



# Hillsboro School District 1J

December 17, 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 49<sup>th</sup> Place, Hillsboro, OR

**Board Meeting Agenda**  
**December 17, 2013**  
**5:15 PM**

1. 5:15 p.m. Executive Session  
ORS 192.660(2)(h)—Legal Counsel
2. 5:30 p.m. Work Session
  - A. Anti-Bullying/Harassment Update and Input 4  
Presenter: Casey Waletich
  - B. Legislative Priorities Input 5  
Presenter: Mike Scott
  - C. Book Discussion: *The Five Dysfunctions of a Team* 12  
Presenter: Kim Strelchun
  - D. OSBA Annual Convention Reports 13  
Presenter: Attendees
  - E. Board Discussion Time
3. 7:30 p.m. Regular Session  
Call to Order and Flag Salute
4. Approval of Agenda
5. 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 will be heard during audience time at the beginning of the regular Board meeting.
6. 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 November 12, 2013 14
  - B. Approve Routine Personnel Matters 17
  - C. Accept Donations 18
  - D. Adopt Planning Calendar for 2014-15 Budget 20
  - E. Approve PTO/Booster Club Activities for Liability Insurance Coverage 22
7. Action Items
  - A. Approve Contractor Prequalification 25  
Presenter: Adam Stewart
  - B. Adopt 2013-14 Drug, Alcohol, and Tobacco Prevention Plan 28

Presenter: Casey Waletich	
C. Approve Revisions to Policy JHFF: Reporting Requirements Regarding Sexual Conduct with Students	33
Presenter: Casey Waletich	
8. Reports and Discussion	
A. Strategic Plan Performance Update	36
Presenter: Mike Scott	
B. 2013 State Report Card Data Summary	37
Presenter: Beth Graser	
C. Financial Report	39
Presenter: Adam Stewart	
9. NWRES D/HCU/HEA Presidents' Time	
10. Superintendent's Time	
11. Board of Directors' Time	
12. 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.)	
13. Adjourn Regular Session	
14. Next Meetings of the Board of Directors:	
• January 14, 2014, work session	
• January 28, 2014, regular session	

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**ANTI-BULLYING AND HARASSMENT UPDATE**

**SITUATION**

During the 2012-13 school year, the District began reviewing its anti-bullying and harassment prevention programs to assess their effectiveness and identify next steps. A substantial amount of information was gathered throughout the year from students and staff to provide a starting point for addressing these issues.

Beginning with the 2013-14 school year, the District began working with the City of Hillsboro's Youth Advisory Council (YAC) to create and promote an anti-bullying campaign. The group includes 25-30 secondary students, with representatives from each feeder. To assist them in their effort, the District has partnered with Lines for Life Bullying Prevention to provide a series of workshops to guide them through the process. The workshops will culminate in January with the production of an anti-bullying video campaign.

Members of the YAC, along with District staff, will update the Board on their progress.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**LEGISLATIVE PRIORITIES INPUT**

**SITUATION**

For each upcoming legislative session, the Board reviews and determines its priorities. At the November 12 Board meeting, the Board began a discussion of legislative priorities for the 2014 Legislative Session. This discussion will be continued during the December 17 meeting.

A brief history of District priorities for the last three sessions is provided below. A summary of OSBA's current legislative priorities is also provided.

2013 Session

1. Funding – Support stable and adequate funding for education.
2. PERS Reform – Support PERS reforms that are deemed constitutional; lead to long-term stability and sustainability of the system; and value current, former, and future public employees.
3. Unfunded Mandates/Reporting – Oppose or modify laws, mandates, or reporting requirements that do not come with the corresponding funding for their implementation.
4. ORS Restrictions – Revise legislation that places an undue or unreasonable burden on public schools.
5. Federal-Level Advocacy – Support education funding at the federal level that aligns with mandated program delivery.

2011 Session

1. Support Adequate Funding
  - Support legislation that provides adequate funding to ensure high student achievement for all students early in the session to assist in the development of school district budgets.
  - Support legislation that provides alternative funding strategies for public education to improve long-term funding stability.
  - Oppose state and federal unfunded mandates.
  - Support the transformation of the Public Employee Retirement System in order to contain district costs.
2. Boundaries – Support the Revision of ORS 330.005-330.310
  - Require notification of the affected landowners on any proposed boundary change.
  - Require notification of the community at large.
  - Increase the length of time allowed to gather signatures for a remonstrance petition.
  - Contain costs for school districts.

### 3. Competitive Bidding

- Support the revisions of ORS 279 to allow for school districts to negotiate with the Oregon Department of Administrative Services fees for service that are competitive with other vendors.

### 2009 Session

#### 1. Support Adequate Funding

- Support legislation that provides adequate funding to ensure high student achievement for all students.
- Support legislation that provides alternative funding strategies for public education to improve long-term funding stability.
- Oppose tax-reduction legislation that reduces the stability and adequacy of public education funding.
- Oppose state and federal unfunded mandates.

#### 2. Support Growing School Districts

- Support legislation that provides academic, technology, and facility resources to school districts to address student population growth needs.
- Support legislation that improves the intergovernmental regulations of the Construction Excise Tax (CET).
- Support legislation that improves financial resources for school building maintenance and upkeep.

#### 3. Defend Local Decision Making and Budget Control

- Vigorously defend local decision making and budget control.
- Oppose legislation that unnecessarily restricts or inhibits locally elected boards from making school improvement decisions in the best interest of their students.
- Support legislation that provides local boards with maximum decision-making flexibility in determining budget and spending priorities.

### **RECOMMENDATION**

The Superintendent recommends the Board of Directors provide input on legislative priorities for the upcoming 2014 Legislative Session.



# Legislative POLICIES & PRIORITIES

## OSBA 2013 Legislative Priorities Approved by the membership December 14, 2012

OSBA believes funding a strong system of public education is the best investment Oregonians can make to strengthen our economy, create thriving communities and improve the quality of life for every Oregonian.

OSBA will actively promote legislation which provides competitive funding for our schools, prioritizes support for increased student achievement and empowers locally elected boards to make decisions in the best interests of their students.

In order to accomplish these goals, OSBA will introduce and support legislation which:

- **Provides Adequate Funding:** OSBA will actively support legislation that increases K-12's share of state resources and provides each school district and ESD the funds necessary to provide a quality public education for every student. OSBA believes a balanced approach is necessary to grow state and local revenue, including promoting job growth, focusing on economic development and restructuring Oregon's revenue system.
- **Supports Student Achievement:** OSBA will actively promote legislation that prioritizes support for increased student achievement to ensure that every student is college or career ready upon completion of their academic program. OSBA supports efforts to close academic achievement gaps and provide services to all students who need extra supports.
- **Empowers Local Boards and Highlights Shared Accountability:** OSBA will actively support legislation that gives locally elected boards the ability to make decisions in the best interests of their students and communities, including mandate relief and tools which give districts relief from cost drivers within the educational enterprise. OSBA will highlight the need for shared accountability to improve student achievement between state and federal policy makers, the business community, locally elected board members and the voters of Oregon.



# Legislative POLICIES & PRIORITIES

## OSBA 2013 Legislative Policies Approved by the membership December 14, 2012

### Section 1: Finance

#### 1.1 Investing in Oregon's Public Schools to Ensure Adequate, Competitive Funding

During the 2003-2005 biennium, almost 45% of Oregon's General Fund and Lottery resources went to fund K-12 public education. Today the State School Fund receives about 39% of these funds.

OSBA supports increasing K-12's share of state resources so that Oregon's schools are competitive nationally and globally and each school district and ESD has the funds necessary to support their operational, instructional and student achievement goals.

OSBA supports the role of locally elected school boards to set spending priorities and opposes using the State School Fund distribution formula to mandate specific expenditures; OSBA supports school funding equalization.

OSBA supports continued funding of local option equalization grants; local option property tax revenue should not be included in the State School Fund.

OSBA supports increased funding for all levels of the 0-20 education enterprise to support increased achievement for every child and student. OSBA supports the Quality Education Commission's (QEC) effort to promote best practices to improve student outcomes and encourages the Commission to work with the OEIB to identify funding necessary to achieve 40-40-20.

#### 1.2 Reforming Tax Policy

OSBA supports efforts to provide the revenue necessary to attain the educational goals of the K-12 and post-secondary systems in Oregon and restructure Oregon's tax policy to reduce the volatility of Oregon's current system.

OSBA supports modification of the state's personal and corporate income tax kicker law to allow "kicker" funds to be deposited into a "rainy day" account and used in times of economic distress.

OSBA supports the authority of local districts to seek voter approval for supplemental operating revenue from a variety of additional sources, including local option levies.

#### 1.3 Mandate Relief, Paperwork Reduction and Public Funds for Public Schools

OSBA will advocate for mandate relief and paperwork reductions for school districts and ESDs as a means to streamline bureaucracy, remove duplicative or unnecessary reporting and get more resources into the classroom.

OSBA opposes any mechanism that diverts public funds, including tax credits and vouchers, to private or religious schools or erodes financial support of the public school system.

#### 1.4 State Department of Education Supporting Districts

OSBA supports funding for Oregon Department of Education programs and state level initiatives that provide quality technical and programmatic assistance and supports to school districts and ESDs which are targeted at improving student achievement.

