examining the possibilities of going out for a local option levy or a general obligation (GO) bond over the last several weeks. It became clear that there were some distinct advantages to a GO bond (e.g., a lower rate shared over a larger tax base, and a more stable way of calculating income generated). Superintendent Scott recommended that a \$25 million GO bond be considered for possible action during the regular session. Communications Director Beth Graser walked the Board through a bond recommendation report and answered questions. For a \$25 million bond, taxpayers would be assessed \$0.30 per \$1,000 of home value for the first four years, and \$0.90 per \$1,000 in the fifth and final year. A prior construction bond would be paid off by year five, so patrons' tax bills would not actually increase in the final year. GO bond funds may not be used for personnel; they would be targeted toward technology replacements and improvements, facilities maintenance, and safety improvements. A larger construction bond for the construction and/or expansion of schools is anticipated in 2018, based on current growth projections. Board members emphasized the need to purchase the new technology on a staggered roll-out plan so devices will not all become obsolete at the same time.
- b. Discuss Compensation for Nonunion Employees. Assistant Superintendent Debbie Ashley explained that the Board typically reviews and discusses compensation for nonunion employee groups (administrators and supervisory-technical-confidential employees) each June. She reported that she met and conferred with both employee groups, and shared with the Board some contract language changes being recommended. Reimbursement for professional development will be reimbursed at the Portland State University graduate rate or actual cost of the approved courses, whichever is less. As a cost-savings measure, the District would like to discontinue providing cell phones and Blackberrys to those staff members who are required to be available after hours and on weekends, and instead provide a monthly stipend for eligible employees for the use of their own

devices. All eligible employees in both groups would receive a step increase, per their contracts. In addition, it was recommended that the difference between the budgeted amount for a step increase and the actual cost of the increase be used to provide a 0.85 percent cost-of-living increase for all nonunion employees, including those at the top of the step scale. Assistant Superintendent Ashley explained that this is similar to what is being discussed with bargaining groups. Director Carolyn Ortman expressed concern that the recommended cell phone stipends were insufficient for those employees who do not already have cell phones and data plans. Director Wayne Clift commented that Intel considers personal devices to be ubiquitous, and no longer compensates for their work-related use. Director Rebecca Lantz suggested the Board approve the stipends for one year and revisit the topic next year. Assistant Superintendent Ashley clarified that the memorandum of understanding was for one year only. Board consensus was to revisit the topic next year. Director Ortman suggested that the five cut days listed in the contracts be marked as “contingent upon licensed bargaining.” Superintendent Scott noted that nonunion compensation was slated for approval during the regular session portion of the meeting.

- c. Discuss Superintendent Compensation. Superintendent Scott explained that the Board also reviews his contract each year. He requested that his contract be extended for one year, the same as three-year contracts with other administrators. In addition, he requested the same 0.85 percent increase as other administrators. Another requested change was to place in contract language the \$175 per month travel allowance he has received since he was hired. Director Ortman noted that Superintendent Scott was hired at a lower rate as a new superintendent, but a 5 percent annual increase was built into his contract. He has waived this increase every year since he was hired, and last year he removed the automatic increase language from his contract. She added that he is on the job 24/7, and takes five budget reduction days with everyone else. Director Lantz commented that Superintendent Scott was started out at a beginning superintendent level and the Board has not been able to give him a raise. She added that the small increase is only a token; he is valued far above that. Director Monte Akers recommended the same cell phone language changes be made to Superintendent Scott’s contract as for nonunion employees. Director Lantz affirmed the Board’s desire for consistency between employee groups.
- d. Discuss Policy JEBA: School Entrance Age Requirements. Assistant Superintendent Steve Larson explained that changes were made to policy JEBA in March to shorten the application window for early entry assessment and revise the assessment criteria, which allowed the District to lower the cost to families for assessment. He reported that the results have been positive, with a notable increase in the number of families applying for testing, and an increase in the number of Hispanic and low-income families applying. It was realized, however, that no provision was made to consider an appeal to the testing cut-off date other than to ask the Board to take action to temporarily suspend their policy. He recommended additional language that would provide for the Superintendent or designee to consider an appeal. Director Ortman commented that she had not been in favor of making two changes to the policy in March; she would have preferred to change the assessment criteria first and wait on the date change. She felt that the Board should not make any additional changes to the policy at this time. Director Lantz commented that she was in favor of the changes in March, and was pleased about the positive results. She felt that having an appeal process to the Superintendent would provide an outlet for parents, and that requiring parents to appeal to the Board would unnecessarily lengthen the process. She also emphasized the importance of communicating the early entry process clearly to families in advance. Director Clift commented that he questioned having a cut-off date at all back in March, as he felt the assessments themselves would determine readiness. Director Kim Strelchun agreed that parents should have an appeal process, adding that no matter what date the District had as a cut off, there would always be someone wanting to appeal. The Board agreed to place the recommended changes on first reading, with a vote scheduled at the first Board meeting in July.
- e. Board Discussion Time. Board Chair Sollman reported that the survey on Board availability for an extended summer work session (“retreat”) indicated that August 12 and 13 from 3:00-9:00 p.m. would work best for most Board members. She asked for Board members’ thoughts on attributes they would like to see in the next Board chair and vice chair. Director Lantz commented that the

Board leadership roles require a lot of extra time and training; she felt that the next chair and vice chair should be willing and available for that. Director Ortman added that the chair also needs to be careful that their personal opinions in public are not perceived as the opinions of the Board as a whole. She also emphasized that discussion on issues that will be voted on should be done in public with the whole Board included. Director Strelchun commented that she really liked the model of the vice chair attending monthly agenda review meetings with the chair, and felt that it should continue. Board Chair Sollman recessed the meeting at 7:17 p.m.

Board Present:

Janeen Sollman, Chair  
Kim Strelchun, Vice Chair  
Monte Akers  
Adriana Cañas  
Wayne Clift  
Rebecca Lantz  
Carolyn Ortman

Others Present:

Eastwood Elementary School choir  
Chris Massey, choir director  
Andrew Hancock, choir director  
Betsy Biller  
Kathy Huntington  
John Peterson  
Lisa Poehlitz  
Steve Callaway  
Paul Peterson, NWRESA  
Carol Conner, HCU  
Maureen Barnhart, HEA  
Glenn Miller, Board member-elect  
Erik Seligman, Board member-elect  
Abby Ortman  
Stephanie Clift  
Robin Conner  
Kathy Fuller, Hillsboro Tribune  
Wendy Owen, The Oregonian

Staff Present:

Mike Scott, Superintendent  
Debbie Ashley, Assistant Superintendent, Human Resources  
Steve Larson, Assistant Superintendent, School Performance  
Elaine Fox, Executive Director, Student Services  
Travis Reiman, Executive Director, School Performance  
Kathi Robinson, Executive Director, School Performance  
Matt Smith, Executive Director, School Performance  
Dayle Spitzer, Executive Director, School Performance  
Beth Graser, Director, Communications  
Roger Will, Principal, Farmington View Elementary School  
Michelle Morrison, Business Manager  
Laurie Boyd, Assistant to the Superintendent  
Marva Wiebe, Assistant to the Board

2. Call to Order and Flag Salute. Board Chair Sollman reconvened the meeting at 7:34 p.m. Directors Lantz and Ortman led the pledge of allegiance.
3. Student Presentation. Led by choir directors Chris Massey and Andrew Hancock, 17 third-sixth grade members of the Eastwood Elementary School Choir performed “It’s A Fine Day” and “The Future’s Calling Us.”

Recognition. The Board recognized outgoing Board members Rebecca Lantz and Carolyn Ortman for their 8 and 21 years, respectively, of service on the Board. Former Board members Kathy Huntington, Lisa Poehlitz, and John Peterson, retired Assistant Superintendent Betsy Biller, and Principal Steve Callaway spoke on their many contributions to the District, including local, state, and national Board service, state and national legislative advocacy, running successful bond campaigns, and representing the Board during countless hours of bargaining sessions. Superintendent Scott thanked Directors Lantz and Ortman for the many things he learned from them during his first four years as superintendent: always introduce Board members in the audience; balance time with work and family; speak up for what you truly believe; understand that technology is an incredible tool that can allow us to be more inclusive; appreciate different perspectives and input; and be sure you have your facts straight. He added that being a school board member requires incredible dedication, commitment, and sacrifice. Director Lantz

thanked the speakers for coming, adding that this district is her home, and she will continue to be involved and share her time and opinions. Director Ortman offered some words of wisdom to the Board: there will always be things we don't enjoy going through, but for the good of the whole move forward together; see change as having value; your penny's worth of idea is more valuable than someone else's quarter's worth of idea that is not shared; and look at ideas and problems from different perspectives. She expressed her delight in having helped to create places where children can dream (her name is on 18 schools and other buildings in the District that she was involved in constructing), adding that, "This job is worth doing and doing well."

4. Approval of Agenda. Director Lantz moved to approve the agenda with the addition of an agenda item placing Policy JEBA on first reading, as discussed during the work session. Director Strelchun seconded the motion. The motion carried by a vote of 7-0. Board Chair Sollman announced that the item would be 9.d. under Reports and Discussion.
5. Audience Time. Board Chair Sollman explained the procedure for addressing the Board according to Policy BDDH: Public Participation in Board Meetings. No requests were received to address the Board.
6. Budget Hearing. Board Chair Sollman declared the Budget Hearing open and asked for public testimony. Hearing no requests to comment, Board Chair Sollman closed the Budget Hearing.
7. Consent Agenda. Director Lantz moved to approve the Consent Agenda. Director Strelchun seconded the motion. The motion carried by a vote of 7-0. Agenda items were as follows:
  - a. Approve minutes of May 9, 2013, Budget Committee meeting
  - b. Approve minutes of May 14, 2013
  - c. Approve minutes of May 28, 2013
  - d. Approve routine personnel matters:
    - Ratify the acceptance of the retirement of the following licensed personnel:

Kathleen Aartsen	Rebecca Kalish	Tyler Kemhus
Sheila McCollum	Cindy Uecker	
    - Ratify the acceptance of the resignation of the following administrative personnel:  
Gina Baez
    - Ratify the acceptance of the resignation of the following licensed personnel:

Kimberly Brennan	Katie Bryant	Katherine Dill
Courtney Ferguson	Katie Griffen	Leslie Kragt
Corey Sepich	Colleen Sipich	
    - Approve the employment of the following administrative personnel:

Francesca Sinapi	Lisa Aguilar
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  - e. Accept donations that are valued at \$500 or more:
    - Donation of 181 items of athletic equipment from Nike to South Meadows Middle School to be used for needy students. The value of the equipment is \$2,780.
    - Donation of \$1,000 from Susan Powell to Patterson Elementary School for the music program.
    - Donation of \$5,000 from Lawrence and Dixie Matthews to Hillsboro High School for the football program.
    - Donation of \$1,000 from Brookwood Boosters to Brookwood Elementary School for technology.
    - Donation of \$7,314.99 from Lenox Booster Club to Lenox Elementary School for computers and a printer.
    - Donation of \$1,380.75 from Farmington View Bobcat Boosters to Farmington View Elementary School for the after-school program.
    - Donation of \$851.89 from Jackson School PTA to Jackson Elementary School to be used as follows:
      - \$383.97 for Elmo light bulbs
      - \$467.92 for physical education equipment
    - Donation of \$2,500 from Institute of International Ed Teacher Treks program to Quatama Elementary School for general education.
    - Donation of \$1,800 from Orenco Elementary Boosters to Orenco Elementary School for general

- education.
- Donation of \$16,505 from Groner PTA to Groner Elementary School for math and literacy programs.
- Donation of \$837.72 from Portland General Electric to be used for general education and distributed as follows:
  - \$34.65 to Orenco Elementary School
  - \$90.00 to Imlay Elementary School
  - \$90.00 to Indian Hills Elementary School
  - \$623.07 to Rosedale Elementary School
- Donation of \$1,265.38 from the Wells Fargo Community Support Program to be used for general education and distributed as follows:
  - \$30.00 to Quatama Elementary School
  - \$32.00 to Indian Hills Elementary School
  - \$70.00 to Century High School
  - \$82.05 to Patterson Elementary School
  - \$115.50 to Jackson Elementary School
  - \$140.78 to Rosedale Elementary School
  - \$150.00 to McKinney Elementary School
  - \$645.05 to Imlay Elementary School
- Donation of \$17,245 from the Intel Volunteer Grant Program to be distributed and used as follows:
  - \$340 to Century High School for the Gay Straight Alliance club
  - \$525 to Lincoln Street Elementary School for general education
  - \$720 to Hillsboro High School for the wrestling program
  - \$1,450 to Eastwood Elementary School for general education
  - \$2,330 to Glencoe High School for the speech and debate program
  - \$3,180 to Hillsboro High School for technology
  - \$3,310 to Hillsboro High School for the band program
  - \$5,390 to Glencoe High School for general education

8. Action Items

- a. Adopt Resolutions to Adopt 2013-14 Approved Budget, Appropriate 2013-14 Budget, and Impose and Categorize Tax Levy. Superintendent Scott reported that the 2013-14 Proposed Budget was approved by the Budget Committee on May 9, the legal notices were published, and the budget hearing was held. He explained that, in response to discussion with Director Akers, he had reviewed allocations for utilities and made a minor reduction, which will be applied toward unallocated FTE for fall; however, the change does not impact the action before the Board. In addition, the decision was made to limit staff travel to in-state travel only for next year, unless provided by a grant. Director Lantz moved to adopt the resolutions to adopt the 2013-14 Budget, appropriate the 2013-14 budget, and impose the 2013-14 taxes and categorize the levy as shown in the Board packet. Director Akers seconded the motion. The motion carried by a vote of 7-0. Board Chair Sollman noted that this was a long process that included input from the Budget Committee and community. She thanked everyone for the time they invested in the process.
- b. Adopt Resolution to Submit a \$25 Million General Obligation Bond Issue to the Electors of the District in November 2013. Superintendent Scott recommended the Board approve a resolution to submit a \$25 million general obligation bond issue to the electors of the Hillsboro School District in November 2013. Director Ortman moved to approve the resolution to submit a \$25 million general obligation bond issue to the electors of the Hillsboro School District in November 2013. Director Cañas seconded the motion. Director Clift clarified that the projected cost of \$0.43 per \$1,000 of assessed value is an average of the \$0.30 for four years and \$0.90 in the fifth year. Director Lantz commented that, if the bond issue was approved, bonds would be sold next February; the funds would not be available until spring. Director Ortman noted that this bond would have a five-year payoff, and it is anticipated that the District will need another bond in 2018 if things go according to population growth projections. She appreciated that the

bond was structured for low cost to all taxpayers, and felt that the District and Board had done a good job of looking at needs and how they can improve facilities, safety, and technology. The motion carried by a vote of 7-0.

