



# Hillsboro School District 1J

March 12, 2019  
Board Meeting

## Board of Directors

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

## Student Representatives to the Board of Directors

Jessica Jose-Nickerson • Samanta Vega Contreras

**HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS**  
Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, OR

**Board Meeting Agenda**  
**March 12, 2019**  
**5:15 PM**

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

**1. 5:15 PM - Executive Session**

ORS 192.660(2)(b)—Complaint Appeal Hearing  
Time: 5:15 PM, 90 minutes

**2. Recess Board Meeting**  
Time: 6:45 PM

**3. 7:00 PM - Regular Session**

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

B. Recognition / Student Presentation

1. Recognition: Larry Brisbee, School District Legal Counsel 6  
Presenter: Mike Scott  
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. Team-Up Data Sharing Report 7  
Presenter: Monte Akers, Kristy Kottkey  
Time: 7:25 PM, 10 minutes

2. Financial Report (*see written report*) 8  
Presenter: Michelle Morrison  
Time: 7:35 PM, 5 minutes

F. Information

1. Administrative Regulation Updates 13  
- EBBA-AR: First Aid - Infection Control  
- ECB-AR: Murals and Artistic Displays on School Buildings and District Facilities (delete)  
- EDC/KGF-AR: Equipment Checkout Form  
- EDD-AR: Lost and Found Procedures (delete)  
- EEAC-AR: Emergency Evacuation Drills (delete)  
- EEACCA-AR: Video Cameras on Transportation Vehicles and on District Property  
- EGAAA-AR: Guidelines for the Use of Copyrighted Materials  
- EH-AR: Records and Data Management  
- FF-AR-1: Naming of School Mascots

- FF-AR-2: Naming of Memorials
  - FK-AR: Athletic Field and Facility Enhancements and Renovation
- Presenter: Mike Scott / Casey Waletich / Travis Reiman  
Time: 7:40 PM, 5 minutes

G. Consent Agenda

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

Time: 7:45 PM, 5 minutes

1. Approve Minutes of February 12, 2019, Board Meeting 40
2. Approve Minutes of February 26, 2019, Board Meeting 45
3. Approve Routine Personnel Matters 56
4. Authorize Application for 2019 Migrant Education Summer School 57
5. Approve Policy Revisions *(presented for first reading on February 26, 2019)*
  - a. Policies in Section A-B: Board Governance and Operations; Section D: Fiscal Management; Section E: Support Services; and Section F: Facilities Development 58
    1. Policies in Section A-B: Board Governance and Operations 60
      - BHD: Board Member Compensation and Expense Reimbursement
    2. Policies in Section D: Fiscal Management 61
      - DFEA: Admission to District Events
      - DJFA: Procurement Cards
    3. Policies in Section E: Support Services 64
      - 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)	
• EEBA: 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	
• EFAB: District Nutrition and Food Services	
• EFAB-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)	
4. Policies in Section F: Facilities Development	126
• FECBA/ECF/EDD: Resource Conservation Management (delete combined policy – replace with separate policies: ECF/EDD and FECBA)	
• FECBA: Energy-Conserving Construction	
• FF: Naming Facilities	
H. Action Items	
1. Accept Gifts and Donations	131
Presenter: Michelle Morrison	
Time: 7:50 PM, 5 minutes	
2. Approve Contract for Audit Services	132
Presenter: Michelle Morrison	
Time: 7:55 PM, 5 minutes	
3. Award Contract for Construction of a Satellite Transportation / Maintenance Facility	133
Presenter: Adam Stewart / Casey Waletich	
Time: 8:00 PM, 5 minutes	
4. Award Contract for Lenox Elementary School Improvements	134
Presenter: Adam Stewart / Casey Waletich	
Time: 8:05 PM, 5 minutes	
5. Award Contract for West Union Elementary School Improvements	135
Presenter: Adam Stewart / Casey Waletich	
Time: 8:10 PM, 5 minutes	
6. Approve the Dedication of Deed and Right-of-Way Dedication between Washington County and the Hillsboro School District for the Ladd Acres Elementary School / Johnson Street and Cornelius Pass Road Improvement Project	136
Presenter: Adam Stewart / Casey Waletich	
Time: 8:15 PM, 5 minutes	
7. Adopt Resolution Suspending Limitations of Policy DJ: District Purchasing, and Authorizing the Chief Financial Officer to Enter into a Contract for Network Services	143
Presenter: Michelle Morrison	
Time: 8:20 PM, 5 minutes	
I. HCU / HEA Reports	

Time: 8:25 PM, 5 minutes

J. Discussion Time

Time: 8:30 PM, 20 minutes

1. Student Representatives' Time
2. Superintendent's Time
3. Board of Directors' Time

K. Adjourn Regular Session

Time: 8:50 PM

4. Next Meetings of the Board of Directors

- April 9, 2019, Work Session
- April 30, 2019, Regular Session

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**RECOGNITION: LARRY BRISBEE, SCHOOL DISTRICT LEGAL COUNSEL**

**SITUATION**

Larry Brisbee, with the law firm Brisbee & Stockton, began representing the Hillsboro School District in 1973, and has been the District's legal counsel for more than 45 years. During this time, Larry has been a trusted advisor to many school boards, superintendents, business officials, and other District administrators. Larry's calm presence and excellent legal advice have helped ensure that the Hillsboro School District continued to operate well during some very challenging times.

This year, as Larry is retiring from Brisbee & Stockton, the Board would like to formally thank him for his many years of service to the Hillsboro School District.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors recognize Larry Brisbee for his many years of service as the District's legal advisor.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**TEAM UP PROGRAM REPORT**

**SITUATION**

The TEAM UP pilot program has served 22 students at Evergreen Middle School this year and is on track to meet its goals regarding student outcomes. This evening, Monte Akers will present semester data, highlight community member involvement, and suggest ways to expand the elements of this program to serve more students.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 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 26: Volunteer Opportunities in Schools. Central office staff strengthen the connection between the work performed at the Administration Center and providing support to principals as instructional leaders, by participating in school-level volunteer activities. Central office staff are encouraged to participate in volunteer opportunities at District schools, as time allows (e.g., Read Across America, celebrity plank, mock interviews, mentoring, etc.). Additional benefits resulting from volunteering in the schools include improved employee wellness, improved morale, and a reduction in communication barriers, as a result of collaboration and team building.

Finance Team – Accounting, Financial Reporting, Grants. Finance Manager Jennifer Zavatsky has been working with accounting team members to improve accounts payable workflows and banking. Ms. Zavatsky is also working closely with elementary school staff to develop a secure credit card and debit card point-of-sales option for receiving monies at school events. This is an evolution in school-level options for generating revenue that involves extensive research and piloting prior to implementation.

Grants Planning Specialist Christy Woodard is nearing a full year of experience in the Business Office. Closing the fiscal year cycle for special revenue funds includes detailed forecasting for the remainder of the 2018-19 fiscal year, to ensure that targeted grants are not over- or under-spent. Ms. Woodard is also providing projections for the 2019-20 fiscal year to determine sustainability of service levels to students.

Payroll Team and Employee Benefits. Benefits Supervisor Lynette Coffman hosted the February 28, 2019, Benefits Advisory Group meeting, the first meeting since the bargaining settlement with licensed staff. Ms. Coffman provided an update on insurance pool performance, including the impact-to-date of the insurance cap increase. Additionally, a representative from Carruth Compliance Consulting gave a presentation about retirement planning options and tools available to all district staff through tax-sheltered annuities.

Ms. Coffman will be working with consultants from Waldo Associates to determine the feasibility of a “Preferred Plan” for non-represented district staff, who are excluded from the licensed and classified insurance pools and are subject to full-tiered rates for medical, dental, and vision insurance.

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 January 2019.

The District received seven (7) worker's compensation claims in January. As of January 31, 2019, there were 39 open claims; 24 were for medical costs only, and 15 included time loss. There were 3 employees on modified work plans during January.

<b>Workers' Compensation Reports</b>			
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
July	3	3	1
August	6	2	2
September	7	6	11
October	15	18	14
November	17	13	5
December	7	11	13
January	5	4	7
February	11	10	
March	12	11	
April	13	8	
May	10	18	
June	149	8	
<b>Yearly Total:</b>	<b>120</b>	<b>112</b>	<b>53</b>

Student Incident Report. There is a one-month delay in reporting student incidents to the Board, in order to allow adequate time to ensure that these reports are complete and accurate. There were 3783 student incidents reported in January.

<b>Student Incident Reports</b>						
	<b>2017-18 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>	<b>2018-19 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>
July	8	N/A	0	2	N/A	0
August	1	N/A	0	7	N/A	1
September	267	14.0	2	476	25.0	4
October	298	14.9	1	494	22.5	3
November	191	11.9	0	319	21.2	4
December	177	16.1	1	410	27.3	0
January	324	16.2	1	378	22.2	3
February	192	11.3	2			
March	237	13.9	2			
April	255	12.7	0			
May	363	16.5	1			
June	168	15.3	2			
<b>Yearly Total:</b>	<b>2,481</b>		<b>12</b>	<b>2,086</b>		<b>15</b>

Vehicle Accidents. There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There were three (3) bus accidents in January.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**MONTHLY FINANCIAL REPORT - as of February 28, 2019**