#### 1.5 Financial and Program Accountability

OSBA supports a strong system of meaningful school district and ESD financial accountability for the expenditure of public funds and program accountability for student achievement and outcomes.



# Legislative POLICIES & PRIORITIES

## 1.6 State Bonding for District Capital and Infrastructure Needs

OSBA supports use of state resources and the issuance of state general obligation bonds to assist school districts and ESDs in providing modern, well equipped schools and classrooms and buildings that provide safe, structurally sound and healthy learning environments to promote student achievement.

## Section 2: Programs

### 2.1 School Improvement

OSBA supports state-level school improvement efforts provided they are implemented in ways that grant local school officials maximum flexibility to incorporate community needs and priorities.

### 2.2 Special Education

OSBA supports increased categorical funding and enhanced levels of state and federal aid for the costs associated with special education programs.

OSBA supports fully funded placements for students with the most severe low-incidence, high-cost disabilities, including those served in out-of-district or out-of-state placements.

### 2.3 Education Service Districts

OSBA supports the role of education service districts (ESDs) to assist school districts in achieving Oregon's educational goals by providing equitable, high-quality, cost-effective, locally-responsive educational services on a regional basis.

### 2.4 Curriculum, Technology and Online Education

OSBA supports providing a well rounded curriculum for all students, including opportunities for music, art, PE, world languages and co-curricular activities.

OSBA supports curriculum related decisions made at the district level and opposes instructional mandates.

OSBA supports the use of English Language Learner and language immersion programs as a viable way to provide needed support while integrating non-native English speakers into the standard district curriculum.

OSBA supports increasing access to technology to enhance and support curriculum delivery and promote greater student achievement.

OSBA supports removing online education programs from the charter school statute.

OSBA supports state level funding to support and improve the technology infrastructure available to school districts and ESDs.

### 2.5 Public Charter Schools

OSBA supports public, district sponsored charter schools as an additional tool to provide educational options to students. OSBA opposes changes to the charter school law that would channel public funds to private and religious schools, allow entities other than school district boards to authorize charter schools within their boundaries, mandate direct access to the State School Fund by charter schools or decrease school district funding and oversight of charter schools.



# Legislative POLICIES & PRIORITIES

## 2.6 Career and Technical Education (CTE)

OSBA supports new and continued partnerships with community colleges, higher education, apprenticeship programs and the business community to increase educational and career opportunities for students.

## Section 3: Personnel

### 3.1 Collective Bargaining and Management Rights

OSBA supports local control of collective bargaining and opposes statewide bargaining and the creation of a statewide salary schedule.

OSBA supports changing the collective bargaining structure to eliminate “status quo” bargaining and establish shorter bargaining time lines.

OSBA supports the right of districts to look for ways to contain costs by contracting with outside providers for services.

### 3.2 Employee Rights and Benefits

OSBA supports determination and definition of school employee rights and benefits through the collective bargaining process at the local level.

OSBA supports an actuarially-sound statewide retirement program for school employees that balances benefit adequacy for employees against costs for employers.

OSBA supports local boards working with employee groups to provide the most cost effective health insurance plans, including OEIBB opt out.

### 3.3 Teacher and Administrator Licensing

OSBA supports licensing requirements that assure a level of preparation necessary to teach to rigorous academic standards, recognize licenses from other states and understand the challenges districts face attracting and retaining qualified personnel.

OSBA supports working collaboratively with the Teacher Standards and Practices Commission (TSPC) and the teacher preparation programs within higher education to prepare educators to increase student achievement and address the needs of all students in Oregon.

### 3.4 Teacher and Administrator Quality

OSBA recognizes that teacher and administrator quality is one of the most important factors in improving student achievement.

OSBA supports local and state programs to provide professional development and training for teachers and administrators that is rigorous and leads to a system of continuous improvement and growth in student achievement.

OSBA supports rigorous, quality, ongoing evaluations of teachers and administrators, which include consideration of student achievement and growth.

## Section 4: Governance and Operations

### 4.1 Oregon Education Investment Board (OEIB)

OSBA will work to support the efforts of the OEIB to create a seamless system of education in Oregon from pre-kindergarten through post-secondary that improves student outcomes at all levels.



# Legislative POLICIES & PRIORITIES

OSBA strongly supports the appointment of current public school board members to serve on the OEIB.

OSBA believes increased state and federal expectations for student outcomes must be accompanied by increased state and federal investments necessary to achieve the goals.

## **4.2 State Board of Education**

OSBA supports a state Board of Education as the appropriate state-level policy-making body for elementary and secondary schools and community colleges.

## **4.3 Local Governance**

OSBA members believe that locally elected school district and ESD boards are best equipped to make decisions in the best interests of their students and communities and will strongly advocate for Oregon's tradition of democratically elected, local governance of schools.

OSBA opposes measures that would place additional restrictions on local voters' ability to govern their school districts.

## **4.4 School Safety and Student Wellness**

OSBA supports local measures that promote safety and wellness in the school environment for students, staff, parents, patrons and the community as a whole.

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**BOOK DISCUSSION – *THE FIVE DYSFUNCTIONS OF A TEAM***

**SITUATION**

On September 24, the Board adopted goals for the 2013-14 school year. One of the goals is to strengthen their ability to work together as a team by reading and discussing the book, *The Five Dysfunctions of a Team*, by Patrick Lencioni. During the discussion, the Board will share their ideas for implementing the principles and techniques presented in the book, identifying areas of focus and agreeing on strategies for functioning as a team.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors discuss the book *The Five Dysfunctions of a Team*.

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**OREGON SCHOOL BOARDS ASSOCIATION ANNUAL CONVENTION REPORT**

**SITUATION**

Board members and staff who attended the Oregon School Boards Association Annual Convention in Portland on November 15-16, 2013, will briefly share highlights of the conference.

**RECOMMENDATION**

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

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
November 12, 2013  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

Board Present:

Kim Strelchun, Chair  
Adriana Cañas  
Wayne Cliff  
Glenn Miller (on speaker phone)  
Erik Seligman  
Janeen Sollman

Others Present:

Lisa Allen  
J. B. Cohen  
Eric Weyrauch, HCU  
Maureen Barnhart, HEA  
Luke Hammill, The Oregonian  
Mike Fedema, Hillsboro Tribune

Staff Present:

Mike Scott, Superintendent  
Steve Larson, Assistant Superintendent, School Performance  
Adam Stewart, Chief Financial Officer  
Matt Smith, Executive Director, School Performance  
Beth Graser, Director, Communications  
Laurie Boyd, Assistant to the Superintendent  
Marva Wiebe, Assistant to the Board  
Val Bokma, Executive Director's Secretary, Human Resources

1. Bond Election Results Update. Board Chair Kim Strelchun called the Board meeting to order at 5:30 p.m. She explained that Director Monte Akers was not able to attend the meeting due to a work commitment, and that Director Glenn Miller would participate by speaker phone. Board Chair Strelchun, who chaired the Citizens for Hillsboro Schools bond campaign committee, gave an update on the unsuccessful campaign. She noted that the campaign had the support of three mayors and city councils, elected officials at the county, state, and federal levels, and over 120 businesses and individuals; it was a very diverse, bi-partisan group. She reported that committee members met following the election to share lessons learned and discuss how they can improve their future efforts. Board Chair Strelchun asked Board members for feedback on the election. Director Erik Seligman recommended rethinking how the bond is presented to the public. Director Adriana Cañas added that it is essential to make the community aware of the need for technology upgrades in the classrooms. She stressed the importance of visiting classrooms and asking teachers what limits them in doing their work. Director Miller said he read comments online indicating that patrons did not feel that improved technology in the classroom was an urgent need. He commented that patrons may not understand all of the ways technology is used in instruction - it's more than just computers. Director Wayne Cliff felt that the District needs to communicate its technology "vision" rather than sharing its shopping list. He asked about the professional assessment of the campaign. Board Chair Strelchun explained that the message was aligned with the survey conducted the previous year, and the committee thought it was on target and reaching the right people. Director Janeen Sollman commented that, before the election, she was impressed with the number of supporters who were on board with the campaign. She commended Board Chair Strelchun for her efforts. During the campaign, patrons she spoke with on the phone and in person were overwhelmingly supportive. Afterward, she found the low voter turnout very discouraging. Board Chair Strelchun reported that the committee will continue to analyze the election data to determine if those who were positive on the phone actually ended up voting. She commented that the bond failure was not unique to Hillsboro; other measures failed throughout Oregon. Board Chair Strelchun suggested that Board members may want to attend the Oregon School Boards Association (OSBA) "Bonds, Ballots, and Buildings"

conference in January. She also suggested the District develop its own quality education model (QEM), including funding costs, to educate the community and create a sense of urgency. Superintendent Mike Scott thanked Board Chair Strelchun for putting in so much time to lead the campaign.