- c. Approve Teacher and Administrator Evaluation and Support System Assurances. Assistant Superintendent Ashley explained that in 2011 the state legislature passed Senate Bill 290, which changed how districts handle teacher and administrator evaluations. The legislature charged school districts to meet the required assurances. An Evaluation Committee was convened in fall 2012, and the Board received updates on its work throughout the school year. The Board reviewed the assurances document in April; no questions or comments were received during review period. Director Lantz moved to approve the Teacher and Administrator Evaluation and Support System Assurances. Director Strelchun seconded the motion. Director Lantz thanked Director Strelchun for serving as the Board liaison to the Evaluation Committee, and thanked Principal Roger Will for his diligence. She added that she is happy with how the process turned out. Director Strelchun acknowledged the work of the Evaluation Committee, especially Principal Will for juggling several subcommittees. Director Akers thanked all staff members who served on the various subcommittees, adding that collaboration is hard work. The motion carried by a vote of 7-0.
  - d. Approve Compensation for Nonunion Employees. Assistant Superintendent Ashley explained that the Board heard a report and discussed nonunion compensation during the work session. She recommended the Board approve contracts with nonunion employee groups. Director Lantz moved to approve 2013-14 individual contracts with executive management, administrators, confidential, supervisory, and technical-specialist employees. Director Strelchun seconded the motion. Director Ortman commented that the nonunion employee groups have not received any increases in compensation for a number of years, and indicated that her “no” vote was not a reflection on the slight increase in pay being recommended. She was not in favor of some of the other language in the contract, as she stated during the work session. Director Lantz explained that the step increase for eligible staff was already in the budget, and the 0.85 percent increase in pay being recommended was a sharing with all nonunion employees of the difference between the amount budgeted and the actual cost of the step increase. It is similar to what is being discussed with licensed and classified employee groups. She appreciated being able to provide a small increase to those who have not had raises in a long time. The motion carried by a vote of 6-1, with Director Ortman voting against.
  - e. Review Superintendent’s Performance and Approve Performance Evaluation. Board Chair Sollman explained that the one employee the Board evaluates is the superintendent. The Board has held many discussions on Superintendent Scott’s evaluation, and the public has heard quarterly updates throughout the year on his goals progress. Director Lantz moved to commend the Superintendent for his leadership of the Hillsboro School District, and directed that a copy of his evaluation letter be placed in his personnel file. Director Akers seconded the motion. Board members praised Superintendent Scott for his leadership, dedication, integrity, respect and appreciation by staff, great partnerships in the community, and careful planning for the future. The motion carried by a vote of 7-0.
  - f. Approve Extension of Superintendent Contract. Director Ortman moved to approve a one-year extension of the Superintendent’s contract and compensation revisions as indicated in the packet. Director Strelchun seconded the motion. Director Ortman noted that Superintendent Scott has not taken any pay increases since he was hired in 2009, and the increase being approved this year is very small. She added that most people are unaware of the work he does, and the fact that he is on the job 24/7; she commented that she is proud of the Superintendent and he deserves a raise. The motion carried by a vote of 7-0.
9. Reports and Discussion.
- a. Announce Budget Committee Openings. Superintendent Scott announced four openings on the Budget Committee – three due to expiring terms and one due to Glenn Miller being elected

to the Board. Terms are three years, and expire on a rotating basis. Current members are eligible for reappointment if requested. The application will be revised and publicized on the District website later this month. Applications are due by September 6, and the Board will appoint/reappoint members at their October Board meeting.

- b. Announce Citizens' Curriculum Advisory Committee (CCAC) Openings. Executive Director Travis Reiman announced eight openings on the CCAC – seven due to expiring terms and one due to Erik Seligman being elected to the Board. Terms are two years, and expire on a rotating basis. Current members are eligible for reappointment if requested. There is no application process for this committee; interested patrons may contact the Board secretary, Marva Wiebe. The openings will be publicized on the District website, and appointments will be made at the August Board meeting.
- c. Financial Report. Business Manager Michelle Morrison presented the financial report on behalf of Chief Financial Officer Adam Stewart, who was not able to attend the meeting. She reported that he is doing well following surgery. Ms. Morrison reported that auditors were on site for a week, and the exit interview went very well. She noted that financial assistant Jayne Peterson is retiring this year. Business Office staff is working with Human Resources on end-of-the year activities. There were no questions on the financial report.

*Added item:*

- d. First Reading—Policy JEBA: School Entrance Age Requirements. Board Chair Sollman announced that the Board had reviewed the first reading of Policy JEBA during work session and was placing it on review. Approval of the recommended revisions is scheduled for July 23.
10. NWRESD/HCU/HEA Reports. NWRESD Assistant Superintendent Paul Peterson congratulated Directors Lantz and Ortman on their retirements from the Board, and thanked them for their years of service. He acknowledged NWRESD board member Lisa Poehlitz in the audience. He congratulated District students and staff on finishing up another tremendous year of quality teaching and learning, and commented that the NWRESD is looking forward to providing, developing, and adapting ESD services next year to provide the most value to the District. Director Lantz commented that she will be leaving the NWRESD budget committee. Her position represents Hillsboro, Beaverton, and Tigard-Tualatin School Districts (Zone 1), and will be filled by the NWRESD after June 30.

HCU President Carol Conner reported that HCU hoped to have settled their contract reopener by now, but bargaining will continue into July. She noted that she and Linden Becker will both be going off the HCU executive board as of the end of June, but will continue to participate in negotiations in July. HCU Vice President Linden Becker commented that staff members and Board members are all drops in the bucket at HSD, rippling out and impacting others. She thanked Directors Lantz and Ortman for their contributions, and wished them “happy trails” and much happiness. She also expressed her appreciation for the opportunity to serve on the HCU executive board, which was instrumental in transforming her views into a vision serving the greater good of the community.

HEA President Maureen Barnhart thanked the outgoing Board members as well as those continuing. She commented that we all have different approaches toward the same goal of preparing students to be contributing members of society. Ms. Barnhart commended Directors Lantz and Ortman for their commitment to students, and asked that they continue to advocate for public education.

- 11. Audience Time. There were no requests to address the Board.
- 12. Superintendent's Time. Superintendent Mike Scott thanked Ms. Conner and Ms. Becker for their hard work and dedication, and for the many hours they put in on bargaining. He noted that this is the last scheduled Board meeting for the school year, adding that it has been an incredibly challenging year, both professionally and personally. Superintendent Scott commented that he appreciates the support of the Board and, if he had to be on this journey, he would not want to be on it with anyone else. He also thanked members of his cabinet for their service, commitment, and willingness to step in and fill the gap

when needed. In addition, he thanked Directors Lantz and Ortman for their years of service to the District.

13. Board of Directors' Time. Director Monte Akers thanked Directors Ortman and Lantz for their years of service, commented that things will be different without them and their knowledge of Board history, and noted that he will probably give them a call.

Director Carolyn Ortman remembered back to serving on the Hillsboro Elementary School District board of directors prior to unification, and being amused by the LIQUOR sign in clear view across the street. When things got tough, it always lightened the mood.

Director Kim Strelchun appreciated Maureen Barnhart for her service on the teacher evaluation committee. She thanked Director Ortman for mentoring her over the past two years. She commented that Director Lantz has been leading her much longer, since she served on the statewide board of Parent Child Preschools of Oregon and, as a preschool parent volunteer, Director Strelchun was intrigued by her volunteer service. She followed Ms. Lantz's same path, a few steps behind her, in advocacy work and board service. Director Strelchun also commended the Glencoe High School drama department for having two teams (the technician team and one-act team) selected to represent Oregon at International Thespian Festival later this month in Nebraska.

Director Rebecca Lantz thanked the Board, commenting that at this instant another child is coming into the world and it will be all of our responsibility to ensure they receive a quality education. She added that Hillsboro is a "destination district," and many great things are happening here; she challenged Erik Seligman, who is replacing her on the Board, to continue that work.

Director Wayne Clift thanked Directors Lantz and Ortman for their years of experience and their help over the last two years. He congratulated the high school graduates and commended them on their school careers and goal setting for the future. He commended Superintendent Scott for a great job this year, adding that he appreciated working closely with him.

Director Adriana Cañas congratulated the high school graduates, and shared that she and Director Clift both had the pleasure of handing diplomas to their eldest children. Director Cañas related a story about a friend who was excited that her child had qualified for early entry into kindergarten, and her appreciation for the recent changes to Policy JEBA. She thanked Directors Lantz and Ortman for their service to the District, and encouraged them to live, love, and laugh as they go on to a new time in their lives. She commented that she learned much from them, and enjoyed getting to know them.

Board Chair Janeen Sollman thanked Directors Lantz and Ortman for their years of service on the Board and for all she learned from them, particularly for Director Ortman's guidance as she began her term as Board Chair. She thanked the Board for their different perspectives and respectful conversations. Board Chair Sollman reported that she enjoyed participating in graduations, and also seeing Butternut Creek students running in the Starlight Parade, and Tobias and Quatama bands in the Junior Rose Parade. She shared that she will be leaving Saturday on sabbatical, and noted that, if any additional Board meetings are scheduled, she will be phoning in.

14. Follow-Up Items.

Request	Action
N/A	

15. Executive Session. No executive session was called.

16. Adjournment. The meeting was adjourned at 9:27 p.m.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends the Board of Directors:

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

1. **Bruce Clevenger**  
Assignment: LRC Teacher  
Location: Liberty High School  
Effective Date: June 14, 2013
2. **Barbara Edwards**  
Assignment: Music Teacher  
Location: W. L. Henry and Orenco Elementary Schools  
Effective Date: June 14, 2013
3. **Shelley Hudspeth**  
Assignment: LRC Teacher  
Location: Hillsboro High School  
Effective Date: June 14, 2013
4. **Connie Johnson**  
Assignment: 4<sup>th</sup> Grade Teacher  
Location: Lincoln Street Elementary School  
Effective Date: June 14, 2013
5. **Lisa Karlin**  
Assignment: 1<sup>st</sup> Grade Teacher  
Location: Tobias Elementary School  
Effective Date: June 14, 2013

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

1. **Kary Bradbury**  
Assignment: 5<sup>th</sup> Grade Teacher  
Location: W. L. Henry Elementary School  
Effective Date: June 14, 2013
2. **Kimberly Brennan**  
Assignment: Kindergarten Teacher  
Location: Eastwood Elementary School  
Effective Date: June 14, 2013
3. **Kristina Castillo-Simons**  
Assignment: Life Skills Teacher  
Location: Liberty High School  
Effective Date: June 14, 2013

4. **Chris Cochran**  
 Assignment: Counselor  
 Location: Imlay Elementary School  
 Effective Date: June 14, 2013
5. **Nicole Medrano**  
 Assignment: LRC  
 Location: Poynter Middle School  
 Effective Date: June 14, 2013
6. **Derek Runbeg**  
 Assignment: Technology  
 Location: South Meadows Middle School  
 Effective Date: June 14, 2013
7. **Jill Sellers**  
 Assignment: Autism Specialist  
 Location: Administration Center, Student Services  
 Effective Date: June 14, 2013
8. **Leslie Sheldon**  
 Assignment: Language Arts/Leadership  
 Location: Poynter Middle School  
 Effective Date: June 14, 2013
9. **Carrie Watson**  
 Assignment: Music Teacher  
 Location: W. L. Henry and Orenco Elementary Schools  
 Effective Date: June 14, 2013
10. **Nabil Zerizef**  
 Assignment: Leave of Absence  
 Location: W. L. Henry Elementary School  
 Effective Date: June 14, 2013

C. Approve the employment of the following administrative personnel:

1. **John Allen**  
 Assignment: Principal/Licensed  
 Location: West Union Elementary School  
 Effective Date: July 1, 2013
2. **Peter Muilenburg**  
 Assignment: Assistant Principal  
 Location: Hillsboro High School  
 Effective Date: July 1, 2013

3. **Karen Murphy**  
Assignment: Principal/Licensed  
Location: North Plains Elementary School  
Effective Date: July 1, 2013
4. **Karen Shea**  
Assignment: Assistant Principal  
Location: Glencoe High School  
Effective Date: July 1, 2013
5. **Arcema Tovar**  
Assignment: Coordinator of Elementary Teaching and Learning  
Location: Administration Center  
Effective Date: July 1, 2013
6. **Amy Torres**  
Assignment: Assistant Principal  
Location: Brown Middle School  
Effective Date: July 1, 2013
7. **Don Wolff**  
Assignment: Director of Technology Services  
Location: Administration Center  
Effective Date: July 1, 2013

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**TUITION RATES FOR NONRESIDENT STUDENTS**

**SITUATION**

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

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on the adopted 2013-14 Budget:

<u>COST CENTER</u>	<u>APPROPRIATIONS</u>	<u>ENROLLMENT FORECAST</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$66,059,557	10,974	\$6,020
Secondary	\$58,394,728	9,229	\$6,327
Districtwide	\$49,290,600	20,203	\$2,440

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

**RECOMMENDATION**

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

Kindergarten	\$4,230 per year
Grade 1 - 6	\$8,459 per year
Grade 7 - 12	\$8,767 per year
Special needs students	Actual estimated cost

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**ESTABLISH SUBSTITUTE TEACHER PAY RATES FOR 2013-14**

**SITUATION**

Minimum pay rates for substitute teachers are defined in Oregon law. Districts are required to pay at least 85 percent of the statewide average daily pay for beginning teachers. For 2013-14 the state minimum rate is \$170.76 per day. Hillsboro's daily rate will be \$170.76 per day.

