



Hillsboro School District 1J

December 11, 2018
Board Meeting

Board of Directors

Lisa Allen • Martin Granum • Erika Lopez • Yadira Martinez • Jaci Spross • Kim Strelchun • Mark Watson

Student Representatives to the Board of Directors

Jessica Jose-Nickerson • Samanta Vega Contreras

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

Board Meeting Agenda
December 11, 2018
5:15 PM

Please note that the estimated times listed below for specific agenda items are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time.

1. 5:15 PM - Executive Session

ORS 192.660(2)(d)—Labor Negotiator Consultation
Time: 5:15 PM, 15 minutes

2. 5:30 PM - Work Session

A. Introduce Citizens' Curriculum Advisory Committee Applicant 6
Presenter: Travis Reiman
Time: 5:30 PM, 5 minutes

B. 2019-20 Budget Development Discussion 7
Presenter: Mike Scott / Michelle Morrison
Time: 5:35 PM, 15 minutes

C. Safety Update 8
Presenter: Mike Scott / Casey Waletich
Time: 5:50 PM, 10 minutes

D. Scholarship Planning 9
Presenter: Mike Scott / Lisa Allen
Time: 6:00 PM, 10 minutes

E. Legislative Priorities Input and Planning 10
Presenter: Beth Graser
Time: 6:10 PM, 10 minutes

F. Policy Discussion 11
Presenter: Mike Scott
Time: 6:20 PM, 10 minutes

G. Discussion Time
Time: 6:30 PM, 20 minutes
1. OSBA Conference Reports
2. Discuss Board Goals
Presenter: Lisa Allen
3. Discussion

H. Recess Board Meeting
Time: 6:50 PM

3. 7:00 PM - Regular Session

A. Call to Order and Flag Salute
Presenter: Lisa Allen
Time: 7:00 PM, 5 minutes

B. Recognition / Student Presentation

1. Student Presentation: Witch Hazel Elementary School - Baile Folklorico Dancers (K-3)
Presenter: Lisa Allen
Time: 7:05 PM, 10 minutes
2. Student Presentation: Liberty High School Theater Arts - White Christmas
Presenter: Kim Strelchun
Time: 7:15 PM, 10 minutes
- C. Approval of Agenda
Time: 7:25 PM
- D. Audience Time
Time: 7:25 PM, 10 minutes
- E. Reports and Discussion
 1. First Reading - 2018-19 Drug, Alcohol, and Tobacco Prevention Plan (see *written report*) 14
Presenter: Casey Waletich
Time: 7:35 PM, 5 minutes
 2. Annual Support Services Report (see *written report*) 19
Presenter: Casey Waletich
Time: 7:40 PM, 5 minutes
 3. Annual Safety Report (see *written report*) 25
Presenter: Casey Waletich
Time: 7:45 PM, 5 minutes
 4. Business Office Department Report - Staff Member Benefits, Ergonomics, and Wellness 30
Presenter: Michelle Morrison / Lynette Coffman / Leah McCarthy
Time: 7:50 PM, 15 minutes
 5. Financial Report (see *written report*) 31
Presenter: Michelle Morrison
Time: 8:05 PM, 5 minutes
 6. Policies - First Reading
Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already 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 meeting.
Time: 8:10 PM, 15 minutes
 - a. Policies in Section A-B: Board Governance and Operations 50
 - AB: The People and Their School District (delete)
 - AC: Nondiscrimination
 - AC-AR: Discrimination Complaint Procedure
 - ACA: Americans with Disabilities Act
 - AD: Educational Philosophy (delete)
 - BB: Board Legal Status
 - BBA: Board Powers and Duties and BBAB: Board Functions (delete / replace)
 - BBAA: Individual Board Member's Authority and Responsibilities
 - BBB: Board Elections

BBBA: Board Member Qualifications
 BBBB: Board Member Oath of Office
 BBC: Board Member Resignation
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 BC/BCA: Board Organization / Board Organizational Meeting
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 BCD: Board-Superintendent Relationship
 BCE: Board Committees
 BCF: Advisory Committees to the Board
 BCG: Attorney for the District (delete)
 BCH: Consultants to the Board (delete)
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 BFE: Administration in the Absence of Policy
 BFF: Suspension of Policies
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 BG: Board-Staff Communications
 BH/BHA: Orientation of New Board Members (delete / replace)
 BHB: Board Member Training and Development
 BHE: Board Member Insurance
 BI: Board Legislative Program
 Presenter: Mike Scott / Travis Reiman / Kona Lew-Williams / Beth Graser
 / Michelle Morrison

b. Policies in Section C: General School Administration

127

CA: Administrative Goals and Objectives (delete)
 CB: District Superintendent
 CBA: Qualifications and Duties of the Superintendent
 CBB: Recruitment and Appointment of the Superintendent
 CBC: Superintendent's Contract and Benefits
 CBG: Evaluation of the Superintendent
 CBH: Superintendent's Retirement/Termination (delete)
 CC: Administrative Organization (delete)
 CCB: Line of Authority and Staff Relations
 CCC: Hiring Licensed Administrators
 CCG: Evaluation of Administrators

CD: Management Team (delete)	
CH: Policy Implementation	
CHA: Development of Administrative Regulations	
CHCA: Handbooks	
CI: Temporary Administrative Arrangements	
CK: Consultants to the Administrative Staff (delete)	
CM: Compliance and Reporting on Standards	
CPA: Layoff/Recall - Administrative Personnel (proposed)	
Presenter: Mike Scott / Travis Reiman / Kona Lew-Williams / Beth Graser	
c. Policies Related to Safety and Security	153
JHHA: Crisis Prevention and Response (delete / replace)	
JFCJ: Weapons in the Schools - Students	
GBJ: Weapons in the Schools - Staff	
KGB: Public Conduct on District Property	
Presenter: Mike Scott / Casey Waletich	
F. Consent Agenda	
<i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
Time: 8:25 PM, 5 minutes	
1. Approve Minutes of October 23, 2018, Board Meeting	164
2. Approve Minutes of November 13, 2018, Board Meeting	172
3. Approve Routine Personnel Matters	179
4. Accept Gifts and Donations	181
5. Adopt Planning Calendar for the 2019-20 Budget	182
6. Approve Parent Organization Activities for Liability Insurance Coverage	184
G. Action Items	
1. Appoint Member to the Citizens' Curriculum Advisory Committee	194
Presenter: Travis Reiman	
Time: 8:30 PM, 5 minutes	
H. HCU / HEA Reports	
Time: 8:35 PM, 5 minutes	
I. Discussion Time	
Time: 8:40 PM, 20 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	
3. Board of Directors' Time	
J. Adjourn Regular Session	
Time: 9:00 PM	
4. Next Meetings of the Board of Directors	
• January 8, 2019, Work Session	
• January 22, 2019, Regular Session	

The complete Board meeting packet may be downloaded from the District website at: <https://www.hsd.k12.or.us/board>.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
INTRODUCE CITIZENS' CURRICULUM ADVISORY COMMITTEE APPLICANT

SITUATION

In accordance with policy IFF, the Board of Directors has established the Citizens' Curriculum Advisory Committee (CCAC) to provide for citizen involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. The CCAC consists of parents and/or community members who reside in the District attendance area, and are appointed by the Board. The CCAC also includes student representatives, who are also appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one half of members' terms end each year.

When CCAC candidates were appointed to the committee in September, four seats remained vacant, and the Board agreed to leave the seats unfilled until additional applications were received and reviewed. See Eun Kim has now submitted an application to serve on the CCAC, and she will have an opportunity to introduce herself to the Board during the December 11 work session, and briefly discuss her reasons for applying to serve on the committee. During the December 11 regular session, the Board is scheduled to take action on Ms. Kim's appointment. It is recommended that the Board review See Eun Kim's application and consider appointing her to position 7 on the CCAC, with a term of service ending June 30, 2020.

RECOMMENDATION

The Superintendent recommends that the Board of Directors meet See Eun Kim and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
2019-20 BUDGET DEVELOPMENT DISCUSSION

SITUATION

District staff will present the 2019-20 Budget Development Plan and Calendar. The Plan concept includes various cost models for stakeholder communications:

- Current Service Level
- District Reinvestment Plan
- Quality Education Model (QEM)

Staff will respond to questions regarding the cost models as well as the local impact of the most recent (November 14th) state economic forecast.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review and discuss the budget development process for the 2019-20 fiscal year.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
SAFETY UPDATE

SITUATION

The Community Safety Advisory Committee is comprised of Board members, parents, students, law enforcement officers, licensed staff, non-licensed staff, school administrators, and other selected District staff. The Committee is co-facilitated by the Superintendent and Chief Operations Officer, and is scheduled to convene twice a year to discuss matters relevant to the safety of the District's staff, students, and facilities; identify potentially needed safety measures and provide guidance as to how they can best be implemented; and review current school safety and security measures and provide input regarding their effectiveness. This evening's report will include key points from the Community Safety Advisory Committee's October 16 meeting, as well as additional safety updates.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
SCHOLARSHIP PLANNING

SITUATION

Throughout the 2017-18 school year, the Hillsboro School District Board of Directors participated in the Oregon School Boards Association (OSBA) Promise Scholarship Program, a training program for school boards that, upon completion, provides a \$5000 scholarship for district students. On September 11, the Board completed the program, and on October 23, a representative of OSBA presented the Board with the scholarship funds. This evening, the Board will discuss the process and timeline for awarding the scholarship funds.

RECOMMENDATION

The Superintendent recommends that the Board of Directors participate in this discussion.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
LEGISLATIVE PRIORITIES INPUT AND PLANNING

SITUATION

In February 2019, elected officials in Oregon will enter into a full legislative session. Within this session, they will determine the budget allocation for K-12 education over the 2019-2021 biennium and will consider hundreds of changes to existing law, some of which will directly impact the Hillsboro School District.

So that Board Members can talk to elected officials and advocate for funding and other matters of importance to the District, a slate of Legislative Priorities will be created and acted upon in advance of the session.

Preliminary recommendations of the Legislative Advocacy subcommittee of the Board of Directors were shared with the full Board at their work session on November 13. An updated version of the proposed Legislative Priorities has been created, based on the discussion and feedback received during that meeting.

The Board is asked to review the current slate of priorities, the Governor's proposed budget, and any other pertinent information during this work session. The Legislative Advocacy subcommittee will then meet one more time to create a final slate of priorities, which will be presented to the full Board for a vote during the January 8, 2019, work session.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the updated draft Legislative Priorities and any other accompanying materials, and provide additional feedback to staff and the Legislative Advocacy subcommittee members.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
POLICY DISCUSSION

SITUATION

Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to review the District's policy manual, with a goal of reviewing and updating the entire manual within a period of 12 to 18 months. The policies will be scheduled for first reading and approval during regular Board meeting sessions, with additional time for discussion scheduled during work sessions.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

The following policies will be presented this evening for first reading:

- Policies in Section A-B: Board Governance and Operations
 - AB: The People and Their School District (delete)
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 - AC-AR: Discrimination Complaint Procedure
 - ACA: Americans with Disabilities Act
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- Policies Related to Safety and Security
 - JHHA: Crisis Prevention and Response (delete / replace)

- JFCJ: Weapons in the Schools
- GBJ: Weapons in the Schools - Staff
- KGB: Public Conduct on District Property

RECOMMENDATION

The Superintendent recommends that the Board of Directors ask any questions they may have regarding the first reading of these policies.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
FIRST READING — 2018-19 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 that the Board of Directors review the first reading of the 2018-19 Drug, Alcohol, and Tobacco Prevention Plan.

HILLSBORO SCHOOL DISTRICT 1J 2018-19 DRUG, ALCOHOL, AND TOBACCO PREVENTION PLAN

This report outlines curricular programs and activities that are provided for 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). In 2016, the OHES and performance indicators were adopted by the State Board of Education. The standards and indicators can be reviewed on the [ODE website](#) and on the [District website](#).

Health Education Standards help define the knowledge and skills students will need throughout their K-12 experience. Standards also provide consistency in what is taught to students across the state to ensure equity in education.

Prevention is the basis for 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 risks
- 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's 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 through 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 that ODE has listed as effective for drug, alcohol, and tobacco prevention, based on research studies.

"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 through 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.

Peer Mediation / Mentoring. This peer-assistance program is available at District high schools, and 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 / Zone Programs. The District partners with Hillsboro Parks and Recreation (HPR) to provide after-school tutoring, academic support, and recreational activities for elementary school students who attend Brookwood, Butternut Creek, Eastwood, Free Orchards, 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 and Groner K-8. All middle schools participate in the Zone program through HPR. The Zone and BLAST programs include homework support, academic enrichment activities, life skills, and service learning five days per week for approximately 2.5 hours each day.

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 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 is 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 students' abuse of illegal substances.

The District uses the Oregon Student Wellness Survey and the Oregon Healthy Teens Survey to examine HSD trends and state rates. 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 a comparison from the 2016 and 2018 Oregon Student Wellness Survey.

Category	6 th 2016	6 th 2018	State 6 th 2018	8 th 2016	8 th 2018	State 8 th 2018	11 th 2016	11 th 2018	State 11 th 2018
Tobacco 30-day use	0.2	1.1	1.3	2.2	6.4	5.0	11.2	6.6	10.2
E-cig, Vape, hookah 30-day use	N/A	N/A	N/A	N/A	N/A	N/A	12.7	18.8	20.8
Alcohol 30-day use	3.4	4.0	4.5	10.6	15.4	15.4	28.5	28.5	29.0
Marijuana 30-day use	0.8	1.3	1.5	4.5	8.7	7.9	19.3	21.1	20.0

Standards of Student Conduct and Athletic / Activity Handbook. These publications provide specific policies regarding 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 the seventh grade. WEB (Welcoming Everyone Back) training is led by a cadre of eighth grade 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 through 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 each grade.

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 may be referred to community mental health, drug and alcohol treatment, and/or 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 that are open to District parents of students in grades 7 through 12. Topics include communication, positive discipline, and alcohol and drug prevention.

Positive Behavior Intervention Support (PBIS). PBIS is a well-designed, comprehensive, school wide 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.

PAX: Good Behavior Game. PAX teaches students self-regulation, self-control, and self-management in the context of collaborating with others for peace, productivity, health, and happiness.

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 being at risk of using drugs and/or alcohol, or have used drugs or alcohol and needing 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 Youth Contact counselors.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
ANNUAL SUPPORT SERVICES REPORT

SITUATION

Each fall, Support Services departments provide an annual report of information regarding the previous school year.

FACILITIES AND MAINTENANCE

- Facilities and Maintenance staff processed several thousand work orders during the 2017-18 school year.
- Work orders are generated from buildings, fire inspection reports, safety inspections, safety meetings, staff and student accident reports, and general maintenance issues that arise.
- Staff develop a priority list of projects, taking into consideration building needs, long-term maintenance, health and safety, and immediate concerns.
- Using the priority listing of projects, District staff, architects and other consultants develop cost estimates, specifications, and bid documents to start the identified projects.

Energy Conservation

- Continued energy conservation measures are keeping the District's overall energy consumption at levels comparable to the 2017-18 school year. These measures include managed HVAC scheduling, reduced water usage during summer months, and continued lighting retrofits with high-efficient bulbs and fixtures.
- The District has 25 sites that qualify for Energy Star ratings (75% or higher energy utilization index (EUI)). Additionally, eight buildings are within 10% of reaching Energy Star status.
- A new Resource Conservation Manager has been transitioning into the position, as of August 2018.
- New electrical vehicle (EV) charging stations have been installed at the District Administration Center.
- Mechanical equipment and controls upgrades are being implemented in the bond projects at Brown Middle School, Poynter Middle School, Lenox Elementary School, Mooberly Elementary School, West Union Elementary School, Reedville Elementary School, and Miller Big Picture.

Summer Projects

Summer provides an opportunity for the District's Facilities and Maintenance and Construction Management departments to complete major maintenance and projects.

- The 2018 budget for summer major maintenance projects was approximately \$800,000.
- 760 work orders were processed from June through August 2018.
- Annual inspections include: bleacher / backboards, playgrounds, fire (alarms, sprinklers, doors, and extinguishers), backflows, kitchen hood and suppression systems.

Large Maintenance and Construction Projects Completed (Summer 2018)

LOCATION / SCHOOL	PROJECT
Administration Center	Power Transformer Upgrade
Liberty High School	Track Resurfacing
Brown Middle School	Boiler Replacement
Districtwide	Back-up generators at Farmington View, Ladd Acres, West Union Playground inspection, repair, and playground chips HVAC coil cleaning Energy projects: lighting, controls, mechanical Organize and manage volunteer projects Backflow device testing Bleacher and backboard inspections Inspect fire alarms Inspect fire doors Inspect fire sprinkler systems Inspect fire extinguishers Inspect kitchen hood suppression systems Sweep/stripe parking lots Refinish gym wood floors Bio-swale maintenance Finish school main floors / clean buildings

NUTRITION SERVICES

Meal Participation

The information below shows student meal participation for 2017-18 at 2,601,940, an increase of 8,822 student meals, or 0.03%, above the previous school year.

Quick Facts	2017-18	2016-17	2015-16
Student Meals Served	2,601,940	2,593,118	2,676,135
Adult Meals Served	44,344	47,682	45,573

Nutrition Fund (277) Financial Highlights

Quick Facts	2017-18	2016-17	2015-16
Total Revenues	\$8,043,442	\$8,033,949	\$8,073,073
Total Expenditures	\$8,009,305	\$8,188,707	\$7,837,662
Increase / Decrease in Ending Fund Balance	\$34,137	<\$154,758>	\$235,411

Total revenues increased by \$9,493, or 0.1% percent, over the previous year, mainly due to changes in participation, due to a declining number of households being eligible to receive meals at no charge and an increase in the Federal reimbursement rates for reimbursable meals. Expenditures decreased \$179,402, or 2.3% percent. Reasons for this decrease

included changes to distribution services, menu changes, food costs, and other contractual adjustments. The current unaudited fund balance, as of June 30, 2018, is \$486,640.

Program Highlights

The District continues to operate meal programs following revisions in the Healthy, Hunger-Free Kids Act (HHFKA) of 2010. The requirements include offering 100 percent whole grains on all school menus, additional fruit requirements at breakfast, and new Smart Snack rules that apply to all foods served in schools. District schools continue to implement all nutritional provisions, which include requiring a variety of fruits and vegetables that meet plant-color requirements, menu patterns that are age-specific and meet established calorie minimums and maximums, and menus that meet sodium-level and fat specifications. These requirements reflect the current Dietary Guidelines for Americans and ensure that school children are offered nutritious, healthy, and wholesome meals. Smart Snack implementation was required, and applies to all foods that are sold on the school campus. This affects all foods sold in student stores, fund-raising, and any other methods of sale to students in schools.

The 2017-18 school year was the first year of a two-year approved Farm-to-School grant through the state of Oregon. Purchases from local Oregon vendors, such as Truitt Brothers (Troutdale), Bob's Red Mill (Milwaukie), Springbank Farms (Lebanon), Vial Family Farms (Hillsboro), and Charlie's Produce (multiple farms) were beneficial to the school district, due to the support provided by this grant.

During the school year, Nutrition Services school staff provided extra meal programs beyond serving breakfast and lunch meals to District students. These programs included:

- Head Start programs offered at seven schools, serving 62,428 meals
- 222 after-school snack programs, serving 105,642 after-school snacks

Nutrition education interactive presentations continue to provide District elementary students with information regarding making healthy food choices, food that is grown in Oregon, and the importance of daily exercise. Presentations were made to nearly 100 classrooms. To emphasize the program, age-appropriate books were provided for teachers to use with their nutrition curriculum. The Nutrition Services department worked together with The Swallowtail School near Glencoe High school to cultivate 3,000 strawberry plants for distribution to students who participated in the presentations.

South Meadows Middle School continues to be the production kitchen for 13 elementary satellite school kitchens and the Miller Education programs, providing meal entrees and warehouse supplies, and coordinating the deliveries to sites that have minimal storage and preparation capacities.

Liberty High School's production baking kitchen provides select bakery products and coordinates deliveries to all school kitchen sites. Scratch bakery items are made with local Bob's Red Mill flour, and are free from the additives and preservatives that are typically used

in commercial bakery items. The Liberty High School kitchen also provides District catering services upon request.

The department utilizes a menu planning committee to assess and revise school menu entrees. Kitchen staff and students are invited to participate. Changes in items served and listed on the menu began in February 2017. Additional changes in USDA foods selections were implemented in the 2017-18 program year, including utilizing the US Department of Defense Fresh Fruit and Vegetable program.

Summer feeding programs served meals from June 20 through August 17. The sites included six (6) community parks, two (2) apartment complexes, four (4) high school bridge programs, and three (3) elementary school sites. These programs served 8,656 breakfasts, 31,411 lunches, 1,365 snacks, and 398 dinners.

2017-18 is the final year that 14 District schools meet the criteria for participation in the Community Eligibility Provision (CEP). CEP establishes a percentage of the student population as economically disadvantaged at a single school or an identified group of schools that qualify to participate. All students enrolled at CEP schools are offered breakfast and lunch at no cost. The program data was reassessed in April, and it was determined that six (6) schools would not be eligible to continue into 2018-19. Additional kitchen equipment was purchased, and increased labor hours were added to CEP schools, where needed.

The Nutrition Services warehouse is the central distribution site for the department. Warehouse staff members order, store, and deliver USDA commodity and purchased foods, paper products, fresh fruits and vegetables, bread products, and chemicals. They also fill small equipment purchase requests for all District school kitchens. The delivery system from the Nutrition Services warehouse is cost-efficient and effective in supplying the needs of school kitchens and staff.

The Nutrition Services department is committed to making a difference in academic success for students by providing and encouraging healthy food choices, and is dedicated to ensuring that all students are well-nourished and prepared for the future.

TRANSPORTATION SERVICES

New Replacement Buses

In staying within the state and federal emission guidelines, we are on track to replace those buses deemed “gross polluters” by 2025. We purchased and took delivery of ten (10) buses, six (6) full-sized conventional clean diesel buses, and four (4) full-sized conventional propane buses. In addition, we are currently working with DEQ to receive additional rebate funds towards an additional 10 buses for next spring. This past year, Transportation has been awarded a total of \$95,000 in state and federal DEQ/EPA clean emissions grant and rebate funds toward the purchase of the replacement buses. In addition, Transportation has been notified of a *tentative* award of \$255,000 toward the purchase of an additional 13 replacement buses. We are anticipating the final award notification in mid-January.

Transportation for Summer Programs

In summer 2018, we provided transportation for:

- 7 separate summer programs (more than ever before)
- 19 special needs routes, serving early intervention students, extended school year K-12 in-district and out-of-district programs
- 19 general education routes, serving elementary and secondary students

Summer Training for Transportation

This past summer, the Transportation Department hired and trained six (6) new transportation assistants; and since July 1, we have hired and certified fifteen (15) new school bus drivers, with an additional seven (7) in the process of training. There is currently a very competitive hiring market for CDL drivers and we continue to recruit and hire new bus drivers.

In addition to training new staff, the following Oregon Department of Education (ODE) and District-required continuing education training courses were taught.

