

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
March 12, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **Executive Session**

ORS 192.660(2)(b)—Complaint Appeal Hearing

Board Present:

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

Staff and Others Present:

Mike Scott, Superintendent
Nancy Hungerford, Attorney
Participants in the Complaint Appeal Hearing
Val Bokma, Assistant to the Board

Board Chair Lisa Allen called the meeting to order at 5:15 PM, and moved the Board into executive session under ORS 192.660(2)(b)—complaint appeal hearing.

The Board conducted a hearing of the appeal of a step 3 decision regarding a complaint, and deliberated with their attorney. No action was taken.

2. Board Chair Allen moved the Board out of executive session and recessed the meeting at 6:58 PM.

3. **Regular Session**

Board Present:

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

Staff Present:

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

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Others Present:

Larry Brisbee, attorney
Monte Akers, Team Up
Kristy Kottkey, Team Up
Jill Golay, HEA
Devin Hunter, HCU

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:10 PM and led the Pledge of Allegiance.

B. Recognition / Student Presentation

1. Recognition: Larry Brisbee, School District Legal Counsel

Larry Brisbee, who is retiring from Brisbee & Stockton, and has provided legal counsel to the District for more than 45 years, was recognized for his many years of valuable service as a trusted advisor.

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

Danny Adzima, a District student, spoke on behalf of students regarding the importance of ongoing advocacy for school funding, and discussed an upcoming event.

E. Reports and Discussion

1. Team Up Data Sharing Report

Team Up leaders Kristy Kottkey and Monte Akers presented information regarding the positive difference that the Team Up pilot program has made for student participants, and the need for ongoing funding to continue and expand the program.

Ms. Kottkey and Mr. Akers thanked staff and community partners for their support and participation in the program. Mr. Akers stated that the program requires \$50,000 per year in order to continue, and asked the Board to fund the program, suggesting that local organizations might also contribute funding.

2. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report and introduced high school students who are working as interns in the Business Office. The financial report is included in the Board meeting packet.

F. Information

1. Administrative Regulation Updates

Updated administrative regulations that do not require Board action are posted in the Board meeting packet for the information of the Board, staff members, and the public. The following administrative regulations were included in the Board meeting packet. (Following the Board meeting, the document dates will be changed to March 12 for posting on the District's policy web page.)

- 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

G. Consent Agenda

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

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

Consent Agenda items were as follows:

1. Approve Minutes of February 12, 2019, Board Meeting
2. Approve Minutes of February 26, 2019, Board Meeting
3. Approve Routine Personnel Matters
4. Authorize Application for 2019 Migrant Education Summer School
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
 - 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

H. Action Items

1. Accept Gifts and Donations

Chief Financial Officer Michelle Morrison presented the donations report, which is included in the Board meeting packet. Board members expressed their appreciation for the vital support of the community.

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, to accept the donations listed in the Board meeting packet. The MOTION CARRIED (7-0).

2. Approve Contract for Audit Services

Chief Financial Officer Michelle Morrison explained that the District published a request for proposals (RFP) for audit services and received proposals from three independent auditors. A District review team evaluated the proposals, conducted interviews, and recommended that the Board approve a contract with the highest scoring company: Grove, Mueller & Swank, P.C.

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, to 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. The MOTION CARRIED (7-0).

Capital Projects Officer Adam Stewart asked the Board to approve Action Items 3 – 6 on the Board meeting agenda, which are bond-related items. He explained that items 3, 4, and 5 are design-bid-build projects.

3. Award Contract for Construction of a Satellite Transportation / Maintenance Facility

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, to award the contract for the construction of a Satellite Transportation / Maintenance Facility to Robinson Construction, in the amount of \$13,691,000. The MOTION CARRIED (7-0).

4. Award Contract for Lenox Elementary School Improvements

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, to award the contract for Lenox Elementary School improvements to Par Tech Construction, in the amount of \$1,604,300. The MOTION CARRIED (7-0).

5. Award Contract for West Union Elementary School Improvements

Director Yadira Martinez MOVED, SECONDED by Director Jaci Spross, to award the contract for West Union Elementary School improvements to Par-Tech Construction, in the amount of \$2,946,100. The MOTION CARRIED (7-0).

6. 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

Capital Projects Officer Adam Stewart explained that the dedication of right-of-way and the public utility easement agreement between Washington County and the Hillsboro School District are required in relation to the parent / bus drop-off improvements at Ladd Acres that were completed last summer.

Copies of the dedication deed, legal description, and site plan for this portion of the Ladd Acres site are included in the Board meeting packet.

Director Kim Strelchun MOVED, SECONDED by Director Yadira Martinez, to 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. The MOTION CARRIED (7-0).

7. Adopt Resolution Suspending Limitations of Policy DJ: District Purchasing, and Authorizing the Chief Financial Officer to Enter into a Contract for Network Services

Chief Financial Officer Michelle Morrison explained that a five-year agreement with Comcast cable for internet services will end on June 30, and the District anticipates needing only one more year of service while completing the development of the new fiber ring. An RFP for network services was published and one response was received. In order to meet the eligibility requirements for eRate funding, the District is required to enter into an agreement by March 27, but staff are still in the process of investigating whether more cost-effective options may be available through a cooperative pricing agreement.

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, to 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. The MOTION CARRIED (7-0).

Director Erika Lopez asked that the Board be notified of the final contract agreement.

I. HCU / HEA Reports

HCU President Devin Hunter discussed classified appreciation week and the impact of budget cuts on work schedules.

HEA President Jill Golay discussed the importance of continuing to advocate for school funding, and thanked Board members for their advocacy work. She also discussed recent and upcoming HEA events.

J. Discussion Time

Board members added their individual signatures to the funding resolutions that they approved on January 22. The signed documents will be mailed to legislators.

1. Student Representatives' Time

Jessica Jose-Nickerson discussed her recent activities, advocating for school funding, and upcoming events at Century High School.

2. Superintendent's Time

Chief Communications Officer Beth Graser notified the Board that a proposal regarding the District's participation in the House Bill (HB) 2747 inter-district transfer process will be drafted, with input from principals, and presented to the Board for approval on April 9.

Superintendent Scott discussed the District's budget process and timeline, explaining that the District is required to adopt its 2019-20 budget before the State budget will be finalized, and the District's budget will use the Governor's proposed budget as a starting point, with planning for contingencies. He explained that some services have increased in cost, and budget reductions will be required.

Director Kim Strelchun requested that the Senate Ways & Means Co-chairs' budget also be considered in the development of the District's budget.

3. Board of Directors' Time

Board members provided brief summaries of their recent and upcoming activities and discussed District and community events and programs, the legislative process, and State funding for education.

K. Follow-Up Items

Agenda Item / Request	Action
<ul style="list-style-type: none"><li data-bbox="321 1045 958 1186">▪ <u>Adopt Resolution Suspending Limitations of Policy DJ: District Purchasing, and Authorizing the Chief Financial Officer to Enter into a Contract for Network Services</u> Director Erika Lopez asked that the Board be notified of the final contract agreement.	Information will be provided

L. Adjourn Regular Session

The meeting was adjourned at 8:38 PM.



Approved April 30, 2019