



Hillsboro School District 1J

February 26, 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 49th Place, Hillsboro, OR

Board Meeting Agenda

February 26, 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 - Work Session

- A. Discuss Nonprofit Low-Income Affordable Housing Property Tax Exemption Request 8
Presenter: Michelle Morrison
Time: 5:15 PM, 10 minutes
- B. Facility Use Fees Discussion 19
Presenter: Rian Petrick
Time: 5:25 PM, 25 minutes
- C. Budget Workshop 20
Presenter: Mike Scott / Michelle Morrison
Time: 5:50 PM, 40 minutes
- D. Policy Discussion 21
Presenter: Mike Scott
Time: 6:30 PM, 10 minutes
- E. Discussion Time
Time: 6:40 PM, 10 minutes
 - 1. Discuss Community Event Participation
- F. Recess Board Meeting
Time: 6:50 PM

2. 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: Brookwood Elementary School STEAM Project
Presenter: Yadira Martinez
Time: 7:05 PM, 10 minutes
- C. Approval of Agenda
Time: 7:15 PM
- D. Audience Time
Time: 7:15 PM, 10 minutes
- E. Reports and Discussion
 - 1. District Evaluation: School-Year-End Summary and Annual Student Achievement Report - 2017-18 (*see written report*) 25
Presenter: Beth Graser / Dayle Spitzer
Time: 7:25 PM, 20 minutes

2. Local Wellness Program - Annual Assessment (<i>see written report</i>)	32
Presenter: Casey Waletich	
Time: 7:45 PM, 5 minutes	
3. NWRESD Update	34
Presenter: Lisa Poehlitz	
Time: 7:50 PM, 10 minutes	
4. Financial Report (<i>see written report</i>)	35
Presenter: Michelle Morrison	
Time: 8:00 PM, 5 minutes	
5. Policies - First Reading	
<i>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.</i>	
Time: 8:05 PM, 15 minutes	
a. Policies in Section A-B: Board Governance and Operations; Section D: Fiscal Management; Section E: Support Services; and Section F: Facilities Development	40
1. Policies in Section A-B: Board Governance and Operations	42
• BHD: Board Member Compensation and Expense Reimbursement	
Presenter: Mike Scott	
2. Policies in Section D: Fiscal Management	43
• DFEA: Admission to District Events	
• DJFA: Procurement Cards	
Presenter: Michelle Morrison, Casey Waletich	
3. Policies in Section E: Support Services	46
• EA/EAA: Support Services Goals (delete)	
• EBA: Buildings and Grounds Inspection (delete)	
• EBAA: Reporting of Hazards (delete)	
• EBB: Integrated Pest Management	
• EBBA: First Aid	
• EBBA: Infection Control and Bloodborne Pathogens	
• EBBAB/GBEBAA/JHCCBA: Hepatitis B/Bloodborne Pathogens (delete)	
• EBBB: Injury/Illness Reports	
• ECACB: Use of Drones on District Property	
• ECB: Buildings and Grounds Maintenance (delete)	
• ECD: Traffic and Parking Controls	
• ECF/EDD: Energy and Resource Conservation Management	
• ECG: Vehicle Idling	
• ED: Material Resources Management (delete)	
• EDA: Receiving and Warehousing (delete)	
• EDB: Maintenance and Control of Materials (delete)	
• EDC/KGF: Authorized Use of District Equipment	
• EEA: Student Transportation Services	
• EEAB: School Bus Scheduling and Routing	
• EEAC: School Bus Safety Program	
• EEACA: Bus Drivers	

- EEACC: Student Conduct on School Buses
 - EEACCA: Video Cameras on Transportation Vehicles and on District Property
 - EEACD: Use of District Activity Vehicles for Student Transportation
 - EEACE: Loading and Unloading
 - EEAE: Student Transportation in Private Vehicle
 - EEBA: District Vehicles (delete)
 - EEBAA: District Vehicles/Seat Belts/Child Safety System (delete)
 - EEBB: Use of Personal Vehicles for District Business
 - EF: Management of Food Services (delete)
 - EFA: Local Wellness Program
 - EFAA: District Nutrition and Food Services
 - EFAA-AR: Reimbursable Meals and Milk Programs
 - EFD: Food Preparation
 - EGAAA: Reproduction of All Copyrighted Materials
 - EGAB: Mail and Delivery Services (delete)
 - EH: Records and Data Management
 - EIA: Insurance Programs
 - EIB: Liability Insurance (delete)
- Presenter: Casey Waletich, Michelle Morrison, Travis Reiman, Beth Graser, Elaine Fox

F. Information

G. Consent Agenda

- | | |
|---|-----|
| 1. Approve Minutes of January 8, 2019, Board Meeting | 166 |
| 2. Approve Minutes of January 22, 2019, Board Meeting | 170 |
| 3. Approve Routine Personnel Matters | 179 |

4. Accept Gifts and Donations	182
5. Approve Extension and Non-Extension of Temporary, Probationary, and Contract Teachers and Administrators	183
6. Approve Policy Revisions (<i>presented for first reading on January 22, 2019</i>)	
a. Approve Revisions to Policies in Section D: Fiscal Management	194
• 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	
b. Approve Revisions to Policies in Section F: Facilities Development	241
• 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)	

<ul style="list-style-type: none"> • FJ: Temporary District Facilities (delete) • FK: Facilities Renovation • FL: Decommission of Facilities 	
c. Approve Revisions to Policy IFF and IFF-AR: Community Curriculum Advisory Committee and IFF-AR Appendix A: Community Curriculum Advisory Committee Charge	252
H. Action Items	
1. Adopt Resolution Approving NWRESD Local Service Plan for 2019-20 Presenter: Mike Scott Time: 8:30 PM, 5 minutes	259
2. Approve 2019-20 School Year Calendar Presenter: Kona Lew-Williams Time: 8:35 PM, 5 minutes	267
3. Award Bid for the Purchase of School Buses Presenter: Michelle Morrison Time: 8:40 PM, 5 minutes	269
4. Approve PACE Trust Agreement Revisions Presenter: Michelle Morrison Time: 8:45 PM, 5 minutes	270
5. Vote on Resolution Regarding Nonprofit Low-Income Housing Property Tax Exemption Request Presenter: Michelle Morrison Time: 8:50 PM, 5 minutes	272
6. Award Contracts for Century High School CTE Building Project, Liberty High School CTE Building Project, and Glencoe High School Softball Dugouts / Concessions Presenter: Adam Stewart / Casey Waletich Time: 8:55 PM, 5 minutes	273
7. Award Contract for Chiller Replacement, Controls Upgrade, and Retro-Commissioning of Liberty High School's HVAC System Presenter: Adam Stewart / Casey Waletich Time: 9:00 PM, 5 minutes	284
8. Approve Cost-Sharing Agreement Between Hillsboro School District and GLC-South Hillsboro, LLC Presenter: Adam Stewart / Casey Waletich Time: 9:05 PM, 5 minutes	285
9. Approve Intergovernmental Agreement between Hillsboro School District and Washington County for Improvements to Reedville Elementary School Frontage along 209th Avenue and Johnson Street Presenter: Adam Stewart / Casey Waletich Time: 9:10 PM, 5 minutes	291
I. HCU / HEA Reports Time: 9:15 PM, 5 minutes	
J. Discussion Time Time: 9:20 PM, 20 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	

3. Board of Directors' Time

K. Adjourn Regular Session

Time: 9:40 PM

3. Next Meetings of the Board of Directors

- March 12, 2019, Regular Session
- April 9, 2019, Work 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
February 26, 2019
DISCUSS NONPROFIT LOW-INCOME HOUSING
PROPERTY TAX EXEMPTION REQUEST

SITUATION

On June 26, the Hillsboro School District Board of Directors approved a non-profit affordable housing tax exemption for Washington County. The exemption supports the long-term financial stability of nonprofit low-income housing providers serving low-income working families in unincorporated Washington County by allowing 501(c)(3) and (4) non-profit housing providers who serve residents earning 60% or less of median income to apply for an annual, renewable property tax exemption.

Due to the Equalization Formula at the State level, the impact to the District would be immaterial. All property and income taxes go into the State School Fund and are distributed per student (weights) to all districts in Oregon. (The Hillsboro School District's student population is 3.5% of statewide enrollment.)

The City of Hillsboro has requested a specific resolution from the Hillsboro School District Board of Directors, in addition to the action on behalf of Washington County. The impact would remain immaterial as the initial resolution for Washington County included the area of the City of Hillsboro.

The Beaverton School District approved a similar program a few years ago and found that the program actually created additional revenue, due to the fact that the low-income housing units built to take advantage of this tax-exemption brought in additional students, which increased the District's Average Daily Membership. Attached are documents prepared by the City of Hillsboro explaining the program.

This request will be presented to the Board for discussion during this evening's work session, and for action during this evening's regular session.

RECOMMENDATION

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



MEMORANDUM

To: Robby Hammond, Interim City Manager

From: Chris Hartye, Senior Project Manager and Andrew Bartlett, Management Analyst

Date: February 5th, 2019

Subject: Nonprofit-Owned Affordable Housing Property Tax Exemption Ordinance

Requested City Council Action:

Consider approval of an Ordinance adding Subchapter 3.40, enabling the City of Hillsboro to administer an affordable housing tax exemption program for non-profit housing providers.

Background:

Providing a property tax exemption for nonprofit owned regulated affordable housing was among the four recommended policy considerations outlined in the 2017 ECONorthwest housing study as an impactful tool to support affordable housing development and preservation. Oregon statute (ORS 307:540-548) authorizes local governing bodies such as cities, counties, and school districts to adopt an ordinance that specifically provides a property tax exemption for nonprofit affordable housing projects. The property tax exemption provides total relief of property taxes paid by the nonprofit and applies to the tax levy of all taxing districts (including local option levies) if 51% of the total rate of taxation within the jurisdiction approves the exemption. In Hillsboro, this is achieved if the City and Hillsboro School District approve the exemption. The City Council discussed the nonprofit-owned affordable housing property tax exemption policy at a work session on January 15th, 2019 and directed staff to prepare the attached Ordinance for consideration.

Eligibility Criteria

In order to qualify for the exemption, the property must be owned by a registered nonprofit and occupied by persons at 60% of Area Median Income (AMI) or at the City's discretion, 60% AMI for the first year and up to 80% AMI ongoing. Eligible affordable housing properties in Hillsboro are owned and operated by nonprofits such as REACH CDC, Bienestar, Bridge Housing and others. Undeveloped land is also eligible for the exemption and must be held for future development of affordable housing. To receive the exemption, nonprofit organizations must apply on or before March 1 of the assessment year and be approved by the City annually. By

statute, applications must include a description of the charitable purpose of the project, a certification of resident income levels and a description of how the tax exemption will benefit property residents.

Benefits to Supporting Affordable Housing

As reported in the ECONorthwest findings, a tax exemption for nonprofit owned affordable housing is a powerful tool that increases the financial feasibility of developing new affordable housing. Within a new construction development pro forma, the property tax exemption means less operating expenses over the life of the project. The savings allows the nonprofit developer to better service permanent debt and obtain a larger permanent loan amount. This helps close financial gaps for new construction and improves overall development feasibility. The property tax exemption savings within a development pro forma may also allow for deeper unit affordability, which is particularly important and timely because there is currently a shortage of deeply affordable units in Hillsboro (and throughout Washington County) and numerous financial challenges to building them.

Since the nonprofit owned affordable housing exemption is not available in Hillsboro, nonprofit developers like REACH CDC and others have elected to enter into limited-partner ownership agreements with the Washington County Housing Authority. In doing so, they are able to receive a property tax exemption granted automatically by ORS for housing authority owned projects. This limited partnership has fees and other administrative provisions attached however, and therefore developers have indicated preference for the nonprofit exemption described herein.

For existing regulated affordable housing, the property tax savings achieved through this exemption are required by statute to benefit the low-income residents of the properties. Benefits can take the form of rent stabilization and/or enhanced resident services such as childcare, job and computer training, afterschool programs or other benefits. Over time, the operational savings to the nonprofit property owner may also help to preserve affordable units. As one example of the exemption for an existing eligible property, the property tax savings to Woodland Park, a 110 unit regulated affordable housing project on 12th Avenue in Hillsboro, owned by Bridge Housing, is estimated to be over \$68,000 per year.

The nonprofit affordable housing property tax exemption has, and continues to be, the most requested tool by affordable housing developers serving Hillsboro.

Tradeoffs for the City

The primary tradeoff for the City is the foregone property tax revenue associated with the exemption, including existing and future increment collections to the Downtown Urban

Renewal Area (URA) and local option levies. As Hillsboro is a full service City, it relies on property taxes to provide services that include Police, Fire, Parks and Recreation, Library and other core services, not all of which are provided by jurisdictions who have adopted the exemption.

Currently, eleven (11) existing affordable housing developments are eligible for the property tax exemption if enacted in Hillsboro. If awarded, the estimated foregone property tax revenue to the City begins at \$96,000 annually. The estimated total foregone property tax revenue to all taxing jurisdictions starts at \$293,000 per year relative to the same eligible properties. Five (5) of the eleven properties eligible for this program are located within the City's Downtown URA. If a property tax exemption is granted, the forgone revenue specific to the City's portion of the property taxes assessed within the Downtown URA is estimated to start at \$20,000 per year.

An estimated \$480,000 of existing affordable housing is already property tax exempt within the City (53 project sites) due to ownership by the Washington County Housing Authority or other related exemptions. Therefore, the total property tax revenue foregone within the City for affordable housing would start at an estimated \$576,000 per year including current exemptions allowed by ORS (ie. Housing Authority ownership) and the eleven properties eligible for this nonprofit property tax exemption. Any future affordable housing projects constructed within the City would increase the overall impact of the property tax exemption. For future exemption-eligible projects located within the Downtown Urban Renewal Area (URA), the City would forgo the total property tax amount from URA increment collection rather than only the City's portion.

Local Examples of Property Tax Exemptions for Nonprofit Owned Affordable Housing

A number of local jurisdictions in Washington County have implemented the property tax exemption for nonprofit owned regulated affordable housing. The City of Tigard, City of Beaverton, City of Cornelius, and most recently the City of Forest Grove have passed ordinances allowing for the exemption. The Hillsboro School District and Washington County have also passed ordinances exempting their portions of property tax assessed for nonprofit owned affordable housing.

Policy Framework

The nonprofit owned affordable housing property tax exemption aligns with several City Council adopted policies and priorities.

- Policy H 2.8 in the Hillsboro Comprehensive Plan: "*Affordable housing tools. Support the development of government-assisted affordable housing and workforce affordable housing through strategies such as partnerships, code flexibility, land banking or other tools consistent with state-enabling legislation.*"

- 2018 City Council Priority: “Create partnerships to encourage and support the development of more market rate and affordable housing.”

Implementation and Policy Considerations

The City has authority under the ORS to increase the tenant income eligibility to 80% AMI after the first year, set the overall maximum period of time an exemption can be awarded (including for undeveloped land) and/or set additional criteria that do not conflict with the ORS statute(s).

A number of implementation and policy considerations were discussed at the January 15 work session:

- Council provided direction to Staff to define low-income with regard to income eligibility allowing the exemption to be applied to units at 60% AMI for the first year and up to 80% AMI ongoing.
- Council provided direction to Staff to prepare the Ordinance such that the exemption is set without a sunset period other than what is defined in state statute.
- Vacant land held by a nonprofit for affordable housing is also eligible for the property tax exemption. The City may place a limit on how long undeveloped land can be held and exempted before affordable housing is developed. Council agreed that a three (3) year period for the exemption to apply to undeveloped land is reasonable, with the option for the City to extend it based on project conditions and/or a demonstration of development planning progress.
- Partial exemptions can be granted. For example, if a project contains a total of 90 units and only 45 of the units are regulated affordable at 60% (or 80%) AMI and below, then half of the property’s taxes would be exempted rather than the full amount. The City in administering this program would work with the County Assessor’s Office to determine the partial exemption amount in such cases.
- In the Ordinance, Council will grant staff the administrative authority to receive applications and (pre)qualify the eligibility of applications to the extent allowable by state law, but will act as a governing body as necessary to certify the qualifications and authorize transmittal to the County Assessor’s Office.
- Council expressed interest in enacting the affordable housing property tax in order to have it apply to the coming 2019 tax year. Therefore, applications from nonprofits must be received by March 1 and approved/transmitted to the County Assessor by April 1.

This makes for a short implementation timeline for the first year, but it is possible based on the following schedule:

Activity	January	February	March	April
Council Work Session	1/15			
Ordinance 1 st Reading		2/5		
Ordinance 2 nd Reading		2/19 (Emergency Enactment)		
Applications Due			3/1	
Application Review/Approval			3/19	
Approved Exemptions submitted to County Assessor				4/1

- Staff will work with the Hillsboro School District to assist with Board consideration of the exemption at a meeting on February 26th, 2019.
- Pending Ordinance approval, Staff will develop the application form and distribute it to eligible property owners in advance in order to receive the applications by March 1st, 2019.

Ordinance 6291 enabling the City of Hillsboro to administer an affordable housing tax exemption program for non-profit housing providers is attached.

ORDINANCE NO. 6291

AN ORDINANCE ADDING SUBCHAPTER 3.40 ENABLING THE CITY OF HILLSBORO TO ADMINISTER AN AFFORDABLE HOUSING TAX EXEMPTION PROGRAM FOR NON-PROFIT HOUSING PROVIDERS.

WHEREAS, ORS 307.540-548 provides that if jurisdictions or special district service providers representing more than 51 percent of a property's total tax obligation resolve to exempt the property from taxation, then the remainder of those taxing districts local jurisdictions must follow suit; and

WHEREAS, on January 15, 2019, the Hillsboro City Council held a work session and engaged in discussions with City staff and interested parties on the topic of tax exemption as an effective means of attracting affordable housing to the City; and

WHEREAS, providing a property tax exemption enabled through ORS 307.540-548 which applies specifically to non-profit organizations that own or purchase property for use as low-income housing will benefit project tenants and encourage further development of much needed low-income housing units in the City.

NOW, THEREFORE, THE CITY OF HILLSBORO ORDAINS AS FOLLOWS:

Section 1. Subchapter 3.40 entitled “NONPROFIT CORPORATION LOW-INCOME HOUSING TAX EXEMPTIONS” is added to the Hillsboro Municipal Code, as follows:

3.40.010 Definitions. The following definitions apply in this subchapter.

Low-income means:

A. For the initial year a person occupies property for which an application for exemption is filed under this subchapter, income at or below 60 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development; and

B. For every subsequent consecutive year that the person occupies the property, income at or below 80 percent of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development.

3.40.020 Nonprofit Corporation Low-Income Housing Exemption; Criteria.

A. Property that meets all of the following criteria shall be exempt from taxation as provided in this section:

1. The property is owned or being purchased by a corporation described in section 501(c)(3) or (4) of the Internal Revenue Code that is exempt from income taxation under section 501(a) of the Internal Revenue Code;
2. Upon liquidation, the assets of the corporation are required to be applied first in payment of all outstanding obligations, and the balance remaining, in cash and in kind, to be distributed

to corporations exempt from taxation and operated exclusively for religious, charitable, scientific, literary or educational purposes or to the State of Oregon;

3. The property is:

- a. Occupied by low income persons; or
- b. Held for future development as low income housing. Held for the purpose of developing low income housing, for a period not exceeding three years;

4. The property or portion of the property receiving the exemption, if occupied, is actually and exclusively used for the purposes described in section 501(c)(3) or (4) of the Internal Revenue Code; and

5. The exemption has been approved as required in Section 3.40.040.

B. For purposes of subsection A of this section, a corporation that only has a leasehold interest in property is deemed to be a purchaser of that property if:

1. The corporation is obligated under the terms of the lease to pay the ad valorem taxes on the real and personal property used in this activity on that property; or
2. The rent payable by the corporation has been established to reflect the savings resulting from the exemption from taxation.

C. A partnership shall be treated the same as a corporation to which this section applies if the corporation is:

1. A general partner of the partnership; and
2. Responsible for the day to day operation of the property that is the subject of the exemption.

3.40.030 Application for Exemption.

A. To qualify for the exemption provided by section 3.40.020, the corporation shall file an application for exemption with the City for each assessment year the corporation wants the exemption. The application shall be filed on or before March 1 of the assessment year for which the exemption is applied for, except that when the property designated is acquired after March 1 but before July 1, the claim for that year shall be filed within 30 days after the date of acquisition. The application shall include the following information as applicable:

1. A description of the property for which the exemption is requested;
2. A description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose;
3. A certification of income levels of low-income occupants;
4. A description of how the tax exemption will benefit project residents;
5. A description of the development of the property if the property is being held for future low income housing development; and
6. A declaration that the corporation has been granted exemption from income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) or 501(c)(4) of the Internal Revenue Code.

B. The applicant shall verify the information in the application by oath or affirmation.

3.40.040 Determination of Eligibility for Exemption; Notice To County Assessor.

A. Within 30 days of the filing of an application under section 3.40.030, the Council shall determine whether the applicant qualifies for the exemption under section 3.40.020. If the Council determines the applicant qualifies, the City shall certify to the County Assessor, as set forth in ORS 307.547, that all or a portion of the property shall be exempt from taxation under the City's tax levy.

B. Upon receipt of certification under subsection A of this section, the County Assessor shall exempt the property from taxation to the extent certified by the City.

3.40.050 Termination of Exemption.

A. If the City determines that property that has received an exemption under this subchapter 3.40 in anticipation of future development of low income housing that the property is being used for any purposes other than the provision of low income housing, or that any provision of this subchapter 3.40 is not being complied with, the City shall give notice of the proposed termination of the exemption to the owner(s) by mailing the notice to the last known address of the owner(s), and to every known lender, by mailing the notice to the last known address of every known lender. The notice shall state the reasons for the proposed termination and require the owner(s) to appear at a specified time, not less than 20 days after mailing the notice, to show cause, if any, why the exemption should not be terminated.

B. If the owner(s) fail to appear and show cause why the exemption should not be terminated, the City shall notify every known lender, and shall allow any lender not less than 30 days after the date the notice of failure to appear and show cause is mailed to cure any noncompliance or to provide adequate assurance to the City that all noncompliance shall be remedied.

C. If the owner(s) fail to appear and show cause why the exemption should not be terminated, and the lender fails to cure or give adequate assurance of the cure of noncompliance, the Council shall adopt a resolution stating its findings that terminate the exemption. A copy of the resolution shall be filed within 10 days after its adoption with the County Assessor, and a copy shall be sent to the owner(s) at the owner(s)' last known address and to the lender at the last known address of the lender within 10 days of its adoption.

D. Upon the County Assessors receipt of the City's termination findings:

1. The exemption granted to the housing unit or portion under this subchapter 3.40 shall terminate immediately, without right of notice or appeal;
2. The property shall be assessed and taxed as other property similarly situated is assessed and taxed;
3. Notwithstanding ORS 311.235, there shall be added to the general property tax roll for the tax year next following the presentation or discovery, to be collected and distributed in the same manner as other real property tax, an amount equal to the difference between the taxes assessed against the property and the taxes that would have been assessed against the property had it not been exempt under this subchapter 3.40 for each of the years, not to exceed the last 10 years, during which the property was exempt from taxation under this subchapter 3.40.

E. The assessment and tax rolls shall show potential additional tax liability for each property granted an exemption under this subchapter 3.40 because the property is being held for future development of low income housing.

F. Additional taxes collected under this section shall be deemed to have been imposed in the year to which the additional taxes relate.

3.40.060 Delegation of Administrative Authority.

The Manager, or the Manager's designee, is granted all authority necessary to make all determinations and otherwise administer the provisions of this subchapter, excepting determinations and actions required to be made or taken by the Council.

Section 2. In order to maintain the health, peace and welfare of the City of Hillsboro, an emergency is declared and this ordinance shall take effect immediately upon its passage and approval by the Mayor.

First approval of the Council on this 5th day of February, 2019.

Second approval and adoption by the Council on this 19th day of February, 2019.

Approved by the Mayor this 19th day of February, 2019.

Steve Callaway, Mayor

ATTEST:

Amber Ames, City Recorder

				Taxing Jurisdiction									
	Address	Tax Code	M50 Assessed Value	City of Hillsboro	Washington County	Hillsboro School District	Metro	NW Regional ESD	Port of Portland	Portland Community	Tualatin Soil & Water District	Total Tax Exempted	
				5.5092	2.929	7.0663	0.4076	0.1519	0.0693	0.6014	0.077	16.8117	
WOODLAND PARK*	280 SE 12TH AVE	7.42	\$ 4,069,330	\$ 22,418.75	\$ 11,919.07	\$ 28,755.11	\$ 1,658.66	\$ 618.13	\$ 282.00	\$ 2,447.30	\$ 313.34	\$ 68,412.36	
SUNSET GARDENS*	951 SE 13TH AVE	7.42	\$ 3,432,670	\$ 18,911.27	\$ 10,054.29	\$ 24,256.28	\$ 1,399.16	\$ 521.42	\$ 237.88	\$ 2,064.41	\$ 264.32	\$ 57,709.02	
SIERRA WEST*	356 SE 12TH AVE	7.42	\$ 2,177,810	\$ 11,997.99	\$ 6,378.81	\$ 15,389.06	\$ 887.68	\$ 330.81	\$ 150.92	\$ 1,309.73	\$ 167.69	\$ 36,612.69	
THE MAPLES APARTMENTS*	1136 & 1138 SE MAPLE ST	7.42	\$ 2,879,520	\$ 15,863.85	\$ 8,434.11	\$ 20,347.55	\$ 1,173.69	\$ 437.40	\$ 199.55	\$ 1,731.74	\$ 221.72	\$ 48,409.63	
VILLA CAPRI EAST	20621 NW QUATAMA RD	1.17	\$ 1,689,610	\$ 9,308.40	\$ 4,948.87	\$ 11,939.29	\$ 688.69	\$ 256.65	\$ 117.09	\$ 1,016.13	\$ 130.10	\$ 28,405.22	
ALMA GARDENS	6300 NE CHERRY DR	1.12	\$ 1,859,000	\$ 10,241.60	\$ 5,445.01	\$ 13,136.25	\$ 757.73	\$ 282.38	\$ 128.83	\$ 1,118.00	\$ 143.14	\$ 31,252.95	
VILLA CAPRI WEST*	1160 SE WASHINGTON ST	7.42	\$ 617,520	\$ 3,402.04	\$ 1,808.72	\$ 4,363.58	\$ 251.70	\$ 93.80	\$ 42.79	\$ 371.38	\$ 47.55	\$ 10,381.56	
SINGLE FAMILY PUBLIC HOUSING UNIT	2018 SE MAPLE ST	7.01	\$ 195,060	\$ 1,074.62	\$ 571.33	\$ 1,378.35	\$ 79.51	\$ 29.63	\$ 13.52	\$ 117.31	\$ 15.02	\$ 3,279.29	
SINGLE FAMILY PUBLIC HOUSING UNIT	502 SE BRONTE WAY	7.01	\$ 161,420	\$ 889.30	\$ 472.80	\$ 1,140.64	\$ 65.79	\$ 24.52	\$ 11.19	\$ 97.08	\$ 12.43	\$ 2,713.74	
SINGLE FAMILY PUBLIC HOUSING UNIT	526 SE BRONTE WAY	7.01	\$ 172,820	\$ 952.10	\$ 506.19	\$ 1,221.20	\$ 70.44	\$ 26.25	\$ 11.98	\$ 103.93	\$ 13.31	\$ 2,905.40	
SINGLE FAMILY PUBLIC HOUSING UNIT	628 SE HEATHCLIFF LN	7.01	\$ 199,500	\$ 1,099.09	\$ 584.34	\$ 1,409.73	\$ 81.32	\$ 30.30	\$ 13.83	\$ 119.98	\$ 15.36	\$ 3,353.93	
				\$ 96,159.01	\$ 51,123.53	\$ 123,337.04	\$ 7,114.36	\$ 2,651.30	\$ 1,209.58	\$ 10,496.99	\$ 1,343.98	\$ 293,435.78	

* - Property in Urban Renewal Area

Urban Renewal Impacts

	Address	Tax Code	M50 Assessed Value	Frozen Base AV	Value Outside of Base (Increment)	
WOODLAND PARK*	280 SE 12TH AVE	7.42	\$ 4,069,330	\$4,980,890	\$ (911,560)	
SUNSET GARDENS*	951 SE 13TH AVE	7.42	\$ 3,432,670	\$2,630,970	\$ 801,700	
SIERRA WEST*	356 SE 12TH AVE	7.42	\$ 2,177,810	\$1,669,150	\$ 508,660	
THE MAPLES APARTMENTS*	1136 & 1138 SE MAPLE ST	7.42	\$ 2,879,520	\$2,206,980	\$ 672,540	
VILLA CAPRI EAST	20621 NW QUATAMA RD	1.17	\$ 1,689,610			
ALMA GARDENS	6300 NE CHERRY DR	1.12	\$ 1,859,000			
VILLA CAPRI WEST*	1160 SE WASHINGTON ST	7.42	\$ 617,520	473310	\$ 144,210	
SINGLE FAMILY PUBLIC HOUSING UNIT	2018 SE MAPLE ST	7.01	\$ 195,060			
SINGLE FAMILY PUBLIC HOUSING UNIT	502 SE BRONTE WAY	7.01	\$ 161,420			
SINGLE FAMILY PUBLIC HOUSING UNIT	526 SE BRONTE WAY	7.01	\$ 172,820			
SINGLE FAMILY PUBLIC HOUSING UNIT	628 SE HEATHCLIFF LN	7.01	\$ 199,500			
Total:			\$ 17,454,260	\$11,961,300	\$ 1,215,550	Total Increment
					\$ 16.81	Tax Rate
					\$ 20,435.46	Revenue Impact to URA

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
FACILITY USE FEES DISCUSSION

SITUATION

Because the Hillsboro School District's facility use practices were last updated in the early 2000's, and the District has been receiving an increasing number of building use requests from organizations in Washington County, District staff recently completed a review of the District's facilities usage practices, and gathered information regarding the practices of other comparable districts. This evening's report will include a discussion regarding possible changes to the District's fee structure for facilities use, which could allow the District to recoup a portion of overall facility costs and provide a revenue stream for facilities and support services.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
BUDGET WORKSHOP

SITUATION

Each year, the District conducts a preliminary discussion with Budget Committee members about the current and future financial position of the District. This workshop begins the preparation for building the 2019-20 District budget. The Budget Committee will review the latest information available regarding the 2018-19 budget, and discuss the process to be used in developing the 2019-20 budget.

RECOMMENDATION

The Superintendent recommends that the Budget Committee listen to this report and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
POLICY DISCUSSION

SITUATION

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

Administrative regulations (ARs) that do not require Board approval will be included in the Board meeting packet for the information of the Board, staff members, and the public. Please note that OSBA has provided final versions of the text of these ARs, but the revision dates will not be changed until after the Board meeting.

Policy language must meet the following criteria:

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

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

- Policies in Section A-B: Board Governance and Operations
 - BHD: Board Member Compensation and Expense Reimbursement
- Policies in Section D: Fiscal Management
 - DFEA: Admission to District Events
 - DJFA: Procurement Cards
- Policies in Section E: Support Services
 - EA/EAA: Support Services Goals (delete)
 - EBA: Buildings and Grounds Inspection (delete)
 - EBAA: Reporting of Hazards (delete)
 - EBB: Integrated Pest Management
 - EBBA: First Aid
 - EBBAA: Infection Control and Bloodborne Pathogens
 - EBBAB/GBEBAA/JHCCBA: Hepatitis B/Bloodborne Pathogens (delete)
 - EBBB: Injury/Illness Reports
 - ECACB: Use of Drones on District Property
 - ECB: Buildings and Grounds Maintenance (delete)
 - ECD: Traffic and Parking Controls
 - ECF/EDD: Energy and Resource Conservation Management
 - ECG: Vehicle Idling

- 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
- Policies in Section F: Facilities Development
 - 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

- Policies related to the Community Curriculum Advisory Committee
 - IFF: Community Curriculum Advisory Committee
 - IFF-AR: Community Curriculum Advisory Committee
 - IFF-AR Appendix A: Community Curriculum Advisory Committee Charge

The following administrative regulations (ARs) are included in this Board meeting packet for information.

- DD-AR(1): Grant Application Guidelines and Checklist (delete)
- DD-AR(2): Grant Application Checklist (delete)
- DD-AR(3): Grant Application Reference Sheet (delete)
- DE-AR: Expenditures from Federal Sources for Private Schools (delete)
- DFA-AR: Investment of Funds
- DJ-AR: Expenditure of District Funds for Meals, Refreshments, and Gifts
- DJC-AR: Special Procurements and Exemptions from Competitive Bidding
- DJCA-AR: Personal Services Contracts
- DLC-AR: Staff Expense Reimbursement
- DN-AR: Disposal of District Property
- FK-AR: Athletic Field and Facility Enhancements and Renovation

RECOMMENDATION

The Superintendent recommends that the Board of Directors ask any questions they may have regarding these policies and administrative regulations.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
DISTRICT EVALUATION:
SCHOOL-YEAR-END SUMMARY AND
ANNUAL STUDENT ACHIEVEMENT REPORT – 2017-18

SITUATION

The District's five-year Strategic Plan communicates its mission, vision, and theory of action around education. The Strategic Plan, together with the annual Work Plan and SMART Goals and Key Academic Achievement Indicators, provides a three-part framework of accountability for ensuring that the District is progressing toward its strategic objective of all students graduating on time with career and college readiness skills.

When graduation rates from the previous school year are released in January of each year, data for the District's Key Academic Achievement Indicators is complete. Therefore, the report for the 2017-18 school year is attached.

There is also a need to capture and share some of the top data points from those documents, along with other key information about the District, in a summarized and visual manner. This helps ensure that people can access the information without needing to read through lengthy documents to understand the health and progress of the District.

The School-Year-End Summary document is an at-a-glance graphic organizer of information that provides a top-level overview of District data for the casual observer, but also includes QR codes that can take the reader to the full reports for additional detail, if they so choose.

The attached summary report shares top data from the 2017-18 school year.

RECOMMENDATION

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

17 18 SCHOOL YEAR

in **SUMMARY**



35 schools



20,334 students



2,347 FTE positions
(2016-17 year)



301.7M total budget

STRATEGIC PLAN: 2017-18 GOALS



COMMUNITY

- ✓ Enhance our student information system to allow tracking of students' connection to adult advocates/mentors, participation in activities/athletics, interests, areas where supports and/or extensions may be needed, etc.
 - There are now fields in our student information system that allow us to track this data.
- ✓ Increase by 10% the number of community service and/or career-related internships completed by high school students.
 - 731 students participated in career-related internships in 2017-18 vs. 646 in 2016-17, representing a 13% growth.



CULTURE

- ✓ Expand and support approaches to wellness for students and staff by offering wellness centers in 13 elementary schools, 1 middle school, and 1 high school.
 - Wellness centers operational at Brookwood, Butternut Creek, Eastwood, Free Orchards, Ladd Acres, Lincoln Street, McKinney, Minter Bridge, Mooberry, Reedville, Rosedale, Witch Hazel, and W.L. Henry Elementary Schools; South Meadows Middle School; and Century High School.
- ✓ Increase by 5% the number of English learners or ever English learners earning six or more high school credits by the end of their 9th grade year.
 - 5.4% more English learners on track in the spring of 2018 vs. 2017.



CAREER

- ✦ Increase SBAC math scores by 3% overall and by 5% for key groups (Data shown is percentage point change by grade level: K-5/6-8/11).
 - All students: ↓0.1pp/↓1.3pp/flat
 - Students with disabilities: ↑1.1pp/↓2.1pp/↓2.9pp
 - English learners: ↑3.7pp/↑1pp/↑5.3pp
 - Hispanic/Latino: ↑2.1pp/↑1.1pp/↑1.4pp
 - Underserved races: ↓0.1pp/↓1.5pp/↑0.2pp
- ✓ Increase by 5% the number of prioritized highly-effective strategies by teachers in classrooms in the areas of Purpose, Engagement, and Assessment.
 - Posted objectives - 5.1 percentage point increase.
 - Language scaffolds - 10.5 percentage point increase.
 - Formative assessment - 10.8 percentage point increase.

* Included in 2017-18 SMART or department goals

ACCOUNTABILITY FRAMEWORK

Strategic Plan

The District's five-year Strategic Plan communicates its mission, vision and theory of action around education. The Strategic Plan, together with the Annual Work Plan and SMART Goals and Key Achievement Indicators, provides a three-part framework of accountability for ensuring the District is progressing toward the strategic objective of all students graduating on time with career and college readiness skills.



2018 graduation rate:
84.47%

POINTS OF PRIDE HIGHLIGHTS

- ★ First K-12 public school district in Oregon to receive systems accreditation
- ★ More than 2,400 students participating in dual language programs in 10 schools
- ★ AVID college-readiness programs at all middle and high schools
- ★ Six STEM Transformation elementary school sites
- ★ Right Brain Initiative arts integration partnership at 12 elementary, one K-8 and two middle schools

STUDENT ACHIEVEMENT



2017-18 Highlights

- ✓ **3 OF 5** Closing the gap (5 measures)
- ✓ **46.1%** Benchmark English language arts (3rd grade)
- ✓ **39.1%** Benchmark math (8th grade)
- ✦ **5 of 13** Grade levels with attendance above 90%
- ✓ **88.9%** Six credits by end of 9th grade
- ✓ **84.47%** 4-year cohort graduation (5.79 percentage points higher than state average)

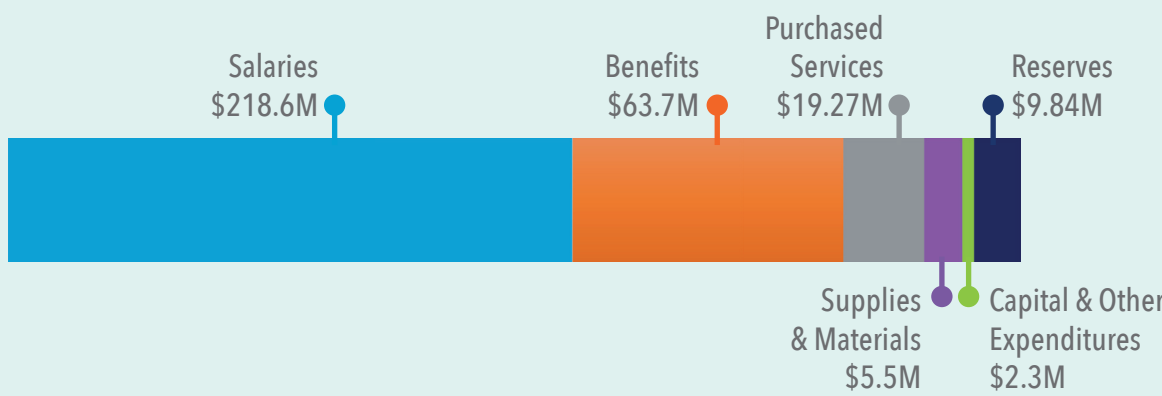
✓ = improvement from previous year ✦ = did not meet goal

BUDGET TRANSPARENCY

Smarter School Spending Project

The S3 process causes school districts to deeply examine all areas of spending and resource allocation in terms of necessity and appropriateness, as well as impact on student achievement. It represents a long-term commitment by the District to continually review how investments in people, products and processes enhance student experiences and outcomes.

\$218.6M operating budget



CAREER & COLLEGE PATHWAYS



1,435 students earned dual credit



\$1.4M in college expenses saved by dual credits earned



731 students participated in internships



2017 BOND UPDATE

\$408 million in capital construction projects



BUILDING FOR OUR FUTURE

The first year of our \$408 million, five-year bond included a major renovation of Reedville Elementary School (originally built in 1922); installation of multi-use synthetic turf fields at Glencoe and Hillsboro High Schools; and new dropoff areas, playgrounds and modular buildings at several schools, among many other things—a total of \$31 million over 37 projects. Planning and design has already started for the next round of projects. Visit hillsboro-bond.org for project updates and archives.

2018-19 BOARD OF DIRECTORS



Lisa Allen
Position 5
Board Chair



Kim Strelchun
Position 4
Vice Chair



Erika Lopez
Position 1



Mark Watson
Position 2



Martin Granum
Position 3



Jaci Spross
Position 6



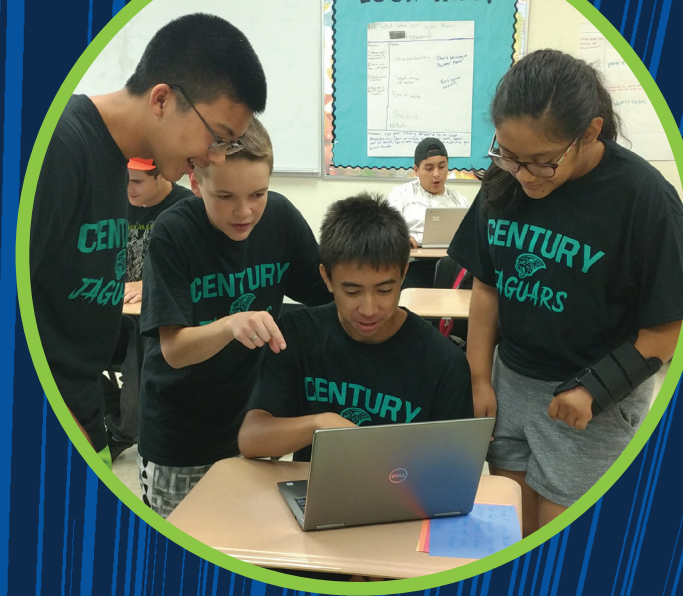
Yadira Martinez
Position 7



Jessica Jose-Nickerson
Student Representative



Samanta Vega Contreras
Student Representative



The District uses **Key Academic Achievement Indicators** to measure students' progress and to determine how well students are prepared for careers and college upon graduation. Each Indicator represents a *snapshot* of student achievement. Using the information presented by these *snapshots*, comprising data from several sources, we create a more meaningful evaluation of how well we serve our students and reach our local and state objectives.

HILLSBORO SCHOOL DISTRICT
Office for School Performance
 Dayle Spitzer, Assistant Superintendent
 spitzerd@hsd.k12.or.us
 Administration Center
 3083 NE 49th Place #200
 Hillsboro, Oregon 97124-6009
 Phone: 503-844-1500 Fax: 503-844-1782
 www.hsd.k12.or.us

Updated: February 21, 2019


2017-18 Report of Student Achievement

Key Academic Achievement Indicators

Closing the Gap

Parity in achievement and on-time graduation between Hispanic/Latino students and all students combined is a strategic priority of the District.

Key Indicators are the percentage gaps between all students and Hispanic/Latino students within the School Board's academic priorities: the lower the number, the smaller the gap.