- First Aid with CPR and AED (13 courses)
- CORE (4 full class)
- Transporting Students with Special Need (1 course)
- Q'Straint Wheel Chair Securement System (1 course)
- Defensive Driving Course (1 course)
- SYNC (formerly Oregon Intervention Systems (OIS)) (5 classes)
- Winter Driving, including manual tire chains installation (1 course)

2017-18 Statistics	
Miles driven	2,339,208
Reimbursable miles	2,210,874
Pupils transported	10,434
Routes	98 regular 53 special education
Runs	544 regular 291 special education
Total buses in the fleet	123 regular 68 special education
Total additional "white" fleet	3 Box Trucks 1 Secure Cabs 2 Shop Trucks 3 Utility Vehicles (4WD)
Accidents	36

2017-18 Staffing	
Drivers	166
Transportation Assistants	58
Technology Integration	1
Dispatchers	4
Router Liaisons	2
Driver Trainers	3
Mechanics	8
Office Staff	3
Supervisors	3
Executive Director	1

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT
December 11, 2018
ANNUAL SAFETY REPORT

The Safety Department strives to improve and build on current safety practices, as outlined in the District's Strategic Plan. The District continues to maintain an all-hazards approach to addressing emergencies, and incorporates the four phases of emergency management: prevention / preparedness, mitigation, response, and recovery. The Safety Department collaborates with City and County partners to address safety and emergency preparedness, including Safe Schools of Washington County, the Hillsboro Student Threat Assessment Team (HSTAT), Safe Kids of Washington County, Washington County Youth Fire Intervention, local emergency manager meetings, and Safe Routes to School.

Public Safety Office

The Public Safety Office has responded to all Hillsboro School District properties in response to alarms received by our District's monitoring company and on pro-active patrols to ensure safe and crime-free buildings and properties. The Public Safety Office has actively patrolled and responded to 2,073 incidents from July to November of 2018.

The Public Safety Office has engaged with the District's campus monitors for continued training and professional development. The Hillsboro School District employs campus monitors in our middle and high school settings. The purpose of the campus monitors is to assist in ensuring a safe and secure environment for District personnel and students by enforcing District and school regulations and policies. The Public Safety Office and the Department of Public Safety Standards and Training offer relevant development to assist the campus monitors in the performance of their duties.

Safety and Communications In-Service

District administrators participated in a crisis communications and response workshop in August that provided tools for staff who respond during crisis incidents. The Safety Department also provided breakout opportunities for administrators to review safety expectations and procedures for staff, students, and the community.

SafeSchools Policy Review and Safety Trainings

The District is fully committed to the health and safety of all faculty, staff, students, and visitors. As part of the District's ongoing program to meet this safety commitment and comply with regulatory requirements, all employees must complete annual safety trainings and policy reviews. The training is provided through the SafeSchools web-based service. The following trainings were offered:

Required SafeSchools trainings included:

- Child Abuse: Mandatory Reporting
- Sexual Misconduct: Staff-to-Student (HB 2062)
- Bloodborne Pathogens Exposure Prevention (refresher)
- Homeless Students: Awareness and Understanding (McKinney-Vento Act)

- FERPA: Confidentiality of Records
- District Safety: Lockdown and Lockout
- SafeSchools Incident tracking for staff and students

Required SafeSchools policy reviews and acknowledgements included:

- Required IRS Notification Acknowledgements
- Staff/Student Boundaries
- Staff Device Use Guidelines
- Data Security and Privacy Training
- Acceptable Use Agreement
- Operations Guidelines: District Proprietary Information Access and Security
- Employee Assistance Program Brochure
- Integrated Pest Management (IPM) Employee Acknowledgement
- District Annual Policy Review

Additional training was offered to District facilities and maintenance staff, including asbestos awareness; back injury and lifting; fire extinguisher safety; ladder safety; slips, trips, and falls; and safety data sheets. Nutrition services staff received the civil rights in food service training. All new employees received a District safety overview. Secondary science teachers reviewed the *Chemical Hygiene Plan* and courses on safety data sheets and science lab safety. Secondary Science teachers also received a science safety training from the Industrial Hygiene department at SAIF. Athletic Directors received training in Title IX and Equity in Athletics. Activity Coordinators received training in ladder safety. Elective teachers received training in safety data sheets. Administrators and Administration Center staff received training regarding an off-site parent reunification.

Building Safety Inspections

The Safety Department looks for safety concerns when visiting buildings, and partners with PACE (Property and Casualty Coverage for Education) to conduct building safety inspections, as needed. Risk Management conducts building safety inspections with SAIF (workers' compensation insurance company). Student hazards and/or safety concerns are identified and, depending on the severity of the concern, either a work order is submitted or the issue is referred to the administrator and building safety team.

Health and Safe Schools Plan

In 2016, the Oregon Legislature passed Oregon Administrative Rule (OAR) 581-022-2223, which requires school districts to develop a Healthy and Safe Schools Plan to address environmental safety concerns, including a plan for testing District-owned buildings for radon, as required under ORS 332.167; a plan to test for and reduce exposure to lead in water used for drinking or food preparation; a plan to reduce exposure to lead paint that includes compliance with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rules; a plan to implement integrated pest management practices, as required under ORS 634.700 through 634.750; and a plan to communicate results for all tests that are required under the Healthy and Safe Schools Plan. This fall, the District began radon testing to meet the requirement of having every ground floor occupied space in the District tested by 2021. As results are made

available, the District will communicate them on the [Environmental Testing page of the District website](#).

Indoor Air Quality (IAQ)

Routine indoor air quality checks are performed annually. Each year, the Safety Department targets a feeder group and provides testing in each building, targeting a variety of classrooms. Additional IAQ testing is done on a case-by-case basis, if there is a specific concern.

Asbestos Management and Monitoring

The District complies with the federally mandated Asbestos Hazard Emergency Response Act (AHERA) standards, and completes required monitoring on a regular basis.

Building Safety Practices

Google SEMS Site (Safety Emergency Management Site)

The Google SEMS site provides a location for schools to keep their required safety documents. It is also a location for staff to access safety resources, forms and guidelines related to District safety. Each building is required to submit the following safety documents:

- Drills: 1 fire drill monthly; 2 earthquake drills per school year; 4 containment drills per school year (2 lockdown, 1 lockout, and 1 of their choice)
- Monthly safety team meeting minutes
- Building Hazard Audit (annually)
- Comprehensive School Safety Plan (annually)
- Safety team and strike team workshop (annually)

Go Binders

Each school has an office go-binder and every classroom has a classroom go-binder containing information that may be needed if there is an evacuation. Staff are instructed to take the go-binder during evacuations. Contents include student and staff rosters, maps, emergency procedures, medical protocols, student profiles and attendance sheets.

Standard Response Protocol (SRP) and Emergency Procedures

SRP posters are posted in every classroom, and framed SRP posters are hung in all school entryways. Building maps are stored behind each framed poster for police or emergency responders to access in an emergency. Each building has a red emergency flip-book containing current emergency procedures. All emergency procedures are also located in both the office and classroom go-binders.

Strike Teams

Each building is responsible for organizing six emergency teams or staff roles that can be activated, depending on the type of emergency. The strike teams fulfill various tasks to help manage the crisis. Building administrators activate teams/roles, based on the severity of the event and availability of first responders. The six teams include:

- Student Assembly
- Student Release

- First Aid
- Search and Rescue
- Crisis Response (emotional first aid)
- Facility/Security Response

Each strike team has both a team leader and a participant “job action sheet” (JAS) that provides detailed information regarding the team’s role and duties. The JAS allows for “just in time” training, if necessary. Each strike team has all the forms they may need if they are activated, as well as a short training module that is available both on the SafeSchools policy and training site and the Google SEMS site. The Safety Department provides additional staff training opportunities, including table top exercises involving strike team activation.

Off-Site Parent Reunification Plan

The District has a plan in place if a school has a safety-related emergency that requires students to be transported to an off-site location to be reunified with parents. Both an administrator / administration center staff video and a parent / community video are available, explaining the process for an off-site reunification.

CPR and First Aid Program

Each building has a response team of no less than six members who are trained to respond to CPR and first aid emergencies, per OSHA guidelines. The Safety Department contracts trainers to provide Medic First Aid; Adult, Child, and Infant CPR; AED; and first aid training to response team members throughout the school year.

Hillsboro Student Threat Assessment Team (HSTAT)

Purpose: The Hillsboro School District Threat Assessment and Safety Management System constitutes a comprehensive and systematic approach to investigating and assessing students who are engaged in or exhibiting behaviors that imply aggression or violence directed at other people.

This system combines the use of investigative information-gathering strategies with “targeted violence” related questions. The purpose is to collect data to help make an informed judgment about a student’s level of safety towards others, and to identify risk factors surrounding a student’s behavior. The collected data guides the development and implementation of a *Student Safety Management Plan*.

Goals:

1. To provide a protocol to assess threats of potentially harmful behaviors, risk factors and action required to support school safety.
2. To provide a multi-level system that can mobilize broader community responses and resources to help facilitate the development and implementation of safety monitoring and management plans.
3. To develop and maintain a sense of safety among students, teachers, staff and parents / guardians.

This system and its forms are not to be used without training by an approved Hillsboro School District-level Student Threat Assessment Team (STAT) member.

It is the District's expectation that all schools have a school-based Student Threat Assessment Team (STAT), consisting of an administrator SRO, plan manager (who will be responsible for case management) and one or more trained individuals.

Last year was the first year that HSTAT forms were moved to a Google form to make access and use easier for school staff. A link to the online form is available on the SEMS site (Safety and Emergency Management site) and once submitted, appropriate staff are notified immediately so that collaboration can occur quickly. Documents are stored in Google, where updates can be made at any time by school and District threat assessment teams.

Addressing Problematic Sexual Behavior in Schools

A parallel model has been created to address Problematic Sexual Behavior (PSB) within the student population through a normative versus non-normative sexual development lens. The program, known as the Sexual Incident Response Committee (SIRC), is built from a collaborative, multi-agency structure and the team operates a community system that serves the Hillsboro School District.

Safe Schools Washington County

We continue to meet regularly with other Washington County schools and community partners to strengthen communication and collaboration regarding best practices to keep environments safe for all staff, students, and communities.

Washington County Child Abuse Multidisciplinary Team

The Hillsboro School District and community partners develop investigative protocols, identify needed training, and help coordinate procedures among partner agencies.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review this report and ask questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
BUSINESS OFFICE DEPARTMENT REPORT –
STAFF MEMBER BENEFITS, ERGONOMICS, AND WELLNESS

SITUATION

District staff will present information regarding employee benefits and wellness initiatives. Lynette Coffman, Benefits Supervisor, will present an overview of efforts to maximize contractual and supplemental opportunities for staff, educate staff regarding their benefits, provide resources for retirement planning, and manage insurance costs. Leah McCarthy, Risk Manager, will share wellness initiatives, information regarding ergonomics and the stay-at-work program, legal guidance, and risk management strategies.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
FINANCIAL REPORT

Business Office – General Update. The Business Office collaborates with all departments in the District Office to provide a system of support for schools, so that principals can focus their attention on instructional leadership. Financial reports in upcoming months will feature examples of this collaboration, which promotes a culture of continuous improvement, learning, and responding to the changing needs of schools.

Example 24: Operations Leadership – Lean Six Sigma Training Partnership.

In partnership with the City of Hillsboro’s Office of Innovation, up to twelve operational leaders will attend a two-day training session to improve processes using the Lean Six Sigma method. This method begins with understanding current processes, engineering and evaluating solutions, then implementation planning. Attendees will be trained as trainers of this method for other departments throughout the District.

Finance Team – Financial Reporting, Grants, and Accounting. Grant Fiscal Planning Specialist Christy Woodard works closely with administrators and support staff to leverage various revenue streams and maximize available resources to support students. Ms. Woodard serves as a financial liaison for the District, providing guidance and support for meeting restricted fund requirements. Additionally, Ms. Woodard has supported the new Medicaid Direct Billing program. The program requires extensive pre-work and specific documentation, in order for the District to receive reimbursement for providing specific services for eligible students,

Payroll Team and Employee Benefits. Hillsboro Classified Union (HCU) members ratified the three-year classified contract for July 1, 2018 – June 30, 2021. The fiscal year 2018-19 compensation is a 2 percent cost-of-living adjustment, retroactive to July 1, 2018, which applies to regular position pay, overtime pay, and “other” pay. Payroll Supervisor Kim Grannis is focused on preparing and testing classified employees’ retroactive pay for the December 20, 2018, payroll.

Benefits Supervisor Lynette Coffman is focused on educating employees about the retirement planning options available to District staff members (i.e., Internal Revenue Service code plans 403(b) and 457), and the District-paid Employee Assistance Program (EAP). The EAP benefit provides confidential life solutions to employees regarding personal and professional issues, in order to help employees be safe, productive, and more efficient in their work. Tonight, Ms. Coffman will share a chart that was developed as a resource for administrators, to guide them in referring staff members to appropriate EAP services.

Workers’ Compensation Report. In order to ensure accurate reports to the Board, and allow adequate time for the claims submitted each month to be fully processed, there is a one-month delay in reporting workers’ compensation claims to the Board. The table below includes workers’ compensation claims reported in October 2018.

The District received 14 worker's compensation claims in October. As of October 31, 2018, there were 59 open claims; 42 were for medical costs only, and 17 included time loss. There were no employees on modified work plans during October.

Workers' Compensation Reports			
	2016-17	2017-18	2018-19
July	3	3	1
August	6	2	2
September	7	6	11
October	15	18	14
November	17	13	
December	7	11	
January	5	4	
February	11	10	
March	12	11	
April	13	8	
May	10	18	
June	149	8	
Yearly Total:	120	112	28

Student Incident Report. There is a one-month delay in reporting student incidents to the Board, in order to allow adequate time to ensure that these reports are complete and accurate. There were 494 student incidents reported in October.

Student Incident Reports						
	2017-18 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2018-19 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	8	N/A	0	2	N/A	0
August	1	N/A	0	7	N/A	1
September	267	14.0	2	476	25.0	4
October	298	14.9	1	494	22.5	3
November	191	11.9	0			
December	177	16.1	1			
January	324	16.2	1			
February	192	11.3	2			
March	237	13.9	2			
April	255	12.7	0			
May	363	16.5	1			
June	168	15.3	2			
Yearly Total:	2,481		12	979		8

Vehicle Accidents. There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There was one (1) bus accident in October.

HILLSBORO SCHOOL DISTRICT 1J
November 13, 2018
MONTHLY FINANCIAL REPORT - as of October 31, 2018

Revenues	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	Fiscal YTD 2017-18	% of 2017-18 Budget Expended
Taxes	\$1,669,972.39	\$59,543.31	\$59,543.31	\$1,729,515.70	\$74,411,338.00	2.32%	\$135,125.15	0.19%
Interest	\$143,105.71	\$0.00	\$0.00	\$143,105.71	\$432,960.00	33.05%	\$168,914.39	41.74%
Local Sources	\$46,962.43	\$274,858.03	\$274,858.03	\$321,820.46	\$1,946,433.00	16.53%	\$251,941.65	14.07%
Total Local	\$1,860,040.53	\$334,401.34	\$334,401.34	\$2,194,441.87	\$76,790,731.00	2.86%	\$555,981.19	0.77%
County/ESD	\$0.00	\$0.00	\$0.00	\$0.00	\$3,572,545.00	0.00%	\$1,336,748.04	37.61%
State Sources	\$41,995,150.00	\$10,495,597.00	\$10,495,597.00	\$52,490,747.00	\$129,148,385.00	40.64%	\$55,165,701.00	42.42%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Other Sources	\$36,224.48	\$11.24	\$11.24	\$36,235.72	\$1,000,000.00	3.62%	\$1,006,537.26	100.65%
Beginning Balance	\$12,795,797.87	\$0.00	\$0.00	\$12,795,797.87	\$13,392,374.00	95.55%	\$12,711,073.35	109.59%
Total Revenue	\$56,687,212.88	\$10,830,009.58	\$10,830,009.58	\$67,517,222.46	\$223,904,035.00	30.15%	\$70,776,040.84	32.38%
Expenditures								
Instruction								
Salaries	\$6,903,721.07	\$6,862,408.84	\$6,862,408.84	\$13,766,129.91	\$73,582,790.06	18.71%	\$13,528,533.82	17.35%
Benefits	\$3,470,869.72	\$3,642,644.98	\$3,642,644.98	\$7,113,514.70	\$39,425,261.32	18.04%	\$7,080,356.85	18.32%
Purchased Service	\$748,390.84	\$387,342.84	\$387,342.84	\$1,135,733.68	\$12,202,173.73	9.31%	\$1,839,885.17	43.77%
Supplies/Materials	\$493,095.85	\$144,734.49	\$144,734.49	\$637,830.34	\$3,056,652.63	20.87%	\$658,061.70	34.10%
Capital Purchases	\$700.00	\$20,084.00	\$20,084.00	\$20,784.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$133,917.14	\$14,770.49	\$14,770.49	\$148,687.63	\$1,064,722.26	13.96%	\$120,825.74	65.53%
Total Instruction	\$11,750,694.62	\$11,071,985.64	\$11,071,985.64	\$22,822,680.26	\$129,331,600.00	17.65%	\$23,227,663.28	18.90%
Support Services								
Salaries	\$6,893,041.25	\$3,288,546.36	\$3,288,546.36	\$10,181,587.61	\$48,376,347.38	21.05%	\$10,029,538.76	25.23%
Benefits	\$3,797,015.09	\$1,915,264.97	\$1,915,264.97	\$5,712,280.06	\$25,919,785.53	22.04%	\$5,773,461.35	23.19%
Purchased Service	\$3,224,456.29	\$1,664,244.91	\$1,664,244.91	\$4,888,701.20	\$8,022,210.02	60.94%	\$3,631,704.07	24.25%
Supplies/Materials	\$1,306,923.15	\$540,276.74	\$540,276.74	\$1,847,199.89	\$1,869,430.55	98.81%	\$2,846,787.98	80.02%
Capital Purchases	\$116,625.20	\$20,983.08	\$20,983.08	\$137,608.28	\$0.00	0.00%	\$357,797.01	350.91%
Other	\$1,217,880.13	\$79,523.66	\$79,523.66	\$1,297,403.79	\$840,130.52	154.43%	\$1,254,085.09	84.97%
Total Support	\$16,555,941.11	\$7,508,839.72	\$7,508,839.72	\$24,064,780.83	\$85,027,904.00	28.30%	\$23,893,374.26	28.19%

<i>Expenditures (continued)</i>	1st Quarter Actual	October Actual	2nd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	2017-18 Fiscal YTD	% of 2017-18 Budget Expended
Community Services								
Salaries	\$55,545.26	\$28,762.08	\$28,762.08	\$84,307.34	\$310,265.99	27.17%	\$96,119.11	30.33%
Benefits	\$30,463.74	\$18,807.48	\$18,807.48	\$49,271.22	\$166,238.84	29.64%	\$49,251.04	30.51%
Purchased Service	\$18,035.73	\$65.40	\$65.40	\$18,101.13	\$51,451.16	35.18%	\$20,369.14	22.90%
Supplies/Materials	\$85.28	\$0.00	\$0.00	\$85.28	\$12,951.80	0.66%	\$2,909.46	44.80%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$4,426.21	0.00%	\$0.00	0.00%
Total Community Services	\$104,130.01	\$47,634.96	\$47,634.96	\$151,764.97	\$545,334.00	27.83%	\$168,648.75	29.35%
Capital Projects								
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	-\$40.58	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	-\$40.58	0.00%
Debt Service Payment	-\$35.60	\$0.00	\$0.00	-\$35.60	\$0.00	0.00%	\$0.00	0.00%
Transfers	\$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	\$8,999,197.00	0.00%	\$0.00	0.00%
Total Expenditures	\$28,410,730.14	\$18,628,460.32	\$18,628,460.32	\$47,039,190.46	\$223,904,035.00	21.01%	\$47,289,645.71	21.63%

CURRENT BALANCES - OCTOBER 31, 2018

Umpqua Bank - Interest Bearing Checking	\$ 1,620,787.12
US Bank - Checking	\$ 3,995,570.13
Local Government Investment Pool	\$ 37,953,072.67
Fixed Income Principal Balances (See Below)	\$ 241,040,000.00
	\$ 284,609,429.92

Fixed Income Projection - Interest payment and Principal payment
Hillsboro School District Bond Proceeds 2017
From 11-01-18 To 06-30-20

SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	November 2018 MATURITIES	November 2018 INTEREST	December 2018 MATURITIES	December 2018 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018	\$ 4,480,000.00	\$ 28,000.00		
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018			\$ 4,480,000.00	\$ 28,000.00
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018			\$ 30,000,000.00	\$ 225,000.00
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019		\$ 54,096.87		
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				\$ 55,737.50
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019		\$ 93,293.75		
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				\$ 149,743.75
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020				
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020		\$ 81,375.00		
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				\$ 84,637.50
TOTALS	241,040			\$ 4,480,000.00	\$ 256,765.62	\$ 34,480,000.00	\$ 543,118.75
TOTAL PRINCIPAL AND INTEREST					\$ 4,736,765.62		\$ 35,023,118.75

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	January 2019 MATURITIES	January 2019 INTEREST	February 2019 MATURITIES	February 2019 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019	\$ 6,425,000.00	\$ 36,140.62		
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019			\$ 7,810,000.00	\$ 29,287.50
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019		\$ 55,868.75		
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				\$ 87,793.75
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019				
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020		\$ 86,362.50		
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				\$ 84,037.50
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020				
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				
TOTALS	241,040			\$ 6,425,000.00	\$ 178,371.87	\$ 7,810,000.00	\$ 201,118.75
TOTAL PRINCIPAL AND INTEREST					\$ 6,603,371.87		\$ 8,011,118.75

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	March 2019 MATURITIES	March 2019 INTEREST	April 2019 MATURITIES	April 2019 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019	\$ 8,540,000.00	\$ 58,712.50		
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019			\$ 8,785,000.00	\$ 38,434.37
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019		\$ 59,368.75		
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				\$ 101,775.00
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019				
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020				
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020		\$ 223,781.25		
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				\$ 74,593.75
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020				
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				
TOTALS	241,040			\$ 8,540,000.00	\$ 341,862.50	\$ 8,785,000.00	\$ 214,803.12
TOTAL PRINCIPAL AND INTEREST					\$ 8,881,862.50		\$ 8,999,803.12

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	May 2019 MATURITIES	May 2019 INTEREST	June 2019 MATURITIES	June 2019 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019	\$ 12,365,000.00	\$ 54,096.87		
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019			\$ 12,740,000.00	\$ 55,737.50
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019		\$ 93,293.75		
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				\$ 149,743.75
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020				
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020		\$ 81,375.00		
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				\$ 84,637.50
TOTALS	241,040			\$ 12,365,000.00	\$ 228,765.62	\$ 12,740,000.00	\$ 290,118.75
TOTAL PRINCIPAL AND INTEREST					\$ 12,593,765.62		\$ 13,030,118.75

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	July 2019 MATURITIES	July 2019 INTEREST	August 2019 MATURITIES	August 2019 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019	\$ 12,770,000.00	\$ 55,868.75		
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019			\$ 12,770,000.00	\$ 87,793.75
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019				
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020		\$ 86,362.50		
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				\$ 84,037.50
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020				
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				
TOTALS	241,040			\$ 12,770,000.00	\$ 142,231.25	\$ 12,770,000.00	\$ 171,831.25
TOTAL PRINCIPAL AND INTEREST					\$ 12,912,231.25		\$ 12,941,831.25

