



# Hillsboro School District 1J

January 22, 2019  
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 49<sup>th</sup> Place, Hillsboro, OR

**Board Meeting Agenda**  
**January 22, 2019**  
**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)(b)—Complaint Appeal Hearing  
Time: 5:15 PM, 90 minutes

**2. Recess Board Meeting**  
Time: 6:45 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: Minter Bridge Elementary School's Dolphin Leadership Club  
Presenter: Martin Granum  
Time: 7:05 PM, 10 minutes

2. Recognition: Brigette Harrington, Winner of the US Capitol Christmas Tree Contest 7  
Presenter: Jaci Spross  
Time: 7:15 PM, 10 minutes

3. Board Recognition and Appreciation 8  
Presenter: Mike Scott  
Time: 7:25 PM, 5 minutes

C. Approval of Agenda  
Time: 7:30 PM

D. Audience Time  
Time: 7:30 PM, 10 minutes

E. Reports and Discussion

1. First Reading - 2019-20 School Calendar 10  
Presenter: Kona Lew-Williams  
Time: 7:40 PM, 10 minutes

2. Announce School Board Election Process and Timeline 13  
Presenter: Beth Graser  
Time: 7:50 PM, 10 minutes

3. Division 22 Assurances 15  
Presenter: Travis Reiman  
Time: 8:00 PM, 5 minutes

4. Strategic Plan Goals Update 16

Presenter: Mike Scott / Beth Graser  
Time: 8:05 PM, 15 minutes

5. Financial Report (*see written report*) 17  
Presenter: Michelle Morrison  
Time: 8:20 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: 8:25 PM, 15 minutes

- a. First Reading - Policies Related to Community Curriculum Advisory Committee 22  
• IFF: Community Curriculum Advisory Committee  
• IFF-AR: Community Curriculum Advisory Committee  
• IFF-AR Appendix A: Community Curriculum Advisory Committee Charge  
Presenter: Travis Reiman

- b. First Reading - Policies in Section D: Fiscal Management 29  
• DA: Fiscal Management Goals (delete)  
• DB: District Budget  
• DBC: Budget Calendar  
• DBEA: Budget Committee  
• DBG: Budget Hearing and Notice  
• DBH: Budget Adoption Procedures  
• DBHB: Bond Levy (delete)  
• DBI: Budget Amendments  
• DBJ: Budget Implementation  
• DBK: Budget Transfer Authority  
• DD: Grant Funding Proposals and Applications  
• DDB: Native American Impact Aid Funds  
• DDC: Native American Education Program Grants - Title VI Indian Education  
• DE: Revenues from State and Federal Funds (delete)  
• DF: Revenues from Non-Tax Sources (delete)  
• DFA: Investment of Funds  
• DFAA: Investment Policy - Capital Project Fund  
• DFE: Admission Prices and Receipts  
• DFG: Income from Program-Related Sales and Services  
• DGA: Authorized Signatures  
• DH: Crime Coverage for Employees and Officers  
• DI: Fiscal Accounting  
• DIBA: Insurance Reserve Fund  
• DIC: Financial Reports and Statements  
• DID: Property Inventories  
• DIE: Audits  
• DJ: District Purchasing  
• DJB: Petty Cash Accounts  
• DJC: Bidding Requirements

<ul style="list-style-type: none"> <li>• DJCA: Personal Services Contracts</li> <li>• DJG: Vendor Relations</li> <li>• DK: Payment Procedures (delete)</li> <li>• DL: Payroll</li> <li>• DLB: Salary Deductions</li> <li>• DLC: Expense Reimbursements</li> <li>• DM: Cash in District Buildings</li> <li>• DN: Disposal of District Property</li> </ul>	
Presenter: Michelle Morrison	
c. First Reading - Policies in Section F: Facilities Development	76
<ul style="list-style-type: none"> <li>• FA: Facilities Development Goals (delete)</li> <li>• FB: Facilities Planning</li> <li>• FC: Capital Construction Program</li> <li>• FEA: Capital Improvement - Educational Program</li> <li>• FEB: Architectural/Professional Engineering Services (delete)</li> <li>• FEF/FEFB: Construction Contracts (delete)</li> <li>• FI: Public Dedication of New Facilities (delete)</li> <li>• FJ: Temporary District Facilities (delete)</li> <li>• FK: Facilities Renovation</li> <li>• FL: Decommission of Facilities</li> </ul>	
Presenter: Casey Waletich	
F. Information	
1. Administrative Regulation Updates	87
<ul style="list-style-type: none"> <li>• AD-AR: District Strategic Plan</li> <li>• CC-AR: Organization Chart 2016-17 (delete)</li> <li>• CCC-AR: Procedures for Administrative Reduction in Staff and Recall (delete)</li> <li>• CPA-AR: Layoff/Recall - Administrative Personnel</li> <li>• KGB-AR-1: Public Conduct on District Property (delete)</li> <li>• KGB-AR: Trespass Notice</li> </ul>	
Presenter: Mike Scott, Kona Lew-Williams, Beth Graser, Casey Waletich	
Time: 8:40 PM, 5 minutes	
G. Consent Agenda	
<i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
Time: 8:45 PM, 5 minutes	
1. Approve Minutes of December 11, 2018, Board Meeting	101
2. Approve Routine Personnel Matters	110
3. Accept Gifts and Donations	112
4. Adopt 2018-19 Drug, Alcohol, and Tobacco Prevention Plan ( <i>presented for first reading on December 11, 2018</i> )	113
5. Approve Policy Revisions ( <i>presented for first reading on December 11, 2018</i> )	
a. Policies in Section A-B: Board Governance and Operations	118
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

b. Policies in Section C: General School Administration

193

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)
- c. Policies Related to Safety and Security 217
  - 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
- H. Action Items
  - 1. Vote on Resolution to Support Increasing Oregon Public School Funding to 227  
 Ensure Student Success  
 Presenter: Lisa Allen / Kim Strelchun  
 Time: 8:50 PM, 5 minutes
  - 2. Vote on Resolution in Support of Funding Education at the Level 229  
 Recommended by the Quality Education Model  
 Presenter: Lisa Allen  
 Time: 8:55 PM, 5 minutes
- I. HCU / HEA Reports  
 Time: 9:00 PM, 5 minutes
- J. Discussion Time  
 Time: 9:05 PM, 20 minutes
  - 1. Student Representatives' Time
  - 2. Superintendent's Time
  - 3. Board of Directors' Time
- K. Adjourn Regular Session  
 Time: 9:25 PM
- 4. Next Meetings of the Board of Directors
  - February 12, 2019, Work Session
  - February 26, 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**  
**JANUARY 22, 2019**  
**RECOGNITION: BRIGETTE HARRINGTON, WINNER OF THE U.S. CAPITOL**  
**CHRISTMAS TREE CONTEST**

**SITUATION**

The tradition of the Capitol Christmas Tree, or “The People’s Tree,” began in 1964 when Speaker of the House John McCormack placed a live Christmas tree on the Capitol lawn.

Six years later, in 1970, the Capitol Architect asked the U.S. Forest Service to provide a Christmas tree. Since then, a different national forest has been chose each year to provide “The People’s Tree.”

Oregon’s national forests have been selected twice since the program’s inception: the Umpqua National Forest provided the tree in 2002, and the Willamette National Forest provided the tree this past December.

In preparation for providing the 2018 tree, Governor Kate Brown held an essay contest asking 4<sup>th</sup> grade students to write letters about what they love about Oregon’s outdoors for a chance to win a once-in-a-lifetime all-expenses-paid trip to Washington, D.C., to take part in the tree-lighting ceremony and attend festivities surrounding the tree lighting taking place throughout the capitol. The contest was aimed at 4<sup>th</sup> graders because 2018 honored the 175<sup>th</sup> year anniversary of the Oregon Trail as well as the 50<sup>th</sup> anniversary of the National Trails System Act. With the theme “Find Your Trail” and free National park passes offered to 4<sup>th</sup> graders, it seemed a natural fit.

On Monday, October 15, 2018, Jackson Elementary School student Brigitte Harrington was surprised with the news that her essay had been selected from more than 1,200 submissions from around the state as the winner of the contest.

In the weeks leading up to and including the tree-lighting ceremony, Brigitte attended many events in Oregon and in Washington, D.C., with Governor Brown and other local and national-level elected officials.

She is here tonight to share highlights of these events with us. So please join me in welcoming Brigitte Harrington!

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors congratulate Brigitte on winning the U.S. Capitol Christmas Tree contest, listen to highlights of the events she participated in, and thank her for being such a great ambassador for the Hillsboro School District across Oregon and in Washington, D.C.

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**BOARD RECOGNITION AND APPRECIATION**

**SITUATION**

Each January, thousands of communities across the country formally recognize the members of locally elected volunteer public school boards for their leadership, advocacy, and dedication to improving student achievement and enhancing the quality of education in their communities. Hillsboro is especially proud to join this effort by formally acknowledging and honoring the members of our Board of Directors for their outstanding, thoughtful, and dedicated volunteer service, which benefits our students and the entire community.

**RECOMMENDATION**

The Superintendent recommends that students, staff, parents, and the community recognize and honor the esteemed members of the Hillsboro School District Board of Directors during School Board Recognition Month for their commitment to public education through their service as volunteer school board members.



# PROCLAMATION

- WHEREAS** *school boards create a vision for what students should know and be able to do; and*
- WHEREAS** *school boards establish clear standards for student performance; and*
- WHEREAS** *school boards ensure that student assessments are tied to established standards; and*
- WHEREAS** *school boards are accountable to the community for operating schools that support student achievement; and*
- WHEREAS** *school boards align school district resources to ensure that students meet standards; and*
- WHEREAS** *school boards create a climate that supports the philosophy that all children can learn at high levels; and*
- WHEREAS** *school boards build collaborative relationships based on trust, teamwork, and shared accountability; and*
- WHEREAS** *school boards are committed to continuous education and training on issues related to student achievement;*
- NOW,  
THEREFORE,** *I, Mike Scott, hereby declare my appreciation to the members of Hillsboro School District's Board of Directors and proclaim the month of January 2019 to be:*

## SCHOOL BOARD RECOGNITION MONTH



*I urge all citizens to join me in recognizing the dedication and hard work of local school board members in preparing today's students for tomorrow's world.*

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Mike Scott, Superintendent

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**2019-20 SCHOOL CALENDAR — FIRST READING**

**SITUATION**

Board policy IC: School Year / School Calendar requires that the calendar for the upcoming school year be approved no later than the April Board meeting. This year, a calendar has been drafted for the 2019-20 school year, with a proposed start date after the Labor Day holiday. The proposed calendar includes key dates and vacation periods to assist families and staff as they plan for the upcoming year.

Key differences from the 2018-19 calendar:

- The sequence of grade and teacher preparation days was revised so that grade preparation occurs before, rather than after, teacher preparation. This was requested by secondary staff members to facilitate a more streamlined registration process for the upcoming term and to support student achievement needs.
- The November staff development day for secondary schools was rescheduled to align with the elementary staff development day in October, creating a K-12 staff development day, in response to staff input.
- The 2019-20 calendar does not include a non-working day on the Wednesday before Thanksgiving, although this additional non-working day was included in the 2018-19 calendar. The reason for this change is to provide as much time as possible during the summer break for bond projects and summer school programs.

Key features of the 2019-20 proposed calendar include the following:

- The calendar is aligned with the following Oregon University winter and spring breaks:
  - Winter break: 12/14/19 - 1/5/20
  - Spring break: 3/21/20 - 3/29/20
- Potential inclement weather make-up days are reserved
- The calendar complies with the seat-time requirements outlined by the Oregon Department of Education
- Instructional days are balanced in each semester
- The calendar reflects the 191-day contract for licensed employees

Information regarding the observance of Labor Day is provided below:

2010-11: September 6, 2010  
2011-12: September 5, 2011  
2012-13: September 3, 2012  
2013-14: September 2, 2013

2014-15: September 1, 2014  
2015-16: September 7, 2015  
2016-17: September 5, 2016  
2017-18: September 4, 2017  
2018-19: September 3, 2018  
2019-20 September 2, 2019  
2020-21: September 7, 2020

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of the proposed 2019-20 calendar, provide feedback, and ask any questions they may have.

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**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**ANNOUNCE SCHOOL BOARD ELECTION PROCESS AND TIMELINE**

**SITUATION**

On May 21, 2019, elections will be held statewide for all school board positions expiring June 30, 2019. Three positions on the Hillsboro School District Board of Directors will be on the ballot. The term of service for Hillsboro School District Board members is four years. Board positions are elected, volunteer positions. Candidates for Board positions must be registered voters and live within District boundaries. Elected Board members will be sworn in during the regular Board meeting in June 2019, and their terms of service will begin on July 1, 2019.

For more information regarding Board duties, interested patrons may contact Val Bokma, assistant to the Board, at 503-844-1500. The District has also scheduled the following information sessions for patrons who would like an opportunity to learn more about Board service:

- “Brown bag” lunch information session
  - Date / Time: Thursday, February 21, 11:30 AM – 12:30 PM
  - Location: Hillsboro School District Administration Center, conference room 218C
- Morning coffee information session
  - Date / Time: Tuesday, February 26, 8:00 – 9:00 AM
  - Location: Insomnia Coffee Co., 317 E Main Street, Hillsboro

Positions Up For Election

Position 4, currently held by Kim Strelchun

Position 5, currently held by Lisa Allen

Position 7, currently held by Yadira Martinez

Key Dates

February 9     First day for a candidate to file

March 21     Last day for a candidate to file

March 25     Last day for a candidate to file a Voter's Pamphlet statement (\$25 fee)

May 21     Election day

Election information and forms are available on the Washington County Elections Office website at: <http://www.co.washington.or.us/Elections>, or a packet may be picked up from the elections office at 3700 SW Murray Blvd., Suite 101, Beaverton, Oregon. The elections office phone number is 503-846-5800.

## **RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2018**  
**DIVISION 22, STANDARDS FOR PUBLIC**  
**ELEMENTARY AND SECONDARY SCHOOLS**  
**2018-19 ASSURANCE FORM**

**SITUATION**

Each year, the Oregon Department of Education requires that all school district superintendents report to their communities their district's standing regarding compliance with the Division 22 Standards for Public Elementary and Secondary Schools.

