



Hillsboro School District 1J

April 30, 2019
Board Meeting

Board of Directors

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

Student Representatives to the Board of Directors

Jessica Jose-Nickerson • Samanta Vega Contreras

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR

Board Meeting Agenda
April 30, 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

- A. ORS 192.660(2)(i)—Evaluation of the Superintendent
Time: 5:15 PM, 15 minutes
- B. Recess Board Meeting
Time: 5:30 PM

2. 5:30 PM - Work Session

- A. Discuss Boundary Adjustment Process 6
Presenter: Mike Scott
Time: 5:30 PM, 10 minutes
- B. Discuss Facility Naming Process 7
Presenter: Mike Scott
Time: 5:40 PM, 5 minutes
- C. Discuss Recommendations for Student Representatives to the Board of Directors 8
for the 2019-20 School Year
Presenter: Lisa Allen
Time: 5:45 PM, 5 minutes
- D. Teaching and Learning Report - Physical Education Requirements and Plan 9
Presenter: Dayle Spitzer, Arcema Tovar, Neill Twigg
Time: 5:50 PM, 15 minutes
- E. Update Regarding Consolidation of Classified Job Descriptions 10
Presenter: Kona Lew-Williams, Saideh Haghighi
Time: 6:05 PM, 5 minutes
- F. Discussion Time
Time: 6:10 PM, 40 minutes
 - 1. Graduation and Awards Assembly Participation
Presenter: Mike Scott, Lisa Allen
 - 2. Planning in Response to May 8 Day of Action
Presenter: Mike Scott
 - 3. NSBA Conference Report
Presenter: Lisa Allen
 - 4. Discussion
- G. Recess Board Meeting
Time: 6:50 PM

3. 7:00 PM - Regular Session

- A. Call to Order and Flag Salute

Presenter: Lisa Allen
Time: 7:00 PM, 5 minutes

B. Recognition / Student Presentation

1. Student Presentation: Reedville STEM Students (Robotics and 3D Printer)
Presenter: Mark Watson
Time: 7:05 PM, 10 minutes
2. Recognition: HSD Board of Directors' Scholarship Recipients 12
Presenter: Erika Lopez
Time: 7:15 PM, 10 minutes

C. Approval of Agenda
Time: 7:25 PM

D. Audience Time
Time: 7:25 PM, 10 minutes

E. Consent Agenda

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

- Time: 7:35 PM, 5 minutes
1. Approve Minutes of March 12, 2019, Board Meeting 13
 2. Approve Routine Personnel Matters 19
 3. Approve Policy Revisions (*presented for first reading on April 9, 2019*)
 - a. Approve Revisions to Policies included in Annual Notifications to Staff, Students, and Families (part 1) 21
 - GBC: Prohibited Use of Official Position for Financial Gain
 - GBEA: Workers' Compensation Insurance (delete)
 - GBEC: Drug-Free Workplace (delete / replace)
 - GBG: Staff Participation in Political Activities
 - GBH/JECAC: Staff/Student/Parent Relations
 - GBMA: Whistleblower
 - GBNA: Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

F. Action Items

1. Approve 2019-20 Alternative Education Programs 43
Presenter: Dayle Spitzer, Gregg O'Mara
Time: 7:40 PM, 10 minutes
2. Approve Contract for Substitute Staffing Services between Hillsboro School District and ESS West, LLC 48
Presenter: Michelle Morrison
Time: 7:50 PM, 5 minutes
3. Approve Recommendations Regarding Student Representatives to the Board of Directors for the 2019-20 School Year 49
Presenter: Lisa Allen
Time: 7:55 PM, 5 minutes
4. Approve Four-Party Memorandum of Understanding between Hillsboro School District, Washington County, Clean Water Services, and the City of Hillsboro for Surface Water Management 50
Presenter: Adam Stewart, Casey Waletich
Time: 8:00 PM, 5 minutes