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	September 2019 MATURITIES	September 2019 INTEREST	October 2019 MATURITIES	October 2019 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019	\$ 13,570,000.00	\$ 59,368.75		
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019			\$ 13,570,000.00	\$ 101,775.00
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019				
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020				
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020		\$ 223,781.25		
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				\$ 74,593.75
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020				
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				
TOTALS	241,040			\$ 13,570,000.00	\$ 283,150.00	\$ 13,570,000.00	\$ 176,368.75
TOTAL PRINCIPAL AND INTEREST					\$ 13,853,150.00		\$ 13,746,368.75

CURRENT BALANCES - OCTOBER 31, 2018

Umpqua Bank - Interest Bearing Checking	\$ 1,620,787.12
US Bank - Checking	\$ 3,995,570.13
Local Government Investment Pool	\$ 37,953,072.67
Fixed Income Principal Balances (See Below)	<u>\$ 241,040,000.00</u>
	\$ 284,609,429.92

Fixed Income Projection - Interest payment and Principal payment
Hillsboro School District Bond Proceeds 2017
From 11-01-18 To 06-30-20

SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	November 2019 MATURITIES	November 2019 INTEREST	December 2019 MATURITIES	December 2019 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019	\$ 13,570,000.00	\$ 93,293.75		
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019			\$ 12,610,000.00	\$ 149,743.75
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020				
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020		\$ 81,375.00		
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				\$ 84,637.50
TOTALS	241,040			\$ 13,570,000.00	\$ 174,668.75	\$ 12,610,000.00	\$ 234,381.25
TOTAL PRINCIPAL AND INTEREST					\$ 13,744,668.75		\$ 12,844,381.25

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	January 2020 MATURITIES	January 2020 INTEREST	February 2020 MATURITIES	February 2020 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019				
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020	\$ 11,515,000.00	\$ 86,362.50		
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020			\$ 11,205,000.00	\$ 84,037.50
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020				
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				
TOTALS	241,040			\$ 11,515,000.00	\$ 86,362.50	\$ 11,205,000.00	\$ 84,037.50
TOTAL PRINCIPAL AND INTEREST					\$ 11,601,362.50		\$ 11,289,037.50

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	March 2020 MATURITIES	March 2020 INTEREST	April 2020 MATURITIES	April 2020 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018	\$ 10,850,000.00	\$ 223,781.25	\$ 10,850,000.00	\$ 74,593.75
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019				
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020				
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020				
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020				
TOTALS	241,040			\$ 10,850,000.00	\$ 223,781.25	\$ 10,850,000.00	\$ 74,593.75
TOTAL PRINCIPAL AND INTEREST					\$ 11,073,781.25		\$ 10,924,593.75

CURRENT BALANCES - OCTOBER 31, 2018							
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12					
US Bank - Checking	\$	3,995,570.13					
Local Government Investment Pool	\$	37,953,072.67					
Fixed Income Principal Balances (See Below)	\$	241,040,000.00					
	\$	284,609,429.92					
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20							
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	May 2020 MATURITIES	May 2020 INTEREST	June 2020 MATURITIES	June 2020 INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018				
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018				
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018				
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019				
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019				
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019				
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019				
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019				
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019				
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019				
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019				
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019				
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019				
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019				
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019				
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020				
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020				
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020				
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020				
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020	\$ 10,850,000.00	\$ 81,375.00		
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020			\$ 11,285,000.00	84,637.50
TOTALS	241,040			\$ 10,850,000.00	\$ 81,375.00	\$ 11,285,000.00	\$ 84,637.50
TOTAL PRINCIPAL AND INTEREST					\$ 10,931,375.00		\$ 11,369,637.50

CURRENT BALANCES - OCTOBER 31, 2018					
Umpqua Bank - Interest Bearing Checking	\$	1,620,787.12			
US Bank - Checking	\$	3,995,570.13			
Local Government Investment Pool	\$	37,953,072.67			
Fixed Income Principal Balances (See Below)	\$	241,040,000.00			
	\$	284,609,429.92			
Fixed Income Projection - Interest payment and Principal payment Hillsboro School District Bond Proceeds 2017 From 11-01-18 To 06-30-20					
SECURITY DESCRIPTION -----	PAR, '000'S	Coupon -----	Maturity -----	TOTAL MATURITIES	TOTAL INTEREST
UNITED STATES TREAS NTS	4,480	1.25%	11/15/2018	\$ 4,480,000.00	\$ 28,000.00
UNITED STATES TREAS NTS	4,480	1.25%	12/15/2018	\$ 4,480,000.00	\$ 28,000.00
UNITED STATES TREAS NTS	30,000	1.50%	12/31/2018	\$ 30,000,000.00	\$ 225,000.00
UNITED STATES TREAS NTS	6,425	1.13%	1/15/2019	\$ 6,425,000.00	\$ 36,140.62
UNITED STATES TREAS NTS	7,810	0.75%	2/15/2019	\$ 7,810,000.00	\$ 29,287.50
FEDERAL HOME LOAN BANKS	8,540	1.38%	3/18/2019	\$ 8,540,000.00	\$ 58,712.50
UNITED STATES TREAS NTS	8,785	0.88%	4/15/2019	\$ 8,785,000.00	\$ 38,434.37
UNITED STATES TREAS NTS	12,365	0.88%	5/15/2019	\$ 12,365,000.00	\$ 108,193.74
UNITED STATES TREAS NTS	12,740	0.88%	6/15/2019	\$ 12,740,000.00	\$ 111,475.00
FEDERAL HOME LN MTG CORP	12,770	0.88%	7/19/2019	\$ 12,770,000.00	\$ 111,737.50
FEDERAL HOME LN MTG CORP	12,770	1.38%	8/15/2019	\$ 12,770,000.00	\$ 175,587.50
UNITED STATES TREAS NTS	13,570	0.88%	9/15/2019	\$ 13,570,000.00	\$ 118,737.50
FEDERAL HOME LOAN BANKS	13,570	1.50%	8/21/2019	\$ 13,570,000.00	\$ 203,550.00
FEDERAL HOME LOAN BANKS	13,570	1.38%	11/15/2019	\$ 13,570,000.00	\$ 279,881.25
FEDERAL HOME LOAN BANKS	12,610	2.38%	12/13/2019	\$ 12,610,000.00	\$ 449,231.25
FEDERAL HOME LN MTG CORP	11,515	1.50%	1/17/2020	\$ 11,515,000.00	\$ 259,087.50
FEDERAL NATL MTG ASSN	11,205	1.50%	2/28/2020	\$ 11,205,000.00	\$ 252,112.50
FEDERAL HOME LOAN BANKS	10,850	4.13%	3/13/2020	\$ 10,850,000.00	\$ 671,343.75
FEDERAL HOME LN MTG CORP	10,850	1.38%	4/20/2020	\$ 10,850,000.00	\$ 223,781.25
UNITED STATES TREAS NTS	10,850	1.50%	5/15/2020	\$ 10,850,000.00	\$ 325,500.00
FEDERAL NATL MTG ASSN	11,285	1.50%	6/22/2020	\$ 11,285,000.00	\$ 338,550.00
TOTALS	241,040			\$ 241,040,000.00	\$ 4,072,343.73
TOTAL PRINCIPAL AND INTEREST					\$ 245,112,343.73

	ORIGINAL BUDGET	BOND PREMIUM CONTINGENCY	REVISED BUDGET	PROJECT-TO-DATE REVENUES	REMAINING REVENUES
REVENUES					
Original Bond Proceeds	\$ 408,000,000.00	\$ -	\$ 408,000,000.00	\$ 268,395,000.00	\$ 139,605,000.00
Bond Premium	\$ -	\$ 51,600,505.85	\$ 51,600,505.85	\$ 51,600,505.85	\$ -
OSCIIM Grant Proceeds	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -	\$ 6,000,000.00
Bond Interest to Date	\$ 10,000,000.00	\$ -	\$ 10,000,000.00	\$ 3,994,732.93	\$ 6,005,267.07
	\$ 424,000,000.00	\$ 51,600,505.85	\$ 475,600,505.85	\$ 323,990,238.78	\$ 151,610,267.07

	ORIGINAL BUDGET	CONTINGENCY TRANSFER	REVISED BUDGET	PROJECT-TO-DATE EXPENDITURES	COMMITTED NOT SPENT TO DATE	UNCOMMITTED BALANCE
EXPENDITURES						
District Administration Center	\$322,963.00	\$0.00	\$ 322,963.00	\$ 826.25	\$ 8,005.50	\$ 314,131.25
Transportation Department	\$1,417,063.00	(\$217,390.00)	\$ 1,199,673.00	\$ 632,452.74	\$ 84,245.00	\$ 482,975.26
Facilities Management	\$99,167.00	\$160,000.00	\$ 259,167.00	\$ 47,807.54	\$ 156,877.26	\$ 54,482.20
Technology Services	\$15,932,500.00	\$0.00	\$ 15,932,500.00	\$ 63,830.61	\$ 2,064,491.51	\$ 13,804,177.88
Satellite Transportation/Maintenance	\$16,352,831.00	\$1,977,390.00	\$ 18,330,221.00	\$ 248,366.85	\$ 1,194,077.39	\$ 16,887,776.76
Bond Administration/Issuance Costs	\$17,333,468.00	(\$875,000.00)	\$16,458,468.00	\$ 5,593,190.33	\$ 2,795,129.12	\$ 8,070,148.55
Hare Field	\$59,904.00	\$0.00	\$59,904.00	\$ -	\$ -	\$ 59,904.00
Brookwood Elementary School	\$41,993,410.00	(\$1,500,000.00)	\$ 40,493,410.00	\$ 1,740,607.33	\$ 1,425,735.24	\$ 37,327,067.43
Imlay Elementary School	\$1,162,820.00	\$62,685.00	\$ 1,225,505.00	\$ 157,203.45	\$ 117,788.22	\$ 950,513.33
Butternut Creek Elementary School	\$3,970,908.00	\$150,000.00	\$ 4,120,908.00	\$ 563,484.12	\$ 7,185.71	\$ 3,550,238.17
Indian Hills Elementary School	\$2,468,575.00	\$0.00	\$ 2,468,575.00	\$ 82,692.03	\$ 10,389.00	\$ 2,375,493.97
Reedville Elementary School	\$7,808,087.00	\$3,505,000.00	\$ 11,313,087.00	\$ 8,771,164.25	\$ 1,809,143.53	\$ 732,779.22
Patterson Elementary School	\$975,909.00	\$0.00	\$ 975,909.00	\$ 96,631.26	\$ 118,005.73	\$ 761,272.01
Lincoln Street Elementary School	\$886,499.00	\$0.00	\$ 886,499.00	\$ 353,097.80	\$ 154,467.48	\$ 378,933.72
Eastwood Elementary School	\$7,486,731.00	\$930,000.00	\$ 8,416,731.00	\$ 1,348,075.23	\$ 1,029,154.70	\$ 6,039,501.07
Farmington View Elementary School	\$4,256,242.00	\$575,000.00	\$ 4,831,242.00	\$ 1,077,559.26	\$ 76,356.82	\$ 3,677,325.92
Jackson Elementary School	\$5,563,950.00	\$460,000.00	\$ 6,023,950.00	\$ 510,059.59	\$ 967,969.53	\$ 4,545,920.88
Tobias Elementary School	\$2,661,230.00	(\$300,000.00)	\$ 2,361,230.00	\$ 1,163,264.26	\$ 146,726.79	\$ 1,051,238.95
Groner K-8 School	\$3,224,743.00	\$0.00	\$ 3,224,743.00	\$ 171,885.16	\$ 2,668.50	\$ 3,050,189.34
Lenox Elementary School	\$4,963,697.00	\$0.00	\$ 4,963,697.00	\$ 148,921.72	\$ 567,293.81	\$ 4,247,481.47
McKinney Elementary School	\$6,443,367.00	\$505,000.00	\$ 6,948,367.00	\$ 1,359,185.42	\$ 106,542.46	\$ 5,482,639.12
Quatama Elementary School	\$860,658.00	\$0.00	\$ 860,658.00	\$ 102,341.67	\$ 172,653.68	\$ 585,662.65
Minter Bridge Elementary School	\$6,813,252.00	\$170,000.00	\$ 6,983,252.00	\$ 83,748.01	\$ 62,992.41	\$ 6,836,511.58
Mooberry Elementary School	\$6,750,402.00	\$170,000.00	\$ 6,920,402.00	\$ 502,561.48	\$ 789,553.90	\$ 5,628,286.62
North Plains Elementary School	\$6,969,599.00	\$445,000.00	\$ 7,414,599.00	\$ 907,952.93	\$ 30,625.98	\$ 6,476,020.09
Orenco Elementary School	\$1,099,528.00	\$0.00	\$ 1,099,528.00	\$ 100,857.34	\$ 159,899.00	\$ 838,771.66
New Elementary School -North Plains	\$38,587,500.00	\$0.00	\$ 38,587,500.00	\$ 1,037,686.50	\$ 1,434,084.03	\$ 36,115,729.47
New Elementary School -South Hillsboro	\$38,587,500.00	\$0.00	\$ 38,587,500.00	\$ 10,751.43	\$ 94,606.57	\$ 38,482,142.00
Ladd Acres Elementary School	\$7,072,980.00	\$825,000.00	\$ 7,897,980.00	\$ 1,655,495.02	\$ 153,871.45	\$ 6,088,613.53
Free Orchards Elementary School	\$741,281.00	\$0.00	\$ 741,281.00	\$ 238,028.24	\$ 164,171.11	\$ 339,081.65
WL Henry Elementary School	\$8,748,125.00	\$90,000.00	\$ 8,838,125.00	\$ 683,891.74	\$ 395,856.51	\$ 7,758,376.75
West Union Elementary School	\$3,321,569.00	\$165,000.00	\$ 3,486,569.00	\$ 445,032.79	\$ 471,266.98	\$ 2,570,269.23
Witch Hazel Elementary School	\$1,095,965.00	\$0.00	\$ 1,095,965.00	\$ 443,650.22	\$ 104,847.18	\$ 547,467.60
Rosedale Elementary School	\$856,329.00	\$0.00	\$ 856,329.00	\$ 108,581.28	\$ 68,814.59	\$ 678,933.13
Peter Boscow/Hillsboro Online Academy	\$1,394,614.00	\$20,000.00	\$ 1,414,614.00	\$ 326,669.63	\$ 25,786.30	\$ 1,062,158.07
Brown Middle School	\$9,442,114.00	\$0.00	\$ 9,442,114.00	\$ 455,519.99	\$ 1,185,138.38	\$ 7,801,455.63
Evergreen Middle School	\$25,130,885.00	(\$750,000.00)	\$ 24,380,885.00	\$ 728,251.87	\$ 1,958,559.22	\$ 21,694,073.91
Poynter Middle School	\$19,641,616.00	(\$750,000.00)	\$ 18,891,616.00	\$ 515,526.47	\$ 1,508,493.06	\$ 16,867,596.47
South Meadows Middle School	\$1,424,729.00	\$0.00	\$ 1,424,729.00	\$ 482,790.16	\$ 48,117.80	\$ 893,821.04
Miller Education East Campus	\$1,337,685.00	\$0.00	\$ 1,337,685.00	\$ 2,029.76	\$ 1,779.00	\$ 1,333,876.24
Century High School	\$11,217,350.00	\$588,951.00	\$ 11,806,301.00	\$ 1,070,374.34	\$ 527,039.53	\$ 10,208,887.13
Glencoe High School	\$31,311,909.00	\$2,320,000.00	\$ 33,631,909.00	\$ 4,031,268.84	\$ 2,169,677.68	\$ 27,430,962.48
Liberty High School	\$6,861,669.00	\$150,000.00	\$ 7,011,669.00	\$ 987,971.52	\$ 499,034.66	\$ 5,524,662.82
Hillsboro High School	\$27,222,400.00	\$620,000.00	\$ 27,842,400.00	\$ 4,017,450.32	\$ 1,902,838.98	\$ 21,922,110.70
Miller Big Picture	\$6,126,277.00	\$250,000.00	\$ 6,376,277.00	\$ 241,899.92	\$ 497,792.23	\$ 5,636,584.85
	\$408,000,000.00	\$9,746,636.00	\$417,746,636.00	\$ 43,310,636.67	\$ 27,269,753.53	\$ 347,166,245.80
			\$ 57,853,869.85	\$ 280,679,602.11		

	<u>December</u> <u>2017</u>	<u>January</u> <u>2018</u>	<u>February</u> <u>2018</u>	<u>March</u> <u>2018</u>	<u>April</u> <u>2018</u>	<u>May</u> <u>2018</u>
REVENUES						
Original Bond Proceeds	\$ 268,395,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Premium	\$ 51,600,505.85	\$ -	\$ -	\$ -	\$ -	\$ -
OSCIIM Grant Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Interest to Date	\$ 148,628.64	\$ 270,081.40	\$ 273,757.54	\$ 392,698.55	\$ 267,561.48	\$ 290,155.07
	\$ 319,113,678.88	\$ 270,081.40	\$ 273,757.54	\$ 392,698.55	\$ 267,561.48	\$ 290,155.07
		\$ 319,383,760.28	\$ 319,657,517.82	\$ 320,050,216.37	\$ 320,317,777.85	\$ 320,607,932.92
EXPENDITURES						
District Administration Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Department	\$ -	\$ 13,763.46	\$ 8,306.55	\$ 34,778.43	\$ 184,810.72	\$ 347,073.44
Facilities Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology Services	\$ -	\$ 22,382.02	\$ 8,375.00	\$ 15,965.45	\$ 17,050.00	\$ -
Satellite Transportation/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00	\$ 4,030.00
Bond Administration/Issuance Costs	\$ 1,012,664.23	\$ 204,948.70	\$ 266,629.29	\$ 164,172.29	\$ 149,822.06	\$ 2,284,035.31
Hare Field	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brookwood Elementary School	\$ 6,500.00	\$ 9,936.64	\$ 146,893.66	\$ 310,222.81	\$ 15,640.48	\$ 12,745.44
Imlay Elementary School	\$ -	\$ 6,690.95	\$ 30,095.13	\$ 192.40	\$ -	\$ -
Butternut Creek Elementary School	\$ 1,050.00	\$ 12,355.60	\$ 37,246.09	\$ 16,444.41	\$ 14,418.48	\$ 11,243.95
Indian Hills Elementary School	\$ -	\$ 4,588.08	\$ 30,287.53	\$ 2,010.56	\$ 515.68	\$ -
Reedville Elementary School	\$ 6,270.00	\$ 11,098.53	\$ 113,910.89	\$ 55,726.86	\$ 40,987.73	\$ 471,122.21
Patterson Elementary School	\$ -	\$ 5,352.76	\$ 27,255.13	\$ 4,021.12	\$ 1,031.36	\$ 3,032.40
Lincoln Street Elementary School	\$ 585.00	\$ 6,836.27	\$ 41,229.24	\$ 7,881.96	\$ 3,949.88	\$ 2,340.00
Eastwood Elementary School	\$ 1,990.00	\$ 13,430.78	\$ 16,957.52	\$ 74,662.07	\$ 41,785.10	\$ 24,061.69
Farmington View Elementary School	\$ 1,360.00	\$ 10,886.24	\$ 26,924.62	\$ 11,280.81	\$ 22,730.43	\$ 61,430.28
Jackson Elementary School	\$ 2,620.00	\$ 14,546.25	\$ 56,614.15	\$ 24,018.68	\$ 49,943.26	\$ 24,823.65
Tobias Elementary School	\$ 1,607.00	\$ 6,919.04	\$ 33,313.30	\$ 715.00	\$ 1,815.00	\$ 14,596.00
Groner K-8 School	\$ 270.00	\$ 3,861.06	\$ 20,675.82	\$ 4,586.12	\$ 2,021.36	\$ 1,080.00
Lenox Elementary School	\$ -	\$ 4,014.57	\$ 192.40	\$ -	\$ 30,095.13	\$ -
McKinney Elementary School	\$ 2,790.00	\$ 12,995.59	\$ 77,103.36	\$ 32,596.66	\$ 38,856.89	\$ 93,635.67
Quatama Elementary School	\$ -	\$ 5,352.76	\$ 192.40	\$ 31,564.59	\$ 2,904.15	\$ -
Minter Bridge Elementary School	\$ -	\$ 4,970.42	\$ 30,287.53	\$ 1,005.28	\$ 257.84	\$ -
Mooberry Elementary School	\$ -	\$ 5,352.76	\$ 192.40	\$ 41,132.12	\$ 257.84	\$ -
North Plains Elementary School	\$ 360.00	\$ 4,383.40	\$ 30,847.53	\$ 520.00	\$ 2,013.00	\$ 44,453.70
Orenco Elementary School	\$ -	\$ 5,161.59	\$ 192.40	\$ 43,163.77	\$ 3,351.92	\$ -
New Elementary School -North Plains	\$ -	\$ -	\$ 19,379.13	\$ 4,854.00	\$ 4,030.00	\$ 187,073.84
New Elementary School -South Hillsboro	\$ -	\$ -	\$ -	\$ -	\$ 2,188.50	\$ 70.75
Ladd Acres Elementary School	\$ 1,990.00	\$ 15,453.67	\$ 67,475.02	\$ 30,318.46	\$ 37,968.57	\$ 30,352.91
Free Orchards Elementary School	\$ 450.00	\$ 6,435.10	\$ 41,019.24	\$ 1,655.28	\$ 1,907.84	\$ 1,800.00
WL Henry Elementary School	\$ 1,400.00	\$ 8,820.28	\$ 46,400.14	\$ 11,322.41	\$ 9,992.84	\$ 87,080.31
West Union Elementary School	\$ 600.00	\$ 11,273.26	\$ 6,101.20	\$ 10,020.91	\$ 34,658.94	\$ 1,928.14
Witch Hazel Elementary School	\$ 630.00	\$ 7,097.44	\$ 43,499.24	\$ 2,210.00	\$ 2,310.00	\$ 2,770.00
Rosedale Elementary School	\$ -	\$ 5,352.76	\$ 40,319.24	\$ -	\$ -	\$ -
Peter Boscow/Hillsboro Online Academy	\$ -	\$ -	\$ 311.60	\$ 10,031.71	\$ -	\$ 16,692.00
Brown Middle School	\$ 975.00	\$ 41,413.44	\$ 975.00	\$ 1,900.00	\$ 1,600.00	\$ 9,000.00
Evergreen Middle School	\$ -	\$ 40,438.44	\$ 217.10	\$ 2,414.80	\$ 2,742.84	\$ 10,919.50
Poynter Middle School	\$ -	\$ 36,395.24	\$ -	\$ 1,300.00	\$ 12,409.20	\$ 8,987.50
South Meadows Middle School	\$ 575.00	\$ 41,013.44	\$ 3,850.00	\$ 1,850.00	\$ 550.00	\$ 6,609.87
Miller Education East Campus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Century High School	\$ 575.00	\$ 51,045.15	\$ 4,950.00	\$ 5,291.25	\$ 118,146.05	\$ 137,610.80
Glencoe High School	\$ 4,435.00	\$ 54,555.15	\$ 47,637.00	\$ 77,757.97	\$ 146,811.10	\$ 147,525.21
Liberty High School	\$ 575.00	\$ 51,045.15	\$ 5,274.00	\$ 2,018.75	\$ 8,717.05	\$ 94,175.00
Hillsboro High School	\$ 3,860.00	\$ 53,980.15	\$ 53,747.00	\$ 89,871.22	\$ 79,907.49	\$ 52,759.66
Miller Big Picture	\$ -	\$ -	\$ -	\$ 17,164.20	\$ 10,867.05	\$ 5,948.00
	\$1,054,131.23	\$814,146.14	\$1,384,876.85	\$1,146,642.35	\$1,102,865.78	\$4,201,007.23
		\$1,868,277.37	\$3,253,154.22	\$4,399,796.57	\$5,502,662.35	\$9,703,669.58

