



Hillsboro School District 1J

August 13, 2013
Board Meeting

Board of Directors

Monte Akers • Adriana Cañas • Wayne Clift • Glenn Miller • Erik Seligman • Janeen Sollman • Kim Strelchun

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR

Board Meeting Agenda
August 13, 2013
3:00 – 9:00 p.m.

1. 3:00 p.m. Work Session - Retreat
 - a. Strategic Plan Activity 2013-14
 - Overview
 - Goal areas for 2013-14
 - b. Board Goals
 - c. Superintendent Goals
 - d. Bond Campaign Regulations
 - e. ESD Participation Discussion
 - f. Board Budget and Professional Development Opportunities Brainstorm
 - g. Board Team Building and Visibility Opportunities Brainstorm/Webcast Discussion
 - h. Committee Opportunities:
 - Superintendent evaluation
 - Long-range planning
 - Bargaining teams
 - Hillsboro Online Academy steering committee
 - School-Based Health Center steering committee
 - Evaluation committee
 - Technology input
 - Audit committee

2. 6:30 p.m. Regular Session
2. Call to Order and Flag Salute
3. Approval of Agenda
4. Audience Time

5. Consent Agenda
 - a. Approve Minutes of July 23, 2013
 - b. Accept Donations

6. Action Items
 - a. Readopt Board/Superintendent Working Agreements

7. Reports and Discussion
 - a. Financial Report

8. HCU/HEA Reports
9. Audience Time
10. Superintendent's Time
11. Board of Directors' Time

Next meetings: September 10, 2013, Work Session
 September 24, 2013, Regular Session

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
July 23, 2013
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Adam Stewart, Chief Financial Officer (on speaker phone)
Beth Graser, Director, Communications
Michelle Morrison, Business Manager
Laurie Boyd, Assistant to the Superintendent
Marva Wiebe, Assistant to the Board

Others Present:

Brian Hungerford, attorney

1. Executive Session

ORS 192.660(2)(d)—Labor Negotiator Consultation. Board Chair Janeen Sollman called the meeting to order at 5:30 p.m. and moved the Board into executive session under ORS 192.660(2)(d)—labor negotiator consultation. The Board discussed labor negotiations with their attorney; no action was taken. Board Chair Sollman moved the Board out of executive session and recessed the meeting at 6:15 p.m.

Board Present:

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

Staff Present:

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

Others Present:

Brian Hungerford, attorney
Luana Newby
Eric Weyrauch, HCU
Maureen Barnhart, HEA
Wendy Owen, The Oregonian

2. Work Session

a. Discuss Board Meeting Dates for 2013-14. Board Chair Sollman reconvened the Board meeting at 6:17 p.m. She presented the draft Board meeting dates for review. Board Chair Sollman noted the importance of Board members letting the Board Chair or Superintendent know if they will miss a meeting, since a quorum is necessary to convene a Board meeting. She reported that Directors Kim Strelchun and Wayne Clift will be on vacation during the last week of August, and suggested the Board hold their regular session meeting following the second day of the Board retreat on August 13. Director Adriana Cañas asked whether the agenda items would fit within the scheduled time. It was reported that they will. Director Monte Akers asked whether the Board may need to consider ratification of a tentative agreement with HCU following bargaining on August 14. Superintendent Scott clarified that the Board could take action at their September 10 work session, since HCU would probably not be able to ratify with their membership until close to that date due to summer vacations. Director Erik Seligman recommended the District reach out to other cities represented in the District to see if they would like to schedule joint work sessions.