5. Award Contract for Ladd Acres Elementary School Domestic Water Line Repiping Project Presenter: Adam Stewart, Casey Waletich Time: 8:05 PM, 5 minutes	66
6. Ratify Modification to Current Contract with Hillsboro Classified United Presenter: Kona Lew-Williams, Saideh Haghighi Time: 8:10 PM, 5 minutes	67
7. Approve Memorandum of Agreement with Hillsboro Education Association Presenter: Mike Scott Time: 8:15 PM, 5 minutes	69
G. Reports and Discussion	
1. Chicas Youth Development Program Report Presenter: Olga Acuña, Leticia Aguilar Time: 8:20 PM, 10 minutes	70
2. Hillsboro 2035 Community Plan Update Presenter: Beth Graser, EJ Payne Time: 8:30 PM, 15 minutes	71
3. Strategic Plan Goals Update Presenter: Mike Scott, Beth Graser Time: 8:45 PM, 10 minutes	72
4. Financial Report and Budget Development Update <i>(see written report)</i> Presenter: Michelle Morrison Time: 8:55 PM, 5 minutes	73
5. Policies - First Reading <i>Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular meeting.</i> Time: 9:00 PM, 5 minutes	
a. Policy KG and KG-AR(1): Community Use of District Facilities; KG-AR(2): Facility Use Fee Schedule; and KG-AR Attachments - KG: Community Use of District Facilities - KG-AR(1): Community Use of District Facilities - KG-AR(2): Facility Use Fee Schedule (proposed) - KG-AR Attachment A-1: Fee Schedule Worksheet - Day Care (delete) - KG-AR Attachment A-2: Fee Schedule Worksheet (delete) - KG-AR Attachment B: Application and Permit for Use of School Buildings and Facilities (delete) Presenter: Mike Scott	78
H. HCU / HEA Reports Time: 9:05 PM, 5 minutes	
I. Discussion Time Time: 9:10 PM, 20 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	

3. Board of Directors' Time

J. Adjourn Regular Session

Time: 9:30 PM

4. Next Meetings of the Board of Directors:

- May 9, 2019 - Budget Committee Meeting
- May 14, 2019 - Work Session
- May 28, 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
April 30, 2019
DISCUSS BOUNDARY ADJUSTMENT PROCESS

SITUATION

Boundary changes are a natural part of a growing district. As communities expand, school districts welcome additional students. Unfortunately, population growth does not always occur in a manner that aligns with available school capacity, so school boundaries must periodically be adjusted, in order to relieve the pressure on certain buildings. Having a “right-sized” school provides many benefits, including an overall environment that is more comfortable for students and more conducive to learning.

The District strives to engage in a thoughtful, open, and responsive boundary adjustment process, hearing community members’ concerns, and encouraging their participation. Communication is a key value of the District, with families invited to provide input throughout the process, and informed of how the final adjustments will affect them and what their options are.

Understanding that changing schools can be disruptive for students, the District strives to be sensitive to this disruption, while engaging in a transparent process, fulfilling the guiding principles that are most significant for each situation, and creating capacity for growth.

This evening, the Board will review a proposed boundary adjustment process to be used during the next few years, as new schools are constructed. The final process will be presented to the Board for approval during an upcoming Board meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors provide input regarding the boundary adjustment process for 2019-2022.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
DISCUSS FACILITY NAMING PROCESS

SITUATION

In accordance with policy FF: Naming Facilities, the Superintendent is tasked with developing and recommending a process for naming facilities, and the Board will stipulate specific criteria at the beginning of the name selection process, and make the final decision regarding facility names.

During the February 12 work session, Board members reviewed an outline of processes previously used by the District for naming new facilities, and provided their input. This evening, the Board will review a proposed facility naming process, based on the input they provided on February 12. The final process will be presented to the Board for approval during an upcoming Board meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors provide input regarding the proposed facility naming process.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
DISCUSS RECOMMENDATIONS FOR STUDENT REPRESENTATIVES
TO THE BOARD OF DIRECTORS FOR THE 2019-20 SCHOOL YEAR

SITUATION

Because the Board values the input of students on matters that are important to them, Board members have established a position of “Student Representative to the Board of Directors.” Up to three students may serve during each one-year term, and no school may be represented by more than one position. The opportunity to serve as a student representative rotates between schools on an annual basis, with students from Glencoe High School, Hillsboro High School, and the Miller Education Center having the opportunity to participate during the 2019-20 school year.

This spring, six students applied to serve as Student Representatives to the Board of Directors. All of the students were invited to interview with a sub-committee of Board members and current Student Representatives, and interviews were conducted on April 16 and April 23.

During this evening’s work session, the interview team will present its recommendations to the Board, and during this evening’s regular session, the Board will be asked to approve the recommendations. The selected Student Representatives will be notified of the Board’s decision on May 1, and will be appointed during the June 11 Board meeting. They will be scheduled to participate in an orientation session in July, and begin their terms of service during the August Board retreat.