Hispanic/Latino students	School Year		
	2015-16	2016-17	2017-18
English Lang. Arts 3rd	18.3	21	22.2
English Lang. Arts 5th	16.6	21.1	15.9
Math 8th	20.4	21.9	19.7
6 credits 9th	7.0	5.7	8.2
4-Year Cohort Graduation	7.6	4.5	4.36

An example of an achievement gap is shown in 5th-grade ELA, where Hispanic/Latino students scored 15.9 percentage points below all students in 2017-18. Solid ovals indicate improvement in closing the gap (shown by the lower numbers) compared to the previous year.

Benchmark ELA

Throughout the entire K-12 experience, English language arts (ELA) achievement is the essential skill upon which all other academic learning relies. Achievement is measured using the Smarter Balanced test, which replaced OAKS testing in 2014-15.

Key Indicators are the achievement scores at all tested grade levels.



	School Year		
	2015-16	2016-17	2017-18
3rd	47.7	43.3	46.1
4th	53.4	49.2	49
5th	59.6	54.3	54.9
6th	56.7	58.6	56.5
7th	59.1	57.1	56.2
8th	59.0	53.4	57
11th	67.5	68.5	69.6
Total	57.5	54.7	55.4

Benchmark Math

Students who are prepared for a high-wage career after high school demonstrate advanced aptitude in mathematics, creative problem solving and critical thinking. Achievement is measured using the Smarter Balanced test, which replaced OAKS testing in 2014-15.

Key Indicators are the math achievement score at all tested grade levels. Solid ovals indicate growth from the previous year.

	School Year		
	2015-16	2016-17	2017-18
3rd	48.1	43.4	43.7
4th	47.3	43.4	42.3
5th	40.7	39.3	39.9
6th	43.3	45.2	42.6
7th	48.9	46.3	43.9
8th	45.9	38.0	39.1
11th	31.3	27.6	28.2
Total	43.7	40.6	40.1

Strong Attendance

Being in school every day ready to learn is an essential characteristic of a successful student.

A **Key Indicator** is an attendance rate of 94.5% or more at all grade levels.

Solid ovals indicate meeting or exceeding the 94.5% rate.

	School Year		
	2015-16	2016-17	2017-18
K	94.1	94.0	86
1st	94.7	94.8	88.4
2nd	95.0	95.2	91.1
3rd	95.6	95.1	91.9
4th	95.7	95.4	91.5
5th	95.6	95.4	90
6th	95.6	95.5	91.3
7th	94.7	94.5	85.8
8th	94.2	93.8	83.8
9th	94.3	94.6	82.6
11th	92.1	91.6	71.3

Advanced Coursework

Students taking accelerated or advanced coursework put themselves in a more advantageous position for college acceptance, success and career advancement.

Key Indicators are the percentage of students:

- Earning six high school credits by the end of 9th grade
- Taking at least one AP/IB course by the end of 11th grade
- Taking a year of math beyond Algebra 2 by the end of 12th grade
- Taking a third-year second language course by the end of 12th grade
- Earning two or more high school credits for AP/IB courses by the end of 12th grade.

In addition, we now track the number of students who complete dual credit courses in high school and the amount of college credits earned.

Solid ovals indicate growth from the previous year.

	School Year		
	2015-16	2016-17	2017-18
6 credits 9th	86.4	86.1	88.9
1+ AP/IB course 11th	60.5	62.7	63.5
Beyond Algebra 2 Math	58.4	59.7	54.9
Third-year 2nd Lang	28.9	27.7	28.2
2+ AP/IB credits 12th	38.2	42.9	43.8
# students earning Dual Cr.	1139	1758	1435
Total credits earned Dual Cr.	5576	6052	9051

Academic Extensions

College preparatory exams, career-technical education (CTE) courses, skill-building programs of study, and real-life job experiences are academic "extensions" of the high school curriculum.

Key Indicators are the percentage of students who:

- Complete the Free Application for Federal Student Aid (FAFSA) by the end of 12th grade

And the number of students who:

- Take the ACT
- Take the SAT
- Earn the Seal of Biliteracy by the end of 12th grade
- Complete CTE courses
- Complete a career-related internship.

Solid ovals indicate growth from the previous year.

	School Year		
	2015-16	2016-17	2017-18
FAFSA 12th	52.2	63.6	72.8
ACT	713	790	646
SAT	453	558	460
Bilingual Seal	16	18	32
CTE Courses	2911	3232	3499
Internship #s	595	646	731


High School Graduation

Successful students not only commit to high school completion, they do so with detailed plans for post-graduation. College and career-bound students begin planning for their futures when they start school.

Key Indicators are the rates at which students:

- Graduate high school in four years
- Complete high school within five years
- Earn a chancellor's diploma
- Enroll in post-secondary education within 16 months of graduation.

Solid ovals indicate growth from the previous year.



	School Year		
	2015-16	2016-17	2017-18
4-Year Cohort Graduation	81.7	84.1	84.5
5-Year HS Completion	85.1	87.6	85.6
Chancellor's Diploma	27.5	27.4	28.3

Grad Year

	2014-15	2015-16	2016-17
Post-Secondary Enrollment	59.3	54.3	57

updated February 21, 2019

	17-18 4 year grads	Cohort completer rate	Non- completer/ drop outs	White vs Latino/Hispanic	16-17 4 year grads	Cohort completer rate	Non-completer/ drop outs	White vs Latino/Hispanic	15-16 ODE reported	15-16 Rate (corrected)	14-15 Rate
Hillsboro School District	84.47	88.88	102	85.66 - 80.11	84.1	87.48	127	86.08-79.60	77.94%	81.68%	80.40%
Glencoe HS	87.79	92.62	21	91.06 - 82.03	87.56	90	25	89.64-83.56	83.41%	85.93%	85.42%
Hillsboro HS	83.78	85.89	25	83.61 - 81.76	82.2	83.9	35	84.97-76.58	75.44%	78.53%	75.85%
Century HS	89.12	93.37	16	87.72 - 84.54	91.61	93.16	17	90.48-89.47	81.98%	85.71%	87.13%
Liberty HS	85.46	87.97	25	87.14 - 80.77	81.77	85.75	32	87.80-76.00	80.60%	84.94%	81.75%
HOA (n:29)	66.67	83.33	2	70.0 - 57.14	58.62	68.97	7	NA	40.48%	50%	64.81%

Category	HSD 17-18	State 17-18	HSD 16-17	State 16-17	ODE Reported HSD 15-16	State 15-16	HSD 14-15
Total	84.47%	78.68%	84.10%	76.65%	77.94 (81.68)*	74.80%	80.42%
Male	82.72%	75.55%	81.80%	73.62%	75.98	71.40%	76.75%
Female	86.27%	81.99%	86.73%	79.93%	80.02	78.40%	84.48%
American Indian/Alaska Native	75.0%	65.27%	70.00%	59.13%	66.67	56.40%	66.67%
Asian	92.98%	90.59%	96.43%	88.93%	88.68	88%	85.47%
Asian/Pacific Islander	92.54%	88.41%	94.40%	85.91%	89.26		85.48%
Native Hawaiian/Pacific Islander	90.0%	75.38%	76.92%	69.44%	93.33	70.10%	85.71%
Black/African American	85.71%	68.02%	77.19%	67.61%	82.05	66.20%	76.19%
Hispanic/Latino	80.11%	74.63%	79.60%	72.54%	68.95	69.40%	74.80%
Multi-racial	89.61%	78.35%	85.92%	77.40%	82.61	74.40%	85.71%
White	85.66%	80.09%	86.08%	78.04%	82.21	76.60%	82.86%
Underserved Races/ethnicities	80.67%	73.45%	79.18%	71.07%	70.24		74.82%
Economically disadvantaged	81.37%	72.43%	78.81%	70.06%	71.27	68.10%	74.89%
Students with disabilities	71.24%	60.57%	69.08%	58.81%	59.69	55.50%	62.10%
English Learners	64.22%	55.87%	71.26%	54.88%	68.27	52.90%	59.84%
Ever ELLs	83.45%	82.48%	79.33%	73.86%	70.39	71.10%	73.70%
TAG	98.71%	95.00%	99.35%	94.25%	94.63	92.70%	95.42%
Migrant	84.54%	74.98%	77.14%	70.98%	66.04		71.58%
CTE Participants	91.98%	88.06%					
Homeless	62.64%	54.14%					
			*81.68 is the corrected rate for 15-16. Key group data was not available for the corrected data.				

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
LOCAL WELLNESS PROGRAM – ANNUAL ASSESSMENT

As a part of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), the District's Local Wellness Program is to be evaluated on a yearly basis. The purpose of this evaluation is to provide the Board of Directors, District staff, parents, and the community with information regarding ongoing objectives, and progress toward achieving the goals of the policy.

The yearly assessment of the Local Wellness Program is based on the following standards:

- 1) Nutrition Education and Promotion
- 2) Standards for Child Nutrition Programs and School Meals
- 3) Nutrition Standards for Competitive and Other Foods and Beverages
- 4) Physical Education and Other School-Based Activities
- 5) School Employee Wellness
- 6) Implementation, Evaluation, and Communication

1) Nutrition Education and Promotion

- The District's curriculum teaches a sequential, comprehensive, age-appropriate health education program at every grade level.
- Nutrition education is linked to the school food environment, and models making healthy food choices.
- Nutrition Services offers an interactive nutrition education presentation to students at the elementary level each school year.

2) Standards for Child Nutrition Programs and School Meals

- There is access to United States Department of Agriculture (USDA) breakfast and lunch programs at all schools, and school meals meet the USDA standards.
- The District protects the privacy of students who qualify for free and reduced-price meals.
- The School Nutrition Program encourages students to participate in the school meal program by providing meal information on the District website.
- The program offers a variety of fresh fruits and vegetables, and menu choices that are appealing to students.
- Access to free drinking water is available throughout the school day.
- Students have adequate time to eat at each school.
- Smart Snack standards are implemented in the schools, and a link to the standards is available on the Nutrition Services website.

3) Nutrition Standards for Competitive and Other Foods and Beverages

- The District is in compliance with the Smart Snacks and Beverage Regulations that address all foods sold to students during the school day.

4) Physical Education and Other School-Based Activities

- The District has a written curriculum for physical education for grades K-12 that aligns with the state physical education standards; the curriculum addresses times-per-week and teacher-to-student ratio, and encourages continued physical activity away from school.
- The District promotes community-based activities that foster healthy eating and create environments that promote physical activity.
- Educational workshops, health screenings, and information related to healthy lifestyle, food choices, and physical activity may be offered to families.
- Schools participated in Alliance for a Healthier Generation, Educational Theatre Program, Fire Up Your Feet, Oregon Active Schools, Playworks, Health Career Scholarships, Fuel Up to Play 60, and the Oregon Dairy Council Grant.
- Five District schools made the Alliance for a Healthier Generation's 2017 list of America's Healthiest Schools by achieving the Bronze Award for making changes that promote healthier eating and physical activity for students and staff.

5) School Employee Wellness

- The District promotes and reinforces messages on healthy lifestyles. The physical and mental health of school employees is essential to sponsoring and protecting the health of students, and helps support academic success.

6) Implementation, Evaluation, and Communication

- The District will provide a yearly assessment of the Local Wellness Program, and provide an annual report to the Board of Directors. The assessment will provide information to meet ongoing wellness goals for students and staff.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT UPDATE

SITUATION

Lisa Poehlitz represents Hillsboro School District on the Northwest Regional Education Service District (NWRES D) Board of Directors. This evening, Director Poehlitz will provide an update on the work of the ESD.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
February 26, 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 25: Operations Leadership – Staff-Developed Training for Purchasing.

Central office staff are empowered to innovate services to better support principals in their roles as instructional leaders by collaborating on training for best practices in purchasing. Training will incorporate all components of district procurement, including purchase requisitions, expense reimbursements, and the use of procurement cards (P-Cards). Principals will be given clear, concise steps to evaluate the added value of resources and to make purchases on behalf of the school district, which will minimize the number of communications and corrections required for transactions.

Finance Team – Accounting, Financial Reporting, Grants. Manager of Business Services Jeff Jones is leading the cross-departmental cohort staff training in the Forecast5™ Analytics programs. Forecast5™ is a suite of web analytics designed to provide internal and external analyses of student achievement, staffing levels, and finance. Mr. Jones is developing visuals in 5Cast™ for the annual budget document, and in 5Cast+™ for monthly board reports. These tools will enhance monitoring and forecasting capabilities.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis is developing the process for posting the March payroll in alignment with the newly bargained agreement with the Hillsboro Education Association. The cost-of-living adjustment (COLA) and insurance cap increases extend to supervisory / technical and administrative staff, as well. The salary and benefits adjustments will be reflected in staff members' paychecks, beginning with the March payroll.

Benefits. Benefits Supervisor Lynette Coffman and Risk Manager Leah McCarthy are members of the District Wellness Committee. The committee is working to develop no-cost / low-cost strategies to help improve employee wellness.

As committee members, Ms. Coffman and Ms. McCarthy have planned and initiated social supports, wellness tools, and accountability structures for Administration Center staff, such as walking groups, the "Maintain / Don't Gain" program, ergonomic assessments, and employee education on benefits and resources available to District employees. Staff members who participate in wellness programs and activities achieve improved health and morale, have fewer absences, are more productive, and experience an overall improved sense of well-being.

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 December 2018.

The District received 13 worker's compensation claims in December. As of December 31, 2018, there were 32 open claims; 19 were for medical costs only, and 13 included time loss. One (1) employee was on a modified work plan during December.

Workers' Compensation Reports			
	2016-17	2017-18	2018-19
July	3	3	1
August	6	2	2
September	7	6	11
October	15	18	14
November	17	13	5
December	7	11	13
January	5	4	
February	11	10	
March	12	11	
April	13	8	
May	10	18	
June	149	8	
Yearly Total:	255	112	46

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 410 student incidents reported in December.

Student Incident Reports						
	2017-18 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2018-19 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	8	N/A	0	2	N/A	0
August	1	N/A	0	7	N/A	1
September	267	14.0	2	476	25.0	4
October	298	14.9	1	494	22.5	3
November	191	11.9	0	319	21.2	4
December	177	16.1	1	410	27.3	0
January	324	16.2	1			
February	192	11.3	2			
March	237	13.9	2			
April	255	12.7	0			
May	363	16.5	1			
June	168	15.3	2			
Yearly Total:	2,481		12	1,708		12

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 four (4) bus accidents in December.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
MONTHLY FINANCIAL REPORT - as of January 31, 2019

Revenues	1st Quarter Actual	2nd Quarter Actual	January Actual	3rd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	Fiscal YTD 2017-18	% of 2017-18 Budget Expended
Taxes	\$1,669,972.39	\$68,829,236.30	\$405,814.20	\$405,814.20	\$70,905,022.89	\$74,364,310.00	95.35%	\$68,258,159.00	97.20%
Interest	\$143,108.24	\$282,968.57	\$164,239.47	\$164,239.47	\$590,316.28	\$432,960.00	136.34%	\$333,290.00	82.37%
Local Sources	\$52,874.18	\$310,151.68	\$257,013.99	\$257,013.99	\$620,039.85	\$1,993,731.00	31.10%	\$316,220.00	17.66%
Total Local	\$1,865,954.81	\$69,422,356.55	\$827,067.66	\$827,067.66	\$72,115,379.02	\$76,791,001.00	93.91%	\$68,907,669.00	95.15%
County/ESD	\$0.00	\$88,121.75	\$2,187,043.33	\$2,187,043.33	\$2,275,165.08	\$3,572,545.00	63.68%	\$1,854,172.00	52.16%
State Sources	\$41,995,150.00	\$33,407,615.53	\$10,536,426.00	\$10,536,426.00	\$85,939,191.53	\$129,148,385.00	66.54%	\$76,914,568.00	59.15%
Federal Sources	\$0.00	\$0.00	\$57,364.35	\$57,364.35	\$57,364.35	\$0.00	0.00%	0.00%	0.00%
Other Sources	\$22.48	\$44.96	\$11.24	\$11.24	\$78.68	\$1,000,000.00	0.01%	\$1,009,985.00	0.00%
Beginning Balance	\$12,795,797.87	\$0.00	\$0.00	\$0.00	\$12,795,797.87	\$13,392,374.00	95.55%	\$12,711,074.00	109.59%
Total Revenue	\$56,656,925.16	\$102,918,138.79	\$13,607,912.58	\$13,607,912.58	\$173,182,976.53	\$223,904,305.00	77.35%	\$161,397,468.00	73.83%
Expenditures									
Instruction									
Salaries	\$6,903,813.82	\$20,628,266.13	\$6,839,283.19	\$6,839,283.19	\$34,371,363.14	\$73,582,790.06	46.71%	\$33,654,437.00	43.17%
Benefits	\$3,470,946.35	\$10,711,772.40	\$3,561,553.64	\$3,561,553.64	\$17,744,272.39	\$39,425,261.32	45.01%	\$17,483,950.00	45.24%
Purchased Service	\$1,109,981.64	\$1,907,968.04	\$498,438.15	\$498,438.15	\$3,516,387.83	\$12,002,173.73	29.30%	\$4,055,092.00	96.46%
Supplies/Materials	\$518,190.02	\$465,357.19	\$66,004.98	\$66,004.98	\$1,049,552.19	\$2,556,652.63	41.05%	\$1,052,390.00	54.53%
Capital Purchases	\$700.00	\$26,138.40	\$2,931.78	\$2,931.78	\$29,770.18	\$50,000.00	0.00%	\$0.00	0.00%
Other	\$133,917.14	\$40,893.14	\$1,300.00	\$1,300.00	\$176,110.28	\$314,722.26	55.96%	\$163,380.00	88.60%
Total Instruction	\$12,137,548.97	\$33,780,395.30	\$10,969,511.74	\$10,969,511.74	\$56,887,456.01	\$127,931,600.00	44.47%	\$56,409,249.00	45.89%
Support Services									
Salaries	\$6,893,482.33	\$10,077,796.80	\$3,288,723.46	\$3,288,723.46	\$20,260,002.59	\$48,376,347.38	41.88%	\$19,641,358.00	49.42%
Benefits	\$3,797,015.09	\$5,790,496.50	\$1,898,593.61	\$1,898,593.61	\$11,486,105.20	\$25,919,785.53	44.31%	\$11,347,145.00	45.58%
Purchased Service	\$2,748,878.47	\$3,760,321.33	\$1,311,955.79	\$1,311,955.79	\$7,821,155.59	\$8,022,210.02	97.49%	\$6,251,556.00	41.75%
Supplies/Materials	\$1,331,896.51	\$1,186,955.58	\$274,325.21	\$274,325.21	\$2,793,177.30	\$2,519,430.55	110.87%	\$3,709,984.00	104.28%
Capital Purchases	\$116,625.20	\$30,531.92	\$37,804.80	\$37,804.80	\$184,961.92	\$150,000.00	0.00%	\$176,621.00	173.22%
Other	\$1,217,880.13	\$101,089.22	\$4,390.69	\$4,390.69	\$1,323,360.04	\$1,440,130.52	91.89%	\$1,272,395.00	86.21%
Total Support	\$16,105,777.73	\$20,947,191.35	\$6,815,793.56	\$6,815,793.56	\$43,868,762.64	\$86,427,904.00	50.76%	\$42,399,059.00	50.03%

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	January Actual	3rd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	2017-18 Fiscal YTD	% of 2017-18 Budget Expended
Community Services									
Salaries	\$55,545.26	\$91,198.00	\$28,863.47	\$28,863.47	\$175,606.73	\$310,265.99	56.60%	\$190,444.00	60.10%
Benefits	\$30,463.74	\$56,040.08	\$16,929.93	\$16,929.93	\$103,433.75	\$166,238.84	62.22%	\$100,826.00	62.46%
Purchased Service	\$18,255.75	\$15,313.48	\$2,220.00	\$2,220.00	\$35,789.23	\$51,451.16	69.56%	\$22,112.00	24.85%
Supplies/Materials	\$85.28	\$3,452.20	-\$600.00	-\$600.00	\$2,937.48	\$12,951.80	22.68%	\$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%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,426.21	0.00%	\$0.00	0.00%
Total Community Services	\$104,350.03	\$166,003.76	\$47,413.40	\$47,413.40	\$317,767.19	\$545,334.00	58.27%	\$316,291.00	55.04%
Capital Projects									
Purchased Service	\$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%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Debt Service Payment	-\$35.60	-\$1,270.12	\$0.00	\$0.00	-\$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%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,999,197.00	0.00%	\$12,795,797.87	130.03%
Total Expenditures	\$28,347,641.13	\$54,892,320.29	\$17,832,718.70	\$17,832,718.70	\$101,072,680.12	\$223,904,035.00	45.14%	\$111,919,629.87	51.20%

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
FIRST READING – POLICIES IN SECTIONS
A-B: BOARD GOVERNANCE AND OPERATIONS;
D: FISCAL MANAGEMENT;
E: SUPPORT SERVICES; AND
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 listed below, and are presenting them to the Board for first reading:

- Policies in Section A-B: Board Governance and Operations
 - BHD: Board Member Compensation and Expense Reimbursement
- Policies in Section D: Fiscal Management
 - DFEA: Admission to District Events
 - DJFA: Procurement Cards
- Policies in Section E: Support Services
 - EA/EAA: Support Services Goals (delete)
 - EBA: Buildings and Grounds Inspection (delete)
 - EBAA: Reporting of Hazards (delete)
 - EBB: Integrated Pest Management
 - EBBA: First Aid
 - EBBAA: Infection Control and Bloodborne Pathogens
 - EBBAB/GBEBAA/JHCCBA: Hepatitis B/Bloodborne Pathogens (delete)
 - EBBB: Injury/Illness Reports
 - ECACB: Use of Drones on District Property
 - ECB: Buildings and Grounds Maintenance (delete)
 - ECD: Traffic and Parking Controls
 - ECF/EDD: Energy and Resource Conservation Management
 - ECG: Vehicle Idling

- ED: Material Resources Management (delete)
- EDA: Receiving and Warehousing (delete)
- EDB: Maintenance and Control of Materials (delete)
- EDC/KGF: Authorized Use of District Equipment
- EEA: Student Transportation Services
- EEAB: School Bus Scheduling and Routing
- EEAC: School Bus Safety Program
- EEACA: Bus Drivers
- EEACC: Student Conduct on School Buses
- EEACCA: Video Cameras on Transportation Vehicles and on District Property
- EEACD: Use of District Activity Vehicles for Student Transportation
- EEACE: Loading and Unloading
- EEAE: Student Transportation in Private Vehicle
- EEBA: District Vehicles (delete)
- EEBAA: District Vehicles/Seat Belts/Child Safety System (delete)
- EEBB: Use of Personal Vehicles for District Business
- EF: Management of Food Services (delete)
- EFA: Local Wellness Program
- EFAA: District Nutrition and Food Services
- EFAA-AR: Reimbursable Meals and Milk Programs
- EFD: Food Preparation
- EGAAA: Reproduction of All Copyrighted Materials
- EGAB: Mail and Delivery Services (delete)
- EH: Records and Data Management
- EIA: Insurance Programs
- EIB: Liability Insurance (delete)
- Policies in Section F: Facilities Development
 - FECBA/ECF/EDD: Resource Conservation Management (delete combined policy – replace with separate policies: ECF/EDD and FECBA)
 - FECBA : Energy-Conserving Construction
 - FF: Naming Facilities

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of these policies in sections A-B, D, E, and F of the District's policy manual.



Code: **BHD**
Adopted: 2/24/09
Orig. Code(s): BHD

Board Member Compensation and Expense Reimbursement

No Board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on District business. Such expenses may include the cost of attendance at meetings, conferences, or visitations when such attendance has been approved by the Board.

When paid admission is required of the public, Board members may be reimbursed, ~~when paid admission is required of the general public,~~ for attending District athletic events and other activities ~~as part of their responsibilities of being informed about~~ when their attendance is consistent with Board responsibilities and District operations. The District will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

[ORS 244.020](#)

[ORS 244.040](#)

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

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Corrected 10/17/18; Corrected 2/15/19



Code: DFEA
Adopted:

Admissions to District Events

District residents {65} years of age and older may be given senior citizen guest passes for all school activities, including athletic events. Additionally, the athletic director shall provide complimentary {booster passes} or admission to the following:

1. Volunteers (e.g., doctors, fire department, police department);
2. Children under age six and students in grades five and under, accompanied by an adult, may be admitted free;
3. Northwest Oregon Conference, Pacific Conference, Oregon Athletic Coaches Association, and Oregon School Activities Association and related passes will be honored;
4. Unpaid Officials who perform frequently at athletic events (e.g., referees, scorekeepers, public address personnel, photographers, etc.).

~~District employees and Board members will be assessed the uniform district admission rate. Such individuals may be admitted at no charge only when assigned specific duties and such admission is consistent with the provisions of Oregon Revised Statute (ORS) Chapter 244.~~

Board members may be reimbursed, when paid admission is required of the general public, for attending district activities as part of their responsibilities of being informed about district operations.

District staff may be admitted at no charge to promote employee participation in district extracurricular activities.

The district will establish accounting procedures, ~~including any income liability~~, consistent with this policy.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

Corrected 11/28/18; Corrected 1/10/19



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

Credit Procurement Cards

The Board authorizes the Superintendent to hold a bank credit card in the name of the District. The Superintendent or designee is authorized and to issue such procurement cards to designated employees in the name of the District. All approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit Procurement card limits and use of such cards will be in accordance with the policies and procedures of the District's procurement card program.

Credit Procurement cards issued to employees may only be used to purchase items authorized by the adopted District budget.

Purchase slips and receipts must be turned in to the business office following the receipt of their statements. The business office shall pay in full the credit-card balance no later than the due date so that finance charges will not be incurred.

District-issued credit cards shall be subject to the following conditions set forth herein, in procurement card agreements, in Board policy DLC – Expense Reimbursements and its accompanying administrative regulation and other board policies and regulations.

- ~~1. Personal items shall not be charged on District-issued credit cards. If a personal item is inadvertently purchased on a District-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the District will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;~~
- ~~2.~~ 1. Airline tickets may be purchased with a District-issued credit-card only with prior Superintendent or designee approval. If the issued credit-card provides for purchase incentives (i.e., points, discounts, or airline mileage credits), such incentives shall only be redeemed for authorized District business.

Purchases made with a procurement card shall not be delivered to a personal residence; staff will order delivery to District property.

Violation of the provisions of this policy may result in the revocation of the credit-card and/or discipline up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 332](#).107

[ORS 652](#).610(3)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 01A-1007 (Aug. 29, 2001).

Corrected 11/28/18; Corrected 1/10/19



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

Support Services Goals

(Recommend deleting goals from board policy.)

Through its support services operations, it is the intention of the Board to:

1. Ensure proper operation and maintenance of school buildings, vehicles, equipment and services; to set high standards of safety; to promote and protect the health of students and staff; to support the efforts of staff to provide good instruction;
2. Encourage through the Superintendent and staff the establishment of procedures for management of buildings and grounds, office equipment, vehicles, supplies and the food program;
3. Encourage the establishment of a thorough, effective and economical maintenance program, including preventive maintenance, that will ensure a maximum useful life of school property, vehicles, buildings and equipment;
4. Encourage adherence to generally accepted management principles and to conform to applicable laws and regulations.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0760](#)
[OAR 437-002-0020 to -0081](#)
[OAR 437-002-0260 to -0268](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-0705](#)

[OAR 581-022-1420](#)
[OAR 581-022-1530](#)
[OAR 581-022-1610](#)

Corrected 12/19/18



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

Buildings and Grounds Inspection

(No policy needed; still required.)

The Board expects operation and maintenance of District facilities and equipment to set high standards of safety, to promote the health of students and staff, and to provide an environment that supports the efforts of the staff to provide a good education.

Administrators and the facilities coordinator shall carry on a continuous inspection of all buildings, equipment, playing fields, and playing field apparatus to discover conditions which might be dangerous to the health, safety, and comfort of students, staff and visitors. Such hazards will be reported immediately to the District safety officer.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0760](#)
[OAR 437-002-0020 to -0081](#)
[OAR 437-002-0140](#)
[OAR 437-002-0144](#)
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)
[OAR 437-002-0368](#)
[OAR 437-002-0377](#)
[OAR 437-002-0390](#)
[OAR 437-002-0391](#)

[OAR 581-022-0705](#)
[OAR 581-022-1420](#)
[OAR 581-022-1530](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

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 12/19/18



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

Reporting of Hazards

(No policy needed; still required.)

Through routine inspection of all facilities, materials and equipment, as well as through staff training, it is expected that all hazardous or potentially hazardous conditions will be identified, reported and corrected.

The Superintendent will develop and maintain a written hazard communication program for the District. All personnel who, during the performance of their duties, or in an emergency, may be exposed to hazardous chemicals will be informed and trained to deal appropriately with these chemicals. All employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0760](#)
[OAR 437-002-0080 - 0081](#)
[OAR 437-002-0100](#)
[OAR 437-002-0120 - 0139](#)
[OAR 437-002-0140](#)

[OAR 437-002-0144](#)
[OAR 437-002-0145](#)
[OAR 437-002-0180 - 0182](#)
[OAR 437-002-0360](#)
[OAR 437-002-0368](#)

[OAR 437-002-0377](#)
[OAR 437-002-0390](#)
[OAR 437-002-0391](#)
[OAR 581-022-1420](#)
[OAR 581-022-1530](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

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).

Occupational Safety and Health Standards, Hazard Communication, 29 C.F.R. § 1910.1200 (2006).



Code: **EBB**
Adopted: 11/01/15
Orig. Code(s): EBB

Integrated Pest Management

To ensure the health and safety concerns of students, staff, and community members, the District shall adopt an integrated pest management plan (IPM)¹ that emphasizes the least possible risk to students, staff, and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of District buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation, and maintenance that promote or allow for the establishment, feeding, breeding, and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation, or habitat manipulation or of mechanical, biological, and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage, and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

¹ See Model Integrated Pest Management Plan for Oregon Schools at http://www.ipmnet.org/tim/IPM_in_Schools/IMP_Materials.htmlhttp://www.ipmnet.org/tim/IPM_in_Schools/IPM_Materials.html (See Model Plan for Large School Districts or Model Plan for Small School Districts)

8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection, and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The District shall designate the Facilities coordinator as the IPM plan coordinator and give him/her the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM plan coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensure identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property, and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application, date records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the Safety Data Sheet (SDS);
 - c. The brand name and U.S. Environmental Protection Agency (USEPA)² registration number of the product;
 - d. The approximate amount and concentration of pesticide applied;
 - e. The location of where the pesticide was applied;
 - f. The type of application and whether the application was effective;
 - g. The name(s) of the person(s) applying the pesticide;

² U.S. Environmental Protection Agency

- h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
- i. The dates and times for the placement and removal of warning signs; and
- j. Copies of all required notices given, including the dates the IPM coordinator gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy ~~KL/KLD~~ - Public Complaints;

10. Conduct outreach to District staff about the District's IPM plan.

END OF POLICY

Legal Reference(s):

[ORS 634.116](#)

[ORS 634.700 to -634.750](#)

Corrected 12/19/18



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

First Aid**

In cases of sudden illness or injury to a student or staff member, assistance will be given by school staff. Further medical attention ~~to~~ for a students is the responsibility of the student's parent(s) or guardian(s), or of someone the parent(s) or guardian(s) designate in the case of an emergency.

Each administrator is charged with providing for the immediate care of ill or injured persons ~~within his/her area of responsibility~~ for which the administrator is responsible.

Staff members shall report self-administered first aid treatment to an immediate supervisor.

In each ~~school~~ District facility, procedures for handling health emergencies will be established and made known to the staff. Each ~~school~~ District facility and ~~school~~ district (licensed) vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. The emergency response team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the District and building emergency plans. Names of the designated employees will be posted.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120](#) to [-0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(37\)](#)

[OAR 581-053-0220\(3\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Corrected 12/19/18



Code: **EBBAA/GBEBC/JHCCC**
Adopted: 11/03/08
Orig. Code(s): EBBAA/GBEBC/JHCCC

Infection Control – ~~HIV, AIDS, HBV~~ and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, AIDS, HBV¹ and/or other bloodborne pathogens².

The District shall develop an Exposure Control Plan that includes infection control procedures, and procedures to minimize and eliminate exposure incidents to bloodborne pathogens.

Infection Control

~~The District shall use universal precautions at all times for infection control. Each person is therefore treated as though an HIV, AIDS or HBV³ infection exists.~~

~~The District shall develop an Exposure Control Plan that includes infection control procedures for staff and students.~~

Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each District vehicle.

In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.

The information shall emphasize infection – how infection is spread as well as how it is not spread.

¹ HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

² “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

³ ~~HIV – Human Immunodeficiency Virus; AIDS – Acquired Immune Deficiency Syndrome; HBV – Hepatitis B Virus~~

Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after the care giver has removed gloves, if the care giver will not come into contact with blood or wound drainage.

Bloodborne Pathogens

The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of immunization with Hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Personal protective equipment appropriate to job tasks shall be provided by the district. A post-exposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that, as required by Oregon Administrative Rule (OAR) 437-002-1030, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

Documentation, including a sharps injury log, will be maintained as required by OAR 437-002-1030(3) and 437-002-1035.

The District will cooperate with the Oregon Department of Education, the ~~Oregon Department of Human Services~~ Oregon Health Authority, Public Health Division, the local health department, and the education service district in delivering HIV, AIDS, and HBV education.

END OF POLICY

Legal Reference(s):

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 437-002-1030](#)

[OAR 437-002-1035](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)

[OAR 581-053-0240\(23\)](#)
[OAR 581-053-0250\(1\)](#)
[OAR 581-053-0517\(13\)\(c\),\(e\)](#)

Corrected 12/19/18



Code: **EBBAB/GBEBAA/JHCCBA**
Adopted: 11/03/08
Orig. Code(s): EBBAB/GBEBAA/JHCCBA

HBV/Bloodborne Pathogens

(Incorporated into revised EBBA)

The Board recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other blood-borne pathogens¹.

In order to reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to blood-borne pathogens, the Board directs the Superintendent to develop and implement an Exposure Control Plan. The plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of immunization with Hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff and/or for all staff who have occupational exposure as determined by the District. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Personal protective equipment appropriate to job tasks shall be provided by the District. A postexposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The District recognizes that, as required by OAR 437-002-1030, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The District will implement such work practice controls, as appropriate.

¹ Bloodborne pathogens - pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

Documentation, including a sharps injury log, will be maintained as required by OAR 437-002-1035 and 437-002-1030(3).

END OF POLICY

Legal Reference(s):

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)

[OAR 437-002-1030](#)
[OAR 437-002-1035](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §1910.1030.

Corrected 12/19/18



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

Injury/Illness Reports

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the risk manager. Reports will cover property damage as well as personal injury. ~~Copies of such reports will be forwarded to the district's agent of record and legal counsel.~~

In the event of a work-related¹ illness or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the risk manager shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes³ shall be reported to OSHA within eight hours.

All injuries/illnesses sustained by an employee, while in the actual performance of the duty of the employee, or by a student or visiting public, will be promptly investigated. As a result of the investigation, any corrective measures needed will be acted upon.

The risk manager will notify the superintendent and chief financial officer as soon as possible after serious accidents.

The risk manager will maintain records and reports on serious injuries/illnesses, including accidents involving district property, employees, students or the visiting public, and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.

¹An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

²Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

³A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the superintendent or designee for review annually.

END OF POLICY

Legal Reference(s):

[ORS 339](#).309

[OAR 437-001](#)-0015
[OAR 437-001](#)-0700

[OAR 437-001](#)-0760
[OAR 581-022](#)-2225

Corrected 12/19/18



Code: ECACB
Adopted: 4/25/17
Orig. Code: ECACB

Use of Drones on District Property

(Changes reflect recommendations coming out in the next Policy Update)

Any employee, volunteer or representative of the District operating a ~~District~~ drone shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations.

The term “drone” refers not only to the drone itself, but also its associated elements, including communication links and the components that control the machine.

The District recognizes the academic value of student operation of a drone as one component of curricula pertaining to principles of flight, aerodynamics, and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production, or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a drone as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff teaching a class that allows use of a drone may ~~assist~~ provide limited assistance to a student in their operation of operating the drone, ~~provided the assistance is needed as part of the curriculum, and assistance is to a student enrolled in the course~~ provided the student maintains operational control of the model aircraft, such that the staff member’s manipulation of the model aircraft’s controls is incidental and secondary to the student’s. The staff member’s de minimis participation must be limited to the student’s operation of the drone as part of the course.

District employees shall work with administrators to ensure that proper insurance, registration with both the FAA and ODA, reporting to ODA, and authorization are in place prior to adoption of curriculum that allows operation of a drone as part of the curriculum.

A drone shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)¹ at OSAA sanctioned events. ~~Use of a drone at other District-sponsored athletics or activities is prohibited.~~

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

¹ [#857](http://www.osaa.org/governance/handbooks/osaa)

All data gathered by the District as part of a drone operation will belong to the District. The data gathering by the District will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The Superintendent shall develop procedures for the implementation of this policy.

The District shall post a copy of this policy, associated procedures, and a copy of Oregon Revised Statute (ORS) 192.501-345 on the District's website.

Third Party Use

Third party use of a drone on District property or at District-sponsored events for any purpose is prohibited, unless granted permission from the Superintendent or designee.

If permission is granted by the Superintendent or designee, the third party operating a drone will comply with all FAA and ODA regulations and shall provide the following to the District:

1. Proof of insurance that meets the liability limits established by the District;
2. Appropriate registration and authorization issued by the FAA and ODA when required; and
3. A signed agreement holding the District harmless from any claims of harm to individuals or damage to property.

END OF POLICY

Legal Reference(s):

[ORS 164.885](#)
[ORS 174.109](#)
[ORS 192.345](#)

[ORS 837.300 - 837.390](#)
[ORS 837.995](#)

[OAR 738-080-0015 - 0045](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95 § 336 (2012).
Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2012).
OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #87.

Corrected 12/19/18



Code: ECB
Adopted: 11/03/08
Orig. Code: ECB

Buildings and Grounds Maintenance

(No policy required; still required to do.)

Safety and economy of operation require effective maintenance of the District's physical facilities. Site managers have the responsibility of caring for and protecting their facilities. Site managers shall systematically inspect all buildings, equipment, playgrounds and playground apparatus to ensure adequate maintenance. Dangerous or unsafe conditions shall be remedied as soon as possible.

All staff shall be responsible for the safe use of buildings, grounds and equipment in the classrooms and other areas on District property. They shall report promptly to the principal any defects in building, furniture, playground apparatus or other equipment that may prove injurious to the comfort, health or safety of students or staff.

END OF POLICY

Legal Reference(s):

[ORS 332.172](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0140](#)

[OAR 437-002-0144](#)

[OAR 437-002-0145](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0360](#)

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[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).

Corrected 12/19/18



Code: **ECD**
Adopted: 11/03/08
Orig. Code: ECD

Traffic and Parking Controls

The Superintendent will authorize parking areas and post notices on District property designated for staff, student, visitor, and other classifications of parking areas as may be necessary.

Any vehicle not parked in an authorized areas may be towed away and stored. All charges for towing and storage will be the responsibility of the owner or operator of the vehicle.

Any person failing to abide by the District's parking regulations may be further prohibited from bringing any vehicle on District property.

Building Administrators will establish regulations as necessary for the use and control of staff parking areas around their buildings. Such regulations will be made available to staff, students, and parents.

Only those vehicles which are licensed for use or permitted on public roads and highways will be allowed on District property. The rules and regulations concerning parking, driving, and use of all such vehicles will be determined by the principal of each school.

END OF POLICY

Legal Reference(s):

[ORS 332.172](#)
[ORS 332.445](#)

[ORS 447.233](#)

[OAR 581-022-2405](#)

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 12/19/18



Code: **ECF/EDD/~~FECBA~~**
Adopted: 9/01/16
Orig. Code: ECF/EDD/FECBA

Energy and Resource Conservation Management

~~The Board of Directors recognizes the responsibility of the District to ensure the most responsible and economical use of energy and other resources in fulfilling its mission of educating students; and is committed to modeling environmental stewardship, wisely managing natural resources, and supporting conservation, in order to create and maintain healthy school environments through environmentally and economically sound practices. In order to fulfill these environmental and financial responsibilities, the District will engage in a resource conservation management program that focuses on minimizing resource utilization and promoting environmental stewardship.~~ *(philosophy statement)*

Energy Conservation

The district encourages and supports an energy conservation and education program to substantially lower the consumption of electricity, natural gas, gasoline and/or water. It will be the responsibility of each district employee and student to participate in conservation efforts to reduce consumption to levels prescribed by state and federal guidelines while maintaining programs.

Resource Conservation

The program shall include:

~~1. Resource Conservation:~~

- ~~2.1.~~ a. Allocating available staff and resources to develop and implement a program of effective resource conservation management and education;
- ~~3.2.~~ b. Establishing a resource conservation management plan that includes goals, activities, and deliverables designed to minimize waste and effectively and efficiently manage available resources;
- ~~4.3.~~ c. Engaging in educational opportunities for staff and students that promote economic, social, and environmental responsibility; and maintaining an expectation that all District students and staff utilize resources responsibly;

~~1. Energy Conserving Construction:~~ *(See proposed policy FECBA)*

- ~~a. Considering the most prudent use of available resources in the design and construction of new buildings, and the remodeling of existing buildings; and assigning high priority to proposed construction and renovation projects that contain the most efficient energy saving plans within an acceptable budget;~~
- ~~b. Documenting in the architectural evaluation energy saving designs that comply with District educational specifications and cost control checklists;~~

Energy and Resource Conservation Management – ECF/EDD/~~FECBA~~

- e. ~~Including life cycle cost analyses for all new construction projects within the scope of the architect's services, to be used as a basis for project design and value engineering decisions.~~

The Superintendent will direct staff to develop comprehensive administrative regulations that supplement ~~and directly support this policy.~~ It is the responsibility of District administrators, through the Superintendent's office, to implement, direct, monitor, evaluate, and report District energy and resource conservation efforts.

END OF POLICY

Legal Reference(s):

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

[ORS 455.560 – 455.575](#)
[ORS 455.565](#)

Corrected 12/19/18



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

Vehicle Idling

The Board recognizes that a safe and healthy school environment is important in contributing to the health of students and adults. Clean air is essential to creating a healthy learning environment for students to participate in the educational process.

Unnecessary vehicle idling emits pollutants, wastes fuel, and wastes financial resources. Therefore, a goal of the district is to eliminate unnecessary idling by all district vehicles, and to establish a way to minimize this practice (unnecessary idling) in all vehicles on district property. Appropriate idling times may vary due to weather conditions.

