

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
December 11, 2018
Administration Center, 3083 NE 49th Place, Hillsboro, OR

1. **Executive Session**

ORS 192.660(2)(d)—Labor Negotiator Consultation

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Jaci Spross (speaker phone)
Kim Strelchun
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
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 Yadira Martinez 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 5:39 PM.

2. **Work Session**

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Jaci Spross (speaker phone)
Kim Strelchun
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
Casey Waletich, Chief Operations Officer
Val Bokma, Assistant to the Board

Student Representative Present:

Samanta Vega Contreras

Kelli Waibel, Technology Support

Others Present:

See Eun Kim, CCAC Candidate

Board Chair Lisa Allen reconvened the meeting at 5:41 PM. Director Yadira Martinez and Student Representative Jessica Jose-Nickerson were unable to attend the meeting.

A. **Introduce Citizens' Curriculum Advisory Committee Applicant**

Assistant Superintendent Travis Reiman explained that the Citizens' Curriculum Advisory Committee (CCAC) currently has ten members, although 14 members would be ideal for this committee, and the application window remains open so that new candidates can

continue to apply until a full committee has been appointed. Assistant Superintendent Reiman introduced CCAC candidate See Eun Kim, who spoke to the Board regarding her qualifications and interest in serving on the CCAC.

Director Martin Granum suggested that the action item to appoint Ms. Kim to the CCAC be moved forward on the regular session agenda, so that it immediately follows the approval of the agenda. A motion to move this agenda item forward will be made during the regular session.

Director Erika Lopez requested that the title of the CCAC be changed to reflect the fact that it is a committee of community members. The consensus was that this change be made in the near future, rather than waiting for section I of the policy manual to be reviewed with OSBA, later this year.

B. 2019-20 Budget Development Discussion

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison presented information regarding the budget development process for the 2019-20 school year, and proposed that the District build potential budgets around the following budget models:

- The Governor's budget proposal (\$8.972 billion state-level allocation for K-12 education)
- The District's current service level (CSL) budget (\$9.3 billion state-level allocation for K-12 education)
- The Governor's strategic improvement plan budget (assuming \$793 million in additional funds targeted for key areas)
- The State-defined Quality Education Model (QEM) (\$10.77 billion state-level allocation)

It is not yet clear whether the State's biennial budget will be allocated with a 50-50 split or a 49-51 split.

Because the District's budget must be adopted before the State budget is finalized, the Board has a history of adopting a basic budget with levels of identified priorities that are contingent upon the receipt of adequate funding.

The 2019-20 budget planning calendar, included on the consent agenda, identifies Board meeting dates when the Budget Committee will be invited to join Board members to receive budget information and provide input.

C. Safety Update

Superintendent Mike Scott and Chief Operations Officer Casey Waletich presented an update on the status of safety measures that are being implemented at District schools, including the remodeling of Liberty High School's and Century High School's entry areas, changes to entry access procedures, and the installation of distributed antenna systems at schools throughout the District. Additional key points of the discussion included the importance of training, timely communication, and working closely with law enforcement to resolve crisis situations.

D. Scholarship Planning

On October 23, following the Board's completion of Oregon School Boards Association's (OSBA's) Promise Scholarship Program, OSBA presented to the Board \$5000 in scholarship funds. Board members agreed to create two scholarships of \$2500 each, targeted for bilingual students in the District who plan to pursue teaching degrees and return to the District to teach. The scholarship funds could cover the gap between the cost of the Bilingual Teacher Scholars Program and the funding assistance that program participants receive.

Directors Jaci Spross, Kim Strelchun, and Erika Lopez volunteered to serve on a sub-committee of Board members tasked to select the scholarship recipients. The sub-committee will develop a selection process and timeline.

E. Legislative Priorities Input and Planning

Chief Communications Officer Beth Graser presented an updated draft of the Hillsboro School District 2019-21 Legislative Priorities document. The updates included feedback provided by Board members during the November 13 work session and new information regarding potential funding levels for K-12 education at the State level for the upcoming biennium. Board members provided additional input, which will be included in the final draft of the Legislative Priorities document, scheduled for adoption on January 8.