- b. Board Leadership Planning. Board Chair Sollman asked Board members to share the qualifications they would like to see in a chair or vice chair, and to state their interest in being elected to either of the positions. Director Akers commented that he is interested in serving as chair. He expressed a goal of more focus on graduation rates. Director Strelchun was also interested in serving as chair. She felt that the chair should be collaborative, be the public face for the Board, and have strong community involvement. She shared other desirable qualifications from an OSBA publication: the chair should share a common vision, support professional development, be comfortable being in charge, be a good listener, have a sense of humor, and be a relationship builder. Director Clift expressed his interest in serving as vice chair for 2013-14, and possibly as chair at a future time. He felt the chair should have a keen focus on District goals, and have good communication and collaboration skills. Director Glenn Miller commented that he was too “green” to consider a leadership role this year but might be interested in the future. He felt that training, experience, relationship building, and open-mindedness were important. Director Cañas felt that willingness to make the time commitment needed was critical. In addition, the chair should have diverse experiences, including negotiations and community involvement, and be available to attend statewide meetings and conferences. She was not available to serve in a leadership role this year. Board Chair Sollman was also not interested in a leadership role for this year, but listed the following qualities she would be looking for: community involvement, an effective communicator, ability to facilitate meetings effectively, representation at public events, legislative advocacy, and willingness to attend training. She expressed her hope that the chair and vice chair would both continue to attend the bi-monthly agenda review meetings. Director Miller asked about other opportunities for Board members interested in training for leadership. Director Strelchun noted that she found Leadership Oregon and Leadership Hillsboro very helpful. Board members reviewed the voting process that will be used.
- c. Review Summer Work Session Agendas. Superintendent Scott shared a draft of the agenda items planned for the August 12 and 13 summer work sessions. Director Seligman noted that the August 12 agenda was very similar to the OSBA summer conference he just attended. Superintendent Scott explained that a general degree of knowledge would be assumed, and the training will evolve from there. He reported that Greg Mackenzie would facilitate the first day’s topics. Director Akers asked that the Board’s budget be added to the agenda. Additional suggestions may be sent to Superintendent Scott.
- d. Summer Conference Reports. Directors Miller, Seligman, and Strelchun reported on their attendance at the OSBA Summer Board Conference in Bend earlier in the month. Conference topics included boardsmanship, creating district culture, college/school district partnerships, and legislative updates. In addition, Director Miller earned credit toward OSBA’s professional development bronze level. Written reports submitted will be posted for the Board. Director Cañas reported on her attendance at the NALEO Conference in Chicago. She attended sessions on early learning and parent involvement, and appreciated the opportunity to meet with Latino elected officials from diverse political viewpoints.
- e. Board Discussion Time. Board Chair Sollman explained that Board discussion time was an opportunity to share ideas and ask questions. Director Clift asked whether the Hillsboro Argus was still appropriate for the newspaper of record in light of their recent changes making the Wednesday issue delivered free to all Hillsboro residents. It was explained that the District received a legal opinion confirming that the Hillsboro Argus was still qualified, since the Friday issue is by paid subscription. Director Miller asked if the Board had considered broadcasting their meetings to reach a wider audience like the City of Hillsboro does. Communications Director Beth Graser explained that city taxes cover the cost of the broadcasts, and that the prior chief technology officer had indicated that the District would need better camera and sound equipment in order to do the broadcasts. The topic will be added to the summer work session agenda for continued discussion. Board Chair Sollman read a thank you note received from the superintendent of Moore Public Schools in Oklahoma in response to a card sent by the Board. The work session was recessed at 7:24 p.m.

Board Present:

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

Others Present:

Shirley Araiza, YAC
Saffron Cleveland, YAC
Anisha Datta, YAC
Lukas Heaton, YAC
Rachel Simon, YAC
Sophie VanDyke, YAC
Emily Van Vleet, YAC
Briana Vega, YAC
Kristi Wilson, YAC Advisor
Jerry Willey, Mayor
Aron Carleson, City Council
Mark Coleman
Luana Newby
Jaime Rodriguez
Roger Pinder
Eric Weyrauch, HCU
Maureen Barnhart, HEA
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
Loren Rogers, Executive Director, Facilities and Transportation
Beth Graser, Director, Communications
Linda Harrington, Principal, Hillsboro Online Academy
Michelle Morrison, Business Manager
Laurie Boyd, Assistant to the Superintendent
Marva Wiebe, Assistant to the Board

3. Call to Order and Flag Salute. Board Chair Sollman called the regular session meeting to order at 7:33 p.m. Members of the Mayor's Youth Advisory Council led the Pledge of Allegiance.
4. Recognition. The Board recognized the Mayor's Youth Advisory Council (YAC) for their volunteer service to the community. Eight YAC members presented information about their activities and their three-fold focus on education, environment, and equality. They were joined by Mayor Jerry Willey, City Council President Aron Carleson, and YAC Advisor Kristi Wilson.
5. Administer Oath of Office. Director Strelchun administered the oath of office to newly re-elected Board Chair Janeen Sollman. Board Chair Sollman then administered the oath to new and returning Directors Monte Akers, Glenn Miller, and Erik Seligman. The newly sworn in Board members received certificates from the Washington County Elections Office certifying their elections.
6. Approval of Agenda. Director Strelchun moved to approve the agenda as printed. Director Cañas seconded the motion. The motion carried by a vote of 7-0.
7. Audience Time. Board Chair Sollman explained the procedure for addressing the Board according to Policy BDDH: Public Participation in Board Meetings. One request was received to address the Board on agenda item 10.a.
8. Consent Agenda. Director Strelchun moved to approve the Consent Agenda as printed. Director Akers seconded the motion. The motion carried by a vote of 7-0. Consent Agenda items were as follows:
 - a. Approve minutes of June 11, 2013
 - b. Approve routine personnel matters:
 - Ratify the acceptance of the retirement of the following licensed personnel:
Bruce Clevenger Barbara Edwards Shelley Hudspeth
Connie Johnson Lisa Karlin
 - Ratify the acceptance of the resignation of the following licensed personnel:

Kary Bradbury	Kimberly Brennan	Kristina Castillo-Simons
Chris Cochran	Nicole Medrano	Derek Runberg
Jill Sellers	Leslie Sheldon	Carrie Watson
Nabil Zerizef		

Approve the employment of the following administrative personnel:

John Allen	Peter Muilenburg	Karen Murphy
Karen Shea	Arcema Tovar	Amy Torres
Don Wolff		

- c. Establish 2013-14 tuition rates for nonresident students:
 - Kindergarten \$4,230 per year
 - Grades 1-6 \$8,459 per year
 - Grades 7-12 \$8,767 per year
 - Special needs students Actual estimated cost
- d. Establish substitute teacher pay rates for 2013-14 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.
- e. Establish hourly substitute rates for classified employees for 2013-14:

Type	Hourly Rate
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

- f. Approve annual depository, auditor, legal counsel, newspaper, and agent designations:

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	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.
- g. Approve annual clerk/officer designations:

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
- h. Approve annual crime policy coverage limits:

National Union Fire Insurance Company	\$1,000,000
---------------------------------------	-------------
- i. Readopt Policy DFAA: Capital Project Fund
- j. Readopt Policy IGBC: Title I/Parental Involvement

- k. Establish mileage reimbursement rate at \$0.565 per mile
- l. Approve a resolution to extend Workers' Compensation to volunteers
- m. Approve easements to City of Hillsboro and Portland General Electric for a crosswalk at Glencoe High School
- n. Approve amendment to the existing easement and storm water facility agreements in North Plains

9. Action Items

- a. Elect Board Chair and Vice Chair. Board Chair Sollman explained that the Board annually elects a new chair and vice chair during the July meeting. She opened the floor to nominations for Board chair for 2013-14. Director Cañas nominated Kim Strelchun as Board chair. Director Seligman nominated Monte Akers as Board chair. Hearing no further nominations, Board Chair Sollman closed the nominations. Director Kim Strelchun was elected as Board chair for 2013-14 by a vote of 4-3, with Directors Cañas, Miller, Sollman, and Strelchun voting in favor of Kim Strelchun, and Directors Akers, Clift, and Seligman voting in favor of Monte Akers.

Board Chair Sollman then opened nominations for vice chair for 2013-14. Director Cañas nominated Monte Akers for the position of vice chair. Director Miller nominated Wayne Clift for vice chair. Hearing no further nominations, Board Chair Sollman closed the nominations. Director Akers was elected as Board vice chair for 2013-14 by a vote of 4-3, with Directors Akers, Cañas, Miller, and Strelchun voting in favor of Monte Akers, and Directors Clift, Seligman, and Sollman voting in favor of Wayne Clift. Following the elections, Board Chair Strelchun took over the duties of the chair. She thanked everyone for their time and thoughtfulness in the Board leadership decisions.