The Superintendent or designee will develop guidelines consistent with this policy and a process for the regular review of the guidelines.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Consolidated Appropriations Act, 2005, Pub. L. No. 108-447, 118 Stat. 2809

Corrected 12/19/18



Code: **ED**
Adopted: 11/03/08
Orig. Code: ED

Material Resources Management

(Inventory of supplies and equipment is found in policy DID.)

The Chief Financial Officer, subject to the direction and supervision of the Superintendent, will establish such procedures as are necessary for receiving, storing, maintaining and controlling the District's supplies and equipment. Such procedures will include provisions for a scheduled inventory of supplies and equipment valued in excess of \$500. A report will be made to the Superintendent after the inventory is updated.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 12/19/18



Code: EDA
Adopted: 11/03/08
Orig. Code: EDA

Receiving and Warehousing

(See policy DJ for district purchasing.)

The District will provide for central purchasing, receiving, warehousing and distribution of supplies, equipment and materials common to the requirements of all schools. A warehouse will be operated as an adjunct of the business operations division to store and distribute supplies as requisitioned. All materials needed for instruction, business and custodial operations by individual schools will be ordered from the warehouse when available from that source.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 12/19/18



Code: **EDB**
Adopted: 11/03/08
Orig. Code: EDB

Maintenance and Control of Materials

(See policy ECAB)

Employees will exercise continuous and vigilant care of all District-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary action.

The District will identify those items considered high risk for theft and damages. Vehicles, musical instruments, computer equipment and video equipment are priority items for theft and damage. These items may require specific loan procedures. Such equipment, other than vehicles, will have a nonremovable inventory number and all such numbers will be properly recorded.

The Superintendent is authorized to develop appropriate regulations regarding the care and use of all District owned material and equipment, including portions of a facility such as art room, labs, professional- technical and athletic facilities.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Corrected 12/19/18

T

E



Code: EDC/KGF
Adopted: 11/03/08
Orig. Code: EDC/KGF

Authorized Use of School District Equipment

Except as authorized in accordance with Board policy KGC – Community Use of District Facilities - Private Gain, public use of any District equipment shall not be used for private financial gain. The Fee Schedule Worksheet, KG-AR, Attachment A, Equipment Checkout Form must be submitted and approved as required. All conditions outlined on the District equipment form and administrative regulations for use of District buildings, facilities, and equipment, must be adhered to. Staff must complete the Equipment Checkout Form and receive approval for computer/laptops assigned during the summer months.

A fee schedule will be developed by the Superintendent. (See KG-AR(3))

~~Any damage, to equipment is the responsibility of the user.~~

Any damage, to District equipment is the responsibility of the user. In the event of excessive damage, a fee will be determined according to repair or replacement costs.

Transportation of District-owned equipment will be the user's responsibility.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Corrected 12/19/18



Code: **EEA**
Adopted: 5/22/18
Orig. Code: EEA

Student Transportation Services

School transportation services will be provided for students to and from school, and to and from curricular and extracurricular activities sponsored by the ~~d~~District. Transportation will be provided for homeless students to and from the student's school of origin¹ as required by the Every Student Succeeds Act of 2015 (ESSA). These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board, sSuperintendent, or designee, ~~in accordance with District procedures.~~

Elementary students in grades K-6 who live more than one mile from school will be transported. Secondary students in grades 7-12 who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the ~~d~~District's approved supplemental plan.

Miles from school will be determined by the ~~{transportation-supervisor-services}~~ in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(c).

The ~~d~~District may use Type 10 School Activity Vehicles to transport students from home to school, school to home, and from ~~d~~District-sponsored activities.

The ~~d~~District may also provide transportation using federal funds² or through cooperative agreements with local victims assistance units for a student to attend a safe district school³ out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

If there are no other schools within the ~~d~~District a student may transfer to, the ~~d~~District may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

¹"School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled.

When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

²"Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

³If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school children.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits.⁴ A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each bus and published in the student handbook. Students may be required to show appropriate identification. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of other students, will be reported by the bus driver and to the director of transportation. The director of transportation will, as soon as possible, inform the appropriate principal of such occurrence. Violators may be denied use of school bus transportation for a period of time as deemed proper by the principal.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus driver will be responsible for the school bus at all times from departure until return. The driver will not participate in any activities that might impair his/her the driver's driving abilities.

The District will comply with all state and federal laws and regulations pertaining to school bus transportation.

END OF POLICY

⁴“Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

Legal Reference(s):

ORS 327.006	ORS 815.080	OAR 581-053-0040
ORS 327.033	ORS 820.100 to -820.190	OAR 581-053-0053
ORS 327.043		OAR 581-053-0060
ORS 332.405	OAR 581-021-0050 to -0075	OAR 581-053-0070
ORS 332.415	OAR 581-022-2345	OAR 581-053-0210
ORS 339.240 to -339.250	OAR 581-023-0040	OAR 581-053-0220
ORS 343.155 to -343.246	OAR 581-053-0002	OAR 581-053-0230
ORS 343.533	OAR 581-053-0003	OAR 581-053-0240
ORS 811.210	OAR 581-053-0004	OAR 735-102-0010
ORS 811.215	OAR 581-053-0010	
ORS 815.055	OAR 581-053-0031	

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2012).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

Corrected 12/19/18



Code: **EEAB**
Adopted: 11/03/08
Orig. Code: EEAB

School Bus Scheduling and Routing

Actual bus stops and routes will be determined by the ~~director of transportation~~ **services** and will be based upon efficiency, safety, Board policy, and applicable state and federal laws and rules.

The determination of safe routes for school bus travel will be made by the ~~director of transportation~~ **services**.

The Superintendent or designee will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing;
3. Work with private and parochial schools, cities, the county and other appropriate governmental agencies on a continuing basis to inform them of transportation concerns.

END OF POLICY

Legal Reference(s):

[ORS 332.405](#)

[OAR 581-023-0040](#)
[OAR 581-053-0004](#)

[OAR 581-053-0031](#)

Corrected 12/19/18



Code: EEAC
Adopted: 12/18/12
Orig. Code: EEAC

School Bus Safety Program

The Superintendent will ensure instruction for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction.

Students who are regularly transported by the District shall receive the following instruction within the first six weeks of each half of the ~~the~~ **each** school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading, **and** crossing, ~~etc.~~;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the District will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures, **including but not limited to loading, unloading, and crossing**; and
2. Use of emergency exits.

The District will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under **Oregon Revised Statute (ORS) 815.055**. A person over 40 pounds who has reached the upper weight limit for the forward-facing car seat must use a booster seat until **reaching** four feet nine inches or age eight and the adult belt properly fits.¹ A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles used for student transportation in excess of 10,000 pounds are exempt from this requirement unless they have been equipped with lap belts. Vehicles in

¹ "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

During adverse weather conditions, the Superintendent may alter bus schedules or cancel bus services. The Superintendent or his/her designee will advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students will be carried out according to the District's emergency plan.

The **transportation** safety committee will study accidents involving District buses and will make recommendations to avoid similar accidents.

END OF POLICY

Legal Reference(s):

[ORS 811.210](#)
[ORS 811.215](#)
[ORS 815.055](#)
[ORS 815.080](#)
[ORS 820.100 to -820.190](#)

[OAR 437-002-0220 to -0227](#)
[OAR 581-022-2225](#)
[OAR 581-053-0002](#)
[OAR 581-053-0003](#)

[OAR 581-053-0004](#)
[OAR 581-053-0010](#)
[OAR 581-053-0021](#)
[OAR 581-053-0031](#)
[OAR 581-053-0210](#)
[OAR 581-053-0240](#)
[OAR 581-053-0310](#)
[OAR 581-053-0320](#)
[OAR 581-053-0330](#)
[OAR 581-053-0340](#)

[OAR 581-053-0410](#)
[OAR 581-053-0420](#)
[OAR 581-053-0430](#)
[OAR 581-053-0440](#)
[OAR 581-053-0445](#)
[OAR 581-053-0510](#)
[OAR 581-053-0520](#)
[OAR 581-053-0530](#)
[OAR 735-102-0010](#)

Corrected 12/19/18



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

Bus Drivers

School bus driver selection procedures will be developed to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities. All new school bus drivers will be selected for their potential for improving the fleet's record and performance.

1. School bus driver selection will be based on: investigating application references; a motor vehicles report from the Department of Motor Vehicles; a criminal records check; a drug and alcohol test; other physical requirements; a planned oral interview, tests conducted by the district; a driver-training program; and verification that the driver's physical examination was certified by a medical examiner. This medical examiner's certificate must have been listed in the Federal Motor Carrier Safety Administration's National Registry of Certified Medical Examiners as of the date of the issuance for the bus driver's examination certificate.
2. No school bus driver shall be placed on a route or in any vehicle transporting students without a school bus permit or certificate issued by the Oregon Department of Education (ODE).
3. No school bus driver shall be placed in any vehicle subject to commercial driver's license requirements or permitted to perform any other safety-sensitive functions who does not comply with applicable provisions of the Omnibus Transportation Employee Testing Act of 1991.
4. In emergencies, only school bus drivers who are on the Oregon Department of Education emergency driver's list will be used.

All school bus drivers are required to inform the District within 15 days of any change in their driving or criminal records that could affect their eligibility to maintain the necessary Oregon Department of Education approval for licensing.

A school bus manufacturer, school bus dealer, or school bus mechanic is not required to have a school bus endorsement while operating a school bus that is not transporting students.

END OF POLICY

Legal Reference(s):

[ORS 659.840](#)
[ORS 659A.300](#)
[ORS 659A.306](#)
[ORS Chapters 801, 802, 807, 809, 811, 813](#)

[ORS 807.038](#)
[ORS 820.110](#)
[OAR 581-053-0002](#)
[OAR 581-053-0003](#)

[OAR 581-053-0004](#)
[OAR 581-053-0031](#)
[OAR 581-053-0040](#)
[OAR 581-053-0060](#)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2016).
Federal Motor Carrier Safety Administration Regulations, 49 C.F.R. Part 391, §§ 391.42, 391.43 (2016).

Corrected 12/19/18



Code: **EEACC**
Adopted: 12/18/12
Orig. Code: EEACC

Student Conduct on School Buses

For the safety and welfare of all persons on each bus, self-control, and good behavior must be exercised by all occupants at all times when on a bus.

The bus driver is responsible for the maintenance of good behavior. ~~He/She~~ **The bus driver** has the same authority as a teacher in the classroom. In any situation where a problem arises with student conduct that cannot be resolved, the driver shall notify the transportation supervisor as soon as possible so that appropriate action can be taken to correct the problem.

The following regulations will govern student conduct on school buses and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home, and from District-sponsored activities, and will be posted in a conspicuous place in all buses:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling, or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons, or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved ~~assistance guide~~ **service** animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus, or as instructed by the bus driver;
10. Students will not extend their hands, arms, or heads through **the** bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;

14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students, and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

The Superintendent will establish other administrative regulations as necessary for the safe conduct of students riding District school buses or other forms of District transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other District vehicle.

Students who violate bus rules of conduct may be denied the use of District transportation.

END OF POLICY

Legal Reference(s):

[ORS 339.240](#)
[ORS 339.250](#)
[ORS 820.100](#) to -820.190

[OAR 581-021](#)-0050 to -0075
[OAR 581-023](#)-0040
[OAR 581-053](#)-0002
[OAR 581-053](#)-0003

[OAR 581-053](#)-0004
[OAR 581-053](#)-0010
[OAR 581-053](#)-0210

Letter Opinion, Office of the OR Attorney General (Nov. 22, 1988).

Corrected 12/19/18



Code: **EEACCA**
Adopted: 11/03/08
Orig. Code: EEACCA

Video Cameras on Transportation Vehicles and on District Property

The Board recognizes the District's continuing responsibility to maintain and improve discipline and ensure the health, welfare, and safety of its staff and students in schools, on school transportation vehicles, and on District property.

Video cameras may be used to monitor behavior in schools, on school transportation vehicles transporting students to and from curricular and extracurricular activities, and on District property.

Such equipment may also be used to monitor the performance of District employees in the fulfillment of their duties.

Students in violation of District conduct rules shall be subject to disciplinary action in accordance with established Board policy and administrative regulations governing student conduct and discipline.

Staff shall be subject to established Board personnel policies, administrative regulations, and collective bargaining agreements including provisions related to evaluation, discipline, and dismissal.

The District shall comply with all applicable state and federal laws related to video recordings when, as determined by the District and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established District student records procedures including access, review, and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents, and others as necessary, of the use of video cameras in schools, on school transportation vehicles, and on District property and such other procedures as may be required for the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 192.420 to -192.505](#)
[ORS 326.565](#)
[ORS 326.575](#)

[ORS 332.107](#)
[ORS 336.187](#)
[ORS 342.850](#)

[OAR 166-400-0010 to -0065](#)
[OAR 581-021-0210 to -0430](#)
[OAR 581-022-2260](#)
[OAR 581-053-0240\(11\)](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Corrected 12/19/18



Code: **EEACD**
Adopted: 12/18/12
Orig. Code: EEACD |

Use of District Activity Vehicles for Student Transportation

The District may provide for the use of vehicles commonly designated as Types 10, 20, or 21 pupil transportation vehicles, which do not meet the requirements of a “school bus” for the purpose of transporting students, licensed, classified, or other supervisory personnel to and from curricular and extracurricular activities sponsored by the District.

The vehicle shall be insured for bodily injury, property damage, uninsured motorist coverage, and personal injury protection. The chief financial officer will recommend amounts to adequately protect the District against loss.

The District will meet or exceed minimum driver requirements and procedures as set forth in Oregon Revised Statutes **(ORS)** Section 53. The District will require in-class instruction as part of its driver training approval process. The District shall meet child safety system requirements and minimum standards and specifications as set forth in ORS 811.210, 815.055, 815.080, and OAR 735-102-0010.

END OF POLICY

Legal Reference(s):

[ORS 811.210](#)
[ORS 815.055](#)
[ORS 815.080](#)
[ORS 820.110](#)
[ORS 820.190](#)

[OAR 437-002-0220 to -0227](#)
[OAR 581-053-0010](#)
[OAR 581-053-0220](#)

[OAR 581-053-0310](#)
[OAR 581-053-0320](#)
[OAR 581-053-0330](#)
[OAR 581-053-0340](#)
[OAR 581-053-0410](#)
[OAR 581-053-0420](#)
[OAR 581-053-0430](#)
[OAR 581-053-0440](#)
[OAR 581-053-0511](#)

[OAR 581-053-0521](#)
[OAR 581-053-0531](#)
[OAR 581-053-0540](#)
[OAR 581-053-0610](#)
[OAR 581-053-0620](#)
[OAR 581-053-0630](#)
[OAR 581-053-0640](#)
[OAR 735-102-0010](#)

Corrected 12/19/18



Code: **EEACE**
Adopted: 11/03/08
Orig. Code: EEACE

Loading and Unloading

The administration shall make arrangements to provide supervision of students during normal loading and unloading times at instructional sites only of district provided transportation.

~~Buses shall be scheduled into loading areas ahead of school dismissal times whenever practical.~~

Students must have written permission from a parent/guardian and school administrator to ride another bus or be dropped off at any location other than their regular bus stop.

END OF POLICY

Legal Reference(s):

[ORS 339.240](#)
[ORS 339.250](#)

[OAR 581-021-0050](#)
[OAR 581-053-0010\(11\)](#)

[OAR 581-053-0230\(9\)\(u\)](#)

Corrected 12/19/18



Code: EEAE
Adopted: 3/26/13
Orig. Code: EEAE

Student Transportation in Private Vehicle

Transportation of students will be by the District's transportation system except as provided below.

Employees of the District should not transport students and should never be alone with a student in their private vehicles. However, under certain circumstances, employees and volunteers may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip (alternative driver form) signed by the student's parent/guardian¹ has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parent/guardian, employee, or other adult driving the vehicle is properly licensed to drive and ~~has provided proof of insurance~~ properly insured. Such insurance shall meet or exceed minimum requirements as established by the State of Oregon and as set by the District;
4. The vehicle contains an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of the law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until reaching four feet nine inches tall or age eight and the adult belt properly fits.² A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets requirements under Oregon Revised Statute (ORS) 815.055. A student 12 years of age and younger may not ride in the front seat. Training in the proper installation and use of child safety system may be required.

END OF POLICY

¹ A permission slip is required if the student is under the age of 18 and not an identified McKinney-Vento student meeting the definition of an unaccompanied youth whose parent/guardian is unreachable.

² "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

Legal Reference(s):

[ORS 332](#).107

[ORS 801](#).455

[ORS 811](#).210

[ORS 815](#).055

[ORS 815](#).080

[OAR 735-102](#)-0010

Corrected 12/19/18



Code: **EEBA**
Adopted: 11/03/08
Orig. Code: EEBA

District Vehicles

(No policy needed; covered under other purchasing policy.)

The Board may approve the purchase of vehicles to be used by staff for District business, including transportation services. The Superintendent will develop and maintain regulations that define the appropriate use and care of District vehicles and the responsibilities of District staff using those vehicles.

Personal use of District vehicles is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 341.290 \(2\)](#)
[ORS 801.455](#)
[ORS 811.210](#)

[ORS 820.105](#)
[ORS 820.110](#)
[ORS 820.120](#)

[OAR 437-002](#)-0220 to -0227

Corrected 12/19/18



Code: EEBA
Adopted: 12/18/12
Orig. Code: EEBA

District Vehicles/Seat Belts/Child Safety System

(Policy not needed; reiterates law and repeats what is already in EEA.)

All District vehicles, except school buses over 10,000 pounds, will be equipped with seat belts.

The driver of any District-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts and/or child safety systems is available and used as required by law for the passengers. A child who weighs 40 pounds or less, regardless of age, must be properly secured with a child safety system. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.¹ A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. The vehicle will not be driven until the driver and all passengers are secured appropriately.

The use of seat belts and/or child safety systems is mandatory; failure to do so is grounds for dismissal.

END OF POLICY

Legal Reference(s):

[ORS 811.210](#)
[ORS 815.055](#)

[ORS 815.080](#)

[OAR 437-002-0223](#)
[OAR 735-102-0010](#)

Corrected 12/19/18

¹ “Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.



Code: **EEBB**
Adopted: 11/03/08
Orig. Code: EEBB

Use of ~~Private~~ **Personal** Vehicles for District Business

The Superintendent or designee will develop ~~regulations~~ **guidelines** for staff use of ~~private~~ **personal** vehicles that will safeguard the District, its employees, and students in matters of safety, insurance, and liability.

No staff member will use a ~~private~~ **personal** vehicle for District business, including the transportation of students, without permission from the administrator. Staff members who are authorized to use a personal vehicle on District business will be reimbursed in an amount established by the Board.

No students will be allowed to perform school business with ~~his/her~~ **their** own automobile or a staff member's automobile.

END OF POLICY

Legal Reference(s):

[ORS 30.260 to -30.265](#)
[ORS 332.107](#)
[ORS 801.455](#)

[ORS 811.210](#)
[ORS 815.055](#)
[ORS 815.080](#)

[OAR 735-102-0010](#)

Corrected 12/19/18



Code: EF
Adopted: 11/03/08
Orig. Code: EF

Management of Food Services

(covered in policy EFAA.)

The District may provide food services for students and staff. Food services will comply with state and federal laws and regulations relating to such services.

Food service personnel must have valid state of Oregon food handlers certificates.

In association with the USDA regulations for federally supported meal programs, the District will promote the school meal program in its various schools.

Further, the Board believes that all food available to students during the school day should be nutritious.

The Superintendent will report to the Board, at least annually, on the condition of the food service program and will make such other reports related to food services as the Board requests.

In keeping with health department guidelines, only food prepared in an inspected kitchen should be available in the schools.

END OF POLICY

Legal Reference(s):

[OAR 581-022](#)-1530
[OAR 581-051](#)-0100

[OAR 581-051](#)-0305
[OAR 581-051](#)-0310

[OAR 581-051](#)-0400

Corrected 12/19/18



Code: **EFA**
Adopted: 6/13/17
Orig. Code: EFA

Local Wellness Program

The District is committed to the optimal development of every student and believes that a positive, safe, and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental, and social success.

To help ensure that students possess the knowledge and skills necessary to make healthy choices for a lifetime, the Superintendent or designee shall prepare and implement a comprehensive District nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at District schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority, and public health professionals will be encouraged in the development of wellness policy. The Superintendent or designee will develop ~~administrative regulations~~ **guidelines**, as necessary to implement the goals of the local wellness plan and ensure compliance of such policy.

WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT

Implementation Plan

The District shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.

The plan will:

1. Delineate roles, responsibilities, actions and timelines specific to each school;
2. Include information about who will be responsible to make what change, by how much, where and when;
3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and

4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

In an effort to measure the implementation of this policy, the Board designates the Superintendent or designee as the person who will be responsible for ensuring that each school meets the goals outlined in this policy.

Record Keeping

The District will retain the following records to document compliance with the requirements of the wellness policy at the District's administrative offices.

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods the District uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the local wellness policy;
6. Documentation demonstrating that the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Annual Notification of Policy

The District will make available to the public annually an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The District will make this information available through the District website. The District will also publicize the name and contact information of the District or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce a triennial progress report that will include:

1. The extent to which schools under the jurisdiction of the District are in compliance with the policy;
2. The extent to which the District's policy compares to model wellness policy; and
3. A description of the progress made in attaining the goals of the District's policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The District will update or modify the local wellness policy based on the results of the triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated, as indicated, at least every three years following the triennial assessment.

Community Involvement, Outreach, and Communications

The District will actively communicate ways in which the community can participate in the development, implementation, and periodic review and update of the local wellness policy through a variety of means appropriate for the District. The District will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools communicate important school information to parents.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, by creating food environments that encourage healthy nutrition choices, and by encouraging participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school environment. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students and the community.

School Meals

The District participates in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Summer Food Service Program (SFSP). The District also operates additional nutrition-related programs and activities, including Farm-to-School programs and school gardens. Additionally, the District may participate in the Fresh Fruit & Vegetable Program (FFVP) and the Child and Adult Care Food Program (CACFP).

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day and extended school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards¹. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Food sold in competition with the SBP or NSLP shall not be allowed during the breakfast and/or lunch periods unless the funds accrue to the nonprofit food service program, the school, or student organizations, as may be defined by the District school Board.

Celebrations and Rewards

All foods offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards, and incentives.

Fund-Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund-raisers on the school campus during the school day.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

PHYSICAL ACTIVITY/PHYSICAL EDUCATION

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity.

Physical activity should be included in a school’s daily education program for grades pre-K through 12. Physical activity should include regular instructional physical education, as well as co-curricular activities and recess. The District will develop and assess student performance standards in order to meet the Oregon Department of Education’s (ODE’s) physical education content standards.

¹[Oregon Department of Education, Oregon Smart Snacks Standards](#)

School Employee Wellness

The District encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale, and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students, and helps foster their academic success. The District's employee wellness program will promote health and reduce risk behaviors of employees, and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success, and contribute to escalating health-related costs, such as absenteeism.

The District will work with community partners to identify programs, services, and resources to compliment and enrich employee wellness endeavors.

Other Activities that Promote Student Wellness

The District will integrate wellness activities throughout the entire school environment (districtwide), not just in the cafeterias, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components, so all efforts are complimentary, not duplicated, and work toward the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)
[ORS 332.107](#)
[ORS 336.423](#)

[OAR 581-051-0100](#)
[OAR 581-051-0305](#)
[OAR 581-051-0306](#)
[OAR 581-051-0310](#)

[OAR 581-051-0400](#)
SB 4 (2017)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b.
National School Lunch Program, 7 C.F.R. Part 210.
School Breakfast Program, 7 C.F.R. Part 220.

Corrected 12/19/18



Code: **EFAA**
Adopted: 6/13/17
Orig. Code: EFAA

District Nutrition and Food Services**

The District may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the District to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the Superintendent or other school official with authority to obligate the District to legally binding contracts, subject to annual ODE renewal, and will include, at the District's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP). The District recognizes that meals and snacks served by the District will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the District that it will follow regarding regulations of the Child Nutrition Programs that the District is approved to operate, including the following:

1. Free and reduced-price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;
8. Nutrition standards for foods and beverages sold to students.

The Superintendent will develop administrative regulations, as necessary to implement this policy and meet the requirements of state and federal law. The regulation(s) will be reviewed and adopted by the Board, as required by law.

END OF POLICY

Legal Reference(s):

[ORS 327.520](#) to -327.537
[ORS 336.423](#)

[OAR 581-022](#)-2345
[OAR 581-051](#)-0100
[OAR 581-051](#)-0305

[OAR 581-051](#)-0310
[OAR 581-051](#)-0400

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2017).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §§ 1758, 1760 (2012).

National School Lunch Program 7 C.F.R. Part 210 (2017).

U.S.D.A. Instruction 113-1 Civil Rights

Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250 (2017).

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (2017).

Corrected 12/19/18



Code: **EFAA-AR**
Adopted: 11/17
Orig. Code: EFAA-AR

Reimbursable School Meals

(National School Lunch Program, School Breakfast Program and other federal meal programs)

The District's Nutrition Services Department will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. Reimbursable meals and after-school snacks will be priced as a unit.
2. Reimbursable meals and after-school snacks will be served free or at a reduced price to all children who are determined by the District to be eligible for free or reduced-price meals.
3. Annually, the District will establish prices for reimbursable student meals and after-school snacks. The price charged to students who do not qualify for free or reduced-price meals will be established annually by the District, in compliance with state and federal laws.
4. The price charged to students who qualify for reduced-price meals will be established annually by the District, in compliance with state and federal laws.
5. The District will consider implementing claiming alternative Community Eligibility at schools under its jurisdiction that meet federal, state, and District-identified criteria.

Application Procedures

1. Households receiving Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be categorically eligible to receive free meals and after-school snacks for the students attending participating Hillsboro Schools.
2. Students officially identified as receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, shall be categorically eligible for free meals and afterschool snacks.
3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing and/or via email, using ODE-approved content.

4. On a case-by-case basis, when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the Superintendent or designee may complete an application for the student, documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced-price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP), and will be charged “paid” prices set by the District. “Paid” category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the District’s NSLP, SBP, Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP).
6. The District has established a fair hearing process, under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the District, the District will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The District will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services department will be used only for the operation or improvement of the NSLP, SBP, CACFP, and SFSP.
3. Lunch and breakfast meals served to teachers, administrators, custodians, and other adults not directly involved with the operation of the District’s nutrition and food services will be priced to cover all direct and indirect costs of preparing and serving the meal.¹
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The District will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The District will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment, and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The District will meet the requirements for allowable NSLP, SBP, CACFP, and SFSP costs, as described in 2 C.F.R. § 200.
8. In purchasing nutrition and food services goods or services, the District will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work,

¹For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

invitations for bids, requests for proposals, contract terms and conditions, or other documents for proposals used to conduct the procurement.

9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal, and District procurement standards, using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the District will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.
11. The District may use facilities, equipment, and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

Civil Rights and Confidentiality Procedures

1. The District will not discriminate against any student because of his/her eligibility for free or reduced-price meals.
2. The District will not discriminate against any student or any nutrition and food services employee because of race, color, religion, sex, sexual orientation, parental status, national origin, marital status, disability, or age.
3. The District will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact, or a hostile environment.
4. Established District procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, SBP, CACFP, and SFSP benefits and services, and employment practices with regard to the operation of its NSLP, SBP, CACFP, and SFSP. The District will forward any civil rights complaint regarding the District's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The District will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The District will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals or direct certification, including students' eligibility for free or reduced-price meals and all household information. The District's NSLP, SBP, CACFP, and SFSP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
 - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state education assessments; or persons who operate or administer any other NSLP, SBP, Special Milk Program (SMP), SFSP, CACFP, or the Supplemental Nutrition Assistance Program (SNAP);
 - b. Any other confidential information contained in the confidential application for free and reduced-price meals (e.g., family income, address, etc.) may be released without written

consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP, and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state, or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and after-school snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.
2. Meals and after-school snacks served for reimbursement will meet at least the minimum NSLP, SBP, SFSP, and CACFP requirements for food item and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum required standards set for saturated fat;
 - c. Meet the maximum required standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The District will use the offer versus serve option when serving NSLP lunches to all students. All students must take at least three of five different food items, including one-half cup of fruit or vegetable offered in program lunches.
5. The District will use the offer versus serve option when serving program breakfasts to all students. All students must take at least two of three menu items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. A copy of the Board minutes adopting the offer versus serve policy for all students in the District for NSLP and SBP, as applicable, will be made available upon request.

Use and Control of Commodity Foods

1. The District will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP, SBP, SFSP, and CACFP.
2. The District will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP, SFSP, or after-school snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The District will claim reimbursement only for reimbursable meals and after-school snacks to eligible children.
2. All meals and after-school snacks claimed for reimbursement will be counted at each dining site at a “point of service,” where it can be accurately determined that the meal and afterschool snack meets NSLP, SBP, SFSP, and CACFP requirements for reimbursement.

3. The person responsible for determining reimbursability of meals and after-school snacks will be trained to recognize a reimbursable meal.
4. The District official signing the claim for reimbursement will review and analyze monthly meal and after-school snack counts to ensure accuracy of the claim before submitting the claim to ODE.
5. Annually, by November 15, the District will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the District in October each year.

Food Safety and Sanitation Inspections

1. The District will maintain necessary facilities for storing, preparing, and serving food and milk.
2. Semiannually, the District will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
3. The District will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP Requirements

1. The District will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The District will provide substitute foods for students with a disability² that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment, so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The District will not charge more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.
5. The District will control the sale of competitive foods.
6. The District will ensure that potable drinking water will be available to students, free of charge, for consumption in the place where meals are served during meal service.
7. The District will publish and make available meal-charging requirements on the district website. In compliance with Oregon law³, as identified in HB3454 (2017), charging of school meals is available at schools that are enrolled to participate in federal meal programs. Further:
 - a. Any student who requests a reimbursable meal shall receive said meal.

²To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

³ As identified in Oregon Revised Statute (ORS) 327.537.

- b. Student account funding or negative balance may not be considered in the receipt of a reimbursable meal.
 - c. Communications regarding details of past-due amounts, monies needed to pay for meals, or negative balances of accounts are to be directed to the parent/guardian of the student and not to the student.
 - d. Students shall not be required to perform work or other assigned duties to receive a reimbursable meal.
8. The sale of foods in competition with the District's Lunch (NSLP) or Breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the District's nutrition and food services program, or accrues to a school or student organization approved by the Board, and only when the food items for sale fulfill the Oregon Smart Snacks standards. A copy of the Board minutes approving and defining competitive food sales will be made available upon request. Food sales must be in compliance with state and federal guidelines.
9. Students will be charged for second servings of meals or portions of meals served.

Record Keeping

The following documents will be maintained by the District for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

- 1. All currently approved and denied confidential applications for free and reduced price meals, and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
- 2. Financial records that account for all revenues and expenditures of the District's nonprofit nutrition and food services programs, including procurement documents;
- 3. Records (i.e., recipes, ingredient lists, and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
- 4. Documents of participation data (e.g., meal counts) from each school in the District to support claims for reimbursement;
- 5. Production and menu records;
- 6. Records to document compliance with Paid Lunch Equity;
- 7. Records to document compliance with Revenue from Non-program Foods; and
- 8. Internal program monitoring documents for the NSLP, SBP, after-school snacks, SFSP, and CACFP.

Corrected 12/19/18



Code: **EFD**
Adopted: 11/03/08
Orig. Code: EFD

Food Preparation

In keeping with public health department authority guidelines, only food prepared in an inspected kitchen will be made available to students. This requirement includes all food sharing such as at school parties, events or activities. Food items prepared at home will be limited to individual personal “brown bag” lunches brought by a student.

Food prepared for staff parties, events, or activities is excluded from this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 12/19/18



Code: **EGAAA**
Adopted: 11/03/08
Orig. Code: EGAAA

Reproduction of All Copyrighted Materials

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape recording, video, or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

Violations may result in criminal or civil suits.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, ~~he/she~~ the individual should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the District in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

The Superintendent will develop administrative regulations that provide guidelines for the “fair use” of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

END OF POLICY

Legal Reference(s):

[ORS 332](#).107

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).

Corrected 12/19/18



Code: **EGAB**
Adopted: 11/03/08
Orig. Code: EGAB

Mail and Delivery Services

(No policy needed on this topic.)

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees will not be allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

The recognized collective bargaining units will be permitted to use the service in accordance with the terms of the U.S. Constitution, their contracts and Board policy on the use of school facilities.

Electronic mail may be used to reduce the generation of paper and increase response time. In no case may electronic mail be used to subvert the Open Meetings Law. The Superintendent will develop regulations regarding the use of electronic mail, including guidelines for reducing “junk mail.”

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Perry Educ. Ass’n v. Perry Local Educator’s Ass’n, 460 U.S. 37 (1983).
Univ. of Cal. v. Pub. Emp. Rel. Bd., 485 U.S. 589 (1988).

Corrected 12/19/18



Code: **EH**
Adopted: 5/24/11
Orig. Code: EH

Electronic Records and Data Management

The Superintendent will provide for the preparation and maintenance of ~~district~~ records and reports ~~and other records and reports~~ as are required by law.

~~Electronic r~~Records will be kept in accordance with administrative regulations as prescribed in administrative regulation EH-AR – ~~Electronic Records and Data Management~~.

The ~~d~~District will comply with all other state and federal laws and regulations concerning the custody and maintenance of public records.

END OF POLICY

Legal Reference(s):

[ORS 192.001](#) to -192.505
[ORS 192.650](#)
[ORS 326.565](#)
[ORS 326.575](#)

[ORS 336.187](#)

[OAR 166-400-0010](#) to -166-400-0065
[OAR 581-015-0055](#)

[OAR 581-022-2260](#)
[OAR 581-022-2305](#)
[OAR 581-023-0006](#)
[OAR 581-053-0070](#)

Corrected 12/19/18



Code: **EIA**
Adopted: 11/03/08
Orig. Code: EIA

Insurance Programs

All District insurance coverage is to be written by a company that meets the industry standards with a rating of not less than A:AAA Best's A and is acceptable to the Board under the provisions of may be written by any fully insured, partially insured, or self-insured pool that is able to demonstrate satisfactory financial stability as determined by Oregon law.

Blanket building and equipment insurance will cover replacement costs at the same site, with a deductible determined by the Board Risk Manager and Superintendent to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover District Board members and employees only while acting in their official capacity.

The District provides comprehensive liability insurance for all employees while in the performance of official District duties. Automobiles of school employees which are being used for school business have secondary coverage by District liability insurance.

Errors and omissions and tort liability endorsements will be carried.

The District will provide liability coverage for all District-owned or leased vehicles.

The District will establish and provide the opportunity for students to purchase student accident insurance.

The District will not carry student accident insurance other than liability insurance.

During The Board will appoint an insurance agent at its organizational meeting in held no later than July 31, the Board will appoint an insurance agent of record for the District.

END OF POLICY

Legal Reference(s):

[ORS 30.260 to -30.300](#)
[ORS 278.005 to -278.215](#)

[ORS 332.435](#)
[ORS 332.437](#)

Corrected 12/19/18; 2/15/19



Code: **EIB**
Adopted: 11/03/08
Orig. Code: EIB

Liability Insurance

(Already discussed in previous policy, EIA.)

The District provides comprehensive liability insurance for all employees while in the performance of official District duties. Automobiles of school employees which are being used for school business have secondary coverage by District liability insurance.

END OF POLICY

Legal Reference(s):

[ORS 30.260](#) - 30.300
[ORS 278.005](#) - 278.215

[ORS 332.435](#)
[ORS 332.437](#)

Corrected 12/19/18



Code: **FECBA/ECF/EDD**
Adopted: 9/01/16
Orig. Code(s): **FECBA/ECF/EDD**

Resource Conservation Management

(Keeping as ECF/EDD in section E only, as revised. See FECBA.)

The Board of Directors recognizes the responsibility of the District to ensure the most responsible and economical use of energy and other resources in fulfilling its mission of educating students; and is committed to modeling environmental stewardship, wisely managing natural resources, and supporting conservation, in order to create and maintain healthy school environments through environmentally and economically sound practices. In order to fulfill these environmental and financial responsibilities, the District will engage in a resource conservation management program that focuses on minimizing resource utilization and promoting environmental stewardship.

The program shall include:

1. Resource Conservation:
 - a. Allocating available staff and resources to develop and implement a program of effective resource conservation management and education;
 - b. Establishing a resource conservation management plan that includes goals, activities, and deliverables designed to minimize waste and effectively and efficiently manage available resources;
 - c. Engaging in educational opportunities for staff and students that promote economic, social, and environmental responsibility; and maintaining an expectation that all District students and staff utilize resources responsibly;
2. Energy-Conserving Construction:
 - a. Considering the most prudent use of available resources in the design and construction of new buildings, and the remodeling of existing buildings; and assigning high priority to proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget;
 - b. Documenting in the architectural evaluation energy-saving designs that comply with District educational specifications and cost-control checklists;
 - c. Including life cycle cost analyses for all new construction projects within the scope of the architect's services, to be used as a basis for project design and value engineering decisions.

The Superintendent will direct staff to develop comprehensive administrative regulations that supplement and directly support this policy. It is the responsibility of District administrators, through the Superintendent's office, to implement, direct, monitor, evaluate, and report District energy conservation efforts.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 455.560](#)

[ORS 455.565](#)

Corrected 12/19/18



Code: **FECBA**
Adopted:

Energy-Conserving Construction

The Board recognizes the importance and need for energy conservation in the construction of new District facilities.

Proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget will have high priority. Energy-saving designs will be documented in the architectural evaluation and will comply with educational specifications and cost control checklists as determined by the Board.

A continuous study of energy problems and energy sources will be maintained for future planning.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

Corrected 12/19/18



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

Naming Facilities

The Superintendent shall develop and recommend a process for naming facilities. The process may include a committee representing students, parents, staff, and the community.

The Board has the final decision in naming schools.

The Board will stipulate specific criteria when beginning a name selection process and may consider names associated with the community; names of historical persons, places, or events; concepts which would have long-term significance for students and the community; or reflect community circumstances and values specific to that time. Names of persons who are living or have been deceased less than ~~twenty~~ **20** years will not be considered. The name should be easily identifiable with the school and not be in conflict with other names in the area.

Naming of Portions of Existing Facilities

Under special circumstances and recommendation by the Superintendent, the Board ~~of Directors~~ may name portions of an existing facility. Such circumstances may include, but are not limited to, persons or businesses honored as benefactors to the school or school district, and memorial dedications in honor of a deceased person making a substantial material or other kind of contribution to the community. Portions of a facility can include, but are not limited to, rooms, auditoriums, gymnasiums, athletic fields, and libraries. The process for selecting a name must comply with this policy and accompanying **administrative** regulations.

In recognition of the efforts of those involved in the project to construct new facilities, a plaque containing the following information shall be attached to each new facility:

1. School or facility name;
2. Completion or dedication date;
3. Name of Board members as of the Board-approved construction date;
4. **Name of additional Board members who are serving on the school or facility opening date;**
5. Superintendent as of the Board-approved construction date;
6. Principal at the opening of a school; and

7. Name of the architect, contractor, and other District project leaders.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 11/28/18; Corrected 2/06/19

HILLSBORO SCHOOL DISTRICT 1J
February 26, 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 February 26 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.

- DD-AR(1): Grant Application Guidelines and Checklist (delete)
- DD-AR(2): Grant Application Checklist (delete)
- DD-AR(3): Grant Application Reference Sheet (delete)
- DE-AR: Expenditures from Federal Sources for Private Schools (delete)
- DFA-AR: Investment of Funds
- DJ-AR: Expenditure of District Funds for Meals, Refreshments, and Gifts
- DJC-AR: Special Procurements and Exemptions from Competitive Bidding
- DJCA-AR: Personal Services Contracts
- DLC-AR: Staff Expense Reimbursement
- DN-AR: Disposal of District Property
- FK-AR: Athletic Field and Facility Enhancements and Renovation

RECOMMENDATION

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



Code: DD-AR(1)
Adopted: 1/27/15
Orig. Code(s): DD-AR(1)

Grant Application Guidelines and Checklist

(This DD-AR series does not rise to the level of an administrative regulation; recommend housing for staff elsewhere, e.g., intranet pages.)

The District guidelines and associated checklist are designed to assist grant applicants in completing the grant process. Direct and indirect costs and commitment of District resources must be considered when planning a grant application. A proposed grant budget must include indirect costs. Proposed programs and activities supported by a grant must be consistent with the District's Strategic Plan.

School principals, or their designee(s), are responsible to apply for and manage school grants and to monitor grants obtained by individual teachers or groups of teachers. The school is responsible for managing and/or monitoring such grants; however, **all funds generated by grants must be processed through the District's Business Office.** The Business Office will work with the principal or designee to develop the budget and set up the proper accounts to allow expenditure and tracking of grant monies.

Schools and teachers are often notified of grant opportunities; however, **all grants must have District approval prior to submission.** Interested teachers should notify their principals of their interest in a particular grant, and must follow the process outlined in the Grant Application Checklist (Appendix A). Additional information, including salary and benefit rates, can be found in the Grant Application Reference Sheet (Appendix B).

Entitlement grants such as Title I, II, VI, I-M, and IDEA are applied for and managed at the District level under the Consolidated District Improvement Plan (CDIP).

A school, teacher (or group of teachers), consortium, or District department must do the following when applying for a grant. Failure to follow these procedures may delay the grant application or prevent District and Board approval.

1. Gain preliminary approval to pursue the grant from principal or supervisor.
2. Grant applications should always list Hillsboro School District 1J as the applicant and the school(s) or site(s) as a component (e.g. Hillsboro School District 1J – Glencoe High School). Also, be sure to use Administration Center, 3083 NE 49th Place #104, Hillsboro, OR 97124-6009, as the District address.
3. Ensure that a detailed budget is included in the grant application.
4. Submit a copy of the completed application to the Communications Director.

5. The Communications Director will route the grant to the appropriate Executive Directors for initial approval, then bring to the Superintendent's Executive Council (SEC), then secure departmental approval for the application (e.g., Technology Services, Business Office, Human Resources, and others, if necessary).
6. If the proposal requires Board approval prior to submission, the timeline must be adjusted to allow for approval at a regular Board meeting and still meet the grant submission deadline.
7. Whether or not the grant is one which requires prior Board approval, after being notified of a grant award, it will be necessary to obtain Board approval to accept and appropriate the funds.
8. If you receive notification that your grant has been approved, contact the Communications Director for tracking purposes and the Finance Manager for setting up the proper accounts.