	<u>June</u> <u>2018</u>	<u>July</u> <u>2018</u>	<u>August</u> <u>2018</u>	<u>September</u> <u>2018</u>	<u>October</u> <u>2018</u>
REVENUES					
Original Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Premium	\$ -	\$ -	\$ -	\$ -	\$ -
OSCIIM Grant Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Interest to Date	\$ 974,835.55	\$ 275,667.13	\$ 307,228.38	\$ 476,238.35	\$ 317,880.84
	\$ 974,835.55	\$ 275,667.13	\$ 307,228.38	\$ 476,238.35	\$ 317,880.84
	\$ 321,582,768.47	\$ 321,858,435.60	\$ 322,165,663.98	\$ 322,641,902.33	\$ 322,959,783.17
EXPENDITURES					
District Administration Center	\$ 825.00	\$ -	\$ -	\$ -	\$ 1.25
Transportation Department	\$ (74,167.54)	\$ -	\$ 5,349.00	\$ 106,866.26	\$ 5,672.42
Facilities Management	\$ 825.00	\$ -	\$ -	\$ -	\$ 46,982.54
Technology Services	\$ 58.14	\$ -	\$ -	\$ -	\$ -
Satellite Transportation/Maintenance	\$ 210,209.27	\$ 235.00	\$ 4,200.00	\$ 9,775.83	\$ 16,116.75
Bond Administration/Issuance Costs	\$ 539,443.94	\$ 259,843.44	\$ 255,032.95	\$ 196,779.99	\$ 259,818.13
Hare Field	\$ -	\$ -	\$ -	\$ -	\$ -
Brookwood Elementary School	\$ 819,294.93	\$ 8,400.00	\$ 190,283.75	\$ 215,414.87	\$ 5,274.75
Imlay Elementary School	\$ 2,200.00	\$ -	\$ 63,175.04	\$ 54,159.93	\$ 690.00
Butternut Creek Elementary School	\$ 65,395.26	\$ 104,942.00	\$ 67,471.86	\$ 79,704.33	\$ 153,212.14
Indian Hills Elementary School	\$ 43,932.93	\$ -	\$ 607.89	\$ 609.36	\$ 140.00
Reedville Elementary School	\$ 1,436,016.18	\$ 10,561.00	\$ 730,936.46	\$ 3,914,930.72	\$ 1,979,603.67
Patterson Elementary School	\$ 52,843.09	\$ -	\$ 740.04	\$ 609.36	\$ 1,746.00
Lincoln Street Elementary School	\$ 67,323.67	\$ 152,625.67	\$ 2,040.04	\$ 1,428.36	\$ 66,857.71
Eastwood Elementary School	\$ 117,683.36	\$ 11,709.50	\$ 317,049.51	\$ 31,302.09	\$ 697,443.61
Farmington View Elementary School	\$ 176,111.04	\$ 89,384.45	\$ 174,200.46	\$ 457,150.65	\$ 46,100.28
Jackson Elementary School	\$ 73,669.78	\$ 143,376.80	\$ 15,308.20	\$ 65,597.36	\$ 39,541.46
Tobias Elementary School	\$ 423,000.46	\$ 118,392.00	\$ 253,629.35	\$ 251,476.36	\$ 57,800.75
Groner K-8 School	\$ 39,677.95	\$ 67,428.00	\$ 1,075.74	\$ 987.36	\$ 30,221.75
Lenox Elementary School	\$ 8,720.30	\$ -	\$ 12,446.34	\$ 78,177.95	\$ 15,275.03
McKinney Elementary School	\$ 193,202.74	\$ 9,383.24	\$ 135,916.22	\$ 659,585.70	\$ 103,119.35
Quatama Elementary School	\$ 55,023.70	\$ 3,939.67	\$ 740.04	\$ 609.36	\$ 2,015.00
Minter Bridge Elementary School	\$ 825.00	\$ -	\$ -	\$ 46,241.94	\$ 160.00
Mooberry Elementary School	\$ 61,468.75	\$ 133,660.00	\$ 46,724.89	\$ 104,451.29	\$ 109,321.43
North Plains Elementary School	\$ 102,281.51	\$ 2,819.72	\$ 415,151.40	\$ 130,745.14	\$ 174,377.53
Orenco Elementary School	\$ 46,301.26	\$ -	\$ 740.04	\$ 609.36	\$ 1,337.00
New Elementary School -North Plains	\$ 378,383.54	\$ -	\$ 152,931.94	\$ 146,387.65	\$ 144,646.40
New Elementary School -South Hillsboro	\$ 104.00	\$ -	\$ -	\$ 7,688.18	\$ 700.00
Ladd Acres Elementary School	\$ 125,886.48	\$ 1,721.90	\$ 335,615.86	\$ 17,969.96	\$ 990,742.19
Free Orchards Elementary School	\$ 15,166.45	\$ 114,971.67	\$ 1,713.61	\$ 50,671.86	\$ 2,237.19
WL Henry Elementary School	\$ 122,589.49	\$ -	\$ 214,435.17	\$ 144,378.41	\$ 37,472.69
West Union Elementary School	\$ 44,256.90	\$ 750.00	\$ 120,850.15	\$ 94,472.88	\$ 120,120.41
Witch Hazel Elementary School	\$ 133,565.32	\$ -	\$ 172,637.14	\$ 1,491.36	\$ 77,439.72
Rosedale Elementary School	\$ 55,750.57	\$ 3,939.70	\$ 740.04	\$ 609.36	\$ 1,869.61
Peter Boscow/Hillsboro Online Academy	\$ 114,516.85	\$ 2,744.29	\$ 124,001.84	\$ 58,371.34	\$ -
Brown Middle School	\$ 164,126.95	\$ 24,713.58	\$ 58,121.80	\$ 120,397.65	\$ 32,296.57
Evergreen Middle School	\$ 321,632.47	\$ 15,224.00	\$ 84,304.06	\$ 169,211.08	\$ 81,147.58
Poynter Middle School	\$ 180,045.80	\$ 40,390.40	\$ 98,221.60	\$ 111,467.73	\$ 26,309.00
South Meadows Middle School	\$ 63,073.18	\$ 96,432.40	\$ 136,719.96	\$ 131,941.31	\$ 175.00
Miller Education East Campus	\$ 1,314.68	\$ -	\$ 105.72	\$ 609.36	\$ -
Century High School	\$ 212,395.57	\$ 60,530.90	\$ 275,804.04	\$ 99,231.00	\$ 104,794.58
Glencoe High School	\$ 561,907.84	\$ 100,096.64	\$ 1,094,650.63	\$ 1,360,450.90	\$ 435,441.40
Liberty High School	\$ 456,148.36	\$ 56,646.03	\$ 129,887.33	\$ 130,393.63	\$ 53,091.22
Hillsboro High School	\$ 1,212,644.58	\$ 56,057.93	\$ 950,513.94	\$ 1,224,719.30	\$ 239,389.05
Miller Big Picture	\$ 61,036.73	\$ 11,588.40	\$ 29,623.63	\$ 72,154.36	\$ 33,517.55
	\$8,686,711.48	\$1,702,508.33	\$6,673,697.68	\$10,349,830.89	\$6,194,218.71
	\$18,390,381.06	\$20,092,889.39	\$26,766,587.07	\$37,116,417.96	\$43,310,636.67

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
FIRST READING – POLICIES IN SECTION A-B:
BOARD GOVERNANCE AND OPERATIONS

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to perform a complete review of the District's policy manual, and will be working with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

The Superintendent and Cabinet members have reviewed the policies and administrative regulations in Section A-B: Board Governance and Operations with OSBA's representative. The policies listed below are scheduled for first reading during tonight's Board meeting.

Although administrative regulations usually do not require Board approval, select administrative regulations will be brought to the Board for first reading and approval throughout the year. Additional administrative regulations will be included in the "Information" section of the Board meeting packet.

- AB: The People and Their School District (delete)
- AC: Nondiscrimination
- AC-AR: Discrimination Complaint Procedure
- ACA: Americans with Disabilities Act
- AD: Educational Philosophy (delete)
- BB: Board Legal Status
- BBA: Board Powers and Duties and BBAB: Board Functions (delete / replace)
- BBAA: Individual Board Member's Authority and Responsibilities
- BBB: Board Elections
- BBBA: Board Member Qualifications
- BBBB: Board Member Oath of Office
- BBC: Board Member Resignation
- BBD: Board Member Removal from Office
- BBE: Vacancies on the Board
- BBF: Board Member Standards of Conduct
- BBFA: Board Member Ethics and Conflicts of Interest
- BBFB: Board Member Ethics and Nepotism

- BC/BCA: Board Organization / Board Organizational Meeting
- BCB: Board Officers
- BCD: Board-Superintendent Relationship
- BCE: Board Committees
- BCF: Advisory Committees to the Board
- BCG: Attorney for the District (delete)
- BCH: Consultants to the Board (delete)
- BD/BDA: Board Meetings
- BDB: Special and Emergency Board Meetings (delete)
- BDC: Executive Sessions
- BDD: Board Meeting Procedures
- BDDA: Notification of Board Meetings (delete)
- BDDC: Board Meeting Agenda
- BDDG: Minutes of Board Meeting
- BDDH: Public Comment at Board Meetings
- BDDH-AR: Public Comment at Board Meetings
- BE: Board Work Sessions (delete)
- BF: Policy Development
- BFC: Adoption and Revision of Policies
- BFCA: Administrative Regulations (AR)
- BFD: Board Policy Implementation
- BFE: Administration in the Absence of Policy
- BFF: Suspension of Policies
- BFG: Policy Review
- BFG-AR: Ongoing Policy Review (delete)
- BG: Board-Staff Communications
- BH/BHA: Orientation of New Board Members (delete / replace)
- BHB: Board Member Training and Development
- BHE: Board Member Insurance
- BI: Board Legislative Program

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of these policies and administrative regulations in Section A-B of the District's policy manual.



Code: **AB**
Readopted: 6/19/07
Orig. Code(s): AB

The People and Their School District

(Not policy.)

Public schools belong to the citizens who create them by consent and who support them by taxation. The Board is responsible to these citizens. It will encourage advice and counsel from the public and keep citizens regularly informed for the schools are only as strong as the support received from an informed public.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 10/17/18



Code: AC
Revised/Readopted: 6/26/18
Orig. Code(s): AC

Nondiscrimination

The District prohibits discrimination and harassment on any basis protected by law, including but not limited to¹:

1. An individual's perceived or actual race, color, religion, sex, sexual orientation², national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, or veterans' status; or
2. The perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, or veterans' status of any other persons with whom the individual associates.

The District prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignments to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals, and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, and other civil rights or discrimination issues³. The District will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the District's administrative office and on the home page of the District's website.

¹ The District will also abide by the following federal law, including the relevant parameters of the Immigration and Nationality Act.

² "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

³ Districts are reminded that the district is required to notify students and employees of the name, office address, and telephone number of the employee or employees appointed.

The District prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted, or participated in an investigation, proceeding, or hearing; and further prohibits anyone from coercing, intimidating, threatening, or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051\(1\)\(e\)](#)
[ORS 659.805](#)
[ORS 659.815](#)
[ORS 659.850 to -860](#)
[ORS 659.865](#)
[ORS 659.870](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.103 to -145](#)
[ORS 659A.230 to -233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)

[ORS 659A.321](#)
[ORS 659A.409](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0049](#)
[OAR 581-022-2310](#)
[OAR 581-022-2370](#)
[OAR 839-003](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2012); 29 C.F.R Part 1626 (2017).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).

Title II of the Genetic Information Nondiscrimination Act of 2008 (2012).

Corrected 9/19/18



Code: AC-AR
Adopted: 4/24/18
Orig. Code(s): AC-AR

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed according to the following procedures.

Step 1: A written complaint must be filed with the principal/~~or~~ designee¹. The principal or site administrator, or other designated official, shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within ~~ten~~ 10 ~~district~~ District business days of receipt of the complaint.

Any staff member who receives a written or oral complaint shall refer the complainant to the principal or site administrator.

Step 2: If the complainant wishes to appeal the principal's/~~or~~ designee's² decision, they may submit a written appeal to the district-level administrator who is designated to receive these appeals. The written appeal must be submitted within five District business days after receipt of the principal's/~~or~~ designee's³ response to the complaint. The administrator receiving the appeal shall review the merits of the principal's/~~or~~ designee's⁴ decision, and may meet with all parties involved. The administrator receiving the appeal will respond in writing to the complainant within ~~ten~~ 10 District business days.

The following district-level administrators are designated to receive these appeals:

- The Office of School Performance administrator who oversees the school will receive appeals for complaints related to elementary and secondary schools;
- The Human Resources director who manages licensed staff will receive appeals for complaints related to district department-level licensed staff;
- The Human Resources director who manages classified staff will receive appeals for complaints related to ~~a~~ District department-level classified staff.

Step 3: If the complainant wishes to appeal the step 2 decision, they may submit a written appeal to the superintendent/~~or~~ designee within five ~~district~~ District business days after receipt of the step 2 response to the complaint. The superintendent/~~or~~ designee shall review the merits of the complaint and the initial decision, and may meet with all parties involved. The superintendent/~~or~~ designee shall respond in writing to the complainant within 15 ~~district~~ District business days.

¹ Or site administrator for non-school locations/departments.

² Ibid. p. 1

³ Ibid. p. 1

⁴ Ibid. p. 1

Step 4: If the complainant is not satisfied with the decision reached by the superintendent or designee, a written appeal may be filed with the Board within five district business days after receipt of the response to step 3. The Board may hear or deny the request for appeal. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ten district business days of this meeting.

If the principal or designee⁵ is the subject of the complaint, the complainant may start at step 3 and file a complaint with the superintendent or designee. If the superintendent is the subject of the complaint, the complaint may start at step 4 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 4 and should be made to the Board chair and may be referred to district counsel.

Complaints against the Board chair may start at step 4 and be made directly to the Board vice chair.

Timelines may be extended, based upon mutual consent of both parties in writing.

If the complainant is a person who resides in the district, a parent or guardian of a student who attends school in the district or is a student and is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, they may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

⁵ Ibid. p. 1



**Hillsboro School District
DISCRIMINATION COMPLAINT FORM**

Name of Complainant: _____

Date: _____

School or Activity: _____

☐ Student ☐ Parent ☐ Employee ☐ Member of the Public

Type of discrimination:

☐ Race ☐ Color ☐ National or Ethnic Origin ☐ Marital Status
☐ Age ☐ Religion ☐ Sexual Orientation ☐ Veteran's Status
☐ Sex ☐ Familial Status ☐ Pregnancy ☐ Disability

Specific complaint – provide detailed information including names, dates, places, and activities:

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

~~The~~ **This** complaint form should be mailed or ~~taken~~ **submitted** to the campus principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Corrected 9/19/18



Code: ACA
Adopted: 1/11
Orig. Code(s): ACA

Americans with Disabilities Act

The District, in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), is committed to maintaining employment practices, services, programs, and activities that provide equity to qualified individuals with disabilities.

The District will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement, or discharge; employee compensation; job training; and other terms, conditions, and privileges of employment, upon request and appropriate advance notice.

A reasonable accommodation must not present an undue hardship for the District; be unduly costly, extensive, or disruptive; nor present a direct threat to the health or safety of the individual or others in the workplace.

District services, programs, and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of 1973 and the ADA. Accessibility may be achieved through nonstructural, as well as structural methods.

In order to achieve equal access, the District will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the Board. Auxiliary aids and services determinations will be based on availability, effectiveness, and financial or administrative burden to the District.

The Board directs the Superintendent to develop and implement an appropriate plan that provides for District compliance with the ADA, including the appointment of an ADA compliance officer, and the establishment of a process for the investigation and prompt and equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding, or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2010).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2010).

Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).

Americans with Disabilities Act Amendments Act of 2008.

Corrected 9/19/18



Code: AD
Adopted: 6/19/07
Orig. Code(s): AD

Educational Philosophy

(Recommend removing philosophy from board policy.)

The Hillsboro School District shall afford each student an equal opportunity for the best possible education within the limits of his/her abilities. The education of each individual requires the consistent and cooperative involvement of the home, school, community and the learner. Students should be prepared to cope with, understand and adjust to change and to continue to explore and learn throughout life.

The District has identified and will assist students in developing competence in a common core of learning and respect the differences that exist among families and students with regard to beliefs, values and customs.

Therefore, it is resolved that the following shall be the guiding philosophy for the Hillsboro School District 1J.

The District recognizes its responsibility to develop a variety of educational programs which encompass optional learning approaches compatible with the goals of the District and the community it serves. Priority will be placed upon the basic educational skills. The District defines these skills as reading, language arts, mathematics, social studies and science. The District also recognizes that art, music, physical education and health enrich the student and aid their development.

Students need to develop self-esteem, respect for authority, a sense of trust and the ability to communicate. They must learn how to listen, understand, empathize, solve problems and make decisions. The District shares the responsibility to foster these qualities needed for constructive citizenship with the home and the community. The District recognizes that fair and consistent discipline is also an essential element in the production of an adequate environment that will encourage learning.

To develop the necessary skills students will be provided an environment conducive to learning where each individual is treated with dignity.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 329.035](#)

[ORS 332.107](#)

[OAR 581-022-1020](#)

Corrected 9/19/18

Educational Philosophy – AD

1-1



Code: **BB**
Adopted: 6/19/07
Orig. Code(s): BB

Board Legal Status

The Constitution of the State of Oregon charges the Legislature with providing by statute for a uniform and general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools to locally elected boards of directors. Thus, the Board is the governing body of the Hillsboro School District 1J.

Federal and state statutes and the State Board of Education rules define and outline the general powers and duties of the Board. The Oregon Statutes authorize the Board to transact all business within the jurisdiction of the District, control the District schools, and educate the children residing in the District. Oregon Administrative Rules establish further requirements and guidelines for the Districts. The Board's duty is to carry out those statutes and regulations that are mandatory: e.g., "The Board shall...;" where the laws are permissive; e.g., "The Board may...," the Board is empowered to exercise judgment and discretion.

This school District will be known as the Hillsboro School District 1J.

The regular term of office for Board members will be (4)four years. The terms of office will commence on the first day of July following regular District elections. The term of office for members appointed to fill a vacancy will be until June 30 following the next regular District election. The term of office for members elected to fill a vacancy will be the time remaining in the vacated Board position.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.018\(1\)](#)

[ORS 332.030\(4\)](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS 335.505](#)

OR. CONST., art. VIII, § 3.

Corrected 10/17/18



Code: BBAB
Adopted: 6/07
Orig. Code(s): BBAB

~~Board Functions~~ Board Powers and Duties

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of programs and services of the District. The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish policies ~~and regulations~~ for governing the programs and services of the District consistent with State Board of Education rules and with local, state, and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local ~~citizens~~ **community patrons** informed about the schools.

2. Judicial Authority

As provided by law, policy, or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students, and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties, or obligations of those who address the Board.

3. Executive/Administrative Authority

The Board will appoint a Superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the Superintendent's performance.

The Board may establish academic and financial goals for the District and evaluate the Superintendent's implementation of those goals.

The Board will oversee the District's financial affairs by authorizing, appropriating, and adopting budgets, and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of District property.

The Board will authorize the Superintendent to approve payment on all contracts and business transactions of the District in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the District's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the District's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for Districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)
[ORS 243.656](#)
[ORS Chapters 279A, 279B](#) and [279C](#)
[ORS 294.305](#) to -294.565

[ORS 328.205](#) to -328.304
[ORS 332.072](#)
[ORS 332.075](#)
[ORS 332.105](#)

[ORS 332.107](#)
[ORS Chapter 339](#)
[ORS 342.805](#) to -342.937
[ORS Chapter 343](#)

Corrected 10/17/18



Code: **BBA**
Adopted: 6/19/07
Orig. Code(s): BBA

Board Powers and Duties

(See revised board policy BBAB, it has been recoded to BBA and retitled Board Powers and Duties (previously titled Board Functions. Delete this policy; most is found elsewhere in other policies; this list does not represent everything the board does.)

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of schools. Within these constraints, the Hillsboro School District 1J Board views its required functions in these broad areas:

1. Develop, enacts and evaluates policy that directs administrative action; (see policy BFC)
2. Adopt an educational course of study and goals which will guide both the Board and staff toward the continuing improvement of the education program; (required by law)
3. Appoints a Superintendent delegated to establish administrative regulations to implement Board policy and goals; (policy BFCA)
4. Evaluates the Superintendent's performance; (section C)
5. Adopts a budget; (Section D)
6. Provide for an annual audit of financial affairs; (Section D)
7. Establishment and maintenance of records as required by law; (Section E)
8. Provide for the dissemination of information to the public relating to the schools; (Section KL)
9. Establish the days of the year and the hours of the day when school will be in session; (Section I)
10. Propose bond issues for capital expenditures; (no policy needed)
11. Provide a process to act and hear community input; (this is covered in BDDH)
12. Direct the collective bargaining process to establish labor contracts with the District's personnel. Establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment. (this is governed by law)

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)
[ORS 243.656](#)
[ORS Chapters 279A, 279B](#) and [279C](#)
[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)
[ORS 332.072](#)
[ORS 332.075](#)
[ORS 332.105](#)

[ORS 332.107](#)
[ORS Chapter 339](#)
[ORS 342.805 to -342.937](#)
[ORS Chapter 343](#)

Corrected 10/17/18



Code: **BBAA**
Adopted: 2/17/09
Orig. Code(s): BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. **The affirmative vote of the majority of members of the Board is required to transact any business.** When authorized to act as the District's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the Superintendent, gained through attendance at District events, and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the Superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional time or expense to the District must be submitted to the Board for consideration.

2. Requests for Legal Opinions

~~Any Board member may request a legal opinion. Such request, however, shall be made through the Board chair to the Superintendent.~~ **A request for a legal opinion by a Board member must be approved by a majority vote of the Board the request is made to legal counsel.** If the legal opinion sought involves the Superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students, or members of the public, such information is to be conveyed to the Superintendent for action.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the District's educational program, may visit schools or other facilities to gain information, and may request information from the Superintendent. Board members will not intervene in the administration of the District or its schools.