Additional materials will be prepared for Board members to use as they communicate with legislators and the public throughout the legislative session. Because the revenue reform outlined in Governor Brown's proposed budget depends on many changes that need to be accomplished during the legislative session, communications regarding the District's planning should clarify that adjustments may be necessary in response to changes at the State level.

F. Policy Discussion

Policies included in the December 11 Board meeting packet were discussed. Key points of the discussion included OSBA's recommendations regarding policies that address weapons; the importance of ensuring that Hillsboro School District policies continue to reflect the District's and community's values, while aligning with OSBA's legal recommendations; and suggested revisions to policy BBBB: Oath of Office.

G. Discussion Times

1. OSBA Conference Reports

This item was moved to Agenda Item I (Discussion Time) during the regular session.

2. Discuss Board Goals

On October 23, the Board adopted its goals for the 2018-19 school year, while continuing to consider the possibility of drafting an additional goal specifically related to safety. Superintendent Scott summarized the previous discussions regarding this matter, and recommended that administrators take steps to ensure that staff members are comfortable using the District's incident reporting system, and understand that their input is valued.

Director Martin Granum discussed the importance of consistently pursuing a closer relationship with all of the District's law enforcement partners.

3. Discussion

Due to time constraints, this agenda item was delayed until the regular session.

H. 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
Kim Strelchun
Mark Watson

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
Leah McCarthy, Risk Manager
Lynette Coffman, Benefits Supervisor
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Marianna Roman, Bilingual Interpreter / Translator
Kelli Waibel, Technology Support

Student Representatives Present:

Samanta Vega Contreras

Others Present:

Marycarmen Gaona and
Witch Hazel Elementary School
K-3 Baile Folklorico Dancers
Liberty High School Theatre
Students
See Eun Kim (CCAC Candidate)
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. Directors Jaci Spross and Yadira Martinez and Student Representative Jessica Jose-Nickerson were unable to attend the meeting.

B. Recognition / Student Presentation

1. Student Presentation: Witch Hazel Elementary School - Baile Folklorico Dancers (K-3)

Kindergarten through third grade students from Witch Hazel Elementary School's Baile Folklorico performed two dances.

2. Student Presentation: Liberty High School Theater Arts - White Christmas

Students from Liberty High School's Theatre Arts program performed a song from their latest production, which is based on Irving Berlin's *White Christmas*.

C. Approval of Agenda

Director Martin Granum MOVED, SECONDED by Director Kim Strelchun, to move action item G1 (Appoint Member to the Citizens' Curriculum Advisory Committee) forward on the agenda, immediately following Audience Time. The MOTION CARRIED (5-0).

Director Martin Granum MOVED, SECONDED by Director Kim Strelchun, to approve the agenda as amended. The MOTION CARRIED (5-0).

D. Audience Time

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

- Andrew Goodwin, representing Glencoe High School students, discussed issues that are of concern to students, including school funding, drugs on campus, and mental health.
- Suzanne Gallagher, representing Parents Rights in Education, discussed the Oregon Department of Education's comprehensive sexual education standards, and school districts' processes for parents to indicate whether or not their students will participate.

Director Kim Strelchun will follow up with Mr. Goodwin, and Assistant Superintendent Travis Reiman will follow up with Ms. Gallagher.

Note: Agenda item G.1: Appoint Member to the Citizens' Curriculum Advisory Committee took place at this time.

E. Reports and Discussion

1. First Reading - 2018-19 Drug, Alcohol, and Tobacco Prevention Plan

Chief Operations Officer Casey Waletich presented the first reading of the District's 2018-19 drug, alcohol, and tobacco prevention plan, in accordance with policy IGAEB: Drug, Alcohol, and Tobacco Prevention: Health Education. The report is included in the Board meeting packet.