RECOMMENDATION

The Superintendent recommends that the Board of Directors receive the recommendations of the interview team and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
TEACHING AND LEARNING REPORT –
PHYSICAL EDUCATION REQUIREMENTS AND PLAN

SITUATION

Senate Bill 4A, passed by the Legislature in 2017, requires that students in kindergarten through grade eight participate in a specific number of quality physical education instructional minutes per week. The Legislature created a timeline for implementation by grade level bands.

Tonight, District staff will share an update regarding the implications of these requirements and the District's plans regarding physical education.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
UPDATE REGARDING CONSOLIDATION OF CLASSIFIED JOB DESCRIPTIONS

SITUATION

BACKGROUND:

In the 2015-2018 Classified Bargaining Agreement, the Hillsboro School District and Hillsboro Classified United (HCU) agreed to review and update all job classifications. This was due to the following:

- The number of classified job descriptions have expanded over the years, and they have become very specific in nature, which has impacted the District's ability to accomplish the work in the schools and departments
- Because work has changed over the years, and many job descriptions had not recently been revised, some job descriptions no longer accurately reflected the scope and type of work that is currently being performed
- Some positions were previously linked to specific funding sources, departments, or supervisors, which created staffing obstacles; this is no longer the case
- Streamline the reclassification process in the future
- The need to increase flexibility and the ability to cross train staff

THE WORK TEAM:

- Debra Mayo-Kelley, AFT-Oregon, Field Representative
- Devin Hunter, HCU President
- Melody Hansen, HCU Chief Steward
- Debbie Ashley, retired administrator
- Carol Helfer, HR Specialist
- Saideh Haghighi, HR Director

THE PROJECT:

- Review the individual pay schedules and the positions within each pay schedule
- Determine what the work actually is, and make recommendations about how to better accomplish the work through consolidating and/or eliminating job descriptions and determine which ones, if any, should be placed on different pay schedules
- Agreement that current employees will be held harmless as a result of any changes

THE PROCESS:

- Review current job descriptions
 - Interview staff in those positions
 - Interview supervisors
- Determine which job descriptions can be consolidated and/or eliminated
- Broaden language to define the scope, type and level of work
- Identify job descriptions that should be placed on a different pay schedule

- Bring recommendations forward to the work team for review and revisions
- All approved job descriptions are sent to the Applications Department for formatting

FINANCIAL IMPACT TO STAFF:

- No one will lose pay
- Some positions will receive an increase in hourly rate

NEXT STEPS:

- Present changes impacting the current Collective Bargaining Agreement to the Hillsboro School District Board of Directors and the Hillsboro Classified United bargaining team and membership for approval.
- If approved, all changes would go into effect as of July 01, 2019.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
RECOGNITION: HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS'
SCHOLARSHIP AWARDS

SITUATION

This evening, the Board will recognize Hillsboro School District (HSD) seniors Erika Gonzalez-Moreno and Jocelyne Angulo Mejia, recipients of the Hillsboro School District Board of Directors' scholarship.

This June, Erika will be graduating from Glencoe High School and Jocelyne will be graduating from Hillsboro High School. Both students have been accepted into the Bilingual Teacher Scholars Program and are committed to making a difference in the world as teachers, helping students overcome obstacles and achieve their goals. Erika is interested in teaching elementary school students, and Jocelyne is interested in teaching Spanish and history at the high school level.

Funding for the HSD Board of Directors' scholarship was provided by the Oregon School Boards Association (OSBA), upon the HSD Board of Directors' completion of OSBA's year-long leadership training program. In December, the Board agreed to use the funds to create two scholarships of \$2500 each, targeted for bilingual students in the District who plan to pursue teaching degrees and return to the District to teach. Applications were accepted from District students who were accepted into the Bilingual Teacher Scholars Program and fulfilled the established criteria.

Four students applied for the HSD Board of Directors' scholarship, and although there was only adequate funding for two scholarships, the interview committee was impressed by the personal strengths and qualities demonstrated by all of the candidates.

Scholarship recipients Erika Gonzalez-Moreno and Jocelyne Angulo Mejia will be honored by the Board this evening, and during their schools' awards assemblies.

RECOMMENDATION

The Superintendent recommends that the Board of Directors recognize high school seniors Erika Gonzalez-Moreno and Jocelyne Angulo Mejia, recipients of the HSD Board of Directors' scholarship.