5. Contracts or Agreements ~~Made By Individual Board Members~~

~~Contracts or agreements made by individual Board members without the Board's authority are invalid.~~

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Corrected 10/17/18



Code: BBB
Adopted: 9/22/09
Orig. Code(s): BBB

Board Elections

The Board should encourage an active election process to reinforce local control to the general public and community.

1. Number of Directors

The Board will consist of seven members elected at large who shall meet the qualifications and be elected by voters or appointed as prescribed and will be known as the District School Board. ~~New directors must qualify by taking the oath of office before assuming the duties of office. (This sentence is already in policy BBBB)~~ ~~Duly elected new Board members shall present themselves to the Board at the first Board meeting in July to assume their positions as members of the Board. (This is out of place here in this policy and does not fit in with the June meeting.)~~ The term of office shall be four years.

2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board.

3. Re-election for Board positions will occur as follows:

Position No. 1: Spring 20092021, and every four years thereafter;
Position No. 2: Spring 20092021, and every four years thereafter;
Position No. 3: Spring 20092021, and every four years thereafter;
Position No. 4: Spring 20072019, and every four years thereafter;
Position No. 5: Spring 20072019, and every four years thereafter;
Position No. 6: Spring 20092021, and every four years thereafter;
Position No. 7: Spring 20072019, and every four years thereafter.

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)
[ORS 255.235](#)

[ORS 255.245](#)
[ORS 332.011](#)

[ORS 332.018](#)
[ORS 332.118](#) to -332.138

Corrected 10/17/18



Code: BBBA
Adopted: 6/19/07
Orig. Code(s): BBBA

Board Member Qualifications

A person is eligible to serve as a Board member if ~~he/she~~ **the person** is an elector of the District. An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the District for one year immediately preceding the election or appointment.

No person who is an employee of the District is eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the District in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

[ORS 247.002](#)
[ORS 247.035](#)
[ORS 249.013](#)

[ORS 332.016](#)
[ORS 332.018](#)
[ORS 332.030](#)

[ORS 332.124](#)
[ORS 332.126](#)

Oregon Constitution, Article II, Section 2.

Corrected 10/17/18



Code: BBBB
Adopted: 6/19/07
Orig. Code(s): BBBB

Board Member Oath of Office

~~New directors~~ Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

Option 1

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

Signature

Option 2

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof and the policies of the Hillsboro School District 1J. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability.

Signature

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)

Corrected 10/17/18



Code: BBC
Adopted: 6/19/07
Orig. Code(s): BBC

Board Member Resignation

(Board consideration of proposed language in third paragraph. Keep or delete?)

The Board believes that any ~~citizen~~ person who files for and seeks election to the Board should do so with full knowledge of the appreciation for the investment in time, effort and dedication expected of all Board members and that the ~~citizen's~~ person's intent is to serve reflects his/her intention to serve a full term of office.

When a member decides to terminate service prior to the expiration of the Board member's term, the Board requests earliest possible notification of intent to resign so that the Board may plan for the continuity of Board business.

Board members resigning their positions should present such resignation in writing to the Board chair at least ~~thirty (30)~~ days before the effective date of the resignation so that the Board may appoint and orient the replacement member in a timely manner. *[If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.]*

A resignation becomes effective when and will be officially accepted by the Board at its next regular meeting. The Board will announce the resignation and declare the vacancy at that meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)

Corrected 10/17/18



Code: BBD
Adopted: 6/19/07
Orig. Code(s): BBD

Board Member Removal from Office

Vacancies in office of a director shall be declared by the Board because of:

1. Resignation or death of the incumbent;
2. When an incumbent is removed from office by judgment of any court;
3. When an incumbent ceases to be a resident of the District;
4. When an incumbent ceases to discharge his/her the duties of office for two consecutive months unless prevented by sickness or unavoidable circumstance;
5. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;
6. Recall.

Upon a vacancy occurring in the office of a director, the remaining members shall elect/appoint a replacement from among qualified voters of the District. He/She The newly appointed member shall serve until June 30 next following the succeeding election for member of the Board at which a successor is elected.

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)

[ORS 332.030](#)

[ORS 408.240](#)

Corrected 10/17/18



Code: BBE
Adopted: 6/19/07
Orig. Code(s): BBE

Vacancies on the Board

Vacancies occurring prior to the expiration of the term for the office will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the District for one year immediately preceding the appointment.

In the event of multiple vacancies, the position of the Board member who resigned first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of District directors are vacant at the same time, the Directors of the Northwest Regional ESD shall appoint persons to fill the vacancies from qualified school District voters.

Board elections are held every odd-numbered year which for the purposes of this policy are termed “election” years. The appointee **will**:

1. ~~Will s~~ Serve until June 30 following the next “election”, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. ~~Will s~~ Serve until June 30 of a subsequent “election” year if the vacancy occurs after the filing date in an “election” year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

~~In the event of multiple vacancies, the position of the Board member who resigned first will be filled first.~~

~~Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.~~

~~If the offices of a majority of District directors are vacant at the same time, the Directors of the Northwest Regional ESD shall appoint persons to fill the vacancies from qualified school District voters. (Moved these three paragraphs up in the policy for placement; see proposed language above.)~~

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)

[ORS 332.122](#)
[ORS 332.124](#)

Corrected 10/17/18



Code: BBF
Adopted: 12/22/09
Orig. Code(s): BBF

Board Member Standards of Conduct

Board members will treat with dignity and courtesy other Board members, the Superintendent, staff members, and members of the public, and will provide an opportunity for all parties to be heard with due respect for their opinions.

Board members will recognize the Superintendent as the executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member should clearly identify them as personal opinions as his/her own.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the District.

A Board member shall not disclose information discussed or reviewed in executive session.

Board members individually and the Board as a public entity subscribe to the Code of Ethics ethics laws for public officials provided in state law.

A Board member will utilize social media websites judiciously by not posting confidential information about students, staff members, or District business. Board members will treat fellow Board members, staff members, students, and the public with respect while posting, and will adhere to Oregon Public Meetings Laws when communicating with other Board members via websites or other electronic means.

END OF POLICY

Legal Reference(s):

[ORS 162.015 to -162.035](#)
[ORS 162.405 to -162.425](#)

[ORS 192.610 to -192.710](#)
[ORS 244.040](#)

[ORS Chapter 244](#)
[ORS 332.055](#)

Corrected 10/17/18



Code: BBFA
Adopted: 12/01/16
Orig. Code(s): BBFA

Board Member Ethics and Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, his or her relatives or household members, or for any business with which the Board member, household member, or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by Oregon Revised Statute (ORS) 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at Board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual, or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee, or agent; or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options, or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options, or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member’s public employment position.

“Member of the household” means any person who resides with the public official.

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action, or judgment would be thereby influenced.

No Board member will use or attempt to use for personal gain any confidential information gained through his/her official position or association with the District. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the District.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by ethics laws for public officials, as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists, unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation, or other group, including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit who has a doctorate, and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials, and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift-related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately

to the Board member and to the Board member's relatives or members of their household, meaning that the Board member and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

"Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means: the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits⁴ to the Board member, or who receives any benefit from the Board member's public employment position.

"Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative or administrative interest, the ethics rules on gifts do not apply, and the Board member need not keep track of it, although they are advised to do so anyway, in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell, and purchased by one who was willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals, the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25, and the amount donated to charity was \$75, the

³ Ibid. p. 1

⁴ Ibid. p. 1

benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (e.g., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (e.g., a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade, or ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules.
2. Gifts from "relatives" and "members of the household" to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules.

3. Informational or program material, publications, or subscriptions related to the recipient's performance of official duties.
4. Contributions made to a legal expense trust fund if certain requirements are met.
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member's official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the District; AND
 - (i) The giver is a unit of:
 - 1) A federal, state, or local government;
 - 2) An Oregon or federally recognized Native American Tribe; or
 - 3) A non-profit corporation.
 - (b) The Board member is representing the District:
 - (i) On an officially sanctioned trade-promotion or fact-finding mission; or
 - (ii) On officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Board.
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions, or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
6. Food or beverage consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the District. Again, this exception does not authorize private meals where the participants engage in discussion.

 "Reception" means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome, and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.
7. Food or beverage consumed by the Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7)(b)(I)(i).
8. Waiver or discount of registration expenses or materials provided to a Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.
9. A gift received by the Board member as part of the usual or customary practice of the Board member's private business, employment, or position as a volunteer that bears no relationship to the Board member's holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015](#) to -162.035
[ORS 162.405](#) to -162.425

[ORS 244.010](#) to -244.400
[ORS 332.055](#)

[OAR 199-005-0001](#) to -199-010-0150

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 10/17/18



Code: BBFB
Adopted: 12/01/16
Orig. Code(s): BBFB

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the District:

1. A Board member may not appoint, employ, promote, discharge, fire, demote, or advocate for such an employment decision for a relative or a member of the household, unless the Board member complies with the conflict of interest requirements of **Oregon Revised Statute (ORS) Chapter 244**.

This policy does not apply to decisions regarding unpaid volunteer positions, unless it is a Board member position or another Board-related unpaid volunteer position (i.e., a Board committee position);

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

"Member of the household" means any person who resides with the Board member.

"Relative" means: the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member's public employment position.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class, including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit who has a doctorate, and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

[ORS 244.010](#) to -244.400

[ORS 659A.309](#)

[OAR 199-005-0001](#) to -199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 10/17/18



Code: BC/BCA
Adopted: 6/19/07
Orig. Code(s): BC

Board Organization/Board Organizational Meeting

Annually, at the first organizational Board meeting in July, held no later than July 31, action will be taken on the following:

1. Elect a chair.

The incumbent chair of the Board will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice-chair remains on the Board, or neither is able to continue to serve as an officer, a temporary chair will be selected to conduct the election;

2. Elect a vice-chair.

Annually, action will also be taken on the following:

1. Designate Board meeting dates;
2. Designate clerk (Superintendent) and deputy clerk;
3. Designate budget officer, finance officer, custodian of funds and surplus property authority;
4. Designate authorized check signers;
5. Designate fund depository;
6. Authorize business manager to invest funds for the District;
7. Designate auditor, attorney and insurance agent of record;
8. Designate newspaper of publication of legal notices;
9. ~~Set substitute teacher salary rates;~~
10. ~~Set substitute classified hourly rates;~~

~~11.~~9. Set tuition rates for nonresident students;

~~12.~~10. Appoint audit committee.

END OF POLICY

Legal Reference(s):

[ORS 332.040 - 332.045](#)

[ORS 332.057](#)

Corrected 10/17/18



Code: BCB
Adopted: 6/19/07
Orig. Code(s): BCB

Board Officers

The Board will elect a Board chair and vice chair at its ~~regular meeting~~ annual organizational meeting held in July 31 as per Board policy BC/BCA - School Board Organization/Board Organizational Meeting. No member of the Board may serve as chair more than four years in succession.

If an officer is unable to complete their term, a replacement will be elected immediately. The replacement officer will serve until the following July.

The vice chair shall serve in the absence of the chair and shall exercise all the powers and bear all the responsibilities of the chair. If both the chair and vice chair are absent at a meeting which a quorum is present, the senior elected/appointed member of the Board shall preside.

The Board chair will:

1. Assist the Superintendent in establishing the agenda for Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the usual parliamentary rules;
4. Appoint or provide for the appointment of all committees unless otherwise directed by the Board;
5. Represent the District and the Board, unless this duty is delegated by the chair or the Board to another Board member;
6. Sign the minutes and other official documents that require the signature of the chair;
7. Have equal rights as other members of the Board to offer resolutions, to make or second motions, to discuss questions and to vote thereon;
8. Maintain the right of Board members to hold/present a minority view.

Board or District Spokesperson

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the position of the District should be articulated by a single voice. The spokesperson serves at the direction of the Board and may be removed or replaced at any time by action of the a majority of the Board.

The Superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes, and perform related work as assigned by the Superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare, check, and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of policies of the Board;
5. Properly post all Board meetings.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)

[ORS 332.045](#)
[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

Corrected 10/17/18



Code: BCD
Adopted: 6/19/07
Orig. Code(s): BCD

Board-Superintendent Relationship

The Superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The Superintendent shall be responsible for all aspects of ~~school~~ District operation and for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as ~~he/she~~ the Superintendent considers necessary to ensure efficient operation of the District.

The Superintendent can expect the Board will respect the Superintendent's professional competence and extend to ~~him/her~~ the Superintendent full responsibility for implementation of Board policy decisions.

The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about District operations.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.515](#)

Corrected 10/17/18



Code: BCE
Adopted: 6/19/07
Orig. Code(s): BCE

Board Committees

The Board chair, with Board approval, may appoint special committees composed of Board members and appropriate support staff for special purposes to serve until their assignment is completed.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. Committee recommendations will be made directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair, or any committee member.

All meetings of special committees appointed by the Board will be publicly announced, will follow Public Meetings Law, and the public will be permitted to attend. However, the Board and its committees may sit in executive sessions to discuss matters when such sessions are required and permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)

[ORS 332.045](#)

[ORS 332.105](#)

Corrected 10/17/18



Code: BCF
Adopted: 6/19/07
Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for ~~citizen~~ community involvement, the Board may appoint advisory committees which could include community members, staff members, or Board members to consider matters of districtwide importance. The Board shall encourage interested ~~citizens~~ community members to apply for appointment by giving publicity to the establishment of the committee.

Selection

Community members or staff wishing to serve on advisory committees shall submit a letter of application to the Superintendent which shall be forwarded to the Board for consideration. The composition of advisory committees will be broadly representative and will take into consideration the specific tasks assigned to the committee.

Appointment of members to an advisory committee will be made by a majority vote of the Board.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's task, setting forth the service the Board wishes the committee to render and the extent and limitations of its responsibilities;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as provided by the Board, committees will cease to function when their final report has been received by the Board or when their final report has been received by the Board or when the purpose for which they were established has been accomplished or cease to be relevant.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 192.630](#)

[ORS 294.414](#)
[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

Corrected 10/17/18



Code: BCG
Adopted: 6/19/07
Orig. Code(s): BCG

Attorney for the District

(The Board has authority to seek legal advice without this policy in place.)

The Board recognizes that the increasing complexity of District operations requires frequent procurement of professional legal service. Legal counsel shall be appointed by the Board and shall serve as advisor to the District on legal matters.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. The Board, by formal direction or action, may also seek legal advice or service. If the legal opinion sought involves the Superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

Many types of legal assistance to the District may be considered routine and not necessitating specific Board approval or notification. However, when the administration concludes that unusual types or amounts of professional legal service may be required, the Board directs the administration to so advise it and to seek authorization for such service. The Board also recognizes that additional legal services may be required beyond the attorney of record in matters of special concern.

END OF POLICY

Legal Reference(s):

[ORS 332.072](#)

Corrected 10/17/18

Attorney for the District – BCG

1-1



Code: BCH
Adopted: 6/19/07
Orig. Code(s): BCH

Consultants to the Board

(The Board has authority without having this policy.)

The Board may engage persons in an advisory capacity when specific services are required that are beyond the capabilities or responsibilities of regularly employed personnel.

Such advisors may include attorneys, auditors, architects, agents of record and others with technical skills or professional training.

The Board may appoint such advisors to serve for a specified period of time or may engage such advisors to perform specific tasks on a temporary basis. Except where the advisor serves under a written contract for a specified period of time, the Board may terminate such advisory services at its sole discretion.

END OF POLICY

Legal Reference(s):

[ORS 332.072](#)

[ORS 332.075](#)

Corrected 10/17/18



Code: BD/BDA
Adopted: 5/27/08
Orig. Code(s): BD

Board Meetings

~~“Meeting” means the convening of the Board as the District’s governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular, or special, or emergency meeting. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Public Meetings Law.~~ “Meeting” means the convening of a quorum of the Board as the District’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

Regular Meetings

All regular, ~~and~~ special, and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within the District boundaries. The Board may attend training sessions outside the District boundaries but cannot deliberate or discuss District business.¹ No meeting will be held at any place where discrimination on the basis of an individual’s race, color, religion, sex, sexual orientation², parental status, national origin, marital status, disability, or age is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing impaired persons. Such other appropriate auxiliary aids and services will be provided upon request and with appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

¹ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

² As defined in ORS 174.100.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

~~The first regular meeting after July 1 of each year will be an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings.~~

~~One regular Board meeting will be held each month. The meeting schedule will be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each monthly meeting will be to conduct the regular Board business.~~

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing District business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making, or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates, and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the Superintendent to each Board member (e.g., an article on student achievement or to share a report on District progress on goals) so long as that information is also being made available to the public;

- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on District business are governed by Public Records and Meetings Law.

Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

Adjourned Meetings

~~A Board meeting may be adjourned to another time if a quorum is not present or if additional business needs to be conducted at the regular time of adjournment. The time, date, and place of the adjourned meeting will be specified and appropriate notice given. (This is included in section titled “Regular, Special, and Emergency Meetings”).~~

~~All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law. (Moved to now be paragraph #5)~~

3. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes.

4. Executive Sessions

Executive sessions may be held during regular, special, or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

END OF POLICY

Legal Reference(s):

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 332.045 - 332.111](#)

[ORS 433.835 - 433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Corrected 10/17/18



Code: BDB
Adopted: 6/19/07
Orig. Code(s): BDB

Special and Emergency Board Meetings

(Now included in revised policy BD/BDA.)

Special meetings may be convened by order of the chair, upon request of three Board members or by common consent of the Board members. The District clerk will post notice to the governing body, the news media and the general public at least 24 hours before such a meeting is to be convened.

Emergency meetings may be called only in the event of an actual emergency. Appropriate notice will be given to the public and the press. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

[ORS 332.045](#)

OACE v. Salem Keizer Sch. Dist., 95 Or. App. 28 (1989).

Corrected 10/17/18



Code: BDC
Adopted: 12/01/16
Orig. Code(s): BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute, but may not take final action, except for the expulsion of students and matters pertaining to, or examination of, the confidential medical records of a student, including that student's educational program.

An executive session may be convened by the Board chair upon the request of three Board members, or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special, or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session, and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member, or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent who does not request an open meeting. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employees, and staff who do not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))

9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

Members of the press may attend executive sessions, except for those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of minor students or examination of the confidential medical records of a student, including that student's educational program; and
3. Current litigation or litigation likely to be filed, if the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation.

Unless specific permission is granted by the Board Chair, all staff, representatives of the media, and any other parties present at the meeting must return all printed material disseminated at the executive session to the Board Secretary before leaving the room. Board members may inform request the Board chair's permission to retain executive session materials the Board Chair of their intention to keep any/all printed executive session materials. The Board member will ensure the confidentiality of such materials. When directed by the Board chair, Board members will return such materials.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential medical records and educational program; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential. The Board requires that information discussed or reviewed at the executive session not be made public by the media or anyone else in attendance.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.710](#)

[ORS 332.045](#)

[ORS 332.061](#)

Corrected 10/17/18



Code: BDD
Adopted: 6/19/07
Orig. Code(s): BDD

Board Meeting Procedures

Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members is required to transact any business. The vote on all motions shall be by “yes/yea, no/nay, show of hands, or roll call.”

Board Member Voting

Each member’s vote on all motions will be recorded in the minutes.

Abstaining from Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded by name.

Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert’s Rules of Order, Newly Revised*, “Procedures for Small Boards” will govern the Board in its deliberation. Modifications will include the following: Motions require a second prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

Corrected 10/17/18



Code: BDDA
Adopted: 6/19/07
Orig. Code(s): BDDA

Notification of Board Meetings

(This notice is included in BD/BDA; recommend deleting this policy.)

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for its regular meetings and of the principal subjects to be considered. A yearly calendar of meetings and events shall be provided to the news media and any interested members of the community and posted at places identified for such purposes.

Notices to individuals with disabilities shall be given in an appropriate form upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

If only an executive session will be held, the notice will state the specific provision of law authorizing the executive session.

No special meeting will be held without at least 24 hours notice to the Board members, news media requesting notification and the general public. In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances, but minutes will explain the emergency situation.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 332.045](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Corrected 10/17/18



Code: BDDC
Adopted: 12/17
Orig. Code(s): BDDC

Board Meeting Agenda

The Board chair and the Superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student, or ~~citizen~~ patron of the District by notifying the Superintendent at least ~~ten~~ 10 working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard ~~will~~ may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the Superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted in each District facility ~~on the day of the meeting~~ and on the District website. Members of the public may request a copy of the agenda at the Superintendent's office.

The District will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note-takers, large print, Braille, audio recordings, and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such a requests would result in a fundamental alteration in the service, program or activity or ~~in an~~ undue financial and administrative burdens, ~~an~~ alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).

Americans with Disabilities Act Amendments Act of 2008.

Corrected 10/17/18



Code: BDDG
Adopted: 6/19/07
Orig. Code(s): BDDG

Minutes of Board Meeting

A complete and accurate set of minutes of each Board meeting shall be kept by the clerk to comply with all legal requirements. Minutes, when approved by a vote at a subsequent meeting, shall be kept in an official record book specified for that purpose and shall be filed at the District office as the official records of school legislation and shall be open to public inspection at all times. A copy of the exact proceedings of each regular or special meeting as indicated by the minutes shall be sent to each Board member prior to the regular scheduled monthly or special meeting.

The Board shall provide for the taking of written minutes of all its meetings.

1. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.
2. Minutes will be available for review in the Superintendent's office.

The minutes of all meetings will include at least the following:

1. All members of the governing body present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name if the vote is not unanimous;
4. The substance of any discussion on any matter;
5. The official minutes shall include all written materials given to Board members.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and educational program if related to a medical condition; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192](#).610 to -192.710

[ORS 332](#).061

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Corrected 10/17/18



Code: BDDH
Adopted: 12/17
Orig. Code(s): BDDH

Public Comment at Board Meetings

The Board invites District community members to attend Board meetings to become acquainted with the programs and operations of the District.

The Board meeting is an open meeting held in public to conduct District business.

It is the intent of the Board to ensure that communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision, or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate that such requests would result in a fundamental alteration in the service, program or activity or in an undue financial and administrative burdens, an alternative, equally effective means of communication will be used.

Request for an Item on the Agenda

A member of the public may request that the superintendent consider placing an item on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least ten working days prior to the scheduled meeting.

Procedures for Public Comment at Meetings

Members of the public are encouraged to share their ideas and opinions with the Board. During a regular session of a Board meeting that is open to the public, a portion of the agenda shall ~~shall~~ **may** be designated for public comment.

The Board will establish procedures for public comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the District and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

1. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.

2. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
3. In accordance with Board policy, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration ~~registration~~ *Intent to Speak* card before the Board chair convenes the session, in order to allow the chair to provide adequate time for each agenda item.
4. Any individual speaking to the Board during a meeting shall state their name and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. Statements by members of the public shall be brief and concise. An individual shall be limited to three minutes. A person speaking on behalf of a group will be allowed five minutes. Written material may be submitted to the Board secretary to give to the Board.
6. Questions asked by the public may be referred to the superintendent for follow-up, if appropriate.

Comments Regarding Staff Members

Speakers may offer objective criticism of ~~d~~District operations and programs, but in public sessions, the Board will not hear comments regarding any individual ~~d~~District staff member or group of employees. The Board chair will direct the visitor to the procedures in Board policy KL/~~KLD~~ – Public Complaints for Board consideration of a legitimate complaint involving a staff member, and will connect the visitor with an administrator, as appropriate. A hearing conducted before the Board regarding personnel ~~shall~~ *may* take place in an executive session.