The minimum rate for long-term substitutes (after ten consecutive days) is defined in the law as 1/190th of each district's own base salary for a beginning teacher with a BA degree. For Hillsboro, the rate is \$187.11 per day.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors establish the 2013-14 pay rates for substitute teachers at \$170.76 per day for the first ten days, and \$187.11 per day effective the eleventh consecutive working day of any one assignment.

**HILLSBORO SCHOOL DISTRICT 1J  
2013-14  
SUBSTITUTE TEACHER PAY RATES**

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

	<u>State Minimum</u>	<u>Hillsboro Rate</u>	
2008-09 (85%)	\$150.16	\$152.00	(\$19.00/hr)
2009-10 (85%)	\$154.72	\$156.00	(\$19.50/hr)
2010-11 (85%)	\$159.47	\$160.00	(\$20.00/hr)
2011-12 (85%)	\$162.25	\$162.25	(\$20.25/hr)
2012-13 (85%)	\$161.48	\$161.48	(\$20.20/hr)
2013-14 (85%)	\$170.76	\$170.76	(\$21.35/hr)

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

	<u>Hillsboro Minimum</u>	<u>Hillsboro Rate</u>	
2007-08	\$171.00	\$179.00	(\$22.38/hr)
2008-09	\$176.66	\$179.00	(\$22.38/hr)
2009-10	\$182.02	\$184.00	(\$23.00/hr)
2010-11	\$187.61	\$188.00	(\$23.5/hr)
2011-12	\$190.88	\$190.88	(\$23.86/hr)
2012-13	\$189.98	\$189.98	(\$23.75/hr)
2013-14	\$187.11	\$187.11	(\$23.38/hr)

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**ESTABLISH CLASSIFIED SUBSTITUTE RATES FOR 2013-14**

**SITUATION**

The Hillsboro School District Human Resources department, in collaboration with the Northwest Regional Education Service District, has collected classified substitute rate data from the 2011-12 and 2012-13 school years and from neighboring districts to create a comparative rate and expenditure analysis in an effort to determine future cost savings in this area.

The data collection and analysis conducted by the Human Resources department revealed that the Hillsboro School District classified substitute rates were elevated for certain positions in comparison to rates offered by the Tigard-Tualatin, Beaverton, and Forest Grove School Districts. The rates proposed below are competitive and yet provide the District with considerable savings, estimated at approximately \$90,000 for the 2013-14 fiscal year. The Human Resources department has determined that the reduction in pay rate would not negatively impact the quality or availability of substitute services provided to the District next year.

Type	Hourly Rate 2013-14
Bus Drivers	Step 1 TBD
Campus Security	\$12.00
Clerical/Secretarial	\$12.00
Courier (new sub position)	\$12.00
Custodial	\$11.50
Food Service	\$11.05
On-call Maintenance II	Step 1 TBD
REA	\$12.00
SEA 1 & 2	\$12.00
SEA 3	\$14.00

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

**RECOMMENDATION**

The Superintendent recommends the Board of Directors establish the above-listed 2013-14 pay rates for classified substitutes.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,**  
**NEWSPAPER, AND AGENT DESIGNATIONS**

**SITUATION**

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

**RECOMMENDATION**

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

<b>TITLE:</b>	<b>DESIGNEE:</b>
District Depository of Funds	U.S. Bank, Oregon State of Oregon Local Government Investment Pool
Legal Counsel	Brisbee and Stockton, LLC The Hungerford Law Firm, LLP
Bond Counsel	Stoel Rives, LLP
Newspaper of Record	The Hillsboro Argus
Insurance Agent of Record – Property/Liability/Casualty	Beecher and Carlson Insurance Agency, LLC – Special Districts Association of Oregon
Insurance Agent of Record – Workers’ Compensation Insurance	Propel Insurance - Special Districts Association of Oregon
Insurance Agent of Record – Voluntary Student Accident Insurance	Myers, Stevens, Toohey and Company
District Financial Auditor	Pauly, Rogers and Co., P.C.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE ANNUAL CLERK/OFFICER DESIGNATIONS**

**SITUATION**

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

**RECOMMENDATION**

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

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE CRIME POLICY COVERAGE LIMITS**  
**TO COMPLY WITH ORS 332.525**

**SITUATION**

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

**RECOMMENDATION**

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

<b>Comprehensive Crime Policy</b>	<b>Coverage Limit</b>
National Union Fire Insurance Company	\$1,000,000

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**READOPT POLICY DFAA: INVESTMENT POLICY – CAPITAL PROJECT FUND**

**SITUATION**

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

**RECOMMENDATION**

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

## Investment Policy – Capital Project Fund

### Scope

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

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

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

### Objectives

The District's investment objectives are:

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

### Delegation of Authority

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

### Prudence

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

### Investment Diversification

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

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

### **Diversification by Financial Institutions**

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

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

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

### **Investment Maturity**

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

### **Qualified Institutions**

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

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

### **Safekeeping and Collateralization**

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

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

### **Monitoring and Adjusting the Portfolio**

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

### **Internal Controls**

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

### **Accounting Method**

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

### **Reporting Requirements**

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

### **Review and Adoption**

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

END OF POLICY

**Legal Reference(s):**

ORS 294.135a

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**READOPT POLICY IGBC: TITLE I / PARENTAL INVOLVEMENT**

**SITUATION**

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

**RECOMMENDATION**

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

**Title I/Parental Involvement\*\***

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

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

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

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

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

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

END OF POLICY

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**Legal Reference(s):**

[ORS 343.650](#)

[ORS 343.660](#)

[OAR 581-015-0750](#)

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**ESTABLISH 2013-14 MILEAGE REIMBURSEMENT RATE**

**SITUATION**

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

As of July 1, 2013, the IRS mileage reimbursement rate is \$0.565 per mile.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors establish the District’s mileage reimbursement rate for the 2013-14 school year at \$0.565 per mile.

**Volunteer Resolution**

Resolution No.:

\_\_\_\_\_

A RESOLUTION EXTENDING WORKERS' COMPENSATION  
COVERAGE TO VOLUNTEERS OF:

\_\_\_\_\_.

WHEREAS, the above district elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable") and listed on the attached Volunteer Election Form(s).

**Board Members**    Applicable     Not Applicable

Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

**Public Safety Volunteers**    Applicable     Not Applicable

Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s).

**Other Volunteers**    Applicable     Not Applicable

Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

A roster of active board members and volunteers will be kept monthly for reporting purposes and submitted to SDAO quarterly or more frequently upon request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of

\_\_\_\_\_ to provide workers' compensation coverage as indicated above.

ADOPTED by the Board of Directors of \_\_\_\_\_

on \_\_\_\_\_  
(date)

\_\_\_\_\_  
Name and Title of Authorized Representative

ATTEST BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE EASEMENTS TO CITY OF HILLSBORO AND PORTLAND**  
**GENERAL ELECTRIC FOR CONSTRUCTION OF A PEDESTRIAN-ACTIVATED**  
**BEACON CROSSWALK AT GLENCOE HIGH SCHOOL**

**SITUATION**

The City of Hillsboro desires to construct a pedestrian-activated beacon crosswalk adjacent to the north entrance of Glencoe High School. There is no crosswalk currently existing, and the city desires to improve the safety of pedestrians wanting to cross Glencoe Road at this location. As some of the property needed for this construction is District property, easements are required for the city and Portland General Electric. The District assumes no burden as a result of these easements.

**RECOMMENDATION**

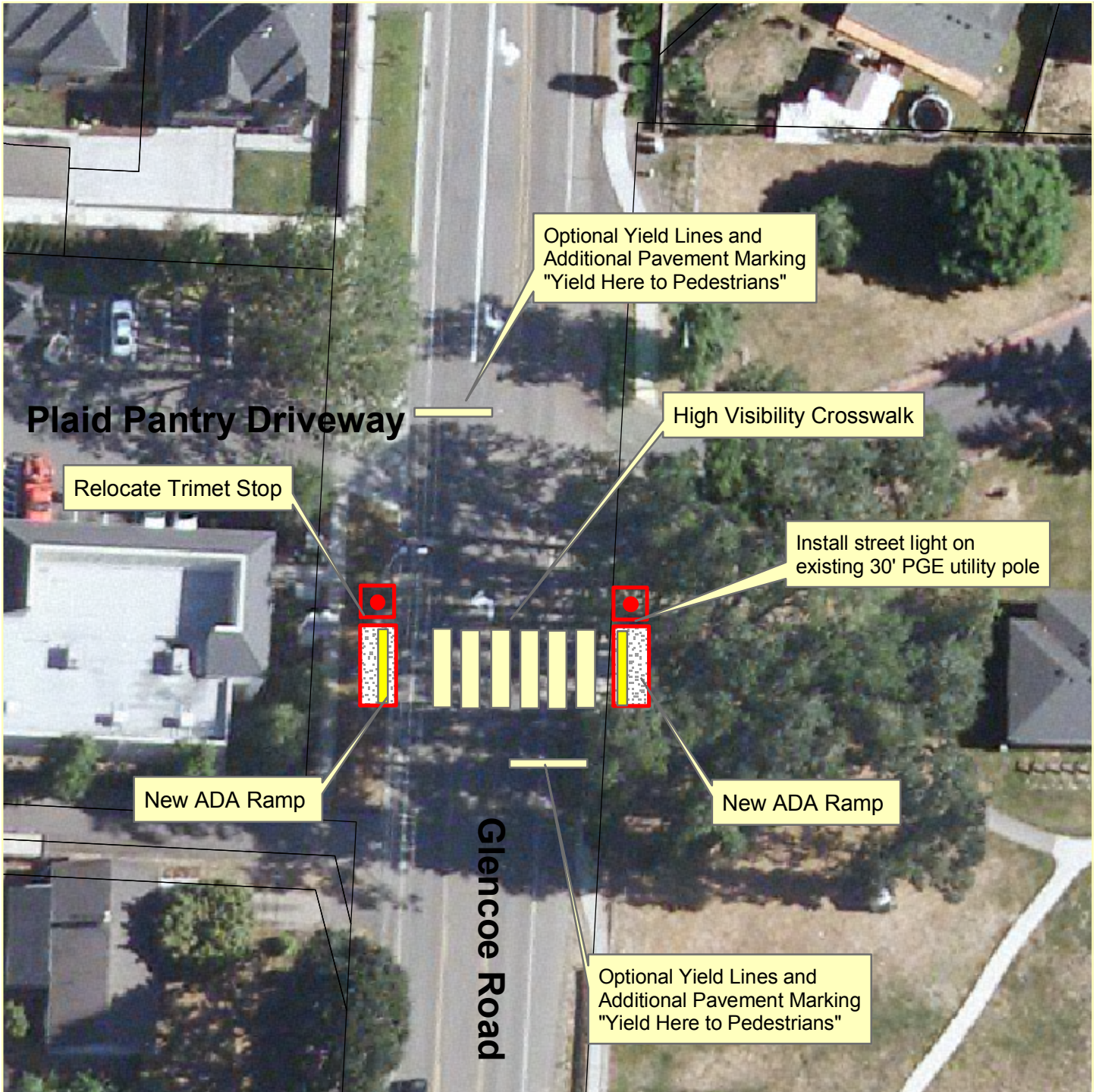
The Superintendent recommends the Board of Directors authorize administration to execute the necessary documents to grant easements to the City of Hillsboro and Portland General Electric for construction of a pedestrian-activated beacon crosswalk at the north entrance to Glencoe High School.