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)
 - EEBAA: District Vehicles/Seat Belts/Child Safety System (delete)

- EEBB: Use of Personal Vehicles for District Business
 - EF: Management of Food Services (delete)
 - EFA: Local Wellness Program
 - EFAA: District Nutrition and Food Services
 - EFAA-AR: Reimbursable Meals and Milk Programs
 - EFD: Food Preparation
 - EGAAA: Reproduction of All Copyrighted Materials
 - EGAB: Mail and Delivery Services (delete)
 - EH: Records and Data Management
 - EIA: Insurance Programs
 - EIB: Liability Insurance (delete)
- 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"> ▪ <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. 	<p>Information will be provided</p>

L. Adjourn Regular Session

The meeting was adjourned at 8:38 PM.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Judith Cross

Assignment: 1.0 FTE Speech Language Pathologist
Location: Ladd Acres Elementary School
Effective Date: June 17, 2019
Years of Service: 32 years

Kelly Drake

Assignment: 0.5 FTE 2nd Grade Teacher
Location: Patterson Elementary School
Effective Date: June 17, 2019
Years of Service: 18 years

Laurie Fosmark

Assignment: 1.0 FTE Life Skills Teacher
Location: Glencoe High School
Effective Date: June 17, 2019
Years of Service: 30 years

Jeanine Garrett

Assignment: 0.5 FTE 2nd Grade Teacher
Location: Patterson Elementary School
Effective Date: June 17, 2019
Years of Service: 16 years

Laurie Howard

Assignment: 1.0 FTE 1st Grade Teacher
Location: Brookwood Elementary School
Effective Date: June 17, 2019
Years of Service: 19 years

Suzanne Jost-Cog

Assignment: 0.5 FTE English Language Learner Teacher
Location: Witch Hazel Elementary School
Effective Date: June 17, 2019
Years of Service: 4 years

Cecilia McDaniel

Assignment: 1.0 FTE Elementary Resource Specialist
Location: Ladd Acres Elementary School
Effective Date: June 17, 2019
Years of Service: 34 years

B. Ratify the acceptance of the resignation of the following licensed personnel:

Sara Ascari

Assignment: 1.0 FTE Spanish/English Language Learner Teacher
Location: Brown Middle School
Effective Date: June 17, 2019

Tiffany Hancock

Assignment: 1.0 FTE Elementary Resource Specialist
Location: Minter Bridge Elementary School
Effective Date: June 17, 2019

Matthew Kitchin

Assignment: 1.0 FTE Mathematics
Location: Hillsboro High School
Effective Date: June 17, 2019

Alisa McDonald

Assignment: 1.0 FTE Social Studies
Location: Brown Middle School
Effective Date: June 17, 2019

Victoria Parsloe

Assignment: 1.0 FTE Art – Social Studies
Location: Poynter Middle School
Effective Date: June 17, 2019

Shirley Pate

Assignment: 0.4 FTE - Counselor
Location: Patterson Elementary School
Effective Date: June 17, 2019

Guy Takahashi

Assignment: 1.0 FTE – Physical Education
Location: Century High School
Effective Date: June 17, 2019

Elizabeth Teach

Assignment: 1.0 FTE – Science/AVID Teacher
Location: Glencoe High School
Effective Date: June 17, 2019

Hadley Walsh

Assignment: 1.0 FTE Kindergarten
Location: Quatama Elementary School
Effective Date: April 1, 2019

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
APPROVE REVISIONS TO POLICIES INCLUDED IN
ANNUAL NOTIFICATIONS TO STAFF, STUDENTS, AND FAMILIES (PART 1)

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 has been 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

Over the next two months, the updates to policies that are included in annual notifications to staff, students, and families will be prioritized. Revisions to the policies listed below have been reviewed by the Superintendent and Cabinet members, and were presented to the Board for first reading on April 9. No public comments or questions were received regarding these policies and administrative regulations during the review period.

- Policy GBC: Prohibited Use of Official Position for Financial Gain
- Policy GBEA: Workers' Compensation Insurance (delete)
- Policy GBEC: Drug-Free Workplace (delete / replace)
- Policy GBG: Staff Participation in Political Activities
- Policy GBH/JECAC: Staff/Student/Parent Relations
- Policy GBMA: Whistleblower
- Policy GBNA: Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions to these policies, which are included in annual notifications to staff, students, and families.