	1st Quarter Actual	2nd Quarter Actual	January Actual	February 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
<b>Revenues</b>										
Taxes	\$1,669,972.39	\$68,829,236.30	\$405,814.20	\$220,360.14	\$626,174.34	\$71,125,383.03	\$74,364,310.00	95.64%	\$69,280,755.00	98.66%
Interest	\$143,108.24	\$282,968.57	\$164,239.47	\$0.00	\$164,239.47	\$590,316.28	\$432,960.00	136.34%	\$590,316.28	145.89%
Local Sources	\$52,874.18	\$310,151.68	\$257,001.49	\$22,444.54	\$279,446.03	\$642,471.89	\$1,993,731.00	32.22%	\$2,479,485.60	138.46%
<b>Total Local</b>	<b>\$1,865,954.81</b>	<b>\$69,422,356.55</b>	<b>\$827,055.16</b>	<b>\$242,804.68</b>	<b>\$1,069,859.84</b>	<b>\$72,358,171.20</b>	<b>\$76,791,001.00</b>	<b>94.23%</b>	<b>\$72,350,556.88</b>	<b>99.91%</b>
County/ESD	\$0.00	\$88,121.75	\$2,187,043.33	\$258,712.00	\$2,445,755.33	\$2,533,877.08	\$3,572,545.00	70.93%	\$2,515,375.00	70.77%
State Sources	\$41,995,150.00	\$33,407,615.53	\$10,536,426.00	\$10,854,135.45	\$21,390,561.45	\$96,793,326.98	\$129,148,385.00	74.95%	\$99,824,176.00	76.76%
Federal Sources	\$0.00	\$0.00	\$57,364.35	\$0.00	\$57,364.35	\$57,364.35	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$22.48	\$44.96	\$11.24	\$11.24	\$22.48	\$89.92	\$1,000,000.00	0.01%	\$10,184.00	0.00%
Beginning Balance	\$12,795,797.87	\$0.00	\$0.00	\$0.00	\$0.00	\$12,795,797.87	\$13,392,374.00	95.55%	\$12,711,074.00	109.59%
<b>Total Revenue</b>	<b>\$56,656,925.16</b>	<b>\$102,918,138.79</b>	<b>\$13,607,900.08</b>	<b>\$11,355,663.37</b>	<b>\$24,963,563.45</b>	<b>\$184,538,627.40</b>	<b>\$223,904,305.00</b>	<b>82.42%</b>	<b>\$187,411,365.88</b>	<b>85.73%</b>
<b>Expenditures</b>										
<b>Instruction</b>										
Salaries	\$6,903,813.82	\$20,628,266.13	\$6,840,042.69	\$6,822,770.91	\$13,662,813.60	\$41,194,893.55	\$73,582,790.06	55.98%	\$40,355,570.00	51.77%
Benefits	\$3,470,946.35	\$10,711,772.40	\$3,561,805.97	\$3,552,041.35	\$7,113,847.32	\$21,296,566.07	\$39,425,261.32	54.02%	\$20,975,057.00	54.27%
Purchased Service	\$1,109,981.64	\$2,390,700.44	\$519,306.63	\$223,325.89	\$742,632.52	\$4,243,314.60	\$12,002,173.73	35.35%	\$4,859,528.00	115.60%
Supplies/Materials	\$518,190.02	\$496,626.87	\$83,128.88	\$137,201.62	\$220,330.50	\$1,235,147.39	\$2,556,652.63	48.31%	\$1,198,827.00	62.12%
Capital Purchases	\$700.00	\$26,138.40	\$2,931.78	\$0.00	\$2,931.78	\$29,770.18	\$50,000.00	0.00%	\$0.00	0.00%
Other	\$133,917.14	\$41,626.14	\$1,310.00	\$7,730.98	\$9,040.98	\$184,584.26	\$314,722.26	58.65%	\$169,935.00	92.16%
<b>Total Instruction</b>	<b>\$12,137,548.97</b>	<b>\$34,295,130.38</b>	<b>\$11,008,525.95</b>	<b>\$10,743,070.75</b>	<b>\$21,751,596.70</b>	<b>\$68,184,276.05</b>	<b>\$127,931,600.00</b>	<b>53.30%</b>	<b>\$67,558,917.00</b>	<b>54.96%</b>
<b>Support Services</b>										
Salaries	\$6,893,482.33	\$10,077,796.80	\$3,288,723.46	\$3,326,995.15	\$6,615,718.61	\$23,586,997.74	\$48,376,347.38	48.76%	\$22,862,344.00	57.52%
Benefits	\$3,797,015.09	\$5,790,496.50	\$1,898,791.61	\$1,935,174.05	\$3,833,965.66	\$13,421,477.25	\$25,919,785.53	51.78%	\$13,591,488.00	54.60%
Purchased Service	\$2,748,878.47	\$3,239,058.38	\$1,319,875.35	\$1,761,966.94	\$3,081,842.29	\$9,069,779.14	\$8,022,210.02	113.06%	\$7,830,598.00	52.30%
Supplies/Materials	\$1,331,896.51	\$1,199,620.16	\$290,455.25	\$261,951.71	\$552,406.96	\$3,083,923.63	\$2,519,430.55	122.41%	\$4,036,910.00	113.47%
Capital Purchases	\$116,625.20	\$30,531.92	\$37,804.80	\$37,187.00	\$74,991.80	\$222,148.92	\$150,000.00	0.00%	\$200,318.00	196.46%
Other	\$1,217,880.13	\$102,787.22	\$4,655.69	\$280.00	\$4,935.69	\$1,325,603.04	\$1,440,130.52	92.05%	\$1,276,159.00	86.47%
<b>Total Support</b>	<b>\$16,105,777.73</b>	<b>\$20,440,290.98</b>	<b>\$6,840,306.16</b>	<b>\$7,323,554.85</b>	<b>\$14,163,861.01</b>	<b>\$50,709,929.72</b>	<b>\$86,427,904.00</b>	<b>58.67%</b>	<b>\$49,797,817.00</b>	<b>58.76%</b>

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	January Actual	February 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
<b>Community Services</b>										
Salaries	\$55,545.26	\$91,198.00	\$28,863.47	\$29,073.78	\$57,937.25	\$204,680.51	\$310,265.99	65.97%	\$218,771.00	69.04%
Benefits	\$30,463.74	\$56,040.08	\$16,929.93	\$18,578.91	\$35,508.84	\$122,012.66	\$166,238.84	73.40%	\$116,833.00	72.37%
Purchased Service	\$18,255.75	\$15,515.96	\$2,220.00	\$960.00	\$3,180.00	\$36,951.71	\$51,451.16	71.82%	\$37,395.00	42.03%
Supplies/Materials	\$85.28	\$3,627.68	-\$600.00	\$45.36	-\$554.64	\$3,158.32	\$12,951.80	24.39%	\$2,909.00	44.79%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,426.21	0.00%	\$0.00	0.00%
<b>Total Community Services</b>	<b>\$104,350.03</b>	<b>\$166,381.72</b>	<b>\$47,413.40</b>	<b>\$48,658.05</b>	<b>\$96,071.45</b>	<b>\$366,803.20</b>	<b>\$545,334.00</b>	<b>67.26%</b>	<b>\$375,908.00</b>	<b>65.41%</b>
<b>Capital Projects</b>										
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service Payment	-\$35.60	-\$1,270.12	\$0.00	\$0.00	\$0.00	-\$1,305.72	\$0.00	0.00%	\$0.00	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	-\$767.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,999,197.00	0.00%	\$12,795,797.87	130.03%
<b>Total Expenditures</b>	<b>\$28,347,641.13</b>	<b>\$54,900,532.96</b>	<b>\$17,896,245.51</b>	<b>\$18,115,283.65</b>	<b>\$36,011,529.16</b>	<b>\$119,259,703.25</b>	<b>\$223,904,035.00</b>	<b>53.26%</b>	<b>\$130,527,672.87</b>	<b>59.71%</b>

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 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 March 12 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.

- EBBA-AR: First Aid - Infection Control
- ECB-AR: Murals and Artistic Displays on School Buildings and District Facilities (delete)
- EDC/KGF-AR: Equipment Checkout Form
- EDD-AR: Lost and Found Procedures (delete)
- EEAC-AR: Emergency Evacuation Drills (delete)
- EEACCA-AR: Video Cameras on Transportation Vehicles and on District Property
- EGAAA-AR: Guidelines for the Use of Copyrighted Materials
- EH-AR: Records and Data Management
- FF-AR-1: Naming of School Mascots
- FF-AR-2: Naming of Memorials
- FK-AR: Athletic Field and Facility Enhancements and Renovation

**RECOMMENDATION**

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



Code: **EBBA-AR**  
Revised/Reviewed: 11/03/08  
Orig. Code(s): EBBA-AR

## **First Aid - Infection Control**

Health division information about the transmission of diseases including AIDS and Hepatitis B focuses on “body fluids” as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen, and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions should focus primarily on steps that students and staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the District will be specifically protected through the District’s exposure control plan.

These procedures are a review for all staff and students of appropriate hygienic and sanitation practices.

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all human blood and body fluids are known to be infectious for HIV, HBV and/or other blood-borne pathogens.
2. 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.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/container, handling contaminated broken glass, cleaning contaminated equipment, and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials. Hand washing must be done even though gloves were used.

5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the District as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables.

Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.

8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the District's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on District property must not be picked up by students at any time, or by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.

Please note: Contact with feces provides risk of fecal-oral transmission of intestinal organisms such as hepatitis A, salmonella, and giardia. Hand washing, as detailed in #4 above, is essential after diapering or toileting.

13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may

include feeding a student with a history of spitting or forceful vomiting or assisting with severe injuries and/or wounds with spurting blood.

14. If a first-aid situation occurs, students should report to a person in authority; staff should report to a supervisor.
15. Staff will receive annual training in the handling of body fluids.
16. If a possible exposure occurred, refer to the procedures in the District Exposure Control Plan.

### **Additional Precautions**

The following additional precautions should be applied in all school settings. These procedures will help prevent transmission of many infections in addition to HIV and HBV:

1. A sink with soap, hot, and cold running water and disposable towels should be available;
2. Sharing of personal toilet articles, such as toothbrushes and razors, should not be permitted;
3. Skin lesions that may ooze blood or serum should be kept covered with a dressing;
4. Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed and by putting fingers in others' mouths should be discouraged.

Corrected 12/19/18



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

## **Murals and Artistic Displays on School Buildings and District Facilities**

*(This is from 2008 and does not rise to level of an AR; recommend this for miscellaneous section of staff handbook or intranet if still applicable.)*

### **General Procedures**

School buildings and other District facilities will be maintained to convey an attractive appearance with consideration for safety and economical operation. A painting or installation of any mural or artistic design on the exterior of a school building or District facility therefore, will be strictly regulated.

Proposals for exterior murals or artistic designs must be approved by the Superintendent's executive council. Proposals will be submitted to the principal by the requesting group and will require the following elements:

1. The educational worthiness of the project as well as a detailed sketch of the proposed project;
2. An accomplished artist who will either complete or provide expert guidance on the project;
3. A detailed budget including approved materials, which will stand up to the elements. Included in this budget will be funds for the maintenance of the project;
4. Timeline for the project completion.

For the painting or installation of any interior mural or artistic design in a school building or District facility, requesting groups will comply with the following guidelines:

1. Proposals for murals or other artistic renditions submitted by staff, parents or others must be submitted to the principal for consideration.
2. The principal will examine the educational worthiness of the proposal, the materials to be used, and the artistic capability of the individuals completing the project. If deemed appropriate, the principal can approve the proposal. Included in the proposal must be a plan for upkeep of the mural or artistic design.
3. If possible, murals and other artistic designs should be completed on canvas, plywood or other material, which would then be affixed to the wall. Murals or other artistic designs painted or adhered directly to the wall must be considered with longevity in mind, rather than as a short-term display.

Pre-existing exterior murals or artistic designs will be phased out as they age and/or no longer portray a positive message to the public.

Murals and Artistic Displays on School Buildings  
and District Facilities – ECB-AR

1-1



Code: **EDC/KGF-AR**  
Revised/Reviewed: 11/03/08  
Orig. Code: EDC/KGF-AR

## Equipment Checkout Form

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Phone \_\_\_\_\_ School/Location \_\_\_\_\_

Date checked out \_\_\_\_\_ Date to be returned \_\_\_\_\_

Items Being Checked Out	Make	Model	Serial Number	Value

-----  
I understand and agree to the following:

1. I understand and agree that the equipment entrusted to my care is owned by the District, and was provided by the patrons of the District specifically for use in support of the educational programs of the District.
2. I agree that I will not allow inappropriate or unlawful use of the equipment listed above.
3. I agree that I will not allow any other person to use the equipment that is entrusted to my care without prior written agreement of the District.
4. I assume full liability for the above District equipment that has been entrusted to my care, and agree to provide proper care to all District equipment that is checked out to me. As of the return date specified above, I agree to return the equipment to the District in the same condition it was upon delivery to me.
5. I agree to notify my insurance agent that I am utilizing the above equipment, that I have assumed full liability, and that it is my responsibility to provide insurance coverage for its full replacement value. I further agree that I will provide my insurance agent with a copy of this agreement and request a certificate of insurance, or other assurance that is satisfactory in form and content to the District that the listed property entrusted to my care is fully insured. Said insurance certificate is to provide that the coverage may not be cancelled without prior notice to the District and the certificate is to name the District as an additional insured.
6. I understand that my current homeowners or renters insurance policy may not provide full and complete coverage for the above listed equipment. I further understand and agree that I assume full responsibility for any loss, whether or not covered by my insurance policy.

I affirm the accuracy of all information presented above and agree and understand the above terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Equipment Checkout Form – EDC/KGF-AR



Code: **EDD-AR**  
Revised/Reviewed: 9/22/09  
Orig. Code: EDD-AR

## Lost and Found Procedures

*(This is an internal procedure and does not rise to level of an AR. Confirm this is in student handbook and maybe staff handbook.)*

To enable parents, students, and staff to reclaim articles of clothing and other items lost or misplaced, each school will provide a designated “lost and found” location at their school. To the degree possible, school staff will display items at the designated location to facilitate identification of missing items by students, parents, and/or staff.

Parents will be reminded periodically via newsletters and school websites to check the lost and found for missing articles.

All lost and found items remain the sole property of the individual who lost them until the school deems the items as unclaimed. Under no circumstances will staff remove articles of clothing or other items for private use or personal gain.