- b. Approve Board Meeting Dates for 2013-14. Board Chair Strelchun asked for a motion in regard to Board meeting dates for the school year. Director Clift moved to approve the Board meeting dates as listed in the packet with one modification – the August 27 regular session be moved to August 13 following the second day of the retreat – as discussed in the work session. Director Sollman seconded the motion. The motion carried by a vote of 7-0.
- c. Ratify Agreement with Hillsboro Education Association (HEA). Assistant Superintendent Debbie Ashley presented the tentative agreement with HEA for Board approval. She acknowledged the members of both bargaining teams who were present, and explained that the Board reviewed the provisions of the agreement extensively in executive session earlier in the evening. Director Cañas moved to ratify the three-year collective bargaining agreement with HEA effective July 1, 2013, through June 30, 2016, as tentatively agreed to by the District bargaining team. Director Sollman seconded the motion. Director Akers thanked the members of HEA for hanging in there through the last four or five years of economic challenges. Director Sollman expressed appreciation for the time and diligence invested by both bargaining teams. Director Strelchun also thanked all of the participants on both sides, and commented that she was thrilled to be reducing the number of budget reduction days, although it's sad that the District is in a position to be thankful for "only" two cut days. The motion carried by a vote of 7-0.
- d. Approve Revised 2013-14 School Calendar. Assistant Superintendent Ashley explained that the Board approved a school calendar back in April that contained five budget reduction days. Due to anticipated receipt of a portion of the Gain Share funds, the District was able to add back three days to the school calendar and increase elementary parent conference time. The two remaining budget reduction days are Wednesday, November 27, 2013, and Friday, March 21, 2014. She presented a revised school calendar for Board approval. Director Akers moved to approve the revised 2013-14 school calendar and direct staff to distribute the calendar and inform District stakeholders. Director Miller seconded the motion. Director Sollman thanked Assistant Superintendent Ashley for her work on the calendar, and echoed Board Chair Strelchun's comments regarding "only" cutting two school days. The motion carried by a vote of 7-0.
- e. Approve Revisions to Policy JEBA: School Entrance Age Requirements. Assistant Superintendent Steve Larson presented Policy JEBA for Board approval. He explained that revisions were being recommended to provide an option for parents to appeal the deadline for application for early entry testing other than asking the Board to temporarily suspend their policy, as provided for by Policy BFF: Suspension of Policies. The policy was presented for first reading

on June 11; no comments or questions were received during the review period. Director Sollman moved to approve the revisions to Policy JEBA: School Entrance Age Requirements. Director Akers seconded the motion. Director Seligman asked whether parents would still have the option to appeal to the Board under Policy BFF, which they would. Director Clift asked who would be the Superintendent's designee. Superintendent Scott reported that it would be either Assistant Superintendent Larson or Executive Director Dayle Spitzer. Director Clift requested that the appeal process be included in school entrance materials, and that data on appeals be gathered for a future Board report. Directors Cañas and Miller both expressed appreciation for the addition of the "release valve" for exceptional cases. The motion carried by a vote of 7-0.

- f. Approve Financing of School Buses. Executive Director Loren Rogers explained that the District would like to replace four special needs buses and nine regular buses. The special needs buses will be equipped with air conditioning for medically fragile students. The District will trade in buses from the mid-1980s that have manual transmissions and do not meet current emissions regulations. Director Seligman asked if the District has a contract in place with agreed-upon prices or would be going out for bid. Executive Director Rogers explained that the District would be utilizing a cooperative purchasing agreement with other school districts that have done RFPs. Superintendent Scott explained that funding will be from a separate transportation equipment fund that is a portion of the State School Fund, but is not part of the general fund; it is earmarked specifically for the replacement of buses, improvements to the bus barn, etc. Director Clift asked why the financing required Board approval if it is within the amount set aside in the transportation equipment fund. Superintendent Scott explained that the cost is substantially over the limit for contracts not requiring Board approval (\$150,000). Board members asked questions regarding the number of old buses with manual transmissions still in the District, the new legislation on emission systems, the number of buses that will need retrofitting, and the approximate cost of retrofitting each bus. They requested a report on the specific cost of retrofitting the buses that can be shared with legislators when discussing unfunded state mandates. Director Akers moved to approve financing of 13 school buses on a five-year lease, with an annual payment of \$310,686. Director Miller seconded the motion. The motion carried by a vote of 7-0.

- g. Approve Declaration of Emergency for Construction of a New Drinking-Water Well at West Union Elementary School and Exemption from Competitive Bidding. Board Chair Strelchun recessed the Board meeting and convened a meeting of the Local Contract Review Board (LCRB) at 8:42 p.m. Executive Director Rogers explained that problems with the drinking-water well at West Union Elementary School began to appear back in May. The well was inspected and it was determined the well casing had been breached. The District sought a permit to repair the well but, due to the age of the well, which was built in the 1940s, and the lack of information regarding its construction, the repairs were not able to be permitted. The District will need to drill another well, the cost of which is estimated at approximately \$150,000 for drilling a new well, constructing a new well head and pump house, and running water and electrical lines to the well. He requested that the Board declare an emergency and exemption from competitive bidding in order to get the well replaced in time for the beginning of school. Director Akers moved that the Board, acting as the LCRB, declare an emergency and exemption from competitive bidding requirements for the construction of a new drinking-water well at West Union Elementary School. Director Cañas seconded the motion. Director Miller noted that this is the second request for an emergency exemption this year; he would not be voting against the motion, but preferred not to use the process. He asked about the possibility of providing bottled water and using the well water to flush toilets. Executive Director Rogers explained that the state does not permit using the water for toilets. Director Sollman reported that she has received a lot of feedback from parents regarding the well problems, bottled water, and use of porta-potties at West Union. She was in favor of getting the new well in before school starts. Board members asked also questions regarding the location of the new well, and regulations requiring competitive bidding. Director Akers suggested staff may want to look into raising the amount for contracts not requiring Board approval. The motion carried by a vote of 7-0. Board Chair Strelchun adjourned the meeting of the LCRB and reconvened the Board meeting at 8:54 p.m.