Code: **GBC**
Adopted: 12/01/16
Orig. Code(s): GBC

Staff Ethics

I. ~~Conflict of Interest~~ **Prohibited Use of Official Position for Financial Gain**

No District employee will attempt to use his/her/their District position to obtain personal financial benefit gain or to avoid financial detriment for him or herself or his/her/themselves, relatives, or members of household members, or for any business with which the employee, a household member, or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the District employee's employment with the District.

This prohibition does not apply to any part of an official compensation package as approved by the Board, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the District employee.

The employee may receive district or school logo apparel as part of the employee's official compensation package.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question of conflict of interest with regarding the use of their official position in regards to their duties and responsibilities as staff members District employees. This would also apply to any personal financial benefit for the District employee's relative or member of household of the employee, or any business with which the District employee or a relative or member of the household of the District employee is associated.

This means that:

1. Employees, relatives, or members of the District employee's household will not use their employee's position to obtain financial gain or avoid financial detriment from students, parents, or staff.
2. Any device, publication, or any other item developed during the employee's paid time shall be District property.
3. Employees will not further personal gain through the use of confidential information gained in the course of, or by reason of, their position or activities in any way.
4. No District employee may serve as a Board or budget committee member in the District.

5. An employee will not perform any duties related to an outside job during his/her the employee's regular working hours or during the additional time that he/she needed to fulfill the position's responsibilities; nor will an employee use any District facilities, equipment, or materials in performing outside work.
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an District employee has a potential or actual conflict of interest, the District employee must notify his/her supervisor in writing of the nature of the conflict, and request that the supervisor dispose of the matter giving rise to the conflict. This must be done on each occasion the District employee is met with a conflict of interest.

“Potential conflict of interest” means any action or any decision or recommendation by a District employee that could result in a financial benefit or detriment for self or relatives or for any business with which the District employee or relatives are associated, unless otherwise provided by law.

“Actual conflict of interest” means any action or any decision or recommendation by a District employee that would result in a financial benefit or detriment for self or relatives or for any business with which the District employee or relatives are associated, unless otherwise provided by law.

In order to avoid both potential and actual conflicts of interests violation of nepotism provisions and District policy, District employees must abide by the following rules when an employee's relative or member of the household of the District employee, is seeking and/or holds a position with the District:

1. A District employee may not appoint, employ, promote, discharge, fire, demote, or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer positions, unless it is a Board-related position.
2. A District employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.
3. More than one member of an employee's family may be hired as a regular District employee. In accordance with Oregon law, however, the District may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment, or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the Superintendent's/designee's approval.

In the conflict of interest context:

“Member of household” means any person who resides with the employee.

“Relative” means: the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits² to the employee, or who receives any benefit from the employee’s public employment.

II. Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials, and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee and to the employee’s relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver. A gift may be received by the District employee from, but not limited to, another District employee, a student or parent of a student or a vendor within the \$50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the District is prohibited.

“Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” in the gift context means the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits⁴ to the employee, or who receives any benefit from the employee’s public employment.

“Member of the household” means any person who resides with the employee.

Determining the Source of Gifts

Employees, the employee’s relatives or members of the employee’s household should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the District employee. If the giver does not have a legislative or administrative interest, the ethics rules on gifts \$50 limit does not apply, and the employee need not keep track of it, although they are advised to do so anyway, in case of a later dispute.

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

³ Ibid. p. 23

⁴ Ibid. p. 23

Determining Legislative and Administrative Interest

A “legislative or administrative interest” means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

A “decision” means an act that commits the District to a particular course of action within the employee’s scope of authority, and that is connected to the source of the gift’s economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate, but retains responsibility as the final decision maker, both the subordinate and the supervisor’s actions would be considered a “decision.”

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell, and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals, the payor of the employee’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25, and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner.
 - b. The source divides the amount spent on food, beverage, and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner.
 - c. The source calculates the actual amount spent on the employee.

~~3.~~ Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

~~4.~~ Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (e.g. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (e.g. a golf tournament at a conference); or
2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment, who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade, and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees.

1. Gifts from “relatives” and “members of the household” to the employee are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:

~~a. Organized Planned Events.~~ Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:

- a. ~~(1)~~ Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (1) ~~(a)~~ The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the District; AND
 - (a) ~~(1)~~ The giver is a unit of:
 - (i) ~~(1)~~ A federal, state, or local government;

- (ii) ~~2~~ An Oregon or federally recognized Native American Tribe; or
- (iii) ~~3~~ A non-profit corporation.