Parents will be notified annually that all unclaimed clothing and other collected items will be donated to charitable organizations or groups up to twice a year. Schools will retain a receipt from the charitable organization receiving the unclaimed articles.

Money found at a school or other District facility will be held for 30 calendar days. Unclaimed money less than \$100 will be deposited in the school’s Associated Student Body (ASB) fund, or the District building fund. Any money over \$100 dollars will be sent to the business office to be held for a period of 90 calendar days. Unclaimed money will be deposited into the ASB fund of the school or the District building fund after 90 calendar days.



Code: **EEAC-AR**  
Adopted: 11/03/08  
Orig. Code: EEAC-AR

## **Emergency Evacuation Drills**

*(This really is an internal procedure and does not rise to the level of an AR.)*

1. Drivers shall conduct drills only at the place and time directed by transportation.
2. Front Door Drill:
  - a. Stop the bus, set parking brake, put manual transmission in gear, turn off the engine and remove the key. Unfasten the seat belt.
  - b. Stand, open the door, face the students and get their attention.
  - c. Give the command, "Evacuation drill!" Stay seated, leave all your things in the bus; front evacuation."
  - d. Tell one student leader to stand outside the front door to count the passengers and assist them as they leave the bus. (Offer a hand – don't pull anyone.) Drivers and leaders should check for students wearing platform shoes and not allow them to jump.
  - e. Tell the other student leader to take the students to a place which you name (it should be at least 100 ft. from the bus).
  - f. Explain to the students that you are going to direct them through the drill. They should exit in the same order without your direction in a real emergency.
    - (1) Step to the center just behind the first occupied seat, and turn facing the front of the bus. As you go past the seats, motion or tell the students to stand up.
    - (2) Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to signal those passengers to move out. Say, "Walk, don't run, use the hand rail".
    - (3) Hold your left arm out to keep the students from leaving the left hand seat.
    - (4) When the students from the right-hand seat have moved forward far enough to clear the aisle, tap the shoulders of the student nearest the aisle in the left-hand seat and dismiss these students.
    - (5) Continue this moving back procedure until the bus is empty.
    - (6) The driver will walk back to the front, checking to see that everyone is out.
    - (7) At a command from the driver, students will return to the bus to collect their belongings. Before going to classes, the driver will discuss improvements to be made, or compliment a job well done. Also, at this time, the driver will show where the emergency windows, fire extinguisher, reflectors and first aid kit are located and how to operate them.
3. Rear Door Evacuation

The rear door evacuation works the same way as the front, except unloading starts from the rear seats. One student leader stands outside the rear door to assist students out and the second student leader takes passengers to a safe place at least 100 ft. from the bus. The rear door evacuation will be reviewed with students by the driver but will not be practiced by students.

Emergency Evacuation Drills – EEAC-AR

#### 4. Emergency Windows

Never attempt an emergency window evacuation drill, but you should demonstrate how to open and close them.

Tips to help assure a safe evacuation:

- a. Caution tall students as they go through the emergency exits;
- b. Those wearing skirts should gather them around their knees before jumping so that the skirts don't get caught and cause falls;
- c. Let each student decide how much assistance he/she will need to jump out of the emergency door. Students should all be taught never to pull anyone out, but offer a hand, palm up and let the one coming through the exit grasp it;
- d. On the days drills are scheduled, drivers should make every effort to have the floor clean at the rear exit for those who prefer to sit and scoot out.



Code: **EEACCA-AR**  
Revised/Reviewed: 11/03/08  
Orig. Code: EEACCA-AR

## **Video Cameras on Transportation Vehicles and on District Property**

### **Student Records**

1. The District will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) as applicable in the District's use of video recordings. Video recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing access, review, and release of student records.
2. The District will include notice in parent/student handbooks that video cameras may be used on school transportation vehicles and District property.
3. Students will be notified when video camera is "on board" and in use on District vehicles.
4. Students and the public will receive notice when video cameras are used on District property.

### **Staff Records**

1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, and collective bargaining agreements governing access, review, and release of employee personnel records.
2. The District will include notice in personnel handbooks that video cameras may be used on school transportation vehicles and District property.
3. Staff will be notified when video camera is "on board" and in use on District vehicles.

### **Storage/Security**

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for five days after initial recording, unless a request is made to view a record, whereupon such recordings will be released for erasure.

3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The recording will then be either released for erasure or retained as necessary as a part of the student's behavioral record and/or employee's personnel record in accordance with the established District procedures.

### **Use**

1. Video cameras will be used on school transportation vehicles as determined by the director of transportation.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

### **Viewing Requests**

1. Requests for viewing video recordings will be limited to the appropriate vehicle driver, director of transportation, school administrator, or others as deemed appropriate by the principal. Parent requests for viewing will be initiated through the principal's office and will be monitored by district staff.
2. Requests for viewing will be made to the principal within three school days of the date of recording.
3. Requests for viewing will be limited to those parents or guardians, students, and District officials with a direct interest in the proceedings as deemed appropriate by the principal.
4. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within three school days of the request approval.

### **Viewing**

1. Actual viewing will be permitted at the subject school and other district sites, or as otherwise required by law.
2. All viewing will include a school administrator.
3. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle or facility video-recorded, driver, principal, and the signature of the viewer.
4. Video recordings remain the property of the District and may be reproduced only in accordance with law, including applicable District student records policy and procedures and District personnel records policy, procedures, and applicable collective bargaining agreements.



Code: **EGAAA-AR**  
Revised/Reviewed: 11/03/08  
Orig. Code: EGAAA-AR

## **Guidelines for the Use of Copyrighted Materials**

The Superintendent is responsible for the establishment of practices which will ensure compliance with the provisions of the U.S. Copyright law as they affect the District and its employees.

### **1. General Responsibilities**

- a. The building principal will be designated with the responsibility for disseminating and interpreting copyright regulations at the building level. The building principal will provide employee training as needed, distribute and review District policy and administrative regulations with employees, control the approval process and maintain written records regarding permissions, response to requests and license agreements, as may be necessary.
- b. The building principal will ensure that budget recommendations include appropriate funds for the purchase of multiple copies of needed software.
- c. The building principal will ensure that appropriate warning notices are posted to educate and warn individuals using District equipment of the applicable provisions of the copyright law. Warning notices will be posted as follows:
  - (1) On or near all copiers;
  - (2) On all forms used to request copying services;
  - (3) On all video recorders;
  - (4) On all computers;
  - (5) At the library or other places where interlibrary loan orders for copies of materials are accepted.
- d. The building principal will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.
- e. The building principal will annually inspect the library/media center and any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law.
- f. All computer software license agreements must be signed by the business manager.
- g. The employee reproducing a copyrighted work will determine whether copying is permitted by law in accordance with District policy and administrative regulations.
- h. The employee will obtain written permission to reproduce material from the copyright holder(s) whenever copying does not fall within the “fair use” guidelines of copyright law.
- i. The employee using emerging technology will be responsible to ensure that the intended use of the media does not conflict with copyright law. Such technology includes, but is not limited to, digital video, satellite transmission, distance learning, CDs, online data bases (and their

downloading), informational networks and other emerging electronic information which can be manipulated into new copyrightable forms of expression.

In the absence of clearly granted rights, the employee must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.

Any contract provided by the distributor of such technology must be submitted to the business manager for approval.

## **Fair Use**

### **2. Printed Materials**

#### **a. Permissible uses – District employees may:**

- (1) Make a single copy of the following for use in teaching or in preparation to teach a class:
  - (a) A chapter from a book;
  - (b) An article from a periodical or newspaper;
  - (c) A short story, short essay or short poem, whether or not from a collective work;
  - (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- (2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
  - (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
  - (b) A complete article, story or essay of less than 2,500 words;
  - (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
  - (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
  - (e) An excerpt from a children's book containing up to 10 percent of the words found in the text.

#### **b. All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.**

#### **c. Prohibited uses – District employees may not:**

- (1) Copy more than one work or two excerpts from a single author during one class term;
- (2) Copy more than three works from a collective work or periodical volume during one class term;
- (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
- (4) Copy to create or replace or substitute for anthologies or collective works;
- (5) Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
- (6) Copy the same work from term to term;

- (7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- d. All sound recordings will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

### 3. Sheet and Recorded Music

#### a. Permissible uses – District employees may:

- (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
- (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in any case no more than 10 percent of the whole work;
- (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
- (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- (5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- (6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- (7) Make a single copy of a sound recording of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

#### b. Prohibited uses – District employees may not:

- (1) Copy to create or replace or substitute for anthologies, compilations or collective works;
- (2) Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
- (3) Copy for the purpose of performance, except as noted above (a. (1)) in emergencies;
- (4) Copy to substitute for purchase of music except as noted above (a. (1), (2) and (3));
- (5) Copy without inclusion of the copyright notice on the copy.

### 4. Television Off-the-Air Taping

#### a. Permissible uses – District employees may:

- (1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a

period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day<sup>1</sup> retention period.

- (2) Retain recordings of commercial programs only with written approval of appropriate copyright holders;
- (3) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-retention period;
- (4) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- (5) Use off-air recordings made from a satellite dish if they conform to the 45-day retention period established for broadcast or cable programming and are not subscription channels;
- (6) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- (7) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

b. Prohibited uses – District employees may not:

- (1) Record off-air programs in anticipation of an educator's requests;
- (2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- (3) Use the recording for instruction after 45 days;
- (4) Hold the recording for weeks or indefinitely because:
  - (a) Units needing the program concepts are not taught within the 45-day use period;
  - (b) An interruption or technical problems delayed its use; or

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<sup>1</sup> Means 45 consecutive calendar days.

- (c) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.
- (5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- (6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works.

Off-air recordings, however, need not be used in their entirety.

- (7) Exchange program(s) with schools in the District or other school districts without the approval of the library/media supervisor.

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.

- (8) Use the recording for public or commercial viewing;
- (9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

“Pay” programs received via satellite dish are also subject to these prohibitions.

## 5. Rental, Purchase and Use of Video Recordings

### a. Permissible uses – District employees may:

- (1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
- (2) Use only rented lawfully-made video recordings;
- (3) Arrange for the local school to transmit video recordings over their closed circuit television systems for direct instruction;
- (4) Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and District policy.

### b. Prohibited uses – District employees may not:

- (1) Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;
- (2) Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

## 6. Computer Software

### a. Permissible uses – District employees may:

- (1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
- (2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
- (3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
- (4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
- (5) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
- (6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
- (7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

### b. Prohibited uses – District employees may not:

- (1) Load the contents of one disk or download a program or software into multiple computers at the same time in the absence of a license permitting the user to do so;
- (2) Load the contents of one disk or download a program or software into local network or disk-sharing systems in the absence of a license permitting the user to do so;
- (3) Make or use illegal copies of copyrighted programs on District equipment;
- (4) Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board;
- (5) Make copies of software provided by a software publisher for preview or approval;
- (6) Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district;
- (7) Make replacement copies from an archival or back-up copy;
- (8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- (9) Make multiple copies of the printed documentation that accompanies copyrighted software.

### c. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

## 7. Reproduction of Works for Libraries/Media Centers

### a. Permissible uses – District employees may:

- (1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
- (2) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
- (3) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
- (4) Make a copy of an unpublished work for purposes of preservation, or a copy of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- (5) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
- (6) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

### b. Prohibited uses – District employees may not:

- (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
- (2) Copy without including a notice of copyright on the reproduced material.

## 8. Performances

### a. Permissible uses – District employees must:

- (1) Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## NOTICES

Text of warning notice to be posted on or near copiers. It is recommended that type be at least 18 points in size:

### NOTICE:

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Text of warning notice to be displayed at places where orders for copies of materials are accepted by libraries/media centers or archives. Type must be at least 18 points in size; the notice printed on heavy paper or other durable material and displayed prominently within the immediate vicinity of the place where orders are accepted.