2. Boundary Issue Update. Superintendent Scott provided an update on the boundary mediation meetings that were required by Senate Bill (SB) 600. He explained that SB 600 required Hillsboro School District (HSD) and Beaverton School District (BSD) to enter into mediation over their boundary “dispute.” He clarified that HSD and BSD did not actually have a boundary dispute, and explained that the mediation was required because a landowner in the south Cooper Mountain area, who had unsuccessfully attempted to move his land into BSD, worked to bring about a change in the law that led to SB 600. Chief Financial Officer Adam Stewart reviewed the current boundary change request process. Superintendent Scott summarized the mediation report that was submitted to senate and house education committees. The report emphasized the need for an open, transparent discussion among stakeholders regarding the south Cooper Mountain area and recommended that election costs be the responsibility of the landowner making the request. In addition, the report recommended creation of a statewide process for carefully analyzed and well-reasoned boundary decisions. Director Clift commented that this is a sensitive issue, and there needs to be a method for engaging in legitimate boundary discussions without coming across as negative or hostile. Director Miller commented that there are currently very few students living in the area under discussion and that the District has a transfer process in place. He felt that the current transfer process can serve these students until the community can be engaged in a wider discussion.
3. Level 1 Schools Update. Superintendent Scott explained that the Board heard a report on October 22 regarding State Report Card results. At that meeting, the Board requested information on the plan to support W. L. Henry and Lincoln Street Elementary Schools, which received Level 1 report card ratings. Assistant Superintendent Steve Larson reviewed graphs comparing the socio-economic status (SES) of students at each of the District schools (poverty, mobility, English language learner, and underserved). The two Level 1 schools ranked high in most of the SES factors, contributing to their lower student achievement levels. Assistant Superintendent Larson presented corrective action plans for each school to support increasing student achievement. Board members discussed whether funding all schools equally was equitable, how to increase support for the Level 1 schools without negatively impacting higher-performing schools, development of the corrective action plans, and whether the state might provide extra weighting in the funding formula for students of poverty. Superintendent Scott recommended the District reduce its projected ending fund balance from 5 percent to 4.85 percent in order to implement the first year of the corrective action plans, and consider options for funding the second year of the plan during the next budgeting process. Board members expressed support for implementing the plans, referred to the “equity emergency” that was discussed at the October 22 Board meeting. In addition, Superintendent Scott announced that he will be assembling a committee to examine how resources are allocated to schools, and will be seeking Board participation. Board Chair Strelchun expressed an interest in participating.
4. Legislative Priorities Update. Superintendent Scott explained that the state legislature now meets every year instead of every other year. In even-numbered years, the sessions are shorter and legislators can only introduce one bill each. The Board has historically established legislative priorities before each legislative session. Superintendent Scott asked the Board to consider what priorities they would like to establish for the 2014 session, which

will begin in February. Director Sollman felt that the countywide legislative town hall hosted last year by Forest Grove School District was a very successful event, and suggested the District host one in January. She would be willing to organize it. Board members requested additional information before establishing priorities, including what bills have already been introduced for the short session, the legislative priorities adopted by OSBA, and the District's unfunded mandates with estimated costs included. The topic will be added to the December 3 Board meeting agenda.

5. OSBA Annual Convention Session Planning. Board members reviewed the list of sessions for the upcoming OSBA convention, and discussed their participation.
6. Board Discussion Time. Board Chair Strelchun circulated cards for American Education Week baskets for Board signatures. The Board discussed plans for filling and delivering the baskets during American Education Week. It was determined that available Board members would meet to assemble and deliver the baskets on November 20.

Director Seligman had questions about the statement issued to KATU television station regarding parent concerns about math instruction at Evergreen Middle School. Superintendent Scott clarified that the parent concerns were centered more on Common Core State Standards (CCSS) than on the actual curriculum materials being used. Assistant Superintendent Larson explained that school districts in Oregon are required to teach the new standards, and that all curriculum materials authorized for school districts to purchase must be aligned to the CCSS. He further explained that if instructors have supplemental materials to teach the same curriculum, they are welcome to use them; however, they should be vetted through the principal.

The meeting was adjourned at 8:52 p.m.

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 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. **Christine Eberle**  
Assignment: ERC  
Location: Imlay Elementary School  
Effective Date: December 31, 2013
  2. **Gregory Trousdale**  
Assignment: 5<sup>th</sup> Grade  
Location: Farmington View Elementary School  
Effective Date: November 29, 2013
- B. Ratify the acceptance of the resignation of the following licensed personnel:
1. **Wendy Gregor**  
Assignment: LRC  
Location: Brown Middle School  
Effective Date: December 2, 2013
  2. **Jennifer Hendrickson**  
Assignment: Social Studies  
Location: Evergreen Middle School  
Effective Date: December 9, 2013
- C. Approve the employment of the following licensed personnel in the 2013-14 school year:
1. **Christopher Keller**  
Education: MA – Western Oregon University  
Experience: None  
Assignment: 1.0 FTE Science – Liberty High School
  2. **Ruby Dawn Lyman**  
Education: MA – Pacific University, Forest Grove, OR  
Experience: 1 Year  
Assignment: 1.0 FTE Social Studies - Evergreen Middle School

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 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 Wilson 4-key euphonium from Kathy Stenfors to South Meadows Middle School for the band program. The estimated value of the donation is \$1,800.
- Donation of \$735 from Rebecca McAllister to W.L. Henry Elementary School to be used for the backpack program.
- Donation of \$10,360 from Orenco Boosters Club to Orenco Elementary School to be used for mounting school projectors.
- Donation of \$1,000 from Robert and Edna Wellnitz in memory of their son, Captain Kirk Wellnitz, to Hillsboro School District to be used for building materials needed for the new concession building at Hare Field.
- Donation of \$1,000 from Portland Football Officials Association in memory of Captain Kirk Wellnitz to Hillsboro School District to be used for building materials needed for the new concession building at Hare Field.
- Donation of \$600 from Truist to Brookwood Elementary School to be used for general education.
- Donation of \$738.72 from the Give with Target Campaign to be used for general education and distributed as follows:
  - \$52.00 to McKinney Elementary School
  - \$150.00 to Minter Bridge Elementary School
  - \$253.00 to Quatama Elementary School
  - \$283.72 to Witch Hazel Elementary School
- Donation of \$2,841.81 from Target Take Charge of Education Campaign to be used for general education and distributed as follows:
  - \$163.25 to McKinney Elementary School
  - \$279.33 to Orenco Elementary School
  - \$303.64 to Brookwood Elementary School
  - \$358.12 to Tobias Elementary School
  - \$399.86 to North Plains Elementary School
  - \$409.41 to Farmington View Elementary School
  - \$460.46 to Jackson Elementary School
  - \$467.74 to Lenox Elementary School

- Donation of \$860.10 from The Standard Employee Giving program to be used for general education and distributed as follows:
  - \$60.00 to Minter Bridge Elementary School
  - \$800.10 to Quatama Elementary School
- Donation of \$1,159.43 from Wells Fargo Community Support Campaign to be used for general education and distributed as follows:
  - \$7.00 to Indian Hills Elementary School
  - \$50.05 to Brookwood Elementary School
  - \$57.05 to Patterson Elementary School
  - \$70.00 to Century High School
  - \$99.00 to Jackson Elementary School
  - \$115.50 to Tobias Elementary School
  - \$115.78 to Rosedale Elementary School
  - \$645.05 to Imlay Elementary School
- Donation of \$6,600 from West Union Community Club to West Union Elementary School to be used for technology.
- Donation of \$3,000 from Witch Hazel PTA to Witch Hazel Elementary School to be used for technology.

## **RECOMMENDATION**

The Superintendent recommends the Board of Directors accept the donations.

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**ADOPT PLANNING CALENDAR FOR 2014-15 BUDGET**

