

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
October 23, 2018
Administration Center, 3083 NE 49th Place, Hillsboro, OR

1. **Board Member Technology Updates**

Technology Services staff provided support to Board members enrolling in the District's multi-factor authentication system.

2. **Work Session**

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson
(on speaker phone)

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Don Wolff, Chief Information Officer
Elaine Fox, Executive Director, Student Services
Sarah Crane, Director, Student Services
Wendy Ramos, Director, Student Services
Matt Nova, Coordinator, Student Services
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support
Kelli Waibel, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Board Chair Lisa Allen called the meeting to order at 5:16 PM.

A. **Budget Committee Selection Process**

Board members identified candidates to be appointed during the regular session to the vacant Budget Committee positions (positions 3 and 4). The following candidates applied to serve on the Budget Committee: Nina Carlson, Elizabeth Christensen, and Kyle Taylor. Board members identified their individual selections as follows:

- Board Chair Lisa Allen selected Nina Carlson and Kyle Taylor
- Director Erika Lopez selected Nina Carlson and Kyle Taylor
- Director Martin Granum selected Nina Carlson and Elizabeth Christensen
- Director Yadira Martinez selected Nina Carlson and Kyle Taylor
- Director Jaci Spross selected Nina Carlson and Kyle Taylor
- Director Kim Strelchun selected Nina Carlson and Kyle Taylor
- Director Mark Watson selected Nina Carlson and Kyle Taylor

Based on these selections, the following candidates were identified to be appointed to the Budget Committee during the regular session:

- Nina Carlson (position 3)
- Kyle Taylor (position 4)

- B. Teaching and Learning Report: Special Programs and Inclusive Schools
Student Services Department leaders – Executive Director Elaine Fox, Director Sarah Crane, Director Wendy Ramos, and Coordinator Matt Nova – provided an overview of the work performed by the Student Services Department, and the supports and resources the department provides to students, staff, and parents throughout the District.
- C. Bond Update
Capital Projects Officer Adam Stewart presented an update on preparations for the summer 2019 bond construction projects that are scheduled at several District elementary schools. He provided a brief overview of the projects and their anticipated timelines. He also discussed the construction management / general contractor (CM / GC) process, increases in construction-related costs, and the allocation and tracking of contingency funds.
- Bond updates are posted on the District's bond web page.
- D. Discuss Intergovernmental Agreement with the City of Hillsboro
Chief Information Officer Don Wolff presented a proposed intergovernmental agreement between the Hillsboro School District and the City of Hillsboro regarding the construction and maintenance of a fiber network that will connect all District schools and support facilities, and serve as the backbone for the City of Hillsboro's Fiber to the Premises (FTTP) system and other City services. Chief Information Officer Wolff informed the Board that the intergovernmental agreement had been reviewed and approved by the District's legal counsel and would be presented to the Board for approval during the evening's regular session. The agreement is included in the Board meeting packet.
- E. Legislative Priorities Input and Planning
Chief Communications Officer Beth Graser presented the preliminary recommendations of the Board's Legislative Priorities and Advocacy Planning Subcommittee regarding the Board's legislative priorities for 2019-2021. Board members reviewed the recommendations and provided input. A more fully developed version of the document will be presented to the Board after the November meeting of the subcommittee.
- F. Discuss 2018-19 Board Goals
Board members discussed the proposed goals that were drafted for their review and potential approval, based on their discussions during the September 11 and September 25 Board work sessions. The goals were included on the regular session agenda for approval. An additional goal regarding safety was discussed, but no language was recommended at this time.
- G. Policy Discussion
Superintendent Mike Scott briefly discussed the policy rewrite process in which the District is engaged with the Oregon School Boards Association (OSBA), and the policies that were included in the Board meeting packet.

Director Martin Granum requested additional discussion regarding the recommended changes and deletions to security-related policies, including the District's strategy and the Board's role in this area.

Superintendent Scott recommended that policy JHHA: Crisis Prevention and Response be discussed separately and potentially retained.

Due to time constraints, the discussion was continued during the regular session.

H. Discussion Time

1. OSBA Conference Planning

This item was moved to the regular session, due to time constraints.

2. Discussion Time

This item was moved to the regular session, due to time constraints.

I. Recess Board Meeting

The meeting was recessed at 6:54 PM.

3. **Regular Session**

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson
(via speaker phone)

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Beth Graser, Chief Communications Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Don Wolff, Chief Information Officer
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support
Kelli Waibel, Technology Support
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Gaspar Lopez Lopez, Bilingual Interpreter / Translator

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Others Present:

Kristen Miles, OSBA
Lisa Poehlitz, NWRES D
Jill Golay, HEA
Devin Hunter, HCU

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:05 PM and led the Pledge of Allegiance.