The Board vests in its chair or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

A commendation involving a staff member should be sent to the ~~s~~Superintendent.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the ~~s~~Superintendent for consideration and recommendation.

The Board chair should be alerted ~~d~~ to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610](#) to -192.690

[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Corrected 10/17/18



Code: BDDH-AR
Revised/Reviewed: 12/17

Public Comment at Board Meetings

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please complete an *Intent to Speak* card and submit it to the Board secretary before the Board chair convenes the session.

Any person speaking to the Board during a meeting should state their name and, if speaking for an organization, the name of the organization. An individual who has submitted an Intent to Speak card and has been invited to speak will be allowed three minutes. A spokesperson should be designated to represent a group with a common purpose. The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

Please keep in mind that reference to a specific employee or group of employees is prohibited, as follows: Speakers may offer objective criticism of ~~the~~ District operations and programs, but in public sessions, the Board will not hear comments regarding any individual ~~the~~ District staff member or group of employees. The Board chair will direct the visitor to the procedures in Board policy KL/~~KLD~~ – Public Complaints for Board consideration of a legitimate complaint involving a staff member, and will connect the visitor with an administrator, as appropriate. Any hearing conducted before the Board regarding personnel shall take place in an executive session. A commendation involving a staff member should be sent to the superintendent.

Intent to Speak Card

The Board welcomes your input. Please submit this completed card to the board secretary before the Board chair convenes the session.

Name _____ Date: _____

Address _____

City _____

Email Address _____ Telephone Number _____

Representing _____
(Name of group, self, or organization)

I WISH TO ADDRESS THE BOARD REGARDING THE FOLLOWING:

I am an: ☐ HSD Student ☐ HSD Parent ☐ HSD Staff Member ☐ Other _____

Corrected 10/17/18



Code: BE
Adopted: 6/19/07
Orig. Code(s): BE

Board Work Sessions

(Policy language for board work sessions is now included in policy BD/BDA.)

The Board, as a decision-making body, is confronted with a continuing flow of issues and needs which require attention. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action.

The Board may, therefore, schedule work sessions to provide its members and the executive staff with such opportunities.

The Board may schedule regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Topics for discussion and study will be announced publicly. Work sessions will be conducted in accordance with the state law on public meetings.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.045](#)

Corrected 10/17/18



Code: BF
Adopted: 6/19/07
Orig. Code(s): BF

Policy Development

It is the desire of the Board to be governed by a set of written policies. These Board policies and Board administrative regulations are designed to give direction to the Board members and the District employees, and shall be made available to District staff, parents, ~~citizens~~ community members and others as requested.

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies and administrative regulations governing the operation of the school system. Suggestions shall be received from staff and the community. They shall be recorded in writing.

The formulation and adoption of these written policies and administrative regulations shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies and regulations shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

The formal adoption of policies and administrative regulations shall be by vote and recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 339.240](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 10/17/18



Code: BFC
Adopted: 12/01/16
Orig. Code(s): BFC

Adoption and Revision of Policies

Board policies will be subject to alteration, addition, or deletion upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition, or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular or special meeting. When, in the best interests of the District, however, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Proposed policies may be placed on the consent agenda for adoption. Any revisions to a policy from the first reading will not require the policy to go through an additional reading, except as the Board determines that the revision(s) need further study and an additional reading would be advantageous.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

When additions, deletions, or amendments are made to Board policy, the addition, deletion, or amendment will carry the adoption date, and the corrected copy will be published at the earliest opportunity.

The operation of any individual single policy, section, or sections of policy not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be reviewed to keep it current.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 10/17/18



Code: BFCA
Adopted: 6/19/07
Orig. Code(s): BFCA

Administrative Regulations (AR)

The Superintendent is the Board's executive officer and as such directs the execution of Board decisions. The Superintendent is authorized to prepare administrative regulations ~~in order to~~ implement the Board policies.

The Board may review any administrative regulation and may revise it by majority vote if, in the Board's judgment, such procedure is not consistent with adopted policies.

The Board will adopt **administrative** regulations when state laws require the Board to do so.

A copy of the administrative regulations shall be provided to each Board member.

~~Administrative regulations will be reviewed by the Board prior to the beginning of each school year.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Corrected 10/17/18



Code: BFD
Adopted: 5/26/15
Orig. Code(s): BFD

Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Policy Implementation

The Superintendent and administrative staff will implement Board policies. The Superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

Policy Dissemination

The written Board policies that govern the District will be maintained in a policy manual, to be updated by District staff as new policies are developed or existing policies are revised or repealed.

Board policy documents shall be available electronically. When additions, deletions, or amendments are made to Board policy, the revised policy will be updated electronically.

Board policies and administrative regulations will be considered public record, and will be available to the public and District employees for inspection at all times on the District's website.

The Superintendent will provide channels for disseminating appropriate policies to the community.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 10/17/18



Code: BFE
Adopted: 6/19/07
Orig. Code(s): BFE

Administration in the Absence of Policy

In cases where action must be taken where the Board has provided no guides for administrative action, the Superintendent shall have the power to act ~~but the decision(s) shall be subject to review by action of the Board at its next regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Corrected 10/17/18



Code: BFF
Adopted: 6/19/07
Orig. Code(s): BFF

Suspension of Policies

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

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Corrected 10/17/18



Code: BFG
Adopted: 6/19/07
Orig. Code(s): BFG

Policy Review

The Superintendent shall periodically place policy review/development as an agenda item before the Board and will schedule review of policies so that all policies ~~will be reviewed within a four (4) year time frame, as needed~~. The Board will also evaluate the implementation and effect of such policies. The Superintendent is given continuing responsibility to call to the Board's attention all policies that appear to need revision.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Corrected 10/17/18



Code: BFG-AR
Adopted: 6/19/07
Orig. Code(s): BFG-AR

Ongoing Policy Review

(Content of this AR is in other board policy.)

The Superintendent is responsible for ongoing policy review (at least semi-annually) including the addition of new policies, deletion of outdated policies and the modification of current policies. This will be conducted in coordination with the Oregon School Boards Association policy update service as appropriate.

1. Policy review may be initiated by the Board, the Superintendent, legal council and by legislative action (including action of the State Board of Education).
2. Citizens may request reconsideration or review of a policy by making this request in writing to the Superintendent.
3. Any change in policies is subject to public review prior to action by the Board by including the proposed changes in the Board agenda. The policy and its disposition will be included in the Board minutes.
4. Proposed policy changes brought to the Board will include a rationale for the proposed change.
5. The Board will adopt policy changes at regular business meetings.
6. A complete set of Board policies will be maintained by the Superintendent. Copies are also maintained in each principal's office. Copies are available for public review at any of these locations.
7. The Superintendent will designate a person to be responsible for maintaining and updating (at least semi-annually) the policy and regulation manuals and disseminating the updates.
8. The Superintendent's designee is responsible for organizing a process for informing staff (at least annually) about updated policies/regulations and implementing them.

Corrected 10/17/18



Code: BG
Adopted: 9/23/08
Orig. Code(s): BG

Board-Staff Communication

The Board encourages and invites employee communication. The Board members feel that a two-way flow of communication is the best means to strengthen school operations and provide the best possible educational program for the youth of the community.

Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from staff members will be submitted through the Superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the District. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern. District operation.

Board Communications to Staff

All official Board communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will provide appropriate communication to keep staff fully informed of the Board's policies, priorities, concerns, and actions.

Visits to Schools

Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, principals, and other supervisors. School visits by Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the Superintendent, principals, and other supervisors.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2405](#)

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

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

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corrected 10/17/18



Code: BH/BHA
Adopted: 9/22/09
Orig. Code(s): BH/BHA

New Board Member Orientation

(There is another model for BH/BHA (see version 2). Can keep this list of items as an internal document, the proposed policy has a general statement about providing materials, as well as access to board policies.)

Each new Board member will be issued a copy of this policy upon notification of certification of his/her election. In addition it shall be the responsibility of the Superintendent to provide to new members materials such as, but not limited to, the following:

1. Laptop computer;
2. Laptop computer training for Board meeting packets, Board policies, and District email account access;
3. Staff handbook;
4. Parent handbook;
5. Student handbook;
6. Administrative/Board calendar;
7. Audit report; and
8. Copy of current budget.

Other materials which will acquaint them with the powers and duties of the Board and the operation of the school system shall be provided within 45 days.

Board members-elect will be encouraged to attend all regular board meetings and work sessions as audience participants. Executive session attendance will be determined by the acting Board. If Board members-elect are invited to attend an executive session meeting before being sworn in, they will be required to sign an "Executive Session Confidentiality Agreement." After the Board-members-elect are sworn in to office, they may participate in making Board decisions.

The Board chair and the Superintendent shall arrange for new members to visit with other Board members and the Superintendent, and meet the staff.

New members shall be encouraged to attend workshops for new Board members conducted by the Oregon School Boards Association, as well as its other meetings.

Board training should be considered an ongoing process for all Board members and a vital responsibility for effective Board membership.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 10/17/18



Code: BH/BHA
Adopted:

R

Orientation of New Board Members

The Board and designated staff will make every effort to assist the new member to become fully informed about the Board's functions, policies, procedures and issues. In the interim between election and assuming office or following an appointment, the new Board member will be assisted in the following ways:

1. The newly elected or appointed Board member will be given materials related to the role of a Board member;
2. The newly elected or appointed Board member will be invited to attend Board meetings to observe the operation of the Board until he/she assumes office;
3. The newly elected or appointed Board member will be given a copy of Board policies, Board priorities, any long-range plans and the adopted district budget;
4. The members of the Board will serve as mentors to a newly elected or appointed Board member;
5. The superintendent will supply material pertinent to meetings and will explain its content;
6. The newly elected or appointed Board member will be invited to meet with the superintendent or other administrative personnel, by arrangement with the superintendent, to discuss services they perform for the district;
7. The newly elected or appointed Board member will be encouraged to attend the Summer Board Conference and the Board training conferences planned by the Oregon School Boards Association;
8. The newly elected or appointed Board member will receive all materials, reports and communications normally sent to Board members.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

D

Corrected 10/17/18



Code: BHB
Adopted: 6/19/07
Orig. Code(s): BHB

Board Member Training and Development

The Board faces a difficult set of challenges. It must fashion a quality educational program to prepare ~~children~~ ~~students~~ for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of the community's facilities.

The public expects its elected Board to demonstrate high qualities of leadership as it deals with the affairs of the District schools. The Board should expect public support for its efforts to enlarge the horizons and abilities of its members.

The Board places a high priority on the importance of a planned and continuing program of in-service education for its members.

The central purpose of the program is to enhance the quality and effectiveness of public governance in our community.

The Board shall plan specific activities designed to assist the members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support the program. Individual Board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities.

1. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities.
2. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short and long range benefits to our schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, ~~trainings~~, and conventions held by the State and National School Boards Associations. Membership dues for such organizations shall be paid annually for Board members;
2. District-sponsored training sessions for Board members;

3. Subscriptions to publications addressed to the concerns of Board members.

END OF POLICY

Legal Reference(s):

[ORS 332.018\(3\)](#)

[ORS 332.107](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 10/17/18



Code: BHE
Adopted: 6/19/07
Orig. Code(s): BHE

Board Member Insurance

Liability Insurance

The Board, ~~through a commercial insurance company,~~ carries liability insurance ~~on~~ for the Board members, the Superintendent, principals, teachers, and all employees acting in their official capacity. ~~The policy covers:~~

- ~~1. Bodily injury;~~
- ~~2. Property damage;~~
- ~~3. Automobile and other vehicles;~~
- ~~4. Products liability; and~~
- ~~5. Personal injury liability covering:~~
 - ~~a. False arrest, detention or imprisonment or malicious prosecution;~~
 - ~~b. Libel, slander or defamation of character;~~
 - ~~c. Wrongful eviction, wrongful entry, or invasion of privacy;~~
 - ~~d. Interference with contractual relationship.~~

~~Personal injury endorsement covers all employees.~~

END OF POLICY

Legal Reference(s):

[ORS 30.260 to -30.300](#)

[ORS 332.072](#)

[ORS 332.435](#)

Corrected 9/19/18



Code: BI
Adopted: 6/19/07
Orig. Code(s): BI

Board Legislative Program

The Board will represent the public's and local District's interests in legislative action to promote the welfare of public education in the State of Oregon and in our community or will direct those interests to be represented through its executive officer, the Superintendent or designee.

The Board will periodically study, discuss and weigh the merits of pending legislation for the purpose of determining its official position through Board action. If established, these official positions will be the stand of the District in the legislative process.

Board members (or the Board's executive officer, the Superintendent or designee), individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the District.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 10/17/18

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
FIRST READING – POLICIES IN SECTION C:
GENERAL SCHOOL ADMINISTRATION

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to perform a complete review of the District's policy manual, and will be working with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

The Superintendent and Cabinet members have reviewed the policies and administrative regulations in Section C: General School Administration with OSBA's representative. The policies listed below are scheduled for first reading during tonight's Board meeting.

- CA: Administrative Goals and Objectives (delete)
- CB: District Superintendent
- CBA: Qualifications and Duties of the Superintendent
- CBB: Recruitment and Appointment of the Superintendent
- CBC: Superintendent's Contract and Benefits
- CBG: Evaluation of the Superintendent
- CBH: Superintendent's Retirement/Termination (delete)
- CC: Administrative Organization (delete)
- CCB: Line of Authority and Staff Relations
- CCC: Hiring Licensed Administrators
- CCG: Evaluation of Administrators
- CD: Management Team (delete)
- CH: Policy Implementation
- CHA: Development of Administrative Regulations
- CHCA: Handbooks
- CI: Temporary Administrative Arrangements
- CK: Consultants to the Administrative Staff (delete)
- CM: Compliance and Reporting on Standards
- CPA: Layoff/Recall - Administrative Personnel (proposed)

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of these policies in Section C of the District's policy manual.



Code: CA
Adopted: 10/30/07
Orig. Code(s): CA

Administrative Goals and Objectives

(Recommend removing goals and objectives; not board policy.)

The purpose of the District's administration will be to coordinate and supervise the creation and operation of an environment in which students learn. The Board shall rely on its chief executive officer, the Superintendent, to provide professional leadership for the District.

Major goals of administration in the District shall be:

1. To manage the District's various departments, units and programs effectively, economically and with the greatest benefit possible to the students of the District;
2. To provide professional advice and counsel to the Board and to advisory groups established by Board action;
3. To implement the management function so as to ensure the best and most effective learning programs through achieving such subgoals as:
 - a. Providing leadership to keep abreast of current educational developments;
 - b. Arranging for the staff development necessary to the establishment and operation of improved learning programs;
 - c. Providing access to the decision-making process for improvement ideas of staff, students, parents and others;
 - d. Coordinating cooperative efforts for the improvement of learning programs, facilities, equipment and materials.

The Board reserves to itself the setting of policy, the establishing of program priorities and the employment and appraisal of the District's Superintendent. The Board may review any administrative regulation and may revise it by majority vote if, in the board's judgement, such procedure is not consistent with adopted policies.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022](#) 1720

Corrected 10/17/18

Administrative Goals and Objectives – CA

1-1



Code: CB
Adopted: 10/30/07
Orig. Code(s): CB

District Superintendent

The Superintendent is designated as the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is Under direction of the Board, the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent exercises general supervision of all District schools, personnel, and departments. The Superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management. The Superintendent is the professional consultant to the Board and in this capacity makes recommendations to the Board for changes in policies and programs.

The Superintendent may delegate to other school District personnel any powers and duties imposed upon the Superintendent by Board policies or by vote of the Board. Delegation of power or duty, however, will not relieve the Superintendent of responsibility for action taken under such delegation.

No duty or privilege shall be in conflict with Oregon Revised Statutes.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-2405](#)

Corrected 10/17/18



Code: **CBA**
Adopted: 1/18
Orig. Code(s): CB

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
2. Successful experience as an educational leader and administrator;
3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;
4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

Performance Responsibilities

The Superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her the Superintendent's own contract status and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; places before the Board necessary and helpful facts,

comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;

5. Implements and interprets Board policies;
6. Recommends the appointment, renewal, contract extension, contract non-renewal, contract non-extension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
7. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Appoints, assigns, transfers, promotes, demotes, or discharges classified and nonrepresented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
9. Directs the professional supervisory staff in visits to the schools under the Superintendent's charge; through this staff, directs, assigns, and assists teachers and all other educational employees in the performance of their duties; classifies, assigns, and controls the promotion of students; and performs other duties as the Board determines;
10. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
11. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
12. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the District for the ensuing budget period, and submits this estimate to the Board in accordance with law;
13. Approves and directs, in accordance with law and Board policy, purchases, and expenditures, within the limits of the budget;
14. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the District, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
15. Represents the District in dealings with other school systems, social institutions, business firms, government agencies, and the general public;
16. Keeps the public informed about current educational practices, educational trends, and issues confronting the District;
17. Engage with school stakeholders, including students, staff, parents, and community members, to gather input, share information, and build understanding.

The specific enumeration of the sSuperintendent’s duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.850](#)

[OAR 581-023](#)-0006 to -0041
[OAR 581-023](#)-0104
[OAR 581-023](#)-0112
[OAR 581-023](#)-0220 to -0240
[OAR 584-020](#)-0000 to -0045

[OAR 584-036](#)-0035(1)
[OAR 584-046](#)-0003 to -0024
[OAR 584-080](#)-0151
[OAR 584-080](#)-0152
[OAR 584-080](#)-0161

Corrected 10/17/18



Code: **CBB**
Adopted: 10/30/07
Orig. Code(s): CBB

Recruitment and Appointment of the Superintendent

The Board considers foremost among its responsibilities the selection and appointment of a Superintendent who can effectively translate into action the Board's policies and the community's aspirations for its schools.

To provide the most capable leadership available for the District, the Board may engage in a nationwide search for applicants for the position of Superintendent whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the Superintendent, or interim superintendent, at a meeting open to the public and at which the public has had an opportunity to comment. *(ORS 192.660(7)(d))*

The Board may seek the advice and counsel of interested individuals or of an advisory committee or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection, ~~however~~, will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the Superintendent by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

~~At the time of his/her appointment, the Superintendent will be issued an initial contract, with the length of the contract, salary and benefits as mutually negotiated and determined. The Board will thereafter fix the Superintendent's salary and benefits annually, prior to the beginning of the new fiscal year.~~

(This language is in policy CBC – Superintendent's Contract and Benefits)

END OF POLICY

Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)

[ORS 332.505](#)

Corrected 10/17/18



Code: CBC
Adopted: 10/30/07
Orig. Code(s): CBC

Superintendent's Contract and Benefits

The Superintendent, upon appointment by the Board, will receive a written contract which will state the terms of appointment, compensation, benefits, and other conditions of appointment, and will include requirements for renewal or termination of the contract. Contracts shall not be issued for more than three years ~~at a time~~ in duration. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract ~~at any time~~ for ~~not more than an additional~~ up to three years ~~at any time~~.

The compensation and benefits for the position of s Superintendent will be fixed by the Board, and based upon the responsibilities required of the Superintendent in performing his/her duties. The amount of compensation and types of benefits will be set forth in the Superintendent's employment contract. The Board may not enter into an employment contract that contains provisions that expressly obligates the District or school to compensate the Superintendent for work that is not performed.

The contract will meet any requirements of state law and will be mutually acceptable to the Board and Superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

[ORS 342.549](#)
[ORS 342.815](#)

Corrected 10/17/18



Code: **CBG**
Adopted: 1/27/18
Orig. Code(s): CBG

Evaluation of the Superintendent

The Board will formally evaluate the Superintendent's job performance at least once ~~a each~~ each year. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the Superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The Superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the Superintendent and their performance will be conducted in an executive session, unless the Superintendent requests a session open to the public. Such an executive session **must focus on the Superintendent and** will not include a general evaluation of any district goal, objective, or operation. Results of the evaluation will be written and placed in the Superintendent's personnel file.

At the Board's discretion, it may notify the Superintendent in writing of specific areas to be remedied, and the Superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the Superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the Superintendent pursuant to Board policy, the Superintendent's employment contract and state law and rules. In those situations where the Superintendent's employment contract includes an evaluation, dismissal, or nonrenewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

[ORS 342.513](#)
[ORS 342.815](#)

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corrected 10/17/18

Evaluation of the Superintendent – CBG

1-1



Code: CBH
Adopted: 10/26/10
Orig. Code(s): CBH

Superintendent's Retirement/Termination

(Included in superintendent's contract.)

The usual retirement date for the Superintendent shall be the first day of the month coinciding with or following the end of the school year. The Board may, at its option, employ the Superintendent beyond his/her retirement date. A school year shall, for retirement purposes, be defined as the 12-month period beginning July 1 and ending June 30. Early retirement may be taken by the employee with the concurrence of the Board.

The Superintendent will notify the Board as soon as possible of his/her decision to retire in order to allow the Board adequate time to select and employ a new Superintendent.

If at any time, in the opinion of a majority of the Board, the Superintendent's services are unsatisfactory, he/she shall be notified in writing and given an opportunity to correct the condition. The dismissal of the Superintendent may result if the services deemed by the Board as unsatisfactory are not corrected.

END OF POLICY

Legal Reference(s):

[ORS Chapter 237](#)
[ORS Chapter 238](#)

[ORS 332.505](#)
[ORS 332.507](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2006).
Employee Retirement Income Security Act of 1974, 29 U.S. C. §§ 1001-1461.

Corrected 10/17/18



Code: CC
Adopted: 10/26/10
Orig. Code(s): CC

Administrative Organization

(Some of this language, i.e., lines of authority, is duplicated in policy CCB. The rest is not needed. The Board directs the Superintendent to manage the district in other policy; job descriptions; organizational structure can be available on the website and other communication to staff.)

The Board's legal authority is transmitted through the Superintendent along specific paths as shown in the Board-approved organizational chart of the District.

Lines of authority on the chart represent direction of authority and responsibility.

The Superintendent may reorganize lines of authority and revise the organizational chart subject to Board approval of major changes and/or the elimination or creation of positions. The Board expects the Superintendent to keep the administrative structure current with the needs for supervision and accountability throughout the school system.

The Board expects the following goals to be achieved through its administrative organization:

1. Each school will develop and implement the educational program most appropriate for its needs within the framework of District policy;
2. The building administrator will have the specific responsibility for overseeing the pattern and sequence of educational experiences provided;
3. Responsibility will flow simply and clearly from students to teachers, principals, the Superintendent and on to the Board;
4. Each member of the staff will be told to whom he/she is responsible and for what functions;
5. Whenever possible, each staff member will be made responsible to one immediate superior for any one function;
6. Staff members will be told to whom they can go for help in working out their own functions in the school program.

All District office administrative, principal and supervisory positions are created with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school District's goals and objectives.

Before any new position is established, the Superintendent will present for the Board's approval a job description for the position which specifies the qualifications and responsibilities.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Corrected 10/17/18



Code: CCB
Adopted: 9/23/08
Orig. Code: CCB

Line of Authority and Staff Relations

The Board expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of direct authority shall be those recommended by the Superintendent, approved by the Board, and shown on District organization charts.