Following the internal monitoring and report, districts must complete and return to the Oregon Department of Education the annual Division 22 Assurance Form. This form provides an opportunity to:

1. Assure the district's compliance with Division 22 standards
2. Assure that the district's status regarding Division 22 has been reported publicly
3. Identify any areas found to be out of compliance, and provide a plan for bringing those areas into compliance

After a review of Division 22 standards by the appropriate personnel, the Hillsboro School District assures compliance with all associated laws and regulations, with the exception of aligning the District's curriculum adoption process with the State's seven-year cycle in all content areas.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**STRATEGIC PLAN GOALS UPDATE**

**SITUATION**

This is year three of the District's current five-year Strategic Plan, which focuses on maximizing the student experience and has as its overall objective ensuring that all students graduate with career- and college-readiness skills.

Staff have identified six SMART goals for the 2018-19 school year to advance the District's efforts toward its strategic objective:

- Community
  - Train 100% of secondary school administrators, counselors, and graduation coaches to use our student information system and data warehouse to identify which students are known by name, strength, and need by spring 2019.
  - Increase by 10% the number of students participating in career-related internships by spring 2019.
- Culture
  - Offer professional development regarding trauma-informed practices to all staff, with a goal of growing the skill set of 200 classified staff, by spring 2019.
  - Increase by 5% the number of students in historically underserved groups on track to graduate in 9<sup>th</sup> grade (achieving at least 6 credits) in 2018-19 vs. 2017-18.
- Career
  - Increase SBAC math scores by 3% overall and 5% for historically underserved groups in 2018-19 vs. 2017-18.
  - Increase by 5% the number of highly effective instructional strategies used in classrooms from fall 2018 to spring 2019.

Updates on the progress toward each of these goals are posted on the District [website](#), and will be presented.

**RECOMMENDATION**

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



**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**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 – “Speed-Dating” Exercise.

During the January 8, 2019, K-12 Administrative Professional Learning Communities (PLCs) Meeting, school administrators formed small like-work groups and spoke with Operations PLCs in six-minute intervals. It was an opportunity for school administrators to give candid feedback to support services departments about what support they would like to receive more and less of. Operations department leaders will debrief the activity with Max Silverman, Director of Center for Educational Leadership, to create service action plans to better support school administrators and staff.

Finance Team – Accounting, Financial Reporting, Grants. Finance Manager Jennifer Zavatsky has been working with the Finance Team to increase controls around the Procurement Card program. Procurement cards are used within policy guidelines and provide particular challenges for program management and oversight. Due to a high level of external fraud attempts and other control issues, the District is limiting the number of individual cardholder accounts, and providing training regarding other purchasing methods.

Ms. Zavatsky has also provided support to the District policy revision project.

Tax forms 1099 will be sent to vendors by the end of January.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis and the Payroll team successfully processed the retroactive payroll for all active Hillsboro Classified Union (HCU) staff members on December 20, 2018. The agreement extended a 2 percent increase to regular and supplemental pay. The department has also wrapped up the 2018 calendar and second quarter state and federal tax reporting. Tax forms W-2 and 1095C will be mailed to employees and made available on the Infinite Visions portal by the end of January.

Benefits Supervisor Lynette Coffman facilitated the Benefits Advisory Group meeting on December 13, 2018. The meeting was well attended by representatives of both the licensed and classified unions. Topics included an annual report from Kaiser Permanente

regarding staff member wellness indicators in aggregate, and compared to industry statistics. An update on the legislated changes to the Oregon Educators Benefits Board (OEBB) and the Public Employees Benefit Board (PEBB) was also presented to the group, with information regarding the potential impact to staff who “opt-out” of medical benefits, as well as families who are currently double-covered by OEBB/PEBB plans. The changes will become effective in October 2019.

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 November 2018.

The District received 5 worker’s compensation claims in November. As of November 30, 2018, there were 37 open claims; 27 were for medical costs only, and 10 included time loss. There was one (1) employee on a modified work plan during November.

<b>Workers’ Compensation Reports</b>			
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
July	3	3	1
August	6	2	2
September	7	6	11
October	15	18	14
November	17	13	5
December	7	11	
January	5	4	
February	11	10	
March	12	11	
April	13	8	
May	10	18	
June	149	8	
<b>Yearly Total:</b>	<b>120</b>	<b>112</b>	<b>33</b>

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 319 student incidents reported in November.

<b>Student Incident Reports</b>						
	<b>2017-18 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>	<b>2018-19 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>
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	319	21.2	4
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			
<b>Yearly Total:</b>	<b>2,481</b>		<b>12</b>	<b>979</b>		<b>8</b>

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 were 4 bus accidents in November.

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**MONTHLY FINANCIAL REPORT - as of December 31, 2018**

	1st Quarter	October	November	December	2nd Quarter	Fiscal YTD	Budget	% of 2018-19	Fiscal YTD	% of 2017-18
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>2018-19</b>	<b>2018-19</b>	<b>Budget</b>	<b>2017-18</b>	<b>Budget</b>
								<b>Expended</b>		<b>Expended</b>
Taxes	\$1,669,972.39	\$59,543.31	\$59,510,103.05	\$9,259,589.94	\$68,829,236.30	\$70,499,208.69	\$74,411,338.00	94.74%	\$68,258,159.00	97.20%
Interest	\$143,108.24	\$50,373.32	\$64,643.31	\$0.00	\$115,016.63	\$258,124.87	\$432,960.00	59.62%	\$333,290.00	82.37%
Local Sources	\$52,874.18	\$36,985.43	\$232,754.96	\$40,411.29	\$310,151.68	\$363,025.86	\$1,946,433.00	18.65%	\$316,220.00	17.66%
<b>Total Local</b>	<b>\$1,865,954.81</b>	<b>\$146,902.06</b>	<b>\$59,807,501.32</b>	<b>\$9,300,001.23</b>	<b>\$69,254,404.61</b>	<b>\$71,120,359.42</b>	<b>\$76,790,731.00</b>	<b>92.62%</b>	<b>\$68,907,669.00</b>	<b>95.15%</b>
County/ESD	\$0.00	\$88,121.75	\$0.00	\$0.00	\$88,121.75	\$88,121.75	\$3,572,545.00	2.47%	\$1,854,172.00	52.16%
State Sources	\$21,003,956.00	\$10,495,597.00	\$12,361,018.22	\$10,551,000.31	\$33,407,615.53	\$54,411,571.53	\$129,148,385.00	42.13%	\$76,914,568.00	59.15%
Federal Sources	\$20,991,194.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,991,194.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$11.24	\$22.48	\$11.24	\$11.24	\$44.96	\$56.20	\$1,000,000.00	0.01%	\$1,009,985.00	101.00%
Beginning Balance	\$12,795,809.11	\$0.00	\$0.00	\$0.00	\$0.00	\$12,795,809.11	\$13,392,374.00	95.55%	\$12,711,074.00	109.59%
<b>Total Revenue</b>	<b>\$56,656,925.16</b>	<b>\$10,730,643.29</b>	<b>\$72,168,530.78</b>	<b>\$19,851,012.78</b>	<b>\$102,750,186.85</b>	<b>\$159,407,112.01</b>	<b>\$223,904,035.00</b>	<b>71.19%</b>	<b>\$161,397,468.00</b>	<b>73.83%</b>
<b>Expenditures</b>										
<b>Instruction</b>										
Salaries	\$6,903,813.82	\$6,858,362.77	\$6,801,098.30	\$6,966,208.99	\$20,625,670.06	\$27,529,483.88	\$73,582,790.06	37.41%	\$26,930,844.00	34.55%
Benefits	\$3,470,946.35	\$3,642,884.08	\$3,513,347.01	\$3,554,777.34	\$10,711,008.43	\$14,181,954.78	\$39,425,261.32	35.97%	\$13,978,261.00	36.17%
Purchased Service	\$1,109,981.64	\$661,173.88	\$500,436.85	\$154,843.52	\$1,316,454.25	\$2,426,435.89	\$12,002,173.73	20.22%	\$3,105,951.00	73.88%
Supplies/Materials	\$518,190.02	\$201,152.61	\$158,394.64	\$87,849.09	\$447,396.34	\$965,586.36	\$2,571,652.63	37.55%	\$956,090.00	49.54%
Capital Purchases	\$700.00	\$20,084.00	\$6,054.40	\$0.00	\$26,138.40	\$26,838.40	\$50,000.00	0.00%	\$0.00	0.00%
Other	\$133,917.14	\$15,667.48	\$6,033.50	\$18,254.16	\$39,955.14	\$173,872.28	\$314,722.26	55.25%	\$154,050.00	83.54%
<b>Total Instruction</b>	<b>\$12,137,548.97</b>	<b>\$11,399,324.82</b>	<b>\$10,985,364.70</b>	<b>\$10,781,933.10</b>	<b>\$33,166,622.62</b>	<b>\$45,304,171.59</b>	<b>\$127,946,600.00</b>	<b>35.41%</b>	<b>\$45,125,196.00</b>	<b>36.71%</b>
<b>Support Services</b>										
Salaries	\$6,893,482.33	\$3,285,863.06	\$3,347,423.20	\$3,444,510.54	\$10,077,796.80	\$16,971,279.13	\$48,376,347.38	35.08%	\$16,479,221.00	41.46%
Benefits	\$3,797,015.09	\$1,917,993.27	\$1,945,258.72	\$1,909,746.60	\$5,772,998.59	\$9,570,013.68	\$25,919,785.53	36.92%	\$9,490,178.00	38.12%
Purchased Service	\$2,748,878.47	\$1,385,492.15	\$1,591,755.99	\$1,444,330.83	\$4,421,578.97	\$7,170,457.44	\$8,022,210.02	89.38%	\$5,437,453.00	36.31%
Supplies/Materials	\$1,331,896.51	\$619,461.50	\$322,728.06	\$219,746.12	\$1,161,935.68	\$2,493,832.19	\$2,519,430.55	98.98%	\$3,420,474.00	96.14%
Capital Purchases	\$116,625.20	\$20,983.08	\$10,720.44	-\$1,171.60	\$30,531.92	\$147,157.12	\$150,000.00	0.00%	\$106,264.00	104.22%
Other	\$1,217,880.13	\$81,062.65	\$13,857.87	\$5,010.70	\$99,931.22	\$1,317,811.35	\$1,440,130.52	91.51%	\$1,270,833.00	86.11%
<b>Total Support</b>	<b>\$16,105,777.73</b>	<b>\$7,310,855.71</b>	<b>\$7,231,744.28</b>	<b>\$7,022,173.19</b>	<b>\$21,564,773.18</b>	<b>\$37,670,550.91</b>	<b>\$86,427,904.00</b>	<b>43.59%</b>	<b>\$36,204,423.00</b>	<b>42.72%</b>



<i>Expenditures (continued)</i>	1st Quarter Actual	October Actual	November Actual	December 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
<b>Community Services</b>										
Salaries	\$55,545.26	\$28,762.08	\$30,605.35	\$31,830.57	\$91,198.00	\$146,743.26	\$310,265.99	47.30%	\$163,983.00	51.75%
Benefits	\$30,463.74	\$18,807.48	\$18,800.38	\$18,432.22	\$56,040.08	\$86,503.82	\$166,238.84	52.04%	\$85,197.00	52.78%
Purchased Service	\$18,255.75	\$65.40	\$49.60	\$550.00	\$665.00	\$18,920.75	\$51,451.16	36.77%	\$20,848.00	23.43%
Supplies/Materials	\$85.28	\$73.71	\$1,049.00	\$0.00	\$1,122.71	\$1,207.99	\$12,951.80	9.33%	\$2,909.00	44.79%
Capital Purchases	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$4,426.21	0.00%	\$0.00	0.00%
<b>Total Community Services</b>	<b>\$104,350.03</b>	<b>\$47,708.67</b>	<b>\$50,504.33</b>	<b>\$50,812.79</b>	<b>\$149,025.79</b>	<b>\$253,375.82</b>	<b>\$545,334.00</b>	<b>46.46%</b>	<b>\$272,937.00</b>	<b>47.49%</b>
<b>Capital Projects</b>										
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service Payment	-\$35.60	\$0.00	-\$1,270.12	\$0.00	-\$1,270.12	-\$1,305.72	\$0.00	0.00%	-\$767.00	-0.15%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,999,197.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$28,347,641.13</b>	<b>\$18,757,889.20</b>	<b>\$18,266,343.19</b>	<b>\$17,854,919.08</b>	<b>\$54,879,151.47</b>	<b>\$83,226,792.60</b>	<b>\$223,919,035.00</b>	<b>37.17%</b>	<b>\$81,601,789.00</b>	<b>37.33%</b>

**HILLSBORO SCHOOL DISTRICT 1J**

**January 22, 2019**

**FIRST READING –**

**POLICY IFF: COMMUNITY CURRICULUM ADVISORY COMMITTEE;  
IFF-AR: COMMUNITY CURRICULUM ADVISORY COMMITTEE; AND  
IFF-AR APPENDIX A: COMMUNITY CURRICULUM ADVISORY COMMITTEE CHARGE**

**SITUATION**

The District's Community Curriculum Advisory Committee (CCAC) operates in accordance with the provisions of policy IFF, IFF-AR, and IFF-AR Appendix A. The proposed revisions to these documents clarify membership eligibility (CCAC members must be community members who live within the District boundaries), and reflect the current appointment schedule and process.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the first reading of policy IFF and IFF-AR: Community Curriculum Advisory Committee; and IFF-AR Appendix A: Community Curriculum Advisory Committee Charge.

# Hillsboro School District 1J

Code: IFF  
Adopted: 07/96  
Revised: 08/14; 10/24/17; \_\_\_\_\_

## Community ~~Citizens~~<sup>2</sup> Curriculum Advisory Committee

The Board recognizes the importance of citizen involvement in District curriculum. The Community ~~Citizens~~<sup>2</sup> Curriculum Advisory Committee (CCAC) will review any topics assigned by the Board and assist in the development of the schools' curriculum and instructional programs.

The Board, in consultation with the CCAC chair and District staff, shall determine the number of participants that is sufficient to fulfill the responsibilities of the committee. The committee shall include student representation, as appropriate. Committee members will be appointed by the Board. All members of the committee must be community members living within the District attendance area.

The length of term shall be two years:

1. The terms are September, year one, through June, year two.
2. Incoming representatives shall be approved by the Board at the ~~August meeting~~ September regular session, or as openings occur.

In June, the Board will identify vacant CCAC positions, which must be filled by appointment of the Board. The Board will announce the vacancies in June and receive applications from interested persons during the summer. Such applications will include a signed statement that the applicant is willing to serve as a member of the CCAC and to adhere to the policies of the District. The Board may appoint CCAC members to as many consecutive terms as deemed appropriate.