The warning is also required on any form that is used to request copying service. There are no specific requirements for type size on request forms.

### NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIC CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Text of warning notice to be affixed to video recorders and computers. (There is no specific requirement for type size.):

### NOTICE:

MANY VIDEOTAPED MATERIALS AND COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT (TITLE 17 U.S. CODE). UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

Text of warning notice to be affixed to package containing the copy of a computer program subject to loan. The notice must be printed in such a manner as to be clearly legible, prominently displayed and durably attached to the copies or to a box, reel, cartridge, cassette or other container used as a permanent receptacle for the copy of the computer program:

WARNING: THIS COMPUTER PROGRAM IS PROTECTED UNDER THE COPYRIGHT LAW. MAKING A COPY OF THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER IS PROHIBITED. ANYONE COPYING THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER MAY BE SUBJECT TO PAYMENT OF \$150,000 OR MORE IN DAMAGES AND, IN SOME CASES, IMPRISONMENT FOR ONE YEAR OR MORE.

Corrected 12/19/18



Code: **EH-AR**  
Revised/Reviewed: 3/22/11  
Orig. Code: EH-AR

## **Records and Data Management**

In order for the District (including public charter schools) to function administratively, undergo periodic audits, and provide for its legal requirements, it must manage its records properly. Therefore, the District requires its employees to retain and destroy electronic documents and messages that are created, sent, and received in the course of conducting official business in accordance with the Oregon Archives division records retention schedule. The District's specified retention system is to retain electronic documents and messages as part of the network and messaging systems, or by printing and filing them in an appropriate folder.

Public records include any writing that contains information relating to the conduct of the public's business regardless of its physical form. More specifically, an electronic document or message is a public record if it communicated formal approvals, directions for action, and information about contracts, purchases, grants, personnel, students, and particular projects or programs. If an electronic document or message is a public record, then it is subject to retention requirements based on the content of the message. Records, including electronic documents or messages, shall not be destroyed if they have been requested under the Public Records Law, or if they are part of litigation, even if their retention period has expired.

### **Definitions**

1. "Electronic mail" – means messages distributed by electronic means from one user to one or more recipients via a network.
2. "Electronic document" means any documents created, generated, sent, communicated, received, or stored by electronic means.
3. "Retention schedule" means a general schedule published by the State Archivist in Oregon Administrative Rule (OAR) 166-005-0000 through OAR 166-400-0065 in which certain common public records are described or listed by title, and a minimum retention period is established for each.

District employees should consult the complete retention schedule to determine the retention period of the electronic document or message. See  
[http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_166/166\\_400.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_166/166_400.html)

Common electronic messages and documents containing public records include, but are not limited to, the following:

1. Calendars and Scheduling Records – Minimum Retention: One year. OAR 166-400-0010(6)
2. Committee and Board Meeting Records – Minimum retention:
  - a. Board meeting minutes and agendas: Permanent<sup>1</sup>.
  - b. Exhibits, other minutes, and supporting records: Five years after school year in which the records were created.
  - c. Sound recordings, if transcribed or abstracted: One year after minutes approved. OAR 166-400-0010(9)
3. Staff Meeting Records – Minimum Retention: Until the end of the school year. OAR 166-400-0010(38)
4. Employee Time and Attendance Records – Minimum Retention: 4 years. OAR 166-400-0045(4)
5. Employee Personnel Records – Records documenting school district and ESD individual employee work history.

Records may include, but are not limited to: applications; notices of appointment; training and licensure (certification) records; records of health limitations; in-service training records; salary schedules; tuition reimbursement records; personnel actions; performance evaluations; teacher evaluation reports; letters of commendation and recommendation; letters of reprimand; notices of disciplinary action; notices of layoff; letters of resignation; home address and telephone disclosures; emergency notification forms; oaths of office; grievance and complaint records; pension, retirement, disability, and leave records; and related correspondence and documentation.

Minimum retention:

- a. Retain employment applications (most recent and first successful), teacher licensure (certification) records, personnel actions, oaths of office, home address/telephone disclosures, emergency notification form (most recent): 75 years after date of hire.
  - b. Retain grievance, complaint, and disciplinary records : 3 years.
  - c. Retain all other records: 3 years after separation. OAR 166-400-0050(11)
6. Student Attendance Records - Records documenting the attendance of students in school.

Records may include, but are not limited to, teacher or school attendance register; classroom daily attendance sheet; weekly attendance and truancy records; excused and unexcused absence records; tardiness records; notes from parents/guardians; and related documentation. Minimum retention: Three years after school year in which records were created. OAR 166-400-0060(3)

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<sup>1</sup> OAR 166-005-0010(8) “Permanent” public records are those deemed worthy of permanent preservation by the State Archivist and the official copy of permanent records must be retained in paper or in microfilm.

7. Student Behavioral Records:
  - a. Major student behavior infractions resulting in student's suspension or expulsion. Minimum retention: Until student turns 21. OAR 166-400-0060(4)
  - b. Minor student behavior infractions not resulting in suspension or expulsion (i.e. referrals, records of conversations, parent notes, detention records, related correspondence). Minimum retention: Until end of school year. OAR 166-400-0060(5)
8. Educational Programs Student Records – Records documenting the placement and participation of students in educational programs such as TAG, alternative learning, or distance learning. Minimum retention:
  - a. Records that show compliance with all federal program requirements: Five years after school year in which records were created.
  - b. Other records: Three years after school year in which records were created. OAR 166-400-0060(12)
9. Special Education Student Records - Records documenting students participating in special education programs and early intervention special education services.

Records may include speech/hearing, academic, motor, occupational and/or physical therapy, vision/hearing, interdisciplinary team, and classroom observation reports; records relating to student behavior including psychological and social work reports; assessments obtained through other agencies; contact sheets; severity rating scales; test result records; physician's statements; parental consent records; educational program meeting records; request for hearing records; eligibility statements; individualized education plans (IEP); individualized family service plans (IFSP); and related correspondence and documentation. Minimum retention:

  - a. Records documenting speech pathology and physical therapy services: Until student reaches age 21 or five years after last seen, whichever is longer.
  - b. ESD copies, if program at District level: Transfer records to home District after end of student participation.
  - c. Readable photocopies of records necessary to document compliance with state and federal audits retained by the former educational agency or institution when a student transfers out of District: Five years after end of school year in which original record was created. OAR 166-400-0060(28)

### **Employee Responsibilities**

1. Employee will evaluate the content and purpose of each electronic document or message to determine which retention schedule defines the document or message's approved retention period.
2. Senders and creators are generally considered to be the person of record for an electronic message or electronic document. However, if recipients of the message or document take action as a result of the message, they should also retain it as a record.
3. It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.

4. Employees shall retain electronic document or message that has not fulfilled its legally-mandated retention period as part of the network or electronic message system or printed and filed in an appropriate folder.
5. Employees will promptly dispose of all transitory, non-record, and personal electronic documents or messages from the network and messaging system.
6. Employees are responsible for ensuring that electronic documents and messages that are public records are properly archived prior to any District system auto clean-up schedules.

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



Code: **FF-AR(1)**  
Revised/Reviewed: 6/26/18  
Orig. Code(s): FF-AR(1)

## **Naming of School Mascots**

School mascots will be determined through a process involving student and staff input. In determining a mascot for a new school or changing an existing mascot, the principal will follow the process below:

1. The principal will select a colors and mascot committee that will include students and staff from the school.
2. Selection of school colors and mascot will occur in concert with the naming process, with a final decision being made after the naming process has been completed. The school colors and mascot committee will be largely student-driven with guidance from the principal or Superintendent or designee.
3. The colors and mascot committee will research all relevant information (i.e., colors and mascots already in use in the region and the state), generate objectives for colors and mascot consistent with community values and culture (e.g., past, present and future), and generate lists of possible colors and mascots that meet stated criteria.
4. The colors and mascot committee will solicit community input and feedback on ideas, and narrow the selection to 10 semi-finalist options, then three finalist options. The Superintendent or designee will formulate a recommendation consisting of a minimum of the top three most popular choices, in ranked order.
5. Time permitting, mockups of finalist colors and mascots will be created and presented by student representatives. Final selection of the mascot and colors will be based on the vote of the student committee described above, with final approval given by the Superintendent.

Corrected 11/28/18



Code: **FF-AR(2)**  
Revised/Reviewed: 9/28/10  
Orig. Code(s): FF-AR(2)

## **Naming of Memorials**

### **Memorials on School Sites**

The following process will be utilized for naming and dedicating permanent memorials on school sites:

1. Requests by individual(s) or group(s) will be made to the school site committee to consider naming or dedicating memorial(s) on the school site.
2. The school site committee will review and forward a recommendation to the principal. In the event the principal is the individual being recognized, that recommendation may go to the executive director of the office for school performance. The principal receiving the naming request will review and forward a recommendation to the executive director of the office for school performance.
3. The executive director of the office of school performance will forward the recommendation to the Superintendent's cabinet for consideration and approval. The Superintendent's decision will be final.
4. The Superintendent will provide information regarding such naming or dedication to the Board.

### **Memorials on Other District Property**

The following process will be utilized for naming and dedicating permanent memorials on other District property:

1. Requests by individual(s) or group(s) will be made to the Superintendent or designee to consider naming or dedicating memorials on other District property.
2. The Superintendent or designee will review the request with the Superintendent's cabinet for consideration and approval. The Superintendent's decision will be final.
3. The Superintendent will provide information regarding such naming or dedication to the Board.

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  
February 12, 2019  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

DRAFT

1. **WORK SESSION**

Board Present:

Lisa Allen, Chair  
Erika Lopez, Vice Chair  
Martin Granum  
Yadira Martinez  
Jaci Spross  
Kim Strelchun  
Mark Watson

Administration / 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  
Adam Stewart, Capital Projects Officer  
Casey Waletich, Chief Operations Officer  
Becky Smith, Principal, North Plains Elementary School  
Brooke Vilante, Teacher on Special Assignment  
Val Bokma, Assistant to the Board  
Kelli Waibel, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson  
Samanta Vega Contreras

Others Present:

City of North Plains:  
Teri Lenahan, Mayor  
James Fage, Councilor  
Rickey Smith, Councilor  
Cindy Smith, Citizen and  
Volunteer Coordinator for the  
North Plains Association  
Devin Hunter, HCU  
Jill Golay, HEA

Board Chair Lisa Allen called the meeting to order at 5:19 PM. Student Representative Samanta Vega Contreras was unable to attend.

A. Hillsboro School District Board of Directors' Discussion with North Plains City Officials

1. Introductions

Meeting participants introduced themselves and discussed their school experiences.

2. School Bond Projects Update

a. Highlights, Priorities, Benefits, and Impact to the Community: North Plains Elementary School, Evergreen Middle School, and Glencoe High School

Capital Projects Officer Adam Stewart reported on the status and anticipated timeline of bond projects that impact the North Plains community, including the renovation of North Plains Elementary School, Evergreen Middle School, and Glencoe High School; and the construction of an additional elementary school in North Plains. Mr. Stewart also responded to questions regarding school building security and half-

street improvements, and discussed the importance of coordinating with other organizations that are building in the area.

b. Overview of Boundary Adjustment Timelines and Guiding Principles

Superintendent Mike Scott presented an overview of the boundary adjustment process that was used by the District in 2013-14 and explained that the Board of Directors is scheduled to review the previous process, make any necessary adjustments, and approve the updated process later this school year. The boundary adjustment process for North Plains is expected to begin in fall 2020, and the new school is scheduled to open in fall 2021.

Superintendent Scott emphasized that the District strives to engage in a thoughtful, responsive, and transparent boundary adjustment process, involving the communities that will be impacted by the adjustments.

3. Overview of North Plains Elementary School Programs and Activities

North Plains Elementary School Principal Becky Smith presented an update on activities and events at the school, including the new logo, the valuable support provided by community partners, and programs and resources that support and engage students.