Donations and Other Special Funding Sources

Contact the Business Office for guidance and advice whenever a donation or special funds are made available to your school. If a funding mechanism requires formal reports or payroll expenditures (including substitute pay), it must be treated as a grant through the Business Department, regardless of the amount involved. For details, refer to KH-AR – Public Gifts to the District.

Cross References:

KH – Public Gifts to the District

Corrected 11/28/18



Code: DD-AR(2)
Adopted: 1/27/15
Orig. Code(s): DD-AR(2)

Grant Application Checklist

For School-Based and Hillsboro Schools Foundation Grants

(Does not rise to the level of an administrative regulation.)

Grants will not be accepted without District Approval.

In order to assure timely and accurate processing of grant applications, attach this cover sheet to all applications.

Staff member preparing the grant proposal: _____

School or Department: _____

Title of Grant: _____

Application due date: _____

Granting agency or institution: _____

Applicant Checklist

- ☐ I have my principal or supervisor's approval to seek this grant. _____ (Principal/SV initials)
- ☐ I am submitting my grant application to Beth Graser in Communications at least one week in **advance of the deadline** (not necessary for Hillsboro Schools Foundation grants).

If the grant is to be submitted via an online process, I have copied all questions and my answers in advance of submission and e-mailed them to Beth.

- ☐ I have included a detailed budget, assigning values for personnel costs based on the salary and benefit rate chart included in the Grant Application Reference Sheet.
- ☐ If my grant includes any technology, I have spoken with the Technology Services department about approved technology and costs associated with installation and support.
- ☐ If I receive notification that I have been awarded a grant, I will provide that information to Beth Graser and to Jeff Jones in the Business Office as soon as possible; I know that all grant funds must be processed through the District.

Grant Application Checklist – DD-AR(2)

1-2

For Communications Use Only

- ☐ Appropriate Office for School Performance staff have reviewed and approved this grant application.
_____ (OSP staff initials)

- ☐ Other administrators have reviewed and approved this grant application, as needed.
Tech Services _____ HR _____ Business Office _____ SPED _____ ESL _____
Other: _____

- ☐ Follow-up items, corrections, clarifications needed:

Corrected 11/28/18



Code: DD-AR(3)
Adopted: 1/27/15
Orig. Code: DD-AR(3)

Grant Application Reference Sheet

(Does not rise to the level of an administrative regulation.)

This document is intended to help guide teachers and administrators through the process of applying for school-based and Hillsboro Schools Foundation grants. We hope the information contained here is useful; please let Beth Graser in Communications know if there are things that are confusing or that should be added/removed to enhance clarity.

1. **Follow the process.** Please start by printing out the Grant Application Checklist (DD-AR Appendix A) and reading through it so you know the steps you need to take. One of the most important is securing permission from your principal or supervisor to apply for the grant.
2. **Give yourself sufficient time.** All grant applications require District approval prior to submission; therefore, you cannot expect to complete a grant application and submit it on the same day! A good rule of thumb is to allow at least a week for review and approval of your application.
3. **What about online applications?** Many grant applications can be filled out online, which can pose a bit of an issue for the approval process prior to submission. The preference is for staff members to e-mail the most pertinent questions and answers (i.e., purpose of the grant, basic request and plan for implementation, detailed budget) to their principal/supervisor for initial approval, then to Beth Graser in Communications for the more formal review process. Once approval is given, the staff member can then fill out and submit their grant application online.
4. **What about abstracts?** In the case of Hillsboro Schools Foundation (HSF) grants, and the grants HSF helps Intel administer, there is a two-part process in which an abstract is requested initially, then a full application is requested from a select group. Both the abstracts and the full applications should be sent to Beth Graser, who will ensure they are reviewed and forwarded on in bulk in advance of the deadlines.
5. **Create a very detailed budget.** The budget section is where mistakes are most often made. Staff members may be using outdated rates for extended contract or substitute time, or may not be taking into account the corresponding benefit and tax costs. Also, requests that include technology items need to have prior approval from Technology Services to ensure the items fit within our equity guidelines, are supportable, and are the model/brand that is most effective and cost-efficient. Please use the information on page 2 to help create your budget.

The personnel cost rates listed below are estimates for the 2017-18 School Year.

Extended Contract Rates

Positions		Hourly Rate	Payroll Costs	Total Combined Cost
Licensed	Teaching	\$38.67	\$15.47	\$54.14
Non-Teaching	After School (ES & MS)	\$30.38	\$15.35	\$45.72
Classified	Educational Assistant	\$18.91	\$7.56	\$26.47

Substitute Rates

Positions	Rate	Unit	Payroll Costs	Total Combined Cost
Licensed	\$90.35	Half day	\$22.59	\$112.94
	\$180.70	Full day	\$45.18	\$225.88
Classified	\$14.42	Hour	\$3.61	\$18.03

- * All salary and benefit rates are estimates, and actual expenses may vary.
- * Contact HR when you increase staff's hours/FTE.
- * All grant applications go through the Communications Department.
- * Funds are available 07/01/2017 - 6/30/2018 no exceptions.

Transportation estimates: Contact the Transportation department to get cost estimates

Materials and supplies: Note: Supplemental instructional and/or technology materials must be pre-approved. Please reference the separate list of approved instructional and technology materials as you prepare your grant application. Also, please have an inflation factor built in to cover the period of time between the awarding of the grants and the actual purchase of materials.

District purchasing practices and procedures apply to all grant funds. Check with your building office manager or the business office if you have questions.

Corrected 11/28/18



Code: **DE-AR**
Adopted: 4/22/08
Orig. Code: DE-AR

Expenditures from Federal Sources for Private Schools

(An internal procedure for programs director; recommend delete. Does not rise to the level of an administrative regulation.)

The District establishes positive working relationships with private schools within the attendance boundary. In appropriate cases as prescribed by law students in private school may qualify for services in Special Programs and through regulations in No Child Left Behind.

Although proportionate resources must be provided to identified students and private schools, at no time may the District provide the private school with direct financial resources. Private school officials have no authority to obligate or receive federal funds. As stated clearly in the statute, the District must maintain control of federal funds, materials, equipment, and property.

The appropriate purchase of equipment or supplies to support identified students in private school must be processed through District purchasing, distributing, and maintaining control over the items.

Corrected 11/28/18

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

Investment of Funds

These regulations are issued for the guidance of the portfolio manager in the day-to-day operation of the investment program.

These regulations apply to activities of the portfolio manager with regard to investing the financial assets of all excess funds of the District including the General Fund, Special Revenue Funds, Capital Project Funds, Internal Services Funds and any and all Trust and Agency Funds under the control and direction of the District.

The portfolio manager will routinely and actively monitor the contents of the investment portfolio, the available markets and the relative values of competing investments and will adjust the portfolio accordingly. The portfolio manager, acting in accordance with these procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical and that appropriate action is taken to control adverse developments.

All investments will be carried at cost. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities may be amortized or accreted over the life of the security.

Diversification of Maturity

1. The District shall attempt, to the maximum extent possible, to match investment maturity schedules with anticipated cash flow requirements. In no event, unless specifically matched to specific requirements such as bond sinking funds or reserves, will the District invest in securities having a maturity more than 18 months from the date of purchase.
2. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs.
3. In determining the amount of excess funds available for investment purposes, the portfolio manager will maintain cash flow projections and schedules as well as a historical record of expenditures and receipts. These forecasts and schedules will be reviewed and updated as required to reflect actual conditions as they exist.

Qualified Institutions for Investment Purchases

1. The District shall evaluate each financial institution (as used herein, the term is meant to include brokers/dealers) from whom it purchases investments as to financial soundness at least once annually. Investigation may include review of the most recent Consolidated Report of Condition ("call" report), rating reports, financial statements as well as analysis of the particular institution's management, profitability, capitalization and asset quality.

2. Any financial institution with whom the District wishes to do business shall provide financial data at the request of the portfolio manager. The information will be reviewed by the portfolio manager who will decide on the soundness of the institution before adding that institution to those that are on the approved qualified institution list for the District. The District reserves the right to be selective and to add or delete institutions from the approved list at will.
3. The portfolio manager will maintain a qualified institution list. A financial institution must be on this approved list prior to transacting any business with the District.
4. All approved financial institutions must be a qualified financial institution in Oregon and insured by the Federal Deposit Insurance Corporation (FDIC).
5. Brokers or dealers not affiliated with a bank shall have offices located in Oregon and be required to meet regulatory capital adequacy requirements.

Diversification of Instrument of Investment

1. The portfolio manager will diversify the investment portfolio to avoid incurring unreasonable risks inherent in overinvesting in specific instruments, individual institutions or maturities.
2. Time certificates of deposit: In purchasing a time certificate of deposit (TCD), the portfolio manager will not invest an amount which is more than 10 percent of the total deposits of any single institution. The District will always require full collateralization on all TCD investments as per Oregon Revised Statute (ORS) 294.
3. Banker's acceptances: All banker's acceptances (BA's) will be purchased from an Oregon qualified financial institution.
4. Repurchase Agreements: All repurchase agreements will be collateralized by U.S. Government or Agency obligations. All collateral will be held by third-party safekeeping. A signed repurchase agreement will be obtained from the issuing institution.
5. U.S. Treasury Obligations: No limits on purchase.
6. U.S. Government Agency Securities: No limits on purchases other than limit on concentration at the time of purchase in any one type issue as published by the state treasurer.
7. Local Government Investment Pool: The LGIP limits investment to accounts not to exceed the inflation-adjusted maximum under ORS 294.810. Other than this limitation, there is no limit to the amount that can be invested in the pool, although the pool does not collateralize or deliver investment instruments.
8. Diversification Guidelines: Investments will be consistent with statutory requirements under ORS 294.035 and Oregon Short Term Fund rules and recommendations.

Corrected 11/28/18



Code: **DJ-AR**
Adopted: 4/22/08
Revised/Reviewed:
Orig. Code: DJ-AR

Expenditure of District Funds for Meals, Refreshments and Gifts

The District recognizes there may be occasions when it is appropriate for Board members, administrators, and others to expend District funds in the course of conducting District business to provide meals or refreshments (i.e., bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved in certain situations. Such occasions may include, but are not limited to, various District and building level meetings, gatherings to celebrate District successes, or to recognize individual achievements, contributions, or outstanding service to the District and other District and school-sponsored activities.

The use of District funds, as used in this administrative regulation, means the use of money in any of the general accounts of the District. This includes the General Fund, Food Service Fund and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement, and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals and Refreshments

District funds may be used to pay for individual or group meals only if official District business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the District to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the District as a part of Board or administrative work sessions, at District or building-level committee meetings or other District-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members, principals and other District administrative staff may use District funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar District or school-sponsored activities, subject to the following additional requirements:

1. The purchase of alcoholic beverages with District funds is strictly prohibited;

2. The use of District funds for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby Board members, administrators or other District staff may feel the need to recognize employees, (i.e., Administrative Professional's Day, teacher appreciation week, classified employees' week, birthday, etc.). A Board member, administrator, or other District employee may provide such recognition at their expense only, unless as otherwise permitted below:

1. The District may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing District funds, as approved in advance. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week;
2. Administrators may use District funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed \$50 per person;
3. No other expenditure of District funds for gifts is permitted without prior authorization from the Board or Superintendent.

Corrected 11/28/18



Code: **DJC-AR**
Adopted: 1/27/15
Revised/Reviewed:
Orig. Code: DJC-AR

Special Procurements and Exemptions from Competitive Bidding

SPECIAL PROCUREMENTS

The District shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement, and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of public contract or to substantially diminish competition for public contracts and, (A) is reasonably expected to result in substantial cost savings to the District or to the public, or (B) otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under Oregon Revised Statute (ORS) 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the District intends to award a contract through special procurements that calls for competition among prospective contractors, the District shall award the contract to the contractor it determines to be most advantageous to the District. When the LCRB approves a class special procurement, the District may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

Brand Names or Products, “Or Equal,” Single Seller and Sole Source

1. The District may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
2. Solicitation specifications for public contracts of the District shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections c. and d. of this rule.
3. The District may specify a particular brand name or equal specification when the use of a brand name or equal specification is advantageous to the District, because the brand name describes the standard of quality, performance, functionality, and other characteristics of the product needed by the District.
 - a. The District is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final;

- b. The District is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality, or other characteristics of the product needed by the District;
 - c. A brand name specification may be prepared and used only if the District determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the District based on one or more of the following written determinations:
 - (1) The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (2) Specification of the brand name, mark, or product would result in cost savings to the District; or
 - (3) There is only one manufacturer or seller of the product of the quality, performance, or functionality required; or
 - (4) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
4. The District may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of source must be based upon written findings that shall include:
- a. A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - b. Description of the product or service to be purchased; and
 - c. The reasons the District is seeking this procurement method, which shall include any of the following:
 - (1) That the efficient utilization of existing goods requires the acquisition of compatible goods or services; or
 - (2) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
 - (3) That the goods or services are for use in a pilot or an experimental project; or
 - (4) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
5. The District may specify a product or service available from only one manufacturer but available through multiple sellers after complying with subsection (3) above documenting the procurement file with the following information:
- a. If the total purchase is over \$10,000 but does not exceed \$150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the District must obtain informal competitive quotes, bids, or proposals and document this process in the procurement file;
 - b. If the purchase does not exceed \$150,000, and the supplies or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the District must first request and obtain prior written authorization from the LCRB to proceed with the acquisition;
6. If the District intends to make several purchases of brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the District must so state this

in the procurement file and in the solicitation document, if any, or a public notice of a solicitation. If the total purchase amount is estimated to exceed \$150,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law (OAR 125-247-0275)

The District shall submit a written request to the LCRB that describes the contracting procedure, goods and services subject of the special procurement and the circumstances that justify the use of the special procurement.

1. It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and is reasonably expected to result in substantial cost savings to the District which could not be realized under ORS 279B.055, 279B.060, 279B.065, or 279B.070 as required by ORS 279B.085(4).
2. Public notice of the approval must be given in the same manner as provided in ORS 279B.055(4).
3. This rule requires the District to make a good faith effort to determine that no other sources are available for the specified products.
4. The District maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis.
5. The awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost, but longer lifetime cost.
6. When the LCRB approves a class special procurement, the District may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for procurement.

Advertising Contracts, Purchase of

1. The District may purchase advertising in any media, regardless of dollar amount, without competitive bidding.
2. The Board acting as the LCRB of the District must use competitive methods whenever possible to achieve best value, and must document in the procurement file the reasons why a competitive process was deemed impractical, and the resulting contract must be in writing.
3. If the anticipated purchase exceeds \$10,000 and a competitive method is used, the District must post notice on the Oregon Procurement Information Network (ORPIN).

Findings of Fact

The District traditionally purchases advertising in newspapers. The following findings relate primarily to newspapers and written publications; however, the District may also purchase advertising for student activities or educational programs in other media, such as radio or television, where these findings apply:

1. By their nature, media sources are generally unique. Advertisements are placed in a particular source because of the specific audience that source serves;
2. Competition to furnish advertising space in daily newspapers of general, trade, or business circulation in the vicinity of the District is limited;
3. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
4. Advertisements may be placed to satisfy legal notice or Board policy requirements;
5. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
6. The communities served by the District rely upon its use of the local daily newspaper as a central source of news and information regarding District activities;
7. It is unknown whether contracts for advertisements placed with radio, television, or other broadcast media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible savings could be obtained through competitive means, the District would attempt to obtain competitive quotes or bids, as appropriate.

Conclusion of Compliance with Law

Due to limited competition and unique nature of sources, it is unlikely that this class of special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Further, any contracts awarded under this class of special procurement would result in a cost savings available to the District where the District can achieve volume savings through contracts for advertising with a particular media source, or otherwise substantially promote the public interest.

Advertising Contracts, Sale of

The District may sell advertising for District publications and activities, regardless of dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs, and the like.

Findings of Fact

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The circulation of the newspaper and yearbook is limited to the students, teachers, parents, and interested members of the community associated with the activities of that particular school. Due to the limited circulation and audience, the businesses that participate by purchasing advertising do so partly in the spirit of good will. Any business is welcome to place an advertisement in the school newspaper or yearbook; all it needs to do is to contact any school which publishes one. The District itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events, and the like.

Conclusion of Compliance with Law

These findings indicate that it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Any business or individual who wishes to advertise in this manner may do so by simply contacting the student group responsible for the activity.

The sale of advertising for student activities such as school newspapers, yearbooks, athletic, drama or music programs would not benefit from competitive procurement. Such a requirement would place an unnecessary burden on the student group's activity, and there is no financial advantage to the District in doing so. Consequently, the cost savings test is not an issue.

Equipment Repair and Overhaul

1. The District may enter into a public contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:
 - a. Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or
 - b. Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source; and
 - c. The purchase is made within the limits and pursuant to the methods in subsection 2. of this rule.
2. The following limitations apply to this rule:
 - a. If the contract is less than or equal to \$150,000, the school or department shall submit in writing to the Superintendent or designee the reasons why competitive bids or quotes are deemed to be impractical. The Superintendent or designee will accordingly document in its procurement file and may enter directly into the contract;
 - b. If the school or department official thinks the contract may exceed \$150,000, the official shall submit in writing to the Superintendent or designee the reasons why competitive bidding is deemed to be impractical and a description of the cost savings to be obtained by an special procurement. The Superintendent or designee may prepare a specific request for the anticipated contract to be obtained through special procurement procedures to submit to the LCRB for approval.

Findings of Fact

1. The need for equipment repair or overhaul cannot be anticipated by District staff. If a piece of equipment is broken or not working properly, the District incurs cost of downtime, possible replacement equipment rental fees, staff time, and other inconveniences or liabilities to its programs.
2. Generally, there are a limited number of vendors who are able to perform repair or overhaul on a particular piece of equipment because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place which will guarantee some savings to the District in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.

3. The dollar limits on the use of this special procurement procedure ensure that when the cost of the equipment repair or overhaul is expected to exceed \$150,000, the District will either seek formal competitive bids or, if that is not practical or cost effective, obtain a specific special procurement procedure from the LCRB to proceed with the purchase of the needed repair or overhaul.

Conclusion of Compliance with Law

It is unlikely that this special procurement procedure will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts because the dollar limits incorporated into this special procurement when the anticipated costs exceed \$150,000, insure the District will seek formal competitive bids and proposals. If the formal process is not practical, the District will obtain a specific exemption from the LCRB to proceed with the purchase of the needed repair or overhaul.

The awarding of public contracts under this special procurement will result in a cost savings to the District, as required by ORS 279B.085, because the District incurs direct and indirect costs from the moment equipment breaks down or becomes unusable. This special procurement only applies to equipment already owned by the District and does not provide for the purchase of new equipment. The District must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment downtime and potential costs during that downtime.

Copyrighted Materials

The District may, without competitive bidding and regardless of dollar amount, purchase copyrighted materials where there is only one known supplier available for such goods. Examples of copyrighted materials covered by this special procurement procedure may include, but are not necessarily limited to, newly adopted textbooks/instructional materials, workbooks, curriculum kits, reference materials, audio and visual media, and non-mass-marketed software from a particular publisher or their designated distributor.

Findings of Fact

1. By their nature, copyrighted materials are protected for the use of a single owner. Copyrighted materials may not be duplicated by others without the copyright owner's permission or license. Copyrights are established and regulated under federal law.
2. Often, copyrighted materials are produced by only one supplier who may be the owner of the copyright or his/her licensee. Textbooks/Instructional materials are examples of copyrighted materials that the District purchases through a sole source. Textbooks/Instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. A textbook/instructional material adoption defines the various materials which the District will purchase for use in its educational programs.

The District purchases its textbooks/instructional materials through the Northwest Textbook Depository. This practice enables the regional textbook depository to purchase and warehouse textbooks/instructional materials in conformance with adoptions made in the states of their region. The result is that savings are achieved through the depository's combined purchases on behalf of member Districts. Freight costs for individual Districts are reduced by the bulk purchases of the depository and the depository takes on the cost of stocking and warehousing enough to meet each member District's needs.

The system of textbook/instructional materials distribution enables the District to participate in the largest possible bulk purchasing activity of adopted textbooks/instructional materials in the region. This ensures a cost savings to the District, a savings that would be jeopardized if the District was to act as an individual purchaser.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of copyrighted materials is controlled by the owner of the copyright and may only be permitted through a sole source. The District has no control over this.

The awarding of contracts pursuant to this special procurement will result in a cost savings to the District when it needs to purchase copyrighted materials and there is only one known supplier for such goods, or otherwise substantially promote the public interest.

Product Prequalification

1. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the District may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
 - a. The District will make reasonable efforts to notify all known manufacturers and vendors of competing products of the District's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the District's list of prequalified products. At its discretion, the District may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the District may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the District; and
 - b. The District will accept manufacturer and vendor applications to include products in the District's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the District's written notice.
2. If the District denies an application for including a product on a list of prequalified products, the District shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the District business manager to request review and reconsideration of the denial.

Findings of Fact

1. There are occasions when the District needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The District may have a specific performance or design need, but it is impractical for the District to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It

would be very burdensome and time consuming for the District to generate non-brand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the District's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and District programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the District to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

2. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the District must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
3. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The District maintains vendor mailing lists which are open to all interested vendors. The District uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
4. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
5. Subsection 2., of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or diminish competition for such contracts. There are several safeguards in the rule to prevent this, including notice, advertising, time, and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the District. It is not a shortcut procurement method. The District would use this method only after balancing cost-saving considerations, such as the ability of the District to create or generate non-brand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will result in a cost savings to the District because the normal method of product selection is too cumbersome and costly to pursue, or otherwise substantially promote the public interest.

Requirements Contracts (Blanket Purchase Orders, Price Agreements)¹

1. The business manager, on behalf of the District, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining District requirements for volume discounts, standardization among school and departments, and reducing lead time for ordering.
2. The District may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
3. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
4. Schools and departments shall use requirements contracts established by the District, unless otherwise specified in the contract, allowed by law or these rules, or specifically authorized by the Superintendent or designee.
5. Under the authority of ORS 279A.025 and 279B.085, the District may use the requirements contract entered into by another Oregon public agency when:
 - a. The original contract met the requirements of public contracting code; and
 - b. The original contract allows other public agency usage of the contract; and
 - c. The original public contracting agency concurs and this is documented by a written interagency agreement between the District and the agency.
6. The term of any District requirements contract, including renewals, shall not exceed five years unless otherwise permitted under the public contracting code.

Findings of Fact

1. This rule permits the District to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when purchases of the goods or services are routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
2. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments, and reducing lead time for ordering.

¹ The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized Oregon Cooperative Procurement Program (ORCPP) members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc. is available. Counties, cities, schools, municipalities or their public corporate entities having local governing authority, a United States governmental agency or American Indian tribe or agency are eligible to participate.

3. The District establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise permitted under the public contracting code.
4. The District limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise permitted under the public contracting code.
5. The District may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy, and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this special procurement will result in favoritism in the awarding of public contracts or diminish competition for such contracts. The District will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of District requirements contracts will result in a cost savings to the District, or otherwise substantially promote the public interest. It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the District to get better prices from bidders.

Used Personal Property or Equipment, Purchase²

1. Subject to the provisions of this rule, the District may purchase used property or equipment without obtaining competitive bids or quotes, if the District has determined that the purchase will result in cost savings to the District and will not diminish competition or encourage favoritism. "Used personal property or equipment" is property or equipment that has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as "used" at the time of District purchase. Used personal property or equipment generally does not include property or equipment if the District was the previous user, whether under a lease, as part of a demonstration, trial or pilot project, or similar arrangement.
2. For purchases of used personal property or equipment costing less than or equal to \$150,000, the District shall, where feasible, obtain three competitive quotes unless the District has determined and documented that a purchase without obtaining competitive quotes will result in cost savings to the District and will not diminish competition or encourage favoritism.
3. For purchases of used personal property or equipment totaling \$150,000 or more, the District shall attempt to obtain three competitive quotes. The District will keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

² When contracting with another governmental entity, a District has a statutory exception under ORS 279A.025. The District may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

Findings of Fact

1. The District is responsible to manage expenditures in the best interests of the public. Cost savings can be achieved through the procurement of used property and equipment. The District purchases used property and equipment when it meets the District's needs and is cost effective. Considerations include type, quality, quantity, and estimated useful life of the used item.
2. Used equipment and property becomes available sporadically and without notice. Used equipment and property is generally sold on a first-come, first-served basis. When used property or equipment does become available, the District must be able to respond immediately in order to obtain the property or equipment.
3. Some types of property or equipment may not be readily available in the new goods market. The District may have to look for used items to fill the need.
4. Competition to provide used property and equipment may be very limited and inconsistent, depending on the type of product.
5. The District maintains vendor lists which include information on whether a vendor provides used property or equipment. These lists are open to all vendors.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts. The purchase of used property or equipment depends on an inconsistent, sporadic market. When a used item is available, there is often little competition available. Sources for used items of the type, quality, and quantity required by the District are inconsistent. This rule requires the District to attempt to obtain and document quotes as appropriate to the dollar amount of the purchase. If the anticipated purchase is over \$150,000, the District will advertise its need.

The use of this special procurement will result in a cost savings to the District, or otherwise substantially promote the public interest. The cost of used equipment or property is generally substantially less than that of new. Savings of 20 percent to 50 percent are not uncommon. Used equipment can provide good value to the District and help ensure the continuation of District services and programs.

Information Technology Contracts

The District may enter into a contract to acquire information technology hardware and software without competitive bidding subject to the following conditions:

1. If the contract amount does not exceed \$150,000, the District shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The District shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the District shall make a written record of the effort made to obtain the quotes or proposals.
2. If the contract amount exceeds \$150,000, the District shall determine and use the best procurement method, pursuant to the public contracting code and these rules, and shall solicit written proposals in accordance with the requirements of the *Attorney General's Model Public Contract Rules*. The

District shall document the evaluation and award process, which will be part of the public record justifying the award;

3. If the amount of the contract is estimated to exceed \$150,000, the District shall provide proposers an opportunity to review the evaluation of their proposals before final selection is made.

Findings of Fact

1. Rapid changes in technology make it necessary for the District to be able to purchase needed computer equipment quickly.
2. Pricing for high-technology equipment also changes rapidly. It is frequently possible to take advantage of frequent price changes in the marketplace in the purchase of computer equipment.
3. There is generally sufficient competition among vendors of information technology hardware and software for District business.
4. The District will follow rules governing special procurements and obtain at least three informally solicited quotes for purchases less than or equal to \$150,000.
5. If the District requires a brand name or sole source product, the District will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1, under Special Procurements, to procure it.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of District contracts or substantially diminish competition for District contracts. The purchase of information technology hardware and software will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the District will advertise its need.

The use of this special procurement will result in a cost savings to the District, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of information technology hardware and software. This rule gives the District some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

Telecommunications Systems – Hardware and Software Contracts

1. The District may enter into a contract to acquire telecommunications system hardware and software, without competitive bidding, subject to the following conditions:
 - a. If the contract amount does not exceed \$150,000, the District shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The District shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the District shall make a written record of the effort made to obtain the quotes or proposals.
 - b. If the contract amount exceeds \$150,000, the District shall determine and use the best procurement method, pursuant to the public contracting code and these rules and shall solicit written proposals in accordance with the requirements of Chapter 137, Divisions 047 and 049

of the Attorney General's Model Public Contract Rules. The District shall document the evaluation and award process, which will be part of the public record justifying the award.

2. The telecommunications solicitation authorized in subsection 10.a.(1) of these rules shall:
 - a. State the contractual requirements in the solicitation document;
 - b. State the evaluation criteria to be applied in awarding the contract and the role of any evaluation committee. Criteria that would be used to identify the proposal that best meets the District's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, vendor viability and financial stability, operating efficiency, and expansion potential;
 - c. State the provisions made for bidders or proposers to comment on any specifications which they feel limit competition.

Findings of Fact

1. Rapid changes in technology make it necessary for the District to be able to purchase needed telecommunications hardware and software quickly.
2. Since deregulation, there is generally adequate competition among vendors of telecommunication hardware and software to allow the District to make competitive purchases.
3. Pricing for telecommunications hardware and software also changes frequently. It is important for the District to take advantage of price competition in the marketplace.
4. The District will follow procedures governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases over \$10,000, but less than or equal to \$150,000.
5. If a purchase of telecommunications hardware or software is expected to cost more than \$150,000, the District will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules*.
6. There are also times when the District needs to purchase specific items that are compatible with current equipment. On these occasions, the District will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1, under Special Procurements, to make the purchase.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. The purchase of telecommunications hardware and software will be made in accordance with other competitive bidding rules herein. If the anticipated purchase is over \$150,000, the District will advertise its need.

The use of this special procurement will result in a cost savings to the District, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the District some flexibility in selecting the method of competitive procurement, but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

Telecommunications Services

1. The District shall secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service performance requirements while minimizing administrative and service delivery costs. The District will use routine purchasing procedures whenever possible, but if necessary, the District can consider alternative procurement methods in accordance with this rule.

The District will generally follow the normal competitive procurement processes in obtaining telecommunications services. This process will only be used if necessary where there is a lack of sufficient competition to furnish needed services.

2. In determining the appropriate procurement method for telecommunications services, the District shall comply with the requirements of ORS 291.038 and determine whether competition exists. In determining whether competition exists, the District may consider the following factors:
 - a. The extent to which alternative providers exist in the relevant geographic and service market; the greater area of Washington County;
 - b. The extent to which alternative services offered are comparable or substitutable in technology, service provided, and performance. For example, if the District requires digital services, analog services are not comparable or substitutable. If the District requires fiber optic technology, then copper, microwave, or satellite transmission technology may not be comparable or substitutable;
 - c. The extent to which alternative providers can respond to the District's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management and limiting District liability. For example, to be considered as the District's long distance service provider, any long distance service vendor must be able to meet, support, and interface with the District's centralized automated billing requirements. The District must document for the record its findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the District may solicit the information either through informal telephone or written contacts or through a formal solicitation such as an RFP.
3. If the District determines that competition does not exist in the area for the relevant service, the District may proceed to secure the service on a sole source basis, as described in the District's rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1, under Special Procurements.

Findings of Fact

1. Since deregulation, there is generally adequate competition among vendors of telecommunication services to allow the District to make competitive procurements.
2. Since there is competition, price competition exists in the marketplace. It is important for the District to take advantage of existing competition.
3. The District will follow its rules governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases less than or equal to \$150,000. The District shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the District shall make a written record of the effort made to obtain the quotes or proposals.

4. If a purchase of service is expected to cost more than \$150,000, the District will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules*.
5. There may be occasions where there is limited competition that can furnish telecommunications services of the quality and extent required by District operations. In such instances, the District will follow this rule and also its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1, under Special Procurements, to procure needed services from the sole source.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Routinely, the purchase of telecommunications services will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the District will advertise its need, issue a written solicitation document, and invite written bids or proposals to be furnished in response.

There may be circumstances, however, where sufficient competition does not exist in the relevant geographic and service market area. In such cases, the District will follow this rule in determining whether sufficient competition exists to make a competitive procurement.

The use of this special procurement will result in a cost savings to the District, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the District some flexibility in selecting the method of competitive procurement, but requires adherence to the rule on brand name or sole source acquisitions if those situations occur. The rule also states the steps to be taken to document situations where sufficient competition may not exist and a sole source purchase needs to be made.

Hazardous Material Removal; Oil Cleanup

1. The District may enter into public contracts without competitive bidding, regardless of dollar amount, when ordered to clean up oil or hazardous waste pursuant to the authority granted to the Oregon Department of Environmental Quality (DEQ) under ORS Chapter 466, especially ORS 466.605 through 466.680. In exercising its authority under this exemption, the District shall:
 - a. To the extent reasonable under the circumstances, encourage competition by attempting to make informal solicitations or to obtain informal quotes from potential suppliers of goods and services;
 - b. Make written findings describing the circumstances that require the cleanup or maintain a copy of the DEQ order for the cleanup;
 - c. Record the measures taken under 1.a. of this rule to encourage competition, the amount of the quotes or proposals obtained, if any, and the reason for selecting the contractor to whom the award is made.
2. The District shall not contract pursuant to this special procurement in the absence of an order from the DEQ to clean up a site which includes a time limit that would not allow the District to hire a contractor under normal competitive bidding procedures. Goods and services to perform other

hazardous material removal or cleanup will be purchased in accordance with normal competitive bidding procedures as described in Board policy with this administrative regulation.

Findings of Fact

1. When the DEQ orders a public agency to remove or clean up hazardous material or oil, the public agency must respond within a very short time, which is stated in the DEQ order. This time period does not generally allow the agency to take the time necessary to solicit written bids or proposals for the work to be performed. The District would be liable for any delay in responding to DEQ orders to perform hazardous material removal or cleanup.
2. This exemption will not be used in those situations where there is no DEQ order to remedy the situation. Routine competitive procurement methods will be used where there is no DEQ order to act immediately. The District maintains open lists of vendors who are interested in providing hazardous material removal and cleanup services. Whenever it needs hazardous material removal or disposal, the District makes use of these lists to solicit quotes, bids or proposals as needed, in addition to advertising the procurement as required.
3. Cost savings are achieved through this exemption because the District can be liable for DEQ penalties and fines if it does not timely remove hazardous materials or oil as ordered. There is also serious risk in these situations that property damage or personal injury could result if the District is slow to act.

Conclusions of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085(3)(a). If it is under DEQ order to act immediately, the District will still attempt to obtain competitive quotes for the work to be performed as it has the ability and time to do so. Unless the District is faced with the quasi-emergency situation of a DEQ order to remove or clean up hazardous waste or oil, it will follow normal competitive procedures to obtain these services.

The award of public contracts pursuant to this special procurement will result in a cost savings to the District in these situation, as required by ORS 279B.085(3)(b), because the District must comply with the law and avoid and minimize risk to persons and property. Where possible, it will seek competitive quotes for the work to be performed and will award the contract to the lowest, responsive, and responsible bidder.

Renegotiation of Existing Contracts with Incumbent Contractors

1. The District may amend or renegotiate contracts with existing vendors, service providers or other parties subject to the limitations of this rule.
2. The District has determined that value engineering, specialized expertise required, public safety, and technical complexity generally do not apply to this special procurement procedure.
3. The renegotiated contract falls within a current special procurement procedure, but if not the LCRB must approve a separate special procurement.
4. The District may renegotiate certain terms, but they must not unreasonably alter the scope of the original contract.

Findings of Fact

1. The LCRB may amend contracts when it is in the best interest of the District. The Superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:
 - a. Price;
 - b. Term;
 - c. Delivery and shipping;
 - d. Order size;
 - e. Substitution;
 - f. Warranties;
 - g. Online ordering systems;
 - h. Price adjustments;
 - i. Product availability;
 - j. Product quality;
 - k. Reporting requirements; or
 - l. Discounts.

Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

2. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.
3. The contract as a whole must be more favorable to the individual needs of the District to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original contract, but the District may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the District.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the District's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the District when it needs to renew its original contract with vendors, service providers, or other parties, or otherwise substantially promote the public interest.

EXEMPTIONS FROM COMPETITIVE BIDDING

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts which have been specifically exempted under ORS 279A.025 and 279C.335; and
2. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335(2) and (5) and based on Oregon Administrative Rules, Chapter 137, Divisions 46 through 49.

The Board, acting as the Local Contract Review Board (LCRB) for the District, has made the findings required by ORS 279C.330, ORS 279C.335, and ORS 279C.345, and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition for the public contract and will likely result in a substantial cost savings and other substantial benefits to the District.

In approving a finding under this section, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvements;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the district or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the district to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the district to address the size and technical complexity of the public improvement;
11. Whether the public improvements involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the district has or has retained under contract, and will use district personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the district will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.

Promulgation of these exemptions can only occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.355.

Brand Names or Products, “Or Equal,” Single Seller and Sole Source

1. The District may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
2. The District has determined that value engineering, specialized expertise required, public safety, and technical complexity generally do not apply to this exemption.
3. Solicitation specifications for public contracts of the District shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections 3. and 4. of this rule.
4. The District may specify a particular brand name, make, or product suffixed by “or equal,” “or approved equal,” “or equivalent,” “or approved equivalent” or similar language if there is no other practical method of specification after documenting the procurement file with the following:
 - a. A brief description of the solicitation(s) to be covered, including contemplated future purchases;
 - b. Description of the brand name, mark, or product to be specified; and
 - c. A brand name specification may be prepared and used only if the District determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the District based on one or more of the following written determinations:
 - (1) The use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (2) Specification of the brand name, mark, or product would result in substantial cost savings to the District; or
 - (3) There is only one manufacturer or seller of the product of the quality, performance, or functionality required; or
 - (4) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
 - d. The District shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.
5. The District may purchase a particular product or service available from only one source, after documenting the procurement file with the District’s findings of current market research to support the determination that the product is available from only one seller or source. The District’s findings shall include:
 - a. A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - b. Description of the product or service to be purchased; and
 - c. The reasons the District is seeking this procurement method, which shall include any of the following:

- (1) That the efficient utilization of existing equipment, supplies, or services requires the acquisition of compatible equipment, supplies or services; or
 - (2) That the goods or services for the exchange of software or data with other public or private agencies are available from only one source; or
 - (3) That the goods or services are for use in a pilot or an experimental project; or
 - (4) Other findings that support the conclusion that the goods or services are available from only one source.
- d. To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
6. The District may specify a product or service available from only one manufacturer but available through multiple sellers, after documenting the procurement file with the following information:
 - a. If the total purchase is over \$10,000, but does not exceed \$100,000, and a comparable product or service is not available under an existing state cooperative purchasing contract, competitive quotes shall be obtained by the District and retained in the procurement file; or
 - b. If the amount of the purchase exceeds \$100,000, the product or service shall be obtained through competitive bidding unless a specific exemption is granted by the LCRB.
7. If the District intends to make several purchases of the product of a particular manufacturer or seller for a period not to exceed five years, the District will so state in the solicitation file and in the solicitation document, if any. Such documentation shall be sufficient notice as to subsequent purchases. If the total purchase amount is estimated to exceed \$100,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law

It is unlikely that this process will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts, as required by ORS 279C.335(2)(a).

This class exemption applies only to contracts under a limited dollar amount, and then, only after efforts to obtain competitive quotes are made, or other methods have been employed to ensure that competitive means are used if available. The District maintains open lists from which vendors are contracted for quotations. In addition, as required by ORS 279C.335(2)(b) award of a public contract subject to the above described exemption should likely result in substantial cost savings or other substantial benefits to the District by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost, but longer lifetime cost.

Product Prequalification

1. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the District may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
 - a. The District will make reasonable efforts to notify all known manufacturers and vendors of competing products of the District's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will

have to apply to have their product(s) included on the District's list of prequalified products. At its discretion, the District may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the District may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the District; and

- b. The District will accept manufacturer and vendor applications to include products in the District's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the District's written notice.
2. The District has determined that special expertise required, generally, does not apply to this rule.
3. If the District denies an application for inclusion of a product on its list of prequalified products, the District shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within seven (7) calendar days to the District business manager to request review and reconsideration of the denial.

Findings of Fact

1. There are occasions when the District needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The District may have a specific performance or design need, but it is impractical for the District to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the District to generate non-brand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the District's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and District programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the District to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

2. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the District must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
3. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The District maintains vendor mailing lists which are open to all interested vendors. The District uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.

4. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
5. Subsection c. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or diminish competition for such contracts as required by ORS 279C.335(2)(a). There are several safeguards in the rule to prevent this, including notice, advertising, time, and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the District. It is not a shortcut procurement method. The District would use this method only after balancing cost-saving considerations, such as the ability of the District to create or generate non-brand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will likely result in a substantial cost savings and other substantial benefits to the District as required by ORS 279C.335(2)(b) because the normal method of product selection is too cumbersome and costly to pursue.

Requirements Contracts (Blanket Purchase Orders, Price)³

1. The business manager, on behalf of the District, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining District requirements for volume discounts, standardization among schools and departments, and reducing lead time for ordering.
2. The District has determined that value engineering, specialized expertise required, and technical complexity, generally, do not apply to this rule.
3. The District may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
4. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
5. Schools and departments shall use requirements contracts established by the District, unless otherwise specified in the contract, allowed by law or these rules, or specifically authorized by the Superintendent or designee.

³ The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc. is available.

6. Under the authority of ORS 279A.025 and 279C.335, the District may use the requirements contract entered into by another Oregon public agency when:
 - a. The original contract met the requirements of the public contracting code; and
 - b. The original contract allows other public agency usage of the contract; and
 - c. The original public contracting agency concurs and this is documented by a written interagency agreement between the District and the agency.
7. The term of any District requirements contract, including renewals, shall not exceed five years unless otherwise exempted pursuant to ORS 279C.335.

Findings of Fact

1. This rule permits the District to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when purchases of the goods or services are routine and repetitive. For example, school, building, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
2. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments, and reducing lead time for ordering.
3. The District establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise exempted.
4. The District limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise exempted.
5. The District may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this exemption will result in favoritism in the awarding of public contracts or diminish competition for such contracts, as required by ORS 279C.335(2)(a). The District will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of District requirements contracts will likely result in a substantial cost savings and other substantial benefits to the District, as required by ORS 279C.335(2)(b). It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the District to get better prices from bidders.

Waiver of Bid Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the bid security requirements of ORS 279C.390, if the amount of the contract for the public improvement is less than \$100,000. Although the bid security requirements of ORS 279C.390 are waived for public improvement contracts under \$100,000, the District may impose a bid or quote security requirements for projects under \$100,000, when deemed to be in the best interest of the District.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive bid security requirements for certain public improvement contracts. Waiver of the bid security is provided for by statute without a requirement for findings.

Waiver of Performance and Payment Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the performance/payment security requirements of ORS 279C.390 if the amount of the contract for the public improvement is less than \$100,000. Although the performance/payment security requirements of ORS 279C.390 are waived for public improvement contracts less than \$100,000, the District may impose a performance/payment security requirement for projects less than \$100,000, when deemed to be in the best interest of the District.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive performance/payment security requirements for certain public improvement contracts. Waiver of the performance/payment security is provided for by statute without a requirement for findings.

Projects with Complex Systems or Components

1. For contracts for public improvements with significant components that are inherently complex and are also complex to procure through competitive bid, the District may, at its discretion, use RFP competitive procurement methods subject to the conditions described in ORS 279C.400 and conditions enumerated in this exemption.
2. Definitions. For purposes of this exemption only: “Complex systems” are defined as those systems which incorporate the procurement of materials or other components which are difficult, if not impossible, to create in an “equal” specifications basis for competitive bid. Examples of such systems include, but are not limited to, contracts for supplying and installing computerized controls for building heating, venting, air conditioning systems; and contracts for artificial surface outdoor multipurpose athletic fields. “Significant” is intended to mean something more than de minimis, but not necessarily the majority of the project as determined by cost.