In September, the Board will review the names of persons filing new applications and the names of ~~those~~ persons who have served previously and are ~~willing to be reappointed~~ applying for reappointment. At the first regular meeting in September, the Board will appoint persons to fill the vacant positions.

3. Resignations from the committee will be accepted by the Board. Replacement representatives shall be approved by the Board to fill the unexpired terms.

The purpose of the committee is to review areas that have been identified by the Board and other curricular areas:

1. To serve as a resource to the Board, the Superintendent, and the Assistant Superintendent of the Office for School Performance in setting direction for long-range curriculum development;
2. To review and give input on recommendations from the staff curriculum committees as needed;

3. To review textbook adoption recommendations and other programs.

The purpose of the committee is advisory in nature. The committee reports findings and recommendations to the Board for discussion and action.

END OF POLICY

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**Legal Reference(s):** [ORS 332.107](#)

# Hillsboro School District 1J

Code: IFF-AR  
Adopted: 07/96  
Revised: 09/16; 10/24/17; \_\_\_\_\_

## **Community ~~Citizens~~' Curriculum Advisory Committee**

The purpose of the **Community ~~Citizens~~' Curriculum Advisory Committee** is advisory in nature. The committee's reports, findings, and recommendations are presented to the Board by minutes of meetings and oral presentations. The Board may or may not concur with the recommendations of the committee.

The committee is organized to address K-12 curriculum issues; however, there may be occasions when issues arise that are unique to certain grade levels. At that time, the committee may organize subcommittees to address a specific issue.

The function of the committee is to study topics as assigned by the Board and provide input, such as review new high school course proposals, review study team recommendations, or review textbook adoption recommendations and other programs being considered.

The committee shall consist of community members and/or parents who reside in the District attendance area, and shall include student representation, as appropriate. To be eligible for appointment, candidates must not be officers, agents, or employees of the District.

The assistant superintendent of academic services, or designee, shall serve as the executive secretary to the committee.

Committee members will review the **Community ~~Citizens~~' Curriculum Advisory Committee Charge** at the beginning of each year. Any proposed changes to the charge require the approval of the Board.



## **CommunityCitizens' Curriculum Advisory Committee Charge** **Purpose**

The purpose of the CommunityCitizens' Curriculum Advisory Committee is advisory in nature. The committee's reports, findings, and recommendations are presented to the Board by minutes of meetings and oral presentations. The Board may or may not concur with the recommendations of the committee.

The committee is organized to address K-12 curriculum issues; however, there may be occasions when issues arise that are unique to certain grade levels. At that time, the committee may organize subcommittees to address a specific issue.

The function of the committee is to study topics as assigned by the Board and provide input, such as review new high school course proposals, review study team recommendations, and review textbook adoption recommendations and other programs being considered.

### **Membership**

#### **Section 1 – Representation**

1. The committee shall consist of community member~~citizens~~ and/or parents who reside in the District attendance area. ~~Each Board members~~ shall appoint ~~two~~ members to the committee at the September~~August~~ meeting, or as openings occur.

#### **Section 2 – Term of Office**

1. Members shall normally be appointed for a two-year term.
2. The terms are September through June.
3. Representatives may serve as re-appointed by the Board.

#### **Section 3 – Resignations**

1. Members may resign their membership by notifying the executive secretary to the committee. (The executive secretary to the committee is the executive director of the office for school performance).

#### **Section 4 – Attendance**

1. Any member who misses two meetings without notifying the committee chairperson or the executive secretary of the committee of the absence shall be dropped from membership.
2. Notification shall be made by the executive secretary to the committee to the appropriate Board member and Board chair so an immediate replacement can be made.

### **Officers**

#### **Section 1 – Elected Officers**

The officers of this committee shall be a chairperson and vice-chairperson.



## Section 2 – Duties

The chairperson shall:

1. Preside at all meetings.
2. Appoint all subcommittees, with the approval of a simple majority of the committee members.
3. Supervise all functions of the committee.
4. Serve as ex-officio member of any subcommittee that might be created.

## Section 3 – Term of Office

The chairperson and the vice-chairperson of the committee shall be elected annually at the committee's first meeting of the school year by a majority of the committee. They shall serve for no more than two consecutive years in these positions.

## Section 4 – Executive Secretary

The executive director of the office for school performance shall serve as the executive secretary to the committee, and shall be responsible for the following:

1. Notifying the press of meetings;
2. Assisting with preparation of the agenda;
3. Sending timely notice of all meetings;
4. Securing necessary information and staff attendance when appropriate;
5. Taking and distributing committee minutes.

All meetings shall be open to the public as provided in the Oregon Public Meeting Law. Copies of the Public Meeting Law will be distributed with the first meeting notice each school year.

## Meetings

### Section 1 – Meeting Times

1. Regular meeting dates and times for the committee shall be established by the membership.
2. Special meetings may be called by the chairperson or the executive secretary if deemed necessary.

### Section 2 – Meeting Notices

1. Notices of all meetings shall be sent in writing to each member not fewer than five days, nor more than ten days before the date of the meeting.
2. All notices of special meetings shall state the purpose of the meeting.
3. Meeting notices will be published in the District's newspaper of record *Hillsboro Argus*, as required by law.



### Section 3 – Quorum

1. A quorum shall consist of a simple majority of the then seated members.
2. A quorum is required to forward a recommendation to the Board.

### Section 4 – Meeting Place

The committee will hold all regular and special meetings in a public place.

### Subcommittees

1. Subcommittees may be appointed to carry out any task or responsibility designated by the committee, after a majority vote of the committee.
2. The tasks of any subcommittee shall be adopted by a majority of the committee in the form of a written resolution entered into the minutes of the committee meeting.

### Amendments

1. The charge of this committee may be amended or revised by the Board.
2. The revised charge shall be given to all committee members at least two weeks prior to the Board meeting when action is contemplated.

### Effective Date

These charges will take effect at the first regularly scheduled committee meeting following their approval by the Board.



**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**FIRST READING – POLICIES IN SECTION D: FISCAL MANAGEMENT**

**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 D: Fiscal Management with OSBA's representative. The policies listed below are scheduled for first reading during tonight's Board meeting.

- DA: Fiscal Management Goals (delete)
- DB: District Budget
- DBC: Budget Calendar
- DBEA: Budget Committee
- DBG: Budget Hearing and Notice
- DBH: Budget Adoption Procedures
- DBHB: Bond Levy (delete)
- DBI: Budget Amendments
- DBJ: Budget Implementation
- DBK: Budget Transfer Authority
- DD: Grant Funding Proposals and Applications
- DDB: Native American Impact Aid Funds
- DDC: Native American Education Program Grants - Title VI Indian Education
- DE: Revenues from State and Federal Funds (delete)
- DF: Revenues from Non-Tax Sources (delete)
- DFA: Investment of Funds
- DFAA: Investment Policy - Capital Project Fund
- DFE: Admission Prices and Receipts
- DFG: Income from Program-Related Sales and Services
- DGA: Authorized Signatures
- DH: Crime Coverage for Employees and Officers
- DI: Fiscal Accounting
- DIBA: Insurance Reserve Fund

- DIC: Financial Reports and Statements
- DID: Property Inventories
- DIE: Audits
- DJ: District Purchasing
- DJB: Petty Cash Accounts
- DJC: Bidding Requirements
- DJCA: Personal Services Contracts
- DJG: Vendor Relations
- DK: Payment Procedures (delete)
- DL: Payroll
- DLB: Salary Deductions
- DLC: Expense Reimbursements
- DM: Cash in District Buildings
- DN: Disposal of District Property

## **RECOMMENDATION**

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



Code: DA  
Adopted: 4/22/08  
Orig. Code(s): DA

### Fiscal Management Goals

*(Goals are not board policy; recommend delete.)*

The Board will review the fiscal needs of the District annually, considering instruction, capital outlay, building improvements and adjustments to accommodate any growth or decline of student enrollment or District area. The Board encourages the input of staff, parents and members of the community as a part of the review and recommendation process. After due consideration of recommendations, the Board will adopt fiscal goals for the school year.

END OF POLICY

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#### Legal Reference(s):

[ORS 332.107](#)

Corrected 11/28/18



Code: **DB**  
Adopted: 4/22/08  
Orig. Code(s): DB

## District Budget

The District budget will be prepared in full compliance with Local Budget Law. The Superintendent or his/her designee will be designated by the Board as the budget officer and will prepare the budget document.

The District budget will serve as the financial plan of operation for the District. It will include estimates of expenditures for a given period, purpose and the proposed means of financing the estimated expenditures. The District may provide for the budget and budget documents to be prepared on an annual or biennial basis. The fiscal year will extend from July 1 to June 30 inclusive.

The District's budgeting system will be in accordance with federal and state laws, regulations, and locally adopted procedures.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305](#) to -294.565

[ORS 328.542](#) to -328.565

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 11/28/18



Code: **DBC**  
Adopted: 4/22/08  
Orig. Code(s): DBC

## Budget Calendar

The Board will annually adopt a budget calendar which identifies dates and deadlines required for the legal presentation and adoption of the budget.

The Chief Financial Officer (CFO) will prepare and recommend a proposed calendar for Board approval. The calendar will identify dates and activities to include those needed to comply with state law.

The announcements of meetings and hearings of the budget, as required by law, and the budget approved by the budget committee shall be published in a newspaper of general circulation distributed in the district.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305](#) to -294.565

[ORS 328.542](#) to -328.565

Corrected 11/28/18



Code: DBEA  
Adopted: 4/22/08  
Orig. Code(s): DBEA

## Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial program of the District, reviewing the proposed District budget as presented by the superintendent, and recommending an annual or biennial District budget in keeping with the provisions of applicable state laws.

Educational policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease in arriving at a levy figure, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the makeup and procedure of establishing the District's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the District. To be eligible for appointment, the appointive member must:
  - a. ~~1-~~Live and be registered to vote in the District;
  - b. ~~2-~~Not be an officer, agent or employee of the District.
2. No budget committee member may receive any type of compensation from the District.
3. In June at a regular Board meeting, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of September. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the District. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.
4. ~~In September~~ At a regular Board meeting, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the ~~first~~ following regular meeting ~~in October~~, the Board will appoint persons to fill the vacant positions.
5. The appointive committee members of a the budget committee in a District that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. ~~Appointive members of a~~

~~budget committee in a District that prepares a biennial budget shall be appointed to four-year terms. The terms shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members expire each year. If any appointive member is unable to complete the term for which he/she the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.~~

### **Budget Committee Responsibilities**

The following items explain the budget committee responsibilities:

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee-;
2. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action-;
3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public-;
4. The budget committee may request ~~any information used in the preparation of or for revising the budget document~~ from the superintendent or Chief Financial Officer (CFO)-~~any information used in the preparation of or for revising the budget document~~. The committee may request the attendance of any District employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee-;
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

**END OF POLICY**

### **Legal Reference(s):**

[ORS 174.130](#)  
[ORS 192.610 to -192.695](#)

[ORS 294.305 to -294.565](#)  
[ORS 433.835 to -433.875](#)

Corrected 11/28/18



Code: **DBG**  
Adopted: 4/22/08  
Orig. Code(s): DBG

## Budget Hearing and Notice

~~Patrons and staff members are encouraged to participate in the review of educational needs and financial resources of the district as presented in the budget document under consideration by the budget committee.~~

After the district's budget document has been approved by the budget committee for recommendation to the Board, a public hearing will be held regarding the budget document. The date, time, and place will be determined established by the Board. At the hearing, any person may speak for or against items in the recommended budget document.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610](#) to -192.695

[ORS 294.305](#) to -294.565

[ORS 433.835](#) to -433.875

Corrected 11/28/18





Code: **DBH**  
Adopted: 4/22/08  
Orig. Code(s): DBH

## Budget Adoption Procedures

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the Board will approve the ~~proper~~ resolutions to adopt and appropriate the budget. The Board will further determine, make and declare the ad valorem property tax amount or ~~the~~ rate, to be certified to the assessor for the ensuing year, and itemize and categorize the ad valorem property tax amount or rate, as provided in **Oregon Revised Statute (ORS)** 310.060.

The Superintendent will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

**END OF POLICY**

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### Legal Reference(s):

[ORS Chapter 255](#)  
[ORS 294.305](#) to -294.565

[ORS 310.060](#)  
[ORS 328.542](#)

[OAR 150-310-0020](#)

Corrected 11/28/18



Code: **DBHB**  
Adopted: 4/22/08  
Orig. Code(s): DBHB

### **Bond Levy**

*(This is a case where just following the law is best; no policy is recommended or needed; optional.)*

When the District finds it necessary to hold a levy election, the Board may authorize the publication of materials which contain facts about the election. Board members may speak for, or authorize persons to speak for, the District and share factual information about the election.

The Superintendent or designee has responsibility for the administration of any necessary District election. Should an election be necessary, it will be conducted in accordance with the appropriate Oregon election laws and procedures.

Upon approval of the tax levy by voters of the District, the Board will adopt a resolution authorizing the Superintendent to certify the levy to the county assessor for the ensuing school year.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 332.107](#)

Corrected 11/28/18



Code: DBI  
Adopted: 4/22/08  
Orig. Code(s): DBI

## Budget Amendments Procedures

The budget estimates and proposed ad valorem property tax amount or rate of any fund as shown in the budget document may be amended by the Board prior to adoption. Such amendment may also be made following adoption if the amendments are adopted prior to the commencement of the budget period to which the budget relates.

The amount of estimated expenditures for each fund in an annual budget, however, may not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater. ~~The amount of estimated expenditures for each fund in a biennial budget may not be increased by more than \$10,000 or 10 percent of the estimated expenditures, whichever is greater.~~ *(The district completes an annual budget; do not need this second sentence.)*

The ad valorem property tax amount or rate to be certified may not exceed the amount approved by the budget committee, unless the amended budget document is republished and another public hearing is held as required by law.

END OF POLICY

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### Legal Reference(s):

[ORS 294.456](#)

[ORS 294.471](#)

[ORS 294.473](#)

Corrected 11/28/18



Code: **DBJ**  
Adopted: 4/22/08  
Orig. Code(s): DBJ

## Budget Implementation

The budget, ~~as adopted by the Board,~~ becomes the financial plan of the ~~D~~District for the ensuing budget period ~~when adopted by the Board.~~

The Superintendent and District staff are authorized to make expenditures and commitments in accordance with the policies of the Board and the adopted District budget.