4. Brainstorm Regarding Future Partnership and Collaboration Opportunities

Board members and City leaders discussed potential future collaborative opportunities. Suggestions included expanding the North Plains trail system, improving athletic fields, developing a partnership between the District and North Plains' law enforcement, a fiber partnership, a library partnership, and Board members participating in North Plains community events. Funding limitations and suggested funding sources were also discussed.

B. The meeting was recessed at 6:30 PM.

C. A short break was scheduled, during which North Plains representatives left the meeting.

D. Board Chair Lisa Allen reconvened the meeting at 6:45 PM.

E. Discuss Facilities Naming Process

Superintendent Mike Scott outlined the following processes that the District has previously used for naming new facilities, and explained that the process that will be used for the upcoming bond projects will be subject to Board approval.

- Implementation of a Superintendent's task force
- Community input invited via the District website and local media.

District policy FF: Naming Facilities addresses the criteria for selecting new facility names. Revisions to policy FF will be presented to the Board for first reading on February 26.

Board members discussed the facility naming process and criteria, suggesting several ideas for consideration. Based on their input, Superintendent Scott will draft a proposal to be reviewed during a future meeting.

F. NWRESD Local Service Plan Discussion

Superintendent Mike Scott explained that education service districts' local service plans for the upcoming year must be adopted by local school districts annually by March 1, and the Board is scheduled to vote on the Northwest Regional Education Service District's

(NWRES'D's) local service plan for 2019-20 on February 26. He recommended that the Board approve the plan, which is included in the Board meeting packet.

G. Talented and Gifted (TAG) Update

Assistant Superintendent Dayle Spitzer and Teacher on Special Assignment (TOSA) Brooke Vilante presented an update regarding opportunities, events, supports, strategies, and resources for students who have been identified as Talented and Gifted (TAG) and their parents and staff.

H. Safety Update

Superintendent Mike Scott and Chief Operations Officer Casey Waletich presented an update regarding the safety and security projects that are included in the bond program. An executive summary outlining these projects is included in the Board meeting packet.

I. Discuss Student Representative Positions and Planning

Students at Glencoe High School, Hillsboro High School, and Miller Education Center will have the opportunity to serve as Student Representatives to the Board of Directors during the 2019-20 school year. Board members and Student Representative Jessica Jose-Nickerson discussed the recruitment and selection process and timeline for the 2019-20 Student Representatives. Superintendent Scott presented a draft timeline, explaining that the intention is for next year's Student Representatives to be on board early enough to participate in additional opportunities, including the summer Board retreat.

Board members discussed a suggestion that a grade-point-average requirement be added to the criteria, but determined that the criteria would remain unchanged, reiterating their value that this opportunity be accessible to a diverse range of students. They also recommended that the process / timeline be updated to include a procedure for recognizing students at the end of their terms.

Information sessions regarding this opportunity will be scheduled, and Youth Advisory Council (YAC) and IGNiTE (Inspiring Growth Now in Teacher Education) students and school club advisors will be asked to help spread the word regarding this opportunity.

J. Discussion Time

Board members and Student Representative Jessica Jose-Nickerson provided brief summaries of their recent and upcoming activities, and discussed conversations with parent groups; participation in upcoming community events; advocacy for revenue reform; recent proposed legislation that impacts schools and students; Director Kim Strelchun's recent trip to Washington, D.C., and her work on Oregon School Boards Association's Legislative Policy Committee; and Director Erika Lopez' work on the Oregon School Board Members of Color Caucus. Board Chair Lisa Allen and Director Yadira Martinez have filed to run for election to continue serving in their current School Board positions.

K. Recess Board Meeting

The meeting was recessed at 8:35.

**2. EXECUTIVE SESSION**

ORS 192.660(2)(d)—Labor Negotiator Consultation and ORS 192.660(2)(b)—Complaint against a Public Employee.

Board Present:

Lisa Allen, Chair  
Erika Lopez, Vice Chair  
Martin Granum  
Yadira Martinez  
Jaci Spross  
Kim Strelchun  
Mark Watson

Administration / Staff Present:

Mike Scott, Superintendent  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Val Bokma, Assistant to the Board

Board Chair Lisa Allen reconvened the meeting at 8:37 PM, and moved the Board into executive session under ORS 192.660(2)(d)—labor negotiator consultation and ORS 192.660(2)(b)—complaint against a public employee. The Board discussed labor negotiations and a complaint against an employee. No action was taken.

Board Chair Allen moved the Board out of executive session and recessed the meeting at 9:08 PM.

**3. WORK SESSION**

Board Present:

Lisa Allen, Chair  
Erika Lopez, Vice Chair  
Martin Granum  
Yadira Martinez  
Jaci Spross  
Kim Strelchun  
Mark Watson

Administration / Staff Present:

Mike Scott, Superintendent  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Val Bokma, Assistant to the Board  
Kelli Waibel, Technology Support

Others Present:

Devin Hunter, HCU  
Jill Golay, HEA

Board Chair Lisa Allen reconvened the meeting at 9:09 PM.

**A. ACTION: Ratify Agreement with Hillsboro Education Association**

Director Martin Granum MOVED, SECONDED by Director Mark Watson, that the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Education Association, effective July 1, 2018, through June 30, 2021, as tentatively agreed to by the District bargaining team. The MOTION CARRIED (7-0).

**B. Update Regarding Compensation for Non-Union Employees**

Chief Human Resources Officer Kona Lew-Williams presented an update regarding compensation for non-union employees. The following information is also included in the Board meeting packet.

On June 26, 2018, the Board approved a three-year agreement with executive management, administrators, and confidential and supervisory-technical employees, to align with the timelines of the agreements reached with the licensed employee group. In addition to work calendar changes for specific positions, the Board approved the following compensation package for non-union employees, to be aligned with the compensation increases that would be approved for licensed staff, upon the completion of the bargaining process:

- All employees receive a step during each year that they are eligible
- Cost of living adjustment equivalent to negotiated licensed staff increase
- Insurance increase equivalent to negotiated licensed staff increase

The tentative agreement with Hillsboro Education Association, approved by the Board, includes the following compensation increases that apply to non-union staff:

SALARY

- COLA added to the salary schedule
  - 2018-19: 2%
  - 2019-20: 2.5%
  - 2020-21:
    - 2.5% COLA for the first six paychecks
    - 3% COLA added for the last six paychecks

INSURANCE

- 2018-19: \$25.00 increase to the insurance cap to \$1,175
- 2019-20: \$25.00 increase to the insurance cap to \$1,200
- 2020-21: \$50.00 increase to the insurance cap to \$1,250

3. Adjourn Board Meeting

The meeting was adjourned at 9:13 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
February 26, 2019  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

DRAFT

1. **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  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Casey Waletich, Chief Operations Officer  
Rian Petrick, Director, Extracurricular Services/Community Outreach  
Val Bokma, Assistant to the Board  
Kelli Waibel, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson  
Samanta Vega Contreras

Others Present:

Chris Hartye, Senior Project Manager, City of Hillsboro

Budget Committee Present:

Nina Carlson  
Christopher Clark  
Alexander Diaz  
Matthew Long  
Heather Monaghan  
Michael Smith  
Kyle Taylor

Board Chair Lisa Allen called the meeting to order at 5:27 PM and apologized for the late arrival of several participants, who were returning from advocating in Salem for adequate, reliable school funding.

a. Discuss Nonprofit Low-Income Affordable Housing Property Tax Exemption Request

Chief Financial Officer Michelle Morrison explained that the City of Hillsboro's request that the Board approve a nonprofit low-income housing property tax exemption is very similar to the request that the Board approved last June for Washington County, but the new request specifically names the City of Hillsboro as the agent.

Chris Hartye, Senior Project Manager for the City of Hillsboro, explained that the Hillsboro City Council approved the exemption on February 19, and that, per State statute, under the exemption program, total relief from property taxes occurs when 51 percent of the total rate within the jurisdiction approves the request. Within the Hillsboro boundary, the City of Hillsboro and the Hillsboro School District would achieve the 51 percent required to provide total property tax relief to nonprofit organizations that own affordable housing. Eleven properties in Hillsboro are eligible and, in order to apply the property tax exemption to the coming tax year, applications must be submitted by March 1.

The evening's regular session agenda included an opportunity for the Board to approve the property tax exemption request.

b. Facility Use Fees Discussion

Rian Petrick, Director of Extracurricular Services and Community Outreach, explained that the District's fee structure for the use of its facilities has not been updated in several years, and the use of District facilities by outside groups has increased dramatically, because the costs to the user are so much less than costs charged by other organizations. The majority of District schools are used for events every weekend, and these additional hours increase the District's utilities costs and the rate of deterioration of equipment (e.g., bleachers, amplifiers, scoreboards, etc.).

Mr. Petrick provided information regarding the practices of other comparable districts, and presented an example of a tiered system of rental fees for the Board to discuss and consider. He explained that the effect of the tiered fee structure would be that organizations using the District's facilities would be helping pay the costs of maintaining the facilities and equipment. He also clarified that District and District-sponsored programs would not be charged rental fees.

Mr. Petrick recommended that fee structure changes be implemented over a three-year period, and a percentage of the revenue be given to the schools to support extracurricular programming.

Board members discussed the proposal, requested clarification regarding the tier structure, made suggestions, and recommended that equity and cost barriers be considered in this process.

Superintendent Mike Scott explained that a revised proposal, incorporating Board members' suggestions, will be presented to the Board at a future meeting, with the goal of finalizing any changes prior to approving facility scheduling requests that are being received for the upcoming year.

c. Budget Workshop

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison presented an overview of the roles of the Board and Budget Committee in the District's budget process; the key points in the development of the 2018-19 budget, and the latest available information regarding this budget; and the process and timeline for developing the 2019-20 budget, as well as factors that will impact the budget, including economic forecasts, legislative action, enrollment and demographic projections, the status of other funding sources, and anticipated expenditures.

Superintendent Scott and Ms. Morrison explained that information currently available indicates that the District will be facing another biennium of budget reductions. Since funding projections will continue to change as new information becomes available, a variety of budget options will be developed, based on different funding levels with contingency ranges. Budget Committee members asked to receive draft budget scenarios as early as possible.

Board members, Budget Committee members, and staff discussed the State School Fund formula and State funding projections, targeted funding, additional sources of State funding, the importance of advocacy, the sustainability of budget strategies, ending fund reserve balances, enrollment projections, and potential increases in utility and transportation costs.

The Budget Committee is currently scheduled to meet with the Board during the April 9 and 30 work sessions, and to approve the proposed 2019-20 District budget on May 9. The budget is scheduled to be presented to the Board for adoption on June 11.

d. Policy Discussion

There was no discussion regarding this topic during the work session. Policies are on the regular session agenda for first reading, approval (consent agenda), and information.

e. Discussion Time

1. Discuss Community Event Participation

Board members and Student Representatives discussed upcoming community events and their plans regarding participation.

2. Discussion

The impact that anticipated State funding projections may have on District staffing levels, and the schedule for approving the extension of licensed staff members' contracts, were briefly discussed. It was determined that the extension and non-extension of teachers and administrators would remain on the evening's consent agenda, rather than being postponed.

f. Recess Board Meeting

The meeting was recessed at 6:56 PM.

2. **REGULAR SESSION**

Board Present:

Lisa Allen, Chair  
Erika Lopez, Vice Chair  
Martin Granum  
Yadira Martinez  
Jaci Spross  
Kim Strelchun  
Mark Watson

Student Representatives Present:

Jessica Jose-Nickerson  
Samanta Vega Contreras

Others Present:

Brookwood Elementary School  
Fourth Grade "STEAM"  
Teachers and Students  
Lisa Poehlitz, NWRES  
Devin Hunter, HCU  
Jill Golay, HEA

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Adam Stewart, Capital Projects Officer  
Casey Waletich, Chief Operations Officer  
Val Bokma, Assistant to the Board  
Gaspar Lopez Lopez, Bilingual Interpreter / Translator  
Marianna Roman, Bilingual Interpreter / Translator  
Kelli Waibel, Technology Support

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:07 PM and led the Pledge of Allegiance.