2. Annual Support Services Report

Chief Operations Officer Casey Waletich presented the annual support services report, highlighting the accomplishments of the District's Facilities and Maintenance, Transportation, and Nutrition Services departments during the 2017-18 school year. The report is included in the Board meeting packet.

3. Annual Safety Report

Chief Operations Officer Casey Waletich presented the annual safety report, outlining the plans, practices, trainings, and collaborative work that support the District's commitment to providing a safe and secure environment for staff and students. The report is included in the Board meeting packet.

4. Business Office Department Report - Staff Member Benefits, Ergonomics, and Wellness

Hillsboro School District Benefits Supervisor Lynette Coffman and Risk Manager Leah McCarthy provided information regarding work that is being done to maximize contractual and supplemental opportunities for staff; educate staff regarding their benefits; provide resources for retirement planning; manage insurance costs; provide

ergonomic assessments and training; provide assessments and supports via the Stay-At-Work program; and provide legal support regarding subpoenas for testimony or records.

5. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report, and explained that financial information for the end of November was not yet available at the time the Board meeting packet was posted. The financial report is included in the Board meeting packet.

Director Mark Watson requested clarification regarding the percentage of Support Services funds expended for supplies / materials and other expenses. Chief Financial Officer Morrison explained that expenditures in these areas are often made at the beginning of the year, and she offered to follow up with additional information regarding these expenses.

6. 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 session.

Board Chair Lisa Allen explained that these policies were discussed during the work session and additional changes to policy BBBB (discussed during the work session) are not being requested at this time.

a. Policies in Section A-B: Board Governance and Operations

- 1) AB: The People and Their School District (delete)
- 2) AC: Nondiscrimination
- 3) AC-AR: Discrimination Complaint Procedure
- 4) ACA: Americans with Disabilities Act
- 5) AD: Educational Philosophy (delete)
- 6) BB: Board Legal Status
- 7) BBA: Board Powers and Duties and BBAB: Board Functions (delete / replace)
- 8) BBAA: Individual Board Member's Authority and Responsibilities
- 9) BBB: Board Elections
- 10) BBBA: Board Member Qualifications
- 11) BBBB: Board Member Oath of Office
- 12) BBC: Board Member Resignation
- 13) BBD: Board Member Removal from Office
- 14) BBE: Vacancies on the Board
- 15) BBF: Board Member Standards of Conduct
- 16) BBFA: Board Member Ethics and Conflicts of Interest
- 17) BBFB: Board Member Ethics and Nepotism
- 18) BC/BCA: Board Organization / Board Organizational Meeting
- 19) BCB: Board Officers
- 20) BCD: Board-Superintendent Relationship
- 21) BCE: Board Committees
- 22) BCF: Advisory Committees to the Board
- 23) BCG: Attorney for the District (delete)