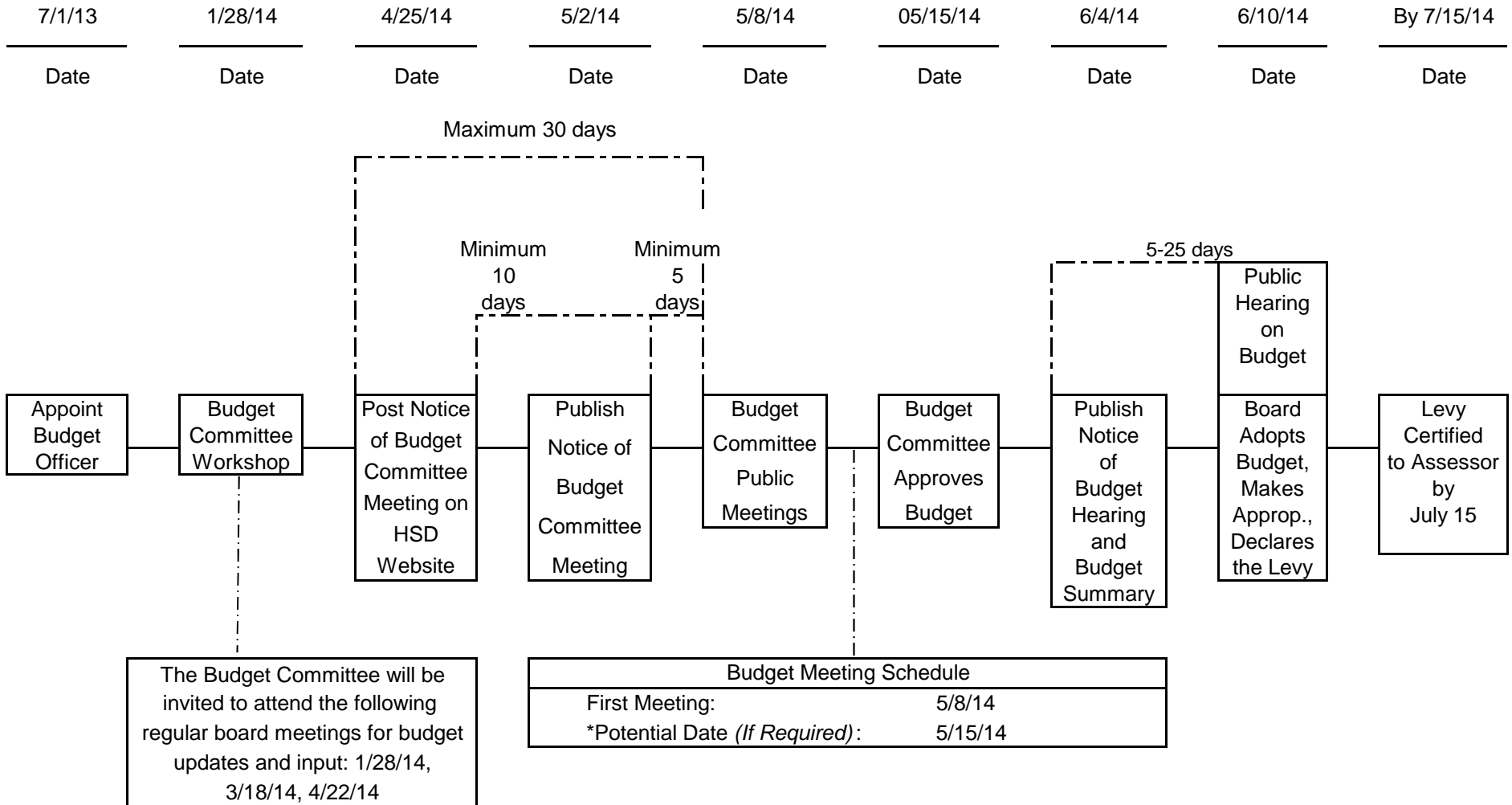
**SITUATION**

Each year the Board of Directors adopts a budget planning calendar for the upcoming year in accordance with ORS 294.305-294.565 and Board Policy DBC. The administration will prepare the 2014-15 Proposed Budget, which will be presented at the Budget Committee meeting on May 8, 2014. Provision has been made for an additional meeting on May 15, 2014, if needed. The calendar provides for the Public Hearing and Board actions to be taken at the regular June 10, 2014, Board meeting.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors adopt the proposed Planning Calendar for the 2014-15 Budget.

# HILLSBORO SCHOOL DISTRICT 1J PROPOSED PLANNING CALENDAR - 2014-15 BUDGET



**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**APPROVE PTO AND BOOSTER CLUB ACTIVITIES**  
**FOR LIABILITY INSURANCE COVERAGE**

**SITUATION**

In order for a parent organization, such as a PTO or Booster Club, to be covered under the District's liability insurance policy, certain information must be submitted to the Board for approval at a regularly scheduled Board meeting. This information must include the name of the school, the name of the organization, a list of all events, and the time period covered by the event list. Reports will be submitted to the Board twice a year. Activities that are not approved by the Board will not be covered by District liability insurance.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the list of PTO and Booster Club activities to be covered under the District's liability insurance policy.

PTO / Booster Club Activities

2013 - 14

School	Name of Organization	Description of Activity	Date(s) of Event
Free Orchards Elementary School	PTO	Meetings	First Thursday of each month
Free Orchards Elementary School	PTO	Restaurant Fundraiser	Monthly (different restaurants)
Free Orchards Elementary School	PTO	School Assemblies sponsored by PTO	Periodically
Free Orchards Elementary School	PTO	Staff Grants	Periodically
Free Orchards Elementary School	PTO	BOGO Bookfair	TBD
Free Orchards Elementary School	PTO	Dads and Donuts	TBD
Free Orchards Elementary School	PTO	Fall Fundraiser	September 11-30, 2013
Free Orchards Elementary School	PTO	Barbeque	September 12, 2013
Free Orchards Elementary School	PTO	Carnival	November 1, 2013
Free Orchards Elementary School	PTO	McMenamins Friends and Family	January 28, 2014
Free Orchards Elementary School	PTO	Movie Night	February 2014 - TBD
Free Orchards Elementary School	PTO	Skate Night	April 2014 - TBD
Free Orchards Elementary School	PTO	Swimming Night	April 2014 - TBD
Free Orchards Elementary School	PTO	Moms and Muffins	May 2014 - TBD
Free Orchards Elementary School	PTO	Bingo Night	May 2014 - TBD
Free Orchards Elementary School	PTO	Dinner Dance	May 2014 - TBD
Free Orchards Elementary School	PTO	Staff Appreciation	May 2014 - TBD
Glencoe High School	PTO	PTO Meetings	Periodically
Glencoe High School	PTO	Greenhouse Holiday Sale	Nov - Dec 2013
Glencoe High School	PTO	GHS Tide Gear Store Open House	December 12, 2013
Glencoe High School	PTO	GHS Grad Party	June 7, 2014
Lenox Elementary School	Booster Club	Meetings	First Monday of each month
Lenox Elementary School	Booster Club	Art Lit Committee Meetings	First Friday and multiple days of each month
Lenox Elementary School	Booster Club	Ice Cream Sales	Every Friday at Lunchtime
Lenox Elementary School	Booster Club	Dining Out Night	Second Tuesday of each month
Lenox Elementary School	Booster Club	Open House and Art Night	May 29, 2014
Lenox Elementary School	Booster Club	Lenox School Carnival	June 6, 2014
Lenox Elementary School	Booster Club	Lenox 6th Grade Clap Out	June 12, 2014
Orencia Elementary School	Booster Club	Meetings	Monthly
Orencia Elementary School	Booster Club	Spirit Day	Periodically
Orencia Elementary School	Booster Club	Family Night	Periodically
Orencia Elementary School	Booster Club	Booster Open House	September 12, 2013
Orencia Elementary School	Booster Club	Back to School Night	September 12, 2013
Orencia Elementary School	Booster Club	McTeacher Night	October 15, 2013
Orencia Elementary School	Booster Club	Vision Screening	October 18, 2013
Orencia Elementary School	Booster Club	Bingo Family Night	November 7, 2013
Orencia Elementary School	Booster Club	Fall Book Fair	November 13-21, 2013
Orencia Elementary School	Booster Club	Canned Food Drive	Nov 20 - Dec 6, 2013
Orencia Elementary School	Booster Club	Student Holiday Shopping	December 9-13, 2013

PTO / Booster Club Activities  
2013 - 14

School	Name of Organization	Description of Activity	Date(s) of Event
Orenco Elementary School	Booster Club	Yearbook Cover Contest	January 10, 2014
Orenco Elementary School	Booster Club	Spring Book Fair	April 16-25, 2014
Orenco Elementary School	Booster Club	Spaghetti Dinner/Science Fair	April 24, 2014
Orenco Elementary School	Booster Club	Jog-a-thon	May 2, 2014
Orenco Elementary School	Booster Club	Staff Appreciation	May 5-9, 2014
Orenco Elementary School	Booster Club	Muffins with Moms	May 9, 2014
Orenco Elementary School	Booster Club	Volunteer Appreciation	May 12-16, 2014
Orenco Elementary School	Booster Club	McMenamins Friends and Family	June 2014 - TBD
Orenco Elementary School	Booster Club	Donuts with Dad	June 6, 2014
Orenco Elementary School	Booster Club	Field Day	June 10, 2014
Paul L. Patterson Elementary School	Booster Club	Booster Club Meetings	First Tuesday of the each month
Paul L. Patterson Elementary School	Booster Club	Panther Dash	October 4, 2013
Paul L. Patterson Elementary School	Booster Club	Dads and Doughnuts	October 9, 2013
Paul L. Patterson Elementary School	Booster Club	Movie Night	November 1, 2013
Paul L. Patterson Elementary School	Booster Club	Staff Appreciation	November 18, 2013
Paul L. Patterson Elementary School	Booster Club	Skateworld Night	January 13, 2014
Paul L. Patterson Elementary School	Booster Club	Dinner Dance	February 21, 2014
Paul L. Patterson Elementary School	Booster Club	Moms and Muffins	April 9, 2014
Paul L. Patterson Elementary School	Booster Club	Bingo Night	April 25, 2014
Paul L. Patterson Elementary School	Booster Club	Field Day	June 11, 2014
Paul L. Patterson Elementary School	Booster Club	6th Grade Party	June 12, 2014
Rosedale Elementary School	Parent Group	Winter Movie Night	January 24, 2014
Rosedale Elementary School	Parent Group	Rosedale Run	Week of March 10, 2014
Rosedale Elementary School	Parent Group	Spring Bingo and Silent Auction	April 18, 2014
West Union Community Club (WUCC)	Parent Group	Restaurant Fundraiser	Periodically
West Union Community Club (WUCC)	Parent Group	Monthly Meetings	Periodically
West Union Community Club (WUCC)	Parent Group	All American Fundraising	Periodically
West Union Community Club (WUCC)	Parent Group	Run4Fun	Spring
West Union Community Club (WUCC)	Parent Group	Veterans Day Ham Dinner	November 11, 2013
West Union Community Club (WUCC)	Parent Group	Carnival	March 1, 2014
West Union Community Club (WUCC)	Parent Group	Art Literacy	TBD
West Union Community Club (WUCC)	Parent Group	Book Fair, Math Facts, Science Carnival, Staff Appreciation, Iditaread, Yearbook, and 6th Grade Graduation and Send-Off Party.	TBD

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**APPROVE CONTRACTOR PREQUALIFICATION**

**SITUATION**

In 2008, a Request for Qualification (RFQ) was issued to pre-qualify general contractors and groupings of sub-contractors. The Board of Directors approved a list of pre-qualified contractors, and the District has continued to use this list to issue bids for construction projects since that time.