Finding of Fact/Conclusion of Compliance with the Law

It is unlikely that this exemption will encourage favoritism in the awarding of the public contracts or substantially diminish competition for such contracts as required by ORS 279C.335(2)(a). Contracts for public improvements occasionally incorporate the procurement of systems, materials, or other components

(complex systems) for which it is extremely difficult to design bid specifications. In these situations, utilization of an RFP process where each of the systems can be evaluated utilizing a number of factors, in addition to price, will likely result in substantial costs savings and other substantial benefits to the District as required by ORS 279C.335(2)(b).

ORS 279C.400 enumerates how RFPs are to be used if authorized by the LCRB. This criteria ensures that competitive means will be used and selection will be fair and impartial. As a result, it is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335(2)(a). The awarding of contracts pursuant to this process will result in optimal value to the District based on selection by the District of the best competitive proposal that meets the stated evaluative criteria.

This class exemption is intended to be used for the types of procurements describe in the findings, where the specific system, materials, or components represent a significant portion of the project. This class exemption is not intended to be used for construction manager/general contractor (CM/GC) projects or other methods of alternative procurement unless these projects meet the requirements of this class exemption. The CM/GC and others, not meeting the requirements of this class exemption, may still be procured by RFP, provided that a project or contract specific exemption is promulgated by the LCRB.

Corrected 11/28/18



Code: **DJCA-AR**
Revised/Reviewed: 4/22/08
Orig. Code: DJCA-AR

Personal Services Contracts

Personal Services Contracts Defined

1. Personal services contracts include, but are not limited to a contract, or member of a class of contracts, that the local contracting agency's Local Contract Review Board (LCRB) has designated as a personal services contract pursuant to Oregon Revised Statute (ORS) 279A.055. Personal services include, but are not limited to, the following:
 - a. Contracts for services performed as an independent contractor in a professional capacity (e.g., services of an accountant, attorney, data processing consultant, etc.);
 - b. Contracts for services as an artist in the performing or fine arts (e.g., photographer, painter, etc.);
 - c. Contracts for services that are specialized, creative, and research oriented;
 - d. Contracts for services as a consultant;
 - e. Contracts for educational consulting services.
2. Personal services contracts do not include:
 - a. Public contracts for architectural, engineering, and land surveying and related services; or
 - b. Public contracts for construction services.

Eligibility

The District will follow ORS 670.600, Public Employees Retirement System (PERS) rules OAR 459-010-0030, and Internal Revenue Service (IRS) Ruling 87-41 in determining whether the individual or business entity qualifies as an independent contractor or is an employee of the District. A valid independent contractor must meet all eight of the following points:

State requirements¹:

1. The contractor must be free from the direction and the control of the employer;
2. The contractor must obtain required business licenses;
3. The contractor must furnish necessary tools and equipment;

¹ See ORS 670.600 for complete listing.

4. The contractor has authority to hire and fire employees;
5. The contractor is paid on completion of portions of projects or on a retainer basis;
6. The construction contractor must be registered under ORS Chapter 701 (For more information call the Construction Contractors Board at 503-378-4621 in Salem.);
7. The contractor must file appropriate business tax returns;
8. The contractor must represent to the public that the labor or services are provided by an independent business.

PERS requirements:

In determining whether an individual is an employee or independent contractor for PERS contribution purposes, the District will consider the following factors:

1. Instructions. An employee must comply with instructions about when, where and how to work. Even if no instructions are given, the control factor is present if the employer has the right to control how the work results are achieved;
2. Training. An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods and receive no training from the purchasers of their services;
3. Integration. An employee's services are usually integrated into the business operations because the services are important to the success or continuation of the business. This shows that the employee is subject to direction and control;
4. Services rendered personally. An employee renders services personally. This shows that the employer is interested in the methods as well as the results;
5. Hiring, supervising, and paying assistants. An employee works for an employer who hires, supervises, and pays workers. An independent contractor can hire, supervise, and pay assistants under a contract that requires them to provide materials and labor and to be responsible only for the result;
6. Continuing relationship. An employee generally has a continuing relationship with an employer. A continuing relationship may exist even if work is performed at recurring although irregular intervals;
7. Set hours of work. An employee usually has set hours of work established by an employer. An independent contractor generally can set their own work hours;
8. Full time required. An employee may be required to work or be available full time. This indicates control by the employer. An independent contractor can work when and for whom they choose;
9. Doing work on employer's premises. An employee usually works on the premises of an employer, or works on a route or at a location designated by an employer;
10. Order or sequence set. An employee may be required to perform services in the order or sequence set by an employer. This shows that the employee is subject to direction and control;

11. Oral or written reports. An employee may be required to submit reports to an employer. This shows that the employer maintains a degree of control;
12. Payment by hour, week, month. An employee is generally paid by the hour, week, or month. An independent contractor is usually paid by the job or on a straight commission;
13. Payment of business and/or traveling expenses. An employee's business and travel expenses are generally paid by an employer. This shows that the employee is subject to regulation and control;
14. Furnishing of tools and materials. An employee is normally furnished significant tools, materials, and other equipment by an employer;
15. Significant investment. An independent contractor has a significant investment in the facilities used in performing services for someone else;
16. Realization of profit or loss. An independent contractor can make a profit or suffer a loss;
17. Working for more than one employer at a time. An independent contractor is generally free to provide services to two or more unrelated persons or firms at the same time;
18. Making service available to general public. An independent contractor makes his/her services available to the general public;
19. Right to discharge. An employee can be fired by an employer. An independent contractor cannot be fired so long as the contractor produces a result that meets the specifications of the contract;
20. Right to terminate. An employee can quit their job at any time without incurring liability. An independent contractor usually agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it.

IRS requirements:

Additionally, in determining employee or independent contract status for purposes of the Federal Insurance Contributions Act (FICA), the Federal Unemployment Tax Act (FUTA), or for federal income tax withholding from wages, the District will consider:

1. Behavioral control. A worker is an employee when the District has the right to direct and control the worker;
2. Financial control. A worker is an independent contractor if the worker can realize a profit or incur a loss. The individual may also be an independent contractor if the individual is not reimbursed for some or all business expenses, especially if those expenses are high or if they have a significant investment in their work;
3. Relationship of the parties. Facts weighed by the District will include any written contracts describing the relationship the parties intended to create; the extent to which the worker is available to perform services for other similar businesses; whether the District provides the worker with employee-type benefits, such as insurance, vacation pay, or sick pay; and the permanency of the relationship.

Personal Services Contracts – Procurement Requirements

1. Contracts for personal services less than \$25,000 within a 12-month period shall, where practical, be based on written or verbal quotes or may be procured through direct negotiations with the contractor.
2. Contracts for personal services greater than \$25,000 that do not exceed \$75,000 may be based on three written or verbal quotes, or response to a Request for Proposal (RFP) as deemed appropriate by the Superintendent or designee.
3. Contracts for personal services greater than \$75,000 shall be based on written solicitations, request for qualifications, or the RFP process.
4. The District may enter into a personal services contract when the amount of the services does not exceed \$150,000 without obtaining quotes or utilizing the RFP process when only one contractor or sole source provides the services as follows:

The Superintendent or designee shall make the following written findings for inclusion in the contract file:

- a. That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - b. That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - c. That the goods or services are for use in a pilot or an experimental project;
 - d. Other findings that support the conclusion that the goods or services are available from only one source.
5. If the cost of the services is more than \$150,000, the District may award a contract on a sole source basis only with Board approval and if, prior to the award:
 - a. Notice of the District's intent to contract for the services, including the general specifications of the intended contract, is advertised in at least one newspaper or trade journal of general circulation in the area where the services are to be performed;
 - b. The advertised notice is published at least 14 days before award of contract to allow prospective contractors a reasonable opportunity to submit a protest of the District's intent to contract through the sole source process, unless the Superintendent gives prior written approval to reduce the number of days based on extraordinary circumstances that do not meet the criteria for an Emergency Procurement pursuant to OAR 137-047-0280;
 - c. The protest shall be submitted in writing to the District by the closing date and time of the advertisement notice. It shall state the reason the contract should be competitively solicited.

Protests shall be heard by the Board, whose decision shall be final.

ITB/RFP Requirements

1. An Invitation to Bid (ITB) or RFP will be used as a formal competitive solicitation that describes the specific services to be performed within a defined period of time. The solicitation will set forth criteria and methods for screening, selecting, and ranking the most qualified proposal(s). The solicitation document may result in contracts with more than one provider.
2. The solicitation document must provide that the District is not responsible for any cost incurred while submitting proposals and that all proposers who respond do so at their own expense.
3. The solicitation document must, at a minimum, address the following:
 - a. Requirements for solicitation documents under ORS 279B.055(2) and 279B.060(2):
 - (1) A time and date by which the bids or proposals must be received and a place at which bids must be submitted, and may, at the sole discretion of the contracting agency, direct or permit the submission and receipt of bids or proposals by electronic means;
 - (2) The name and title of the person designated for receipt of bids or proposals and the person designated by the contracting agency as the contact person for the procurement, if different;
 - (3) A procurement description;
 - (4) A time, date, and place that prequalified applications, if any, must be filled and the classes of work, if any, for which bidders must be prequalified in accordance with ORS 279B.120;
 - (5) A statement that the contracting agency may cancel the bid or procurement, or reject any of all bids in accordance with ORS 279B.100;
 - (6) A statement that “Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document” if the ITB is issued by a state contracting agency;
 - (7) A statement that requires the contractor or subcontractor to possess an asbestos abatement license, if required under ORS 468A.710;
 - (8) All contractual terms and conditions applicable to the procurement.
 - b. Requirements for solicitation documents under OAR 137-047-0255(2) and 137-047-0260(2):
 - (1) General Information:
 - (a) Notice of any pre-offer conferences as follows:
 - (i) The time, date, and location of any pre-offer conferences;
 - (ii) Whether attendance at the conference will be mandatory or voluntary;
 - (iii) A provision that provides that statements made by the contracting agency’s representatives at the conference are not binding upon the contracting agency unless confirmed by written addendum.
 - (b) The form and instructions for submission of proposals and any other special information, e.g., whether proposals may be submitted by electronic means.
 - (c) The time, date and place of opening.
 - (d) The office where the solicitation document may be reviewed.

- (e) For bidders, a statement whether the bidder is a "resident bidder," as defined in ORS 279A.120(1).
- (f) Contractor's certification of nondiscrimination in obtaining required subcontractors in accordance with ORS 279A.110(4).
- (g) How the contracting agency will notify proposers of addenda and how the contracting agency will make addenda available.

(2) Contracting Agency Need.

The character of the goods and services the contracting agency is purchasing including, if applicable, a description of the acquisition, specifications, delivery or performance schedule, inspection and acceptance requirements.

(3) Bid/Proposal and Evaluation Process.

- (a) The anticipated solicitation schedule, deadlines, protest process and evaluation process.
- (b) The contracting agency shall set forth selection criteria in the solicitation document in accordance with the requirements of ORS 279B.060(2)(h)(E).
- (c) If the contracting agency intends to award contracts to more than one proposer pursuant to OAR 137-047-0600(4)(d), the contracting agency must identify in the solicitation document the manner in which it will determine the number of contracts it will award.

(4) Applicable preferences described in ORS 279A.125(2) and 282.210.

(5) For contracting agencies subject to ORS 305.385, contractor's certification of compliance with the Oregon tax laws in accordance with ORS 305.385.

(6) All contract terms and conditions, including a provision indicating whether the contractor can assign the contract, delegate its duties, or subcontract the goods or services without prior written approval from the contracting agency.

- 4. Bids or proposals must be advertised at least once in a newspaper of general circulation in the area where the contract is to be performed and in as many additional issues and publications as may be necessary or desirable to achieve adequate competition unless the contracting agency uses electronic advertising.
- 5. Unless otherwise specified in rules adopted pursuant to ORS 279A.065, the LCRB will give notice at least seven days before the solicitation closing date.
- 6. All advertisements shall describe at minimum the requirements under OAR 137-047-0300 (3):
 - a. Where, when, how, and for how long the solicitation document may be obtained;
 - b. A general description of the goods or services to be acquired;
 - c. The interval between the first date of notice and closing, which will be at least seven days, unless a shorter period is in the public interest and will not substantially affect competition;
 - d. The date that persons must file applications for prequalification if prequalification is a requirement and the class of goods or services is one for which persons must be prequalified;
 - e. The office where contract terms, conditions, and specifications may be reviewed;
 - f. The name, title, and address of the individual authorized by the contracting agency to receive offers;

- g. The scheduled opening;
- h. Any other information the contracting agency deems appropriate.

Screening and Selection Procedures

1. The Superintendent or designee shall review, score, and rank all responsive proposals according to the evaluation criteria in the ITB or RFP and applicable law. The contracting agency will award the contract to the lowest responsible bidder or proposer or multiple responsible bidders or proposers in accordance with ORS 279B.055(10) and 279B.060(10), and OAR 137-047-0600.
2. To determine whether the bidder or proposer has met the standards of responsibility under ORS 279B.110(2) and OAR 137-047-0640(1)(c)(F), the LCRB will consider whether the bidder or proposer has:
 - a. Available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to indicate the capability of the bidder or proposer to meet all contractual responsibilities.
 - b. A satisfactory record of performance². The contracting agency will document in the solicitation file its basis for determining that the offer or is not responsible because the offer or does not meet this requirement.
 - c. A satisfactory record of integrity³. The contracting agency will document its basis for determining that the offeror is not responsible because the offeror does not meet this requirement
 - d. Qualified legally to contract with the contracting agency;
 - e. Supplied all necessary information in connection with the inquiry concerning responsibility. If an offeror fails to promptly supply information requested by the contracting agency concerning responsibility, the contracting agency shall base the determination of responsibility upon any available information, or may find the bidder or proposer not to be responsible; and
 - f. Not been debarred by the contracting agency under ORS 279B.130.
3. Final ranking will be based on all information obtained during the evaluation process. Price will be considered, but will not necessarily govern selection of the contractor(s).
4. Contracts entered into may be amended, provided the original contract allows for the particular amendment and the services to be provided under the amendment are included within or directly related to, the scope of the project or the scope of the services described in the solicitation document.

² A contracting agency should review carefully the offeror's record of contract performance if the offeror is or recently has been materially deficient in contract performance. In reviewing the offeror's performance, the contracting agency should determine whether the offeror's deficient performance was expressly excused under the terms of the contract, or whether the offeror took appropriate corrective action. The contracting agency may review the offeror's performance on both private and public contracts.

³ A contracting agency may determine that an offeror lacks integrity because of a lack of business ethics such as a violation of environmental laws or false certification made to the contracting agency. A contracting agency may find that an offeror is not responsible based on a lack of integrity of a person having influence or control over the offeror.

5. Documentation

Documentation providing evidence of competition shall be maintained by the District for all contracts entered into by the District.

6. Fingerprinting

If the scope of the work performed by contractor(s) or employee(s) may result in direct, unsupervised contact with students, they will be required to submit to fingerprinting and criminal records checks as required by law.

7. Payment

Payment will be made only upon completion of the performance of specific portions of the project or on the basis of an annual or periodic retainer as specified by the District in the personal services contract.

Corrected 11/28/18; Corrected 1/10/19



Code: **DLC-AR**
Adopted: 9/01/15
Orig. Code: DLC-AR

Staff Expense Reimbursement

Expense reimbursement for staff traveling on approved District business will be governed by the following procedures and will be in line with budgetary allocations. Travel expenses include travel fares, meals and lodging, and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for District business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct District business. Reimbursement procedures established by the District will also apply to Board members traveling on Board-approved District business, as applicable.

In-District and Out-of-District Travel

Use of private vehicles for in-district and out-of-district business travel will be reimbursed, after approval by the immediate supervisor, per the reimbursement standards set by the District.

Out-of-State Travel

Out-of-state travel requires prior Superintendent or designee approval.

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct District business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of the District for damages resulting from vehicle accidents is not the same as set forth in the District’s general liability insurance policy. The employee’s insurance coverage provides primary coverage when the employee is driving their own vehicle on approved District business.

Meals and Meetings

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for District business. Meals include amounts spent for food, beverage, taxes, and related gratuities. Alcoholic beverages will not be reimbursed by the District. See Expense Reimbursement Request and Accounting Procedures below.

2. Expenses in excess of the District's established limit are ordinarily the responsibility of the employee and may be reimbursed only with approval from the Superintendent or designee. Receipts for all meal expenses must be secured and attached to the claim.

Reservations, Commercial Carrier, and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the District.
2. Each employee is responsible for making their own reservations by obtaining a purchase order number from the business office and furnishing that number to the local travel agency or commercial carrier.
3. Individuals traveling on approved District business by a carrier offering travel credits (i.e., frequent flyer mileage, etc.) are required to account for credits received and may use the credits for future approved District travel purposes only.

Vehicle Rentals

1. Rental vehicles may be used only when use will effect a savings or otherwise be more advantageous to the District or when the use of other transportation is not feasible.
2. Rental of a compact vehicle is recommended when suitable for approved District business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.
3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if the District carries the rental car endorsement as part of its insurance coverage. In the event the District does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Canceled Trips

1. If an employee cannot leave at the scheduled time, it is their responsibility to call the travel agency or carrier and arrange to have the tickets canceled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be canceled by the employee as soon as possible to avoid a cancellation charge.
4. If a trip is canceled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved District business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of District business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved District business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other personal leave may be taken in conjunction with approved District travel subject to the following:
 - a. Time delays related to approved District business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the District, for approved District business or for personal travel combined with travel for District business purposes, the employee must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (e.g., taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved District business, even though the traveler spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved District business;
 - e. A traveler who decides on their own to conduct District business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the District pay basic transportation cost from the District to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the District's travel expense form and approved by the building administrator in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference, and workshop fees. All requests must be submitted to the District office within 30 working days of the conclusion of the trip.
2. Reimbursement for expenditures will be made within 30 working days after the approved travel expense report is received by the business office.
3. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. Names of guests;

- b. Organizations involved;
 - c. Full explanation of the District business purpose of the meeting.
4. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
 5. Any claim for mileage reimbursement must be submitted to the District office within 30 working days of the conclusion of the travel.
 6. Mileage for approved District business travel in a private vehicle will be reimbursed Internal Revenue Service (IRS) rate in effect July 1 for the July through June fiscal year. This rate will be revised annually. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
 7. Meal expenses for approved District business travel purposes may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved District business purposes in which District business is conducted with at least one or more other persons or that is incurred on approved District business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.
 8. In the event the total of the amount charged to, and/or received from, the District by the employee as advances, reimbursement, or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Reimbursable Expense Limitations

1. Meal expenses may be reimbursed subject to the following limitations:

Allowance:	Breakfast	\$ 10
	Lunch	\$ 15
	Dinner	\$25
2. Gratuities must not exceed 20 percent and must be included as a part of the receipt. Gratuities in excess of 20 percent are the responsibility of the employee and will not be reimbursed by the District.
3. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing, and laundry may be reimbursed if length of trip or circumstances demand.
4. Mileage reimbursement for actual miles traveled on District business, may be approved subject to the following limitations:
 - a. In-district mileage reimbursement will not be granted to an employee, other than a District-approved tutor, for traveling from the employee's residence to the place where work begins for the day or for returning home from the last place worked during the day;

- b. Reimbursement will be made only for those miles actually traveled in the course of completing approved District business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
 - c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;
 - d. In the event a private vehicle is approved for use from home, to or from an airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;
 - e. Individuals requesting reimbursement for use of a private vehicle on approved District business must meet insurance requirements. See Insurance Coverage above.
5. Lodging will be reimbursed at reasonable commercial rates.
6. Local taxi, shuttle, bus fares, vehicle rentals, and third-party transportation, e.g., Lyft, Uber, may be reimbursed, subject to the District's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the District.

Corrected 11/28/18



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

Disposal of District Property

All property purchased with District funds is the property of the District.

Disposal of any District property, equipment, texts, or supplies must be accomplished by these procedures:

1. If the school has property that is no longer used, the principal shall make arrangements with the Chief Operations Officer or designee to pick up the property. If the school has technology property that is no longer used, the principal shall make arrangements with the Chief Information Officer or designee to pick up the property. The Chief Operations Officer or the Chief Information Officer and the Chief Financial Officer will be responsible to determine appropriate disposal of the property.
2. If the school requests to donate the property to a charity on behalf of the school or the District, the principal must make the request in writing to the Chief Financial Officer indicating the item(s) to be donated, distribution plan, value, and destination.

District property may not become the property of District employees except through public sale.

Corrected 11/28/18



Code: **FK-AR**
Revised/Reviewed: 9/28/10
Orig. Code(s): FK/FA-AR

Athletic Field and Facility Enhancements and Renovation

Community and parent groups or organizations occasionally request permission to enhance or renovate District property with the goal of shared use. In order to ensure District properties are well developed and maintained in such cases, the guidelines below will be followed:

These guidelines do not apply to District capital improvements or District-identified projects.

1. All groups requesting to enhance or renovate an athletic field or facility will submit a written request to the executive director of facilities planning and properties (“executive director”). Included in the request should be a detailed description of the project, along with drawings, budget, informational literature, notice to school neighbors, and a timeline. Funding for the improvements must be available at the time the proposal is submitted. Future maintenance of the remodeled area should be addressed. Any exclusive use request must be submitted for consideration with the initial improvement request.
2. Groups and organizations enhancing or renovating fields or facilities will identify a contact person to direct concerns or questions to.
3. Exclusive use of an athletic field or facility will be negotiated separately. Exclusive use agreements must include a clause allowing for the occasional use by groups other than the group/organization improving the field or facility. School athletic teams or club sports have priority over exclusive use agreements for use of a facility or field.
4. All work is to be performed by licensed, bonded contractors. Any request for deviation must be submitted to the executive director for approval.
5. The executive director will review the project with the principal of the school where the renovations are to occur and make a recommendation to either approve or deny the project.
6. The request, along with the recommendation of the executive director and the principal, will be forwarded to the assistant superintendent of support services for review and approval at the Superintendent’s executive council.
7. Proof of insurance must be provided before the improvements to facilities commence.
8. If approved, the executive director will meet with the group or organization requesting the project, obtain detailed drawings, and ensure the necessary permits are obtained. Any deviation on the proposed work must be submitted to the executive director for approval. Final approval is given by the assistant superintendent of support services.

Athletic Field and Facility Enhancements and Renovation – FK-AR

1-2

9. All the required permits must be received before work can begin. The work schedule should be designed to ensure minimal impact on daily school operation.
10. Damage to existing school property by the group or organization will be repaired or replaced by said group with no cost incurred by the District.
11. The District reserves the right to rescind the group's or organization's use of the improved facility if the group fails to adhere to conditions set for the use of the facility.

Corrected 11/28/18

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

January 8, 2019

Administration Center, 3083 NE 49th Place, Hillsboro, OR

1. Executive Session

ORS 192.660(2)(d)—Labor Negotiator Consultation, ORS 192.660(2)(e)—Real Estate, and ORS 192.660(2)(k)—School Safety

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
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
Don Wolff, Chief Information Officer
Val Bokma, Assistant to the Board

Board Chair Lisa Allen called the meeting to order at 5:19 PM, and moved the Board into executive session under ORS 192.660(2)(d)—Labor Negotiator Consultation, ORS 192.660(2)(e)—Real Estate, and ORS 192.660(2)(k)—School Safety.

The Board discussed labor negotiations, real property transactions, and matters related to school safety. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 6:48 PM.

2. Work Session

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Adam Stewart, Capital Projects Officer
Olga Acuña, Director, Federal Programs
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Others Present:

Auditors: Larry Grant and
Teresa Rawlins

Board Chair Lisa Allen reconvened the meeting at 6:58 PM.

A. 2019 School Bond Projects - Scope and Budget Overview

Capital Projects Officer Adam Stewart presented an overview of the scope and budget for the 2019 bond projects, including the original scope and budget for each project, additional scope that is included in the current plans, and information regarding increased costs and the impact on bond contingency funds. Actual costs for construction projects have been higher than the original estimates across the state and region, and it is likely that project costs will continue to increase over time.

Staff are confident that funding will be adequate to complete all of the promised bond projects, but it will be necessary to closely assess the additional scope that can be completed with these projects, and it is impossible to be certain at this time whether funding will be adequate to complete all of the “additional” projects that were identified in the original bond planning process.

Communicating with community members regarding the reasons for changing the scope of bond projects is a high priority.

B. Lau Plan Overview and 2016-17 English Language Learner Report

Director of Federal Programs Olga Acuña presented the Hillsboro School District’s *2017-2019 English Learner Plan* and the Oregon Department of Education’s (ODE’s) *2016-17 Annual Report to the Legislature on English Language Learners*.

The District’s English Learner Plan is drafted every two years with the collaboration of many stakeholders; drives the development and implementation of effective programs for the District’s English learners; reflects the District’s commitment to provide students with ongoing equitable educational opportunities; and aligns with state and federal requirements.

Annual publication of the ODE English Language Learner report is required by Oregon Revised Statute (ORS) 327.016. The report includes financial information for English learner programs, the objectives and needs of eligible and participating students, and the demographic information of students enrolled in English learner programs in each school district. The 2017-18 report will be published next fall.

Assistant Superintendent Travis Reiman provided information regarding the District’s dual language programming and the benefits that dual language education provides for students.

C. ACTION: Accept 2017-18 Audit Report

Larry Grant and Teresa Rawlins, representatives of the District’s financial auditor, Grove, Mueller & Swank, P.C., and Michelle Morrison, the District’s Chief Financial Officer, presented a brief overview of the 2017-18 Comprehensive Annual Financial Report (CAFR). The report included one finding: the over-expenditure of the General Fund in some function areas that were not within the Local Budget Law guidelines. The auditors explained that this was a single deficiency within the context of the large number of federal funds that the District receives, and the District’s ending fund balance was within limits. The causes of the deficiency included allocation adjustments that were made near the end of the school year, but not in time to be approved by the Board of Directors during their June meeting.

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, that the Board of Directors accept the audit report for 2017-18. The MOTION CARRIED (7-0).

The audit report was included in the Board meeting packet and posted on the District website.

D. ACTION: Approve Financial Report Action Plan for Fiscal Year 2017-18

Chief Financial Officer Michelle Morrison presented the Financial Report Action Plan for Fiscal Year 2017-18 for the deficiency that was listed in the District's 2017-18 CAFR. The plan will be submitted to the Secretary of State Audits Division for evaluation, in accordance with Oregon state law.

Director Erika Lopez MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the Fiscal Year 2017-18 Financial Report Action Plan. The MOTION CARRIED (7-0).

The Financial Report Action Plan was included in the Board meeting packet.

E. ACTION: Adopt Legislative Priorities

Chief Communications Officer Beth Graser presented an updated draft of the Hillsboro School District Board of Directors' 2019-2021 Legislative Priorities. The updates included feedback provided by Board members during their December 11 work session.

Board members and Ms. Graser discussed recent and upcoming opportunities to advocate with legislators and speak with the community regarding the District's needs and priorities, and resources to facilitate these conversations.

Ms. Graser explained that the legislative contact list posted on the District's website will be updated after membership on legislative committees has been determined.

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, that the Board of Directors adopt the proposed 2019-2021 Legislative Priorities as they were presented. The MOTION CARRIED (7-0).

The draft 2019-2021 Legislative Priorities were included in the Board meeting packet.

F. Recess Meeting

The meeting was recessed at 8:03 PM.

G. Reconvene Meeting

The meeting was reconvened at 8:10 PM.

H. Discuss Superintendent Evaluation Process and Timeline

Board members reviewed the draft timeline for the 2018-19 evaluation of the Superintendent. Board Chair Lisa Allen explained that the timeline has been updated, but there are no changes in the process.

I. Equity Training

Throughout the year, Board and Cabinet members are participating in a series of discussions regarding the diverse needs of students and the supports that will help them

succeed. This discussion in the series focused on the background and context of District data regarding student discipline, assessment, and demographics, including the findings of national studies regarding economic and academic opportunities for students and their families, factors that impact student success within the District, and steps the District is taking to identify and implement supports that will be truly effective for student success.

Board members asked about the availability of additional data, curriculum and funding options, potential steps the Board could take to support this work, and training opportunities. The dates of upcoming equity seminars will be provided to Board members.

J. Discussion Time

1. Discuss Potential Resolution in Support of Stable and Adequate State Funding of Education

Board members discussed the Oregon Education Association's (OEA's) campaign encouraging school boards across the state to adopt funding resolutions, and the possibility of adopting a resolution in support of stable and adequate funding for education. Director Kim Strelchun volunteered to draft a resolution for the Board to consider during their upcoming meeting.

2. Discussion

Board members and Student Representatives discussed District events and processes, and provided brief summaries of their recent and upcoming activities. Key topics included recruitment and support for next year's Student Representatives, PAX training, local news articles regarding the District, and meetings with legislators. Director Yadira Martinez announced that she plans to seek election to the School Board this spring.

K. Adjourn Board Meeting

The meeting was adjourned at 10:15 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
January 22, 2019
Administration Center, 3083 NE 49th Place, Hillsboro, OR

1. **Executive Session**

ORS 192.660(2)(b)—Complaint Appeal Hearing

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson

Staff and Others Present:

Mike Scott, Superintendent
Brian Hungerford, Attorney
Participants in the Complaint Appeal Hearing
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)(b)—complaint appeal hearing.

The Board conducted a hearing of the appeal of a step 3 decision regarding a complaint, and deliberated with their attorney. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 7:01 PM.

2. **Regular Session**

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
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
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Marianna Roman, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Others Present:

Erika Pierce, Karin Harrington,
and Minter Bridge Elementary
School leadership students
Brigette Harrington,
Jackson Elementary School
Jill Golay, HEA
Devin Hunter, HCU

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:10 PM and led the Pledge of Allegiance.

B. Recognition / Student Presentation

1. Student Presentation: Minter Bridge Elementary School's Dolphin Leadership Club
Fifth and sixth grade students from Minter Bridge Elementary School's Dolphin Leadership Club presented a video regarding the benefits of the club, and performed a skit highlighting positive character traits.

2. Recognition: Brigitte Harrington, Winner of the US Capitol Christmas Tree Contest
Brigitte Harrington, the Jackson Elementary School fourth grade winner of the US Capitol Christmas Tree Contest, described the highlights of the events she attended in Oregon and Washington, D.C., discussed her future plans, and read her contest-winning poem.

3. Board Recognition and Appreciation

Superintendent Mike Scott expressed appreciation for Hillsboro School District Board members, who are dedicated to student success and volunteer so many hours of their personal time to the District, visiting schools, advocating with legislators, studying current issues, and learning about District programs. Superintendent Scott read the following proclamation into the record:

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.

Board members were honored with tokens of appreciation from District students and staff.

C. Approval of Agenda

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, to approve the agenda as printed. The MOTION CARRIED (7-0).

D. Audience Time

No audience members asked to address the Board.

E. Reports and Discussion

1. First Reading - 2019-20 School Calendar

Chief Human Resources Officer Kona Lew-Williams presented the proposed 2019-20 school year calendar for first reading, explaining that policy IC: School Year / School Calendar requires that the calendar for the upcoming school year be approved no later than the April Board meeting. Ms. Lew-Williams outlined the key features of the calendar, discussed the factors that must be considered in developing the calendar, and described changes that were made in response to staff input. The proposed calendar is included in the Board meeting packet

2. Announce School Board Election Process and Timeline

Chief Communications Officer Beth Graser announced that three positions on the Hillsboro School District Board of Directors (positions 4, 5, and 7) will be on the May 2019 ballot and outlined key election dates. Community members who are interested in running for School Board are invited to attend an information session on February 21 or 26 to learn more about Board service. Those who cannot attend are welcome to contact the Chief Communications Officer or the Executive Assistant to the Board for additional information regarding school board duties. Key election dates, the times and locations of the information sessions, and other relevant details are included in the Board meeting packet. Current Board members who are available to attend one or both of the information sessions will notify Ms. Graser.

Director Kim Strelchun (position 4) announced that she will not be seeking reelection. Director Yadira Martinez (position 7) announced that she will be running for election to the position to which she was appointed last February.

3. Division 22 Assurances

Assistant Superintendent Travis Reiman presented the required annual report on the District's compliance with the Division 22 Standards for Public Elementary and Secondary Schools, stating that the Hillsboro School District assures compliance with all associated laws and regulations, with the exception of fulfilling the State's requirement that curriculum in all content areas be adopted on a seven-year cycle. Assistant Superintendent Reiman explained that, due to budget restrictions, curriculum has not been adopted on cycle in several content areas, and a waiver request will be submitted to the State. He also explained that the District is in the process of identifying language arts curriculum for adoption.

Director Kim Strelchun requested additional information regarding the curriculum adoption requirements and the District's compliance status, so Board members can reference this information as they communicate with State legislators regarding education funding. This information will be provided.

4. Strategic Plan Goals Update

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

Board members asked about attending trauma-informed care training sessions, and asked whether additional data is available regarding the status of goals that are "in progress." Staff will follow up on these requests.

5. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report, which is included in the Board meeting packet.

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.

a. Policies Related to the Community Curriculum Advisory Committee (CCAC)

- IFF: Community Curriculum Advisory Committee
- IFF-AR: Community Curriculum Advisory Committee
- IFF-AR Appendix A: Community Curriculum Advisory Committee Charge

Assistant Superintendent Travis Reiman explained that Director Erika Lopez recommended the renaming of the Community Curriculum Advisory Committee, and the revised documents were unanimously approved by CCAC members, who also provided input regarding the document revisions,.

b. Policies in Section D: Fiscal Management

- 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
- c. Policies in Section F: Facilities Development
- 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

F. Information

1. Administrative Regulation Updates

Updated administrative regulations that do not require Board action are posted in the Board meeting packet for the information of the Board, staff members, and the public. The following administrative regulations were included in the Board meeting packet. (Following the Board meeting, the document dates will be changed to January 22 for posting on the District's policy web page.)

- 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

G. Consent Agenda

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

Director Jaci Spross requested that policy CHA: Development of Administrative Regulations be removed from the Consent Agenda to allow an error in the text to be corrected.

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

Consent Agenda items were as follows:

1. Approve Minutes of December 11, 2018, Board Meeting
2. Approve Routine Personnel Matters
3. Accept Gifts and Donations
4. Adopt 2018-19 Drug, Alcohol, and Tobacco Prevention Plan (*presented for first reading on December 11, 2018*)
5. Approve Policy Revisions (*presented for first reading on December 11, 2018*)
 - a. Policies in Section A-B: Board Governance and Operations
 - 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

- 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
- 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)

CHA: Development of Administrative Regulations was removed from the consent agenda.

c. Policies Related to Safety and Security

- 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. Approve Revisions to Policy CHA: Development of Administrative Regulations

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the posted version of policy CHA be amended by adding the word “regulation” to the fourth paragraph, as follows:

“The Board reserves the right to review any administrative regulation and may revise it, if in the Board’s judgment, it finds such an administrative regulation is not consistent with adopted policies and/or other administrative regulations.”

The MOTION CARRIED (7-0).

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to approve the amended version of policy CHA: Development of Administrative Regulations. The MOTION CARRIED (7-0).

2. Vote on Resolution to Support Increasing Oregon Public School Funding to Ensure Student Success

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the resolution to support increasing Oregon public school funding to ensure student success, as printed in the Board meeting packet. The MOTION CARRIED (7-0).

3. Vote on Resolution in Support of Funding Education at the Level Recommended by the Quality Education Model

Director Kim Strelchun MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the resolution in support of funding education at the level recommended by the Quality Education Model, as printed in the Board meeting packet. The MOTION CARRIED (7-0).

I. HCU / HEA Reports

HCU President Devin Hunter discussed the far-reaching impact of adequate facilities on students and staff, in terms of their morale, sense of security, focus, and ability to work and learn efficiently. He thanked facilities staff members for their work, their dedication, and their reliability.

HEA President Jill Golay thanked the Board for adopting the resolution for increased state funding for education, and discussed the importance of collaboration and advocating for adequate and stable funding. She also discussed the value of challenging and enriching experiences for students, and she thanked Board members for all of their work, honoring them with gifts of books, on behalf of HEA.

J. Discussion Time

1. Student Representatives' Time

Jessica Jose-Nickerson thanked the Board for the opportunity to serve as a Student Representative, and thanked Board members, on behalf of herself and Century High School students, for everything they do.

2. Superintendent's Time

Superintendent Mike Scott discussed upcoming events and thanked HEA and HCU, District staff, and Board members for their work, collaboration, accomplishments, and positive impact on students.

3. Board of Directors' Time

Board members thanked students and staff for their gestures of appreciation. They also provided brief summaries of their recent and upcoming activities, and discussed District programs and community partnerships, team work among Board members, the Board's schedule of school visits, advocacy, school funding, graduation ceremonies, and the OSBA Board Members of Color Caucus.

J. Follow-Up Items

Agenda Item / Request	Action
<ul style="list-style-type: none">○ <u>Division 22 Assurances</u><ul style="list-style-type: none">▪ Director Kim Strelchun requested additional information regarding the curriculum adoption requirements and the District's compliance status, so Board members can reference this information as they communicate with State legislators regarding education funding.○ <u>Strategic Plan Goals Update</u><ul style="list-style-type: none">▪ Board members asked about attending trauma-informed care training sessions, and asked whether additional data is available regarding the status of goals that are "in progress."○ <u>Board of Directors' Time</u><ul style="list-style-type: none">▪ Director Mark Watson suggested that Student Representatives have a role in the graduation ceremonies.	<p>This information will be provided.</p> <p>Staff will follow up on these requests.</p> <p>Board members to discuss during a future meeting.</p>

K. Adjourn Regular Session

The meeting was adjourned at 8:51 PM.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2018
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Richard Karli

Assignment: 1.0 FTE Physical Education Teacher
Location: Lenox Elementary School
Effective Date: June 17, 2019
Years of Service: 19 years

Bernice Koelbl

Assignment: 1.0 FTE Family and Consumer Science Teacher
Location: Hillsboro High School
Effective Date: June 17, 2019
Years of Service: 3 years

Theresia Wall

Assignment: 1.0 FTE Music Teacher
Location: Farmington View Elementary School
Effective Date: June 17, 2019
Years of Service: 18 years

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

Sarah Barnaby

Assignment: 1.1 FTE Music Teacher
Location: Rosedale Elementary School
Effective Date: June 1, 2019

Cristina Borgens

Assignment: 1.0 FTE Special Education Teacher
Location: Quatama Elementary School
Effective Date: February 1, 2019

Jeanine Elzie

Assignment: 1.0 FTE Elementary Resource Specialist
Location: Orenco Elementary School
Effective Date: June 17, 2019

Christine Goldmann

Assignment: 1.0 FTE 1st Grade Teacher
Location: Lincoln Street Elementary School
Effective Date: June 17, 2019

Tiffany Windle-Hanson

Assignment: 1.0 FTE 5th Grade Teacher
Location: Lenox Elementary School
Effective Date: June 15, 2019

Rachael Henry

Assignment: 0.6670 FTE Language Arts
Location: Liberty High School
Effective Date: June 17, 2019

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

Sarah Clibourne

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Preschool Teacher – Poynter Middle School

Anastasia Harris

Education: MA – University of Oregon, Eugene, OR
Experience: 2 years
Assignment: 1.0 FTE English Language Learners Specialist – Orenco Elementary School

John Libby

Education: BA – University of Maine at Farmington, Farmington, ME
Experience: 7 years
Assignment: 1.0 FTE Secondary Resource Specialist – Liberty High School

Michelle Reith

Education: BA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE 5th Grade – Lincoln Street Elementary School

Leah Tenkate

Education: MA – University of Oregon, Eugene, OR
Experience: 19 years
Assignment: 1.0 FTE Speech Language Pathologist – Jackson Elementary School

Heidi Tolle

Education: BA – The University of Texas at Dallas, Richardson, TX
Experience: 6 years
Assignment: 1.0 FTE Science – South Meadows Middle School

Brynn Quine

Education: MA – University of Phoenix, Phoenix, AZ

Experience: 6 years

Assignment: 0.5 FTE 3rd/4th Grade – Minter Bridge Elementary School

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
ACCEPT GIFTS AND DONATIONS
(as of January 31, 2019)

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 \$6,240 from Graterri Tire & Accessories to Hillsboro High School to be used for a basketball scoreboard
- Donation of \$11,017.83 from Imlay PTA to Imlay Elementary School to be used as follows:
 - \$1,017.83 for art supplies
 - \$10,000.00 for Chrome Books

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept these donations.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
APPROVE EXTENSION AND NON-EXTENSION OF TEMPORARY,
PROBATIONARY, AND CONTRACT TEACHERS AND ADMINISTRATORS

Resolved, that the Board of Directors accept the Superintendent's recommendation for the renewal of probationary teachers and administrators and for issuance of contracts to contract teachers and administrators.