10. Reports and Discussion.

- a. College and Career Pathways—University Partnerships. Superintendent Scott and Assistant Superintendent Larson reported on the District's work to build a guaranteed and viable pathway for students from high school to college and careers. The two-fold work includes collaboration with the chamber, city, mayor's office, and businesses to expand career internships, and partnerships with universities to articulate coursework and develop instructor partnerships that will expand student opportunities for dual credit. The District is working with Western Oregon University, and hopes to expand partnerships to Portland State University and Portland Community College (PCC) soon. Assessment tools (PLAN and Explore) and Naviance software are being utilized to help students and parents plan for post-secondary life.

Jaime Rodriguez, PCC career specialist and Century High School parent, commented that he was very excited about the report, but cautioned the Board not to move too quickly and to be sure they ask the right questions. He expressed concern that not all students want to go on to college, and emphasized the need for more high-tech career courses. Mr. Rodriguez encouraged the District to spend what little money it has on the right things.

Director Miller thanked Mr. Rodriguez for his comments, and his commitment to the District. He encouraged Mr. Rodriguez to consider serving on one of the District's committees. Director Clift asked questions regarding which courses are being articulated with WOU, and whether they would translate to useful credits. Director Cañas thanked Mr. Rodriguez for his comments, and asked questions regarding the District's work to expand vocational opportunities. Director Sollman expressed appreciation for the WOU partnership, and commented that in some school districts students graduate with up to 90 college credits. Board Chair Strelchun shared that she appreciated the PLAN assessment her daughter took and the data it provided on strengths and areas that needed support. She expressed support for the 40-40-20 goal, and shared information about the Eastern Promise, which is a collaboration with Eastern Oregon University, InterMountain ESD, and community colleges and school districts in eastern Oregon to provide students with opportunities to earn college credits. Director Seligman expressed concern that some students may be directed to college who would be better off going into a trade, because they could end up underemployed with huge college loans. He also emphasized the importance of rigor in the articulated courses and that credits be accepted at top universities. Director Akers noted the importance of engaging all students in their college or career planning and preparation. Board Chair Strelchun thanked Assistant Superintendent Larson for the report.

- b. Financial Report. Business Manager Michelle Morrison presented the financial report and explained that Chief Financial Officer Adam Stewart was attending a PACE board of trustees meeting and the OASBO conference this week.

11. HCU/HEA Reports. New HCU President Eric Weyrauch introduced himself and thanked Board members for their commitment to serving the District. He commented that he is also "green" and learning his new role. He expressed appreciation for a comment by Director Seligman during the work session on the importance of being conscious of the culture we create, adding that we are all here for the students.

HEA President Maureen Barnhart welcomed new and re-elected Board members. She thanked Director Akers for his recognition of teachers trying to survive in these bad economic times. She commented that she was happy the contract was settled, but was willing to continue the conversations, adding that teacher working conditions are the students' learning conditions. Ms. Barnhart said she looks forward to the settling of the classified contract.

12. Audience Time. There were no additional requests to address the Board.

13. Superintendent's Time. Superintendent Mike Scott thanked the new Board members, commenting that the amount of time they will donate to the District in the next four years is impressive. He congratulated the HEA and District bargaining teams for a successful negotiation process. Superintendent Scott also thanked Director Sollman for her two years of service as Board chair, adding that several of her ideas

were instituted, including adding Board discussion time to the agenda and including the vice chair in agenda review meetings.

14. Board of Directors' Time. Director Erik Seligman thanked everyone for welcoming him, and the audience for sitting through a long meeting. He commented that he has a lot to learn from other Board members about being on the Board.

Director Adriana Cañas expressed appreciation for a great first Board meeting of the year, with lots of diverse opinions and good conversations. She was excited looking forward to the new school year.