In October 2013, a Request for Qualification (RFQ) was reissued in order to update our pre-qualified contractor list. Seven groups of contractors were evaluated:

- General contractors for bids valued from \$100,000 to \$500,000
- General contractors for bids valued above \$500,000
- Line voltage electrical sub-contractors
- Low-voltage electrical sub-contractors
- Roofing contractors
- HVAC controls sub-contractors
- Mechanical sub-contractors

Qualifications were submitted by 52 contractors, and 41 of them were pre-qualified by the selection committee. The RFQs are on file for review at the Construction Management office.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors review and approve the pre-qualified contractor list.



November 12, 2013

Request for Qualifications (RFQ) 13-01

Prequalification of Contractors for Construction Projects

Selection Committee Recommendations

Group 1 General Contractors for Projects from \$100,000 to \$500,000:

1. Skanska USA Building, Inc.
2. Triplett Wellman Contractors
3. NU Construction
4. In-Line Commercial Construction, Inc.
5. P&C Construction
6. Five Star Builders, Inc.
7. LCG Pence Construction LLC
8. Eugene Zurbrugg Construction Co.
9. TS Gray Construction
10. Bremik Construction
11. PAR-TECH Construction, Inc.
12. BooCo Construction, Inc.
13. Ruffin Construction
14. Evergreen Pacific, Inc.
15. 2KG Contractors, Inc.

Group 2 General Contractors for Projects greater than \$500,000

1. Skanska USA Building, Inc.
2. Triplett Wellman Contractors
3. In-Line Commercial Construction, Inc.
4. P&C Construction
5. LCG Pence Construction LLC
6. TS Gray Construction
7. Bremik Construction
8. PAR-TECH Construction, Inc.
9. BooCo Construction, Inc.
10. 2KG Contractors, Inc.

### Group 3 Line Voltage Electrical Contractors

1. Global Electric
2. Milestone Electric
3. OES, LLC
4. Prairie Electric
5. Stoner Electric
6. Portland Electric

### Group 4 Roofing Contractors

1. Umpqua Roofing
2. Griffith Roofing
3. Anderson Roofing
4. Snyder Roofing

### Group 5 HVAC Controls

1. Trane
2. ECC
3. Northwest Control Co.
4. Seimens
5. Heinz Mechanical
6. Johnson Controls

### Group 6 Low Voltage Electrical Contractors

1. Hyperion
2. Stoner Electric
3. Diverse Communications
4. Prairie Electric

### Group 7 Mechanical Contractors

1. Gormley Mechanical
2. HydroTemp Mechanical
3. Portland Mechanical
4. Robert Lloyd Sheetmetal
5. Tom Stevens Boiler
6. Piper Mechanical

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**ADOPT 2013-14 DRUG, ALCOHOL, AND**  
**TOBACCO PREVENTION PLAN**

**SITUATION**

District Policy IGAEB directs an annual review and re-adoption of the District's Drug, Alcohol, and Tobacco Prevention programs. This report outlines curricular programs and activities that are provided to students as part of the District's comprehensive drug, alcohol, and tobacco prevention plan.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors adopt the 2013-14 Drug, Alcohol, and Tobacco Prevention Plan.

## **HILLSBORO SCHOOL DISTRICT 1J 2013-14 DRUG, ALCOHOL, AND TOBACCO PREVENTION PLAN**

This report outlines curricular programs and activities that are provided to students as part of the District's comprehensive drug, alcohol, and tobacco prevention plan.

### **DISTRICT HEALTH CURRICULUM**

In 2012, the Oregon Department of Education (ODE) revised the Oregon Health Education Standards (OHES). The District is in the process of implementing these new standards district wide.

Prevention is the basis for the national, state, and District standards. The key components for all levels of instruction are as follows:

- Comprehend concepts related to health promotion and disease prevention
- Access valid health information and health-promoting products and services
- Practice health-enhancing behaviors and reduce health risk
- Analyze the influences of culture, media, technology, and other factors on health
- Use interpersonal communication skills to enhance health
- Use goal setting to enhance health
- Use decision-making skills to enhance health
- Advocate for personal, family, and community health

The District text materials, approved by ODE, support these standards and address drug, alcohol, and tobacco prevention.

The District-adopted "Here's Looking at You 2000" program for Grades K-5 continues to be an important supplement to the adopted health curriculum. This program teaches students useful social skills, such as self-control and resisting peer pressure, with a focus on "gateway" drugs such as nicotine, alcohol, and marijuana. Education and activities about cocaine and steroids are also provided. "Here's Looking at You 2000" is one of the curricula ODE has listed as effective for drug, alcohol, and tobacco prevention, based on research studies.

The Second Steps curriculum is currently being used in elementary and middle schools. Second Steps is a pro-social/emotional curriculum designed to help students learn how to be empathetic, be problem solvers, use impulse control, and manage stress. Lessons are taught by classroom teachers in elementary schools and health teachers in middle schools. In addition, Grades 4 through 8 are exposed to Steps to Respect, which enhances the Second Steps curriculum. This curriculum goes further with peer resistance, harassment, bullying, and anger management.

### **K-12 PREVENTION ACTIVITIES**

The District continues to teach and reinforce substance abuse prevention through a variety of programs outside the regular curriculum.

Care Teams. Care Teams operate as an intervention strategy in Grades K-12 districtwide. The teams, made up of teachers, counselors, administrators, care coordinators, and school resource officers, identify potential at-risk students, assess the level of risk, and plan interventions. Risk factors include declining grades, erratic attendance, insubordination, frequent disciplinary referrals, disregard for personal appearance, drug talk, and a sudden change in friends. Interventions include parent contact, referral for outside evaluation and counseling, and case management of student progress in school. The link between home, school, and outside resource agencies is an important support for students at risk of using drugs, alcohol, or tobacco.

Care Coordinator Program. Care coordinators provide outreach to students and parents when high-risk behaviors have been observed. After conducting an informal assessment, care coordinators provide referral and case management services and psycho-education. Families are referred to community mental health, drug and alcohol treatment, and parent education programs. Care coordinators also lead District Flight Teams in response to school tragedies, and train Flight Team members to identify high-risk students. They coordinate District suicide prevention and intervention activities, including staff awareness trainings, intensive two-day intervention training, and District protocol development. All activities stress the importance of drug and alcohol awareness as related to suicide risk and prevention. Finally, the care coordinators facilitate parenting classes open to District parents of students in Grades 7-12. Topics include communication, positive discipline, and alcohol and drug prevention.

Peer Mediation/Mentoring. This is a peer-assistance program available at District high schools that serves as an informal safety net for students. Peer mediators are identified by students and teachers as individuals to whom students routinely turn for help. These students are provided training in active listening and other communication techniques. The goal of the program is to provide a caring listener for any student who is troubled, is considering using drugs/alcohol/tobacco, or is putting himself or herself at risk. Peer mediators are not trained to solve problems, but rather to refer their peers to qualified adults. Peer mediators have also worked with the Tobacco-Free Coalition of Washington County, and assisted during Red Ribbon Week – the national “Say No to Drugs” campaign.

BLAST/The Zone Programs. The District partners with Hillsboro Parks and Recreation (HPR) to provide after-school tutoring, academic support, and recreational activities for students who attend Brookwood, Butternut Creek, Eastwood, Free Orchards, Groner, W. L. Henry, Imlay, Indian Hills, Jackson, Ladd Acres, Lincoln Street, McKinney, Minter Bridge, Mooberry, Orenco, Patterson, Quatama, Reedville, Rosedale, Tobias, and Witch Hazel Elementary Schools. All middle schools participate in The Zone program through HPR. BLAST and The Zone include homework support, academic enrichment activities, life skills, and service learning five days per week for approximately 2.5 hours each day.

Family Resource Center. The Family Resource Center is located at the Miller Education Center. It provides information and referral services for a variety of family

and student needs, including agencies helping with drug abuse and addiction. The District, Family Resource Center, Oregon Food Bank, and Portland Assistance League work together to provide emergency supplies of food and clothing to local families in crisis. The Family Resource Center has provided face-to-face information, referrals, and/or direct services to families for the past nine years. In addition, families receive assistance over the telephone.

School Resource Officers (SROs). The Hillsboro Police Department and the Washington County Sheriff's office provide an ongoing, visible deterrent to drug and alcohol activity at school. SROs assist in prevention by providing information on drug/alcohol/tobacco use and abuse, both in formal classroom settings and informally, through contact with students at lunchtime, during activities and, upon request, during individual conversations with students. They teach students about the legal consequences of drug/alcohol/tobacco use, and assist in the investigations referred to them by school administration. SROs are seen by school staff, parents, and students as effective partners in crime prevention, as well as drug/alcohol/tobacco education providers.