(2) ~~(b)~~ The employee is representing the District:

- (a) ~~(i)~~ On an officially sanctioned trade-promotion or fact-finding mission; or
- (b) ~~(ii)~~ On officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Superintendent or designee.*

~~(2)~~ The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the District.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome, and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

5. Food or beverage consumed by an employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(67)(b)(I)(H).

6. Waiver or discount of registration expenses or materials provided to an employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.

7. An ~~gift item~~ received by the employee as part of the usual or customary practice of the employee’s private business, employment, or position as a volunteer that bears no relationship to the employee’s District employment.

8. Reasonable expenses paid to an employee for accompanying students on an educational trip.

Honoraria

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY

Legal Reference(s):

[ORS 244.010 - 244.400](#)
[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0001 - 199-020-0020](#)
[OAR 584-020-0040](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.



Code: **GBEA**
 Adopted: 11/25/08
 Orig. Code(s): GBEA

Workers' Compensation Insurance

(Recommend following law.)

All employees, including students as required by Oregon Law, are covered by the District workers' compensation insurance. Any injury or illness to an employee while on duty (even if not considered serious by the employee) must be reported at once to the immediate supervisor who will submit a written report to the Superintendent's office within 24 hours. If medical attention is needed the employee will be advised to notify the medical service provider that the injury or illness is covered by workers' compensation laws. The accident or illness must qualify as an industrial accident or illness under state law and district regulations.

Any employee who is injured while on duty or becomes ill as a result of performing his/her responsibilities may receive compensation and expenses as prescribed by state law and rules.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 656.033](#)

[ORS 657.170](#)

[OAR 437-001-0760](#)





Code: **GBEC**
Adopted: 12/01/15
Orig. Code: GBEC

Drug-Free Workplace

(See proposed version)

The District believes that illegal use of alcohol and other drugs is a problem that dramatically affects the physical, social, and emotional health of the individual, the family, and our educational system.

The District believes that school employees are responsible for acting as role models for students and as representatives to the community of the District's commitment to combat drug and alcohol abuse.

In order to ensure the highest standards of learning, safety, health, and well-being for students and employees, the District endorses substance abuse policies that help students and employees avoid alcohol and other drug use.

The District will take corrective disciplinary actions when necessary, and may recommend appropriate aftercare. Aftercare will not be incumbent upon the District.

This policy applies to all employees, including the employees of contractors.

1. Responsibilities Regarding Drugs and Alcohol in the Workplace:

The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including immediate termination:

- a. No District employee shall unlawfully manufacture, buy, sell, transport, distribute, dispense, possess, use, or be under the influence of intoxicants, including alcohol, or illegal drugs, or controlled substances, as defined by law, in the workplace, while on District property, during work hours (including meal periods), while assigned to extra duty or special projects, including those held after or in addition to regular school hours, and while driving between work sites during the work day, in either a District-supplied vehicle or a vehicle supplied by the employee.
 - (1) "Drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance as defined in schedules I through V of Section 202 of the controlled substance act (21 U.S.C 8120 and as further defined by regulation at 21 C.F.R 1308.11-1308.15).
 - (2) Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers, or liquor.
 - (3) "Workplace" shall mean the site of the performance of work done for the District. This includes any District building or District building premises, any District-owned vehicle, or any other District-approved vehicle (including the employee's own vehicle) while

used to transport students off school property during any District-sponsored or District-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the District.

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- (4) The legal/medical use of controlled substances may be exempt from this policy.
 - b. No District employee shall knowingly sell, market, or facilitate the sale, use, or distribution of steroid or performance enhancing substances to Grades K-12 students, or knowingly endorse or suggest the use of such substances.
 - c. An individual is considered to be “under the influence of alcohol, intoxicants, and/or a controlled substance” when, in the District’s determination, based upon the supervisor’s observations and testing conducted by and interpreted by trained medical personnel, the controlled substance, alcohol, or intoxicant is deemed to be at a level that may impair the individual’s ability to safely and/or efficiently perform assigned work, or prevent the employee from presenting a positive role model to students.
 - d. If the District has reasonable suspicion that an employee is under the influence of intoxicants, including alcohol or any controlled substance, the District will require the employee to submit to immediate testing by trained medical personnel. Refusal to submit immediately to such tests may result in disciplinary action, up to and including dismissal.
 - e. Reasonable suspicion of employee use of an unlawful controlled substance or alcohol will be based on specific, contemporaneous, articulable observations made by a trained supervisor, as designated by the District. These observations may include, but are not limited to, the following:
 - (1) Observed abnormal appearance or behavior, or impairment in mental or physical performance (for example, dilated pupils, slurred speech, unsteady balance, difficulty walking, or peculiar odors)
 - (2) Direct observation of use in the workplace
 - (3) Indications of chronic and withdrawal effects of drugs
 - (4) Noticeable decline in job performance that may be associated with the misuse of drugs
 - (5) A work-related accident in conjunction with a basis for reasonable suspicion as listed above
 - f. A written record shall be made of the observations leading to a reasonable suspicion drug test and signed by the supervisor authorized to make such observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
 - g. The District reserves the right, with prior notice and reasonable suspicion, to conduct searches on District property of employees and/or their personal property that is on the District’s premises. The District also reserves the right, with or without prior notice and reasonable suspicion, to conduct searches of District property, vehicles, or equipment at any time. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.
 - h. Employees who are convicted of any violation of criminal drug statutes occurring in the workplace are required to notify the Superintendent or designee no later than five days after such conviction.¹