1. Current first-year probationary teachers and administrators being offered one-year contracts for 2019-20 to second-year probationary status:

Second-Year Probationary Teachers

Ackerman, Andrew	Aguilar, Sonja	Alm, Sydnee
Alvarez Dominguez, Marcos	Anderson, Carol	Awabdeh, Talline
Ayala, Maria	Aydt, Nicole	Barash, Adam
Berger, Alexander	Blanco, Kevin	Brandenstein, Mary
Brown, Kevin	Bunting, Andrew	Buxton, Jeremy
Church, Leigh	Clift, David	Conty-Nieves, Laura
Crane, Casey	Davenport, Emily	Dye, Izza
Encinas Valenzuela, Lorena	Ericksen, Michelle	Faulder, Brenda
Ferber, Alex	Ferrie, Jacob	Flores, Isabel
Fukuhara, Marissa	Garcia Avilez, Mariana	Garcia, Esmeralda
Giboney, Bryce	Gorham, Anne	Goritz, Peter
Grinnell, Roger	Hall, Jennie	Hallquist, Jacquelyn
Hanson, Erin	Harcq, Kathline	Hardt, Hannah
Hill, Lauren	Holznagel, Amy	Honse, Samuel
Ingalls, Nicholas	Jarrell, Heather	Jones, Jason
Kernan, Daniel	Kintz, Kendra	Kissinger, Amanda
Langford, Tyson	Lawson, Allison	Lenahan, Jason
Licht, Joshua	Lopez, Juan	Lowman, Haley
Marchand, Megan	Marston, Lori	Martinez, Jesus
Marvin, Avery	McCoy, Amanda	McDonald, Alisa
Mendoza, Itzia	Mete, Antonia	Miller, Samuel
Moreno, Brenna	Morgan, Jennifer	Mueller, Arig
Nesbitt, Jeremy	Ngo, Thu	Norwood, Jennifer
Olen, Thomas	Ortega, Meghan	Panozzo, Patricia
Parsloe, Victoria	Peters, Kaitlin	Posthumus, Anna
Ranger, Jennifer	Reichenbach, Timothy	Reid, Meaghan
Rekow, Kristen	Robbins, Christine	Rodriguez, Laury
Sabroe, Sarah	Sadler, April	Sarafa, Hope
Sauve, Cassondra	Schantz, Kerensa	Schroeder, Amy
Shene, Jory	Siasiakis, Maria	Sinclair, Kristine
Sipp, Shane	Smith, Caitlyn	Smith, Jessica
Sykes, Abigail	Szmigulski, Kristin	Taylor, Odelsa
Thomas, Scott	Vanden Berg, Tracy	Villeda, Rosa
Wagner, Whitney	Williams, David	Williams, Jennifer
Wilson, Dawn	Winkle-Bryan, Regina	Zysett, Alice

Second-Year Probationary Administrators

Blakey, Amy

Hunt, Deborah

McCalley, Jennifer

Coleman, Yolanda

Johns, Janette

Painter, Joseph

Gutierrez, Kasia

Kasper, Julie

Purdy, Kelly

2. Current second-year probationary teachers being offered one-year contracts for 2019-20; remaining at second-year probationary status:

Trethewy, Alexander

3. Current second-year probationary teachers and administrators being offered one-year contracts for 2019-20 to third-year probationary status:

Third-Year Probationary Teachers

Abshire, Ryan

Anderson, Robyn

Avila Gutierrez, Sindy

Barry, Jennifer

Boucher, Emily

Burnsed, Casy

Cai, Helen

Colondres Velez, Fernando

Dornfeld, Krista

Estevez Galicia, Yazmin

Giacomini, Renata

Gonzalez, Lacy

Hardin Mercado, Yessica

Haueter, Alex

Hershberger, Jennifer

Johnson, Andrew

Kirk, Sommer

Lebeau, Kristin

Lizarraga Arciga, Gina

Makboul, Noor

Mckedy, Lorrie

Melland, Lindsey

Miranda-Diaz, Miriam

Morgan, Malgorzata

Olson, Melinda

Pieser-Wirsching, Teresa

Rich, Therman

Savage, David

Smith, Denise

Steele, Wendy

Stutzman, Judd

Tillman-Dunlevy, Jessica

Villamagua, Maria

Adamczyk, Karen

Armenta, Ada

Bailey, Jennifer

Bennett, Amanda

Breitenbuecher, Kelly

Buthe, Ana

Carrero Ramos, Alejandro

Cooley, Shane

Echeverria, Natasha

Fuss, Bryan

Giambrone, Felicia

Gutierrez, Kaylee

Hart, Kathryn

Hedges, Ceanna

Hibbert, Kyle

Justiniano, Robert

Kitchin, Matthew

Lee, Ju

Lomeli, Edgardo

Malinov, Irina

Mcmenomy, Sean

Mergen, Reagan

Mizuta, Jonathan

Murphy, Danielle

Ortega, Evelyn

Pittman, Raina

Robbins, Megan

Seres, Carolyn

Smith, Molly

Stollberg, Sara

Sweeney, Katherine

Tramelli, Julie

Volz, Nichole

Alumbaugh, Kayleen

Ascari, Sara

Bailie, April

Binoeder, Shelly

Bull, Caitlin

Byerley, Andrew

Christopher, Julie

Dolan, Tara

Emmorey, Melissa

Garcia-puga, Ruben

Gomez Giraldo, Juan

Hall, Caleb

Harvey, Bethany

Henry-Dorr, Olivia

Hiles, Mattie

Keeth, Justin

Koch, Briana

Lindley, Christopher

Lopez, Luis

McCaffrey, Meghan

Meeuwssen, Joel

Middleton, Amanda

Modolo, Jeniffer

Negrete Almanza, Viridiana

Owens, Stephanie

Quimby, Morgan

Rogers, Marisa

Simonson, Noah

Staat, Emily

Story, Anne

Thomas, Todd

Turner, Holly

Vosicka, Katherine

Wallberg, Aimi
Wheeler, Maya
Wright, Andrea

Watson, Christi
Whitton, Nicholas

Weir, Sylvia
Wood, Jennifer

Third-Year Probationary Administrators

Lentz, Jamie

Mosqueda, Tiffany

Peterson, David

4. Current third-year probationary teachers being offered one-year contracts for 2019-20; remaining at third-year probationary status:

Walsh, Hadley

5. Current third-year probationary teachers being offered two-year contracts for July 1, 2019, to June 30, 2021:

Adams, Karen
Anderson, Samantha
Barnes, Leslie
Binkerd, Zachary
Bromley, William
Cabral, Karen
Clark, Stephanie
Ferrier, Meredith
Franklin, Sara
Geiger, Regan
Goodman, Priscilla
Guidoux, Kirsti
Harp, Cynthia
Henderson, Scott
Honma, Cynthia
Johnson, Jeffrey
Julian, Kelsey
Liao, Grace
Lopez, Sylvia
Manzo, Jordan
McCoy, Kenneth
Mick, James
Montes, James
Nguyen, Stephanie
Phelps, Brianna
Rockenbaugh, Erin
Rosser, Tessa
Semmelroth, Tia
Shumaker, Heather
Srinivasan, Abhinaya
Thorpe, Pamela
Valadez Alvarez, Juana
Welch, Kathryn
Wright, Timothy

Alexander, Theresa
Ares, Alvaro
Beddoe Phillips, Vanessa
Blanchard, Jayna
Brubaker, Claudia
Carmolinga Espinoza, Yesenia
Clemens, Ashley
Fifth-Lince, Amy
Gaspardis, Jonathan
Giobetti, Lauren
Grandas, Paige
Guthrie, Leona
Harrington, Karin
Hendryx, Jeffrey
Hoppen, Rebecca
Jones, Corey
Kares, Rachael
Lipski, Victoria
Ma, Heather
Martin, Cary
McElmurry, Ashley
Midkiff, Valerie
Neville, Abigail
Nies, Jessica
Posch, Blair
Rohwer, Tonya
Scheafer, Ryan
Shepherd, Renee
Smith-Menard, Dekka
Story, Lindsey
Timmer, Nancy
Van Wye, Karen
Whitman, Megan
York, Matthew

Aman, Kaylee
Bailey, Sharon
Bernhardt, Mark
Brock, Alesha
Butler, Leandre
Cary, Jennifer
Clinebell, Lindsay
Flores, Holly
Gatewood, Ronda
Goemmel, Mariah
Grogan, Kristina
Hargraves, Ann
Harrison, Michelle
Herrera, Jacqueline
Hull, Andrew
Jordan, Russell
Kha, Tin
Long, Nicola
Mahar, Courtney
Mccoy, Ashley
Meyer, Kirsten
Miles, Douglas
Nguyen, Nancy
Paz Cortes, Salvador
Ramirez Vasquez, Jessica
Rosato, Amy
Scoles, Tori
Shores, Mary
Sprecher, Haley
Teach, Elizabeth
Tobias, Kayleigh
Webb Murphy, Jane
Wood, Libbey
Zyp, Scott

6. Current third-year probationary administrators being offered three-year contracts for July 1, 2019, to June 30, 2022, as contract administrators:

Cox, Kelly
Marshall, Cherylen
Roedel, Nathan

Jensen, Michelle
McLain, Gina
Vazquez, Teresa

Johnson, Danielle
Pierce, Erika

7. Current contract teachers being offered two-year contracts for July 1, 2019, to June 30, 2021, as contract teachers:

Abrahamson, Dan
Adam, Elias
Akers, Lindsey
Alvarez, Raynelle
Anderson, Miriam
Anker, Ninon
Appert, Diane
Armitage, Sarah
Aupperle, Amy
Babcock, Mary
Bascom, Jessica
Battaglia, Darren
Bayer, Kimberly
Bean, Teresa
Beeler, Perry
Bell, Michelle
Berg, Melissa
Bethune, Amanda
Bieker, Allizon
Birkle, Patrick
Blanchard, Lynne
Blomberg, Kristin
Bosshardt, Daniel
Bowlsby, Alana
Bradley, Tammy
Brehm, Kristy
Brittenham, Patrick
Bromley, Molly
Brown, Nicole
Buchanan, Brent
Buck, Tammie
Burkhardt, Kelsi
Burnor, Cheryl
Busse, Linda

Ackerman, Jessica
Adzima, Angela
Ali, Karri
Andersen, Linda
Anderson, Sheri
Annis, Elizabeth
Applegate, Shelley
Arrowsmith, Joel
Avery, Lida
Baca, Jason
Batchelor, Kimberly
Bauman, Daniel
Bayer, William
Bearson, Hana
Begley, Brandon
Bennett-Larson, Brittany
Bernard, Sara
Bice, Allyson
Billington, Matthew
Bizjak, Robert
Blem, Deanna
Bohm, Wayne
Bouker, Kim
Bowman, Betsy
Brady, Michelle
Brennan, Rhianon
Brock, Andrea
Bronson, Dawnmarie
Broyles, Lilly
Buchanan, Rebecca
Bunting, Kyle
Burnett, Richard
Burr-Bates, Leesa
Butler, Martyn

Adair, Cinthia
Ahern, Patrick
Alvarado, Deborah
Anderson, Laura
Angal, Sharon
Aoki, Kasumi
Arguelles, Omar
Asanovic, Kim
Babcock, Kathryn
Barcenas, Claudia
Bateman, Joshua
Bautista, Amanda
Beale, Nicole
Becker, Claire
Belanger, Secret
Benson, Linda
Bestebreur, Sarah
Biddington, Tami
Birch, Jeremy
Blair, Sara
Blind, Salina
Bonebrake, Deborah
Bourland, Madeleine
Boyd, Stephanie
Brandt, Aliceson
Briceno, Connie
Brodniak, Chris
Brown, Brigitte
Bruhl, Angela
Buck, Nathaniel
Burger, Jennifer
Burnett, Tristin
Busby, Julia
Buyas, Michelle

Byers, Beverlee
Caldwell, Emily
Callon, Christopher
Campa, Cristi
Campos, David
Canova, Erin
Carlson, Sharon
Carney, Tamara
Carroll, Sharon
Ceccarelli, Vanessa
Chavez Lopez, Dania
Chipps, Andrew
Ciliberto, Cristina
Clark, Rebecca
Clemson, Donald
Cole, Sarah
Conner, Robin
Cook, Brian
Corwin, Jeremy
Cotton, Keely
Crabtree, Kevin
Crnich, Megan
Crowell, Clark
Cumpston, Gene
Cutburth, Paula
Danielson, Amy
Davis, Audrey
Davis, Scott
Day, Sarah
Dearing, Katherine
Debolt, Michelle
Denny, Sarah
Dewhitt, Shellie
Dilley, Darren
Douthit, Brianna
Drake, Steven
Dumbrow, Cheryl
Dunn, Megan
Durgan, Kayse
Edwards, Michelle
Elliott, Samantha
Ely, Kyle
Englen, Andrew
Erlandsen, Gretchen
Evers, Nayoko

Byrne, Michela
Caldwell, Kimberly
Calvert, Kevin
Campbell, Darci
Campos, Gloria
Caputo, Christine
Carlsson, Lisa
Carr, Connie
Casey, Kelsey
Cerde, Graciela
Chavez Torres, Christian
Christianson, Mark
Clagett, Eleanor
Clayton, Heidi
Cloud-Fitzgerald, Fara
Cole, Tamara
Conroy, Joann
Coolman, Kathleen
Corwin, Tarra
Cox, Sarah
Crackel, Deanna
Cronan, Lori
Crowell, Lindsay
Cunningham, Brett
Dale, Cynthia
Danley, Tandra
Davis, Bret
Dawson, Abby
De Leon Gomez, Jerver
Debeljak, Anne
DeCoster, Amy
DePinto, Mike
Dezellem, Stacy
Dortch, Jason
Dover, Jacqueline
Drotning, Henry
Duncan, Rheanon
Dunn, Michael
East, Catherine
Elison, Ruth
Elliott, Sharon
Emberlin, Kara
Erickson, David
Espinoza, Diann
Evers-Selleck, Tracy

Cairns, Lisa
Callahan, Melinda
Cameron, Laurie
Campbell, Glenn
Canaga, Margaret
Carlson, Patricia
Carnes, Rachelle
Carr, Matthew
Castro, Gabrielle
Cermak, Meagan
Cheek, Laura
Chronister, Nicole
Clark, Kimberly
Clayton, Joni
Cocheu, Robin
Conner, Jeremy
Cook, Beth
Corbeau, Shannon
Cotton, Josiah
Coyle, Sarah
Crisi, David
Cross, Judith
Cruickshank, Mallory
Curl, Sarah
Daliposon, Lori
Dash, Maritza
Davis, Cary
Dawson, Jennifer
Dean, Cecilia
Debois, Erica
Delplanche, Deborah
Dessert, Kayla
Dikeman, Donna
Douangmala, Caitlin
Drake, Kelly
Dudley, Abigail
Dunlop, James
Duran, Liana
Edlefsen, Sandra
Ellingson, Tammy
Ellis, Melissa
Enck, Anna
Erikson, Daphne
Estep, Christine
Fanger, Michael

Feldhaus, Tina
Fields, Jennifer
Fink, Stephenie
Fishback, Sean
Fleming, Danielle
Formel, Michele
Foster, Alan
Fragoso, Joel
Freudenthal, Shannon
Futter, Michael
Galian, Julio
Gamache, Lisa
Gerber, Kirstin
Giansante, Dominic
Gibson, Emily
Glaske, Heidi
Glaze, Stacey
Godfrey, Kristina
Goldmann, Christine
Gonzalez-Santos, Angel
Grabel, Sonja
Greene, Danika
Grenz, Carolyn
Grossen, Kelsey
Gurske, Noelani
Hagerty, Christopher
Hale, Helene
Hammer, Christie
Hancock, Tiffany
Hanson, Krista
Harrington, Scott
Harris, Kimberly
Haskins, Brook
Hawks, Rachelle
Heagh-Avritt, Kristina
Heider, Hayley
Hellstrom, Raymond
Henningesen, Stephanie
Hernandez, San
Herzog, Jenice
Hickey, Kristin
Hill, Alason
Hirata, Melisa
Hopper, Douglas
Hullinger, Gwendolyn

Ferguson, Kristin
Figueroa, Heather
Finster, Jaymie
Fisher, Sheryl
Flores, Christopher
Fosmark, Laurie
Foster, Angie
Frayn, Laurie
Fuglevand, Heidi
Gainey, Kimberly
Gallardo, Patricia
Garrett, Jeanine
Gerig, Stephanie
Giard, Heather
Gill, Eugene
Glasscock, Alicia
Glem, Tamara
Godsey, Zoe
Goldstein, Jaime
Gorton, Brian
Gray, Michelle
Greenwood, James
Griffiths, Ashley
Grossen, Willow
Gutierrez, Mary
Hainline, Carolyn
Hall, Mary
Hammond, Neysa
Hansen, Anita
Harless, Jason
Harris, Erin
Harsin, Sara
Hawbecker, Shelley
Hayden, Sami
Heath, Christopher
Held, Colleen
Helmandollar-Armatas, Mindi
Her, Sue
Herrick, Rachel
Heselwood, Marci
Hickman, Logan
Hill, Tamara
Holmen, James
Horton, Shereen
Hutchinson, Stacey

Ferrante, Crystal
Fink, Roger
Fishback, Layton
Fleming, Carissa
Flores, Michelle
Foster, Aaron
Fotland, Geoffrey
French, Jessica
Furstenberg, Barbara
Gale, Tiffany
Galvez, Adrienne
Gaumond, Carol
Gerst, June
Gibbs, John
Givens, Michael
Glaze, Marcus
Godfrey, Brooke
Golay, Jill
Gonzalez Hiltner, Magaly
Gower, Jeffrey
Greaves, Jill
Gregory, Jenae
Grinnell, Sandie
Gurney, Lisa
Haberman, Amy
Hakkila, Kristin
Hall, Troy
Hancock, Melissa
Hansen, Joel
Harrington, Kimberly
Harris, James
Hartfeil, Marika
Hawk, Ryan
Hazen, Jeffery
Hebert, Melissa
Heller, Kiley
Henderson, Amy
Hergert, Susan
Hertel, Kevin
Hess, Kandi
Hicks, Adrienne
Hillis, Christina
Holmes, Andrew
Howard, Laurie
Incrovato, Jamie

Israel-Greco, Dovina
James, Angela
Jellesed, Russell
Jennings, Maxine
Johansen, Mark
Johnson, Steven
Johnston, Eric
Jones, Daniel
Juster, David
Kaiser, Michiah
Keane, Celina
Keenan, Elizabeth
Keller, Christopher
Keniston, Rachel
Kessler, Miranda
Kim, Michelle
Kivett, Stuart
Kolbet, Sara
Kosmas, Christina
Kraft, Barbara
Krupa, Molly
Kushner-Katz, Jane
Lais, Paula
Land, Reyna
Lardy, Paul
Lassen, Jenny
Laws, Kimberley
Ledgerwood, Steffan
Lemus Garcia, Raquel
Lewis, Melanie
Linnell, Richard
Lopez De Leon, Hector
Lopez, Sarah
Lower, Lisa
Luna, Juana
Luther, Deborah
Mackinder, Lori
Maher, Una
Maines, Sandra
Markealli, John
Marshall, Laurie
Martinez, Cameron
Matias, Wilfred
Mayers, April
McClain, Julie

Jackson, Scott
Janssen, Brian
Jenkins, Laurie
Jewkes, Krispin
Johnson, Hugo
Johnston, Christine
Johnston, Jeffrey
Jones, Shannon
Kagawa, Ko
Kang, Justine
Keck, Scott
Kellar, Margaret
Keller, Sarah
Kennedy, Caterine
Key, Mabel
Kirkpatrick, Suzanne
Klimke, Carly
Kopp, Allen
Kottkey, Kevin
Kramer, Susan
Kruse, David
La Tour, Christina
Lam, Rachel
Lanthrum, Andrew
Larrance, Amiya
Laurance, Lydia
Lawson, Karen
Lee, Emily
Leslie, James
Lewis, Sarah
Lobo, Sandy
Lopez Lopez, Azucena
Loun, Matthew
Lugo-Estrada, Sonia
Lundy, Mattie
Lyle, Marla
Magdaleno, Angelina
Mahlum, Adam
Major, Mandy
Marquez, Ana
Martin, Jessica
Martinez, Kimberly
Matthews, Madeline
Mayers, David
McClain, Stephanie

Jager, Catherine
Jaspar, Corinne
Jennings, Jennifer
Job, Stacy
Johnson, Jennifer
Johnston, Colleen
Jones, Abby
Jost-Coq, Suzanne
Kaigler-Roudebush, Aubry
Kasper, Timothy
Keenan, Cara
Kellar, Scott
Kelly, Marsha
Kerbs, Sharon
Kieser, Gary
Kish, Nicholas
Klugherz, Gabrielle
Kosmalski, Julie
Kourt, Katerina
Kramer, Tim
Kulle, Jennifer
Laack, Alia
Laman, Christine
LaPorte, Nardy
Larsen, Kristi-jo
Laurie, Kayla
Lecorre, Jennifer
Lemons, Kelsey
Lewis, Kimberly
Liebertz, Carol
Longrie, Kimberly
Lopez, Aurora
Lowe, William
Lule-Jimenez, Alfonso
Lusk, Shannon
Macdonald, Jenessa
Magnuson, Andrew
Mahlum, Eric
Marino, Amara
Marsh, Bonnie
Martinak, Mayra
Massey, David
Matykowski, Joel
McBroom, Laura
McCourt, Michele

McCullum, Heather
McGinley, Emily
McKernan, Cheryl
Meeuwsen, Jennifer
Mendoza, Aida
Miller, Nicole
Minch-Meehan, Nicole
Moe, Kristi
Mones, Janie
Morgan, Christina
Mowry, Brooke
Munoz Cruz, Lizeth
Myers, Michaelene
Nasewytewa, Barbara
Nees, Katrina
Nelson, Stacia
Newman, Kathryn
Nichols, Raya
Nunez, Griseldo
Odman, Matthew
Oleary, Sheila
O'Neal-Sacks, Peggy
Paden-Matsuzaki, Cynthia
Panayiotou, Shelley
Parsons, Jennifer
Patterson, Todd
Pendergrass, Brian
Perkins, Suzanna
Petersen, Cheryl
Petrick, Kellie
Phillips, Breanna
Pill-Kahan, Sharon
Pollock, Allison
Post, Wendy
Prehn, Alison
Pridemore, Brenda
Quas, Autumn
Rainey, Lisa
Ramirez, Irma
Ravensberg, Edward
Reamer, Erin
Reese, Laura
Reigel, David
Reitmeier, Kimberlee
Reynoso, Ian

McDaniel, Cecilia
McGraw, Shannon
Medina, Suzanne
Meeuwsen, Laura
Merritt, Brooke
Miller, Nyree
Mito Ahern, Nicole
Molenkamp, Marcell
Monroy, Nicole
Morgan, Elizabeth
Mudd, Michele
Munson, Shawna
Myrick, Mark
Nave, Aaron
Nehring, Rachel
Neuenschwander, Breanna
Ng, Robin
Norman, Yvonne
Obrien, Amy
Ogbeide, Kara
Olivar, MariaEugenia
Osorio, Jessica
Page, Breanna
Pardun, Jody
Pate, Shirley
Paulsen, Matthew
Pendergrass, Melissa
Peters, Dawn
Peterson, Christin
Pfister, Lisa
Phipps, Jason
Pitt, Richard
Porter, Kimberly
Powers, Michele
Price, Michelle
Pruss, Christa
Quinn, Kelly
Ramchandrar, Usha
Rappleyea, Lisa
Ravins, Ashley
Reardon, Susan
Reich, Barbara
Reiman, Krista
Retzlaff, Sara
Rice, Azusa

McDowall, Mark
McIrvin McMahan, Megan
Meeuwsen, Jeffrey
Mendonca, Jessica
Miller Jr, Olson
Miller, Sarah
Miyama, Dean
Monahan, Annette
Moore, Dee
Morgan, Robin
Mullavey, Julie
Murphy, Jenna
Nahl, Elizabeth
Nebel, Erik
Nelson, Katherine
Neville, James
Nicholas, Laura
Noyes, Benjamin
O'Connor, Michael
O'Hollaren, Colleen
Olivas, Julie
Osterhaus, Julia
Panagopoulos, Alexandra
Parris, Rebecca
Patron, John
Pearson, Lisa
Penrod, Susan
Peters, Susan
Peterson, Wendy
Phelan, Valerie
Phipps, Jonna
Policar, Martin
Portinga, Teresa
Pratt, Lana
Prichard, Amy
Pruss, Nathan
Rabe, Janet
Ramirez Florian, Maria
Rattazzi, Darcy
Ready, Denise
Reese, Adam
Reid, Allison
Reiter, David
Reyes, Sally
Rice, Dennis

Rice, Therese
Richter, Lois
Riley, Dana
Rivas-Street, Paula
Roberts, Stacy
Rockenbaugh, Patrick
Rogers, Keona
Romero, Juan
Rose, Cindy
Rueber, Kristen
Sagapolu, Lisa
Salis, Emily
Sanchez, Mario
Saul, Connie
Saxton, Wendy
Scharosch, Lisa
Schmidt, Angela
Schubmehl, Angela
Scott, Barbara
Sell, Leslie
Shaaban, Lori
Sheldon, Amy
Sherman, Lyndsey
Shotts, Tamara
Shupe, Shayne
Silva, Celeena
Skipper, Brigitte
Smith, Sharma
Soon, Kevin
Sriram, Shanthi
Steele, Matthew
Steiner, Christopher
Stephens, Thomas
Stinger, Jason
Stover, Mary
Striplin, Melinda
Stuve, Carmen
Sunday, Wendy
Sylvester, Nancy
Taguchi, Jenny
Tanedo, Lisa
Taylor, Aprille
Teays, Alicia
Tenorio, Jacob
Thex, Kelly

Richardson, Margaret
Rider, Jami
Riley, Sara
Robbins, Jennifer
Robertson, Daniel
Rodrick, Joseph
Rogers, Stephen
Rooke, Kelly
Ross, Benjamin
Russell, Elizabeth
Sahlfeld, Todd
Salzwedel, Mark
Sanchez, Roberto
Sauve, Colleen
Sayre, Terrence
Schlechter, Andrea
Schott, Ann
Schwartz, Shannon
Scott, Molly
Sevenau, Jeanine
Shaner, Erik
Sheller, Laura
Sherwood, Christopher
Shrout, Carissa
Siebert, Ashley
Sims-Cochran, Veva
Smith, Adrienne
Smith, Trevor
South, Tyler
Stadelman, Emily
Stein, Peter
Stemple, Peter
Stewart, Timothy
Stock, Matthew
Strand, Jennifer
Stubbs, Rebecca
Sukhareva, Yelena
Sunnes, Victory
Szukalla, Vicki
Takahashi, Guy
Tarrel, Brandi
Taylor, Diana
Teegarden, Elizabeth
Terpin, Kaitlan
Thomas, Michael

Richmond, Susan
Rikli, Anna
Rinck, Tracey
Roberts, Dale
Robinson, Kendra
Rodriguez Siordia, Martha
Rohrig, Jessica
Rooney, Shannon
Ross, Zachary
Rykowski, Wendy
Sahlfeld, Whitney
Sanchez, Alondra
Satterlee, Scott
Saxton, Brent
Schaefer, Allison
Schmidt, Andrea
Schranz, Barbara
Scoble, Cassandra
Sebastian, Paula
Severance, Heather
Shearing, Richard
Shelton, Katharina
Shimel, Lindsey
Shuff, Daniel
Siems, Denise
Sivula, Rebecca
Smith, Patricia
Snyder, Julia
Spangle, Trevor
Stanley, Richard
Steinbach, Haley
Stephen, Patricia
Stimson Clark, Adrienne
Stockbridge, Liisa
Striplin, Mark
Sturtevant, Pamela
Sunagawa, Naomi
Sweatman, Jenny
Tabellija, Sara
Talbot, Stacy
Taube, Christine
Taylor, Terri
Temple, Amy
Tesdal, Ryan
Thompson, Christy

Thompson, Linnea
Tierney, Anne
Tolzman, Kyle
Trosclair, Brett
Twigg, Autumn
Underhill, Jennifer
Vanslyke, Tamara
Ventura, Carin
Vick, Michelle
Volk, Kristin
Waining, Sabrina
Walker, Eric
Wallace, Jennifer
Washington, Katherine
Waugh, Ellen
Wedel, Amanda
Whitaker, Shannon
Williams, Samuel
Winikka, Chris
Wong, Jem
Wright, Mason
Yackel, Elizabeth
Zagyva, Alia
Zephirin, Sarah

Thompson, Lynette
Timmons, Stephanie
Toth, Ramona
Turner, Gail
Twigg, Neill
Vandebergh, Rhonda
Vanwess, Janet
Vera Rocha, Juana
Vilante, Brooke
Vorderbrueggen, Trina
Wakeman, Bonnie
Walker, Shannon
Walsh, Angela
Waterman, Daniel
Wear, Matthew
Westover, Samantha
White, Christine
Wilson, Joseph
Winters, Melanie
Wong, Stella
Wynns, Penelope
Young, Amber
Zaugg, Jaycee
Zielke, Patricia

Thompson, Nicole
Tolchin, Abigail
Trinh, Phuong
Turner-Baxter, Megan
Twitz, Rachael
Vandyke, Erin
Velasco, Alejandra
Vermeire, Joseph
Vincent, Melissa
Wagoner, Melanie
Walker, David
Wallace, Deborah
Ward, Deborah
Watson, Kimberly
Webber, Carrie
Whinery, Alan
Wilkerson, Stephanie
Wilson-Fey, Kathryn
Wolf, Linda
Woodard, Anna
Yabu, David
Youngren, Tara
Zekmeister, Rochelle
Zumwalt-Boyles, Stephanie

8. Current contract administrators being offered three-year contracts for July 1, 2019, to June 30, 2022, as contract administrators:

Acuña, Olga
Fox, Elaine
Gulley, Otis
Kingsmith, Rebecca
Morrison, Michelle
Omara, Gregg
Reiman, Travis
Thomas, Kathleen
Waletich, Casey

Brodniak, Carmen
Garcia, Lindsay
Haghighi, Saideh
Lew-Williams, Kona
Neville, Audrea
Pede, Jon
Ryan Fear, Amanda
Thompson, Sonta
Walters, Christina

Farup-Romero, Robin
Guise, Martha
Harrington, Linda
Matsuo, John
Nova, Brooke
Ramos, Wendy
Stewart, Adam
Vickery, David
Welch, Justin

9. Temporary teachers employed on a 2018-19 contract, expiring June 30, 2019:

Acker, Morgan
Baker, Devon
Boyd, Shelby
Caster-Drenner, Molly
Clibourne, Sarah
Dangelo, Monica
Evers, Cheryl

Acosta, Elizabeth
Blum, Kyle
Bronaugh, Whitcomb
Centers, Zachary
Cosman, Kayla
Del Castillo, Janelle
Foote Allen, Rachel

Atwood, Debra
Botella Gonzalez, Cristina
Carceles, Juan
Chun, Riley
Cuevas Trol, Maria
Duhn, Jena
Fryer, Chelsea

Fuller, Camille
Galindo Sanz, Maria
Garzon Arango, Marta
Gonnuscio, Jennifer
Haynes, Stacia
Imada, Keri
Langbauer, Nels
Ling, Roseanna
Lyman, Ruby
Nguyen, Huy
Peeters Weem, Lisa
Rodriguez, Carmen
Stephenson, Brianna
Tenkate, Leah
Walters, Kimberly
Whitnah, Ruth

Gabriel, Christopher
Garcia Ruiz, Montserrat
Gates, Mindy
Harris, Anastasia
Holbrook, Susan
Isackson, Alex
Lee, Christie
Loe, Sheila
Martin Bellido, Daniel
Noceras Mulet, Marti
Pena, Izabella
Sinclair, Anthony
Sumner, Linda
Tolle, Heidi
Walton-Clark, Shelby
Worthington, Sarah

Galgano, Korin
Garcia, Cesar
Girod, Douglas
Hawk, Nancy
Hui, Stefanie
Koborsi, Molar
Libby, John
Loupe, Kristin
Maunu, Crystal
Nordlund, Amelia
Rice, Kayla
Stanford, Erika
Switzer, Kimberly
Waldrop, Anna
Webster, Courtney

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
APPROVE REVISIONS TO 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 were presented for first reading on January 22, 2019. No public comments or questions were received regarding these policies during the review period.

- 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 approve the revisions to the Section D policies that are listed above.



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

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

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

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

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

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

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

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 ~~the~~ 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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, adopts¹ 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.

¹ ~~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

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

Legal Reference(s):

[ORS Chapters 279](#)

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

[ORS 332.107](#)

[ORS 670.600](#)

[OAR 459-010-0030](#)

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

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

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. Voluntary deductions 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

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

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

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

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
February 26, 2019
APPROVE REVISIONS TO 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 were presented for first reading on January 22, 2019. No public comments or questions were received regarding these policies during the review period.

- 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 approve the revisions to the Section F policies that are listed above.



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

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

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



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

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

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

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

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

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
APPROVE REVISIONS TO
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.

The first reading of policy IFF, IFF-AR, and IFF-AR Appendix A were presented for first reading on January 22, 2019. No public comments or questions were received regarding these policies during the review period.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to policy IFF and IFF-AR: Community Curriculum Advisory Committee; and IFF-AR Appendix A: Community Curriculum Advisory Committee Charge.

Community ~~Citizens~~² Curriculum Advisory Committee

The Board recognizes the importance of citizen involvement in District curriculum. The ~~Community Citizens~~² 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 **applying for reappointment** ~~willing to be reappointed~~. 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

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
February 26, 2019
ADOPT RESOLUTION APPROVING NORTHWEST REGIONAL EDUCATION
SERVICE DISTRICT LOCAL SERVICE PLAN FOR 2019-20

SITUATION

In accordance with ORS 334.175, local school districts must approve their education service district's Local Service Plan for the following year on or before March 1 of the current year. The Northwest Regional Education Service District (NWRES D), in concert with regional superintendents, developed a Local Service Plan to bring to the region's 20 school districts. For the local service plan to take effect for the 2019-20 school year, the plan must be approved by at least two-thirds of the component school districts representing more than 50 percent of the regional student population.

The Local Service Plan must contain, and every ESD must provide, the following services:

- Programs for children with special needs
- Technology support
- School improvement services
- Administrative and support services
- Other services required under ORS 339.005 to 339.090

NWRES D's Local Service Plan for the 2019-20 school year is attached.

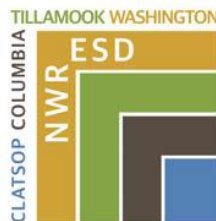
RECOMMENDATION

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

I move that the Board of Directors adopt the resolution approving the NWRES D Local Service Plan for 2019-20. The balance of the NWRES D State School Fund attributable to Hillsboro School District for the 2019-20 school year will be received in cash after services have been received and charged to the District.

Northwest Regional ESD

2019-20 Local Service Plan



5825 NE Ray Circle | Hillsboro, OR 97124-6436

T: 503-614-1428 F: 503-614-1440 Toll-Free: 1-800-990-7500

www.nwresd.org

Northwest Regional Education Service District

[Rob Saxton](#), Superintendent

Washington Service Center

5825 NE Ray Circle Hillsboro, OR
97124
Phone: 503-614-1428
Toll-Free in Oregon: 1-888-990-7500

Clatsop Service Center

[Elizabeth Friedman](#), Administrator
3194 Marine Drive Astoria, OR 97103
Phone: 503-325-2862

Columbia Service Center

[Cynthia Jaeger](#), Administrator
800 Port Avenue St. Helens, OR 97051
Phone: 503-366-4100

Tillamook Service Center

[Kim Lyon](#), Administrator
2515 3rd Street Tillamook, OR 97051
Phone: 503-842-8423

NWRESD Board of Directors

CHAIR

Bruce, Renee | Social Services
Beaverton, OR

VICE CHAIR

Cunningham, Karen | Zone 5
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Riley, Christine | Zone 1
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Erickson, Tony | Zone 4
Scappoose, OR

Tomlin, Ross | Higher Ed TBCC
Tillamook, OR

Hollandsworth, Dave | Zone 2
Tillamook, OR

McGlasson, Marilyn | At-Large
Hillsboro, OR

Poehlitz, Lisa | Zone 3.
Sherwood OR

Vacant | Business

Board Zones

- 1: School Districts: Gaston, Sherwood and Tigard-Tualatin
 - 2: School Districts: Astoria, Jewell, Knappa, Seaside, Warrenton-Hammond, Neah-Kah-Nie, Nestucca Valley, Tillamook, Banks and Forest Grove
 - 3: School District: Hillsboro
 - 4: School District: Beaverton, Clatskanie, Rainier, Scappoose, St. Helens, and Vernonia
 - 5: School District: Beaverton (Attendance areas: Aloha, Southridge and Westview High Schools)
-

Northwest Regional Education Service District

Local Service Plan

Each ESD's component school districts are to pass the Local Service Plan following these guidelines: It must be passed by 2/3 of the districts representing more than 50% of the student population. The Local Service Plan must contain, and every ESD must provide, the following services:

- Programs for children with special needs, including but not limited to special education services, services for at-risk students and professional development for employees who provide those services.
- Technology support for component school districts and the individual technology plans of those districts, including but not limited to technology infrastructure services, data services, instructional technology services, distance learning and professional development for employees who provide those services.
- School improvement services for component school districts, including but not limited to services designed to support component school districts in meeting the requirements of state and federal law, services designed to allow the education service district to participate in and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts, services designed to support and facilitate continuous school improvement planning, services designed to address school wide behavior and climate issues and professional technical education and professional development for employees who provide those services.
- Administrative and support services for component school districts, including but not limited to services designed to consolidate component school district business functions, liaison services between the Department of Education and component school districts and registration of children being taught by private teachers, parents or legal guardians pursuant to ORS 339.035.
- Other services that an education service district is required to provide by state or federal law, including but not limited to services required under ORS 339.005 to 339.090.

Estimated NWRESD 2019-20 Local Service Plan: Service Credits

	2019-20 Projected \$9.0b	2018-19 (Budgeted)
Estimated SSF Allocation (based on 6/29/17 SSF estimate)	\$ 48,310,767	\$ 45,324,276
ESD Operations @ 10%	4,831,077	4,532,428
Resolution Plan @ 90%	43,479,690	40,791,848
Less: Beaverton (39.14%)	17,018,410	15,917,841
Less: Hillsboro (20.25%)	8,799,195	8,314,825
Amount Available for 18 Districts	17,662,085	16,559,182
CORE Services - 25% of Plan	4,415,521	4,139,796
Service Credits - 75% of Plan	\$ 13,246,564	\$ 12,419,387



County	District	ODE Report 5/7/2018 2016-17 Ex. ADMw	ODE Report 4/30/2018 2017-18 Ex. ADMw	Growth	Local Service Plan ADMw w/ Growth	% of Total	Estimated 2019-20 Service Credit Allocation	Amount per ADMw	Original 2018-19 Service Credit Allocation	Difference
Clatsop	Astoria	2,198.32	2,225.85	27.5	2,253.4	4.45%	\$ 590,066	\$ 261.86	\$ 537,569	\$ 52,497
	Jewell	267.61	280.10	12.5	292.6	0.58%	76,617	261.86	73,588	3,029
	Knappa	631.17	659.28	28.1	687.4	1.36%	179,999	261.86	156,109	23,890
	Seaside	1,927.94	1,927.94	-	1,927.9	3.81%	504,847	261.86	478,183	26,664
	Warrenton-Hammond	1,254.79	1,247.28	(7.5)	1,247.3	2.47%	326,611	261.86	310,925	15,686
Columbia	Clatskanie	942.87	942.87	-	942.9	1.86%	246,898	261.86	236,088	10,810
	Rainier	1,103.67	1,103.67	-	1,103.7	2.18%	289,005	261.86	267,476	21,529
	Scappoose	2,809.42	2,800.90	(8.5)	2,800.9	5.54%	733,439	261.86	691,568	41,871
	St. Helens	3,530.31	3,528.22	(2.1)	3,528.2	6.97%	923,894	261.86	862,905	60,989
	Vernonia	770.31	745.36	(24.9)	745.4	1.47%	195,179	261.86	188,369	6,810
Tillamook	Neah-Kah-Nie	1,020.39	1,020.39	-	1,020.4	2.02%	267,198	261.86	248,361	18,837
	Nestucca Valley	686.05	668.07	(18.0)	668.1	1.32%	174,940	261.86	167,764	7,176
	Tillamook	2,518.76	2,592.74	74.0	2,666.7	5.27%	698,303	261.86	622,012	76,291
Washington	Banks	1,355.60	1,355.60	-	1,355.6	2.68%	354,975	261.86	356,649	(1,674)
	Forest Grove	7,727.57	7,630.95	(96.6)	7,631.0	15.08%	1,998,228	261.86	1,889,671	108,557
	Gaston	747.70	738.71	(9.0)	738.7	1.46%	193,437	261.86	182,840	10,597
	Sherwood	6,010.26	5,995.64	(14.6)	5,995.6	11.85%	1,570,009	261.86	1,469,726	100,283
	Tigard-Tualatin	15,047.19	14,981.07	(66.1)	14,981.1	29.61%	3,922,920	261.86	3,679,584	243,336
TOTAL		50,549.93	50,444.64	(105.3)	50,586.8	100.00%	\$ 13,246,564		\$ 12,419,387	\$ 827,177

Assumptions: \$9.0b in SSF Formula. No change in net carve-outs. Enrollment stable.

Projected NWRESD 2019-20 Local Service Plan: County Allocations

Total Available for Allocation	\$	1,497,082
Base per County =	\$ 125,000 x 4	500,000
Available by ADMw		997,082

County	District	Resolution Plan ADMw w/ Growth	County Base	Allocation Outside of Base	Total 2019-20 Allocation Per County	Total 2018-19 Allocation Per County	Difference
Clatsop	Astoria	2,225.9					
	Jewell	280.1					
	Knappa	659.3					
	Seaside	1,927.9					
	Warrenton-Hammond	1,247.3					
	Total Clatsop County	6,340.5	\$ 125,000	\$ 125,324	\$ 250,324	\$ 247,453	\$ 2,871
Columbia	Clatskanie	942.9					
	Rainier	1,103.7					
	Scappoose	2,800.9					
	St. Helens	3,528.2					
	Vernonia	745.4					
	Total Columbia County	9,121.0	125,000	180,285	305,285	303,873	1,412
Tillamook	Neah-Kah-Nie	1,020.4					
	Nestucca Valley	668.1					
	Tillamook	2,592.7					
	Total Tillamook County	4,281.2	125,000	84,622	209,622	207,705	1,917
Washington	Banks	1,355.6					
	Forest Grove	7,631.0					
	Gaston	738.7					
	Sherwood	5,995.6					
	Tigard-Tualatin	14,981.1					
	Total Washington County	30,702.0	125,000	606,851	731,851	730,811	1,040
TOTAL		50,444.6	\$ 500,000	\$ 997,082	\$ 1,497,082	\$ 1,489,842	\$ 7,240

Proposed NWRESD 2019-20 Local Service Plan: Core Services Budget

Program	2018-19 Adopted Budget	2019-20 Projected Budget
<i>Professional Learning Services</i>		
Professional Development Strands	878,375	1,055,875
Professional Learning Services	\$ 878,375	\$ 1,055,875
<i>Regional Innovations Fund</i>	550,000	550,000
<i>Technology</i>		
Network Services	314,189	326,757
Help Desk	107,030	111,311
Application Support/Development	488,382	507,917
Technical Engineering Coop	407,218	423,507
Student Information System	827,121	860,206
Library Services	156,231	162,480
Total Technology Services	2,300,171	2,392,178
<i>Miscellaneous Services</i>		
Home School	14,280	15,000
Emergency Closure Network	10,500	10,500
County Allocations	1,489,589	1,497,082
Total Miscellaneous Services	1,514,369	1,522,582
Total Core Services	\$ 5,242,915	\$ 5,520,635
Amount Available for Core Services:		
Core Allocation	4,137,801	4,415,521
Beaverton and Hillsboro and District	849,424	849,424
Surplus/(Deficit)	\$ 255,690	\$ 255,690

RESOLUTION AUTHORIZING NWRESD LOCAL SERVICE PLAN FOR 2019-20

BE IT RESOLVED by the Board of Directors of _____ School District in _____ County, Oregon, that for the nature and extent of Core Services, Service Credits, and the County Allocation Fund described in the proposed local service plan and in compliance with the provisions of ORS 334.175, the school board of said school district hereby approves the Northwest Regional Education Service District Local Service Plan for the 2019-20 school year.