Student Safety Survey. A student safety survey has been administered annually to students to provide data regarding self-reported behaviors with respect to safety and drug/alcohol frequency of use. Results of the survey are used by schools and the District to measure the effectiveness of prevention programs and the perceptions of students related to drugs and alcohol. In addition, survey information is used to plan future programs to continue reducing student abuse of illegal substances.

The District uses the Oregon Student Wellness Survey and the Oregon Healthy Teens Survey to compare results with other districts and the state. The Oregon Student Wellness Survey (Grades 6, 8, 11) is administered in even-numbered years, and the Oregon Healthy Teens Survey (Grades 8, 11) is administered in odd-numbered years. The results below are from the 2013 Oregon Healthy Teen Survey and the 2012 Oregon Student Wellness Survey.

Category	Elementary Grade 6 2012	Elementary Grade 6 2013	Middle Grade 8 2012	Middle Grade 8 2013	High Grade 11 2012	High Grade 11 2013
Tobacco 30-day use	.9%	N/A	5.7%	4.9%	10.8%	9.5%
Alcohol 30-day use	5.1%	N/A	18.7%	11.4	34.8%	30.9%
Inhalants 30-day use	6.9%	N/A	6.3%	N/A	2.3%	N/A
Marijuana 30-day use	1.2%	N/A	9.0%	7.9%	23.3%	22.7%

Standards of Student Conduct and Athletic Handbook. These publications provide specific sanctions for the use, possession, or distribution of drugs, alcohol, or tobacco

by students at any school site, school-sponsored activity, or school-sponsored sporting event.

Transition Planning. Brown, Evergreen, Poynter, and South Meadows Middle Schools offer transition programs for students entering Grade 7. WEB (Welcoming Everyone Back) training is led by a cadre of Grade 8 students who are trained before the beginning of the school year. The purpose of WEB is to provide a smooth entry into middle school by way of regularly planned activities throughout the year with the same student leaders. WEB training is an extension of the transition activities currently offered at all four high schools, based on the Link Crew program. Link Crew is a research-based program to increase student participation, while decreasing attendance issues and other problems associated with lack of attachment to the school community.

All schools, Grades K-12, are working on greater articulation of transition activities within their feeder-school alignments. The goal is to have seamless transitions between the three school levels and between individual grades.

Positive Behavior Intervention Support (PBIS). PBIS is a well-designed, comprehensive, schoolwide system to support students in managing behavior. PBIS focuses on universal instruction and interventions to enhance positive behavior in students. PBIS educates students on consequences of negative behaviors, including substance abuse.

Oregon Adolescent Tobacco Prevention Program: Tobacco is a Drag - No Ifs, Ands or Butts. This is an opportunity for all elementary school students to participate in a 50-minute interactive classroom program on tobacco prevention. This program is sponsored by Pacific University's School of Physician Assistant Studies.

Youth Contact Student Assistance Program. Contracted by the District, Youth Contact provides counseling services for students at all middle and high schools. These counselors work especially with students who have been identified as at risk of using drugs and/or alcohol, or have used drugs or alcohol and need support to help them stay free from further use. The counselors facilitate support groups, teach students strategies for avoiding risky situations, and reinforce good problem-solving and goal-setting skills. Hundreds of hours of individual and family counseling are provided by the Youth Contact counselors.

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**APPROVE REVISIONS TO POLICY JHFF: REPORTING REQUIREMENTS**  
**REGARDING SEXUAL CONDUCT WITH STUDENTS**

**SITUATION**

OSBA has recommended adding language to Policy JHFF to clarify reporting procedures pertaining to suspected sexual conduct with students. The District recommends adopting OSBA's suggested language.

This policy was presented for first reading on December 3. In response to Board input, additional recommended language has been added.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the revisions to Policy JHFF: Reporting Requirements Regarding Sexual Conduct with Students.

## Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by District employees as defined by Oregon law will not be tolerated. All District employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal, physical, or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through Grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile, or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and District Board policy JHFE and JHFE-AR — Reporting of Suspected Abuse of a Child.

Any District employee who has reasonable cause to believe that another District employee has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor. If the immediate supervisor is the subject of the complaint, the employee will contact Human Resources.

When the District receives a report of suspected sexual conduct by a District employee, the District may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, and the District employee or student who is the subject of the report. If the subject of the report is a school employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the District will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the District’s decision through the appeal process provided by the District’s collective bargaining agreement. A substantiated report is one that (1) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and (2) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The District will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures Human Resources will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the assistant superintendent of Human Resources shall receive the report. [If the assistant](#)

superintendent of Human Resources is the suspected perpetrator, the complaint shall be referred to the assistant superintendent of the Office for School Performance. When Human Resources or the Office for School Performance takes action on the report, the person who initiated the report must be notified. The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment, or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a District employee in good faith, the student will not be disciplined by the Board or any District employee.

The District will provide annual training to District employees, parents, and students regarding the prevention and identification of sexual conduct. The District will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all District employees.

END OF POLICY

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**Legal Reference(s):**

ORS 339.370 to 339.400

[ORS 418.746](#) to 418.751

[ORS 419B.005](#) to 419B.045

~~HB 4016 (2012)~~

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**STRATEGIC PLAN PERFORMANCE UPDATE**

**SITUATION**

In September, the Board reviewed the Strategic Plan overview and confirmed the metrics and success indicators that are aligned to each of the Action Plans. Each month throughout the school year, staff will prepare an Evidence Report that describes the progress to date on each of the Action Plans of the five Strategic Plan Strategies (Instruction, Engagement, Equity, Facilities, and Safety) using the selected metrics.

The Evidence Report will provide a brief overview of the month's progress on the mutually agreed-upon action plans and links to artifacts for evidence of progress. These artifacts will serve as indicators of District success and will be limited to the agreed-upon metrics. If the metrics and success indicators suggest the need for improvement, staff will provide this analysis, along with future action plans, within the written report.

This report will be web-based and will be available to the public via the District website when the Board packet is released. This month's report includes evidence for November. The report can be viewed at the link below. (Click on each of the strategy areas.) <http://www.hsd.k12.or.us/AboutHSD/TheFutureofHSD/StrategicPlan20112016.aspx>

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT**  
**December 17, 2013**  
**2013 STATE REPORT CARD DATA SUMMARY**

**SITUATION**

For the past several years, the District has compiled an Annual Report featuring a high-level District overview, information on each of our schools, and student achievement data. Because the District is now planning to prepare a comprehensive Student Achievement Report in the spring, featuring information on all Key Achievement Indicators (including graduation rates, which will be released in January), the Annual Report is being converted into a compilation of data from the School and District Report Cards. Policy CM: School District Annual Report specifies a January 15 release date for the Annual Report; this reflects the deadline for making state report cards available to families. It is anticipated that this report will be a useful tool for patrons seeking an at-a-glance sense of District student achievement and performance in context with similar districts/schools.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors review the 2013 State Report Card Data Summary and ask any questions they may have.