# NW Glencoe Road Proposed Mid-Block Crossing

City of Hillsboro  
Public Works, Engineering

August 2012



## Legend

 Install Pedestrian Activated Beacon (RRFB)



1 inch = 42 feet

**Mid-Block Crossing Concept - Not for Construction**

**PEDESTRIAN ACCESS AND UTILITY EASEMENT  
NOTICE OF RIGHT TO JUST COMPENSATION AND WAIVER**

PROJECT: NW GLENCOE ROAD CROSSWALK

SECTION: T 1 N, R 2 W, NE ¼ of Section 25

DATE PREPARED: JUNE 26, 2013

AFTER RECORDING, RETURN TO:

CITY OF HILLSBORO, ENGINEERING DIVISION  
150 EAST MAIN STREET  
HILLSBORO, OR 97123

UNTIL A CHANGE IS REQUESTED, ALL  
TAX STATEMENTS SHALL BE SENT TO:

NO CHANGE IN TAX STATEMENTS

GRANTOR

HILLSBORO SCHOOL DISTRICT 1J  
3083 NE 49TH PL #200  
HILLSBORO, 97124 OR

GRANTEE

CITY OF HILLSBORO  
150 E. Main Street  
Hillsboro, OR 97123

HILLSBORO SCHOOL DISTRICT 1J, a school district of Washington County, Oregon, Grantor, for the sum of \$0.00 (zero dollars) and other valuable consideration, hereby grants to the City of Hillsboro, Oregon (City), its successors and assigns, a permanent **Utility Easement** through, under and along the premises described on EXHIBIT "A", attached hereto, with the right to construct, maintain, replace, reconstruct and remove, a pedestrian signal system and overhead light, and all appurtenances thereto, and to cut and remove any trees or other obstructions, to perform other activities which may be convenient or necessary to complete construction of the project. Along with a permanent **Pedestrian Access Easement** with the right of ingress and egress of the public, and to construct, maintain, repair and replace a sidewalk and all appurtenances thereto. Notice of right to just compensation and waiver of such right is attached hereto as EXHIBIT "B".

The City shall restore the premises and any buildings or improvements disturbed by the City to a condition equivalent to or better than that which existed prior to such disturbance, except for structures or other improvements placed within the easement area after this date. If such restoration is not practicable, the city shall then pay reasonable compensation to the owner of the damaged property.

Grantor reserves the right to use the premises at any time, in any manner and for any purpose not inconsistent with the full use and enjoyment by the City or by its successors and assigns, of the rights herein granted. No structure shall be erected upon, above or below the permanent easement without the written consent of the Public Works Director of the City of Hillsboro.

HILLSBORO SCHOOL DISTRICT 1J

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

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2013

By \_\_\_\_\_ as \_\_\_\_\_ of

HILLSBORO SCHOOL DISTRICT 1J.

ACKNOWLEDGEMENT

\_\_\_\_\_

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

APPROVED FOR THE CITY

\_\_\_\_\_  
Thomas E. Arnold, Public Works Director

\_\_\_\_\_  
Date

## EXHIBIT "A"

A tract of land located in the NE ¼ of Section 30, Township 1 North, Range 2 West, Willamette Meridian, Washington County, Oregon. Being a portion of that property described in Warranty Deed to School District No. 3-B Joint, Washington and Yamhill Counties, Oregon (Now known as Hillsboro School District 1J) recorded July 6, 1977 in Washington County Deed Documents Book 1180, Page 613. More particularly described as follows:

Commencing at a point on the north line of said property described in Book 1180, Page 613, said point being 40.0 feet east of the centerline of NW Glencoe Road (County Road A146-1/2 & A146-3/4) as shown on Washington County Survey No. 31,305;

thence South 0°11'39" West, along the east right of way line of said NW Glencoe Road, a distance of 118.64 feet to the True Point of Beginning;

thence continuing South 0°11'39" West, along said right of way line, a distance of 40.0 feet;

thence leaving said right of way line, South 89°48'21" East, a distance of 8.0 feet;

thence North 0°11'39" East, parallel with and 48.0 feet from said NW Glencoe Road centerline, a distance of 40.0 feet;

thence North 89°48'21" West, a distance of 8.0 feet to the point of beginning.

Containing 320.0 sq. ft more or less.

Basis of bearing is from City of Hillsboro NW Glencoe Road Crosswalk Project holding the centerline of NW Glencoe Road with a bearing of North 0°11'39 East.

**EXHIBIT "B"**

**NOTICE OF PERSONS GRANTING RIGHTS IN REAL PROPERTY  
NOTICE OF RIGHT TO JUST COMPENSATION**

Under State and Federal law, you cannot be deprived of property without just compensation, based on an approved appraisal. If you wish to waive your right to an appraisal and to just compensation, please read, date and sign the statement below. IF YOU DO NOT WISH TO WAIVE SUCH RIGHTS, DO NOT SIGN BELOW.

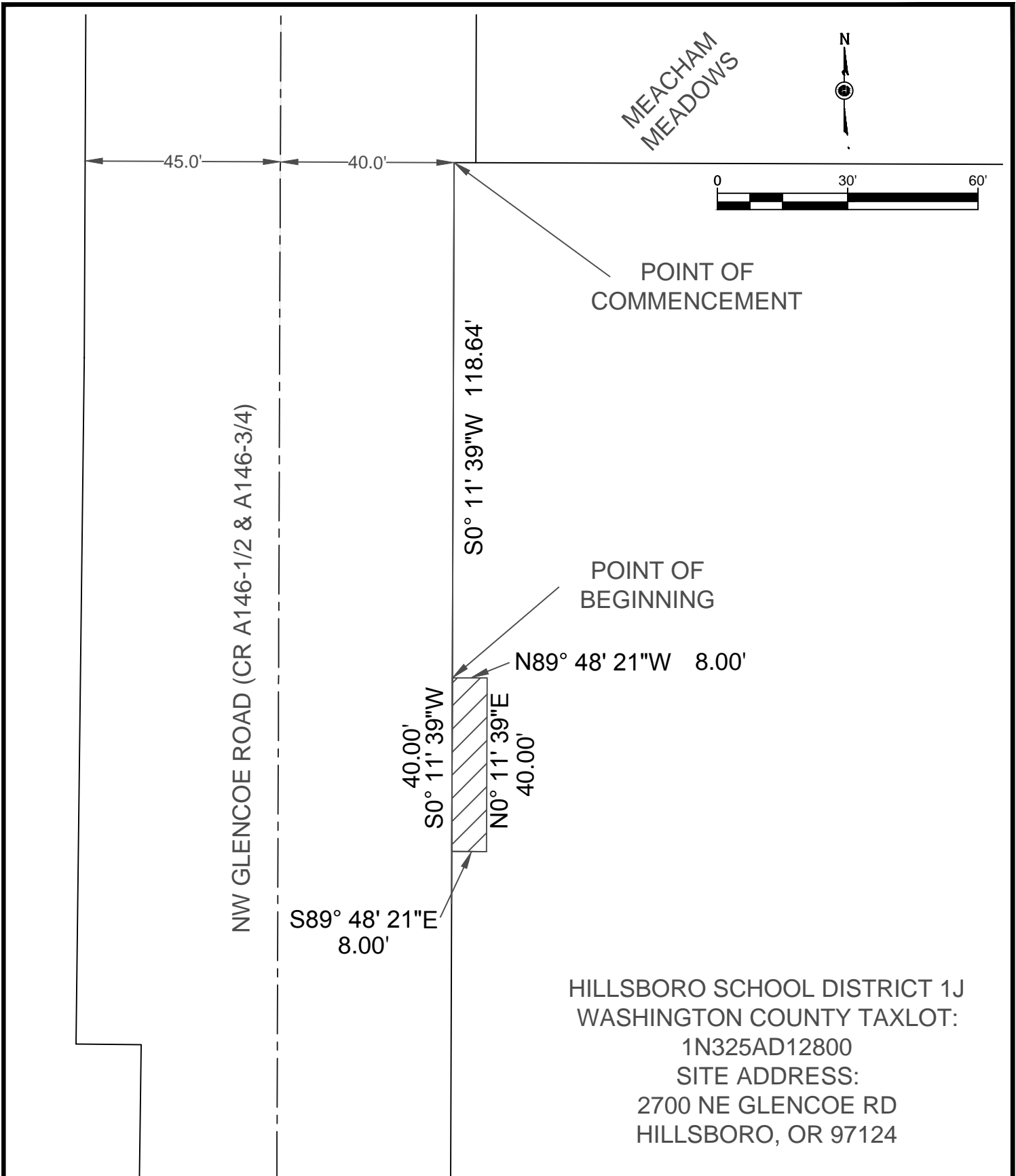
**WAIVER OF RIGHT TO JUST COMPENSATION**

Grantor hereby acknowledges receipt of notice of right to just compensation, based on an approved appraisal and hereby waives such right with regard to the easement document to which this EXHIBIT "B" is attached. Grantor hereby releases the City of Hillsboro, Oregon from any obligation or duty to provide an appraisal or to pay just compensation. The Grantor has elected to donate to the City the easement rights described in this document.

HILLSBORO SCHOOL DISTRICT 1J

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

Date: \_\_\_\_\_



MEACHAM  
MEADOWS



POINT OF  
COMMENCEMENT

POINT OF  
BEGINNING

N89° 48' 21"W 8.00'

NW GLENCOE ROAD (CR A146-1/2 & A146-3/4)

HILLSBORO SCHOOL DISTRICT 1J  
WASHINGTON COUNTY TAXLOT:  
1N325AD12800  
SITE ADDRESS:  
2700 NE GLENCOE RD  
HILLSBORO, OR 97124



PHONE: 503.681.6146 | FAX: 503.681.6245

150 E MAIN ST | 4TH FLOOR | HILLSBORO, OR 97123-4089

NW GLENCOE ROAD CROSSWALK  
PEDESTRIAN AND UTILITY  
EASEMENT MAP

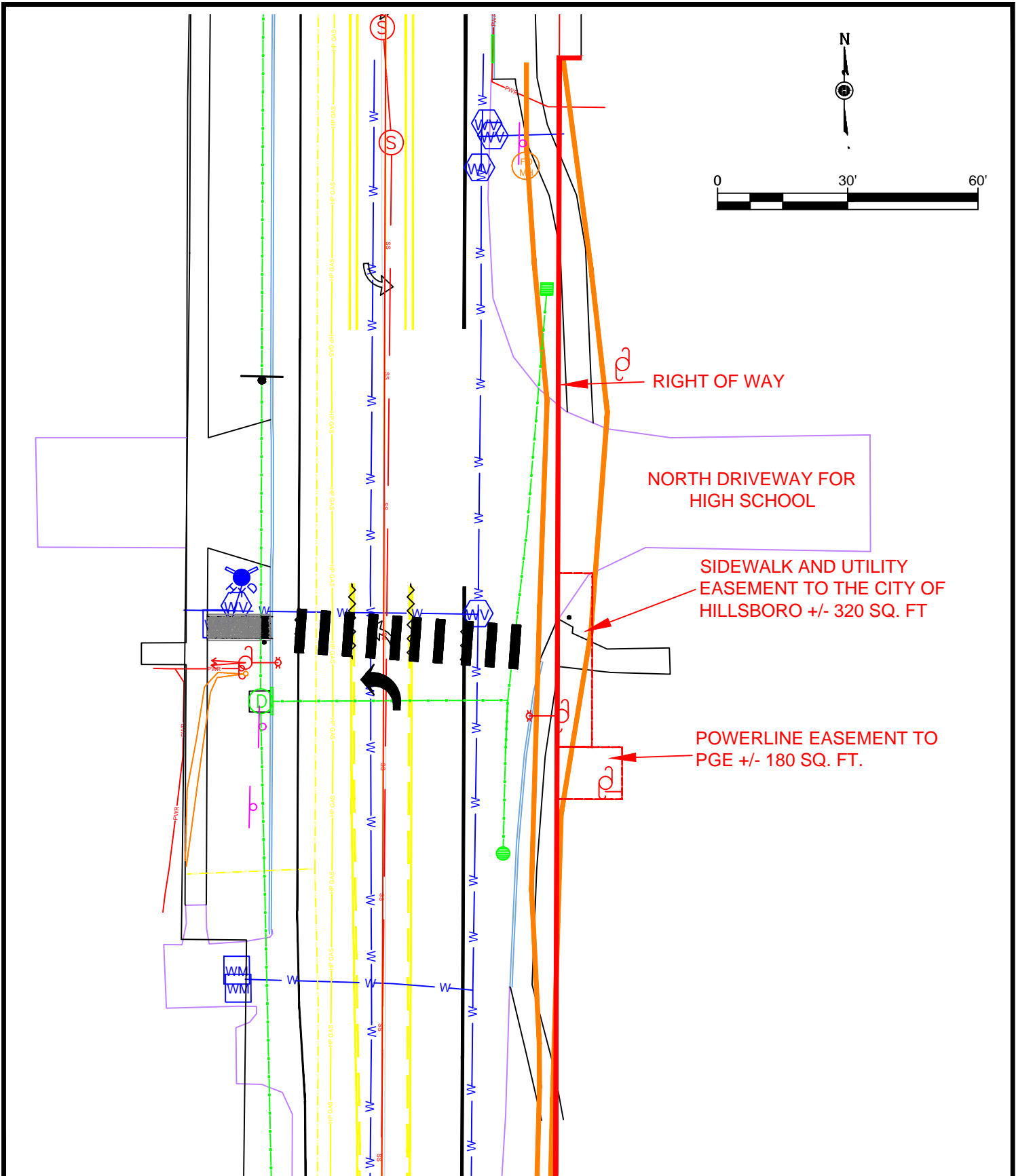
SCALE: 1" = 30'

DRAWN: CP

CHECKED: MF

FILE NAME: EASEMENT.DWG

PLOT DATE: 6/26/2013 2:14 PM



PHONE: 503.681.6146 | FAX: 503.681.6245  
 150 E MAIN ST | 4TH FLOOR | HILLSBORO, OR  
 97123-4089

NW GLENCOE ROAD CROSSWALK  
 PROPOSED EASEMENTS

SCALE: 1" = 30'

DRAWN: CP

CHECKED:

SHEET NO.