Staff members shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible report. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all staff are expected to keep the person to whom they are immediately responsible informed of their activities will inform their immediate supervisor of their activities by whatever means the person in charge deems supervisor considers appropriate.

It is expected that the established lines of authority will serve most purposes. All staff members shall have the right to appeal any decision made by an administrative officer through procedures established through Board policy.

Lines of authority do not restrict in any way the cooperative, sensible working together relationships of all staff members, at all levels in order to develop the best possible school programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of in the school system.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-022-2405](#)

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corrected 10/17/18



Code: CCC
Adopted: 10/30/07
Orig. Code: CCC

Hiring of Licensed Administrators

The goal of the District is to identify and select the best qualified applicant for vacant administrative positions. External and internal candidates may be considered.

When administrative vacancies occur, transfer within the existing qualified District staff will be considered. Administrators and staff will be notified of the vacancy and have the opportunity to submit an application for the position.

Except in those instances when a transfer or assignment of staff within the school system is determined by the Superintendent, the following procedure shall be used in the selection of all administrative personnel below the rank of Superintendent:

1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;
2. Applications shall be in writing and directed to the Superintendent or designee. It shall be the responsibility of the Superintendent or designee to complete the preemployment file with credentials furnished by or at the request of the applicant;
3. A screening committee shall be appointed by the Superintendent or designee;
4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
5. Upon completion of all interviews by the screening committee, this group shall make a recommendation to the Superintendent for the position under consideration;
6. The Superintendent's recommendation will then be presented to the Board for consideration and appointment to the position.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the District may mutually agree to a shorter time probationary period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)

Corrected 10/17/18



Code: CCG
Adopted: 6/26/18
Orig. Code(s): CCG

~~Licensed Evaluation~~ -of Administrators

The sSuperintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening his/hertheir professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

The evaluations shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the sSuperintendent and/or a qualified designee with an administrative license;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation and right of appeal through established grievance procedures, if applicable.

An administrator's evaluations shall use the following educational leadership-administrator standards adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership;
6. Socio-political context.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of administrators;
2. Refine the support, assistance, and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators;
5. Use evaluation methods and professional development, support, and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle. The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

Contract administrators shall be evaluated at least every other year.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\),\(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

[OAR 581-022-2405](#)

[OAR 581-022-2410](#)

[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corrected 10/17/18



Code: CD
Adopted: 10/30/07
Orig. Code: CD

Management Team

(Already identified in organizational chart and job descriptions; recommend delete policy.)

The Board endorses and supports the concept and application of team management in the administration of the District.

The Superintendent shall lead, determine structure, and designate membership for the total management team. The team is responsible to the Superintendent, who, in turn, is responsible to the Board.

The Superintendent shall designate members of the management team to participate with the Board's negotiating team in negotiations with other employee groups.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corrected 10/17/18



Code: CH
Adopted: 10/30/07
Orig. Code: CH

Policy Implementation

It shall be the function of the Board to legislate policies. The Superintendent is responsible for implementing Board policies and for interpreting them to staff, students and the public. Other administrators also share in this responsibility.

Many of the Some Board's policies require implementing an administrative regulations. Whenever appropriate, the Superintendent will develop these regulations, in consultation with principals, staff members and other persons and groups as appropriate and the Superintendent will submit them to the Board for review and/or approval as appropriate.

Policies officially adopted by the Board and other administrative regulations formulated to implement adopted Board policies will be included in the School Board Policy Handbook. Staff and student/parent handbooks also will be used for disseminating policies and administrative regulations to persons directly affected by them. Each school shall have at least one copy of the Board's policy manual available to staff and patrons. The Board's policy manual will be available for inspection at the District office to any District employee or member of the public during regular office hours. Each District employee will be specifically notified of the existence and availability of personnel policies.

Principals are authorized to establish rules and procedures for the staff and student bodies of their schools as long as these rules and procedures are consistent with Board policies and administrative regulations established by the Board and Superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 10/17/18



Code: **CHA**
Adopted: 10/30/07
Orig. Code: CHA

Development of Administrative Procedures and Regulations

The Board delegates to the Superintendent the function of specifying required actions and designing detailed arrangements to operate the District in accordance with Board policy. These detailed arrangements constitute the administrative regulations governing the District.

The Superintendent will carefully weigh the counsel given by representatives of staff, student, parent and community organizations regarding those regulations. He/She The Superintendent will inform the Board of such counsel in presenting regulations.

The Board will adopt administrative regulations when a state or federal laws requires the Board to do so. It may also adopt regulations when the Superintendent recommends Board action.

The Board reserves the right to may-review any administrative regulation and may revise it, by majority vote, if in the Board's judgement, it finds such an procedure-administrative is not consistent with adopted policies and/or other administrative regulations.

Board members will receive copies of all new or revised District-administrative regulations. The District will notify Sstudents and staff will be advised of all administrative regulations that affecting them.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 10/17/18



Code: CHCA
Adopted: 10/30/07
Orig. Code(s): CHCA

Approval of Handbooks and Directives

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students, and parents, District administrators and principals are granted authority to issue staff and student/parent handbooks.

~~It is essential that~~ The contents of all handbooks conform with Districtwide policies and regulations. ~~It is also important that all handbooks~~ The publication shall bearing the name of the District or one of its schools be of a quality that reflects favorably on the District. The Board, therefore, expects all handbooks to be approved by the Superintendent or designee before publication.

~~Superintendent and/or designee will review and approve District handbooks in order that the contents may be accorded the legal status of Board approved policy and regulation.~~ The district will make All published handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 10/17/18



Code: CI
Adopted: 9/28/10
Orig. Code: CI

Temporary Administrative Arrangements

~~In the event~~ When the Superintendent plans to be absent from the District, ~~he/she~~ the Superintendent may designate an assistant superintendent to serve as acting superintendent in ~~his/her~~ the Superintendent's absence.

~~In the event~~ If the Superintendent is disabled or otherwise ~~unavailable~~ unable to serve, the Board will meet as soon as notified of the unavailability to assign the Superintendent's duties as appropriate.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corrected 10/17/18



Code: CK
Adopted: 10/30/07
Orig. Code: CK

Consultants to the Administrative Staff

(This has specific limits for approving consultant contracts and is covered in policy DJ; recommend delete.)

The Superintendent may retain the services of consultants.

All consultants will be approved by the Superintendent prior to any arrangements for visitations. Any proposed contracts with consultants in excess of \$150,000 will be submitted to the Board for approval and will be accompanied by figures showing the estimated cost and benefits of the consulting project to the District.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

[ORS 332.075](#)

[ORS 332.505](#)

Corrected 10/17/18

T

E



Code: CM
Adopted: 10/30/07
Orig. Code: CM

School District Annual Report Compliance and Reporting on Standards

~~The Superintendent will prepare an annual report covering the activities of the District and submit that report to the Board. Upon approval by the Board, the report will be made available to the public.~~

~~The report will be presented at a public Board meeting prior to January 15 each year.~~

The Superintendent will prepare an annual report that represents the District's compliance with the standards adopted by the State Board of Education and submit that report¹ to the Board.

The District's annual report for the preceding school year will be presented to the Board at a public Board meeting by November 1 of each school year. This report will be posted on the District's web page. The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).

The District will report on its compliance with state standards to ODE by November 15 on a form provided by ODE.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.105](#)

[OAR 581-022-2260](#)
[OAR 581-022-2305](#)

Corrected 10/17/18

¹ For the 2017-2018 school year, the District will report compliance with all state standards to the community by February 1, 2019, meeting the same reporting requirements as stated above, and reporting to the Oregon Department of Education (ODE) by February 15, 2019 on a form provide by ODE.



Code: CPA
Adopted:

R

Layoff/Recall - Administrative Personnel

This policy applies to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit, and/or competence. Competence includes recent experience, additional training, and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

The Board desires and expects administration to retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Prior to initial development of a recall procedure for administrators, the Superintendent or designee will consult with the employees or a designated representative of the employees covered by this policy.

The district will develop administrative regulations to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 342.934](#)

E

Corrected 10/17/18

D

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
FIRST READING – POLICIES RELATED TO SAFETY AND SECURITY

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to perform a complete review of the District's policy manual, and will be working with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

The Superintendent and Cabinet members have reviewed the following security-related policies with OSBA's representative. Policies JHHA and JFCJ were presented for first reading on October 23. Based on input from Board members, additional revisions have been made to policy JHHA, and policy GBJ and KGB have been moved forward on the review schedule to accompany JFCJ. These policies are scheduled for first reading during tonight's Board meeting.

- JHHA: Crisis Prevention and Response (delete / replace)
- JFCJ: Weapons in the Schools
- GBJ: Weapons in the Schools - Staff
- KGB: Public Conduct on District Property

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of these safety- and security-related policies.

Crisis Prevention and Response

The District recognizes that schools are subject to a number of potentially disruptive events. These events include major crises. No school is immune, no matter the size or location.

Being prepared for crises can enhance the District's effectiveness in responding to smaller incidents.

The District knows that schools cannot be sanctuaries. The challenge, however, is to protect students and staff as much as possible in an increasingly violent world.

Although there is no guarantee that the District will ever be completely safe from crime, the following security measures will be taken to lessen the chance of violence occurring on school grounds:

1. The District will establish an advisory committee comprised of school officials, law enforcement officials, other youth-service providers, parents, and students. The committee will plan what safety measures are needed and how they can be implemented, as well as regularly review school safety and security measures;
2. Building administrators will participate in staff development activities targeting security and promoting greater responsibility in working with the Board and District to implement site security programs;
3. The District will develop a comprehensive crisis management plan that incorporates resources available through other governmental and community agencies;
4. A school communications network will be established that links classrooms, playground, and other supervisors with the office or security staff, as well as with local law enforcement and fire departments;
5. Staff will be informed and regularly updated on safety plans through inservice training. The training will include licensed staff, classified staff, part-time employees, and substitute teachers, and may include parents and community volunteers;
6. Parents and community volunteers will be used to help monitor surrounding neighborhoods and supervise the District grounds before, during, and after school;
7. Access points to District grounds will be limited and monitored during the school day. Visitors shall sign in at the office. Staff and visitors will wear an identification pass in all schools. Delivery entrances used by vendors will be checked regularly;

8. Students will be taught to take responsibility for their own safety by reporting suspicious individuals or unusual activity on District grounds, and by learning personal safety and conflict-resolution techniques;
9. The District curriculum committee will identify K-12 programs and activities that focus on teaching students nonviolence, pro-social skills, conflict resolution, law-related education, and good decision making;
10. Building safety committees will review, identify, and make recommendations regarding site safety and security concerns as a part of the regular building inspection.

To protect against intrusion, the District will not only analyze the facilities to make illegal entry as difficult as possible, but will develop a crisis plan so that each staff member and student knows what to do in an emergency.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1420](#)

Hillsboro School District 1J

Code: JHHA
Adopted: ____

Crisis Prevention and Response

The District recognizes that schools are subject to a number of potentially disruptive events, and being prepared for crises can enhance the District's effectiveness in responding to smaller incidents.

Although there is no guarantee that the District will ever be completely safe from crime, security measures are taken to lessen the chance of violence occurring on school grounds.

The District will establish an advisory committee comprised of school officials, law enforcement officials, other youth-service providers, parents, and students. The committee will provide input regarding safety measures that are needed and how they may be implemented, as well as regularly reviewing school safety and security measures.

The District's safety and security procedures are addressed in the required emergency response plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1420](#)



Code: JFCJ
Adopted: 7/14
Orig. Code: JFCJ

Weapons in the Schools – Students

Students shall not bring, possess, conceal, or use a weapon on District property or at activities under the jurisdiction of the District or interscholastic activities administered by a voluntary organization.

Further, in accordance with Oregon state law, no person shall possess or discharge a firearm, as defined by Oregon state law, in a school building, on school grounds, or on any site or premises that at the time is being used exclusively for a student program or activity that is sponsored or sanctioned by the District.

For the purpose of this policy, and as defined by state and federal law, a “weapon” includes the following:

1. “Dangerous weapons” —means any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.
2. “Deadly weapons” —means any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.
3. “Firearms” —means any weapon (including starter gun or an airsoft gun) which will, is designed to, or may readily be converted to expel or propel a projectile by the action of an explosive, frame, or receiver of any such weapon, any firearm silencer, or any destructive device.
4. “Destructive devices” —means any explosive, incendiary, or poison gas component, or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, or sell, to harm, threaten, or harass students, staff members, parents, and patrons.

Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Exceptions to the District’s replica prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks, and pocket knives are subject to seizure or forfeiture.

Reporting Violations

In accordance with Oregon law, employees who have reasonable cause to believe a student or other person has unlawfully been in possession of a firearm or destructive device as defined by this policy within the previous 120 days, shall immediately report such violations to an administrator, his/her or designee, or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received, and at any other time there is reasonable cause to believe that violations have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm or destructive device.

Parents or guardians shall be notified of all conduct by their student that violates this policy.

Discipline

Students found to have brought, possessed, concealed, or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The Superintendent or designee may, on a case-by-case basis, modify this expulsion requirement. The Superintendent may propose alternative programs of instruction or instruction combined with counseling that are age appropriate, and shall provide such information in writing to the student and the parent in accordance with law. The District may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Students who qualify for Special education students shall be disciplined in accordance with federal law and Board policy JGDA - Discipline of Students with Disabilities and accompanying administrative regulations.

Exceptions

Weapons under the control of law enforcement personnel are permitted. The Superintendent or designee may authorize other persons to possess weapons for courses, programs, and activities approved by the District and conducted on District property, including, but not limited to, hunter safety courses, weapons-related vocational courses, or weapons-related sports.

Notices

The District may post a notice at any site or premise off of District grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the District as the sponsor and the activity as a school function, and state that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370.

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise ~~exempted~~ ~~excepted~~ by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY

Legal Reference(s):

ORS 161.015	ORS 339.315	OAR 581-053-0230(9)(k)
ORS 166.210 to -166.370	ORS 339.327	OAR 581-053-0330(1)(r)
ORS 166.382	ORS 809.135	OAR 581-053-0430(17)
ORS 332.107	ORS 809.260	OAR 581-053-0531(16)
ORS 339.115		OAR 581-053-0630
ORS 339.240	OAR 581-021-0050 to -0075	
ORS 339.250	OAR 581-053-0010(5)	

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2012).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2012).

Corrected 9/19/18; Corrected 11/28/18



Code: **GBJ**
Adopted: 7/22/14
Orig. Code(s): GBJ

Weapons in Schools - Staff

Employees, District contractors and/or their employees, and District volunteers shall not possess a dangerous or deadly weapon or firearm on District property or at school District-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, and as defined by state and federal law, a “weapon” includes:

1. “Dangerous weapon” – means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury;
2. “Deadly weapon” – means any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearm” – means any weapon [(including a starter gun)] that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer, or any other destructive device, including any explosive, incendiary, or poisonous gas.

Weapons under the control of law enforcement personnel are permitted.

The Superintendent or designee will ensure that notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the District and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)

[ORS 166.210 to -166.370](#)

[ORS 332.107](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).



Code: **KGB**
Adopted: 4/25/17
Orig. Code: KGB

Public Conduct on District Property

The District shall safeguard the District facilities and premises against certain hazardous and nuisance activities. *(Moved from KGB-AR(1))*

No person on District property or any District grounds, including parking lots, shall:

1. Injure or threaten to injure another.
2. Haze, harass, intimidate, bully, or menace another, or engage in behavior deemed by the District to endanger the safety of students, employees, self, or others.
3. Use or engage in abusive verbal expression or physical conduct that interferes with the performance of students, event officials, or sponsors of approved activities.
4. Initiate or circulate a report one knows to be false; concerning an alleged hazardous substance, impending fire, explosion, catastrophe, or other emergency that will take place in a school or on school property.
5. Damage the property of another or of the District.
6. Violate parking regulations.
7. Drive a vehicle in an unsafe manner. All vehicles on District property are subject to the traffic laws of the state, county, city, and those rules adopted by the Board. *(Moved from KGB-AR(1))*
8. Operate a drone (unmanned aircraft system (UAS)), unless granted permission by the Superintendent or designee, as described in Board policy ECACB - Use of Drones on District Property.
9. Race an automobile, motorcycle, or other vehicle, or operate a powered go-cart or similar vehicle without the permission of an administrator. *(Moved from KGB-AR(1))*
10. Operate a power-driven model airplane, car, or other mechanical device without the permission of an administrator. *(Moved from KGB-AR(1))*
11. Use any roller device (e.g., roller shoes, skateboards, scooters, etc.), ride a horse, or practice golf or archery, without permission of an administrator. *(Moved from KGB-AR(1))*

12. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity taking place on District property that has been authorized by the Board, Superintendent, principal, or other authorized administrator.
13. Enter any portion of District premises at any time for purposes other than those that are lawful and authorized by District officials.
14. Bring, possess, or use a weapon as prohibited by ~~Board policy JFCJ – Weapons in the Schools and~~ state and federal law.
15. Possess, consume, sell, give, or deliver unlawful drugs or alcoholic beverages. Possess, sell, give, or deliver drug paraphernalia.
16. Use, distribute, or sell tobacco products or inhalant delivery systems, in any form, in buildings, vehicles, and any outdoor area. ~~For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and any other smoking product, and spit tobacco, dip, chew, and snuff in any form.~~ For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.
17. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are evidence of membership in or affiliation with any gang.
18. Use speech or engage in conduct that could cause disruption of the educational environment or the orderly operation of District property, or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance, or language, including hand signs, claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.
19. Willfully violate Board policies, administrative regulations, or school rules designed to maintain public order on District property.

Dogs are prohibited on District grounds, except when confined to a vehicle, or when prior administrator approval has been obtained and proof of current rabies vaccination has been provided. All other animals are prohibited on District property. Service animals are permitted, as provided by law and in accordance with Board policy ING – Animals in District Facilities and its accompanying administrative regulations. *(Moved from KGB-AR(1))*

Persons who have no legitimate purpose or business on District property, or those who violate or threaten to violate the above rules, ~~may be removed from the premises~~ will be directed to leave, may be issued a trespass notice (*KGB-AR(2) is a trespass notice*) by the administrator, and/or referred to law enforcement officials. The principal and/or the chief operations officer will be notified immediately and given a copy of the written notice. *(Moved from KGB-AR(1))*

END OF POLICY

Legal Reference(s):

ORS 161.015	ORS 166.210 to -166.370	ORS 433.835 to -433.990
ORS 164.245	ORS 332.172	ORS 806.060 to -806.080
ORS 164.255	ORS 336.109	OAR 333-015-0025 to -0090
ORS 166.025	ORS 339.883	OAR 581-021-0110
ORS 166.155 to -166.165	ORS 431.840	OAR 584-020-0040(4)(e),(g)

Gun-Free Schools Act, 20 U.S.C. § 7961 (2012).

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).

Corrected 11/28/18

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)

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

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

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, NWRESA
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.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

November 13, 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. Executive Session

ORS 192.660(2)(d)—Labor Negotiator Consultation

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Mark Watson

Staff Present:

Mike Scott, Superintendent
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Val Bokma, Assistant to the Board

Board Chair Lisa Allen called the meeting to order at 5:15 PM, and moved the Board into executive session under ORS 192.660(2)(d)—labor negotiator consultation. Director Kim Strelchun was unable to attend the meeting.

The Board discussed labor negotiations. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:47 PM.

3. Work Session**Board Present:**

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Mark Watson

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
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support
Kelli Waibel, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson

Board Chair Lisa Allen reconvened the meeting at 5:49 PM. Director Kim Strelchun and Student Representative Samanta Vega Contreras were unable to attend the meeting.

A. Legislative Priorities Input and Planning

Chief Communications Officer Beth Graser presented three draft versions of the Board's legislative priorities for 2019-2021, based on input received from Board members. Board members reviewed the recommendations, provided additional input, and discussed the importance of revenue reform and communication regarding their legislative priorities.

Additional information that is relevant to the Board's legislative priorities is expected to be available soon (e.g., a new State revenue forecast, the Governor's budget, and recommendations from the Joint Committee on Student Success). An updated version of the legislative priorities document will be presented to the Board during the December 11 work session, and the Board is tentatively scheduled to adopt its legislative priorities on January 8.

B. Bond Update - 2019 Secondary School Bond Projects

Capital Projects Officer Adam Stewart presented an update on the summer 2019 bond construction projects that are scheduled at several District secondary schools, including a brief overview of the projects and their anticipated timelines.

C. Policy Discussion

Superintendent Mike Scott discussed the policy manual review process and timeline.

D. Discussion Time

1. Discuss Board Goals

Board members affirmed their interest in drafting a goal for the Board regarding safety and security, discussed several suggestions, and agreed to revisit the matter during the December 11 work session, when they have had more time to consider the possibilities.

2. Discussion Time

There was no further discussion at this time.

E. Recess Board Meeting

The meeting was recessed at 6:53 PM.

3. Regular Session

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Mark Watson

Student Representatives Present:

Jessica Jose-Nickerson

Others Present:

Title VI Indian Education Program
Debra Giles, Project Coordinator
Harold Paul, Drum Instructor
Student Dancers and Drummers
Anthony Cicoria, ESS West
Melissa Merritt, ESS West
HSD PAC members
Marisol Cariño
Elizabeth Garcia
Maritza Sosa
Devin Hunter, HCU
Jill Golay, HEA

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Carol Hatfield, Executive Director, Transportation
Olga Acuña, Director, Federal Programs
Val Bokma, Assistant to the Board
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Marianna Roman, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support
Kelli Waibel, Technology Support

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:06 PM and led the Pledge of Allegiance. Director Kim Strelchun and Student Representative Samanta Vega Contreras were unable to attend the meeting.

B. Recognition / Student Presentation

1. Title VI Indian Education Program - Student Performance

Project Coordinator Debra Giles presented information regarding the Title VI Indian Education program, and students from the program demonstrated drumming, singing, and dancing.

2. Recognition: Anthony Cicoria - Substitute of the Month for ESS West - October 2018

Anthony Cicoria, a long-term substitute for Hillsboro School District, was recognized by Board members and Education Staffing Solution (ESS) West's Human Resources Manager Melissa Merritt for his commitment to students and contributions to their success.

C. Approval of Agenda

Director Mark Watson MOVED, SECONDED by Director Martin Granum, to approve the agenda. The MOTION CARRIED (6-0).

D. Audience Time

No requests were submitted to address the Board.

E. Reports and Discussion

1. Hillsboro School District Parent Advisory Committee (PAC) Report

Director of Federal Programs Olga Acuña introduced Parent Advisory Committee members Marisol Cariño, Maritza Sosa, and Elizabeth Garcia Romero, who presented a report to the Board regarding the PAC's goals and recent accomplishments in the areas of parent participation in the school system, family engagement, parent / staff collaboration, and collaboration and communication with the School Board.

2. Transportation Department Report: Transit Shuttle System Update

Assistant Superintendent Travis Reiman and Executive Director of Transportation Carol Hatfield presented a report on the development and current operation of the District's transit bussing system, which was created to provide equitable access for all District students to Career and College Pathway programs throughout the District.