B. RECOGNITION / PRESENTATION

Brookwood Elementary School STEAM Project

Brookwood Elementary School fourth grade students demonstrated musical instruments that they created as STEAM projects (Science / Technology / Engineering / the Arts / Math), using donated materials. They discussed the process of performing their own research; developing their unique designs; and building, testing, and improving their instruments.

C. Approval of Agenda

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, to approve the agenda as printed. The MOTION CARRIED (7-0).

D. Audience Time

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

- Barley T. Hop and Casey Sawyer, representing the Hillsboro Hops, discussed the math-related pen-pal program they are engaged in with Brookwood Elementary School students.
- Kristy Kottkey thanked the Hillsboro Hops and the Hillsboro Police Department for participating in number talks at District secondary-level schools.

E. REPORTS AND DISCUSSION

1. District Evaluation: School-Year-End Summary and Annual Student Achievement Report - 2017-18

Chief Communications Officer Beth Graser and Assistant Superintendent Dayle Spitzer presented the District's school-year-end summary and annual student achievement report for the 2017-18 year, which includes information regarding progress toward accomplishing strategic plan goals; graduation data, released by the Oregon Department of Education (ODE) in January; and other key academic achievement indicators.

Areas of success were discussed, as well as next steps in resolving areas of challenge. Key topics included graduation rates, math scores, attendance data, participation in college preparation examinations, demographics, and supports for student success. It was discovered that attendance data for previous years had not yet been recalculated to align with ODE's revised formula for 2017-18, so an updated version of the student achievement report will be released soon.

Director Erika Lopez requested additional information regarding the number of students represented in the graduation data. This information will be provided.

The report is included in the Board meeting packet.

2. Local Wellness Program - Annual Assessment

Chief Operations Officer Casey Waletich presented the annual local wellness program assessment. The report is included in the Board meeting packet.

3. NWRESD Update

Northwest Regional Education Service District (NWRESD) Director Lisa Poehlitz presented an update on NWRESD's work as the regional contractor (through ODE) for the provision of early intervention and early childhood special education services.

Director Poehlitz discussed the valuable services and supports provided, the need for additional funding, and the importance of partnerships in this work.

Director Poehlitz also announced that NWRESA has selected Dan Goldman to serve as its new superintendent, effective July 1, replacing Rob Saxton, who will be retiring from the position.

4. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report, which is included in the Board meeting packet.

5. Policies—First Reading

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

a. Policies in Section A-B: Board Governance and Operations; Section D: Fiscal Management; Section E: Support Services; and Section F: Facilities Development

- 1) Policies in Section A-B: Board Governance and Operations
  - BHD: Board Member Compensation and Expense Reimbursement
- 2) Policies in Section D: Fiscal Management
  - DFEA: Admission to District Events
  - DJFA: Procurement Cards
- 3) 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)
  - EEBA: 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)
- 4) 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

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 February 26 for posting on the District's policy web page.)

- 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

G. Consent Agenda

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

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

Consent Agenda items were as follows:

1. Approve Minutes of January 8, 2019, Board Meeting
2. Approve Minutes of January 22, 2019, Board Meeting
3. Approve Routine Personnel Matters
4. Accept Gifts and Donations
5. Approve Extension and Non-Extension of Temporary, Probationary, and Contract Teachers and Administrators
6. Approve Policy Revisions (presented for first reading on January 22, 2019)
  - a. Approve Revisions to 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
- b. Approve Revisions to 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
- c. Approve Revisions to Policy IFF and IFF-AR: Community Curriculum Advisory Committee and IFF-AR Appendix A: Community Curriculum Advisory Committee Charge

H. Action Items

1. Adopt Resolution Approving NWRESD Local Service Plan for 2019-20  
Director Martin Granum MOVED, SECONDED by Director Mark Watson, that the Board of Directors adopt the resolution approving the NWRESD Local Service Plan for 2019-20. The balance of the NWRESD 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. The MOTION CARRIED (7-0).

The NWRESD Local Service Plan is included in the Board meeting packet.

2. Approve 2019-20 School Year Calendar  
Chief Human Resources Officer Kona Lew-Williams presented the 2019-20 school year calendar to the Board for approval. The calendar is included in the Board meeting packet, and was presented for first reading on January 22, 2019.

Board members asked about the process for revising the calendar, if this becomes necessary in order to balance a reduced budget or comply with potential legislation increasing the number of school days; and whether the approval of the calendar should be delayed until additional information becomes available. Since the State budget and proposed legislation are still being developed, and staff, parents, and community members need to be able to move forward with their personal and professional plans, it was recommended that the calendar be approved.

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the proposed 2019-20 school year calendar. The MOTION CARRIED (7-0).

3. Award Bid for the Purchase of School Buses  
Chief Financial Officer Michelle Morrison asked the Board to award a bid for school bus purchases and approve the purchase of seven school buses. She explained that in previous years the bid award, purchase approval, and approval of financing were included in a one-step process that was scheduled in late April, but in order for the

new buses to be available for the beginning of the 2019-20 school year, they need to be ordered now. However, since the buses will be delivered after July 1, their cost will be included in the 2019-20 budget, and the resolution authorizing their financing is scheduled to be presented to the Board for approval on April 30.

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

4. Approve PACE Trust Agreement Revisions

Chief Financial Officer Michelle Morrison explained that school districts that are members of the Property and Casualty Coverage for Education (PACE) Insurance Trust are being asked to sign the recently updated trust agreement in order to continue as participating members, and she clarified that the trust agreement updates do not include any program changes.

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the PACE Insurance Form of Joinder to Trust Agreement. The MOTION CARRIED (7-0).

5. Vote on Resolution Regarding Nonprofit Low-Income Housing Property Tax Exemption Request

Chief Financial Officer Michelle Morrison asked the Board to adopt the resolution approving a nonprofit low-income housing property tax exemption for the City of Hillsboro, similar to the exemption that the Board approved last June for Washington County, and explained that Chris Hartye (Senior Project Manager for the City of Hillsboro) provided information regarding this request during the work session. Ms. Morrison also explained that the exemption is in alignment with how the District operates the construction excise tax, which exempts low-income housing, and low-income housing property tax exemptions are projected to have a minimal impact on the District's finances, as a result of the State School Fund equalization formula.

Director Martin Granum requested information regarding the actual impact to the District of the approved low-income housing property tax exemptions. Because the District's Business Office does not currently have this information, Ms. Morrison will request it from other organizations.

Director Mark Watson MOVED, SECONDED by Director Kim Strelchun, 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.

The MOTION CARRIED (7-0).

Capital Projects Officer Adam Stewart asked the Board to approve bond-related action items (agenda items 6-9, listed below).

6. Award Contracts for Century High School CTE Building Project, Liberty High School CTE Building Project, and Glencoe High School Softball Dugouts / Concessions  
Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, 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

The MOTION CARRIED (7-0).

7. Award Contract for Chiller Replacement, Controls Upgrade, and Retro-Commissioning of Liberty High School's HVAC System

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, 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. The MOTION CARRIED (7-0).

8. Approve Cost-Sharing Agreement between Hillsboro School District and GLC-South Hillsboro, LLC

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, 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. The MOTION CARRIED (7-0).

9. Approve Intergovernmental Agreement between Hillsboro School District and Washington County for Improvements to Reedville Elementary School Frontage along 209th Avenue and Johnson Street

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, 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. The MOTION CARRIED (7-0).

I. HCU/ HEA Reports

HEA President Jill Golay discussed advocacy and lobbying for school funding, the importance of being united and working together, the newly ratified licensed contract, and upcoming HEA events.

HCU President Devin Hunter discussed the importance of adequate funding and functioning equipment; the limited options of employees whose OFLA / FMLA leave is exhausted and their losses that cannot be restored, even if they are re-hired at a later date; and the impact of decreased school lunch participation on Nutrition Services staff.

J. Discussion Time

1. Student Representatives' Time

Student Representatives provided brief summaries of their recent and upcoming activities, including advocating and lobbying for school funding and forecasting for next year's classes. They also discussed bond projects, events that are occurring at their schools, and their plans for the future.

2. Superintendent's Time

Superintendent Mike Scott outlined the factors that are considered when determining whether to close or delay school because of inclement weather, and emphasized that student safety is the most important consideration in this decision. He also discussed the important of advocating for school funding.

3. Board of Directors' Time

Board members expressed appreciation for donations listed in the consent agenda; discussed District events, programs, and processes; and provided brief summaries of their recent and upcoming activities, including attending parent club meetings, advocating for school funding, visiting schools and classrooms, attending the Hillsboro Schools Foundation Gala, and campaigning for the upcoming election.

Board members also discussed the opportunity for students to serve as Representatives to the Board in the upcoming year and the impact of the bond projects that are being completed at schools throughout the District.

Director Martin Granum suggested that the acceptance of gifts and donations be moved from the Consent Agenda to the Action Item portion of future Board meeting agendas.

K. Adjourn Regular Session

The meeting was adjourned at 9:23 PM.

L. Follow-Up Items

Agenda Item / Request	Action
<u>Annual Student Achievement Report</u> Director Erika Lopez requested additional information regarding the number of students represented in the graduation data.	Information provided
<u>Vote on Resolution regarding Nonprofit Low-Income Housing Property Tax Exemption Request</u> Director Martin Granum requested information regarding the actual impact to the District of the approved low-income housing property tax exemptions.	Information will be provided
<u>Accept Gifts and Donations</u> Director Martin Granum suggested that the acceptance of gifts and donations be moved from the Consent Agenda to the Action Item portion of future Board meeting agendas	Agenda change will be effective in March

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends that the Board of Directors:

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

**Jesus Martinez**

Assignment: 1.0 FTE 6<sup>th</sup> Grade  
Location: Minter Bridge Elementary School  
Effective Date: June 17, 2019

- B. Approve the employment of the following administrative personnel:

**Jordan Beveridge**

Assignment: Chief Information and Technology Officer  
Location: Administration Center  
Effective Date: March 20, 2019

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

**Catherine Callison**

Education: MA – Portland State University, Portland, OR  
Experience: 6 years  
Assignment: 1.0 FTE Science – Hillsboro High School

**Valerie Comstock**

Education: MA – George Fox University, Newberg, OR  
Experience: 2 years  
Assignment: 1.0 FTE Elementary Resource Specialist – Mooberry Elementary School

**Evan Ransom**

Education: MA – Portland State University, Portland, OR  
Experience: None  
Assignment: 1.0 FTE 5<sup>th</sup> Grade – Imlay Elementary School

**Dustin Ruth**

Education: MA – Grand Canyon University, Phoenix, AZ  
Experience: 1 year  
Assignment: 1.0 FTE Instructional Coach – South Meadows Middle School

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**AUTHORIZE APPLICATION FOR**  
**2019 MIGRANT EDUCATION SUMMER SCHOOL**

**SITUATION**

The Hillsboro School District has been invited by the Oregon Department of Education to apply for \$397,392 in Title I-C (Migrant Education) funds to operate the 2019 Hillsboro School District Summer Migrant Program. The District has served as the operating agency for this program since 1987. The District recovers all costs, direct and indirect, from the grant. The program will serve approximately 600 elementary and 300 secondary migrant-eligible students and will employ up to 73 staff members during the four-week summer session (June 24 – July 18, 2019).

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors authorize the Hillsboro School District to apply to the Oregon Department of Education for \$397,392 in Title I-C funds to operate the 2019 Hillsboro School District Summer Migrant Program.

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**APPROVE REVISIONS TO 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 and administrative regulations listed below, and presented them to the Board for first reading on February 26, 2019. No public comments or questions were received regarding these policies during the review period.