The Superintendent will make the Board aware of any changes in expected revenues or expenditures of revenue greater than 10 percent of the budget, so the Board may adjust the budget, if necessary.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS Chapter 310](#)

Corrected 11/28/18



Code: **DBK**  
Adopted: 11/30/10  
Orig. Code(s): DBK

### **Budget Transfer Authority**

The adopted **District** budget is a financial plan which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be authorized when completed by official resolution of the Board. The authorizing resolution must state the need for the transfer, its purpose, and the amount of the transfer.

Transfers of general operating contingency appropriations, which in aggregate during a fiscal year or budget period exceed 15 percent of the total appropriations of the fund, may be made only after the adoption of a supplemental budget prepared for that purpose.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.463](#)

Corrected 11/28/18



Code: DD  
Adopted: 4/22/08  
Orig. Code(s): DD

## **Grant Funding Proposals and Applications**

The Board has as its primary mission the education of District students according to adopted goals and objectives. To this end all legal and worthwhile financial resources, especially those that will alleviate the local tax burden, will be pursued.

Grants-in-aid may become available from either the federal, or state government, or private sources. The District will pursue those grants that will assist the District in meeting the adopted goals and objectives of the current curriculum or will create facilities, purchase equipment, or otherwise assist in implementing such programs as the Board has previously considered and/or approved.

Districtwide grants applications are reviewed by the Superintendent's Executive Council (SEC) and/or other designated personnel authorized by the Superintendent or designee.

The Board reserves the right to reject funds associated with a grant which has been approved.

END OF POLICY

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### **Legal Reference(s):**

[ORS 294.305](#) to -294.565

[ORS 332.075](#)

Corrected 11/28/18



Code: **DDB**  
Adopted: 2/27/18  
Orig. Code(s): DDB

## **Native American Impact Aid Funds**

The eDistrict may claim children residing on American Indian lands for the purpose of receiving federal funds pursuant to the Title VII - Impact Aid laws.

The eDistrict ensures:

1. The equal participation of American Indian children in the educational programs and activities of the eDistrict on the same basis as all other eDistrict students;
2. Parents of such children and American Indian tribes are afforded an opportunity to present their views on such programs and activities, including an opportunity to make recommendations on the needs of those children and how the eDistrict may help such children realize the benefits of eDistrict programs and activities;
3. Parents and American Indian tribes are consulted and involved in planning and developing such programs and activities;
4. Relevant applications, evaluations, and program plans are disseminated to the parents and American Indian tribes;
5. Parents and American Indian tribes are afforded an opportunity to present their views to the eDistrict regarding the eDistrict's general educational program.

The policy will be reviewed annually and modified as needed.

Documentation demonstrating eDistrict compliance with the requirements of this policy and law will be maintained in the eDistrict office.

**END OF POLICY**

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### **Legal Reference(s):**

Every Student Succeeds Act, 20 U.S.C. § 7701-7714 (2012).  
Special Provisions for Local Educational Agencies that Claim Children Residing on Indian Lands, 34 C.F.R. §§ 222.90-222.122 (2017).

Corrected 11/28/18

Native American Impact Aid Funds – DDB

1-1



Code: DDC  
Adopted: 2/27/18  
Orig. Code(s): DDC

## **Native American Education Program Grants - Title VI Indian Education**

The District may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of American Indian children, that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of American Indian students;
2. Is consistent with the State, tribal, and local plans;
3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education's (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;
4. Explains how Federal, State, and local programs, especially programs carried out under Title I, will meet the needs of American Indian students;
5. Demonstrates how funds will be used for the activities described above;
6. Describes the professional development opportunities that will be provided, as needed, to ensure that:
  - a. Teachers and other school professionals who are new to the American Indian community are prepared to work with American Indian children; and
  - b. All teachers involved in programs are properly trained to carry out such programs; and
7. Describes how the District will:
  - a. Periodically assess the progress of all American Indian children enrolled in District schools, including American Indian children who do not participate in programs assisted;
  - b. Provide results of each assessment to the committee described below, to the community served by the District and to the American Indian tribes whose children are served by the District; and
  - c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.



8. Describes the process the District used to meaningfully collaborate with American Indian tribe(s) located in the community in a timely, active, and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

The District programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of American Indian children and teachers, and when appropriate, American Indian students at the secondary level. A majority of committee members shall be parents of American Indian children.

END OF POLICY

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**Legal Reference(s):**

Every Student Succeeds Act, 20 U.S.C. §§ 7701-7714; 7421-7425 (2012).



Code: DE  
Adopted: 4/22/08  
Orig. Code: DE

### Revenues from State and Federal Funds

*(The district does not need this policy to accept and use funds; recommend delete.)*

The Board may authorize, accept and use state or federal funds available to the District to carry out District educational programs. The District will comply with all regulations and procedures required for receiving and using such funds.

END OF POLICY

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#### Legal Reference(s):

[ORS 332.107](#)

Corrected 11/28/18



Code: **DF**  
Adopted: 4/22/08  
Orig. Code: DF

### **Revenues from Non-Tax Sources**

*(This falls under Local Budget Law; a policy is not needed.)*

Revenues received from non-tax sources such as rentals, service charges, gate receipts or royalties will be accounted for by the business office and expended in the manner prescribed by the annual budget document.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 332.107](#)

[ORS 294.305 - 294.565](#)

Corrected 11/28/18

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Code: **DFA**  
Adopted: 4/22/08  
Orig. Code: DFA

## **Investment of Funds**

At certain times during the course of the fiscal year, there will be available funds that are in excess of immediate operational needs of the District.

The Board directs that the District invest such excess funds in accordance with applicable Oregon Revised Statutes.

### **Authority**

The Board delegates to the Chief Financial Officer (CFO) or designee, the responsibility of investment portfolio manager. The portfolio manager is responsible for investment decisions and activities under the direction of the custodian of District funds. The portfolio manager will maintain written administrative procedures for the operation of the investment program consistent with related policies.

### **Objectives**

There are three principles that will guide the portfolio manager in implementation of this policy:

1. The primary objective of the District's investment activities is the preservation of capital and the protection of investment principal. In investing public funds, the District will not assume unreasonable investment risk to obtain investment income. In all investment activities, the portfolio manager will follow the Prudent Investor Rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
2. Adequate liquidity to meet daily funds needed for payment of District operating requirements which might be reasonably anticipated will be the second objective of the portfolio manager.
3. The third objective of the portfolio manager will be optimization of investment earnings consistent with adherence to the objectives.

### **Reporting Requirements**

The portfolio manager shall prepare daily and monthly reports for management purposes. Additionally, the Board will be provided quarterly reports which will include data providing information such as dealer name, type of investment, issue date, maturity date, rate of interest and principal invested as well as any further data or narrative explaining the basis of the investment decision. As soon as practical after the end

of the fiscal year, a comprehensive annual report on the investment program and investment activity shall be presented to the Board. The annual report shall include a summary of administrative accomplishments, the overall trend of the economy and interest rates and other pertinent data.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.033](#)  
[ORS 294.035](#)

[ORS 294.125](#)  
[ORS 294.135](#)

[ORS 294.145](#)  
[ORS 294.155](#)

Corrected 11/28/18



Code: **DFAA**  
Adopted: 6/26/18  
Orig. Code: DFAA

## **Investment Policy – Capital Project Fund**

### **Scope**

This investment policy applies to activities of the Hillsboro School District with regard to investing the financial assets of the Capital Project Fund.

Funds will be invested in compliance with the provisions of Oregon Revised Statute (ORS) 294.035 through 294.048, ORS 294.125 through 294.155, ~~ORS 294.155,~~ *(this struck ORS is a duplicate)* ORS 294.810, and other applicable statutes. Investments will be in accordance with these policies and written administrative procedures. Investment of tax-exempt borrowing proceeds will comply with the “arbitrage” restrictions of Section 148 of the Internal Revenue Code of 1986.

### **Objectives**

The District’s investment objectives are:

1. Preservation of capital and the protection of investment principal;
2. Conformance with federal, state, and other legal requirements;
3. Maintenance of sufficient liquidity to meet operating requirements.

### **Delegation of Authority**

The Chief Financial Officer (CFO) is designated as the investment officer of the District and is responsible for investment decisions and activities, under the direction of the Superintendent.

### **Prudence**

The standard of prudence to be used by the investment officer in the context of managing the overall portfolio shall be the prudent investor rule, which states: “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

## Investment Diversification

The CFO will diversify the portfolio to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities.

Percent of Diversification By Instrument	Maximum Portfolio
U.S. Treasury Obligations (Bills, notes and bonds)	100%
U.S. Government Agency Securities and Instrumentalities of Government- Sponsored Corporations	100%
Certificates of Deposit (CD) Commercial Banks	25%
Certificates of Deposit (CD) Savings and Loan Associations	10%
State of Oregon Investment Pool	100%

## Diversification by Financial Institutions

Certificates of Deposit (CD's) - Commercial Banks

No more than 15% percent of the total portfolio with any one financial institution.

Certificates of Deposit (CD's) - Savings and Loan Associations

Amount per institution based on capital adequacy guidelines; in any case not to exceed 10% percent of the total portfolio with any one institution.

State of Oregon Investment Pool - State Pool

With the exception of pass-through funds (in and out within 10 days), no more than \$34 million total or 100% percent of the total portfolio.

## Investment Maturity

Investment maturities for the Capital Project Fund shall be scheduled to coincide with projected cash flow needs. Investments which exceed 18 months shall be limited to U.S. Treasury Obligations and U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations.

## Qualified Institutions

The CFO shall maintain a list of all authorized dealers and financial institutions which are approved for investment purposes. Any firm is eligible to make an application to the investment officer and upon due consideration and approval will be added to the list. Additions or deletions to the list will be made at the director's discretion. At the request of the CFO the firms performing investment services for the District shall provide their most recent financial statements or Consolidated Report of Condition (call report) for review. At minimum, the CFO shall conduct an annual evaluation of each firm's credit worthiness to

determine whether it should be on the authorized list. Securities dealers not affiliated with a bank shall be required to have an office located in Oregon or Washington.

### **Safekeeping and Collateralization**

Investment securities purchased by the District will be delivered by either book entry or physical delivery, and held in third-party safekeeping by a bank designated as primary agent. The trust department of the bank designated as primary agent will be considered to be a third party for the purposes of safekeeping of securities purchased from that bank. The purchase and sale of securities will be on a payment versus delivery basis. The primary agent shall issue a safekeeping receipt to the District listing a specific instrument, rate, maturity, and other pertinent information.

Deposit-type securities (e.g., certificates of deposit or CD) shall be collateralized through the state collateral pool as required by ORS for any amount exceeding FDIC ~~or FSLIC~~ (FSLIC was dissolved) coverage, recognizing that ORS requires only 25% percent collateral. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent.

### **Monitoring and Adjusting the Portfolio**

The investment officer will routinely monitor the contents of the portfolio, the available markets and the relative values of competing instruments and will adjust the portfolio accordingly.

### **Internal Controls**

The investment officer shall maintain a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation or imprudent actions.

### **Accounting Method**

Investments will be carried at amortized cost. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities shall be amortized/accrued over the life of the securities. The District shall comply with Generally Accepted Accounting Principles (GAAP).

### **Reporting Requirements**

The investment officer shall generate daily and monthly reports for management purposes. In addition, the Board will be provided quarterly reports which will include data on investment instruments being held, as well as any narrative necessary for clarification.



## Review and Adoption

This policy shall be reviewed not less than annually, and shall expire if not readopted annually.

END OF POLICY

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### Legal Reference(s):

[ORS 294.135a](#)

[ORS 332.107](#)

Corrected 11/28/18



Code: **DFE**  
Adopted: 4/22/08  
Orig. Code: DFE

## Admission Prices and Receipts

The Superintendent or designee will determine admission prices for school events based on recommendations of building administrators District-sponsored activities or events.

Receipts from school events activities or events will be included as a part of the annual audit of the District's bookskeeping and records.

Records will be maintained for accounting purposes.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 to -294.565](#)

Corrected 11/28/18



Code: **DFG**  
Adopted: 4/22/08  
Orig. Code: DFG

### **Income from Program-Related Sales and Services**

Certain ~~professional~~ **career**-technical activities allow students to charge the public for goods and services. These activities are designed for educational purposes and not to compete with community businesses.

Charges for work performed and goods sold through these activities will be kept current with costs for the service or item.

Money collected will be deposited in appropriate school accounts or in the ~~g~~General ~~f~~Fund.

**END OF POLICY**

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#### **Legal Reference(s):**

[ORS 294.305](#) to -294.565

Corrected 11/28/18



Code: **DGA**  
Adopted: 4/22/08  
Orig. Code: DGA

### Authorized Signatures

The Board will, at its annual organizational meeting ~~in July~~ or at other times deemed necessary by the Board, authorize the Superintendent or the Chief Financial Officer to sign District checks. The Board may authorize the use of facsimile signatures by those persons authorized to sign District checks.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.120](#)

[ORS 328.441](#)

[ORS 328.445](#)

Corrected 11/28/18



Code: **DH**  
Adopted: 10/22/13  
Orig. Code: DH

## **Crime Coverage for Employees and Officers**

All District employees responsible for funds, fees, cash collections, or inventory control will be bonded/insured to protect the District against loss in an amount determined by the Board and upon recommendation of the District's agent-of-record. In compliance with Oregon statutes and administrative rules, the Superintendent, custodian of funds, and other individuals as deemed necessary by the Board will have individual fidelity bond coverage or equivalent crime coverage. The District will pay the cost of such coverage.

**END OF POLICY**

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### **Legal Reference(s):**

[ORS 328.441](#)

☐ [ORS 332.525](#)

☐ [OAR 581-022-2405](#)

Corrected 11/28/18



Code: DI  
Adopted: 10/22/13  
Orig. Code: DI

## Fiscal Accounting and Reporting

Accounting procedures shall show a detailed and meaningful analysis of both receipts and expenditures. This analysis should be adequate for study and evaluation by the Board and school management, and will serve as a basis to make financial and related educational decisions, to formulate future plans, to safeguard public funds, and to ensure adequate financial accountability.

Payment on all District accounts, including the ~~g~~General ~~F~~Fund and special accounts, shall operate according to established accounting procedures.

All cash received is to be properly receipted. ~~Money received and~~ shall be placed in deposit.

The Superintendent shall be the lawful custodial officer of all District funds and shall demand receipt for, and safely keep according to law, all bonds, mortgages, notes, moneys, effects, books, and papers belonging to the District. Funds may be commingled in the depository so long as they are budgeted and accounted for separately.