B. Recognition / Student Presentation

1. OSBA Presentation of Scholarship Funds (Promise Scholarship Program)

OSBA Board Development Specialist Kristin Miles presented the Board with \$5000 in scholarship funds. Board Chair Lisa Allen explained that the Board participated in the OSBA Promise Scholarship Program during the 2017-18 school year, and completed the program in September. OSBA provides school boards that complete the program with \$5000 in scholarship funds for students in their districts. The Board will determine the process and timeline for awarding the scholarships during a future meeting.

C. Approval of Agenda

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to approve the agenda. The MOTION CARRIED (7-0).

D. Audience Time

The following audience members addressed the Board regarding non-agenda items:

- Angela Adzima discussed bargaining and pay increases for staff
- Nadine Perrin discussed Dyslexia Awareness Month and asked about the District's stance

Assistant Superintendent Travis Reiman will follow up with Ms. Perrin.

E. Reports and Discussion

1. NWRES D Update

Northwest Regional Education Service District (NWRES D) Director Lisa Poehlitz presented an update on NWRES D's Ninth Grade Success Project, which involves 30 high schools in Clatsop, Columbia, Tillamook, and Washington counties, including all of the high schools in Hillsboro. The project includes identifying the barriers and challenges that impact students, and implementing strategies to address the problems.

Director Poehlitz also stated that NWRES D Superintendent Rob Saxton has announced his plans to retire, with an anticipated effective date of February 2019, and the ESD will begin seeking candidates for the position in November.

2. October 1 Enrollment Report

Chief Human Resources Officer Kona Lew-Williams and Chief Financial Officer Michelle Morrison presented the annual October enrollment report, which is included in the Board meeting packet. The report includes current and historical enrollment data and staffing ratios.

3. Strategic Plan Goals Update

Chief Communications Officer Beth Graser presented a progress update on the SMART goals that were identified for year three of the District's Strategic Plan. The 2018-19 SMART goals are listed in the Board meeting packet, and the work plan and SMART goals updates are posted on the District website. The status of all of the goals is currently "in process."

4. Financial Report

Chief Financial Officer Stewart presented the monthly financial report. The report is included in the Board meeting packet.

5. Policies - First Reading

The following policies were presented for first reading, and are included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular Board meeting.

- a. Policy EHA: Health Insurance Portability and Accountability Act
- b. Policies Related to Safety and Security
 - 1. EB: Safety Program
 - 2. EBAC: Site Safety Committees
 - 3. EBC/EBCA: Emergency Procedures and Disaster Plans
 - 4. EBCB: Emergency Drills and Instruction
 - 5. EBCC: Hazardous Threats (*delete*)
 - 6. EBCD: Emergency School Closures
 - 7. EC: Management and Inspection of Buildings and Grounds (*delete*)
 - 8. ECA: Security of Buildings and Grounds (*delete*)
 - 9. ECAA: Access to Buildings
 - 10. ECAAA: Employee Identification Badge System (*proposed*)
 - 11. ECAB: Vandalism, Malicious Mischief, or Theft
 - 12. ECAD: School Resource Officer (*delete*)
 - 13. EI: Risk Management (*delete*)
 - 14. JFCJ: Weapons in the Schools
 - 15. JFCM: Threats of Violence
 - 16. JH: Student Welfare
 - 17. JHF: Student Safety
 - 18. JHFE: Reporting of Suspected Abuse of a Child
 - 19. JHFE-AR(1): Reporting of Suspected Abuse of a Child
 - 20. JHHA: Crisis Prevention and Response (*delete*)
 - 21. KK: Visitors to District Facilities (*delete current version; adopt proposed new version*)
 - 22. KN: Relations with Law Enforcement Agencies

Discussion focused on policies JFCJ: Weapons in the Schools and JHHA: Crisis Prevention and Response. Board members requested clarification regarding the scope of policy JFCJ, which is coded as a “student” policy (section J of the policy manual), but includes language that does not seem to be entirely specific to students. Clarification was also requested regarding the impact of gun-free school zone legislation. Board members’ input regarding policy JHHA included a request to revise the policy to reflect work that staff and community members are doing to address safety and security concerns, rather than deleting the policy. Clarification was also requested regarding policy references.

Policy JHHA will be revised and presented to the Board for review during a future meeting. Policy JFCJ will be presented to the Board in context with the District’s other related policies (in sections G and K of the policy manual) during a future meeting.