ADOPTED this _____ day of _____ 2019.

ATTEST:

Board Chair

Superintendent

Please email or mail the signed document by March 1, 2019 to:

Lauren Slyh O'Driscoll
lslyh@nwresd.k12.or.us
Northwest Regional Education Service District
5825 NE Ray Circle
Hillsboro, Oregon 97124

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
APPROVE 2019-20 SCHOOL YEAR CALENDAR

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. The 2019-20 calendar was presented for first reading on January 22, 2019.

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 grade preparation 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-work 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 Oregon University winter and spring breaks:
 - Winter break: 12/14/19 - 1/5/20
 - Spring break: 3/21/20 - 03/29/20
- 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 calendars reflect the 191-day contract for licensed employees

RECOMMENDATION

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

I move that the Board of Directors approve the proposed 2019-20 school year calendar.

In case inclement weather requires the District to close schools during the 2019-20 school year, June 15 and 16, have been identified as days that could be added to the school calendar as make-up days. If these days are added back to the calendar, high school graduation dates will not be affected.

	JULY 2019							1, 2, 3 – NO SCHOOL Licensed Non-Contract Day (Winter Break) 20 – NO SCHOOL Licensed Non-Contract Day, MLK Day 30– End of 1 st Semester 31 – NO SCHOOL Grade Prep	JANUARY 2020 18						
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
		1	2	3	4	5	6					1	2	3	4
	7	8	9	10	11	12	13		5	6	7	8	9	10	11
	14	15	16	17	18	19	20		12	13	14	15	16	17	18
	21	22	23	24	25	26	27		19	20	21	22	23	24	25
	28	29	30	31					26	27	28	29	30	31	
21, 22, 23 – New Teacher In-Service 26 & 27 – In-Service 28 – Staff Development 29 – In-service 30 – Licensed Non-Contract Day	AUGUST 2019							3 – NO SCHOOL Teacher Prep 17 – NO SCHOOL Holiday – Presidents' Day	FEBRUARY 2020 18						
S	M	T	W	Th	F	S	S		M	T	W	Th	F	S	
				1	2	3								1	
4	5	6	7	8	9	10	2		3	4	5	6	7	8	
11	12	13	14	15	16	17	9		10	11	12	13	14	15	
18	19	20	21	22	23	24	16		17	18	19	20	21	22	
25	26	27	28	29	30	31	23		24	25	26	27	28	29	
2 – NO SCHOOL Holiday – Labor Day 3 – First Day of School 5 – First Day of School for Kindergarten	SEPTEMBER 2019 20							23 - 27– NO SCHOOL Licensed Non-Contract Days (Spring Break)	MARCH 2020 17						
S	M	T	W	Th	F	S	S		M	T	W	Th	F	S	
1	2	3	4	5	6	7	1		2	3	4	5	6	7	
8	9	10	11	12	13	14	8		9	10	11	12	13	14	
15	16	17	18	19	20	21	15		16	17	18	19	20	21	
22	23	24	25	26	27	28	22		23	24	25	26	27	28	
29	30						29		30	31					
10– NO SCHOOL Elementary – Staff Development and Work Day Secondary – Staff Development 11– NO SCHOOL Licensed Non-Contract Day 31– End of 1 st Quarter	OCTOBER 2019 21							9 – End of 3 rd Quarter 10 – NO SCHOOL Elementary – Work Day Secondary – Grade Prep	APRIL 2020 21						
S	M	T	W	Th	F	S	S		M	T	W	Th	F	S	
		1	2	3	4	5					1	2	3	4	
6	7	8	9	10	11	12	5		6	7	8	9	10	11	
13	14	15	16	17	18	19	12		13	14	15	16	17	18	
20	21	22	23	24	25	26	19		20	21	22	23	24	25	
27	28	29	30	31			26		27	28	29	30			
1– NO SCHOOL Elementary – Work Day and Conference Prep Secondary – Grade Prep 7– NO SCHOOL Elementary Only – Parent Conferences 8 – NO SCHOOL K-12 – Parent Conferences 11 – NO SCHOOL Holiday – Veterans Day 28 – NO SCHOOL Holiday – Thanksgiving Day 29 – NO SCHOOL Licensed Non-Contract Day	NOVEMBER 2019 15/16							25 – NO SCHOOL Holiday – Memorial Day	MAY 2020 20						
S	M	T	W	Th	F	S	S		M	T	W	Th	F	S	
					1	2							1	2	
3	4	5	6	7	8	9	3		4	5	6	7	8	9	
10	11	12	13	14	15	16	10		11	12	13	14	15	16	
17	18	19	20	21	22	23	17		18	19	20	21	22	23	
24	25	26	27	28	29	30	24		25	26	27	28	29	30	
20 – 31– NO SCHOOL Licensed Non-Contract Days (Winter Break) 25 – Christmas Day	DECEMBER 2019 15							11– EARLY RELEASE Last Day of School for K-11 Students 12 – Last Day for Teachers 15 & 16 – Possible make-up days for inclement weather TOTAL STUDENT DAYS: Sem. 1 = 89 ES / 90 MS/HS Sem. 2 = 85 All students	JUNE 2020 9						
S	M	T	W	Th	F	S	S		M	T	W	Th	F	S	
1	2	3	4	5	6	7			1	2	3	4	5	6	
8	9	10	11	12	13	14	7		8	9	10	11	12	13	
15	16	17	18	19	20	21	14		15	16	17	18	19	20	
22	23	24	25	26	27	28	21		22	23	24	25	26	27	
29	30	31					28		29	30					

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
AWARD BID FOR THE PURCHASE OF SCHOOL BUSES

SITUATION

Each month, as part of the State School Fund (SSF) formula, the Hillsboro School District receives funds designated for the replacement of its school buses. These funds are accounted for in a separate Transportation Equipment Fund (Fund 299) in the District budget, not in the General Fund. Historically, these funds have been used to purchase new buses, both full sized and smaller special needs buses.

A Request for Proposal (RFP 12-18) for the purchase of Type D Rear Engine Transit buses was published in the *Daily Journal of Commerce* and *Hillsboro Tribune* on December 19, 2018, and bids were received from three vendors. The bids were evaluated based on several criteria, including specification, pricing, suitability, service and parts, warranty, delivery lead time, and maintenance training. Following the proposal evaluation process, Schetky Northwest was selected as the vendor with the highest score and the lowest purchase price. A letter of intent to award bid was issued, pending Board approval.

Because these buses must be ordered 180 days prior to delivery, the District must order them no later than March 1, in order to receive them before the beginning of the school year. Since the buses will be delivered after July 1, the cost of the buses will be included in the 2019-20 budget, and a resolution authorizing a lease agreement for financing is scheduled to be presented to the Board for approval on April 30.

RECOMMENDATION

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

I move that the Board of Directors award the bid for school bus purchases to Schetky Northwest, and approve the purchase of seven (7) diesel rear-engine transit school buses, at a total cost of \$893,886.00, with the intent to secure the lease funds.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
PROPERTY AND CASUALTY COVERAGE FOR EDUCATION (PACE) INSURANCE –
ADOPT FORM OF JOINDER TO TRUST AGREEMENT

SITUATION

Property and Casualty Coverage for Education (PACE) trustees have approved a new declaration of trust that requires adoption by member boards. Therefore, school districts that are members of the PACE Insurance Trust (the District's liability and property carrier) have been asked to sign the attached Form of Joinder to Trust Agreement.

Oregon law requires that self-insured public entity programs be formed through an intergovernmental agreement between the participating entities. PACE's original trust was adopted in 2006 and updated in 2016. Trustees have recently completed a review of the trust agreement and have proposed revisions, which the OSBA Board of Directors approved during their November meeting. Highlights of the Trust Agreements are:

- Updating language to remove the term "OSBA membership" and replacing the term with "participants" throughout the agreement. This enables charter schools continued participation with PACE.
- Adding the term Crime Coverage to the agreement. PACE offers this coverage to all participants.
- Correcting the composition of the PACE Trust Board to include employees of OSBA members on the Trust Board. Previously, the Trust Board composition wording limited the PACE Trust Board to only OSBA Board of Directors members.
- Moved operational and rule language from the Trust Agreement and placing it in the PACE Bylaws. Example of topics that were moved are Quorum, Telephone/Video Participation and Meetings of the Board of Trustees.

RECOMMENDATION

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

I move that the Board of Directors approve the PACE Insurance Form of Joinder to Trust Agreement.

**FORM OF
JOINDER TO TRUST AGREEMENT
FOR MEMBERS**

By execution of this Joinder, the undersigned public body hereby agrees to become a party to, and is bound by, the Second Restatement of Declaration of Trust of the Property and Casualty Coverage for Education (PACE), effective as of July 1, 2019 (and as the same may be amended, supplemented or otherwise modified from time to time, the "Agreement"), by and among the Trustees and the Members, in the same manner as if the undersigned were an original signatory to such Agreement.

The undersigned represents and warrants that (i) the undersigned has received a copy of, and has reviewed the terms of, the Agreement and all related or relevant documents and agreements, (ii) undertakes to become a Member of the Property and Casualty Coverage for Education (PACE) with all the rights and obligations thereof, and (iii) such undertaking has been duly authorized as an intergovernmental agreement to create a program of self-insurance pursuant to ORS 30.282.

Capitalized terms used but not defined in this Joinder shall have the meanings set forth in the Agreement.

IN WITNESS WHEREOF, the undersigned has executed this Joinder as of this 26th day of February, 2019.

Hillsboro School District

By:

Lisa Allen, Chair
Board of Directors

Attested By:

Mike Scott
Superintendent

Address for Notices:
Michelle Morrison, AC 104
Hillsboro School District
3083 NE 49th Place
Hillsboro, OR 97124

With copies to:
Leah McCarthy, Risk Manager

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
VOTE ON NONPROFIT LOW-INCOME HOUSING
PROPERTY TAX EXEMPTION REQUEST

SITUATION

On June 26, the Hillsboro School District Board of Directors approved a non-profit affordable housing tax exemption for Washington County. The exemption supports the long-term financial stability of nonprofit low-income housing providers serving low-income working families in unincorporated Washington County by allowing 501(c)(3) and (4) non-profit housing providers who serve residents earning 60% or less of median income to apply for an annual, renewable property tax exemption.

Due to the Equalization Formula at the State level, the impact to the District would be immaterial. All property and income taxes go into the State School Fund and are distributed per student (weights) to all districts in Oregon. (The Hillsboro School District's student population is 3.5% of statewide enrollment.)

The City of Hillsboro has requested a specific resolution from the Hillsboro School District Board of Directors, in addition to the action on behalf of Washington County. The impact would remain immaterial as the initial resolution for Washington County included the area of the City of Hillsboro.

The Beaverton School District approved a similar program a few years ago and found that the program actually created additional revenue, due to the fact that the low-income housing units built to take advantage of this tax-exemption brought in additional students, which increased the District's Average Daily Membership. Attached are documents prepared by the City of Hillsboro explaining the program.

This request will be presented to the Board for discussion during this evening's work session, and for action during this evening's regular session.

RECOMMENDATION

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

I move that the Board of Directors adopt the following resolution: The Hillsboro School District 1J Board of Directors hereby approves the use of exemptions from District-assessed property taxes on the value of certain properties that qualify for the program administered by the City of Hillsboro as provided in the non-profit corporation low-income housing program authorized under ORS 307.540 through 307.548. Board approval of this exemption will extend through the statutory sunset date of the program.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
AWARD CONTRACTS FOR CENTURY HIGH SCHOOL CTE BUILDING PROJECT,
LIBERTY HIGH SCHOOL CTE BUILDING PROJECT AND GLENCOE HIGH SCHOOL
SOFTBALL DUGOUTS/CONCESSIONS

SITUATION

As part of the 2017 Bond Program, the District has several spring/summer 2019 projects that have recently been bid. These include the improvements to Century High School CTE spaces, improvements to Liberty High School CTE spaces, and construction of Glencoe High School Softball Dugouts/Concessions.

The Century High School project is being awarded in two packages, the first for the Early Childhood Education Modular Building and the second for the site development /preparation work for the modular building and general contractor for all other CTE work being done to the interior of Century High School, including improvements to the Culinary Arts, Health Science, Computer Technology, Graphic Design, and Business & Marketing CTE program spaces.

A team of District Construction Management staff, District and building CTE staff, and representatives of Cornerstone Management Group looked at various alternatives for the modular CTE building and determined that the most efficient and cost-effective option would be to purchase the modular building from Aries Building Systems. The 3,600 sq. ft. modular building (60' x 60') will meet all State of Oregon requirements for licensing as a pre-school program and includes classroom space for both pre-school and high school students, kitchen and laundry areas, and storage. This contract is being awarded through The Interlocal Purchasing System (TIPS) cooperative purchasing agreement (TIPS Contract #170903).

The District issued an Invitation to Bid for the site preparation work for the Century High Early Childhood Education CTE Modular Building project and interior improvements to other Century High School CTE spaces to pre-qualified general contractors on December 12, 2018; a project walk-through was held on December 18, and bids were due to the District on January 17, 2019, at 2:00 p.m.

The District issued an Invitation to Bid for the Liberty High CTE Sustainable Agriculture/Sustainable Design CTE Building and interior building improvements to Culinary Arts and Early Childhood Education CTE spaces to pre-qualified general contractors on December 12, 2018; a project walk-through was held on December 18, and bids were due to the District on January 15, 2019, at 2:00 p.m.

The District issued an Invitation to Bid for Glencoe High School Softball Dugouts and Concession building to pre-qualified general contractors on January 11, 2019. Bids were due to the District on January 24, 2019, at 2:00 p.m.

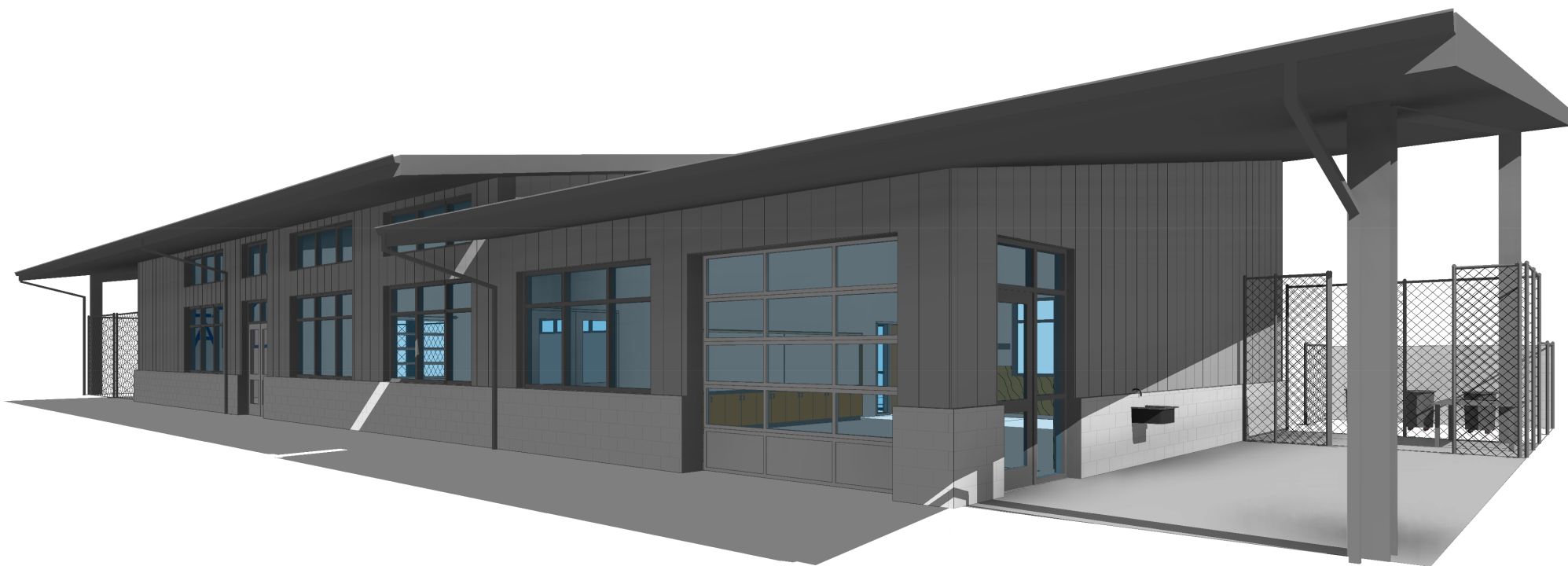
RECOMMENDATION

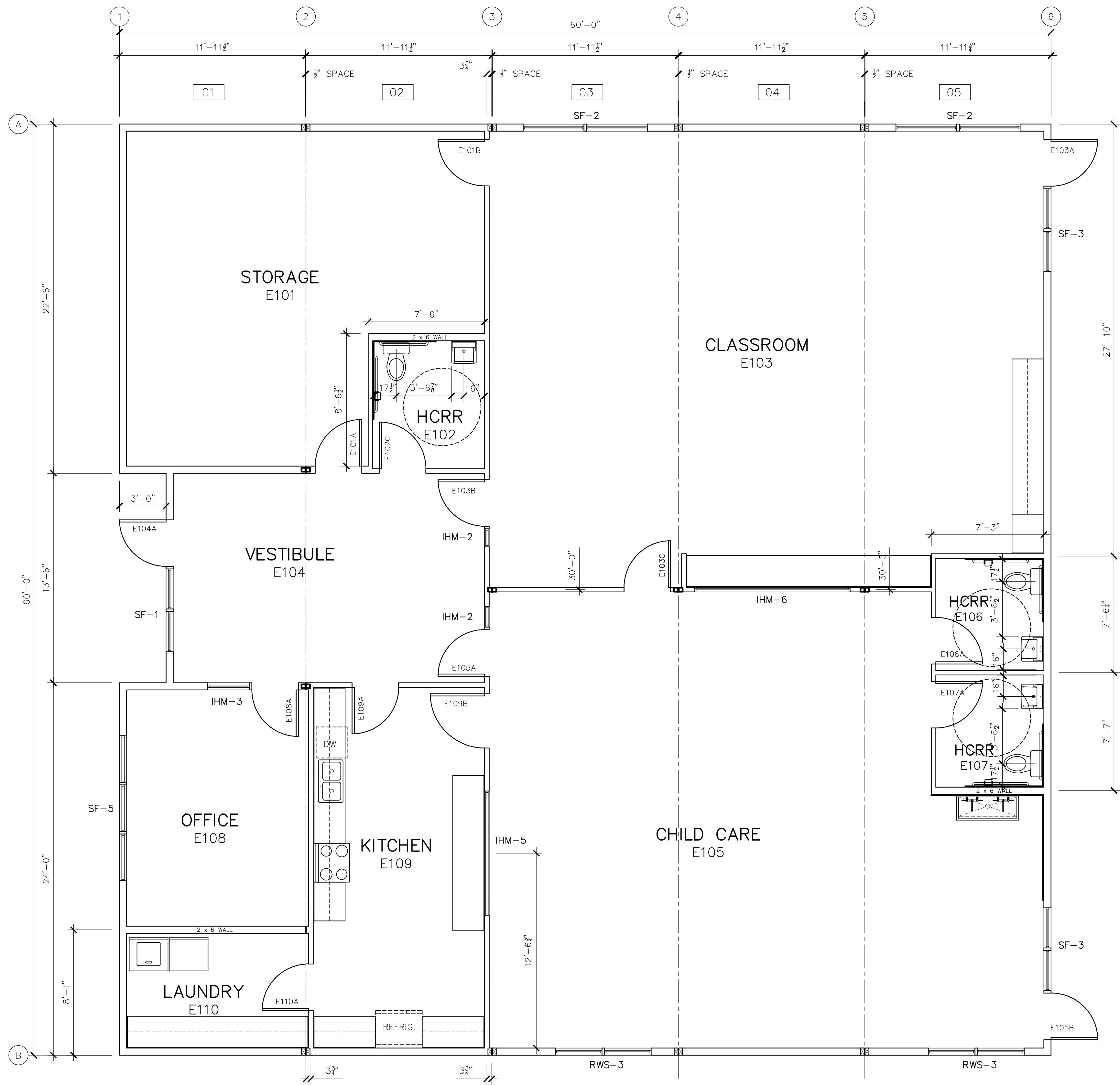
The Superintendent recommends that the Board of Directors take action on the following motion:

I move that the Board of Directors award the contracts for the following 2019 construction projects, as follows:

- *Century High School Early Childhood Education CTE Modular Building to Aries Building Systems in the amount of \$829,950*
- *Century High School Modular Building Site Work, Interior construction at Century Culinary Arts, Health Science, Computer Technology, Graphic Design and Business & Marketing CTE program spaces to Five Star Builders in the amount of \$1,490,000*
- *Liberty High School Sustainable Agriculture CTE Building and interior building improvements to Culinary Arts and Early Childhood Education CTE spaces to Corp Inc. in the amount of \$2,790,000*
- *Glencoe High School Softball Dugouts & Concession Building project to NU Construction in the amount of \$230,875*







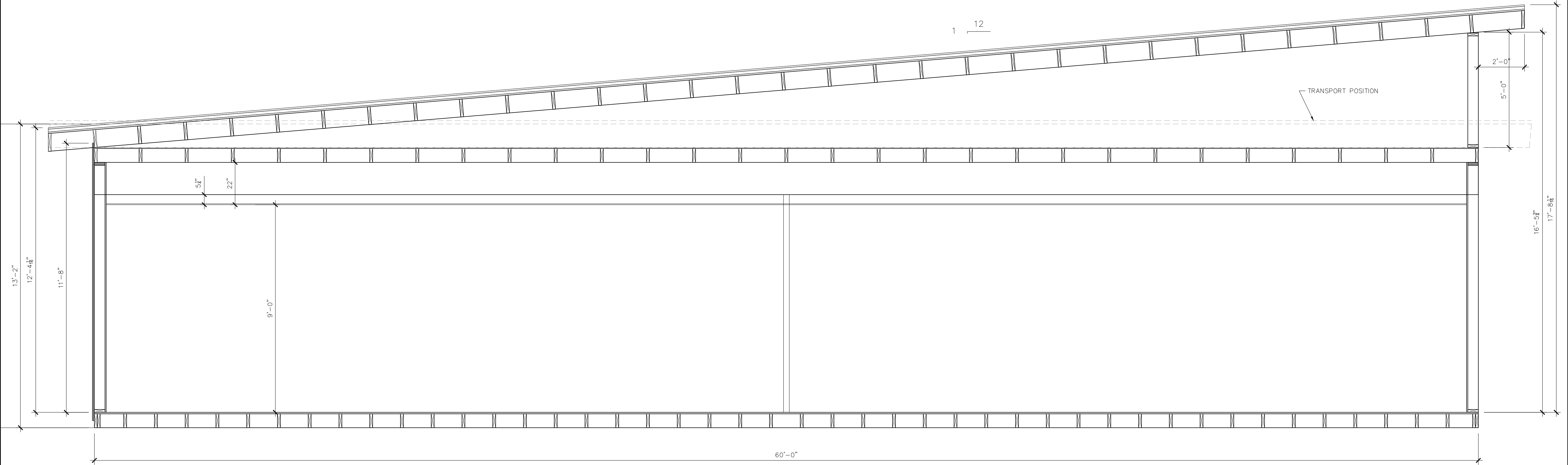
FLOOR PLAN
1/4" = 1'-0"

NOTES:
-THE TOP PLATES OF THE INTERIOR WALLS CAN SPAN
A MAXIMUM OF 10'-0" BEFORE REQUIRING BRACING
TO THE ROOF STRUCTURE OR AN INTERSECTING WALL.

PRELIMINARY
NOT FOR CONSTRUCTION

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SECTION - A ➤ A

1/2" = 1'-0"

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DATE	REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY	

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P.O. BOX 489
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MODULAR
60 x 60
OR. GOLD

Classroom for:
Century High School - ECE Bldg
Aries Hillsboro, OR

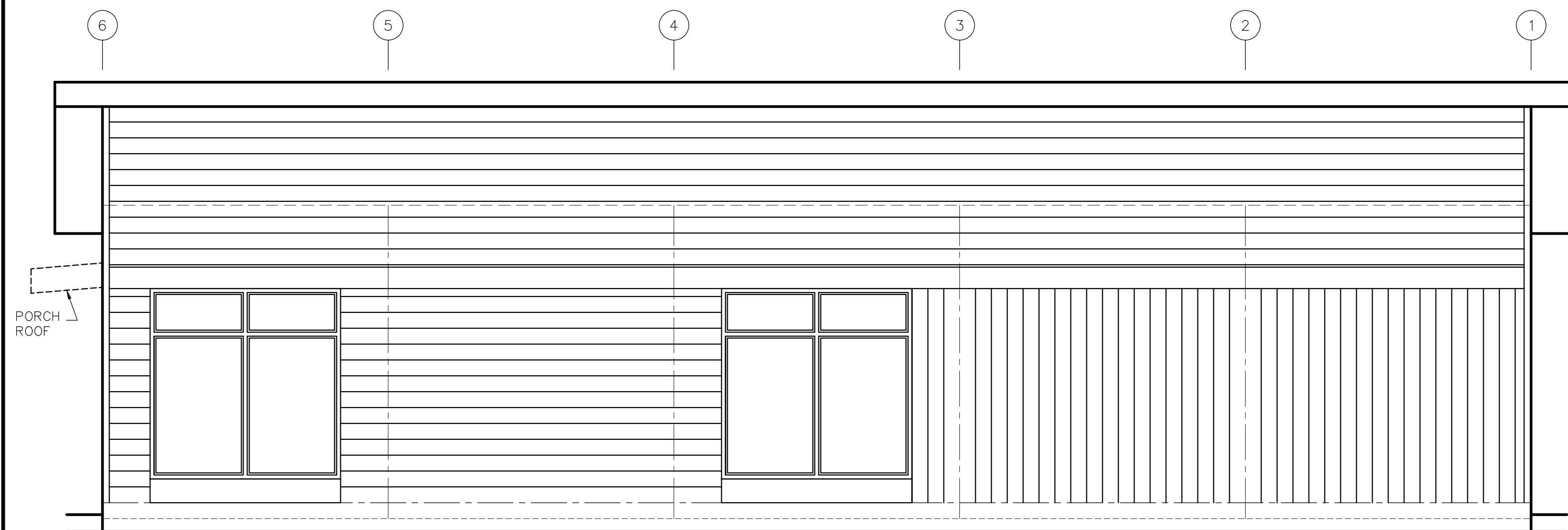
Approved for Const:
File Copy:
Drawn By: AJB
Issue Date: 11-26-18

Job No: 19323

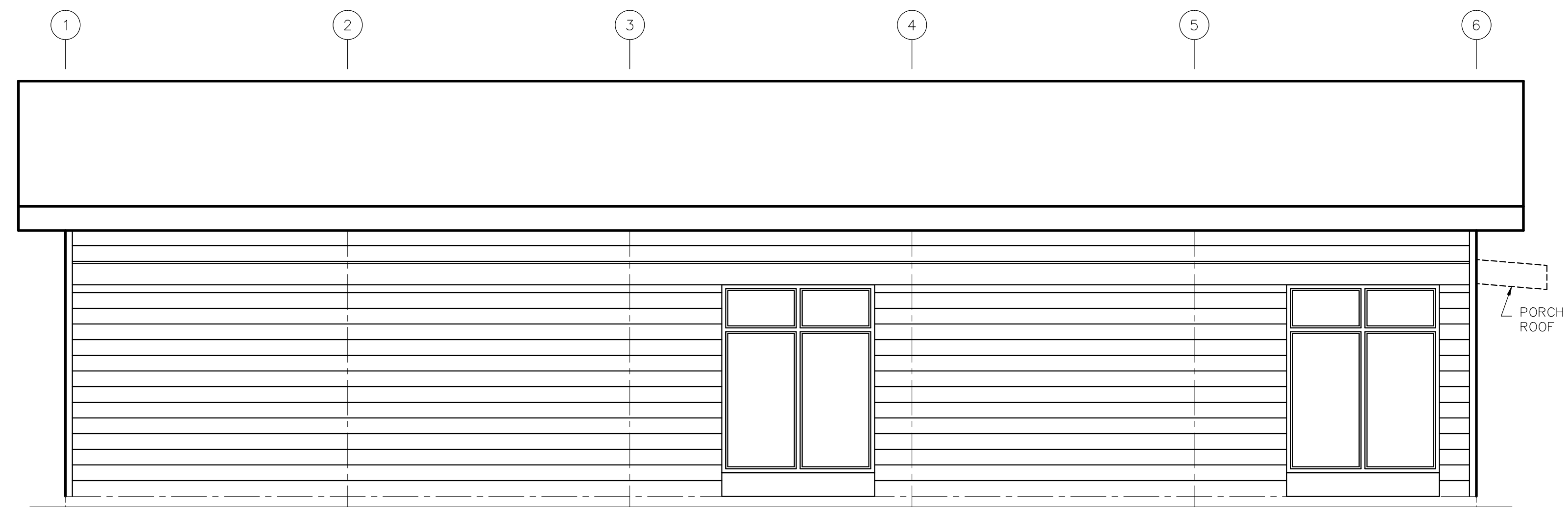
A-2



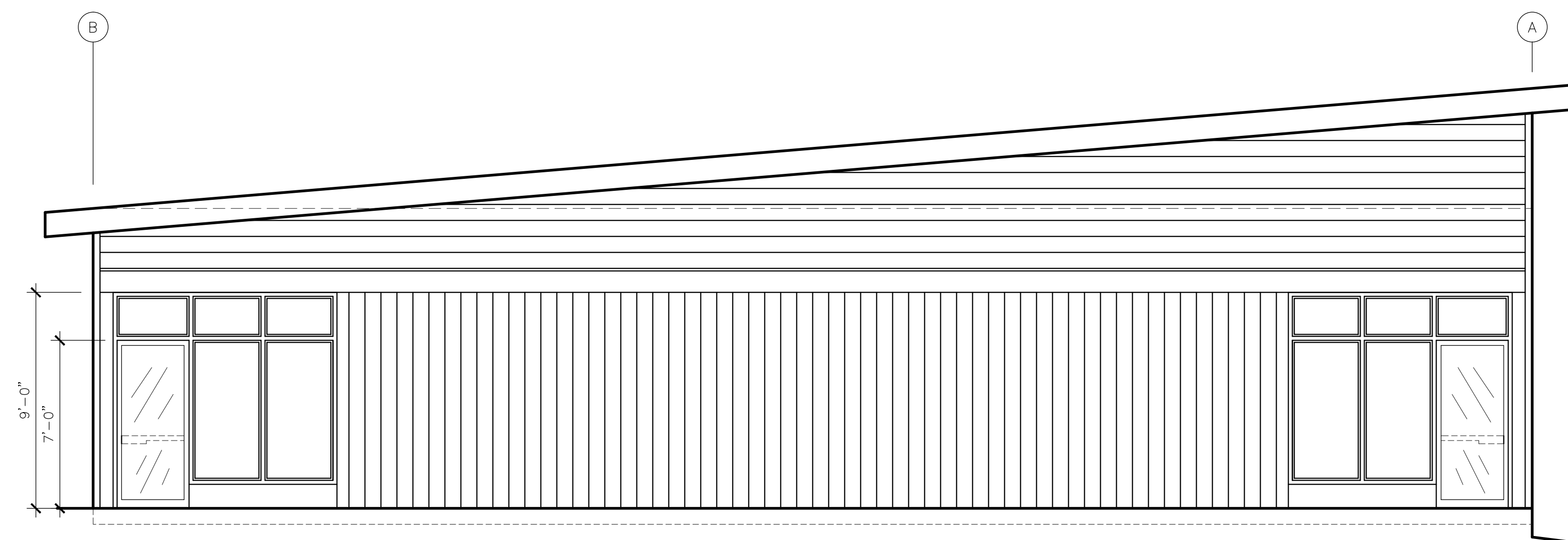
WALL "1" (WEST) ELEVATION

$$1/4'' = 1'-0''$$


WALL "A" (NORTH) ELEVATION

$$1/4^{\circ} = 1'-0''$$


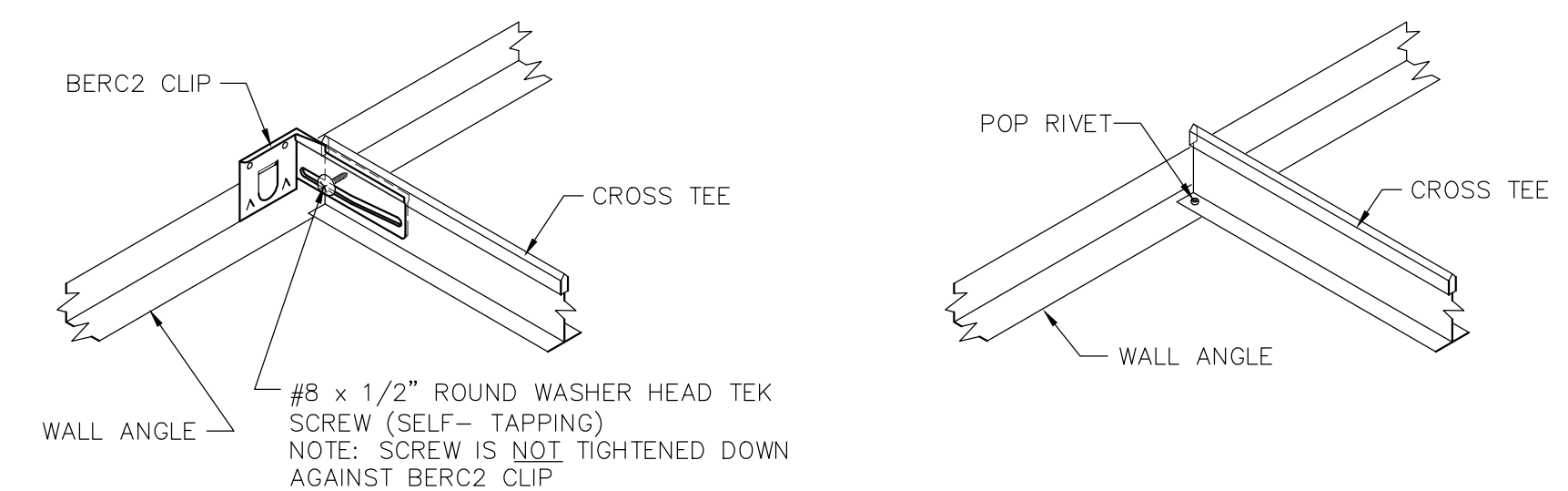
WALL "B" (SOUTH) ELEVATION

$$1/4'' = 1'-0''$$


WALL "6" (EAST) ELEVATION

$$1/4'' = 1'-0''$$

																COPYRIGHT 2018, BLAZER INDUSTRIES, INC. THIS MATERIAL IS THE EXCLUSIVE PROPERTY OF BLAZER INDUSTRIES, INC. AND SHALL NOT BE REPRODUCED, USED, OR DISCLOSED TO OTHERS EXCEPT AS AUTHORIZED BY THE WRITTEN PERMISSION OF BLAZER INDUSTRIES.																<div><div><div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div><div><div><div>Blazer</div><div>INDUSTRIES, INC.</div><div>www.blazerind.com</div><div>P.O. BOX 4689 945 Olney St. Aumsville, OR 97325-0489</div></div><div></div></div></div><div>MODULAR</div><div>60 x 60</div><div>OR. GOLD</div></div> <div>Classroom for: Century High School - ECE Bldg Aries Hillsboro, OR</div> <div><div>Approved for Const:</div><div>File Copy:</div><div><div>Drawn By: <i>AJB</i></div><div>Issue Date: 11-26-18</div></div></div> <div>Job No: 19323</div> <div>A-3</div>															
DATE		REVISION		BY		DATE		REVISION		BY		DATE		REVISION		BY																															

$$\overline{1/4'' = 1'-0''}$$


UNATTACHED WALL
(TWO ADJACENT WALLS)

ATTACHED WALL
(TWO ADJACENT WALLS)

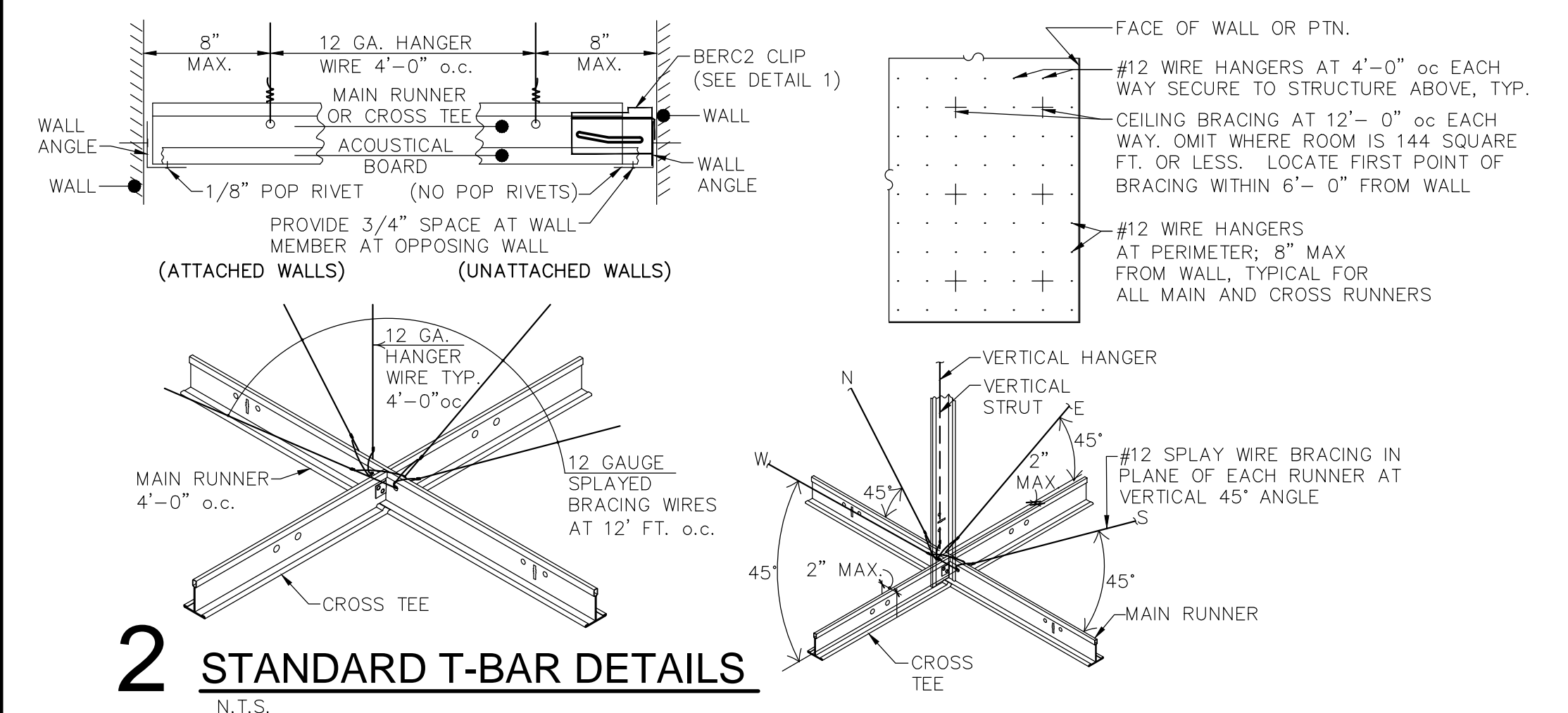
1 SEISMIC ATTACHMENT AT WALLS

N.T.S.

SEISMIC BERC2 CLIP

- FACTORY INSTALLED AT TWO ADJACENT WALLS.
- SCREW TIGHTENED FOR SHIPPING IN ROOMS WHERE CEILING CROSSES MOD LINE, LOOSEN SCREW ON SITE BY SET UP CREW

[ARMSTRONG SEISMIC 'Rx' SUSPENSION SYSTEM (ESR 1308)]



2 STANDARD T-BAR DETAILS

N.T.S.