From time-to-time, funds may become available to the District prior to the time they are needed to offset current expenditures. The custodial officer shall forward all such receipts to the Local Government Investment Pool or other investment instrument as authorized by the District's investment policies. Funds that are not currently needed for the operation of the District will be invested with the interest from these funds being credited to the same account as that to which the invested funds revert.

END OF POLICY

### Legal Reference(s):

[ORS 294.305](#) to -294.565

[OAR 581-023](#)-0035

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 11/28/18



Code: **DIBA**  
Adopted: 10/22/13  
Orig. Code: DIBA

## Insurance Reserve Fund

The Board recognizes that the District incurs certain losses not covered by insurance policies; therefore, an insurance reserve fund may be established. The fund will cover, but is not limited to, the following incidents:

1. District property damage not in excess of current deductible;
2. Theft of District property not covered by insurance.

In cases where a claim is filed for theft, a report must have been made to local law enforcement officials before consideration.

Funding will be by appropriation as determined by the budgeting process.

END OF POLICY

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### Legal Reference(s):

[ORS 30.310](#) to -30.400

[ORS 332.437](#)

Corrected 11/28/18



Code: **DIC**  
Adopted: 4/22/08  
Orig. Code: DIC

## Financial Reports and Statements

The Board will receive monthly financial reports that include estimates of expenditures for the ~~g~~General Fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the District's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or Superintendent.

Appropriate staff will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The Superintendent will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

END OF POLICY

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### Legal Reference(s):

[ORS 294.155](#)

[ORS 294.311](#)

[ORS Chapter 297](#)

[ORS 328.465](#)

[ORS 332.105](#)

[OAR 162-010-0000 to -0330](#)

[OAR 162-040-0000 to -0160](#)

[OAR 581-023-0037](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 11/28/18





Code: **DID**  
Adopted: 4/22/08  
Orig. Code: DID

## Property Inventories

The District will maintain an ~~complete asset inventory which lists all school sites, buildings, equipment and supplies with a value greater than \$5000~~ of all fixed assets in accordance with governmental accounting standards. This inventory will be updated as necessary. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

Fixed assets includes all District-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000 as defined by the *Program Budget and Accounting Manual*, published by the Oregon Department of Education. Other district supplies and/or equipment at schools and centers with a value less than \$5,000 will be inventoried as directed by the Superintendent.

In order to update these records, the District will keep current records of equipment purchased and of equipment disposition.

~~The Superintendent will also develop and implement procedures for schools and centers to maintain inventories of equipment valued less than \$5000.~~

The Superintendent shall report to the Board substantial losses of equipment and supplies not consumed in the process of use.

END OF POLICY

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### Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 11/28/18



Code: **DIE**  
Adopted: 4/22/08  
Orig. Code: DIE

## Audits

An audit of all District accounts will be made annually by an authorized municipal accountant selected by the Board in accordance with Oregon law from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

~~The annual audit of the books and accounts will include all funds under the District's control, including but not limited to: General Fund, Federal Funds, School Lunch Fund, Student Body Funds, Trust Accounts, Debt Services Funds and Capital Project Funds. (This is typically covered in the contract with the auditors; and restates the second sentence in the first paragraph.)~~

Every ~~three~~ five years the Board will review the contract with the audit firm and, if necessary, solicit request for proposals from qualified authorized municipal auditors accountants.

~~The cost of the audit will be a charge against District funds. (The Board will review and approved contracts for these services; charged to District budget. Language not needed.)~~

A copy of the audit report will be presented to the Board. The Superintendent will submit a copy of the audit report to the Oregon Department of Education and the Oregon Secretary of State, Audit Division.

END OF POLICY

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### Legal Reference(s):

[ORS 294.155](#)

[ORS Chapter 297](#)

[ORS 327.137](#)

[ORS 328.465](#)

[OAR 162-010-0020\(11\)](#)

[OAR 581-023-0037](#)

Corrected 11/28/18



Code: **DJ**  
Adopted: 4/22/08  
Orig. Code: DJ

## **District Purchasing**

The function of District purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. Items commonly used in the various schools and their subdivisions will be standardized whenever and be consistent with educational goals and in the interest of efficiency or economy.

The Chief Financial Officer (CFO) is appointed by the Board to serve as purchasing agent. He/She/The CFO will be responsible for developing and administering the District's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget, or by Board action, and/or Board policy. In all cases calling for the expenditure of District money, except payrolls, either a requisition, and purchase order or direct invoice system must be used. Procurement cards may be used when appropriate.

No purchase, with the exception of a petty cash purchase or procurement card purchase, will be authorized unless covered by an approved purchase order or approved payment of an invoice by the CFO. No bills will be approved for payment unless purchases were made on approved orders.

The Superintendent or designee is authorized to enter into and approve payment on contracts obligating District funds not to exceed \$150,000 for products, materials, supplies, capital outlay, and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by District employees, such as custodial, food service, and transportation services.

The CFO will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After appropriate administrative review, the Chief Financial Officer/CFO will direct payment of the just claims against the District. The Superintendent and Chief Financial officer/CFO are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee, or agent of this District shall use or attempt to use his/her/their official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or a member of their household, or for any business with which the Board member, or a relative,

or member of household is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the District by any Board member, officer, or employee of the District is prohibited.

END OF POLICY

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**Legal Reference(s):**

[ORS 244.040](#)

[ORS Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)

[ORS 328.441 to -328.470](#)

[ORS 332.075](#)

[OAR 125-055-0040](#)

Corrected 11/28/18



Code: **DJB**  
Adopted: 4/22/08  
Orig. Code: DJB

## Petty Cash Accounts

Petty cash accounts will be established annually for each school building and for the central administrative office. Such accounts will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security, and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Petty cash will not be used to thwart or circumvent established purchasing procedures. It is a convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311](#)

OR. DEP'T. OF EDUCATION, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 11/28/18



Code: **DJC**  
Adopted: 1/27/15  
Orig. Code: DJC

## Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the District. All public contracts shall be invited in accordance with applicable competitive procurement provisions of the Oregon Revised Statutes (ORS) and adopted public contracting rules.

The Board, acting as its own LCRB, adopts<sup>†</sup> the *Oregon Attorney General's Model Public Contract Rules*, OAR Chapter 137, Divisions 046 through 049, in effect at the time this policy is adopted.

The District shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249, in effect at the time this policy is adopted.

Where necessary, the Board has made the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the District and made available on request.

The District shall review its rules each time the Attorney General adopts a modification of the model rules as required by ORS 279A.065(5)(b) to determine whether any modifications need to be made to District rules to ensure compliance with statutory changes. New rules, ~~as necessary~~, shall be adopted by the Board ~~as necessary~~. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required. *(This last sentence was moved from next paragraph to here.)*

The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065(5) is subject to the model rules adopted by the Attorney General, including all modification to the model rules that the Attorney General may adopt.

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<sup>†</sup> ~~Public Contracts shall be governed by ORS Chapter 279, 279A, 279B, and 279C. Additionally, the Board may, as provided by ORS 279A.065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that has not established its own rules of procedure for public contracts is subject to the model rules (OAR Chapter 137) adopted by the Attorney General. (this language not needed here; restates intention of policy)~~

Procurements estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

END OF POLICY

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**Legal Reference(s):**

ORS Chapters [279](#), [279A](#), [279B](#) and [279C](#) and [OAR Chapter 125](#), Divisions 246-249

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

Corrected 11/28/18



Code: **DJCA**  
Adopted: 4/22/08  
Orig. Code: DJCA

## Personal Services Contracts

The District may enter into personal services contracts with qualified professionals as provided by Oregon Revised Statute (ORS) 279A.055. "Personal services contracts," as used in this policy, means contracts for specialized skills, knowledge, and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic, or management discretion or judgment. The District may enter into a personal services contract with a current District employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS), and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism, and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$150,000 shall require prior Board approval as required by state law. ~~The Superintendent shall provide the Board an annual summary of personal service contracts in excess of \$25,000.~~

The Superintendent will develop administrative regulations as necessary to implement this policy.

END OF POLICY

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### Legal Reference(s):

[ORS Chapters 279](#) [ORS 332.107](#) [OAR 459-010-0030](#)  
[ORS Chapters 279A, 279B and 279C](#) [ORS 670.600](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (Rev. 3-2012).

Corrected 11/28/18





Code: **DJG**  
Adopted: 9/28/10  
Orig. Code: DJG

## Vendor Relations

The District welcomes business and bids from all eligible vendors. Preferential treatment will not be extended to any vendor. Orders will be placed on the basis of quality, price, and delivery, with past services being a factor if other considerations are equal.

Salesmen **representatives** or agents may not solicit staff members during hours when students are present. The office for school performance may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the educational program.

Advertising is not allowed in the District unless it is approved by the administration. No District employee will receive compensation of any kind from any vendor for the sale of supplies or services.

END OF POLICY

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### Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)

Corrected 11/28/18



Code: **DK**  
Adopted: 4/22/08  
Orig. Code: DK

### **Payment Procedures**

*(Already covered in other policy and accounting procedures.)*

All claims for payment from District funds will be processed by the Chief Financial Officer (CFO) in conformance with District procedures. Payment will be authorized against invoices properly supported by approved purchase orders or in accordance with Board approved salaries and salary schedules.

The Chief Financial Officer (CFO) will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)

Corrected 11/28/18



Code: DL  
Adopted: 4/22/08  
Orig. Code: DL

## Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's group labor agreement with the District. Employee health, accident, dental, and other types of insurance will be provided as outlined in the agreements. Insurance may be purchased on behalf of District employees, subject to the terms of the employee's employment with the District. Mandatory payroll deductions will be withheld as required by state and federal law.

No other automatic deductions except those required by law will be made from an employee's pay without authorization of the Board or collective bargaining agreement. Voluntary deduction additions, deletions, and/or changes will occur in September and January only. Authorized payroll deductions permitted will be made upon an appropriately submitted request from the employee.

Regular monthly payroll will be issued on the 20th of each month or on the last working day prior to the 20th of each month. A change to this schedule must be approved by the Chief Financial Officer.

END OF POLICY

### Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)  
[ORS 243.666](#)  
[ORS 243.820 to -243.830](#)

[ORS 332.505](#)  
[ORS 332.534](#)  
[ORS 652.110](#)

[ORS 652.120](#)  
[ORS 652.610](#)

Corrected 11/28/18



Code: **DLB**  
Adopted: 4/22/08  
Orig. Code: DLB

## Salary Deductions

Any withholdings outside those required by law and permitted by the collective bargaining agreements shall have Board approval and shall be arranged for through the Chief Financial Officer (CFO).

Employees may have contributions to tax-sheltered annuities (TSA) paid through payroll deductions. There must be 10 or more employees participating in any one program in order for that plan to qualify for payroll deduction. The District reserves the right to limit the number of TSA programs.

Changes of TSA companies or plans will only be allowed from the starting of fall in-service to the payroll cutoff date for September of that fiscal year.

The District will comply with federal requirements that establish maximum annual TSA allowable contributions. The District reserves the right to reduce, suspend, and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)  
[ORS 243.666](#)

[ORS 332.505](#)  
[ORS 652.110](#)

[ORS 652.120](#)  
[ORS 652.610](#)

I.R.C. 26 U.S.C. § 403 (2012).  
29 C.F.R. § 541.603 (2016).

Corrected 11/28/18



Code: **DLC**  
Adopted: 4/22/08  
Orig. Code: DLC

## Expense Reimbursements \*

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and receipts as required by the business office.

All requests must be submitted to the District office within 30 working days of when the expense was incurred.

~~Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.~~ (Added to first sentence of AR.)

The Superintendent will determine those expenses qualifying for reimbursement and prepare a necessary administrative ~~ruling~~ regulation to define the reimbursement procedure.

~~Approved mileage will be reimbursed at the IRS rate in effect July 1 for the July through June fiscal year. This rate will be renewed annually.~~ (Restates what is in the AR; see #6 on page 4 and is more procedure than policy.)

END OF POLICY

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### Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-2260](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Corrected 11/28/18



Code: **DM**  
Adopted: 4/22/08  
Orig. Code: DM

## Cash in District Buildings

~~Monies collected within school buildings shall be handled with good and prudent business procedures.~~

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables secure and locked locations, e.g., office desk. All bank deposits will be made in a timely manner.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 11/28/18



Code: **DN**  
Adopted: 9/25/18  
Orig. Code: DN

## **Disposal of District Property**

The Board may, at any time, declare District property as surplus and authorize its disposal when such property is no longer useful to the District, unsuitable for use, too costly to repair, or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the District, the Superintendent or designee may dispose of them in another manner.

If the district property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

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**Legal Reference(s):**

[ORS 279B.055](#) [ORS Chapters 279A, 279B and 279C](#) [ORS 332.155](#)

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

Corrected 11/28/18

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**FIRST READING – POLICIES IN SECTION F: FACILITIES DEVELOPMENT**

**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 F: Facilities Development with OSBA's representative. The policies listed below are scheduled for first reading during tonight's Board meeting.

- FA: Facilities Development Goals (delete)
- FB: Facilities Planning
- FC: Capital Construction Program
- FEA: Capital Improvement - Educational Program
- FEB: Architectural/Professional Engineering Services (delete)
- FEF/FEFB: Construction Contracts (delete)
- FI: Public Dedication of New Facilities (delete)
- FJ: Temporary District Facilities (delete)
- FK: Facilities Renovation
- FL: Decommission of Facilities

**RECOMMENDATION**

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





Code: FA  
Adopted: 11/03/08  
Orig. Code(s): FA

## Facilities Development Goals

*(Goals are not policy; recommend delete.)*

To provide and maintain facilities that offer the best possible physical environment for learning and working, the Board aims specifically toward:

1. Providing buildings and renovations that will accommodate and facilitate those organizational and instructional patterns that support the District's educational philosophy and instructional goals;
2. Meeting all safety requirements through the remodeling of older structures;
3. Providing building renovations as needed to meet requirements on the availability of facilities to persons with disabilities;
4. Building design, construction and renovation that will allow low maintenance costs and the conservation of energy.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0075](#)

[OAR 581-022-1530](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

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 11/28/18



Code: **FB**  
Adopted: 11/03/08  
Orig. Code(s): FB

## Facilities Planning

The Board will gather and analyze appropriate data to evaluate the District's facilities needs on a long-range basis. Such data will include, but not be limited to, enrollment projections, anticipated changes in the instructional program, analysis of community building plans, analysis of sites and evaluation of present facilities.