# 2012-13 Hillsboro School District Annual State Report Card Data Summary

School	Enrollment					Average Class Size		English Learners (Students who have ever been eligible for or participated in a program to acquire academic English)				Economically Disadvantaged (Free/Reduced Lunch qualification; school-wide designations >95% based on Provision 2 standards, which remain in place for 3 years)				Students with Disabilities				Number of Languages Spoken				State Rating (Rating based on a combination of standardized test scores in reading and math; student achievement; student growth; growth of underserved groups)		Reading Meets/Exceeds			Math Meets/Exceeds			Writing Meets/Exceeds	Science Meets/Exceeds			Freshmen on Track to Graduate within 4 years	Students Taking SAT	Graduation Rate	Completion Rate	Dropout Rate	Continuing Education											
	K-3	4-5	6-8	9-12	Total	K-3	4-5	K-3	4-5	6-8	9-12	K-3	4-5	6-8	9-12	K-3	4-5	6-8	9-12	K-3	4-5	6-8	9-12	Overall State Rating	Rating in Comparison to Similar Schools	3-5	6-8	11	3-5	6-8	11	11	5	8	11																	
																							3-5	6-8	11	3-5	6-8	11	5	8	11																					
<b>Hillsboro School District</b>	6,413	3,163	4,709	6,339	20,624	26.6	28.2	28%	29%	24%	19%	55%	54%	51%	46%	11%	16%	16%	14%	61	43	44	56	N/A	N/A	69.1%	68.0%	84.9%	60.3%	56.5%	71.4%	56.9%	68.9%	61.6%	61.3%	79.0%	41.1%	75.5%	87.4%	3.0%	59.7%											
<b>Elementary Schools</b>																						New cut scores in 2011-12			New cut scores in 2010-11			New cut scores in 2011-12																								
Brookwood <sup>1</sup>	212	100	72		384	27.3		21%				54%				14%				11				Level 3	Below Avg.	70.9%			56.5%				70.6%																			
Butternut Creek	234	114	52		400	28.6		21%				52%				11%				13				Level 3	Average	67.4%			55.2%				91.1%																			
City View Charter	95	48	47		190	23.6		6%				6%				14%				8				Level 3	Below Avg.	78.1%			59.6%				85.7%																			
Eastwood	290	134	70		494	29.6		42%				73%				14%				8				Level 3	Above Avg.	58.2%			58.2%				54.8%																			
Farmington View	122	68	25		215	26.8		13%				38%				11%				9				Level 4	Average	84.7%			76.6%				75.0%																			
Free Orchards	283	134	69		486	28.6		39%				67%				15%				5				Level 3	Average	63.6%			58.0%				43.9%																			
Groner	80	48	26		154	25.7		27%				49%				15%				3				Level 4	Above Avg.	70.3%			57.1%				86.4%																			
Henry (W.L.) <sup>2</sup>	285	108	58		451	24.9		69%				>95%				12%				4				Level 1	Below Avg.	33.6%			26.2%				23.5%																			
Imlay	294	168	94		556	29.6		18%				31%				12%				20				Level 4	Average	79.4%			67.9%				84.0%																			
Indian Hills	243	145	49		437	27.1		17%				44%				14%				16				Level 3	Average	87.3%			85.7%				91.0%																			
Jackson	295	163	82		540	29.4		<5%				16%				11%				16				Level 4	Average	79.0%			69.4%				81.3%																			
Ladd Acres	298	140	81		519	29.1		18%				44%				10%				15				Level 3	Average	73.9%			70.9%				84.6%																			
Lenox	246	127	53		426	28.6		15%				39%				15%				13				Level 3	Below Avg.	74.7%			70.4%				81.8%																			
Lincoln Street <sup>2</sup>	365	144	80		589	27.1		59%				>95%				19%				5				Level 1	Below Avg.	41.8%			33.6%				31.8%																			
McKinney (W.V.)	286	145	76		507	29		36%				73%				10%				4				Level 3	Average	64.3%			49.4%				61.4%																			
Minter Bridge	291	131	67		489	28.1		28%				48%				10%				12				Level 4	Above Avg.	70.4%			61.8%				52.8%																			
Mooberry	286	136	60		482	30.7		46%				>95%				9%				5				Level 4	Above Avg.	61.3%			56.3%				65.0%																			
North Plains	173	88	45		306	27.5		5%				27%				16%				4				Level 3	Below Avg.	80.8%			69.5%				78.7%																			
Orengo	345	153	87		585	29.3		16%				37%				11%				27				Level 4	Average	82.2%			74.3%				87.8%																			
Patterson	238	150	89		477	27.2		10%				25%				13%				14				Level 4	Average	85.1%			73.1%				81.7%																			
Quatama	300	163	57		520	26.9		21%				42%				16%				25				Level 3	Average	70.7%			61.8%				83.6%																			
Reedville <sup>1</sup>	140	63	34		237	22.6		68%				>95%				16%				10				Level 3	Average	47.1%			36.1%				53.6%																			
Rosedale	224	114	41		379	24.7		27%				56%				19%				10				Level 4	Above Avg.	71.6%			68.4%				68.4%																			
Tobias (L.C.)	288	134	68		490	26.9		14%				47%				13%				17				Level 3	Below Avg.	72.2%			62.7%				61.3%																			
West Union	166	83	49		298	28.1		9%				28%				12%				21				Level 4	Above Avg.	84.3%			66.9%				72.7%																			
Witch Hazel	331	161	82		574	27.2		45%				72%				15%				17				Level 3	Above Avg.	56.0%			53.8%				44.8%																			
<b>Middle Schools</b>																																																				
Brown					793				20%				45%				13%			25				Level 3	Below Avg.	73.8%			55.0%				69.4%																			
Evergreen					798				23%				47%				17%			10				Level 3	Below Avg.	71.0%			57.9%				59.6%																			
Poynter					715				23%				51%				15%			17				Level 3	Below Avg.	69.6%			57.5%				61.7%																			
South Meadows					739				31%				61%				16%			19				Level 3	Below Avg.	61.1%			52.7%				57.0%																			
<b>High Schools</b>																																																				
Century					1,608				16%				43%				12%			36				Level 4	Above Avg.		87.8%		78.6%	62.7%			72.9%			83.0%	57.3%	84.8%	93.8%	0.2%	65.7%											
Glencoe					1,601				17%				39%				13%			23				Level 3	Average		88.3%		70.5%	58.4%			69.9%			82.1%	44.7%	77.1%	91.3%	0.9%	60.3%											
Hillsboro (Hilhi)					1,315				24%				55%				15%			26				Level 4	Above Avg.		77.3%		68.1%	52.6%			38.4%			69.1%	45.9%	71.6%	89.2%	1.8%	55.6%											
Liberty					1,386				17%				46%				13%			21				Level 4	Above Avg.		89.8%		76.0%	53.3%			65.8%			89.3%	44.2%	79.6%	92.8%	1.1%	61.5%											
<b>Alternative</b>																																																				
Hillsboro Online Academy					115				7%				36%				5%			2				Not Rated	Not Rated		91.7%		58.8%	75.0%			58.1%			12.50%	0.0%	No Info	No Info	No Info	No Info											
Miller Education Center	*No report card is generated for Miller Education Center - students' information is reported with their home high school																																																			

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<sup>1</sup>These schools received a Federal Title I designation of "Focus" in 2011-12. Focus Schools are high poverty schools that were ranked in the bottom 5%-15% of Title I-A schools in the state with a significant achievement gap based on Oregon's rating formula. These schools received additional support to close the achievement gap among historically underserved student populations. Because of the concerted efforts to raise student achievement at these schools, both earned Level 3 status in 2012-13

<sup>2</sup>These schools were rated Level 1 for the 2012-13 school year. As such, they will each receive \$20,000 from the state for teacher professional development. In addition, the Board authorized assistance for the schools that will amount to approximately \$190,000, the majority of which will be spent on after-school tutoring for students.

**Key to color-coding**

<b>Overall State Rating</b>		Level 1 = Falls into the bottom 5% of schools	<b>Rating in Comparison to Similar Schools</b>		Below average = Falls into the bottom third of comparison schools	<b>All other scores</b>		Lower than those of schools with similar demographics
		Level 2 = Falls between 5% and 15% of schools			About average = Falls into the middle third of comparison schools			Higher than those of schools with similar demographics
		Level 3 = Falls between 15% and 44% of schools			Above average = Falls into the top third of comparison schools			No color for a data point means that comparison data was not available or not provided
		Level 4 = Falls between 44% and 90% of schools						
		Level 5 = Falls into the top 10% of schools						

In categories for which there is comparison data, Hillsboro School District outperforms similar districts/schools in...

- 12 of 15 categories at the district level (80%)
- 54 of 78 categories at the elementary school level (69.2%)
- 4 of 12 categories at the middle school level (33.3%)
- 28 of 36 categories at the high school level (77.8%)

To see the report cards for Hillsboro School District and each school, please visit our website at [www.hsd.k12.or.us](http://www.hsd.k12.or.us) and select School & District Report Cards under the Academics drop-down menu. Alternatively, you may visit the Oregon Department of Education website at [www.ode.state.or.us](http://www.ode.state.or.us), select Reports then Report Cards. There, you can also find additional information on terminology, calculations, answers to frequently asked questions, and more.

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**FINANCIAL REPORT**

Business Office. Snow hit the ground in Hillsboro this month, marking the beginning of winter. For the Business Office, this means ensuring data is backed-up, remote access is possible, communication plans are in place, and there is a heightened focus on safety and security for staff and students. Yvonne Dukart, District Risk Manager, and Casey Waletich have conducted Administration Center annual training, and District staff members are encouraged to register for FlashAlert for inclement weather and other notifications.

Finance Team – Banking and Accounts Payable. The Finance Team has been regularly reviewing internal workflows for improvement, streamlining and automating as many processes as possible in ways that increase transparency and maintain internal controls. Examples include the use of procurement cards (P-Cards) for rebates, online payment processing, cooperative purchasing agreements, and vendor pre-qualification.

Audit results for Student Body Accounts have been released to the schools, and a new Student Body Accounting Manual has been released. The manual is a long-awaited controls document that has been collaboratively designed to meet the requirements of District policy, while maintaining practical applications within the schools. Special thanks to the secondary school bookkeepers, administrators, and support staff for their patience and feedback during development.

Payroll and Benefits Teams. The Payroll Team welcomes William (Bill) Watkins as a new staff member, following Carole Biggins' retirement. Mr. Watkins is an enthusiastic addition to the team.

The Payroll Office and Human Resources Department have been working together to establish the new classified substitute rates.

The Employee Benefits Advisory Group met on November 12, 2013, to discuss several items, including employee insurance pool levels, open enrollment feedback, and a presentation by AXA Equitable representative John Harris. This is an excellent way to monitor changes in healthcare and other employee benefits. Union representatives from both groups and District-level administrators are invited to attend these meetings.

Grants. Jeff Jones has continued to focus on the High Cost Disability report and ongoing grant reporting. In addition to federal program and grant support, Mr. Jones has taken the lead with the general ledger side of Nutrition Services. His Excel skills make him an excellent resource and trouble-shooter throughout the Business Office as well.

Systems Review Team. Tyler Technologies, the District’s financial software provider, is at the Administration Center this week, December 16, 17, and 18, to conduct a “best practice review” of the District’s current systems and workflow for maximum performance. Specific areas of interest include the general ledger, accounts payable, payroll, and human resources. Tyler will provide a comprehensive report comparing the Districts’ actual use with software’s utilities, as well as a draft plan to implement upgrades and revise workflows that will increase efficiency without compromising controls.