Director Wayne Clift expressed excitement for the new school year, new students, and new activities. He is looking forward to the summer work sessions in August and getting to know the new Board members better.

Director Janeen Sollman welcomed new Board members and welcomed back experienced ones. She commented that it is going to be a great year, with many positive things and new challenges. She noted that it will be different not being chair – she is still watching for hands raised to speak – but thanked Board Chair Strelchun for a great job facilitating the meeting. She congratulated Director Akers in being elected vice chair. Director Sollman commented that she was very impressed with the Mayor's Youth Advisory Council. She reported that Forest Grove School District has a student representative on their board, adding that she liked the idea. She is also looking forward to the joint work session with the City of Hillsboro on October 1.

Director Glenn Miller thanked the audience for attending the meeting. He was excited to be there, and looking forward to learning from other Board members' experiences. He commented that everyone is here for the kids – the Board may have some spirited debates from time to time, but it's all very collegial, and the Board will get a lot done.

Director Monte Akers thanked Director Sollman for the time she put in as Board chair. He welcomed Directors Miller and Seligman, adding that they have already shown they will be a great addition to the Board. He commented to the audience that although there were two elections with 4-3 votes, which may appear divisive, they are not; the Board takes working together to make decisions very seriously.

Board Chair Strelchun welcomed the new Board members, adding that she was glad to spend time with them at the OSBA summer conference in Bend over the past weekend. She also thanked Director Sollman for her mentoring during the past year, and commented that she and Director Akers will be spending a lot of time together since they are also co-chairing the bond committee.

15. Follow-Up Items.

Request	Action
Information on cost of retro-fitting school buses per new emission regulations	Will be provided in an August update

16. Executive Session. No executive session was called.

17. Adjournment. The meeting was adjourned at 9:53 p.m.

HILLSBORO SCHOOL DISTRICT 1J
August 13, 2013
ACCEPT GIFTS AND DONATIONS

SITUATION

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

The purpose of this report is to describe to the Board the donations received that are valued at \$500 or more.

- Donation of a 2000 Ford Escort to Hillsboro High School to be used for the industrial engineering auto shop program. The vehicle Kelly Blue Book value is \$1,600.
- Donation of \$1,000 from Brookwood Boosters to Brookwood Elementary School to be used for technology.
- Donation of \$920 from Eastwood PTA to Eastwood Elementary School to be used as follows:
 - \$420 for the summer Dual Language program
 - \$500 for the fifth grade literacy library
- Donation of \$3,750 from Girl Scouts of Oregon/SW Washington to Hillsboro High School to be used for the Girls Get It! technology camp.
- Donation of \$15,000 from Intel Foundation to Hillsboro High School to be used for the Girls Get It! technology camp.
- Donation of \$9,396.26 from Groner PTA to Groner Elementary School to be used as follows:
 - \$700.00 for the school play production
 - \$1,000.00 for classroom supplies
 - \$1,100.00 for the American Sign Language program
 - \$1,832.26 for curriculum enrichment
 - \$4,764.00 for the Grizzly Reading program
- Donation of \$2,000 from Keizur Family Foundation to Liberty High School to be used for the football program.
- Donation of \$1,334 from Lifetouch to be used for general education and distributed as follows:
 - \$321 to Evergreen Middle School
 - \$482 to McKinney Elementary School
 - \$531 to Witch Hazel Elementary School
- Donation of \$2,400 from Lincoln Street Elementary School PTO to Lincoln Street Elementary School to be used for Outdoor School.
- Donation of \$4,358.38 from Rosedale Parent Group to Rosedale Elementary School to be used for library shelving.

- Donation of \$812.68 from McDonald's to Imlay Elementary School to be used as follows:
 - \$300.00 for the Positive Behavior Interventions and Support (PBIS) program
 - \$512.68 for library supplies
- Donation of \$600 from Jon Russell to W. L. Henry Elementary School to be used for the Backpack Project.
- Donation of \$1,500 from OnPoint Credit Union for general education and used as follows:
 - \$500 to Farmington View Elementary School
 - \$1,000 to Brookwood Elementary School
- Donation of \$1,464 from Portland Power Foundation to Century High School to be used for the wrestling program.
- Donation of \$500.82 to be used for general education and distributed as follows:
 - \$70.00 to Minter Bridge Elementary School
 - \$430.82 to Quatama Elementary School
- Donation of \$6,500 from Witch Hazel PTA to Witch Hazel Elementary School to be used for the AmeriCorps program.