END OF POLICY

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### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295](#) to -197.314

[ORS 332.155](#)

[OAR 581-022-2345](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Corrected 11/28/18



Code: FC  
Adopted: 11/03/08  
Orig. Code(s): FC

## Capital Construction Program

The Board may submit to voters at any regular school election, or at a special election called for that purpose, the question of contracting a bonded indebtedness to build or renovate school buildings or to purchase school sites. Before such a bond election the specific needs for facilities will be communicated to the public. Careful estimates will be made as to amounts required for site purchase, construction, and equipment.

All new construction or alterations to existing buildings will ensure that facilities are readily accessible and usable by individuals with disabilities as required by the American's with Disabilities Act.

Following approval by the voters the bonds to be issued will be advertised in newspapers and national financial journals appropriately. The date of issue will be coordinated with tax collection dates, payments on bonds already outstanding, and favorable market conditions. Disposition of the bonds will be accomplished by public sale on a sealed competitive bid or negotiated basis, as determined by the Board. The Board reserves the right to reject any and all bids.

The Board will annually appropriate district funds in the bonded debt service fund for the purpose of paying interest and principal on outstanding bonds. If sufficient funds are not available in the debt service fund, the Board will authorize by resolution an interfund loan for the purpose of meeting debt service requirements.

The capital projects fund is the fund authorized by the approval of the bond issue. Initial receipts from the sale of bonds are deposited in this fund and actual expenditures for sites, buildings, and equipment are made from it. The Board will adopt an annual budget resolution authorizing withdrawal from the fund the amounts needed to meet payments contractual obligations due (e.g., architects, contractors, and other individuals or firms). The Board will receive periodic reports on expenditures made from this fund as compared with original appropriations for various projects.

END OF POLICY

### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)  
[ORS Chapter 255](#)

[ORS Chapter 294](#)  
[ORS 328.205](#)  
[ORS 328.542 to -328.565](#)

[ORS 332.155](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).  
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).  
Americans with Disabilities Act Amendments Act of 2008.

Corrected 11/28/18



Code: **FEA**  
Adopted: 11/03/08  
Orig. Code(s): FEA

## Capital Improvement - Educational Program

To ensure all new ~~or renovated~~ facilities are designed to implement the educational program, the Superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new ~~buildings~~ ~~facilities or renovation of existing facilities~~.

In developing specifications, the Superintendent draws on recommendations of the Board, staff, students, and community organizations.

The specifications ~~shall~~ ~~may~~ include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building;
2. A description of the students to be served;
3. A description of the proposed curriculum and the teaching methods and techniques to be employed;
4. A schedule of space requirements, including an indication of relative locations of various spaces;
5. A desired layout of special areas and the equipment needed for such areas;
6. An outline of mechanical features and special finishes desired;
7. A description of standard codes and regulations (i.e., ~~D~~district, city, county, and state) affecting planning;
8. Pertinent budget and related factors.

END OF POLICY

### Legal Reference(s):

[ORS 195.110](#)

[ORS 197.295 to 197.314](#)

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 581-022-2345](#)

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).  
Americans with Disabilities Act Amendments Act of 2008.

Corrected 11/28/18

2/10/04 | MW

Capital Improvement - Educational Program – FEA

1-1



Code: **FEB**  
Adopted: 11/03/08  
Orig. Code(s): FEB

## **Architectural/Professional Engineering Services**

*(Recommend delete from board policy; needs will be specific to project.)*

The Board will employ the use of a registered architect's/professional engineer's service for the planning and furnishing of construction drawings and structural changes of such nature that professional services would be required.

Prior to any construction project requiring an architect/professional engineer, the Board shall approve the assignment of architect/professional engineer.

In selecting architects/professional engineers, the following criteria should include, but not be limited to:

1. Experienced in school construction;
2. Evidence of relevant experience in special situations, such as facilities for persons with disabilities;
3. Creative design ability;
4. Technical knowledge to control the design so the best results are obtained for the least amount of money;
5. Executive and business ability to oversee the proper performance of contracts;
6. Proven ability in all major phases of planning and construction, including predesign planning, schematic design, design development, bidding and construction;
7. Ability and temperament to work cooperatively with others, and a willingness to consult with staff on educational specifications;
8. Extent and experience of architectural/professional engineering staff in relation to the scope of the planned project;
9. Recognition and intent to employ value engineering principles and practices.

END OF POLICY

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### **Legal Reference(s):**

[ORS Chapters 279A](#), 279B and 279C      [ORS 455.642](#)  
[ORS 332.107](#)

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 11/28/18

Architectural/Professional Engineering Services – FEB

1-1



Code: **FEF/FEFB**  
Adopted: 11/03/08  
Orig. Code(s): FEF/FEFB

### **Construction Contracts**

*(This is already covered in section D and policy DJC; does not need to be adopted into section F.)*

The Board will advertise and award contracts for construction or renovation of facilities according to the provisions of state law. Pre-qualification of bidders may be required by the District.

Contractors shall be registered as required by Oregon law.

For every contract for which a bond is required, a bond with good and sufficient sureties will be required of the contractor. The purpose of the bond is to assure:

1. The obligations of the contract are faithfully performed;
2. Payment is promptly made to all persons supplying labor or materials to the contractor or subcontractor for the work provided in the contract;
3. All contributions for workers' compensation and unemployment insurance are made promptly;
4. All sums required to be deducted and retained from the contractor's and subcontractor's employees' wages are paid.

The Board shall provide for ongoing supervision and management of construction. When performance meets the district's expectation, the Superintendent shall sign off the project and order payments.

END OF POLICY

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#### **Legal Reference(s):**

[ORS Chapters 279A](#), 279B and 279C

Corrected 11/28/18



Code: **FI**  
Adopted: 11/03/08  
Orig. Code(s): FI

## Public Dedication of New Facilities

*(This does not need to be in policy.)*

The Board shall, upon completion of a new facility, conduct a public dedication.

A public tour and commentary shall be included in the dedication.

A ceremony may be planned.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 11/28/18



Code: **FJ**  
Adopted: 11/03/08  
Orig. Code(s): FJ

## Temporary District Facilities

*(The district has this authority without the need for policy.)*

Rented facilities, relocatable units and other emergency school housing may be inadequate for long-term public school purposes, therefore, it is the Board's desire to have sufficient permanent facilities to meet the needs of school enrollment and the school program.

If circumstances require immediate space not available in public school buildings, facilities will be rented or relocatable structures used only as a temporary measure. Any such facility must conform to all appropriate state and local building and land use codes, health and fire laws, environmental standards, and provisions for accessibility and usability as required by the Americans with Disabilities Act.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.155](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0161](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0368](#)

[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).  
Americans with Disabilities Act Amendments Act of 2008.

Corrected 11/28/18





Code: **FK**  
Adopted: 11/03/08  
Orig. Code(s): FK

## Facilities Renovation

The Board's priorities for funding renovation of facilities are as follows:

1. Protection of life and health; compliance with mandated requirements governing construction codes and fire safety requirements;
2. Direct support of the educational program;
3. Urgently required need to comply with the priorities set forth in the District's comprehensive planning program for facilities and sites;
4. All others **Board priorities**.

The Superintendent will establish procedures for requesting, approving, and scheduling facilities renovation.

Plans for new and remodeled buildings will be designed and offer accommodations to make them accessible to persons with disabilities.

END OF POLICY

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### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)  
[ORS 332.107](#)  
[ORS 332.155](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0368](#)

[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).  
Americans with Disabilities Act Amendments Act of 2008.

Corrected 11/28/18



Code: **FL**  
Adopted: 11/03/08  
Orig. Code(s): FL

## Decommission of Facilities

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit the District or public in other ways. In determining which facility is to be retired for regular school purposes, the Board will be guided by this combination of factors:

1. Educational flexibility: Which school building is least adaptable for housing a modern and flexible educational program?
2. Site: Which school site is least adequate for continued use as an educational center?
3. Cost: Which school building represents the highest cost in terms of upkeep and maintenance?

In cases where the educational benefit is minimal, when costs to maintain or renovate are prohibitive or the general physical structure is compromised, demolition of the school or facility will be considered.

The Board shall invite the viewpoints of community residents and staff in making its decision.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.155](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0075](#)

[OAR 581-022-2345](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Corrected 11/28/18

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**INFORMATION – ADMINISTRATIVE REGULATION UPDATES**

**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.

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

Updated administrative regulations (ARs) that do not require Board action will be posted in the Board meeting packet for the information of the Board, staff members, and the public. The following administrative regulations are included in the January 22 Board meeting packet. Please note that OSBA has provided final versions of the text of these ARs, but the revision dates will not be updated until after the Board meeting.

- AD-AR: District Strategic Plan
- CC-AR: Organization Chart 2016-17 (delete)
- CCC-AR: Procedures for Administrative Reduction in Staff and Recall (delete)
- CPA-AR: Layoff/Recall - Administrative Personnel
- KGB-AR-1: Public Conduct on District Property (delete)
- KGB-AR: Trespass Notice

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the updated administrative regulations.



Code: **AD-AR**  
Adopted: 5/22/11  
Orig. Code(s): AD-AR

## District Strategic Plan

### Mission

Engage and challenge all learners to ensure academic excellence.

### Objective

All students will graduate with college and career-readiness skills by reaching achievement benchmarks throughout their K-12 experience.

### Vision

Shared ownership, responsibility, and commitment to success among all stakeholders.

### Agreements and Commitments

1. Every child deserves a quality education.
2. All students can learn and achieve.
3. Engaging education develops intellect, creativity, interpersonal and civic skills, and fosters a lifelong love of learning.
4. Excellent teaching leads to increased achievement of all students.
5. Focused, ongoing, research-based professional development ensures the integration of best practices into the classroom.
6. A strong school district is one in which staff, students, parents, and community work together to promote and enable learning.
7. All students in the Hillsboro School District will have access to rigorous instruction that leads to high levels of learning.

## Strategies

<b><i>Instruction</i></b>	Ensure that systems of instructional improvement lead to the highest levels of learning for all students and staff.
<b><i>Engagement</i></b>	Inform, involve, and engage all stakeholders.
<b><i>Equity</i></b>	Ensure increased awareness and action in the implementation of equitable systems, programs, and practices.
<b><i>Facilities</i></b>	Utilize resources effectively and equitably, and plan for future growth.
<b><i>Safety</i></b>	Create and ensure a safe learning and working environment.

Corrected 9/19/18

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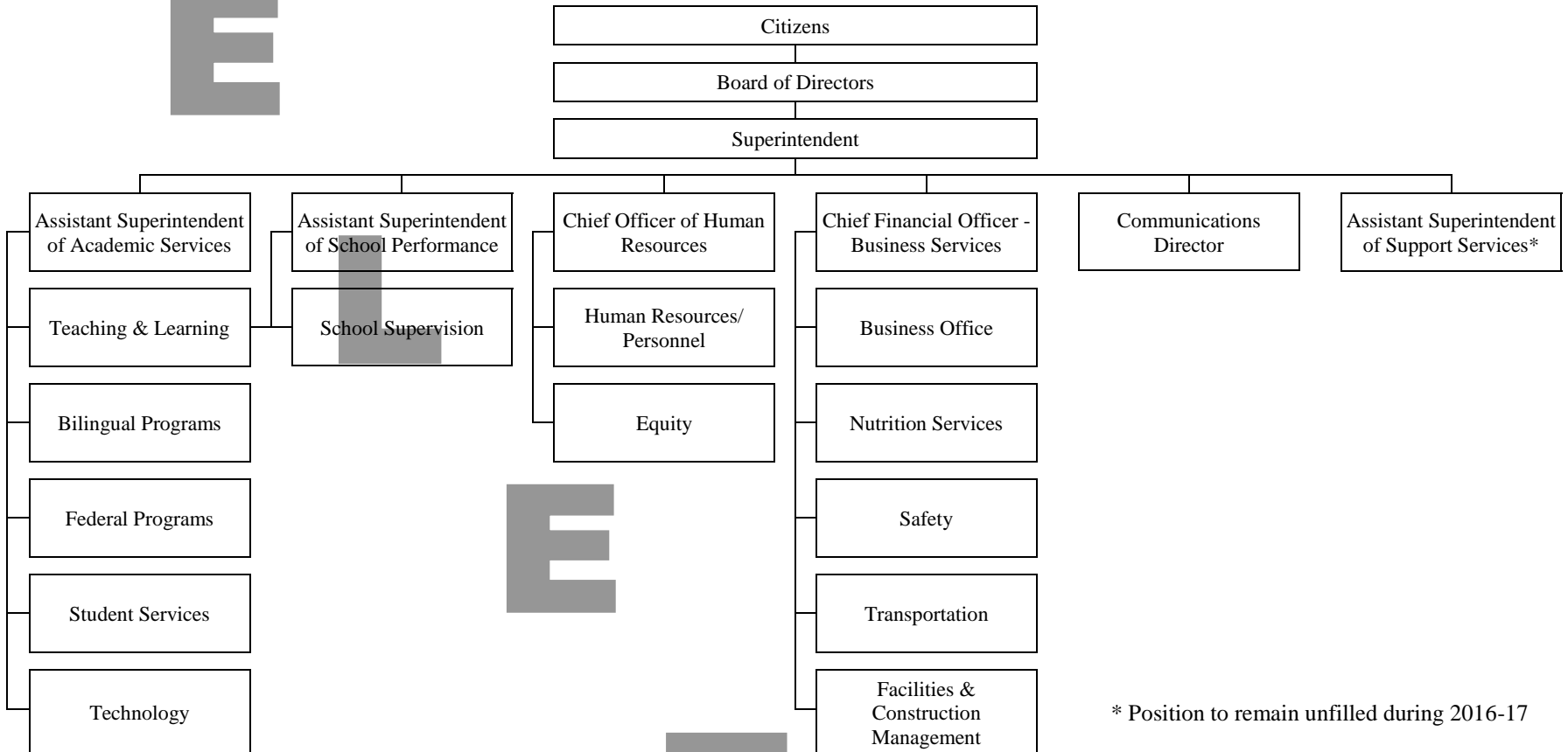
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Code: CC-AR  
Adopted: 10/26/10  
Orig. Code: CC-AR

## Organizational Chart

06



\* Position to remain unfilled during 2016-17



Code: CCC-AR  
Revised/Reviewed: 10/30/07  
Orig. Code: CCC-AR

## **Procedures for Administrative Reduction in Staff and Recall**

### **Definitions**

1. Administrators: Administrators includes licensed directors, assistant principals and principals.
2. Board: The Board is the elected District Board of Directors.
3. Licensed Employees: District personnel required to hold teaching and administrative certificates and endorsements as required by the Teacher Standards and Practices Commission (TSPC).
4. Competence: The ability to do a particular job or to teach or administer a subject or grade level based on recent experience or educational attainments or both.
5. Eliminating a Position: Occurs when the District determines that change in programs or services permanently eliminates a position.
6. Layoff: A process for the temporary or indefinite separation of employees from employment.
7. Merit: The measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.
8. Permanent Administrator: A District employee who has served not less than three successive school years as an administrator and who has been continued for the fourth year.
9. Personnel Policies: Those portions of adopted District policy which related to personnel.
10. Position (Job) Description: A statement approved by the Board showing essential employee relations, roles or functions, major work duties, responsibilities and qualifications for a particular job. A description shall be prepared for all District positions and is used in recruitment, employment, assignment, evaluation and retention/dismissal situations.
11. Probationary Administrator: Any District administrator who is not a permanent administrator in the District. Administrators hired on a temporary contract have no layoff or recall rights beyond the term of their temporary contracts.
12. Recall: The procedure to be followed for the return to employment of employees who have been laid off.