F. Consent Agenda

Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- 1. Approve Minutes of September 11, 2018, Board Meeting
- 2. Approve Minutes of September 25, 2018, Board Meeting

3. Approve Routine Personnel Matters
4. Accept Gifts and Donations

G. Action Items

1. Proclaim American Education Week

Board Chair Lisa Allen read the following proclamation into the record:

***Whereas** public schools are the backbone of our society, providing young people with the tools they need to maintain our nation’s precious values of freedom, civility, and equality; and*

***Whereas**, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and*

***Whereas** education employees, be they licensed, classified and technical support staff, or administrators, work tirelessly to serve our children and communities with care and professionalism; and*

***Whereas** our nation is celebrating the week of November 12 – 16, 2018, as American Education Week;*

***Now, therefore, be it resolved** that the Board of Directors of Hillsboro School District does proclaim the week of November 12 – 16, 2018, as American Education Week in Hillsboro School District, with the theme “Great Public Schools: A Basic Right and Our Responsibility.”*

The Board of Directors further encourages all citizens to extend their commitment to public education and to the future of our children by supporting our community’s schools through the contribution of time and energy.

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, that the Board of Directors proclaim November 12 – 16, 2018, as American Education Week in the Hillsboro School District. The MOTION CARRIED (7-0).

2. Appoint Budget Committee Members

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors appoint the following candidates to the open positions on the Hillsboro School District Budget Committee:

- Appoint Nina Carlson to position 3 on the Budget Committee, with a term expiring on June 30, 2021
- Appoint Kyle Taylor to position 4 on the Budget Committee, with a term expiring on June 30, 2021

The MOTION CARRIED (7-0).

3. Adopt 2018-19 Board Goals

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, that the Board of Directors adopt its 2018-19 goals, as printed in the Board meeting packet. The MOTION CARRIED (7-0).

The Board agreed to discuss the possibility of drafting an additional goal regarding safety / security during a future meeting.

4. Award Security Systems Implementation Contract for Century High School, Hillsboro High School, Brown Middle School, Poynter Middle School, South Meadows Middle School, and Miller Big Picture to Reece Complete Security Solutions

Chief Operations Officer Casey Waletich provided information regarding the proposed security systems implementation contract for Century High School, Hillsboro High School, Brown Middle School, Poynter Middle School, South Meadows Middle School, and Miller Big Picture, explaining that installation of security systems in these buildings is the first phase of the District's security system implementation plan.

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors award the security systems implementation contract for Century High School, Hillsboro High School, Brown Middle School, Poynter Middle School, South Meadows Middle School, and Miller Big Picture to Reece Complete Security Solutions for \$1,074,237.15. The MOTION CARRIED (7-0).

5. Authorize the Approval of Intergovernmental Agreement with the City of Hillsboro
The proposed intergovernmental agreement between the Hillsboro School District and the City of Hillsboro regarding the construction and maintenance of a fiber network was discussed during the Board work session, earlier in the evening.

Director Martin Granum MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors authorize the Superintendent to sign the intergovernmental agreement with the City of Hillsboro, as included in the October 23, 2018, Board meeting packet, on behalf of the Hillsboro School District. The MOTION CARRIED (7-0).

H. HCU / HEA Reports

HEA President Jill Golay thanked the Student Representatives for providing the perspective of students, and discussed the *My School, My Voice* project and the bargaining process.

HCU President Devin Hunter discussed vacation scheduling for classified staff.

I. Discussion Time

1. Student Representatives' Time

Student Representatives briefly discussed topics that are of interest to students at their schools, including security procedures, the Preliminary Scholastic Assessment Test (PSAT), and their recent and upcoming activities.

2. Superintendent's Time

Superintendent Mike Scott discussed recent District events and books that are available for Board members to borrow and read. He also explained that he had been invited to attend Apple's upcoming executive briefing to school superintendents regarding best practices for integrating technology into schools to improve student learning. He stated that the event has been reviewed and determined to be clear of any ethics concerns, and a letter has been received for Board Chair Lisa Allen to sign, approving his participation in the event.

Superintendent Scott asked Board members if they had any concerns about the event prior to Board Chair Allen signing the letter. Board members indicated that they had no concerns.

Assistant Superintendent Dayle Spitzer provided additional information regarding the PSAT.

3. Board of Directors' Time

A. OSBA Conference Planning

This item was moved from the work session to the regular session, due to time constraints.

Board members discussed their plans for attending the OSBA annual conference in November. Student Representatives expressed their interest in attending also.

B. Board Discussion Time

Board members discussed District events, programs, and processes, and provided brief summaries of their recent and upcoming activities. Individual Board members thanked Angela Adzima and Nadine Perrin for addressing the Board and Elizabeth Christensen for serving on the Budget Committee, expressed appreciation for gifts and donations received by the District, discussed Superintendent Rob Saxton's valuable leadership at NWRESA, and reminded everyone of the importance of voting.

J. Follow-Up Items

Agenda Item / Request	Action
<u>Policies – First Reading</u> Clarification and additional discussion regarding security-related policies (JHHA, JFCJ)	Policy JHHA will be revised and presented to the Board for review during a future meeting. Policy JFCJ will be presented to the Board in context with the District's other related policies (in sections G and K of the policy manual) during a future meeting

K. Adjourn Regular Session

The meeting was adjourned at 8:39 PM.

Approved December 11, 2018