PROJECT NO.

FILE NAME: QUICK\_MAP.DWG

PLOT DATE: 6/26/2013 11:18 AM

After recording return to:  
Portland General Electric Company  
Attn: Property Services  
121 SW Salmon Street, 3WTCBR07  
Portland, OR 97204

Grantor's Address:  
HILLSBORO SCHOOL DISTRICT 1J  
3083 NE 49TH PL #200  
HILLSBORO, 97124 OR

### UNDERGROUND DISTRIBUTION LINE EASEMENT

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, **Hillsboro School District 1J** ("Grantor") hereby conveys to PORTLAND GENERAL ELECTRIC COMPANY ("PGE"), an Oregon corporation, a perpetual easement over, under, upon and across the following described property (the "Property"), situated in Washington County, State of Oregon, being a strip of land more particularly described as follows:

To be installed as shown on that certain tract of land located in the NE ¼ of Section 30, Township 1 North, Range 2 West, Willamette Meridian, Washington County, Oregon. Being a portion of that property described in Warranty Deed to School District No. 3-B Joint, Washington and Yamhill Counties, Oregon (Now known as Hillsboro School District 1J) recorded July 6, 1977 in Washington County Deed Documents Book 1180, Page 613. More particularly described as follows:

Commencing at a point on the north line of said property described in Book 1180, Page 613, said point being 40.0 feet east of the centerline of NW Glencoe Road (County Road A146-1/2 & A146-3/4) as shown on Washington County Survey No. 31,305;

thence South 0°11'39" West, along the east right of way line of said NW Glencoe Road, a distance of 158.64 feet to the True Point of Beginning;

thence continuing South 0°11'39" West, along said right of way line, a distance of 12.0 feet;

thence leaving said right of way line, South 89°48'21" East, a distance of 15.0 feet;

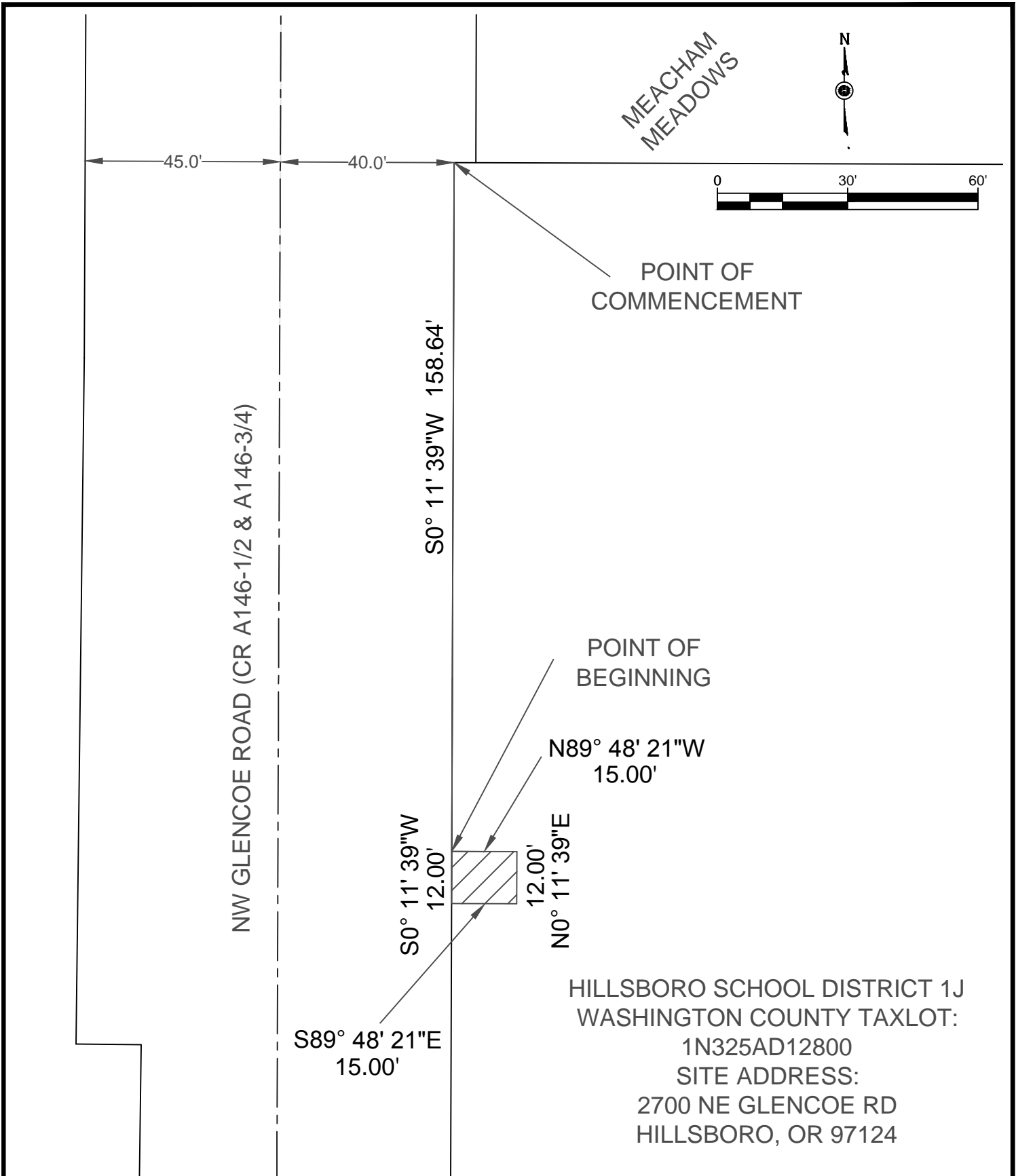
thence North 0°11'39" East, parallel with and 55.0 feet from said NW Glencoe Road centerline, a distance of 12.0 feet;

thence North 89°48'21" West, a distance of 15.0 feet to the point of beginning.

Containing 180.0 sq. ft more or less.

Basis of bearing is from City of Hillsboro NW Glencoe Road Crosswalk Project holding the centerline of NW Glencoe Road with a bearing of North 0°11'39 East.





PHONE: 503.681.6146 | FAX: 503.681.6245  
150 E MAIN ST | 4TH FLOOR | HILLSBORO, OR 97123-4089

NW GLENCOE ROAD CROSSWALK  
PGE DISTRIBUTION LINE EASEMENT

SCALE: 1" = 30'

DRAWN: CP

CHECKED: MF

FILE NAME: EASEMENT.DWG

PLOT DATE: 6/26/2013 2:14 PM

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE AMENDMENT TO EXISTING EASEMENT AND**  
**STORM WATER FACILITY AGREEMENT**

**SITUATION**

In March 2007, the Hillsboro School District Board of Directors approved an access easement and storm water facility agreement with Jackson Union LLC regarding a residential development that abuts property owned by the District near West Union Road and Jackson School Road in North Plains. The development of this residential area has been delayed several times, and the developer wishes to develop a smaller area than originally planned. This requires an amendment to the previously approved access agreement and storm water facility agreement. These amendments do not burden the District in any way, as was the case with the previously approved documents. The original developer's name has changed to Jackson Farm Land LLC.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors authorize administration to execute the necessary documents to amend the existing access easement and storm water facility agreement with Jackson Farm Land LLC.

AFTER RECORDING, RETURN TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AMENDMENT TO STORM WATER FACILITY AGREEMENT**

This Amendment to Storm Water Facility Agreement (this "Amendment") is executed to be effective as of \_\_\_\_\_, 2013 (the "Effective Date"), by and among Hillsboro School District 1J, a political subdivision of the State of Oregon ("HSD"), Jackson Farm Land, LLC, an Oregon limited liability company ("Jackson Farm"), and McKay Creek Land, LLC, an Oregon limited liability company ("McKay Creek").

**RECITALS**

A. HSD owns the Grantor Property and Jackson Farm and McKay Creek own the Grantee Property as defined in that certain Storm Water Facility Agreement dated effective as of March 30, 2007, executed by HSD and Jackson Union, L.L.C., an Oregon limited liability company and the predecessor-in-interest to Jackson Farm and McKay Creek, and recorded in the real property records of Washington County, Oregon April 2, 2007 as Document No. 2007-036053 (the "Agreement").

B. HSD, Jackson Farm and McKay Creek desire to amend the Agreement to revise the legal description of the real property that is subject to the Agreement.

**AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged by each of the parties hereto, it is agreed as follows:

1. Definitions. Capitalized terms used in this Amendment and not otherwise defined shall have the meanings given to them in the Agreement except as amended by this Amendment.
2. Removal of Property. From and after the Effective Date, the real property legally described on the attached Exhibit A (the "Excluded Property") shall be excluded from the Grantee Property. From and after the Effective Date, the Excluded Property shall not benefit from, be burdened by, or otherwise be subject to, the Agreement. All portions of the Grantee Property other than the Excluded Property shall remain subject to the Agreement.
3. Effect of Amendment. Except as specifically set forth in this Amendment, the Agreement is unmodified and is hereby ratified and remains in full force and effect.

4. Counterparts. This Amendment may be executed in multiple counterparts, all of which when taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have executed this Amendment as of the date first set forth above.

HSD:

HILLSBORO SCHOOL DISTRICT 1J,  
a political subdivision of the State of Oregon

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: Chief Financial Officer

JACKSON FARM:

JACKSON FARM LAND, LLC,  
an Oregon limited liability company

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

MCKAY CREEK:

MCKAY CREEK LAND, LLC,  
an Oregon limited liability company

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

[Acknowledgments on Following Page(s)]

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2013,  
by \_\_\_\_\_, Chief Financial Officer of HILLSBORO SCHOOL  
DISTRICT 1J, a political subdivision of the State of Oregon, on behalf of the subdivision.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2013,  
by \_\_\_\_\_, \_\_\_\_\_ of JACKSON FARM  
LAND, LLC, an Oregon limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2013,  
by \_\_\_\_\_, \_\_\_\_\_ of MCKAY CREEK  
LAND, LLC, an Oregon limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

**EXHIBIT A**

Excluded Property

May 23, 2013

**LEGAL DESCRIPTION - PURCHASE AREA**

Job No. 395-127

The portion of Parcel 1 of Partition Plat No. 2007-020 annexed into the City of North Plains with Ordinance No. 360 on Monday, May 7, 2007, being in Southwest Quarter of Section 5 and the Southeast Quarter of Section 6, Township 1 North, Range 2 West of the Willamette Meridian, City of North Plains, Washington County, the State of Oregon, more particularly described as follows:

BEGINNING at the most easterly Northeast corner of Parcel 1, Partition Plat No. 2007-020; thence along the westerly right-of-way line of NW Jackson School Road, South 00° 10' 16" West, a distance of 410.28 feet to the southeast corner of the said annexed property;

thence leaving said right-of-way line, along the southerly line of said annexed property the following three courses:

North 89° 58' 53" West, a distance of 1070.41 feet,  
North 00° 10' 16" East, a distance of 100.00 feet,  
North 89° 58' 53" West, a distance of 510.00 feet to the southwest corner of said annexed property;

thence along the westerly line of said annexed property the following five courses:

North 00° 10' 16" East, a distance of 305.00 feet,  
South 89° 58' 53" East, a distance of 145.00 feet,  
North 00° 10' 16" East, a distance of 230.00 feet,  
South 89° 58' 53" East, a distance of 30.00 feet,  
North 00° 10' 16" East, a distance of 191.91 feet to a point on the southerly right-of-way line of NW West Union Road;

thence along said southerly right-of-way line, South 89° 58' 53" East, a distance of 785.23 feet to an angle point;

thence continuing along said southerly right-of-way line, South 56° 02' 29" East, a distance of 746.21 feet to the POINT OF BEGINNING.

Containing 24.33 acres, more or less.