Another Business Office focus this year is a comprehensive review of major contracts, including the Request for Information (RFI) for copier services, the Request for Qualifications (RFQ) for Energy Savings Services (ESCO), the RFQ for various facility contractors, and District auditing services. The goal is to ensure that the District is obtaining the greatest value through the competitive proposal and qualification processes.

Workers’ Compensation Report. Since November 1, 2013, the District received two additional new Workers’ Compensation claims. There are currently 26 open claims; 4 are for medical costs only, and 22 include time loss. No employees were on modified work plans during November.

<b>Worker’s Compensation Claims</b>			
	<b>2011-2012</b>	<b>2012-13</b>	<b>2013-14</b>
July	0	2	4
August	3	4	5
September	7	6	3
October	8	7	1
November	4	3	2
December	2	3	
January	7	4	
February	3	5	
March	5	5	
April	5	10	
May	2	4	
June	2	8	
<b>Yearly Total:</b>	<b>48</b>	<b>61</b>	<b>15</b>

Student Accident Report. There were 69 student accidents reported during November.

<b>Student Incident Reports</b>			
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
July	2	2	1
August	10	13	11
September	171	133	141
October	133	149	188
November	113	105	69
December	67	127	
January	91	92	
February	104	118	
March	83	124	
April	113	108	
May	115	74	
June	33	30	
<b>Yearly Total:</b>	<b>1,035</b>	<b>1,075</b>	<b>410</b>

Vehicle Accidents – November 2013 – There were two bus accidents in November.

**HILLSBORO SCHOOL DISTRICT 1J**  
**December 17, 2013**  
**MONTHLY FINANCIAL REPORT - as of November 30, 2013**

	1st Quarter	October	November	2nd Quarter	Fiscal YTD	Budget	% of 2013-14	2012-13	% of 2012-13
<i>Revenues</i>	Actual	Actual	Actual	Actual	2013-14	2013-14	Budget Expended	Fiscal YTD	Budget Expended
Taxes	\$155,307.41	\$125,040.40	\$43,331,353.73	\$43,456,394.13	\$43,611,701.54	\$55,426,177.00	78.68%	\$48,615,274.95	88.22%
Interest	\$24,931.13	\$6,142.35	\$9,432.46	\$15,574.81	\$40,505.94	\$260,000.00	15.58%	\$51,640.97	20.66%
Local Sources	\$106,513.37	\$46,952.66	\$220,237.10	\$267,189.76	\$373,703.13	\$1,148,450.00	32.54%	\$102,804.89	9.22%
<b>Total Local</b>	<b>\$286,751.91</b>	<b>\$178,135.41</b>	<b>\$43,561,023.29</b>	<b>\$43,739,158.70</b>	<b>\$44,025,910.61</b>	<b>\$56,834,627.00</b>	<b>77.46%</b>	<b>\$48,769,720.81</b>	<b>86.36%</b>
County/ESD	\$1,218,272.00	\$100,689.21	\$0.00	\$100,689.21	\$1,318,961.21	\$885,000.00	149.04%	\$138,280.29	18.44%
State Sources	\$34,760,813.68	\$8,687,289.00	\$9,060,292.29	\$17,747,581.29	\$52,508,394.97	\$107,025,258.00	49.06%	\$46,558,697.23	49.03%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,136,955.49	85.57%
Other Sources	\$0.00	\$1,169.21	\$25.00	\$1,194.21	\$1,194.21	\$2,000,000.00	0.00%	\$600.00	0.01%
Beginning Balance	\$9,101,596.73	\$0.00	\$0.00	\$0.00	\$9,101,596.73	\$9,000,000.00	101.13%	\$9,637,118.51	102.59%
<b>Total Revenue</b>	<b>\$45,367,434.32</b>	<b>\$8,967,282.83</b>	<b>\$52,621,340.58</b>	<b>\$61,588,623.41</b>	<b>\$106,956,057.73</b>	<b>\$175,744,885.00</b>	<b>60.86%</b>	<b>\$108,241,372.33</b>	<b>63.58%</b>
<b>Expenditures</b>									
<b>Instruction</b>									
Salaries	\$5,112,834.70	\$5,316,729.56	\$5,454,161.99	\$10,770,891.55	\$15,883,726.25	\$62,598,059.38	25.37%	\$15,158,366.04	25.00%
Benefits	\$2,421,723.56	\$2,558,866.95	\$2,631,464.30	\$5,190,331.25	\$7,612,054.81	\$33,280,201.52	22.87%	\$7,774,791.59	25.20%
Purchased Service	\$574,016.46	\$231,564.26	\$215,653.76	\$447,218.02	\$1,021,234.48	\$2,410,692.28	42.36%	\$1,047,667.15	39.98%
Supplies/Materials	\$227,897.71	\$125,581.32	\$66,958.99	\$192,540.31	\$420,438.02	\$1,104,321.27	38.07%	\$427,952.98	26.31%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$24,644.05	\$14,248.80	\$66,792.29	\$81,041.09	\$105,685.14	\$97,555.72	108.33%	\$109,958.87	84.27%
<b>Total Instruction</b>	<b>\$8,361,116.48</b>	<b>\$8,246,990.89</b>	<b>\$8,435,031.33</b>	<b>\$16,682,022.22</b>	<b>\$25,043,138.70</b>	<b>\$99,490,830.17</b>	<b>25.17%</b>	<b>\$24,518,736.63</b>	<b>25.58%</b>
<b>Support Services</b>									
Salaries	\$5,386,741.25	\$2,663,982.10	\$2,674,878.57	\$5,338,860.67	\$10,725,601.92	\$30,720,710.31	34.91%	\$10,245,534.18	33.90%
Benefits	\$2,915,311.52	\$1,464,235.91	\$1,523,055.76	\$2,987,291.67	\$5,902,603.19	\$17,266,259.48	34.19%	\$5,734,430.57	33.73%
Purchased Service	\$2,058,640.69	\$1,523,322.03	\$679,795.74	\$2,203,117.77	\$4,261,758.46	\$12,081,705.93	35.27%	\$3,266,131.21	28.09%
Supplies/Materials	\$534,265.92	\$547,040.34	\$610,628.73	\$1,157,669.07	\$1,691,934.99	\$5,413,997.82	31.25%	\$1,395,817.34	25.53%
Capital Purchases	\$121,642.60	\$16,901.00	\$33,168.69	\$50,069.69	\$171,712.29	\$213,401.00	80.46%	\$169,154.11	72.92%
Other	\$1,106,108.92	\$18,724.04	\$4,588.26	\$23,312.30	\$1,129,421.22	\$1,389,008.30	81.31%	\$920,724.04	71.44%
<b>Total Support</b>	<b>\$12,122,710.90</b>	<b>\$6,234,205.42</b>	<b>\$5,526,115.75</b>	<b>\$11,760,321.17</b>	<b>\$23,883,032.07</b>	<b>\$67,085,082.84</b>	<b>35.60%</b>	<b>\$21,731,791.45</b>	<b>33.01%</b>

<i>Expenditures (continued)</i>	1st Quarter Actual	October Actual	November Actual	2nd Quarter Actual	Fiscal YTD 2013-14	Budget 2013-14	% of 2013-14 Budget Expended	Budget 2012-13	% of 2012-13 Budget Expended
<b>Community Services</b>									
Salaries	\$41,609.27	\$16,737.01	\$20,911.45	\$37,648.46	\$79,257.73	\$214,703.34	36.91%	\$75,806.92	35.97%
Benefits	\$22,600.93	\$8,989.42	\$9,216.29	\$18,205.71	\$40,806.64	\$110,332.00	36.99%	\$37,119.79	30.57%
Purchased Service	\$960.00	\$3,809.20	\$15.00	\$3,824.20	\$4,784.20	\$40,165.78	11.91%	\$23,143.36	47.53%
Supplies/Materials	\$364.67	\$106.59	\$0.00	\$106.59	\$471.26	\$3,398.90	13.87%	\$253.06	2.39%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$441.97	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	0.00%	\$500.00	0.00%
<b>Total Community Services</b>	<b>\$65,534.87</b>	<b>\$29,642.22</b>	<b>\$30,642.74</b>	<b>\$60,284.96</b>	<b>\$125,819.83</b>	<b>\$369,041.99</b>	<b>34.09%</b>	<b>\$136,823.13</b>	<b>34.95%</b>
<b>Capital Projects</b>									
Purchased Service	\$6,685.00	\$2,195.24	\$14,042.40	\$16,237.64	\$22,922.64	\$0.00	n/a	\$0.00	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
<b>Total Community Services</b>	<b>\$6,685.00</b>	<b>\$2,195.24</b>	<b>\$14,042.40</b>	<b>\$16,237.64</b>	<b>\$22,922.64</b>	<b>\$0.00</b>	<b>n/a</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service Payment	\$0.00	\$63,900.00	\$0.00	\$63,900.00	\$63,900.00	\$532,800.00	11.99%	\$71,475.00	13.54%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,267,130.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$20,556,047.25</b>	<b>\$14,576,933.77</b>	<b>\$14,005,832.22</b>	<b>\$28,582,765.99</b>	<b>\$49,138,813.24</b>	<b>\$175,744,885.00</b>	<b>27.96%</b>	<b>\$46,458,826.21</b>	<b>27.29%</b>