- 24) BCH: Consultants to the Board (delete)
 - 25) BD/BDA: Board Meetings
 - 26) BDB: Special and Emergency Board Meetings (delete)
 - 27) BDC: Executive Sessions
 - 28) BDD: Board Meeting Procedures
 - 29) BDDA: Notification of Board Meetings (delete)
 - 30) BDDC: Board Meeting Agenda
 - 31) BDDG: Minutes of Board Meeting
 - 32) BDDH: Public Comment at Board Meetings
 - 33) BDDH-AR: Public Comment at Board Meetings
 - 34) BE: Board Work Sessions (delete)
 - 35) BF: Policy Development
 - 36) BFC: Adoption and Revision of Policies
 - 37) BFCA: Administrative Regulations (AR)
 - 38) BFD: Board Policy Implementation
 - 39) BFE: Administration in the Absence of Policy
 - 40) BFF: Suspension of Policies
 - 41) BFG: Policy Review
 - 42) BFG-AR: Ongoing Policy Review (delete)
 - 43) BG: Board-Staff Communications
 - 44) BH/BHA: Orientation of New Board Members (delete / replace)
 - 45) BHB: Board Member Training and Development
 - 46) BHE: Board Member Insurance
 - 47) BI: Board Legislative Program
- b. Policies in Section C: General School Administration
- 1) CA: Administrative Goals and Objectives (delete)
 - 2) CB: District Superintendent
 - 3) CBA: Qualifications and Duties of the Superintendent
 - 4) CBB: Recruitment and Appointment of the Superintendent
 - 5) CBC: Superintendent's Contract and Benefits
 - 6) CBG: Evaluation of the Superintendent
 - 7) CBH: Superintendent's Retirement/Termination (delete)
 - 8) CC: Administrative Organization (delete)
 - 9) CCB: Line of Authority and Staff Relations
 - 10) CCC: Hiring Licensed Administrators
 - 11) CCG: Evaluation of Administrators
 - 12) CD: Management Team (delete)
 - 13) CH: Policy Implementation
 - 14) CHA: Development of Administrative Regulations
 - 15) CHCA: Handbooks
 - 16) CI: Temporary Administrative Arrangements
 - 17) CK: Consultants to the Administrative Staff (delete)
 - 18) CM: Compliance and Reporting on Standards
 - 19) CPA: Layoff/Recall - Administrative Personnel (proposed)
- c. Policies Related to Safety and Security
- 1) JHHA: Crisis Prevention and Response (delete / replace)
 - 2) JFCJ: Weapons in the Schools - Students
 - 3) GBJ: Weapons in the Schools - Staff
 - 4) KGB: Public Conduct on District Property

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 (5-0).

Consent Agenda items were as follows:

1. Approve Minutes of October 23, 2018, Board Meeting
2. Approve Minutes of November 13, 2018, Board Meeting
3. Approve Routine Personnel Matters
4. Accept Gifts and Donations
5. Adopt Planning Calendar for the 2019-20 Budget
6. Approve Parent Organization Activities for Liability Insurance Coverage

G. Action Items

1. Appoint Member to the Citizens' Curriculum Advisory Committee

Note: This item was addressed following agenda item D: Audience Time.

Director Mark Watson MOVED, SECONDED by Director Kim Strelchun, 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. The MOTION CARRIED (5-0).

H. HCU / HEA Reports

HCU President Devin Hunter discussed the ratification of the classified bargaining agreement; the review of classified job descriptions; the recent First Book event at Witch Hazel Elementary School; and HCU's interest in scheduling more First Book events.

HEA President Jill Golay discussed advocacy work, including the upcoming March for Our Students event on February 18, and Board policy deletions.

I. Discussion Time

1. Student Representatives' Time

Student Representative Samanta Vega Contreras discussed highlights of the OSBA annual conference.

2. Superintendent's Time

Superintendent Mike Scott discussed District processes, provided a brief summary of his recent activities and upcoming events, and commended retiring Executive Director Grant Corliss for his invaluable contributions to students and the District throughout his years of service.

3. Board of Directors' Time

Board members provided brief summaries of their recent and upcoming activities and discussed highlights of OSBA's recent annual conference and the importance of relationship-building, advocacy, the voices of students, and the votes of young community members.

Board Chair Lisa Allen requested information regarding the timeline for receiving the results of OSBA’s election.

J. Follow-Up Items

Agenda Item / Request	Action
<p><u>Financial Report</u> Provide clarification regarding the percentage of Support Services funds expended for supplies / materials and other expenses</p>	<p>Provided in a Board update</p>
<p><u>Introduce Citizens' Curriculum Advisory Committee Applicant</u> Change the title of the CCAC to reflect the fact that it is a committee of community members</p>	<p>Policy revision scheduled for first reading on January 22</p>
<p><u>Board of Directors' Time</u> Board Chair Lisa Allen requested information regarding the timeline for receiving the results of OSBA’s election.</p>	<p>Provided in a Board update</p>

K. Adjourn Regular Session

The meeting was adjourned at 8:55 PM.




Approved January 22, 2019