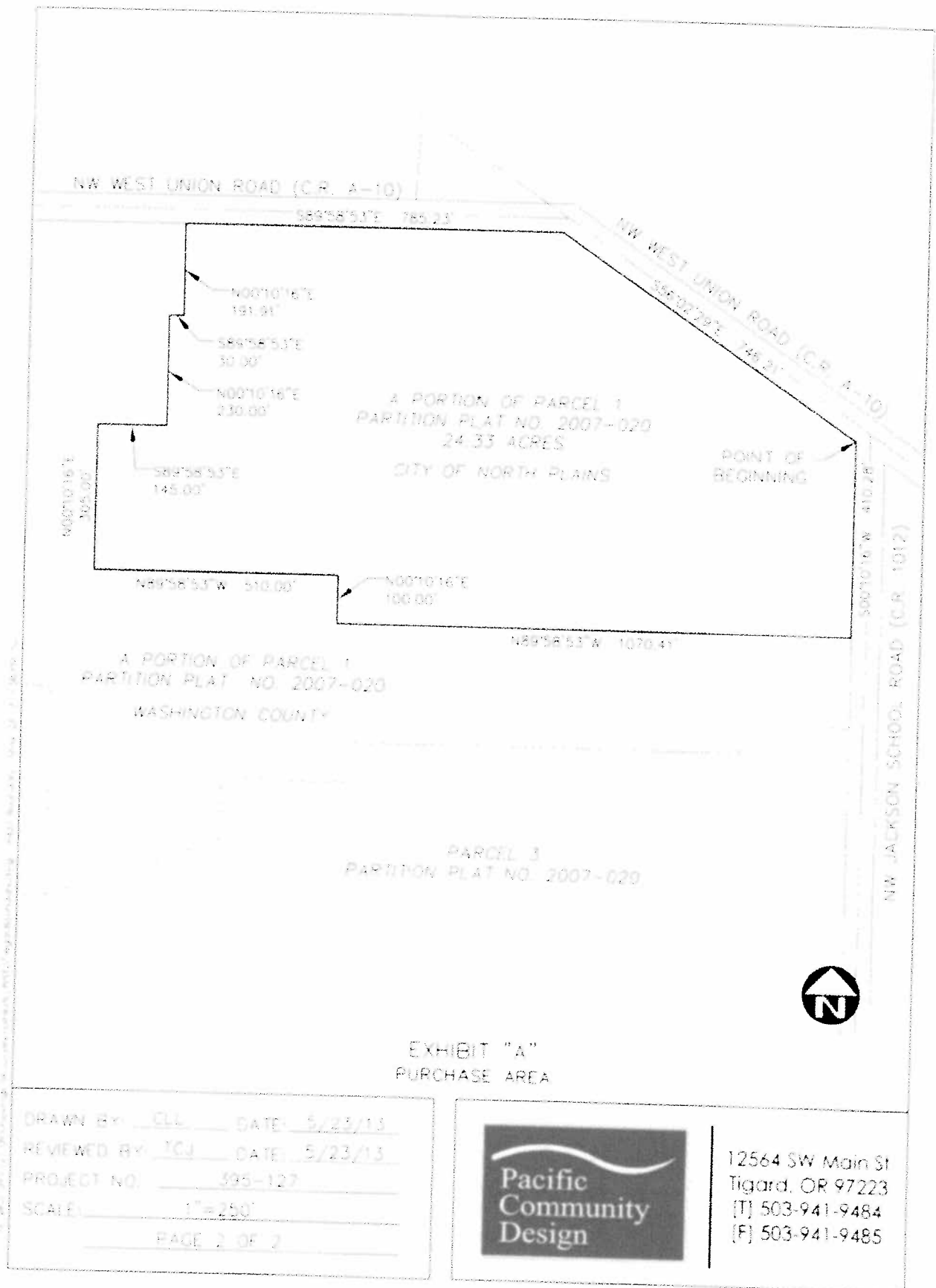
Basis of bearing per Partition Plat No. 2007-020, Washington County Survey Records.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
JULY 9, 2002  
TRAVIS C. JANSEN  
57751

RENEWS: 6/30/2013



AFTER RECORDING, RETURN TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AMENDMENT TO ACCESS EASEMENT AGREEMENT**

This Amendment to Access Easement Agreement (this “Amendment”) is executed to be effective as of \_\_\_\_\_, 2013 (the “Effective Date”), by and among Hillsboro School District 1J, a political subdivision of the State of Oregon (“HSD”), Jackson Farm Land, LLC, an Oregon limited liability company (“Jackson Farm”), and McKay Creek Land, LLC, an Oregon limited liability company (“McKay Creek”).

**RECITALS**

A. HSD owns the Burdened Property and Jackson Farm and McKay Creek own the Benefited Property as defined in that certain Access Easement Agreement dated effective as of March 30, 2007, executed by HSD and Jackson Union, L.L.C., an Oregon limited liability company and the predecessor-in-interest to Jackson Farm and McKay Creek, and recorded in the real property records of Washington County, Oregon on April 2, 2007 as Document No. 2007-036052 (the “Access Easement”).

B. HSD, Jackson Farm and McKay Creek desire to amend the Access Easement to revise the legal description of the real property that is subject to the Access Easement.

**AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged by each of the parties hereto, it is agreed as follows:

1. Definitions. Capitalized terms used in this Amendment and not otherwise defined shall have the meanings given to them in the Easement Agreement except as amended by this Amendment.

2. Removal of Property. From and after the Effective Date, the real property legally described on the attached Exhibit A (the “Excluded Property”) shall be excluded from the Benefited Property. From and after the Effective Date, the Excluded Property shall not benefit from, be burdened by, or otherwise be subject to, the Access Easement. All portions of the Benefited Property other than the Excluded Property shall remain subject to the Access Easement.

3. Effect of Amendment. Except as specifically set forth in this Amendment, the Access Easement is unmodified and is hereby ratified and remains in full force and effect.

4. Counterparts. This Amendment may be executed in multiple counterparts, all of which when taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have executed this Amendment as of the date first set forth above.

HSD:

HILLSBORO SCHOOL DISTRICT 1J,  
a political subdivision of the State of Oregon

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: Chief Financial Officer

JACKSON FARM:

JACKSON FARM LAND, LLC,  
an Oregon limited liability company

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

MCKAY CREEK:

MCKAY CREEK LAND, LLC,  
an Oregon limited liability company

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

[Acknowledgments on Following Page(s)]

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2013,  
by \_\_\_\_\_, Chief Financial Officer of HILLSBORO SCHOOL  
DISTRICT 1J, a political subdivision of the State of Oregon, on behalf of the subdivision.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2013,  
by \_\_\_\_\_, \_\_\_\_\_ of JACKSON FARM  
LAND, LLC, an Oregon limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2013,  
by \_\_\_\_\_, \_\_\_\_\_ of MCKAY CREEK  
LAND, LLC, an Oregon limited liability company, on behalf of the company.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

**EXHIBIT A**

Excluded Property

May 23, 2013

**LEGAL DESCRIPTION - PURCHASE AREA**

Job No. 395-127

The portion of Parcel 1 of Partition Plat No. 2007-020 annexed into the City of North Plains with Ordinance No. 360 on Monday, May 7, 2007, being in Southwest Quarter of Section 5 and the Southeast Quarter of Section 6, Township 1 North, Range 2 West of the Willamette Meridian, City of North Plains, Washington County, the State of Oregon, more particularly described as follows:

BEGINNING at the most easterly Northeast corner of Parcel 1, Partition Plat No. 2007-020; thence along the westerly right-of-way line of NW Jackson School Road, South 00° 10' 16" West, a distance of 410.28 feet to the southeast corner of the said annexed property;

thence leaving said right-of-way line, along the southerly line of said annexed property the following three courses:

North 89° 58' 53" West, a distance of 1070.41 feet,  
North 00° 10' 16" East, a distance of 100.00 feet,  
North 89° 58' 53" West, a distance of 510.00 feet to the southwest corner of said annexed property;

thence along the westerly line of said annexed property the following five courses:

North 00° 10' 16" East, a distance of 305.00 feet,  
South 89° 58' 53" East, a distance of 145.00 feet,  
North 00° 10' 16" East, a distance of 230.00 feet,  
South 89° 58' 53" East, a distance of 30.00 feet,  
North 00° 10' 16" East, a distance of 191.91 feet to a point on the southerly right-of-way line of NW West Union Road;

thence along said southerly right-of-way line, South 89° 58' 53" East, a distance of 785.23 feet to an angle point;

thence continuing along said southerly right-of-way line, South 56° 02' 29" East, a distance of 746.21 feet to the POINT OF BEGINNING.

Containing 24.33 acres, more or less.

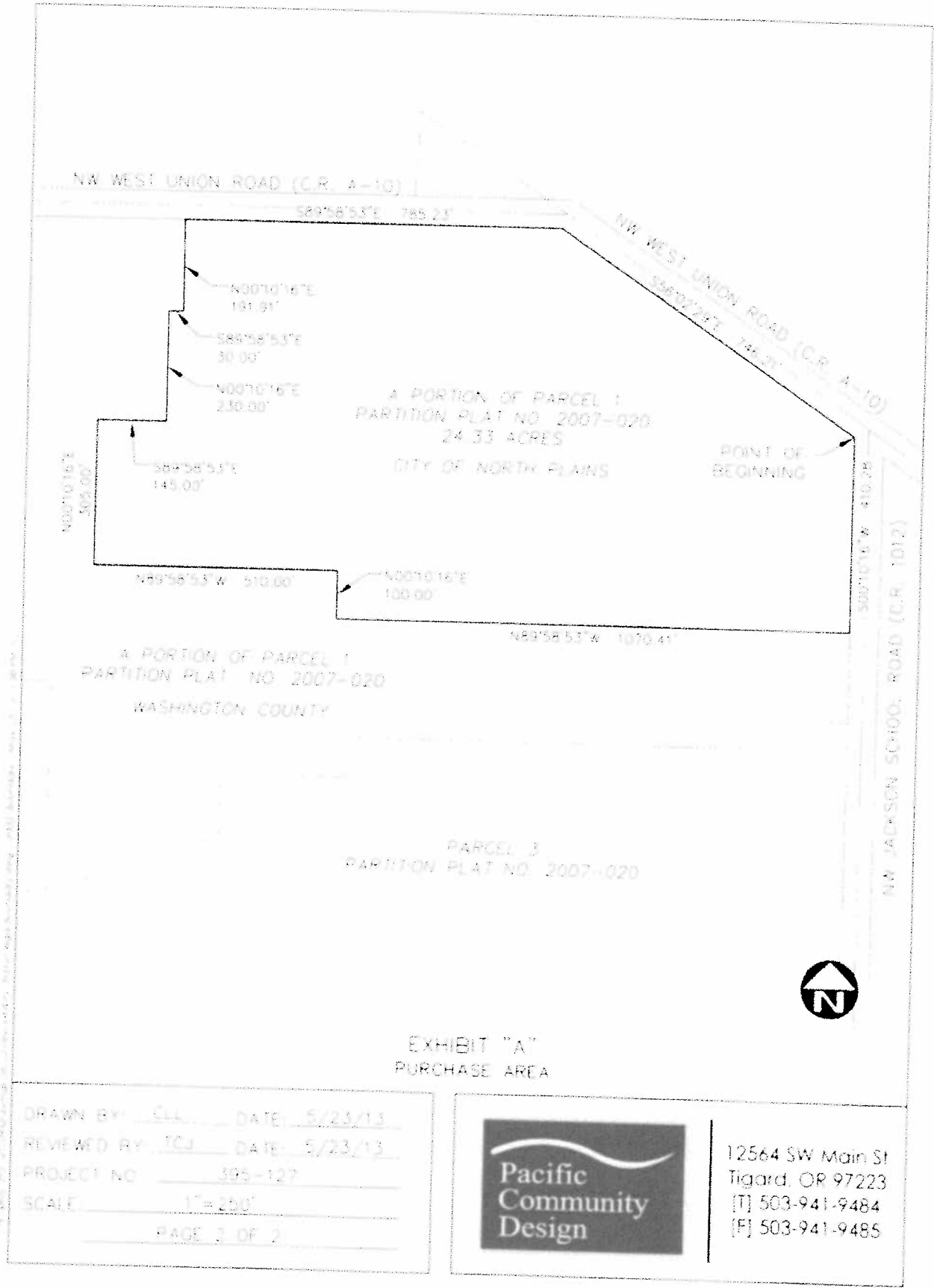
Basis of bearing per Partition Plat No. 2007-020, Washington County Survey Records.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
JULY 9, 2002  
TRAVIS C. JANSEN  
57751

RENEWS: 6/30/2013



**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**ELECT BOARD CHAIR AND VICE CHAIR**

**SITUATION**

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

**RECOMMENDATION**

The Superintendent recommends Board Chair Janeen Sollman accept nominations and conduct elections for Chair and Vice Chair offices for the 2013-14 school year.

**HILLSBORO SCHOOL DISTRICT 1J  
July 23, 2013  
APPROVE BOARD MEETING DATES FOR 2013-14**

**SITUATION**

Annually the Board sets the schedule of Board meeting dates for the upcoming school year. Board meetings are typically held on the second and fourth Tuesdays of the month, except for the December and March meetings, which may be held on the third Tuesday to accommodate winter break and spring break. Summer months may only have one meeting. Below are the recommended dates for next year for Board approval.