RECOMMENDATION

The Superintendent recommends the Board of Directors accept the donations.

HILLSBORO SCHOOL DISTRICT 1J
August 13, 2013
READOPT BOARD/SUPERINTENDENT WORKING AGREEMENTS

SITUATION

The Board of Directors is the educational policy-making body for the Hillsboro School District. To effectively meet the District's challenges, the Board and Superintendent must function together as a leadership team. At the August 12, 2012, work session, the Board reviewed and revised the Board/Superintendent working agreements as a tool to facilitate unity among team members.

RECOMMENDATION

The Superintendent recommends the Board of Directors readopt the Board/Superintendent Working Agreements.

HILLSBORO SCHOOL DISTRICT 1J

August 13, 2013

FINANCIAL REPORT

Business Office. Summer is a time of change and renewal in the Business Office. The supervisory members of the office recently attended the Oregon Association of School Business Officials Summer Conference and have brought back many best practices and operating tips for improving the way we do business. The Benefits Team will be operating on .25 less FTE this year in a continued effort to “do more with less.” In the wake of years of reductions and reassignments, this cohesiveness and stability will continue to foster efficiency at a sustainable level. We are all looking forward to 2013-14.

Finance Team – Banking and Accounts Payable. Ann Ballard and the Finance Team have welcomed Koral Unger to our staff as the new general accountant following Jayne Peterson’s retirement. In addition to assisting with intensive work in the General Ledger, Koral will be reinforcing the Accounts Payable team and refining the Capital Asset program. She is an excellent addition to a stellar work group.

Payroll Team. Kim Grannis and her team of specialists are working closely with Human Resources to set up the first big payroll of the new fiscal year. We are thrilled that the Board ratified the tentative agreement with licensed staff (for two years on salary)! The team is in the process of setting up the appropriate payroll and benefit distributions for staff. Thank you to the Board and District Bargaining team for your work!

Benefits Team – Open Enrollment and Benefits Calculator.

Hillsboro School District’s Open Enrollment is August 15 through September 8, 2013. The Benefits Team has been busy streamlining services and planning for Open Enrollment and the District’s employee benefits fair in September. Oregon Educators Benefit Board’s open enrollment process requires that every eligible employee complete the enrollment process online in order to participate in a “Healthy Futures” survey. In order to encourage staff to enroll early, vendors will be allowed to provide prizes (valued at \$25 or less) to staff members who complete enrollment by the end of the benefits fair on Thursday, September 5.

Starting on August 15, ALL eligible staff can log in to www.myoebb.com any time during open enrollment to enroll on their own. Paper applications will not be accepted, and insurance will automatically be terminated for employees who do not enroll online during the open enrollment window. The Benefits Team will be available at various buildings throughout the open enrollment period to facilitate the enrollment process for employees who require assistance. The Team will also be available at the Administration Center on Monday, September 2 (Labor Day).

Technology Services has developed the online benefits calculator for the 2013-14 plan year so that staff can determine their benefit cost. The calculator is highly complex due

to the two different insurance pools the department maintains for the District. Hillsboro Education Association and Hillsboro Classified Union 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 their out-of-pocket costs.

Workers' Compensation Report. Since July 1, 2013, we received two additional new Workers' Compensation claims. There are 34 open claims; eight are for medical costs only, and 26 include time loss. One employee was on modified work plans during July.

WORKERS' COMPENSATION CLAIMS

	2011-12	2012-13	2013-14
July	0	2	2
August	3	4	
September	7	6	
October	8	7	
November	4	3	
December	2	3	
January	7	4	
February	3	5	
March	5	5	
April	5	10	
May	2	4	
June	2	8	
Yearly Total	48	61	2

Student Accident Report. There were no student accidents reported during July.

STUDENT ACCIDENT REPORTS

	2011-12	2012-13	2013-14
July	2	2	0
August	10	13	
September	171	133	
October	133	149	
November	113	105	
December	67	127	
January	91	92	
February	104	118	
March	83	124	
April	113	108	
May	115	74	
June	33	30	
Yearly Total	1,035	1,075	0

Vehicle Accidents – July 2013 – There was one minor bus accident in July.