- 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)
  - EEBA A: 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
  - EF A A: District Nutrition and Food Services
  - EF A A-AR: Reimbursable Meals and Milk Programs
  - EFD: Food Preparation
  - EG A A A: 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 approve the revisions to the policies in sections A-B, D, E, and F that are listed in the Board meeting packet.



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

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### 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

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### 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: to 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

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### 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

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### 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

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### 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)<sup>1</sup> 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;

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<sup>1</sup> See Model Integrated Pest Management Plan for Oregon Schools at [http://www.ipmnet.org/tim/IPM\\_in\\_Schools/IMP\\_Materials.html](http://www.ipmnet.org/tim/IPM_in_Schools/IMP_Materials.html)[http://www.ipmnet.org/tim/IPM\\_in\\_Schools/IPM\\_Materials.html](http://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)<sup>2</sup> 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;

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<sup>2</sup> 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

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**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

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### 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, HBV<sup>1</sup> and/or other bloodborne pathogens<sup>2</sup>.

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 HBV<sup>3</sup> 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.

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<sup>1</sup> HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

<sup>2</sup> “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).

<sup>3</sup> ~~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 pathogens<sup>1</sup>.

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.

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<sup>1</sup> 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

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**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-related<sup>1</sup> illness or injury to an employee resulting in overnight hospitalization for medical treatment<sup>2</sup> 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 catastrophes<sup>3</sup> 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.

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<sup>1</sup>An 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.

<sup>2</sup>Medical 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.

<sup>3</sup>A 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

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**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)<sup>1</sup> 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.

<sup>1</sup> [#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

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#### 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

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### 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

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### **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

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**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

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### 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

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### 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

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### **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 origin<sup>1</sup> 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, s~~S~~uperintendent, 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 funds<sup>2</sup> or through cooperative agreements with local victims assistance units for a student to attend a safe district school<sup>3</sup> 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.

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<sup>1</sup>"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.

<sup>2</sup>"Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

<sup>3</sup>If 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.<sup>4</sup> 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

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<sup>4</sup>“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):**

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

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

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### 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 ~~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.<sup>1</sup> 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

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<sup>1</sup> "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

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**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

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### 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

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**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

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### **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

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### 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

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### 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/guardian<sup>1</sup> 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.<sup>2</sup> 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

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<sup>1</sup> 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.

<sup>2</sup> "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

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### 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.<sup>1</sup> 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

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### Legal Reference(s):

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

[ORS 815.080](#)

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

Corrected 12/19/18

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<sup>1</sup> “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

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### 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

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### 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 Standards<sup>1</sup>. 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.

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<sup>1</sup>[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

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**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.<sup>1</sup>
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,

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<sup>1</sup>For 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 disability<sup>2</sup> 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 law<sup>3</sup>, 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.

<sup>2</sup>To 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.

<sup>3</sup> 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

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### 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

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### 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

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### **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

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### 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

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### 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

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**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

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### **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

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**Legal Reference(s):**

[ORS 332.107](#)

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of February 27, 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 a Biological Safety Cabinet – LabGard Fume Hood from Thermo Fisher Scientific to Hillsboro High School, valued at \$7,000
- Donation of \$9,444.76 from Patterson Booster Club to Patterson Elementary School for Chromebooks
- Donation of \$5,000 from Scott and Jennifer Thibert to Hillsboro School District for the Hillsboro Healthy Kids program

**RECOMMENDATION**

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

*I move that the Board of Directors accept the donations listed in the Board meeting packet.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**APPROVE CONTRACT FOR AUDIT SERVICES**

**SITUATION**

District policy requires that an audit of all District accounts be made annually by an authorized municipal accountant selected by the Board in accordance with Oregon law. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

The District issued a request for proposals (RFP) to solicit price and service scope offers from qualified auditors at large. Three companies responded to the RFP, and three finalists were selected for interviews. The review committee evaluated each proposal on the following:

- Understanding of engagement
- Profile of the proposer
- Experience with municipal engagements
- Staffing size, training, experience
- Proposer's approach to the examination
- Timely service
- Audit fee

Finalists were Grove, Mueller & Swank, P.C.; Moss Adams; and Wilcox Arredondo & Co. The review committee consisted of Michelle Morrison, Jeff Jones, Jennifer Zavatsky, and Koral Unger.

After evaluating proposals, conducting interviews, and completing reference checks, Grove, Mueller & Swank, P.C., was selected to be the District's auditor of record, beginning with the 2018-19 fiscal year, for a three-year engagement that includes a two-year contract extension option. The contract for services will be exclusively between the vendor and the Hillsboro School District.

**RECOMMENDATION**

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

*I move that the Board of Directors approve the 36-month contract between Grove, Mueller & Swank, P.C., and the Hillsboro School District to provide audit services as determined in the request for proposals and in compliance with District policy.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**AWARD CONTRACT FOR CONSTRUCTION OF A SATELLITE**  
**TRANSPORTATION / MAINTENANCE FACILITY**

**SITUATION**

One of the projects included in the Hillsboro School District's 2017 Bond Program is the construction of a new Satellite Transportation / Maintenance Facility. This 41,000 sq. ft. facility will be located on the north side of Jacobsen Road near Liberty High School. This new facility as constructed will have the capacity to house up to 75 school buses and associated transportation staff. It will also have the capacity to house District maintenance staff. The site will also allow for expansion to include an additional 75 school buses and associated staff in the future.

On February 11, 2019, the District posted an Invitation to Bid for a general contractor for this project. A mandatory pre-bid meeting was held on February 21, 2019.

On March 5, 2019, the District received bids from four general contractors to perform this work. Construction Management staff reviewed the bids and recommends that the contract for the construction of the new Satellite Transportation / Maintenance Facility be awarded to the low bidder, Robinson Construction, in the amount of \$13,691,000.

**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 construction of a Satellite Transportation / Maintenance Facility to Robinson Construction, in the amount of \$13,691,000.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**AWARD CONTRACT FOR LENOX ELEMENTARY SCHOOL IMPROVEMENTS**

**SITUATION**

One of the projects included in the Hillsboro School District's 2017 Bond Program is the completion of improvements to Lenox Elementary School. These improvements include:

- Safety & Security Upgrades
- Seismic Upgrades
- Parent/Bus Drop-Off Improvements
- Roofing Upgrades
- ADA Upgrades

On February 1, 2019, the District posted an Invitation to Bid for a general contractor for these improvements. A mandatory pre-bid meeting was held on February 7, 2019.

On February 20, 2019, the District received bids from three general contractors to perform this work. Construction Management staff reviewed the bids and recommends that the contract for Lenox Elementary School improvements be awarded to the low bidder, Par Tech Construction, in the amount of \$1,604,300.

A separate award for HVAC upgrades at Lenox, adding air conditioning and direct digital controls will be made at a future board meeting.

**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 Lenox Elementary School improvements to Par Tech Construction, in the amount of \$1,604,300.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**AWARD CONTRACT FOR WEST UNION ELEMENTARY SCHOOL IMPROVEMENTS**

**SITUATION**

One of the projects included in the Hillsboro School District's 2017 Bond Program is the completion of improvements to West Union Elementary School. These improvements include:

- Safety & Security Upgrades
- Seismic Upgrades
- Parent/Bus Drop-Off Improvements
- Roofing Upgrades
- ADA Upgrades
- Adding Air Conditioning

On February 11, 2019, the District posted an Invitation to Bid for a general contractor for these improvements. A mandatory pre-bid meeting was held on February 19, 2019.

On March 6, 2019, the District received bids from three general contractors to perform this work. Construction Management staff reviewed the bids and recommends that the contract for West Union Elementary School improvements be awarded to the low bidder, Par-Tech Construction, in the amount of \$2,946,100.

**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 West Union Elementary School improvements to Par-Tech Construction, in the amount of \$2,946,100.*

## **HILLSBORO SCHOOL DISTRICT 1J**

**March 12, 2019**

### **APPROVE THE DEDICATION DEED AND RIGHT-OF-WAY DEDICATION BETWEEN WASHINGTON COUNTY AND THE HILLSBORO SCHOOL DISTRICT FOR THE LADD ACRES ELEMENTARY SCHOOL / JOHNSON STREET AND CORNELIUS PASS ROAD IMPROVEMENT PROJECT**

#### **SITUATION**

Last summer, as part of the District's bond program, the District improved the parking lot at Ladd Acres Elementary School, separating bus and car traffic. In consideration of the approval for this project, Washington County is requiring a Dedication Right-of-Way on the southeast corner of the Ladd Acres site, fronting SE Cornelius Pass Road and SE Johnson Street. In addition, the County is requiring a Public Utility easement in the same area.

Copies of the dedication deed, legal description, and site plan for this portion of the Ladd Acres site are attached.

#### **RECOMMENDATION**

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

*I move that the Board of Directors approve the Dedication Deed and Right-of-Way Dedication between Washington County and the Hillsboro School District for the Ladd Acres Elementary School / SE Johnson Street and SE Cornelius Pass Road Improvement Project.*

After recording, please return to:  
Washington County, Grantee  
LUT, Right-of-Way Section  
1400 SW Walnut St. Mail Stop #18  
Hillsboro, OR 97123-5625

Until a change is requested all  
tax statements shall be sent to:  
No Change

DEDICATION DEED

Hillsboro School District 1J, a public school district of the State of Oregon, Grantor, in consideration of the granting of a Land Use Development Review Approval, City of Hillsboro Case File DR-015-18, which is the whole consideration, does hereby grant to WASHINGTON COUNTY, a political subdivision of the State of Oregon, Grantee, on behalf of the public, for the use of the public forever, the following easements in that certain real property situated in the County of Washington and State of Oregon, described on the attached Exhibit "A," and shown on the attached Exhibit "B."

PARCEL 1 - DEDICATION OF RIGHT-OF-WAY

Including the right to construct, operate, and maintain a public road, all customary associated uses, and appurtenant facilities forever;

PARCEL 2 – PUBLIC UTILITY EASEMENT

Including the right for installation, maintenance, and repair of public utilities and street light facilities, over, under, and across the property described.

This document is intended to grant easements on the property described, not to convey fee title or any interest in the underlying property except as expressly stated herein. The easements granted shall not prevent Grantors from the use of said property; provided, however, that such use shall not be permitted to interfere with the rights herein granted. Grantor shall not be permitted to endanger the lateral support of any facilities constructed within the easements granted herein.

Grantor hereby covenants to and with Grantee that it is the owner of said property, which is free from all encumbrances, except for easements, conditions and restrictions of record, and will warrant and defend the easement rights herein granted from all lawful claims whatsoever, except as stated herein.

IN WITNESS WHEREOF, the Grantor above named, has caused this instrument to be duly signed hereto.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Hillsboro School District 1J,  
a public school district of the State of Oregon

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF OREGON            )  
                                          ) ss.  
County of Washington        )

          This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2019,  
by \_\_\_\_\_ as \_\_\_\_\_ on behalf of Hillsboro School District 1J, a public school district of the State  
of Oregon.