¹ Districts directly receiving grants or contracts of \$100,000 or more from the federal government are required to meet this obligation.

2. Notice to Employees:

The District will annually provide employees with the following information:

- a. The dangers of drug and alcohol abuse in and outside the workplace;
- b. The terms of this District policy;
- c. Any available drug counseling, rehabilitation, and employee assistance programs (the District provides an employee assistance program as specified through the employee agreements);
- d. The penalties an employee can incur for any infraction of this policy.

3. District Action in Case of Violation of this Policy by Employees:

- a. As a condition of employment with the District, all employees are required to abide by the terms of this policy and any implementing administrative rules.¹
- b. If the District's investigation determines that an employee has violated this policy and/or implementing administrative rules, the District will take appropriate disciplinary action(s), including reprimand, suspension, and/or termination of employment. Disciplinary sanctions short of termination may include that the employee satisfactorily complete an appropriate substance abuse program of rehabilitation.¹
- c. Through implementation of this policy, the administration will strive to maintain a drug-free workplace, and to fulfill the District's role in educating students and the community on the dangers of drug and alcohol abuse and modeling appropriate behavior.

4. Employee Assistance Program

An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, under the Employee Assistance Program if such program is provided by the employer.

5. Leave for Participation in Abuse Assistance or Rehabilitation Program

The District may, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 336.222](#)
[ORS 342.721](#)
[ORS 342.723](#)

[ORS 342.726](#)
[ORS Chapter 475](#)
[ORS 657.176](#)

[OAR 581-022-2045](#)
[OAR 581-022-2210](#)
[OAR 584-020-0040\(5\)\(e\)](#)

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8106 (2012); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 84.100-84.670 (2016).

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11-1308.15 (2016).

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2012).

Corrected 3/20/19



Code: **GBEC**
Adopted:

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Drug-Free Workplace
(Version 2)

The district shall provide a drug-free workplace.

The purpose of this policy is to promote safety, health and efficiency by prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol in the workplace.

This policy applies to all District employees, including but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract.

The district shall provide to each employee a copy of this policy.

An employee shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance or alcohol in the workplace.

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through grade 12 students with whom the employee has contact as part of employee’s district duties; or knowingly endorse or suggest the use of such substances.

An employee shall, as a condition of employment, abide by the provisions of this policy.¹

The District will take corrective disciplinary actions when necessary, and may recommend appropriate aftercare. Aftercare will not be incumbent upon the District. *(District language)*

Definitions

1. “Controlled substance” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other drug as classified under the federal Controlled Substances Act (21 U.S.C. §§ 811-812 and as further defined by regulation in 21 C.F.R. §§ 1308.11-1308.15), as modified under Oregon Revised Statute (ORS) 475.035.
2. “Alcohol” shall include any form of alcohol for consumption, including beer, wine, wine coolers or liquor.

¹ Districts directly receiving grants or contracts from the federal government are required to meet this obligation.

3. “Conviction” means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or state criminal drug statutes.
4. “Criminal drug statute” means a Federal or State criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance{ or alcohol}.
5. “Drug-free workplace” means a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance{ or alcohol}.