13. Reduction in Staff (Force): A process by which the District proceeds in an orderly manner to reduce the number of employees.
14. Seniority: The length of continuous service with the District in licensed administrative positions, including approved leaves but not including interruptions due to resignation. Service shall be determined as beginning with the date on which work as an administrator began as provided in employee contract or District policies.
15. Vacating a Position: A procedure for retaining a position but not filling it for a period of time.

### **Reduction in Staff**

Reduction in staff shall be based upon the following conditions as specified in ORS 342.934:

1. Lack of funds sufficient to continue one or more District educational or support programs;
2. Elimination of services due to a decrease in student enrollment;
3. Reduction of services due to an administrative decision;

### **Determination of the Need to Reduce Employees**

The District shall:

1. Document the conditions that require staff reductions, develop and appraise possible alternative actions;
2. Prepare a plan or procedure for informing administrators of intended action including a review of employee due process rights;
3. Analyze and list the administrative positions to be vacated or eliminated;
4. Announce the positions to be eliminated or vacated, informing staff presently in these positions of the planned actions and informing them of their rights;

If the District desires to retain an administrator with less seniority than an administrator being released under this section, the District shall determine that the administrator being retained has more competence or merit than the administrator with more seniority who is being released.

### **Decisions Regarding Employees to be Laid Off**

1. Employees currently assigned to positions that are to be eliminated or vacated have the right, when qualified, to alternative actions, including:
  - a. Retirement as provided by statute or Board policy and procedures;
  - b. Leaves with or without pay, subject to the administrative memorandum of agreement;
  - c. Consideration for job sharing or other employment of less than full-time;
  - d. Transfer to other vacant positions for which they are licensed and qualified;
  - e. Resignation.



2. Employees currently assigned positions that are to be eliminated or vacated, and who do not ask for an alternative listed above in 1.a. – 1.e. shall be considered at their request for a “bumping” procedure.
  - a. Eliminated/vacated positions shall be grouped into like categories as consistent with position (job) descriptions.
  - b. Administrators occupying positions in these categories shall be listed by seniority and identified by their licensure. Competence and merit, should they be used as allowed in ORS 342.934 (4), shall be considered in relationship to specific positions and their requirements.
  - c. An employee in a position to be eliminated/vacated may bump employees in the same or lower paying category when they meet the requirements of these positions as described in the current position (job) descriptions, and with consideration of the following factors:
    - (1) Bumping shall result in layoffs in the following order:
      - (a) Those who work less than half-time, if any;
      - (b) Temporary employees, if any;
      - (c) Probationary administrator;
      - (d) Permanent administrator.
    - (2) Employees whose licensure and experience meet the requirements for an equal or lower paying position may bump someone currently assigned to such a position with less seniority, unless the competence and/or merit of the less senior employee is greater, as judged by the District.
    - (3) An administrator shall retain status and seniority as a permanent teacher and voluntarily may return to teaching in a reduction in staff situation. However, an administrator who was never employed as a teacher in the District shall not be eligible to become a teacher in the District if the effect is to displace a permanent teacher.
3. The District shall make a positive effort to assist employees, both in eliminated and vacated positions and those who may be bumped, to use alternatives as outlined above, to find placement in the District, or to seek employment elsewhere.
4. Employees identified as subject to release or layoff shall be informed as soon as possible of this fact and of their bumping rights.
5. The process of releasing, laying off, and bumping of administrators shall be carried out in as short a time as possible.

## **Recall**

1. When it is determined that a vacated position will be filled, or when retained positions become open due to leaves or resignations, an administrator released under the provisions of this policy will be provided opportunity for recall for up to 27 months from the date of layoff.
2. A laid-off administrator shall be recalled and offered employment as follows:
  - a. When an interest in recall was recorded with the time of layoff and renewed as requested by the District, and when current residence and phone number are filed with the District. Note: it

is the administrator's responsibility to keep the administration center informed of his/her telephone number and address;

- b. The District shall maintain an updated list of positions and services vacated, and the persons released from these positions shall be recalled based on competence, merit, seniority, and certification;
- c. Released/laid-off employees shall be contacted and offered employment according to the list;
- d. If a released employee is offered employment, acceptance of the offer must be made within 10 working days and actual return to work must be within 60 calendar days of the offer or at a later date as agreed upon by the District;
- e. A released administrator who refuses recall shall be dropped from the lists and forfeit recall rights. Failure to respond shall be considered a refusal;
- f. Recall rights terminate at the end of 27 months from the date the release was effective;
- g. An administrator who retained employment through the use of the bumping procedure or was recalled into a lower paying position will be given prior opportunity for placement in a vacancy in the original position or one higher paying than that recalled to, if requested, and if licensed and qualified;
- h. The right of a released administrator to a hearing with the Superintendent or, if desired, with the Board, shall be granted;
- i. In the event that two or more administrators in the same category are judged by the District to have equal abilities, skills, and experience, the employee with the greater seniority with the District shall be recalled.

The Board has total jurisdiction and authority, and the decision is final subject to appeal to an arbitrator as provided in ORS 342.934 (7).

- j. Copies of this policy and these procedures shall be made available to all affected employees.

Corrected 10/17/18



Code: CPA-AR  
Revised/Reviewed:

## **Layoff/Recall - Administrative Personnel**

### **General**

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

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

The superintendent or designee shall offer recommendations to the Board regarding transfers, both voluntary and involuntary, and the position(s) which will be eliminated. 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 measure of one's administrative 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.

The district determines that when a layoff of licensed administrators is necessary, the superintendent or designee will use the procedures described in Section II of this regulation. The superintendent or designee will make every reasonable effort to transfer a licensed and qualified administrator who will be laid off to a vacant administrative position for which the administrator is licensed and qualified, in accordance with the procedures described in Section III. The superintendent or designee may combine remaining positions, if it meets district curriculum needs, so that administrators continue to be licensed and qualified to perform available jobs.

### **Section I - Definitions**

1. "Competence" means the ability to perform the essential functions of a job or assignment based on recent experience, additional training or educational attainments, or both, but not based solely on type of license and endorsements of an employee. The superintendent or designee may interpret "recent experience" as having performed the essential functions of the job or assignment within the last five school years. The superintendent or designee, as a guideline, may consider whether a person has held a position "directly above" or a position "directly below" the eliminated position. "Directly above" means a supervisory position. "Directly below" means a direct or indirect reporting relationship to the superintendent.

2. “Merit” means the measurement of one administrator’s ability and effectiveness against the ability and effectiveness of another administrator.
3. “Seniority” is calculated from the first day of actual continuous service as an administrator in the district inclusive of approved leaves of absence. If necessary, ties in length of service shall be broken by drawing lots.
4. “License” means a document or documents issued by Teacher Standards and Practices Commission permitting an individual to perform certain duties within a public district.
5. “Qualifications” mean training, experience, skill and other attributes in addition to the individual’s license.

## **Section II - Layoff Procedures**

1. Administrative positions will be grouped by positions or assignments which the superintendent or designee determines are sufficiently comparable to use in the layoff process.
2. If a new administrative position is created, it will be placed in one of the existing job groupings or in a new job grouping, as determined by the superintendent or designee.
3. Upon recommendation by the superintendent or designee, the Board may eliminate one or more administrative positions within a job group or groups.
4. The superintendent or designee may recommend layoffs within job groups based on license, seniority, qualifications, merit and/or competence.
5. After identification of the administrator(s) to be laid off from a particular job group, the superintendent or designee will reassign the remaining administrators in that group to the remaining positions as necessary.
6. The superintendent or designee will determine whether the administrators identified for layoff will be transferred to a vacant administrative position under the procedures of Section III below or as provided for in state law given the option of a classroom teaching assignment provided the administrator is licensed and determined by the district to be qualified based on merit and/or competence for the assignment.

## **Section III - Reassignments and Transfers**

1. The superintendent or designee will review an administrator’s personnel file, and from consultation with the administrator’s supervisors, shall determine if an administrator who will be laid off under Section II can be transferred to a vacant administrative position. Each transfer may be based on license, seniority, qualifications, merit, competence and previous administrative positions held as determined by the superintendent or designee.
2. An administrator may voluntarily accept a classroom teaching assignment in lieu of a layoff.
  - a. The administrator may accept a classroom teaching assignment which is currently vacant.
  - b. If the administrator previously taught and was a contract teacher in the district, the administrator may displace (“bump”) a probationary or contract teacher with less seniority.

- c. If the administrator never taught in the district, the administrator may displace (“bump”) a probationary teacher with less seniority.
3. While an administrator retains his/her rights to recall to a vacant administrative position in accordance with Section IV below, an administrator who voluntarily accepts a classroom teacher assignment will also be covered by the layoff/recall and other provisions of the collective bargaining agreement governing regularly employed teachers for purposes of their rights as teachers.

#### **Section IV - Recall**

1. An administrator who is laid off under this procedure shall be placed in a recall pool. An administrator who resigns rather than accept layoff or reassignment under this procedure forfeits rights to be placed in the recall pool.
2. An administrator will be maintained in the recall pool for a period of not more than 27 calendar months from the effective date of layoff.
3. A laid-off administrator who rejects recall to a position offered by the district for which the administrator is licensed and qualified to perform and which is similar to the workday or work year of the person’s previous position, thereby waives any further recall rights, and the administrator’s employment terminates effective the date of rejection of the job offer.
4. Licensed and qualified administrators will be considered for recall based on proper licensure and qualifications to perform the essential functions of the job. The district retains the right to recall a less senior administrator to the position if that individual has more merit and/or competence.
5. Administrators will be recalled based on license, seniority, qualifications, merit, competence and other relevant factors.
6. Notification of recall will be delivered in person or deposited as certified mail, postage prepaid and addressed to the last known address of the laid-off employee. It is the responsibility of the administrator to ensure up-to-date mailing information is provided to the district. The individual shall be allowed 10 calendar days from the date of personal delivery or postmark to accept the position in writing. If the individual declines the recall or fails to accept within the 10-day period or fails to report for duty on the date specified in the recall notice, the individual’s name will be removed from the recall pool. The individual will be considered to have resigned employment with the district and waived any further right of recall.
7. An administrator who wishes to remain eligible for recall to a position requiring a license must maintain a valid license.
8. Individuals who wish to waive recall rights prior to 27 months subsequent to the effective date of a layoff may do so by written notification to the district. Such notice will be considered a voluntary resignation and the individuals shall forfeit all employment rights with the district.
9. Employees returning from layoff shall be credited with all seniority and sick leave the employee earned prior to the effective date of the layoff, but the employee shall not accrue leave, benefits or seniority during the period of the layoff. If applicable, the district will apply any sick leave accrued from another school district employment during the recall time as allowed by state law.

10. An employee who has been laid off has the option of continuing the employee's health insurance program at the employee's expense for up to 18 months, subject to the approval and rules of the insurance carrier(s).
11. An employee must have completed at least 135 contract days during 1 school year in order to be eligible for 1 vertical step advancement for the succeeding school year. If, because of layoff, an employee does not complete at least 135 contract days that school year, the employee will be placed on the same salary schedule step as the employee was on prior to layoff.
12. Nothing in this regulation shall be construed so as to interfere with the district's right to dismiss an administrator, not extend the contract of an administrator or dismiss or nonrenew the contract of a probationary administrator pursuant to state law.
13. An individual who is no longer employed as an administrator in the district due to resignation, assignment to a nonadministrative position, expiration of the recall period or rejection of a position offered by the district shall receive salary for all unused vacation time following the termination of employment as an administrator.

#### **Section V - Announcements of Decisions**

Public announcements of layoff decisions should occur only after prior notice to affected administrators. Certain circumstances may, in some cases, prevent prior notice and employees will be notified as soon as is practical.

#### **Section VI - Appeal Procedure**

An appeal from a layoff decision shall be by arbitration pursuant to the employee's individual employment contract, administrator group contract ("employment agreements or meet and confer agreements") or rules of the Employment Relations Board.

#### **Section VII - Future Changes in Procedure**

The district reserves the right to amend, revise or repeal all or any part of this procedure at any future time and no employee shall have any vested right in the continuation of this procedure or any amendment thereof, provided, however, that no amendment or repeal of this procedure shall prejudice the reinstatement rights of any individual who is in the "recall pool" at the time these procedures are amended, revised or repealed. The district will also consult with employees covered by this administrative regulation prior to making any decisions regarding changes to this procedure.

Corrected 10/17/18



Code: **KGB-AR(1)**  
Revised/Reviewed: 9/01/15  
Orig. Code: KGB-AR(1)

## **Public Conduct on School Property**

The administration shall safeguard the District facilities and premises against certain hazardous and nuisance activities.

The Board prohibits smoking, including the use of any tobacco products or inhalant delivery systems, on all District property including buildings, vehicles, and outdoor areas.

Activities prohibited on District property unless approved by the school administration include, but are not limited to, the following:

1. Racing of automobiles, motorcycles, or other vehicles;
2. Operation of powered “go-carts” or similar vehicles;
3. Operation of power-driven model airplanes, cars, drones, or other mechanical devices;
4. The use of all roller devices (roller shoes, skateboards, scooters, etc.);
5. Horseback riding;
6. Golf practice;
7. Archery practice.

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 District administrative regulation ING-AR-1: Service Animals in District Facilities.