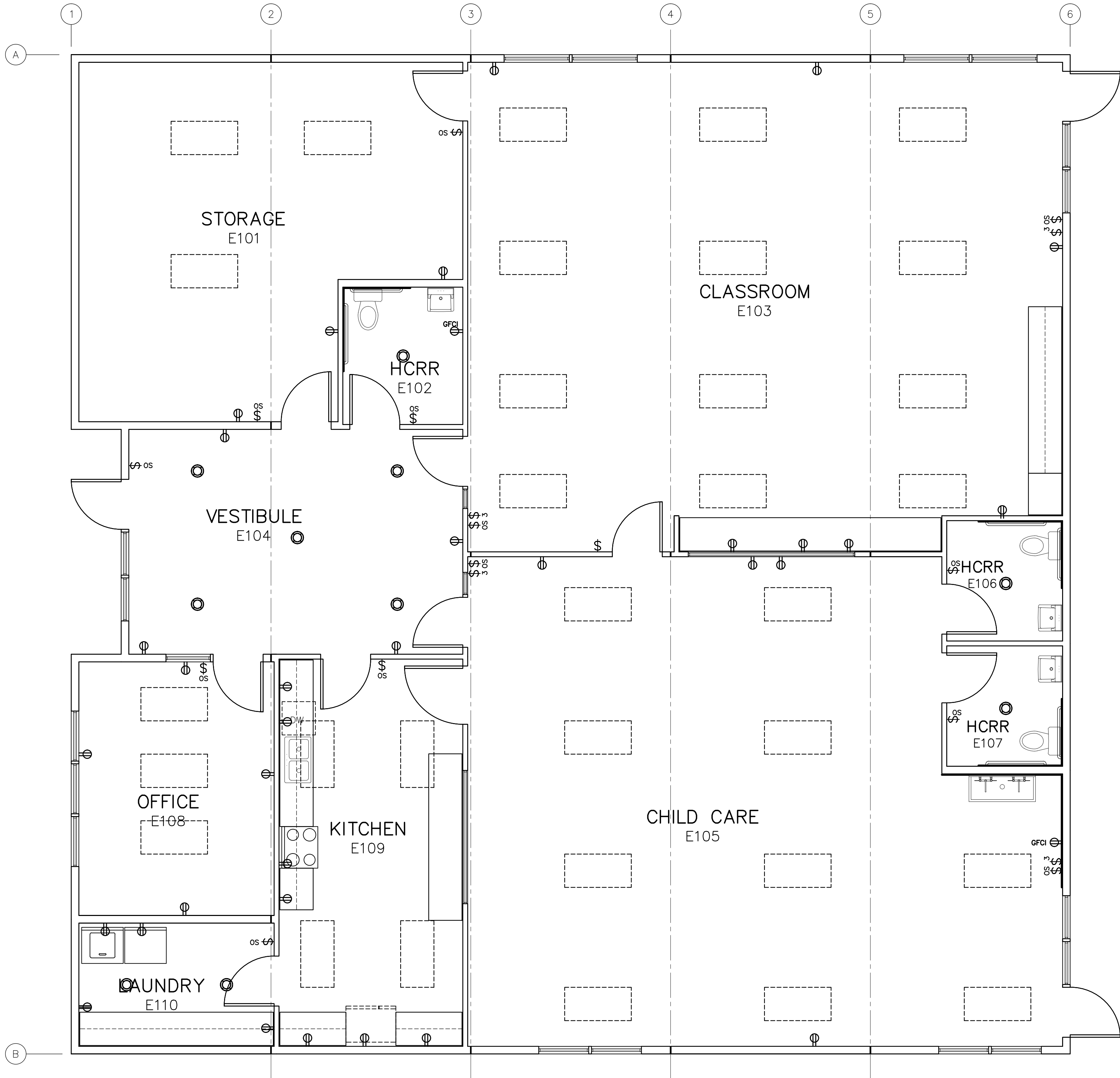
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MODULAR
60 x 60
OR. GOLD

Classroom for:
Century High School - ECE Bldg
Aries Hillsboro, OR

Approved for Const:	Job No: 19323
File Copy:	A-5
Drawn By: AJB	
Issue Date: 11-26-18	

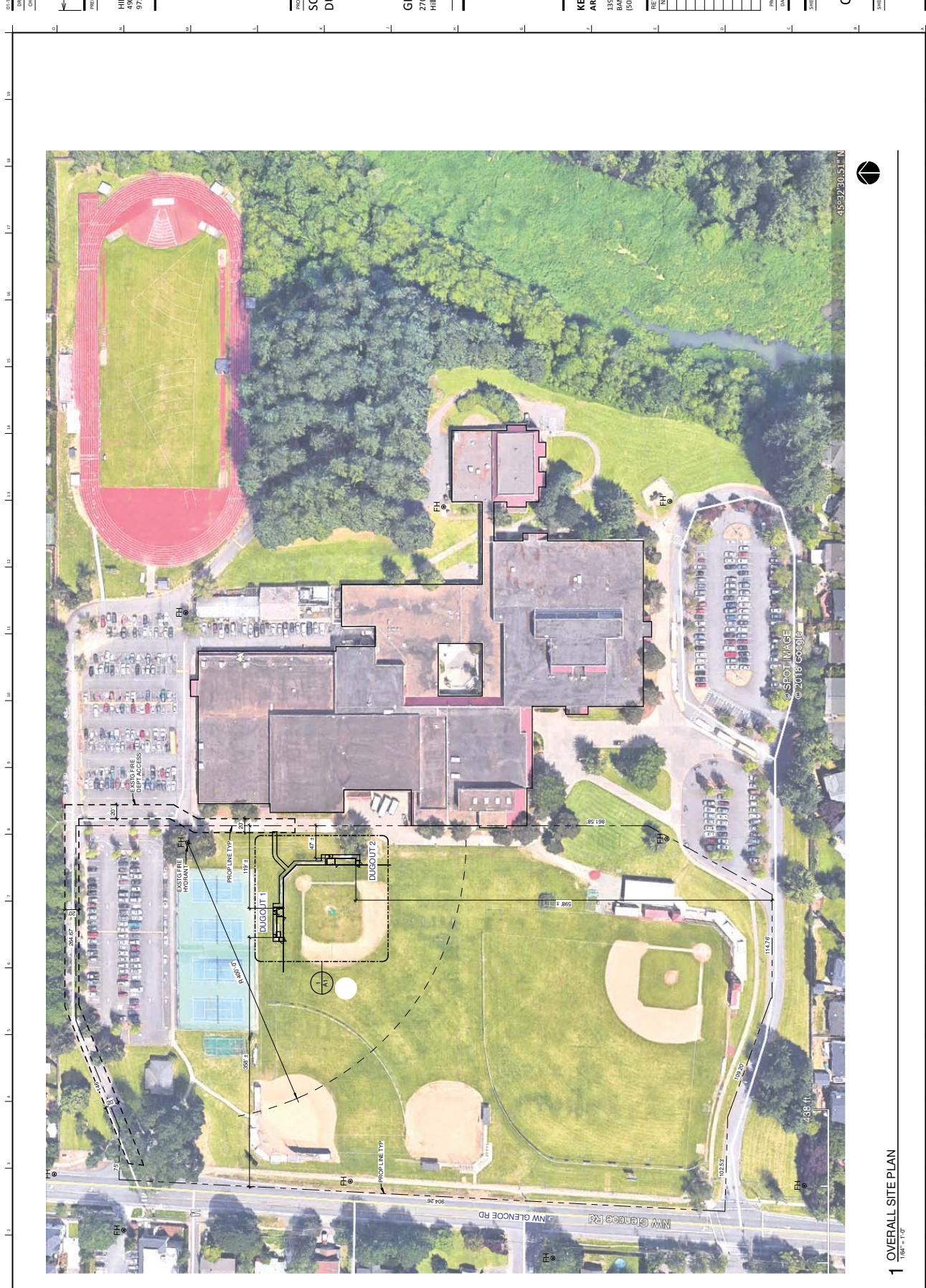


ELECTRICAL PLAN

1/4" = 1'-0" THIS PLAN IS NOT AN AS-BUILT

PRELIMINARY
NOT FOR CONSTRUCTION

ELECTRICAL SYMBOLS			
SYMBOL	DESCRIPTION	HEIGHT TO TOP	REMARKS
	SINGLE POLE SWITCH	48"	1440 VA MAX. PER SWITCH
	THREE WAY SWITCH	48"	1440 VA MAX. PER SWITCH
	OCCUPANCY SENSOR	CEILING	1200 VA MAX. PER SENSOR
	WALL MOUNT OCC. SENSOR	48"	1440 VA MAX. PER SWITCH
	DUPLEX RECEPT.	20"	180 VA
	GROUND FAULT RECEPT.	44"	180 VA
	WEATHER PROOF RECEPT.	20"	180 VA
	DEDICATED CIRCUIT	20"	1500 VA
	QUAD. RECEPT.	20"	360 VA
	220 VOLT RECEPT.	5 1/2"	8000 VA 50A RANGE 5000 VA 30A DRYER
	J-BOX FOR _____	20"	
	PHONE/ DATA BOX	20"	
	PULL STATION	48"	
	FIRE ALARM STROBE	84"	1/2" RACEWAY ONLY PAINT SUBSTANTIALLY RED.
	FIRE ALARM HORN/STROBE	84"	
	FIRE ALARM HORN/STROBE (EXT)	84"	
	SMOKE DETECTOR	CEILING	ON SITE BY OTHERS
	THERMOSTAT	48"	TO TOP OF J-BOX
	SIGN CIRCUIT	20"	1200 VA
	HVAC DISCONNECT		
	INCANDESCENT LIGHT	CEILING	60 VA
	PORCH LIGHT	84"	
	EMERGENCY LIGHT	88"	
	EXIT LIGHT	ABOVE DOOR	
	EMERGENCY/EXIT COMBO	ABOVE DOOR	
	EXHAUST FAN 110 cfm	CEILING	
	50 GAL. WATER HEATER	FLOOR	
	24" x 48" TROFFER	CEILING	
	POWER PANEL	72"	



1 OVERALL SITE PLAN
1/8" = 1'-0"

01/14/2019
DRAWN BY: JAW/AVK
CHECKED BY: DC

180992 - G-004
RSG
DC

0' - 3"
Linear Scale
(Foot = 12 inches, Metric = 1000mm)
PRINTED DATE:

HILLSBORO SCHOOL DISTRICT
4901 SE Witch Hazel Rd, Hillsboro, OR
97123

**HILLSBORO
SCHOOL DISTRICT**

PROJECT NAME & ADDRESS
**SOFTBALL
DUGOUTS/CONCESSION**

GLENCOE HIGH SCHOOL
2700 NW Glencoe Rd
Hillsboro, OR 97124

REGISTERED ARCHITECT - LANDSCAPE ARCHITECT
© 2018, Kerry W. Vanderzanden
Architect, P.C.

KERRY W. VANDERZANDEN
ARCHITECT, P.C.
13381 NW MAIN STREET
BAINSVILLE, OREGON 97006
(503) 324-2417 / (503) 324-0883 FAX

REVISIONS	
NO.	DESCRIPTION

PROJECT NUMBER: 180992
DATE: 01/14/2019
PERMIT SUBMITTAL
SHEET TITLE:

OVERALL SITE PLAN
SHEET NUMBER:

G-004

Line is 3 inches at full scale
(if not 3 inches then scale accordingly)

0' - 3"

HILLSBORO SCHOOL DISTRICT
901 SE Witch Hazel Rd, Hillsboro, OR
97123



PROJECT NAME & ADDRESS: SOFTBALL DUGOUTS/CONCESSION

GLENCOE HIGH SCHOOL
7700 NW Glencoe Rd
Hillsboro, OR 97124



KERRY W. VANDERZANDEN
ARCHITECT, P.C.
3981 NW MAIN STREET
BANKS, OREGON 97106
(503) 324-5220 / (503) 324-0883 FAX

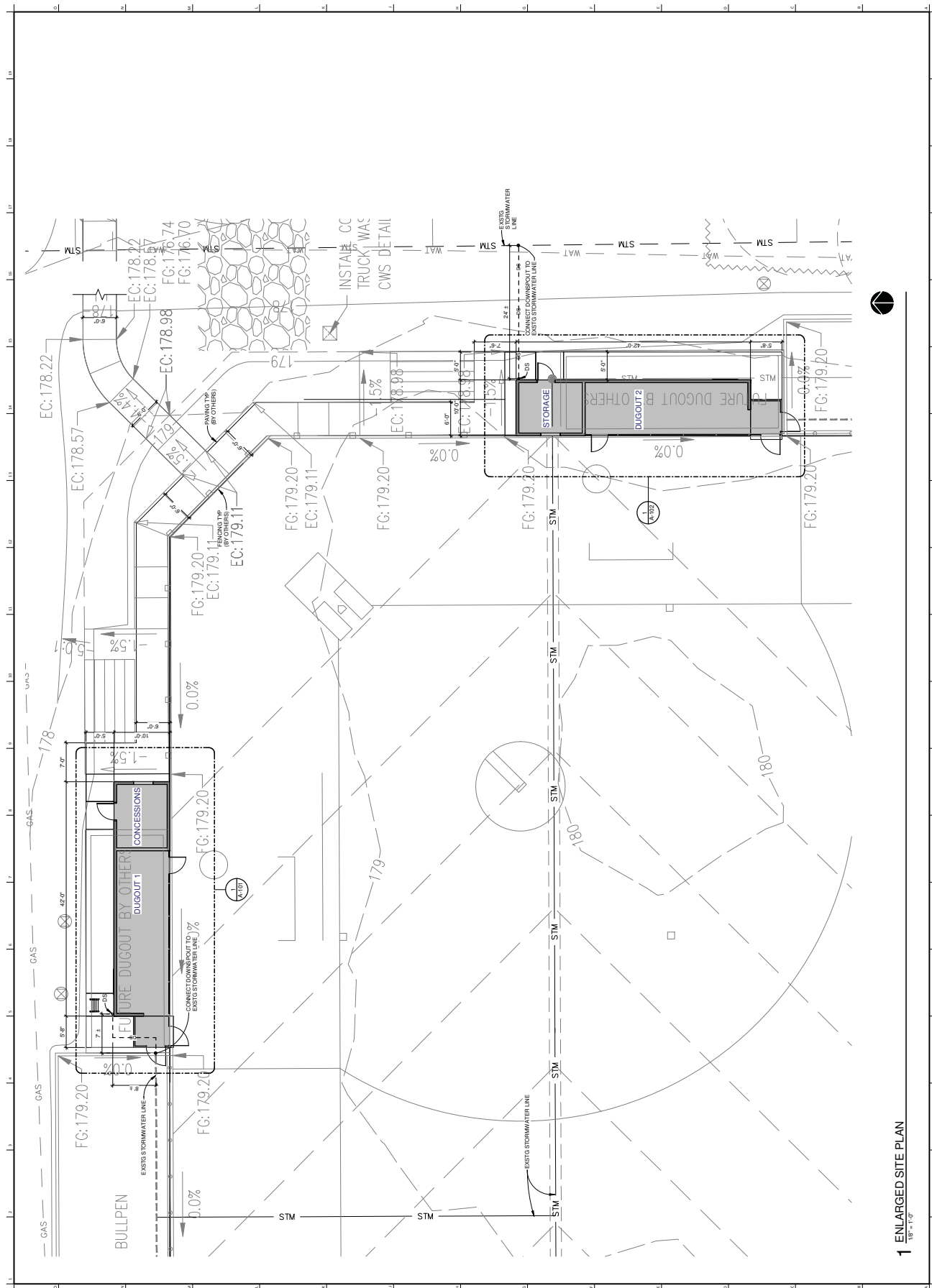
[illegible]

PROJECT NUMBER: 180992
 DATE: 01-14-2019
PERMIT SUBMITTAL
 SHEET TOTAL: 6

ENLARGED SITE PLAN

SHEET NUMBER: _____

G-005



HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
AWARD CONTRACT FOR CHILLER REPLACEMENT, CONTROLS UPGRADE, AND
RETRO-COMMISSIONING OF LIBERTY HIGH SCHOOL'S HVAC SYSTEM

SITUATION

One of the projects included in the Hillsboro School District's 2017 Bond Program is the replacement of the chiller, controls upgrade and retro-commissioning of Liberty High School's HVAC system.

The District selected McKinstry as the firm to complete this work. McKinstry was one of the Qualified Energy Service Companies (ESCO's) pre-qualified by the District during a 2013 Request for Qualifications (RFQ) process.

RECOMMENDATION

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

I move that the Board of Directors award the contract for the Liberty High School Chiller Replacement, Controls Upgrade and Retro-Commissioning of Liberty High School's HVAC system to McKinstry in the amount of \$1,234,173.

HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
APPROVE COST-SHARING AGREEMENT BETWEEN HILLSBORO SCHOOL
DISTRICT AND GLC-SOUTH HILLSBORO, LLC.

SITUATION

As part of the development of the new school site in South Hillsboro, the District will be required to provide half-street improvements on all streets adjacent to District property. Because the infrastructure development (i.e., streets, sidewalks, etc.) around the school site will precede school construction, a cost-sharing agreement has been developed with GLC-South Hillsboro, LLC, the developer of the Reed's Crossing development. This agreement provides for Newlands to construct Kinnaman Street and SE Reed's Drive, and in exchange the District will be responsible for 50% of the total planning, engineering, and construction costs associated with these projects. The agreement has been vetted by the District's legal counsel and program management team. The team agrees that the agreement will be beneficial for both parties, since GLC-South Hillsboro, LLC, can incorporate this construction into the rest of their development project, and the District will have the work completed well before construction of the school begins.

RECOMMENDATION

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

I move that the Board of Directors authorize the Chief Financial Officer to sign the Cost-Sharing Agreement between the Hillsboro School District and GLC-South Hillsboro LLC.

COST SHARING AGREEMENT (ROADS)

THIS COST SHARING AGREEMENT (ROADS) (this "**Agreement**") is made and entered into by and between GLC-SOUTH HILLSBORO, LLC, a Delaware limited liability company ("**GLC**") and HILLSBORO SCHOOL DISTRICT 1J, an Oregon school district (the "**District**") effective as of the later of the two dates shown beneath the parties' signatures on the signature page attached hereto (the "**Effective Date**"). GLC and the District are sometimes collectively or individually referred to hereafter as the "**Parties**" or "**Party**", as context requires.

RECITALS

A. GLC is developing a planned community commonly referred to as "**Reed's Crossing**," which is a planned unit development within the city of Hillsboro, in Washington County, Oregon. In connection with its development of Reed's Crossing, GLC intends to construct two public roads currently identified as extensions of Southeast Kinnaman Street and Southeast Reed's Drive (the "**Roads**"), which are shown on the attached Exhibit A, which is incorporated herein by this reference.

B. The District has purchased 40 acres of land within Reed's Crossing that District intends to develop as one or more schools. Pursuant to the terms of the First Amendment to Purchase and Sale Agreement dated March 28, 2012, between GLC, as seller, and the District, as buyer, the District may exchange the property currently owned by the District within Reed's Crossing for one or more "Exchange Sites" within Reed's Crossing. The District has identified the site shown as the "SCHOOL" site on Exhibit A as an Exchange Site. The identified Exchange Site is bordered by the Roads.

C. GLC has begun the process of creating the necessary plans for the Roads. The District is willing to contribute to the cost of designing and constructing those portions of the Roads abutting the District's Exchange Site (the "**Project**") on the terms and conditions set forth in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and the mutual covenants, terms and conditions hereof, GLC and the District agree as follows:

1. Construction of the Roads. GLC shall direct the timing and performance of the Project. It is anticipated that the Roads will be constructed at different times and therefore Project costs may be incurred and paid for the Roads at different times. The Project shall be contracted out by and performed under the supervision of GLC. The work for the Project shall be performed in a good and workmanlike fashion and in compliance with the requirements of all applicable laws. The Project includes only those portions of the Roads abutting the District's Exchange Site. GLC shall pay the costs of designing and constructing

those portions of the Roads that do not abut the Exchange Site. Those costs are not subject to this Agreement.

2. District Contribution and Payment Terms. Subject to the terms and conditions set forth in this Agreement, the District and GLC shall each pay fifty percent (50%) of the total actual planning, engineering, and construction costs for the Project (“**Proportionate Share**”). Within thirty (30) days following the receipt of an invoice for Project costs approved by the GLC's civil engineer designated for such purposes, the District shall pay its Proportionate Share of such invoice. Unpaid bills shall bear interest from the date due until paid at a rate of interest equal to twelve percent (12%) per annum.

3. Right to Terminate. As the Party undertaking the Project, GLC retains the right to terminate the Project and this Agreement at any time. Should GLC terminate the Project or Agreement, GLC agrees to refund any unexpended portions of the funds collected by GLC from the District and will provide the District with copies of all work product that has been developed under the Project prior to termination.

4. Notices. All notices or other communications required or permitted under this Agreement will be in writing and will be (a) personally delivered (including by means of professional messenger service), which notices and communications will be deemed received on receipt at the office of the addressee; (b) sent by registered or certified mail, postage prepaid, return receipt requested, which notices will be deemed received on the date of receipt or rejection set forth on the return receipt; or (c) sent by overnight delivery using a nationally recognized overnight courier service, which notices and communications will be deemed received one business day after deposit with such courier, all as provided below:

If to the District: Hillsboro School Dist. 1J
3083 NE 49th Place, No. 200
Hillsboro, OR 97124
Attention: Michelle Morrison

If to GLC: GLC-South Hillsboro, LLC
1915 NW AmberGlen Parkway, Suite 160
Hillsboro, OR 97006
Attention: David Brentlinger

5. No Partnership or Agency. The Parties do not intend to create and no terms of this Agreement shall be construed as creating a partnership or joint venture or any agency between the Parties. The District shall not have any liability or obligation under any contract or other agreement not entered into by the District in connection with the Project, including without limitation the contract or contracts for construction or engineering of the Project.

6. Modification; Waiver; Termination. Neither this Agreement nor any rights or obligations hereunder may be altered, modified, amended, waived, or terminated (except as

provided by law in the event of a default) except by a written instrument signed by both Parties.

7. No Third Party Beneficiaries. The Parties do not intend to confer any benefit or rights hereunder to or on any person other than the Parties hereto.

8. Attorneys' Fees. If legal action is commenced in connection with this Easement Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred in the trial court and any appeal therefrom. The term "**action**" shall be deemed to include action commenced in any court of general or limited jurisdiction. The reference to "**costs**" includes, but is not limited to, deposition costs (discovery and otherwise), witness fees (expert and otherwise), out-of-pocket costs, title search and report expenses, foreclosure reports, survey costs, surety bonds and any other reasonable expenses.

9. Entire Agreement. This Agreement is the complete and final agreement of the Parties with respect to its subject matter and supersedes and replaces any and all written and oral agreements previously made or existing between the Parties.

10. Severability. If any term or provision of this Agreement or the application to any person or circumstance will, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, will not be affected thereby, and each such term and provision of this Agreement will be valid and be enforced to the fullest extent permitted by law.

11. Survival. This Agreement will be binding on and will inure to the benefit of the Parties and their respective successors and assigns.

12. Time for Performance. If the time for performance of any of the terms, conditions and provisions of this Agreement shall fall on a Saturday, Sunday or legal holiday, then the time of such performance shall be extended to the next day thereafter that is not a Saturday, Sunday or legal holiday.

13. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute but one and the same instrument. Delivery of an executed signature page to this Agreement by facsimile transmission shall be as effective as delivery of a manually signed counterpart of this Agreement.

14. Governing Law. This Easement Agreement shall be construed in accordance with and governed by the laws of the state of Oregon without regard to those governing conflicts of law.

IN WITNESS WHEREOF the District and GLC have executed this Agreement as of the Effective Date.

GLC:

GLC-SOUTH HILLSBORO, LLC, a
Delaware limited liability company

THE DISTRICT:

HILLSBORO SCHOOL DISTRICT 1J, an
Oregon school district

By: _____
David Brentlinger, Vice President

By: _____
Michelle Morrison, Chief Financial Officer

Exhibit:

Exhibit A – Map

Exhibit A

(Map)



HILLSBORO SCHOOL DISTRICT 1J
February 26, 2019
APPROVE INTERGOVERNMENTAL AGREEMENT BETWEEN
HILLSBORO SCHOOL DISTRICT AND WASHINGTON COUNTY
FOR IMPROVEMENTS TO REEDVILLE ELEMENTARY SCHOOL FRONTAGE
ALONG 209th AVENUE AND JOHNSON STREET

SITUATION

One of the conditions specified by Washington County when the District renovated Reedville Elementary School was that the District would provide half-street improvements along 209th Avenue to the east and Johnson Street to the north of the school site. This project was not included in the District's summer 2018 bond work because Washington County notified the District that the County had plans to improve both of these streets as part of the County's South Hillsboro improvement project. Therefore, instead of the District accomplishing the half-street improvements, the Hillsboro School District and Washington County developed an intergovernmental agreement (IGA), which will allow the District to pay a "fee in lieu" of \$695,000 to Washington County, and the County will be responsible for completing these improvements. The IGA will ensure that the work is done at the same time that all other street improvements are made, allowing the work to be done as part of a much larger project, and substantially reducing the cost to the District.

The IGA, a map showing the improvements to be made to 209th Avenue and Johnson Street, and the cost estimate are attached.

RECOMMENDATION

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

I move that the Board of Directors authorize the Chief Financial Officer to sign the intergovernmental agreement between the Hillsboro School District and Washington County for half-street improvements to Reedville Elementary frontage along 209th Avenue and Johnson Street.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN WASHINGTON COUNTY AND HILLSBORO SCHOOL DISTRICT
FOR THE DESIGN AND CONSTRUCTION OF REEDVILLE ELEMENTARY
HALF-STREET IMPROVEMENTS**

This Agreement is entered into by and between Washington County, a political subdivision of the State of Oregon (hereinafter referred to as "COUNTY") and Hillsboro School District, a school district formed pursuant to ORS Chapter 332 (hereinafter referred to as "DISTRICT"), related to the design and construction of SW 209th Avenue and SW Johnson Street improvements.

RECITALS

WHEREAS, ORS 190.010 authorizes agencies to enter into intergovernmental agreements for the performance of any or all activities and functions that a party to the agreement has the authority to perform; and

WHEREAS, In 2018 DISTRICT submitted a land use application to COUNTY requesting approval of Casefile 18-127-D(INST) to allow DISTRICT to modify the Reedville Elementary School site, including the construction of a new educational building and other site and building modifications (DISTRICT PROJECT); and

WHEREAS, COUNTY approved the DISTRICT PROJECT application, subject to compliance with conditions of approval. One of those conditions, Condition II (B), required DISTRICT to construct half-street improvements on SW Johnson Street ("DISTRICT HALF-STREET IMPROVEMENTS"), to include a bike lane, planter strip, sidewalk, illumination and drainage improvements; and

WHEREAS, DISTRICT desires to pay, and COUNTY is willing to accept a reasonable fee-in-lieu for design and construction of the DISTRICT HALF-STREET IMPROVEMENTS in full satisfaction of Condition II (B); and

WHEREAS, COUNTY has a capital improvement project to improve SW 209th Avenue between Johnson Street and Alexander Street, including half-street improvements on the frontage of Reedville Elementary School ("COUNTY PROJECT"), to include a bike lane, planter strip, sidewalk, illumination and drainage improvements; and

WHEREAS, DISTRICT and COUNTY desire to work cooperatively to complete the design and construction of the DISTRICT HALF-STREET IMPROVEMENTS and the COUNTY PROJECT as a single project ("JOINT PROJECT"); and

WHEREAS, DISTRICT and COUNTY find it beneficial to the public to partner and to delegate to COUNTY the design and construction of the JOINT PROJECT as provided in this Agreement and that such delegation will minimize disruption of public travel and commerce,

establish economies of scale that will reduce the overall cost to the public, and provide other good and valuable benefits to the general public;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and pursuant to the authority provided by ORS Chapter 190, the Parties agree as follows:

AGREEMENT

1. DISTRICT Responsibilities

- A. DISTRICT will dedicate to COUNTY, at no cost, any additional right-of-way necessary from DISTRICT-owned properties to facilitate the proposed JOINT PROJECT improvements to Johnson Street and 209th Avenue, including right-of-way needed to accommodate a water quality facility and a permanent easement for public utilities, as generally shown on the aerial exhibit created by 3J Consulting and titled Exhibit A. Any requests for additional right of way shall be granted, but only upon written consent and approval of the DISTRICT. Consent and approval shall not be unreasonably withheld. DISTRICT shall be entitled to any eligible Transportation Development Tax (TDT) credits for said right-of-way dedication based on market value as determined by the county tax records, as provided in the TDT ordinance (ref. Section 3.17.070.B.3.b. of the County Code).
- B. DISTRICT will grant to COUNTY, at no cost, the necessary temporary construction easement that encompasses all JOINT PROJECT work on DISTRICT property outside the dedicated public right-of-way required pursuant to Term 1.A. above.
- C. In the event utility relocation work begins prior to recordation of the right-of-way dedication required pursuant to Term 1.A. above, DISTRICT will grant to COUNTY and public utility companies a right of entry to perform utility relocation work on DISTRICT property within the area of the required right-of-way.
- D. DISTRICT will pay COUNTY a fee in lieu of \$695,000.00 for design and construction of the DISTRICT HALF-STREET IMPROVEMENTS. DISTRICT shall pay COUNTY within sixty (60) calendar days of receipt of an invoice from COUNTY. DISTRICT shall be entitled to any eligible TDT credit for the estimated cost of any credit-eligible elements of said DISTRICT HALF-STREET IMPROVEMENTS, as provided in the TDT ordinance (ref. Section 3.17.070. of the County Code). COUNTY and DISTRICT agree to a predetermined construction estimate and TDT credits as calculated and shown in Exhibit B.
- E. DISTRICT shall have ten (10) business days to complete its review of all JOINT PROJECT engineering and/or design drawings prepared by COUNTY at the 30%, 75%, 90% and 100% design milestones and to provide COUNTY with written notice of DISTRICT concurrence or suggested revisions. COUNTY may grant DISTRICT additional review time on a case by case basis.

2. COUNTY Responsibilities

- A. COUNTY will manage the development, design, and construction of the JOINT PROJECT, and pay for all JOINT PROJECT costs beyond DISTRICT's \$695,000.00 fee in lieu payment made pursuant to Term 1.D. above.
- B. COUNTY shall invoice DISTRICT for the \$695,000.00 fee in lieu payment required pursuant to Term 1.D. above within sixty (60) calendar days of execution of this Agreement.
- C. In addition to ensuring ongoing DISTRICT and COUNTY design coordination, COUNTY shall provide to DISTRICT for their review a paper or electronic copy of all submitted engineering and/or design drawings of the JOINT PROJECT at the 30%, 75%, 90% and 100% design milestones. COUNTY shall incorporate revisions from DISTRICT that do not significantly impact the JOINT PROJECT schedule or cost.
- D. COUNTY contractor will deliver the JOINT PROJECT.
- E. Pursuant to Term 1.A. of this Agreement, COUNTY shall authorize TDT credit to DISTRICT in an amount equal to the value of the right-of-way dedicated by DISTRICT for the JOINT PROJECT.
- F. Pursuant to Term 1.D. of this Agreement, COUNTY shall authorize TDT credit to DISTRICT in an amount equal to the estimated cost of any credit-eligible elements of the DISTRICT HALF-STREET IMPROVEMENTS, pursuant to the TDT ordinance (ref. Section 3.17.070. of the County Code).
- G. COUNTY shall issue a single TDT credit voucher to DISTRICT pursuant to Terms 2.E. and 2.F. Said TDT credit voucher shall be issued by COUNTY by the latter of the following dates: 1) Ninety (90) days following County recordation of the DISTRICT right-of-way dedication documents (pursuant to Term 1.A.) with the County Clerk; or 2) Ninety days following COUNTY issuance of the contractor Notice to Proceed for the JOINT PROJECT.

GENERAL TERMS AND CONDITIONS

3. All notices, demands, consents, approvals and other communications that are required or desired to be given by any Party to the others hereunder will be in writing and will be emailed, faxed, hand delivered, or sent by overnight courier or United States mail at its address set forth below, or at such other address as such Party will have last designated by notice to the other. Emails, notices, demands, consents, approvals, and other communications will be deemed given when delivered, three (3) business days after mailing by United States Mail, or upon receipt if sent by fax or courier:

Hillsboro School District
Michelle Morrison
Chief Financial Officer
3083 NE 49th Place
Hillsboro, OR 97124

Washington County
Matt Meier
1400 SW Walnut Street
Hillsboro, OR 97123-5625

4. The initial term of this Agreement shall commence upon the date of its execution by the last signature hereto and shall expire on December 31, 2025, unless earlier terminated pursuant to paragraph 5 of this Agreement.
5. Either Party may unilaterally terminate this Agreement by serving written notice on the other, delivered by certified mail or in person, at least thirty (30) days prior to the effective date of such termination. By mutual written consent of the Parties, this Agreement may be terminated, effective immediately, or at such time as the Parties provide. In the event of termination or expiration, the Parties shall, in good faith, agree to such reasonable provision for winding up this Agreement and paying for additional costs as necessary.
6. DISTRICT and COUNTY agree that each Party will assume responsibility for the acts or omissions of its own agents, employees or officers in connection with any claims made by a third party against DISTRICT or COUNTY. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act, if the acts of the agents, employees or officers of the COUNTY are the sole cause of any claim, action, damage, loss or expense brought against DISTRICT, the COUNTY shall indemnify, hold harmless and assume the defense of said claim or action. Subject to the limits of the Oregon Constitution and the Oregon Tort Claims Act, if the acts of the agents, employees or officers of DISTRICT are the sole cause of any claim, action, damage, loss or expense brought against the COUNTY, DISTRICT shall indemnify, hold harmless and assume the defense of said claim or action.

7. Each Party shall give the other immediate written notice of any action, suit or claim made against that Party that is related in any way to this Agreement.
8. Each Party agrees to comply with all local, state and federal ordinances, statutes and laws related to the performance of services under this Agreement.
9. This Agreement contains the entire agreement between the Parties on the subject of this Agreement and supersedes all prior written or oral discussions or understandings, express or implied.
10. No modification of this Agreement shall have effect unless and until reduced to writing and signed by the authorized representatives of the Parties.
11. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.
12. Time is of the essence in the performance of this Agreement. Either party shall be deemed to be in default if it fails to comply with any provision of this Agreement. The non-defaulting party shall provide the other party with written notice of default and allow thirty (30) days from the date of written notice within which to cure the defect.
13. Performance by any party shall not be in default where delays or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than Washington County, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation, or similar bases for excused performance that are not within the reasonable control of the party to be excused.
14. The parties shall attempt to informally resolve any dispute concerning any party's performance or decision under the Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used to facilitate these negotiations if both parties agree. In the event of an impasse in the resolution of any dispute, the issue shall be submitted to the governing bodies of both parties for a recommendation or resolution.

WASHINGTON COUNTY, OREGON

HILLSBORO SCHOOL DISTRICT

Authorized Signature

Authorized Signature

Printed Name: _____

Printed Name: _____

Date Executed: _____

Date Executed: _____

APPROVED AS TO FORM

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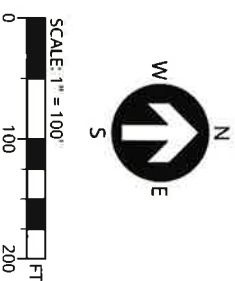
Cortney Duke-Driessen
Assistant County Counsel

Drake Hood, Brisbee & Stockton LLC
Attorney for Hillsboro School District

Exhibit A Reedville Frontage Right-of-Way



REEDVILLE ELEMENTARY HALF-STREET IMPROVEMENTS



12/12/2018

Exhibit B

Johnson Street Half Street Cost Estimate & TDT Credits

<i>Construction Cost Estimate for Johnson St Half-Street Improvements</i>					
ITEM	ITEM DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	COST
TEMPORARY FEATURES AND APPURTENANCES					
1	Mobilization	LS	10%	1	\$ 28,400
2	Construction Survey Work	LS	5%	1	\$ 14,200
3	Temporary Protection And Direction Of Traffic	LS	\$ 8,000.00	1	\$ 8,000
4	Flaggers	HR	\$ 50.00	640	\$ 32,000
5	Pedestrian Access Routing	LS	\$ 4,500.00	1	\$ 4,500
6	Erosion Control	LS	\$ 15,000.00	1	\$ 15,000
7	Clearing And Grubbing	LS	\$ 3,000.00	1	\$ 3,000
8	General Excavation	CY	\$ 40.00	100	\$ 4,000
Subtotal					\$ 109,100
DRAINAGE AND SEWERS					
9	12 inch Storm Sewer Pipe, 0 to 10.0 FT Depth	FT	\$ 65.00	517	\$ 33,605
10	Concrete Inlets, Type CG-48 Manhole	EA	\$ 3,800.00	4	\$ 15,200
11	Minor Adjustment of Manholes	EA	\$ 1,500.00	2	\$ 3,000
Subtotal					\$ 51,805
BASES (00600)					
12	Cold Plane Pavement Removal, 0 - 5 in Deep	SY	\$ 4.50	2346	\$ 10,555
13	Aggregate Base	TON	\$ 34.00	1393	\$ 47,376
Subtotal					\$ 57,931
WEARING SURFACES (00700)					
14	Level 3, 1/2 inch Dense HMAc	TON	\$ 85.00	566	\$ 48,072
15	Extra for Asphalt Approaches	SF	\$ 4.50	320	\$ 1,440
15	Concrete Curbs, Curb and Gutter	FT	\$ 24.00	470	\$ 11,280
16	Concrete Driveway Approaches, Reinforced	SF	\$ 8.00	640	\$ 5,120
17	Concrete Walks	SF	\$ 6.00	2581	\$ 15,486
18	Truncated Domes	SF	\$ 30.00	20	\$ 600
Subtotal					\$ 81,998
PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES (00800)					
19	Thermoplastic, Non-Profile, 120 mils, Extruded or Sprayed	FT	\$ 1.50	448	\$ 672
20	Illumination	LS	\$ 20,000.00	1	\$ 20,000
21	Signing and Striping	LS	\$ 7,000.00	1	\$ 7,000
22	Landscaping	LS	\$ 20,000.00	1	\$ 20,000
Subtotal					\$ 47,672
Construction Subtotal					\$ 348,506
20	General Contingency (Schematic Design)	LS		1	\$ 63,494
CONSTRUCTION ESTIMATE TOTAL					\$ 412,000

Total Cost Estimate - Johnson St Half-Street Improvement	
Design	\$180,000
ROW ¹	\$0
Construction ²	\$412,000
Construction Eng	\$103,000
Total	\$695,000

1) ROW cost assumes **no** additional ROW needed for water quality/quantity facility. Johnson St WQ assumed to be constructed on HSD property using HSD funding.

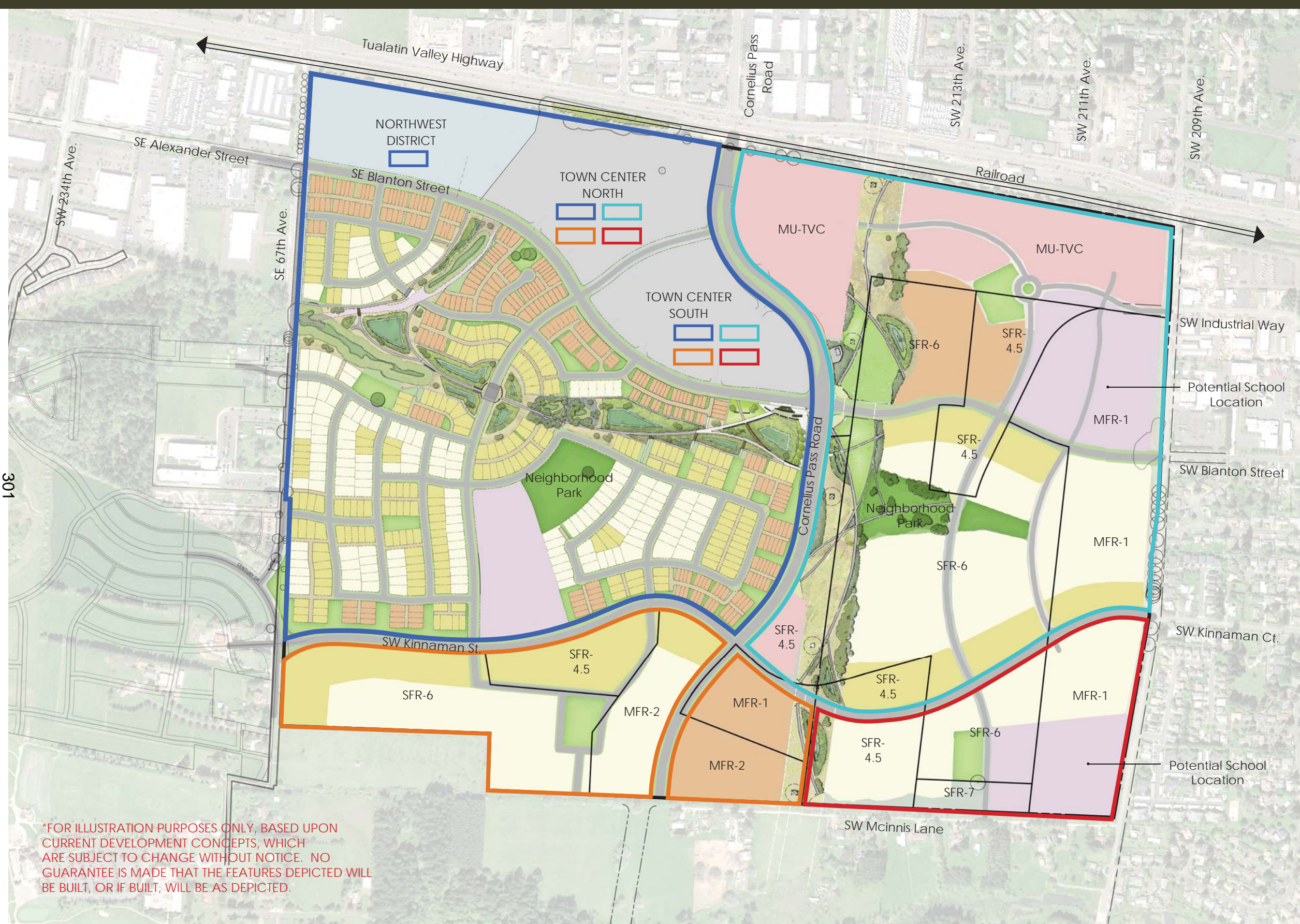
2) Assumes 12' travel lane, 6' bike lane, 4' planter and 5' sidewalk. Johnson St. WQ will come from HSDs water quality reserves at Butternut Creek Elementary School. HSD Casefile 18-127-D(INST)

TDT Creditable Expenditures for Johnson St Half-Street Improvements				
Area of Roadway Creditable: 490 Ft Long by 10 Ft Wide ==> 4900 SF ==> 544.4 SY				
ITEM DESCRIPTION	UNIT	UNIT PRICE ¹	QUANTITY	COST
Cold Plane Pavement Removal, 0 to 5 inches Deep	SY	\$4.50	544	\$ 2,450
Level 3, 1/2 inch Dense HMAC	TON	\$ 85.00	122	\$ 10,370
Concrete Curbs, Curb and Gutter	FT	\$ 24.00	450	\$ 10,800
Illumination	LS	\$ 7,000.00	1	\$ 7,000
Johnson St Right-of-Way (100% credit eligible)	SF	\$ 23.25	2033	\$ 47,267
209th Ave Right-of-Way (50% credit eligible) ²	SF	\$ 11.63	738	\$ 8,579
TDT Creditable Expenditures Total				\$ 86,466

1) Unit price for ROW is based on real market value per Washington County Assessment & Taxation, in accordance with TDT Ordinance Sec. 3.17.070 B.3.b.

2) ROW unit price for Johnson reduced by 50% to reflect 50% TDT credit eligibility along 209th Ave frontage.

3.1 Conceptual Master Plan



- Legend**
- Property Boundary
 - Railroad Tracks
 - Town Center / Apartments
 - High Density
 - Medium Density
 - Low Density
 - Schools
 - Parks & Open Space

- Estimated Phasing**
- Phase 1 (2017-2021)**
 - 490 single family residential
 - 220 apartments
 - 254 assisted living
 - 252 senior adult Housing
 - 175 condo / townhouse
 - 120,000 sf. shopping Center
 - Phase 2 (2021-2025)**
 - 557 single family homes
 - 182 apartments
 - 717 condo/townhomes
 - 58,500 sf. shopping center
 - 50,000 sf. office
 - Phase 3 (2025-2029)**
 - 354 single family homes
 - 317 apartments
 - 418 condo/townhomes
 - 60,500 sf. shopping center
 - 60,000 sf. office
 - Phase 4 (2029-2031)**
 - 138 single family homes
 - 128 apartments
 - 76 condo/townhomes
 - 26,000 sf. shopping center
 - 40,000 sf. office

*FOR ILLUSTRATION PURPOSES ONLY, BASED UPON CURRENT DEVELOPMENT CONCEPTS, WHICH ARE SUBJECT TO CHANGE WITHOUT NOTICE. NO GUARANTEE IS MADE THAT THE FEATURES DEPICTED WILL BE BUILT, OR IF BUILT, WILL BE AS DEPICTED.