July 23, 2013	Regular Session
August 12 & 13, 2013	Summer Work Sessions
August 27, 2013	Regular Session
September 10, 2013	Work Session
September 24, 2013	Regular Session
October 1, 2013	Work Session (first Tuesday, jointly with City Council)
October 22, 2013	Regular Session
November 12, 2013	Work Session
December 3, 2013	Regular Session (first Tuesday)
December 17, 2013	Regular Session (third Tuesday)
January 14, 2014	Work Session
January 28, 2014	Regular Session
February 11, 2014	Work Session
February 25, 2014	Regular Session
March 18, 2014	Regular Session (third Tuesday)
April 8, 2014	Work Session
April 22, 2014	Regular Session
May 13, 2014	Work Session
May 27, 2014	Regular Session
June 10, 2014	Regular Session

In addition, the following dates are set aside for Budget Committee meetings to consider the 2014-15 Proposed Budget:

May 8, 2014            May 15, 2014 (if needed)

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the Board meeting dates for the 2013-14 school year.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**RATIFY AGREEMENT WITH HILLSBORO EDUCATION ASSOCIATION**

**SITUATION**

The District has been negotiating with Hillsboro Education Association (HEA) since December 2012 for a successor collective bargaining agreement to the one that expired on July 1, 2013. On July 15, 2013, the District bargaining team reached a tentative agreement with HEA for a new three-year contract. The main points of the tentative agreement are as follows:

SALARY

- For 2013-14, there will be no increase to the salary schedule (0 percent cost-of-living allowance). The schedule will be modified by eliminating current Step 2, causing the current Step 3 to be the new starting step. (Step 1 had previously been eliminated.) In addition, a new top step is created that is 2 percent higher than the current top step.
- For 2014-15, there will once again be no increase to the salary schedule (0 percent cost-of-living allowance). The schedule will be modified by adding 2 percent to the new top step created in 2013-14, bringing it to a standard 4 percent above the next lower step.
- Normal step increase for eligible employees in 2013-14. Step increase for eligible employees in 2014-15 as well, but delayed until the 5<sup>th</sup> paycheck of the year.
- Retain established column movement for those eligible due to acquisition of credits.
- Two budget reduction days in 2013-14 and two budget reduction days in 2014-15.
- Salary re-opener for 2015-16 to coincide with the new biennium.

INSURANCE

- The current insurance cap of \$1,050 will be retained for 2013-14.
- The insurance cap will be \$1,075 for 2014-15.
- Insurance re-opener for 2015-16 to coincide with the new biennium.

ADDITIONAL BARGAINED CHANGES OF NOTE

- Language established to facilitate the transition to electronic personnel files.
- Clarified definitions of temporary and substitute employees.
- An additional four hours are added to the time allocated for conducting elementary parent conferences in the fall.
- Modifications to evaluation language to comply with changes in state law, including mandatory yearly evaluations for probationary teachers and bi-annual evaluations for contract teachers.
- Established timelines for providing members with notice of the upcoming year's professional development plan.

- Language for reduction in force and recall is brought in line with the law by updating terminology and referencing the state statute. Recall language modified to clarify the rights and responsibilities of those notified of a recall opportunity.
- Guarantee of the presence of building discipline plans that include the designation of a location for students to be sent who are compromising the safety of other students.
- Clarified timelines for teachers to receive student 504 Plans, IEPs, and Behavior Plans.
- Teacher requests for additional hours for assessing work samples are subject to administrator approval.
- Retained language establishing the start of the successor bargaining period on December 1 preceding the expiration of the contract.
- Updated language for coaching/advising pay in extended season situations.
- Updated names of stipends provided to a variety of employees, including special education and English language learner case managers and coordinators.
- Modified language for extra duty contracts so that it is clear that such contracts are year-to-year and subject to termination by the District with 30 days' notice.
- Three-year contract, with a limited re-opener on salary and insurance for the third year.

## **RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Education Association effective July 1, 2013 through June 30, 2016, as tentatively agreed to by the District bargaining team.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE REVISED 2013-14 SCHOOL CALENDAR**

**SITUATION**

At the April 23, 2013, Board meeting, the Board approved the 2013-14 school calendar, which included five budget reduction days. The five budget reduction days were:

- October 14, 2013
- November 27, 2013
- December 20, 2013
- March 21, 2014
- May 23, 2014

Due to the recent reduction of three budget reduction days in the 2013-14 school year, which was made possible by Gain Share funds from Washington County and the City of Hillsboro, and the recent tentative contract agreement between the Hillsboro School District and the Hillsboro Education Association that adds four hours to elementary fall parent conferences, the adopted 2013-14 District calendar must be revised. The proposed revised calendar (attached) reflects the 189-day contract for licensed employees in the 2013-14 school year.

Changes to the adopted calendar include:

- Retain two budget reduction days
  - November 27, 2013 – Wednesday before Thanksgiving
  - March 21, 2014 – Friday before Spring Break
- Eliminate three budget reduction days
  - October 14, 2013 – Monday after licensed non-contract day
  - December 20, 2013 – Friday before Winter Break
  - May 23, 2014 – Friday before Memorial Day
- Add an additional half day for elementary conferences
  - Friday, November 15, 2013




Rationale for choosing the budget reduction days:



- Balancing semesters
- Continuity of instruction
- Feedback from principals and the HEA president on the likelihood that staff and parents have made vacation arrangements


**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the revised 2013-14 school calendar and direct staff to distribute the calendar and inform District stakeholders.

**DRAFT 11 July 17, 2013**  
**2013-2014 Calendar**

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

 ELEMENTARY ONLY  
 Budget Reduction Days

	<b>JULY 2013</b>							<b>1–New Year’s Day</b> <b>1–3–NO SCHOOL</b> Licensed Non-Contract Days (Winter Break cont.) <b>20–NO SCHOOL</b> Licensed Non-Contract Day, MLK Day <b>29–End of 1<sup>st</sup> Semester</b> <b>30–NO SCHOOL</b> Teacher Prep <b>31–NO SCHOOL</b> Grade Prep	<b>JANUARY 2014</b> 17						
	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>		<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
		1	2	3	4	5	6					1	2	3	4
	7	8	9	10	11	12	13		5	6	7	8	9	10	11
	14	15	16	17	18	19	20		12	13	14	15	16	17	18
	21	22	23	24	25	26	27		19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31			
21,22,23 New Teacher Inservice 26 & 27 Inservice 28 Staff Development 29 Inservice 30 Licensed Non-Contract Day	<b>AUGUST 2013</b>							<b>17–NO SCHOOL</b> Holiday – Presidents’ Day	<b>FEBRUARY 2014</b> 19						
	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>		<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
					1	2	3								1
	4	5	6	7	8	9	10		2	3	4	5	6	7	8
	11	12	13	14	15	16	17		9	10	11	12	13	14	15
	18	19	20	21	22	23	24		16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28			
<b>2–NO SCHOOL</b> Holiday–Labor Day <b>3–First Day of School</b>  <b>5–First Day of School for Kindergarten</b>	<b>SEPTEMBER 2013</b> 20							<b>21–NO SCHOOL</b> Budget Reduction Day  <b>24–28–NO SCHOOL</b> Licensed Non-Contract Days (Spring Break)	<b>MARCH 2014</b> 15						
	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>		<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
	1	2	3	4	5	6	7								1
	8	9	10	11	12	13	14		2	3	4	5	6	7	8
	15	16	17	18	19	20	21		9	10	11	12	13	14	15
	22	23	24	25	26	27	28		16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29		
30	31						30	31							
<b>10–Early Release</b> Staff Development – No AM/PM Kindergarten  <b>11–NO SCHOOL</b> Licensed Non-contract Day	<b>OCTOBER 2013</b> 21.5							<b>10–End of Quarter 3</b>  <b>11–NO SCHOOL</b> Grade Prep	<b>APRIL 2014</b> 21						
	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>		<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
			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	31			27	28	29	30					
7–End of Quarter 1 <b>8–NO SCHOOL</b> Grade Prep <b>11–NO SCHOOL</b> Holiday–Veterans’ Day <b>15 – Early Release</b> ELEMENTARY–Conference Prep <b>18–NO SCHOOL ELEMENTARY</b> Parent Conferences <b>19–NO SCHOOL</b> Parent Conferences <b>27–NO SCHOOL</b> Budget Reduction Day <b>28–NO SCHOOL</b> Holiday–Thanksgiving <b>29–NO SCHOOL</b> Licensed Non-Contract Day	<b>NOVEMBER 2013</b> 13.5 elem/15 sec							<b>26–NO SCHOOL</b> Holiday - Memorial Day	<b>MAY 2014</b> 21						
	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>		<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
						1	2						1	2	3
	3	4	5	6	7	8	9		4	5	6	7	8	9	10
	10	11	12	13	14	15	16		11	12	13	14	15	16	17
	17	18	19	20	21	22	23		18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31		
<b>23–31–NO SCHOOL</b> Licensed Non-Contract Days (Winter Break)  <b>25–Christmas Day</b>	<b>DECEMBER 2013</b> 15							<b>11–Last Day for AM/PM Kindergarten</b> <b>12–EARLY RELEASE</b> Last Day of School for Students <b>13–Last Day for Teachers</b> In case inclement weather requires the District to close schools during the 2013-14 school year, days will be identified and will be added to the school calendar as make up days. If these days are added back to the calendar, high school graduation dates would not be affected.	<b>JUNE 2014</b> 9						
	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>		<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>
	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	31					29	30							

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE REVISIONS TO POLICY JEBA:**  
**SCHOOL ENTRANCE AGE REQUIREMENTS**

**SITUATION**

Recommended revisions to Policy JEBA were presented for first reading on January 22, 2013. Policy JEBA directs the District to provide a process permitting early entry for students who are turning five or six after the September 1 cutoff date for either kindergarten or first grade, respectively. At that time, the policy established a grace period until November 15 to allow for parents to request an evaluation of their child's school readiness to take place, and required an intellectual evaluation.

On March 5, the Board voted to move the grace period to September 30, and remove the requirement of an intellectual evaluation. This enabled the District to reduce the fee for the evaluation from \$250 to \$75.

Reactions to this change have been positive. Requests for evaluation within the new window have more than tripled, and there has been a marked increase in the number of requests from Hispanic and low-income families.

Since the revisions were implemented, staff has identified the need to provide a process for parents to appeal the September 30 cut-off date, allowing them to proceed with an evaluation. Under the previous version and revised version of the policy, the only process to appeal the deadline was under policy BFF: Suspension of Policies, which states:

*In the event of emergency or special circumstances, the operation of any section of Board policy, including those governing its own operational procedures, may be temporarily suspended by a majority of the Board members at any regular or special meeting. This, however, does not apply to any section of Board policy that may be established by law or contract.*

Revised language permitting the Superintendent or designee to make an exception was presented to the Board for first reading on June 11, 2013; no questions or comments were received during the review period.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the recommended revisions to Policy JEBA: School Entrance Age Requirements.

## School Entrance Age Requirements

### Kindergarten and First Grade

Students will be admitted into kindergarten or first grade if their fifth or sixth birthday, respectively, occurs on or before September 1 of the year of enrollment. In addition, a student whose birthday occurs after that date may be admitted to kindergarten or first grade if the student is transferring from another public school.

Early entry into kindergarten or first grade may be made for a student whose fifth or sixth birthday occurs after September 1, but not later than September 30, who is sufficiently advanced to succeed in the educational program based on an analysis by qualified professional staff, including the following criteria:

1. Parent interview (developmental history)
2. Preschool experience
3. Emotional/social functioning
4. Adaptive behavior (including, but not limited to, perceptual and motor skills, self-help skills, and communication skills)
5. Academic functioning (readiness, basic skills)

The Superintendent/designee, with the executive director of the office for school performance, shall identify screening processes and instruments that will provide a dependable assessment of the above items and procedure for placement. Parents will be required to pay a fee to cover the costs of the special testing involved. The office for school performance will coordinate the assessment.

An appeal may be made in writing by the parents to the Superintendent/designee who may affirm or modify the early entry grace period. The Superintendent/designee's decision on whether to provide this exception will be considered final.

END OF POLICY

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#### Legal Reference(s):

[ORS 327.006](#)  
[ORS 336.095](#)  
[ORS 339.115](#)  
[ORS 343.395](#)

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**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 four-year leases was paid off at the end of the 2012-13 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 buses will be traded in as part of this transaction.

The cost for 13 buses is anticipated to be approximately \$1.5 million, with principal and interest payments of approximately \$310,686 per year, with an annual interest rate of 1.495 percent. Below is the debt service schedule:

Payment #	Due Date	Principal Payment	Interest Payment	Total Payment
1	8/30/2013	\$308,807.77	\$1,878.23	\$310,686.00
2	7/30/2014	\$294,154.64	\$16,531.36	\$310,686.00
3	7/30/2015	\$297,068.27	\$13,617.73	\$310,686.00
4	7/30/2016	\$301,539.87	\$9,146.13	\$310,686.00
5	7/30/2017	\$306,078.77	\$4,607.23	\$310,686.00
	TOTALS	\$1,507,649.32	\$45,780.68	\$1,553,430.00

Buses to be purchased:

- Nine 2014 International Harvester-84 passenger buses
- Four 2014 Blue Bird special education buses

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the financing of 13 school buses on a five-year lease, with an annual payment of \$310,686.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**APPROVE DECLARATION OF EMERGENCY FOR CONSTRUCTION OF A**  
**NEW DRINKING-WATER WELL AT WEST UNION ELEMENTARY SCHOOL**  
**AND EXEMPTION FROM COMPETITIVE BIDDING**

**SITUATION**

ORS 279B.080 permits the Local Contract Review Board, which for the Hillsboro School District is the Board of Directors, to exempt specific projects from the competitive bidding requirements of ORS 279, if emergency conditions require prompt execution of a contract.