Executive Director Hatfield commended Transportation Department routing liaisons for their work on this project, and Superintendent Scott commended Executive Director Hatfield for the innovative thinking that made this project possible, despite the current shortage of school bus drivers.

3. Summer School Program Report

Director of Federal Programs Olga Acuña presented the annual summer school program report, and discussed the variety of opportunities for students and the benefits provided by the programs. The report is included in the Board meeting packet.

4. Student Achievement / Assessment Update

Assistant Superintendent Dayle Spitzer and Chief Communications Officer Beth Graser presented information regarding key data points and areas of strength and challenge reflected in the Oregon Department of Education's (ODE's) recent release of school and district report cards. The discussion included the steps that are being taken to identify strategies that make a positive difference for students in the areas where growth is needed, and the importance of celebrating successes.

The data compilation / summary sheet is available on the District website.

Board members requested additional information regarding student data. Follow-up discussions are being scheduled.

5. Financial Report

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

F. Information

1. Administrative Regulation Updates

Updated administrative regulations that do not require Board action are posted in the Board meeting packet for the information of the Board, staff members, and the public. The following administrative regulations were included in the Board meeting packet. (Following the Board meeting, the document dates will be changed to November 13 for posting on the policy web page.)

- a. EBAC-AR: Site Safety Committees
- b. EBC/EBCA-AR: Crisis Management Communications (deleting)
- c. EBCD-AR: Procedures for School / District Closure or Delayed Opening
- d. ECAA-AR: Access to Buildings
- e. ECAAA-AR: Employee Identification Badge System (new AR replacing JHF-AR)
- f. JHF-AR: Student Safety Procedures - Employee Badge Control (deleting; replacing with ECAAA-AR)
- g. JHFE-AR(2): Abuse of a Child Investigations Conducted on District Property
- h. KK-AR: Visitors to District Facilities (deleting)
- i. KN-AR(1): Relations with Law Enforcement Agencies
- j. KN-AR(2): Investigations Conducted on District Premises

G. Consent Agenda

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

A request was made for clarification regarding liability insurance coverage for PAC meetings, which were not included in the list of parent organization activities.

Director Erika Lopez MOVED, SECONDED by Director Mark Watson, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- 1. Approve Minutes of October 2, 2018, Board Meeting
- 2. Approve Routine Personnel Matters
- 3. Approve Parent Organization Activities for Liability Insurance Coverage
- 4. Approve Policy Revisions (presented for first reading on October 23, 2018)
 - 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) JFCM: Threats of Violence
 - 15) JH: Student Welfare
 - 16) JHF: Student Safety
 - 17) JHFE: Reporting of Suspected Abuse of a Child
 - 18) JHFE-AR(1): Reporting of Suspected Abuse of a Child
 - 19) KK: Visitors to District Facilities (delete current version; adopt proposed new version)
 - 20) KN: Relations with Law Enforcement Agencies

H. Action Items

1. Ratify Agreement with Hillsboro Classified United (HCU)

Chief Human Resources Officer Kona Lew-Williams presented a tentative three-year agreement with HCU for the Board's approval.

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Classified United, effective July 1, 2018, through June 30, 2021, as tentatively agreed to by the District bargaining team. The MOTION CARRIED (6-0).

Chief Human Resources Officer Lew-Williams explained that HCU is scheduled to vote on the contract on Friday, November 16, 2018. The contract language will become effective on the date that HCU votes to ratify the contract.

2. Award Copier Contract to Canon Solutions America, Inc.

Chief Information Officer Don Wolff asked the Board to approve a proposed 60-month contract with Canon Solutions America, Inc., to provide multifunction copiers and copier maintenance needed for District operations.

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, that the Board of Directors award a 60-month contract to provide multifunction copiers and copier maintenance to Canon Solutions America, Inc. The MOTION CARRIED (6-0).

3. Elect Member to the OSBA Board of Directors

Director Yadira Martinez MOVED, SECONDED by Director Martin Granum, that the Board of Directors cast its vote for Erika Lopez for the OSBA Board of Directors, position 20. The MOTION CARRIED (6-0).

4. Vote on OSBA Resolutions

Based on enrollment, the Hillsboro School District Board of Directors has two votes to cast for each of the OSBA resolutions.

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors vote to support Resolution 1 to adopt the proposed 2019-20 OSBA Legislative Policies and Priorities as recommended by the Legislative Policy Committee. The MOTION CARRIED (6-0).

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors vote to support Resolution 2 to amend the OSBA Bylaws relating to composition of the OSBA Board of Directors by designating the Oregon School Board Members of Color Caucus a voting seat on the OSBA Board of Directors and Legislative Policy Committee. The MOTION CARRIED (6-0).

I. HCU / HEA Reports

HCU President Devin Hunter discussed the ratification of the tentative HCU bargaining agreement and the importance of having licensed library staff in schools.

HEA President Jill Golay discussed the ratification of the tentative HCU bargaining agreement; the licensed bargaining process; HEA's scheduled lobbying days; the importance of class size on student behavior, engagement, and learning; and the importance of voting.

J. Discussion Time

1. Student Representatives' Time

Student Representatives briefly discussed recent and upcoming events that are of interest to students at their schools, including the TedX conference scheduled on April 26 at the Glenn and Viola Walters Cultural Arts Center (applications are currently being accepted), and the decorations that were installed for the Student Leadership Conference that Century High School hosted in 2016.

2. Superintendent's Time

Superintendent Mike Scott discussed District events, programs, and processes, and provided a brief summary of his recent activities and discussed upcoming events. Topics included the recent Career and College Pathways Steering Committee meeting, a recent retreat with Superintendents in the Northwest Regional Education Service District area, school visits, school conferences, and the OSBA conference.

3. Board of Directors' Time

Board members discussed District events, programs, and processes, and provided brief summaries of their recent and upcoming activities. Topics included the OSBA conference, funding for K-12 education, advocacy, the TedX conference on April 26, student achievement data, the shortage of workers in skilled trades, and student wellness and success.

Director Mark Watson announced that he may be unable to attend the December 11 Board meeting, or may need to attend via speaker phone.

K. Follow-Up Items

Agenda Item / Request	Action
<u>Student Achievement / Assessment Update</u> Board members requested additional information regarding student data.	Follow-up discussions are being scheduled.
<u>Consent Agenda</u> A request was made for clarification regarding liability insurance coverage for PAC meetings, which were not included in the list of parent organization activities.	PAC events will be added to the parent organization activities list, beginning on December 11.
<u>Board Discussion Time</u> Request for data regarding the impact of pre-kindergarten programs on third grade indicators; and whether the pre-kindergarten program is funded by the District or another agency.	Information provided in a Board update.

L. Adjourn Regular Session

The meeting was adjourned at 9:16 PM.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Grant Corliss

Assignment: Executive Directors of School
Location: Administration Center – Office of School Performance
Effective Date: December 31, 2018
Years of Service: 17 years

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

Barbara Wickham

Assignment: 1.0 FTE Science Teacher
Location: Glencoe High School
Effective Date: January 1, 2019
Years of Service: 11 years

Roger Pinder

Assignment: 1.0 FTE Secondary Resource Specialist
Location: Liberty High School
Effective Date: January 1, 2019
Years of Service: 14 years

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

Melissa Birdsey

Assignment: 1.0 FTE Speech Language Pathologist
Location: Jackson Elementary School
Effective Date: November 30, 2018

- D. Approve the employment of the following licensed personnel in the 2018-19 school year:

Monica D'Angelo

Education: MA – Concordia University Portland, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE 3rd Grade – Farmington View Elementary School

Janelle Del Castillo

Education: MA – Pacific University, Forest Grove, OR
Experience: Nonce
Assignment: 1.0 FTE Kindergarten – Orenco Elementary School

Marissa Fukuhara

Education: MA – University of Nebraska, Lincoln, NE
Experience: 1 year
Assignment: 1.0 FTE Speech Language Pathologist – West Union Elementary School

Korin Guglielmi

Education: MA – Wagner College, Staten Island, NY
Experience: 2 years
Assignment: 1.0 FTE Social Studies – Glencoe High School

Nancy Hawk

Education: BA – University of New Mexico College of Nursing, Albuquerque, NM
Experience: 23 years
Assignment: 1.0 FTE School Nurse – Student Services

Christie Lee

Education: BA – George Fox University, Newberg, OR
Experience: 1 year
Assignment: 1.0 FTE 5th Grade – West Union Elementary

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
ACCEPT GIFTS AND DONATIONS
(as of November 26, 2018)

SITUATION

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

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

- Donation of \$4,822.50 from Brookwood Boosters to Brookwood Elementary School to be used for general education
- Donation of \$5,703.42 from Orenco Boosters Club to Orenco Elementary School to be used as follows:
 - \$107.99 for Orca Live equipment
 - \$211.07 for playground equipment
 - \$5,384.36 for Chromebooks
- Donation of \$6,552.31 from Ladd Acres PTA to Ladd Acres Elementary School to be used as follows:
 - \$2,533.96 for Chromebooks and console licenses
 - \$4,018.35 for charging carts
- Donation of \$6,932.28 from Patterson Booster Club to Patterson Elementary School to be used for general education

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept these donations.

HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
ADOPT PLANNING CALENDAR FOR THE 2019-20 BUDGET

SITUATION

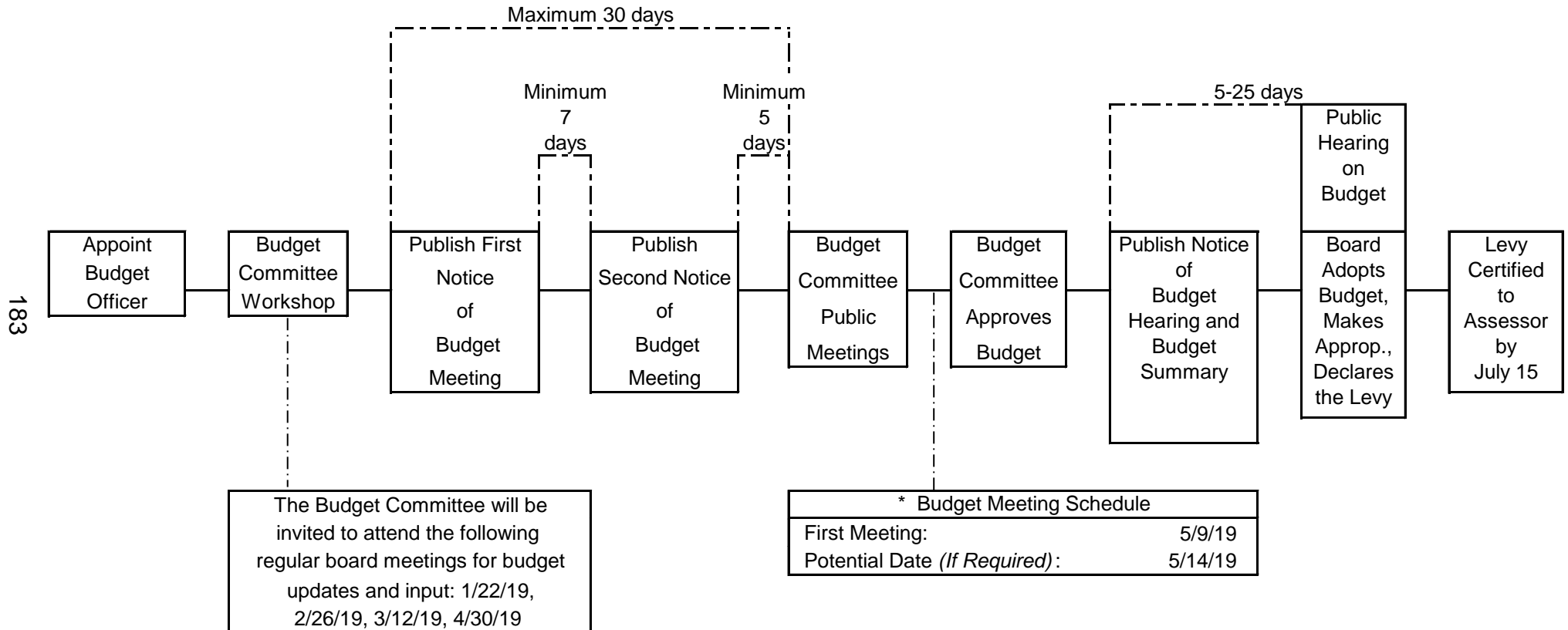
Each year, the Board of Directors adopts a budget planning calendar for the upcoming year, in accordance with ORS 294.305 – 294.565 and Board policy DBC. The administration will prepare the 2019-20 Proposed Budget, which will be presented during the Budget Committee meeting on May 9, 2019. Provision has been made for an additional meeting on May 14, 2019, if needed. The calendar provides for the Public Hearing and Board actions to be taken during the regular June 11, 2019, Board meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the proposed planning calendar for the 2019-20 budget.

HILLSBORO SCHOOL DISTRICT 1J

PLANNING CALENDAR - 2019-20 BUDGET



HILLSBORO SCHOOL DISTRICT 1J
December 11, 2018
APPROVE PARENT ORGANIZATION ACTIVITIES
FOR LIABILITY INSURANCE COVERAGE

SITUATION

In order for a parent organization, such as a Parent / Teacher Organization (PTO) or Booster Club, to be covered under the District's liability insurance policy, certain information must be submitted to the Board for approval during 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. Activities that are not approved by the Board will not be covered by the District's liability insurance.

The Board is scheduled to receive information regarding parent organization activities on a semi-annual basis. Additional activity information may be provided more often, if needed.

Parent Advisory Committee events have been added to the attached list for Board approval.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the list of parent organization activities to be covered under the District's liability insurance policy.

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Butternut Creek Elementary School	PTC	Family Culture Night Student Dance Night Pastries with Peeps Cookie Dough Fundraiser Parent Monthly Meetings Family Movie Nights Spring Fundraiser
Brookwood Elementary School	Spartan Youth Baseball	Baseball
	HSC Soccer	Soccer
	Camp Invention	Invention Club
	Brookwood Boosters	Ice Cream Social/Meet Teacher Family Night/Open House Family Movie Nights Family Fun Night Book Fair Parent Teacher Conferences Holiday Bazaar Book Fair Spring Bazaar
Eastwood Elementary School	Boosters	Monthly Meetings Family Fun Nights Fall Festival Family Dance Bingo & Silent Auction Jog-a-Thon Holiday Bazaar & Craft Night
Farmington View Elementary School	Bobcat Boosters	Monthly Meetings Bingo Night

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Imlay Elementary School	PTA	Walk-n-Roll Fundraiser Monthly PTA Meetings T-Shirt Sale Dine-Out Family Fundraisers Artist-in-Residence Ice Cream Social STEAM Festival Carnival Teacher Appreciation Week School Assemblies Backpack Program for Needy Families Yearbook Club Volunteer Appreciation 6 th Grade Luau End-of-Year Staff Luncheon Field Trips Outdoor School Busing Battle of the Books Sponsorship Art Literacy
Ladd Acres Elementary School	PTA	Fun Run - Laps for Ladd Teacher Appreciation Week T-Shirt Sale Carnival Ice Cream Social Monthly Meetings Family Fun Nights Holiday Bazaar Book Fair - Spring / Fall Field Trip Bussing - 2 a year Teacher Education Fund End of Year Staff Lunch Oregon Battle of the Books

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Lenox Elementary School	Boosters	Meet-and-Greet Kindergarten Orientation Win-with-Reading Kick-Off Monthly Meetings Boo Hoo Yahoo Lenox Laps Lenox Laps Rewards Book Fair Win-with-Reading Kick-Off Movie Night Bingo Night Used Book Sale Science Fair Teacher Appreciation Week Carnival Clap Out
Lincoln Street Elementary School	PTO	PTO Monthly Meetings PTO Bazaar Movie Nights Tamale-Making Student Store Paw Pantry - Food Donations Family Game Nights Scholastic Book Fair Mariachi Practice Science Fair Chicas Back to School Night LYNX After School Club
McKinney Elementary School	PTO	Back-to-School Night/Ice Cream Social Fun Run Muffin Morning and Doughnut Day Movie Nights Spring Clean-Up Day Loteria Family Dance Read-a-Thon Fall Festival End-of-Year Celebration Monthly Meetings

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Mooberry Elementary School	Mooberry Community Corral	Monthly PTO Meetings Holiday Bazaar Weekly Reading Club Dad's Club Bingo Carnival Día de los Niños
North Plains Elementary School	PTO	Bingo Night Back to School Night Carnival Holiday Gift Shop Staff Appreciation Luncheon Curriculum Night 6th Grade Celebration Conference Café Movie Night Spring Showcase Fun Run Glow Golf Tournament Harvest Festival Veteran's Day Field Day Bi-Monthly Meetings Science Fair
Orengo Elementary School	Orengo Booster Club	Sno-Cone Social 1st Day Red Carpet Entrance Kinder Boohoo/Yahoo Breakfast Back to School Picnic Spirit Day Ice Cream for Students Mod Pizza Night Chipotle Night I Spark Shopping Day McMenamin's Family & Friends Night Monthly Meetings Booster Open House Art Lit Training Donuts with Dads Family Fun Night - Bingo Muffins with Moms Book Fairs Movie Night Jog-a-Thon Bingo Night Penguin Patch Shopping

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Patterson Elementary School	Booster Club	Panther Dash Parents and Pastries Movie Night Panther Splash Swim Night Family Social & Auction Restaurant Night Bingo Night Field Day Monthly Meetings
Quatama Elementary School	Coyote Community Club	Monthly Meetings BTS Ice Cream Social Bazaar/Book Fair Cookie Dough Fundraiser Limo Ride McTeacher Night
Rosedale Elementary School	Rosedale Parent Group	Back-to-School Luncheon Carnival Teacher Conference Luncheon Fall Movie Night Winter Movie Night Spring Bingo/Silent Auction Rosedale Run Talent Show Field Day Spring Teacher Luncheon

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Tobias Elementary School	PTO	Monthly PTO Board Meetings Monthly PTO Meetings Back to School Night New Family Welcome Bookworm Bash Tiger Trek Fun Run Fundraiser Fundraiser Fund Counting and Prize Prep Limo Ride and Lunch Prize Fall Dance Teacher Dinner during Conferences Spirit Assemblies Picture Day Spring Carnival Hearing Screening Vision Screening Staff Appreciation Week 6th Grade Moving on Breakfast Staff luncheon Last Day of School Bingo night Restaurant Fundraiser Nights - Chipotle, McDonalds, Chick-fil-a Chess Tournament
West Union Elementary School	PTO	School Supply Drive Battle of the Books After School Clubs Art Literacy Monthly Meetings Spelling Bee Fall Fundraiser Ham Dinner

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
W. L. Henry Elementary School	PTO	Movie Nights Carnival Tamale Sale Monthly Meetings Fun Run McTeacher Nights Fill-the-Envelope Fundraiser Dance Talent Show After School Snack Sales Bingo Night Teacher Appreciation El Día del Niño El Día del los Muertos Winter Performance Movie Nights Field Day Spirit Days Family Night
Evergreen Middle School	Parent Club	Monthly Meetings Student Store Parent Fun Run
Poynter Middle School	Parent Club	Monthly Meetings
Century High School	Boosters	B2S Registration - Sell Spirit Gear Monthly Meetings Harvest Bazaar Event Home Football Games to Sell Spirit Gear Home Basketball Games to Sell Spirit Gear Scholar Athlete Dinner Fundraising at Back to School Night Fundraising at Freshman Night Offsite meeting to select scholarship recipients Fundraising at Conference Night

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Glencoe High School	Band and Color Guard Booster Club	Volunteer Help with Youth Baseball Concessions Board Meetings Volunteer to Help with Hillsboro 4 th of July Parade – Water Carrier and Distribution Volunteer Help with Can and Bottle Drive Fundraiser Volunteer to Help with North Plains Garlic Festival Parade – Water Carrier and Distribution Band Camp Snacks – Purchase and Distribute Pre-Packaged Snack Items During Band Camp Annual Marching Band Showcase and Meeting Volunteer Help with Home Football Games: Concession Stand, Equipment Moving, Chaperoning in the Stands Purchase Materials and Build Props for the Marching Band Show Volunteer Help for the Band Night-Out Fundraiser Volunteer Help at Marching Band Contests Annual Fall Band Awards Night and Meeting
	PTO	Freshman Connection Night Tide Store to Football Games GHS Career Center PTO Meetings Back-to-School Envelope Stuffing Schedule Change Days Back-to-School Night Homecoming Dance Fall Conference Staff Dinner Fall Conference Staff Breakfast Academic Testing Football Concessions Tide Store to Evergreen Middle School Tide Store Open House GHS Grad Party Planning Meetings First Week of School Registration / Locker Assignment Parent Conferences Basketball Concessions

Parent Organization Activities
July 1, 2018 - June 30, 2019

School	Organization	Description of Activity
Hillsboro High School	HBBA (Hillsboro Band Boosters Association)	Band Camps Percussion Camp Home Football Games - Chaperoning Fall Marching Competitions Fall Marching Practices Parent Monthly Meetings Fall Band Concert Macy's Holiday Parade Instrument Rental Night for Beginning Bands League Jazz Festival
	Robotics	Meetings and Competition
	Youth Football	Meetings and Events
	FFA	Meetings and Events
Liberty High School	Liberty Community Club	Monthly Parent Information Meetings
	Liberty Band Booster Club	Board Meetings Les Schwab, Liberty Track and Liberty Hosted Fundraisers Hillsboro 4th of July Parade Can and Bottle Drive Rose Festival Parade Band Camp Snacks – Purchase and Distribute Pre-Packaged Snack Items During Band Camp Liberty Marching Arts Challenge Show Liberty Indoor Classic Show Home Football Games Build Props for Marching Band Show Band Fundraisers (car washes, fireworks stands, pie sales, flamingos, etc.) Marching Band Competitions Annual Fall Band Awards Night and Meeting
Hillsboro Online	Parent Connect	Monthly Meetings
Various	Parent Advisory Committees (PAC)	Monthly Meetings Trainings Field trips in Oregon and Washington Annual Powwow

HILLSBORO SCHOOL DISTRICT 1J
January 12, 2016
APPOINT MEMBER TO THE
CITIZENS' CURRICULUM ADVISORY COMMITTEE

SITUATION

In accordance with policy IFF, the Board of Directors has established the Citizens' Curriculum Advisory Committee (CCAC) to provide for citizen involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. The CCAC consists of parents and/or community members who reside in the District attendance area, and are appointed by the Board. The CCAC also includes student representatives, who are also appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one half of members' terms end each year.

When CCAC candidates were appointed to the committee in September, four seats remained vacant, and the Board agreed to leave the seats unfilled until additional applications were received and reviewed. See Eun Kim has now submitted an application to serve on the CCAC, and she will have an opportunity to introduce herself to the Board during the December 11 work session, and briefly discuss her reasons for applying to serve on the committee. During the December 11 regular session, the Board is scheduled to take action on Ms. Kim's appointment. It is recommended that the Board review See Eun Kim's application and consider appointing her to position 7 on the CCAC, with a term of service ending June 30, 2020.

RECOMMENDATION

The Superintendent recommends that the Board of Directors take action on the following motion:

I move that the Board of Directors appoint See Eun Kim to position 7 on the Citizens' Curriculum Advisory Committee, with a term of service ending on June 30, 2020.