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

Accepted on behalf of Washington County, Oregon.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019

By: \_\_\_\_\_  
          Scott M. Young, County Surveyor

Approved as to form:  
  
Cortney D. Duke-Driessen  
Assistant County Counsel  
Date: November 3, 2014

**EXHIBIT "A"**

**PAGE 1 OF 2**

**PARCEL 1  
RIGHT OF WAY DEDICATION LEGAL**

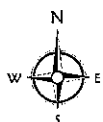
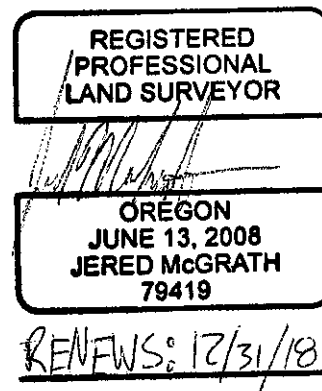
A PARCEL OF LAND BEING A PORTION OF THAT TRACT OF LAND CONVEYED TO SCHOOL DISTRICT #29 OF WASHINGTON COUNTY DESCRIBED IN DEED BOOK 770 PAGE 939, WASHINGTON COUNTY DEED RECORDS, LOCATED IN THE NW 1/4 OF SECTION 11, TOWNSHIP 1 SOUTH, RANGE 2 WEST, WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON, AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART OF HEREOF, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THAT PORTION OF SAID TRACT LYING EASTERLY OF A LINE PARALLEL WITH AND 49 FEET WESTERLY OF THE CENTERLINE OF SE CORNELIUS PASS ROAD, C.R. (A-173), TOGETHER WITH:

THAT PORTION OF SAID TRACT LYING SOUTHERLY OF A LINE PARALLEL WITH AND 37 FEET NORTHERLY OF THE CENTERLINE OF SE JOHNSON STREET, C.R. 2469, TOGETHER WITH:

THAT PORTION OF SAID TRACT (AT THE SOUTHEASTER CORNER) LYING SOUTHEAST OF THE CHORD OF A TANGENT CURVE HAVING A 40 FOOT RADIUS TRANSITIONING BETWEEN THE SAID PARALLEL LINES DESCRIBED ABOVE, EXCEPTING THEREFROM THOSE PORTIONS OF ROADWAY ALREADY DEDICATED.

CONTAINING 5,234 SQUARE FEET, MORE OR LESS



**EXHIBIT "A"**

**PAGE 2 OF 2**

**PARCEL 2**

**PUBLIC UTILITY EASEMENT LEGAL**

AN 8.00 FOOT STRIP OF LAND BEING A PORTION OF THAT TRACT OF LAND CONVEYED TO SCHOOL DISTRICT #29 OF WASHINGTON COUNTY DESCRIBED IN DEED BOOK 770 PAGE 939, WASHINGTON COUNTY DEED RECORDS, LOCATED IN THE NW 1/4 OF SECTION 11, TOWNSHIP 1 SOUTH, RANGE 2 WEST, WILLAMETTE MERIDIAN, WASHINGTON COUNTY, OREGON, AS SHOWN ON EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART OF HEREOF, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

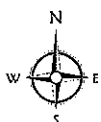
AN 8.00 FOOT STRIP OF LAND LYING WESTERLY OF AND ADJOINING A LINE PARALLEL WITH AND 49 FEET WESTERLY OF THE CENTERLINE OF SE CORNELIUS PASS ROAD, C.R. (A-173), TOGETHER WITH:

AN 8.00 FOOT STRIP OF LAND LYING NORTHERLY OF AND ADJOINING A LINE PARALLEL WITH AND 37 FEET NORTHERLY OF THE CENTERLINE OF SE JOHNSON STREET, C.R. 2469,

TOGETHER WITH:

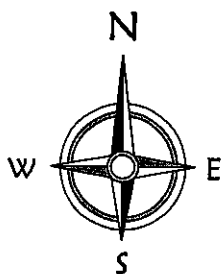
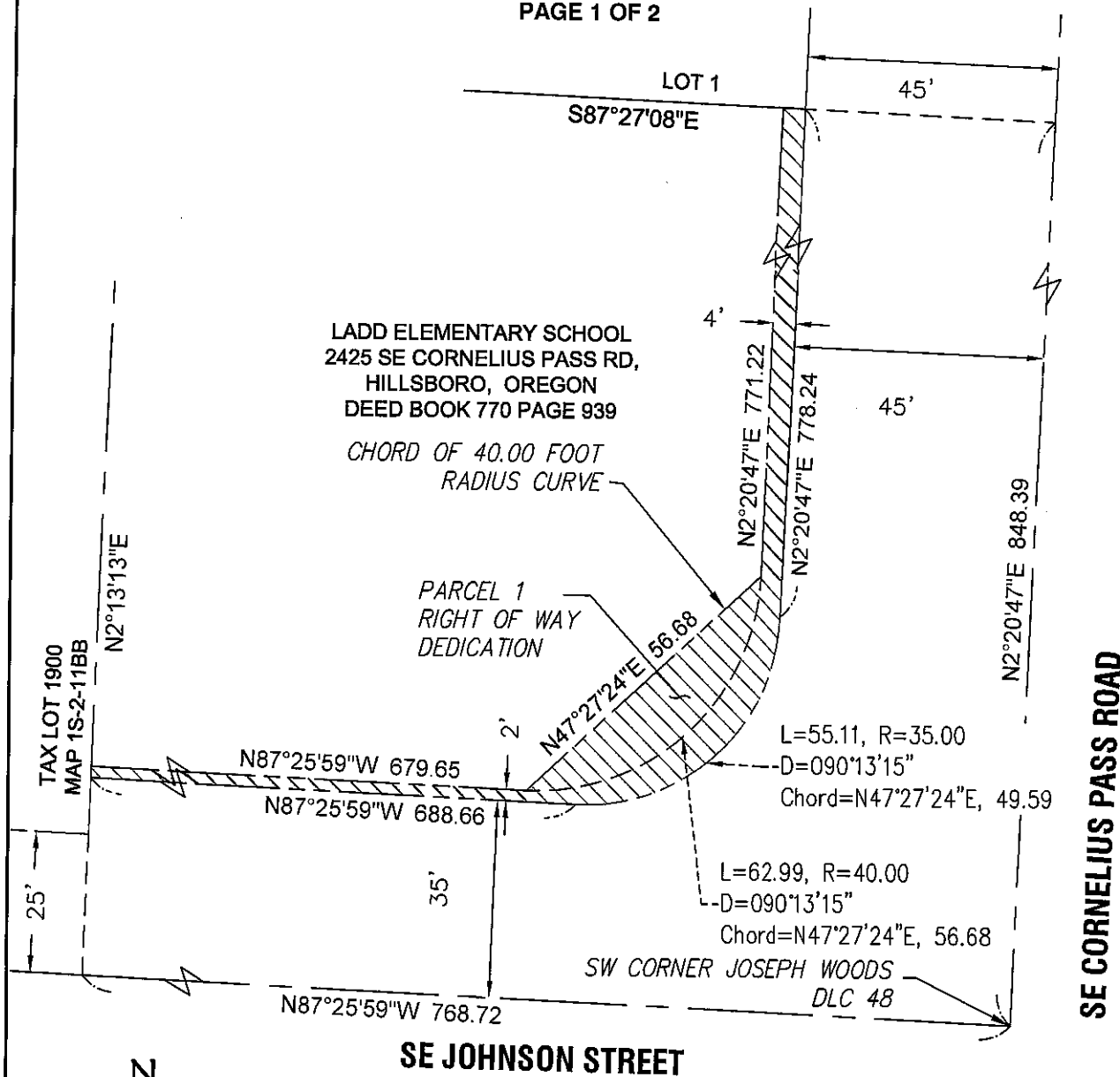
AN 8.00 FOOT STRIP OF LAND (AT THE SOUTHEASTER CORNER) LYING NORTHWEST OF AND ADJOINING THE CHORD OF A TANGENT CURVE HAVING A 40 FOOT RADIUS TRANSITIONING BETWEEN THE SAID PARALLEL LINES DESCRIBED ABOVE, THE SIDELINES OF SAID STRIPS AS DESCRIBED TO BE LENGTHENED AND SHORTENED TO FORM ONE CONTIGUOUS STRIP OF LAND ADJOINING THE DEDICATED RIGHT OF WAYS AS DESCRIBED AS PARCEL 1 "RIGHT OF WAY DEDICATION LEGAL".

CONTAINING 12,007 SQUARE FEET, MORE OR LESS



# EXHIBIT "B"

PAGE 1 OF 2



## LEGEND

PARCEL 1: RIGHT OF WAY DEDICATION, AREA =5,234 SQ. FT. ±  
NOTE: BASIS OF BEARINGS OREGON NORTH, UTILIZING OREGON REAL-TIME GPS NETWORK NAD 83 (2011) EPOCH 2010.00.  
SEE ACCOMPANYING LEGAL DESCRIPTION TITLED EXHIBIT "A"

Scale: 1" = 30'

## RIGHT OF WAY DEDICATION

SE CORNELIUS PASS ROAD & SE JOHNSON STREET



**CM PASS** Land Surveyors  
4107 SE International Way, Suite 705  
Milwaukie, Oregon 97222 503-653-9093

2425 SE CORNELIUS PASS RD, CITY  
OF HILLSBORO, WASHINGTON  
COUNTY, OREGON  
NW1/4 SEC.11, T1S, R2W, W.M.

7991-EXHIBIT-B-row.dwg



**HILLSBORO SCHOOL DISTRICT 1J**  
**March 12, 2019**  
**ADOPT RESOLUTION SUSPENDING LIMITATIONS OF POLICY DJ: DISTRICT**  
**PURCHASING, AND AUTHORIZING THE CHIEF FINANCIAL OFFICER TO ENTER**  
**INTO A CONTRACT FOR NETWORK SERVICES**

**SITUATION**

The Hillsboro School District currently holds a contract with the Comcast Cable Franchise to provide all bandwidth and interconnectivity of schools and buildings within the District. This five-year contract will end on June 30, 2019. In order to receive the best possible pricing and to meet eligibility requirements for eRate funding, the District is required to complete a Request for Proposals (RFP) and enter into an agreement with a provider by March 27, 2019.

Because the development of the "Fiber Ring," using bond funding, is expected to be completed by June 30, 2020, the District will only require a one-year pricing agreement. Therefore, an RFP for one year of service has been processed, and Comcast was the only vendor that submitted a proposal. Under this proposal, the maximum net cost of services would be \$484,000, including eRate discounts.

At this time, the District reserves the right to seek more cost-effective options and utilize other providers if lower prices become available through cooperative agreements. In order to allow the flexibility to accomplish this, while fulfilling the time requirement for eRate discounts, the Board is being asked to approve a resolution authorizing the Chief Financial Officer to enter into a contract for network services on behalf of the District, and suspending the stipulation in policy DJ: District Purchasing that limits the Superintendent's or designee's authority to enter into and approve payments on contracts obligating District funds to \$150,000. The cost limit of the resolution is \$500,000 in order to allow for any additional costs or fees that may be associated with this contract.

**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 suspending specified limitations of policy DJ: District Purchasing, and authorizing the Chief Financial Officer of the Hillsboro School District to enter into a contract for network services on behalf of the District.*

**Resolution to Suspend Specific Limitations of Policy DJ: District Purchasing, and Authorize the Chief Financial Officer of the Hillsboro School District to Enter into a Contract for Network Services**

WHEREAS the Hillsboro School District's five-year contract with Comcast for network services is expiring; and

WHEREAS the District published an RFP for the one year for which services are needed and received only one response; and

WHEREAS the estimated net cost of the new contract with the eRate discount is \$484,000; and

WHEREAS, in order to receive the eRate discount, the District needs to sign a contract for network services no later than March 27, 2019; and

WHEREAS the District does not want to lose the opportunity to receive the eRate discount, but also wants to continue seeking additional options that may be more cost-effective, including opportunities to collaborate with other districts;

NOW, THEREFORE, BE IT RESOLVED by the Hillsboro School District Board of Directors that the Chief Financial Officer of the Hillsboro School District is authorized, on behalf of the District, to enter into the best available contract for network services that fulfills the requirements of the RFP, in an amount not to exceed \$500,000; and

BE IT FURTHER RESOLVED that, to the extent that it is necessary for this specific authorization, and effective only through June 30, 2019, the Hillsboro School District Board of Directors suspends the stipulation in policy DJ: District Purchasing that limits the Superintendent or designee's authority to enter into and approve payments on contracts obligating District funds to \$150,000.

ADOPTED this 12<sup>th</sup> day of March, 2019.

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Lisa Allen  
Chair, Board of Directors

Attested by:

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Mike Scott  
Superintendent