A person violating the rules of public conduct on District property will be directed to leave. The teacher or administrator may issue a trespass notice giving a brief statement of the violation. The principal’s office or Executive Director of Facilities, Safety, and Operations should be notified immediately and given a copy of the written notice.

All vehicles on District property are subject to the traffic laws of the state, county, city, and those rules adopted by the Board.

Corrected 11/28/18



Code: **KGB-AR**  
Revised/Reviewed: 2/22/08  
Orig. Code: KGB-AR(2)

## **Trespass Notice**

Date \_\_\_\_\_ Time \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Notice issued to:

Name \_\_\_\_\_

This notice is to confirm that the above named person has been asked to leave the school premises on the date and time indicated and not to return. If this request is not followed immediately, or if the above-named person returns to the school premises at any time, the police department will be called and appropriate charges will be made under Oregon Revised Statute (ORS) 164.245, criminal trespass in the second degree.

School Official  
Hillsboro School District 1J

cc: School files  
Director of Operations

Corrected 11/28/18



HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
December 11, 2018  
Administration Center, 3083 NE 49<sup>th</sup> 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  
Kelli Waibel, Technology Support

Student Representative Present:

Samanta Vega Contreras

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

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

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

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
<u>Financial Report</u> Provide clarification regarding the percentage of Support Services funds expended for supplies / materials and other expenses	Provided in a Board update
<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	Policy revision scheduled for first reading on January 22
<u>Board of Directors' Time</u> Board Chair Lisa Allen requested information regarding the timeline for receiving the results of OSBA's election.	Provided in a Board update

K. Adjourn Regular Session

The meeting was adjourned at 8:55 PM.

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends that the Board of Directors:

- A. Ratify the acceptance of the retirement of the following licensed personnel:

**Cheryl Gary**

Assignment: 1.0 FTE Elementary Resource Specialist  
Location: Mooberry Elementary School/Tobias Elementary School  
Effective Date: January 1, 2019  
Years of Service: 26 years

- B. Ratify the acceptance of the resignation of the following administrative personnel:

**Donald Wolff**

Assignment: Executive Director of Technology Services  
Location: Administration Center  
Effective Date: January 31, 2019

- C. Ratify the acceptance of the resignation of the following licensed personnel:

**Heather Oster**

Assignment: 1.0 FTE 5<sup>th</sup> Grade Teacher  
Location: Lincoln Street Elementary School  
Effective Date: January 31, 2019

- D. Approve the employment of the following administrative personnel in the 2018-19 school year:

**Shannon Freudenthal**

Assignment: 1.0 FTE Temporary Elementary School Principal  
Location: Farmington View Elementary School  
Effective Date: January 7, 2019

- E. Approve the employment of the following licensed personnel in the 2018-19 school year:

**Morgan Acker**

Education: MA – Pacific University, Forest Grove, OR  
Experience: 4 years  
Assignment: 1.0 FTE 1<sup>st</sup> Grade – Jackson Elementary School

**Whitcomb Bronaugh**

Education: MA – Pennsylvania State University, State College, PA  
Experience: 8 years  
Assignment: 1.0 FTE Science – Glencoe High School

**Susan Holbrook**

Education: BA – Brigham Young University, Provo, UT  
Experience: 33 years  
Assignment: 1.0 FTE 1<sup>st</sup>/2<sup>nd</sup> Grade – Farmington View Elementary School

**Alex Isackson**

Education: MA – University of Louisville, Louisville, KY  
Experience: None  
Assignment: 0.4 FTE Music – Groner K-8 School

**Roseanna Ling**

Education: MA – University of Oregon, Eugene, OR  
Experience: 2 years  
Assignment: 1.0 FTE 4<sup>th</sup>/5<sup>th</sup> Grade – Mooberry Elementary School

**Erika Stanford**

Education: MA – George Fox University, Newberg, OR  
Experience: None  
Assignment: 1.0 FTE 1<sup>st</sup>/2<sup>nd</sup> Grade – Lincoln Street Elementary School

**Linda Sumner**

Education: MA – Pacific University, Forest Grove, OR  
Experience: 1 year  
Assignment: 1.0 FTE Kindergarten – Lenox Elementary School

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of December 31, 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 \$10,000 from an anonymous donor to Hillsboro School District to be used for general education

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors accept this donation.

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**ADOPT 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. The Board receives an annual report, outlining curricular programs and activities that are provided to students as part of the District's comprehensive Drug, Alcohol, and Tobacco Prevention Plan. The 2018-19 Drug, Alcohol, and Tobacco Prevention Plan was presented for first reading on December 11, 2018.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors adopt 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 <sup>th</sup> 2016	6 <sup>th</sup> 2018	State 6 <sup>th</sup> 2018	8 <sup>th</sup> 2016	8 <sup>th</sup> 2018	State 8 <sup>th</sup> 2018	11 <sup>th</sup> 2016	11 <sup>th</sup> 2018	State 11 <sup>th</sup> 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.



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

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### **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 to<sup>1</sup>:

1. An individual's perceived or actual race, color, religion, sex, sexual orientation<sup>2</sup>, 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 issues<sup>3</sup>. 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.

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

<sup>2</sup> "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.

<sup>3</sup> 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

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**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~~ designee<sup>1</sup>. 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's<sup>2</sup> 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's<sup>3</sup> response to the complaint. The administrator receiving the appeal shall review the merits of the principal's/~~or~~ designee's<sup>4</sup> 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.

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

<sup>2</sup> Ibid. p. 1

<sup>3</sup> Ibid. p. 1

<sup>4</sup> 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 designee<sup>5</sup> 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.

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<sup>5</sup> 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:

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Who should we talk to and what evidence should we consider? \_\_\_\_\_

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Suggested solution/resolution/outcome: \_\_\_\_\_

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~~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

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**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

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### 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

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**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

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**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

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### 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

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.

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

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### Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)

Corrected 10/17/18; Corrected 1/16/19



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

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### 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

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### 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 spouse<sup>1</sup>, 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 benefits<sup>2</sup> 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.

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<sup>1</sup> The term spouse includes domestic partner.

<sup>2</sup> 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 spouse<sup>3</sup>, 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 benefits<sup>4</sup> 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

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<sup>3</sup> Ibid. p. 1

<sup>4</sup> 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

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### 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 spouse<sup>1</sup>, 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 benefits<sup>2</sup> 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

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<sup>1</sup> The term spouse includes domestic partner.

<sup>2</sup> 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

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**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

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**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

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**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

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### 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

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### 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

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#### **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

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#### 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.<sup>1</sup> No meeting will be held at any place where discrimination on the basis of an individual’s race, color, religion, sex, sexual orientation<sup>2</sup>, 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.

<sup>1</sup> 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.

<sup>2</sup> 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

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### 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

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### 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

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**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

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### 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

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**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**

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**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:

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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

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### 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

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### 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**

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### 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

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#### 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

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#### 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

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**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

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### 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

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### 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

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**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

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### 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

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**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

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 10/17/18



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

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### 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

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### 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

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**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

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### 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

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### 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 s 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

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### 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

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### 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

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**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, a 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

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### 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

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### 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

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**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

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#### 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

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### 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

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### **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

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### 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

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#### **Legal Reference(s):**

[ORS 294.311](#)

[ORS 332.075](#)

[ORS 332.505](#)

Corrected 10/17/18

T

E

Consultants to the Administrative Staff – CK

1-1



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 report<sup>1</sup> 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

<sup>1</sup> 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

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 342.934](#)

E

Corrected 10/17/18

D

## **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

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**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

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### 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

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**Legal Reference(s):**

[ORS 161.015](#)  
[ORS 166.210](#) to -166.370  
[ORS 166.382](#)  
[ORS 332.107](#)  
[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 339.315](#)  
[ORS 339.327](#)  
[ORS 809.135](#)  
[ORS 809.260](#)  
  
[OAR 581-021](#)-0050 to -0075  
[OAR 581-053](#)-0010(5)

[OAR 581-053](#)-0230(9)(k)  
[OAR 581-053](#)-0330(1)(r)  
[OAR 581-053](#)-0430(17)  
[OAR 581-053](#)-0531(16)  
[OAR 581-053](#)-0630

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

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### 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):**

<a href="#">ORS 161.015</a>	<a href="#">ORS 166.210 to -166.370</a>	<a href="#">ORS 433.835 to -433.990</a>
<a href="#">ORS 164.245</a>	<a href="#">ORS 332.172</a>	<a href="#">ORS 806.060 to -806.080</a>
<a href="#">ORS 164.255</a>	<a href="#">ORS 336.109</a>	<a href="#">OAR 333-015-0025 to -0090</a>
<a href="#">ORS 166.025</a>	<a href="#">ORS 339.883</a>	<a href="#">OAR 581-021-0110</a>
<a href="#">ORS 166.155 to -166.165</a>	<a href="#">ORS 431.840</a>	<a href="#">OAR 584-020-0040(4)(e),(g)</a>

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 1J**  
**January 22, 2019**  
**VOTE ON RESOLUTION TO SUPPORT INCREASING OREGON PUBLIC SCHOOL**  
**FUNDING TO ENSURE STUDENT SUCCESS**

**SITUATION**

The Oregon School Boards Association, the Confederation of Oregon School Administrators, the Oregon Education Association, and school boards across the state are joining together, adopting resolutions that call for the Oregon Legislature to take action to fund public education at a level that will ensure student success. On January 8, Board members discussed drafting a resolution in support of this movement.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors take action on the following motion:

*I move that the Board of Directors approve the resolution to support increasing Oregon public school funding to ensure student success.*

**RESOLUTION TO SUPPORT INCREASING OREGON PUBLIC SCHOOL  
FUNDING TO ENSURE STUDENT SUCCESS**

**RESOLUTION NO. 012219-1**

**WHEREAS** Oregon has one of the largest average class sizes in the nation; and

**WHEREAS** Oregon has one of the lowest graduation rates in the nation; and

**WHEREAS** Oregon has one of the shortest school years in the nation; and

**WHEREAS** students in our public schools face challenging learning conditions due to lack of resources; and

**WHEREAS** our educators, school board and community are doing the best they can for our students, given a lack of resources; and

**WHEREAS** funding for programs and staff has been reduced, leading to cuts in career and technical education, art, music, physical education, librarians, counselors, nurses, school psychologists and special education teachers, as well as providing fewer resources and training for educators and higher fees and reduced access to extracurricular activities; and

**WHEREAS**, without change, our students will struggle to succeed; and

**WHEREAS** our students and communities cannot wait; and

**WHEREAS** Oregon students deserve better,

**NOW, THEREFORE, BE IT RESOLVED** that the Hillsboro School District Board of Directors will support and encourage efforts to amply fund Oregon public schools by increasing state revenue.

ADOPTED this 22<sup>nd</sup> day of January, 2019.

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Lisa Allen  
Chair, Board of Directors

Attested by:

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Mike Scott  
Superintendent



**HILLSBORO SCHOOL DISTRICT 1J**  
**January 22, 2019**  
**VOTE ON RESOLUTION IN SUPPORT OF FUNDING EDUCATION AT THE LEVEL**  
**RECOMMENDED BY THE QUALITY EDUCATION MODEL**

**SITUATION**

Oregon School Boards Association (OSBA) is asking school boards across the State to act with a unified voice, passing resolutions supporting OSBA's "Oregonians for Student Success" campaign to prioritize education investments for Oregon's students. The resolution highlights the fact that Oregon has consistently underfunded public education since the 1990 passage of Measure 5, which limited property taxes. This prolonged period of unstable and inadequate funding has led to a shortened school year, larger class sizes, teacher layoffs, and program cuts – situations that local school boards cannot resolve, despite their best efforts.

The Legislature's Joint Interim Committee on Student Success, which toured the state in 2018 to explore Oregon's education system, has galvanized support for state revenue reform and increased education funding; and Governor Kate Brown's 2019-21 budget proposed \$9 billion for the State School Fund, with a possible additional \$1.3 billion for early learning and K-12 education. The Quality Education Model (QEM), a nonpartisan assessment of the costs of a high-quality Oregon education system, recommends \$10.7 billion for the biennium. The State Legislature needs to prioritize investing to the level of the QEM in order to assure educational opportunities for every student in every district in the State.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors take action on the following motion:

*I move that the Board of Directors approve the resolution in support of funding education at the level recommended by the Quality Education Model.*

## **QEM-LEVEL FUNDING RESOLUTION**

### **RESOLUTION NO. 012219-2**

#### **RESOLUTION OF THE HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS, IN SUPPORT OF FUNDING EDUCATION AT THE LEVEL RECOMMENDED BY THE QUALITY EDUCATION MODEL**

**WHEREAS**, since the passage of Measure 5 in 1990, this State has consistently underfunded its schools and failed to adopt a means of sustainably paying for public services; and

**WHEREAS** we believe funding a strong system of public education is the best investment Oregonians can make to strengthen our economy, create thriving communities, and improve the quality of life for every Oregonian; and

**WHEREAS** we support a well-rounded curriculum that meets the needs of Oregon's students, including art, music, PE, career and technical training, and co-curricular activities; and

**WHEREAS** we must ensure that efforts to close the academic achievement gap and supports for students who have been historically underserved are expanded; and

**WHEREAS** Oregon's public schools have experienced a prolonged period of unstable and inadequate funding that has resulted in dire consequences, including teacher and staff layoffs, program cuts, unacceptably large class sizes, and one of the shortest school years in the country; and

**WHEREAS** the Quality Education Model has consistently defined what a high-quality educational system should look like for Oregon students, but the Legislature has never provided the funding to meet it; and

**WHEREAS** the Legislature has made progress and reinvestments in K-12, but funding momentum is fragile, due to unstable funding resources and cost containment issues; and

**WHEREAS** Oregon's political leaders have embarked on an ambitious effort through the Joint Committee on Student Success to define what our schools can be and find the means of sustainably paying for them; and

**WHEREAS** school board members need to help shoulder the responsibility for making the case to Oregon's voters that the Legislature needs to prioritize investing to the level of the QEM to assure educational opportunities for every student in every district in our State.

**NOW, THEREFORE, BE IT RESOLVED** that the HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS pledges to join and support the efforts of the “Oregonians for Student Success” campaign to ensure that Oregon's lawmakers prioritize investments to improve the educational outcomes for Oregon's greatest natural resource: our children.

ADOPTED this 22<sup>nd</sup> day of January, 2019.

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Lisa Allen  
Chair, Board of Directors

Attested by:

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Mike Scott  
Superintendent