HILLSBORO SCHOOL DISTRICT 1J
August 13, 2013
MONTHLY FINANCIAL REPORT - as of July 30, 2013

	July	1st Quarter	Fiscal YTD	Budget	% of 2013-14	2012-13	% of 2012-13
<i>Revenues</i>	Actual	Actual	2013-14	2013-14	Budget Expended	Fiscal YTD	Budget Expended
Taxes	\$0.00	\$0.00	\$0.00	\$55,426,177.00	0.00%	\$0.00	0.00%
Interest	\$0.00	\$0.00	\$0.00	\$260,000.00	0.00%	\$8,253.58	3.30%
Local Sources	\$40,598.44	\$40,598.44	\$40,598.44	\$1,148,450.00	3.54%	-\$8,114.48	-0.73%
Total Local	\$40,598.44	\$40,598.44	\$40,598.44	\$56,834,627.00	0.07%	\$139.10	0.00%
County/ESD	\$0.00	\$0.00	\$0.00	\$885,000.00	0.00%	\$0.00	0.00%
State Sources	\$17,400,683.68	\$17,400,683.68	\$17,400,683.68	\$107,025,258.00	16.26%	\$15,374,058.32	16.19%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$0.00	\$0.00	\$0.00	\$2,000,000.00	0.00%	\$0.00	0.00%
Beginning Balance	\$0.00	\$0.00	\$0.00	\$9,000,000.00	0.00%	\$0.00	0.00%
Total Revenue	\$17,441,282.12	\$17,441,282.12	\$17,441,282.12	\$175,744,885.00	9.92%	\$15,374,197.42	9.03%
Expenditures							
Instruction							
Salaries	\$33,787.07	\$33,787.07	\$33,787.07	\$62,598,059.38	0.05%	\$26,100.53	0.04%
Benefits	\$210.28	\$210.28	\$210.28	\$33,280,201.52	0.00%	\$11,824.21	0.04%
Purchased Service	\$312,156.09	\$312,156.09	\$312,156.09	\$2,410,692.28	12.95%	\$237,014.58	9.04%
Supplies/Materials	\$17,764.20	\$17,764.20	\$17,764.20	\$1,104,321.27	1.61%	\$9,721.91	0.60%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	-\$8,920.00	-\$8,920.00	-\$8,920.00	\$97,555.72	-9.14%	\$19,551.00	14.98%
Total Instruction	\$354,997.64	\$354,997.64	\$354,997.64	\$99,490,830.17	0.36%	\$304,212.23	0.32%
Support Services							
Salaries	\$1,301,881.72	\$1,301,881.72	\$1,301,881.72	\$30,720,710.31	4.24%	\$1,328,744.14	4.40%
Benefits	\$705,858.88	\$705,858.88	\$705,858.88	\$17,266,259.48	4.09%	\$646,574.14	3.80%
Purchased Service	\$298,461.16	\$298,461.16	\$298,461.16	\$12,081,705.93	2.47%	\$81,302.44	0.70%
Supplies/Materials	\$84,574.35	\$84,574.35	\$84,574.35	\$5,413,997.82	1.56%	\$98,504.17	1.80%
Capital Purchases	\$21,370.25	\$21,370.25	\$21,370.25	\$213,401.00	10.01%	\$0.00	0.00%
Other	\$23,891.55	\$23,891.55	\$23,891.55	\$1,389,008.30	1.72%	\$966,135.30	74.96%
Total Support	\$2,436,037.91	\$2,436,037.91	\$2,436,037.91	\$67,085,082.84	3.63%	\$3,121,260.19	4.74%

<i>Expenditures (continued)</i>	July Actual	1st Quarter Actual	Fiscal YTD 2011-12	Budget 2011-12	% of Budget Expended	Budget 2011-12	% of Budget Expended
Community Services							
Salaries	\$12,157.65	\$12,157.65	\$12,157.65	\$214,703.34	5.66%	\$11,834.84	5.62%
Benefits	\$6,673.43	\$6,673.43	\$6,673.43	\$110,332.00	6.05%	\$5,572.45	4.59%
Purchased Service	\$19.79	\$19.79	\$19.79	\$40,165.78	0.05%	\$30.04	0.06%
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$3,398.90	0.00%	\$0.00	0.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$441.97	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Community Services	\$18,850.87	\$18,850.87	\$18,850.87	\$368,600.02	5.11%	\$17,437.33	4.45%
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$532,800.00	0.00%	\$0.00	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$8,267,130.00	0.00%	\$0.00	0.00%
Total Expenditures	\$2,809,886.42	\$2,809,886.42	\$2,809,886.42	\$175,744,443.03	1.60%	\$3,442,909.75	2.02%