In May 2013, it was determined through investigation that the drinking-water well at West Union Elementary School failed due to a breached well casing at approximately 200 feet below ground level. The District contacted the Oregon Water Resources Department (OWRD) regarding necessary permits to repair the well. The District has been informed by OWRD that repairs to the existing well cannot be permitted, requiring the District to construct a new well. As there is no water source available at the school other than a drinking-water well, it is necessary to construct a new well before school resumes in fall.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors, acting in the capacity of the Local Contract Review Board, declare an emergency and exemption from competitive bidding requirements for the construction of a new drinking-water well at West Union Elementary School.

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**COLLEGE AND CAREER PATHWAYS—UNIVERSITY PARTNERSHIPS**

**SITUATION**

Consistent with District efforts to align its instructional program K-12 is the work to build a guaranteed and viable pathway from its high schools to college and careers. Work associated with this initiative has been two fold. First, District staff and Board representatives have been working collaboratively with community representatives, including the Chamber of Commerce, the City of Hillsboro, the Mayor's office, Western Oregon State University, Portland Community College, Portland State University, and Intel (a key business partner). This collaborative has met twice to begin identifying key bold steps they would make together to support the College and Career Pathways project that presented to the Board in March.

The second portion of this project is to begin developing the post-secondary pathway to increase the likelihood that students will see themselves as college going, or ready for gainful career. The Office for School Performance began this work by implementing new assessment tools known as the PLAN and Explore (part of the ACT Suite of assessments), as well as Naviance (an information management software to support student and parent centered planning for post-secondary life).

In addition to the preparation tools, the Office for School Performance has begun developing a strong partnership with Western Oregon State University. Current action plans include:

1. Identifying partnership opportunities between WOU and HSD students
2. Developing an educator pipeline (through HSD students)
3. Develop professional development programs for current regional educators
4. Establishing preferential admissions for students completing the HSD Dual Language Program Credit overlay for high school courses (dual credit articulation)
5. Collaboration structures for WOU instructors and HSD teachers

The District has been highly encouraged by the willingness of WOU to partner with it, and is planning on using this experience to build similar partnerships with PSU and PCC.

In this report, the Board will hear further description of efforts to support the District's College and Career Pathways Project.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**July 23, 2013**  
**FINANCIAL REPORT**

Business Office. July is a transitional month for the Business Office. Working between fiscal years, all staff are closing out 2012-13 and preparing for the annual audit while setting up payroll, benefits, grants, department/building-level budgets, contracts, and accounts payable for 2013-14. The office is also restructuring the Benefits Department and replacing long-time employee Jayne Peterson on the Finance Team.

Payroll Team. The Payroll Team has been working closely with Human Resources to set up the new school year. While the first “full payroll” that includes 10-month employees will not occur until September, there is extensive systemic preparation required. Closing the fiscal year and finalizing the payroll payables for July and August requires cooperation and support from the Finance Team as well.

Benefits Team. The Benefits Team has been busy streamlining services and planning for open enrollment and the employee benefits fair this fall.

Technology Services has developed the 2013-14 plan year online calculator for staff determination of their benefit costs. The calculator is highly complex due to the (two different) insurance pools maintained on behalf of the District. Both HEA and HCU have set the rate reductions and determined the level of contributions to and from the pool. Employee premiums may increase up to \$152/month, depending on plan choice and dependent elections. The Benefits Team is working closely with American Fidelity to educate staff about their benefit needs and how to use a Section 125 plan to help manage out-of-pocket costs.

Finance Team. The Finance Team has tested and is implementing a new accrual system for accounts payable that will increase transparency and efficiency in the process. With the recent staffing changes, staff is redistributing duties and improving workflow processes when possible. There are certain activities within the department that seem like extra steps but heighten the level of “best practice” and reinforce internal controls designed to reduce risk for the District.

Grants Management. Grant specialist Jeff Jones has been distributing information to grant coordinators for closing out grants and planning for 2013-14. With the final payroll and expenses paid, invoices are issued for reimbursement per grant contracts. End-of-year reporting for specific programs will also be a focus.

HILLSBORO SCHOOL DISTRICT 1J  
 JULY 23, 2013  
 MONTHLY FINANCIAL REPORT - as of June 30, 2013

<i>Revenues</i>	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April Actual	May Actual	June Actual	4th Quarter Actual	Fiscal YTD 2012-13	Budget 2012-13	% of 2012-13 Budget Expended	2011-12 Fiscal YTD	% of 2011-12 Budget Expended
Taxes	\$183,678.06	\$49,075,852.25	\$2,068,885.16	\$125,995.28	\$221,772.45	\$1,664,587.04	\$2,012,354.77	\$53,340,770.24	\$55,109,665.00	96.79%	\$53,121,390.05	100.50%
Interest	\$31,690.86	\$46,063.20	\$62,426.92	\$17,294.51	\$16,322.85	\$0.00	\$33,617.36	\$173,798.34	\$250,000.00	69.52%	\$185,615.54	74.25%
Local Sources	\$76,063.40	\$41,903.82	\$621,621.55	\$148,960.35	\$15,043.63	\$173,778.49	\$337,782.47	\$1,077,371.24	\$1,115,000.00	96.63%	\$832,875.66	74.70%
<b>Total Local</b>	<b>\$291,432.32</b>	<b>\$49,163,819.27</b>	<b>\$2,752,933.63</b>	<b>\$292,250.14</b>	<b>\$253,138.93</b>	<b>\$1,838,365.53</b>	<b>\$2,383,754.60</b>	<b>\$54,591,939.82</b>	<b>\$56,474,665.00</b>	<b>96.67%</b>	<b>\$54,139,881.25</b>	<b>99.84%</b>
County/ESD	\$34,510.95	\$103,769.34	\$0.00	\$15.93	\$180,796.86	\$500,000.00	\$680,812.79	\$819,093.08	\$750,000.00	109.21%	\$295,626.30	29.56%
State Sources	\$30,738,032.32	\$23,588,074.91	\$24,287,188.43	\$7,656,963.00	\$9,490,042.47	-\$84,747.00	\$17,062,258.47	\$95,675,554.13	\$94,961,254.00	100.75%	\$99,814,705.05	103.21%
Federal Sources	\$0.00	\$3,136,955.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,136,955.49	\$3,666,000.00	85.57%	\$0.00	0.00%
Other Sources	\$50.00	\$550.00	\$93.50	\$210.10	\$0.00	\$5,000,000.00	\$5,000,210.10	\$5,000,903.60	\$5,000,000.00	100.02%	\$1,718.44	0.09%
Beginning Balance	\$0.00	\$9,637,118.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,637,118.51	\$9,394,053.00	102.59%	\$10,923,271.71	107.01%
<b>Total Revenue</b>	<b>\$31,064,025.59</b>	<b>\$85,630,287.52</b>	<b>\$27,040,215.56</b>	<b>\$7,949,439.17</b>	<b>\$9,923,978.26</b>	<b>\$7,253,618.53</b>	<b>\$25,127,035.96</b>	<b>\$168,861,564.63</b>	<b>\$170,245,972.00</b>	<b>99.19%</b>	<b>\$165,175,202.75</b>	<b>100.38%</b>
<i>Expenditures</i>												
<b>Instruction</b>												
Salaries	\$4,877,512.51	\$15,469,112.74	\$15,384,500.76	\$5,114,582.47	\$5,193,920.94	\$14,758,170.21	\$24,866,673.62	\$60,597,799.63	\$60,623,397.93	99.96%	\$60,542,043.37	102.28%
Benefits	\$2,506,751.69	\$7,955,203.40	\$8,046,171.71	\$2,677,724.90	\$2,667,841.76	\$7,862,771.41	\$12,308,338.07	\$30,816,464.87	\$30,855,005.21	99.88%	\$31,030,896.95	98.39%
Purchased Service	\$522,143.47	\$752,565.60	\$716,648.47	\$233,305.25	\$206,916.32	\$154,019.74	\$594,241.31	\$2,585,598.85	\$2,620,795.62	98.66%	\$2,331,266.39	94.51%
Supplies/Materials	\$238,437.85	\$258,509.13	\$181,903.35	\$62,739.54	\$79,689.33	\$204,214.37	\$346,643.24	\$1,057,993.57	\$1,626,805.37	65.04%	\$1,352,913.96	67.69%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,169.51	0.00%	\$0.00	0.00%
Other	\$52,911.74	\$60,799.58	\$11,896.35	\$1,658.75	\$2,039.55	\$18,286.00	\$21,984.30	\$127,591.97	\$130,491.55	97.78%	\$92,015.26	85.57%
<b>Total Instruction</b>	<b>\$8,197,757.26</b>	<b>\$24,496,190.45</b>	<b>\$24,341,120.64</b>	<b>\$8,090,010.91</b>	<b>\$8,150,407.90</b>	<b>\$22,997,461.73</b>	<b>\$38,137,880.54</b>	<b>\$95,185,448.89</b>	<b>\$95,857,665.19</b>	<b>99.30%</b>	<b>\$95,349,135.93</b>	<b>100.05%</b>
<b>Support Services</b>												
Salaries	\$5,214,430.99	\$7,534,156.84	\$7,386,250.00	\$2,480,126.98	\$2,510,186.59	\$4,791,711.76	\$10,092,025.33	\$30,226,863.16	\$30,226,547.13	100.00%	\$29,274,439.76	105.36%
Benefits	\$2,807,722.53	\$4,337,177.03	\$4,378,216.39	\$1,419,946.90	\$1,442,790.88	\$2,950,501.46	\$5,503,239.24	\$16,996,355.19	\$16,999,916.58	99.98%	\$16,425,002.01	96.86%
Purchased Service	\$1,480,360.91	\$2,529,527.05	\$3,262,169.12	\$920,566.54	\$707,241.90	\$1,680,960.37	\$4,208,768.81	\$11,510,825.89	\$11,628,515.94	98.99%	\$9,937,869.88	97.68%
Supplies/Materials	\$697,992.09	\$1,152,278.41	\$896,458.89	\$358,209.62	\$478,636.49	\$1,279,251.28	\$2,466,097.39	\$5,212,826.78	\$5,468,139.47	95.33%	\$3,584,321.95	73.02%
Capital Purchases	\$7,506.79	\$166,771.47	\$30,969.98	\$17,827.50	\$84,658.33	\$72,191.26	\$24,677.09	\$229,925.33	\$231,971.99	99.12%	\$539,666.58	242.00%
Other	\$992,085.31	-\$69,175.77	\$24,558.72	\$3,380.80	\$9,805.80	\$4,032.36	\$17,218.96	\$984,687.22	\$1,288,813.72	76.40%	\$981,918.77	74.82%
<b>Total Support</b>	<b>\$11,200,098.62</b>	<b>\$15,650,735.03</b>	<b>\$15,978,623.10</b>	<b>\$5,200,058.34</b>	<b>\$5,233,319.99</b>	<b>\$10,778,648.49</b>	<b>\$22,312,026.82</b>	<b>\$65,161,483.57</b>	<b>\$65,843,904.83</b>	<b>98.96%</b>	<b>\$60,743,218.95</b>	<b>98.99%</b>
<b>Community Services</b>								\$0.00				
Salaries	\$41,108.34	\$55,116.51	\$52,928.12	\$17,390.62	\$0.00	\$0.00	\$17,390.62	\$166,543.59	\$210,756.26	79.02%	\$219,553.67	106.47%
Benefits	\$19,761.11	\$26,330.43	\$29,731.94	\$9,078.95	\$16,489.25	\$25,565.28	\$51,133.48	\$119,456.96	\$121,416.28	98.39%	\$105,028.39	84.13%
Purchased Service	\$16,398.91	\$7,469.71	\$13,201.51	\$2,455.36	\$10,133.63	\$18,764.69	\$31,353.68	\$43,423.81	\$48,688.67	89.19%	\$36,877.98	234.15%
Supplies/Materials	\$253.06	\$125.48	\$1,631.83	\$0.00	\$1,162.25	\$2,006.46	\$3,168.71	\$5,179.08	\$10,590.77	48.90%	\$3,981.51	36.20%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$165.00	\$37.22	\$202.22	\$202.22	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	0.00%	\$500.00	0.00%
<b>Total Community Services</b>	<b>\$77,521.42</b>	<b>\$89,542.13</b>	<b>\$97,493.40</b>	<b>\$28,924.93</b>	<b>\$27,950.13</b>	<b>\$46,373.65</b>	<b>\$103,248.71</b>	<b>\$335,305.66</b>	<b>\$391,451.98</b>	<b>85.66%</b>	<b>\$365,941.55</b>	<b>102.28%</b>
Debt Service Payment	\$0.00	\$71,475.00	\$456,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$527,950.00	\$527,950.00	100.00%	\$533,200.00	100.05%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%	\$0.00	0.00%
Contingency/Ending Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500,000.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$19,475,377.30</b>	<b>\$40,307,942.61</b>	<b>\$40,873,712.14</b>	<b>\$13,318,994.18</b>	<b>\$13,411,678.02</b>	<b>\$33,822,483.87</b>	<b>\$0.00</b>	<b>\$161,210,188.12</b>	<b>\$170,245,972.00</b>	<b>94.69%</b>	<b>\$156,991,496.43</b>	<b>95.40%</b>