Basis for Reasonable Suspicion of Employee Use of Controlled Substance/Alcohol

Reasonable suspicion of employee use of an unlawful controlled substance or alcohol shall be based upon any of the following on specific, contemporaneous, articulable observations made by a trained supervisor, as designated by the District. *(added district language here)*

The observations may include, but are not limited to, the following:

1. Observed abnormal behavior or impairment in mental or physical performance (e.g., dilated pupils, slurred speech, unsteady balance, difficulty walking, or peculiar odors); *(added district language here)*
2. Direct observation of use in the workplace;
3. Indications of chronic and withdrawal effects of drugs; *(added district language here)*
4. The opinion of a medical professional;
5. Noticeable decline in job performance that may be associated with the misuse of drugs; *(added district language here)*
6. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by employer;
7. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.

An individual is considered to be “under the influence of alcohol, intoxicants, and/or a controlled substance” when, in the District’s determination, based upon the supervisor’s observations and testing conducted by and interpreted by trained medical personnel, the controlled substance, alcohol, or intoxicant is deemed to be at a level that may impair the individual’s ability to safely and/or efficiently perform assigned work, or prevent the employee from presenting a positive role model to students. *(added district language here)*

If the District has reasonable suspicion that an employee is under the influence of intoxicants, including alcohol or any controlled substance, the District will require the employee to submit to immediate testing by trained medical personnel. Refusal to submit immediately to such tests may result in disciplinary action, up to and including dismissal. *(added district language here)*

A written record shall be made of the observations leading to a reasonable suspicion drug test and signed by the supervisor authorized to make such observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier. *(added district language here)*

The District reserves the right, with prior notice and reasonable suspicion, to conduct searches on District property of employees and/or their personal property that is on the District's premises. The District also reserves the right, with or without prior notice and reasonable suspicion, to conduct searches of District property, vehicles, or equipment at any time. A refusal to submit to a search may result in disciplinary action, up to and including dismissal. *(added district language here)*

Sanctions and Remedies²

If the District, upon investigation determines that an employee has engaged in the unlawful manufacture, distribution, dispensation or possession of a controlled substance or alcohol, or upon having reasonable suspicion (under the section below) of an employee's unlawful use of a controlled substance or alcohol in the workplace violated this policy and/or implementing administrative rules, the District shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action, which may include reprimand, transfer, granting of leave with or without pay or suspension with or without pay, and/or termination of employment. *(Revised with district language here)*

Within 30 calendar days of learning of an employee's criminal drug statute conviction for a violation occurring in the workplace, the District shall:

1. Take appropriate action, which may include discipline up to and including termination; and/or
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Employee Assistance Program

An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, under the Employee Assistance Program if such program is provided by the employer (The District provides an employee assistance program as specified through the employee agreements) *(added district language here)*.

The district shall, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.

Notice to Employees

The district shall establish a drug free awareness program to annually inform employees of the following:

1. Dangers of drug and alcohol abuse in the workplace;
2. Existence of and content of this policy for maintaining a drug-free workplace;

² Ibid. p. 1

3. Availability of drug-counseling, rehabilitation, and employee assistance programs³; and
4. Penalties that may be imposed for drug abuse violations occurring in the workplace of this policy.

Notification by Employee of Conviction⁴

An employee shall, as a condition of employment, notify the district in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

Notification by the District of an Employee Conviction

The district shall notify the appropriate federal granting or contracting agency, in writing, of an employee's criminal drug statute conviction, for a violation occurring in the workplace, no later than 10 calendar days after learning of such conviction.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 336.222](#)
[ORS 342.721](#)
[ORS 342.723](#)

[ORS 342.726](#)
[ORS Chapter 475](#)
[ORS 657.176](#)

[OAR 581-022-2045](#)
[OAR 581-022-2210](#)
[OAR 584-020-0040\(5\)\(e\)](#)

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8106 (2012); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 84.100-84.670 (2016).
Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11-1308.15 (2016).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2012).

Corrected 3/20/19

³ The District provides an employee assistance program as specific through the employee agreements. *(added district language here)*

⁴ Ibid. p. 1



Code: **GBG**
 Adopted: 11/25/08
 Orig. Code: GBG

Staff Participation in Political Activities

Employees may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any ~~citizen~~ **community member** in a comparable position in public or private employment and within the law.

All District employees are privileged within the limitations imposed by state and federal laws and regulations to choose any side of a particular issue and to support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, will not be carried on during the performance of District duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue.

On all political issues, employees must designate that the viewpoints they represent on the issues are personal and are not to be interpreted as the District’s official viewpoint.

~~No employee will use District facilities, equipment or supplies in connection with his/her campaigning, nor will he/she use any time during the working day for campaign purposes.~~

No employee will use district facilities, equipment or supplies in connection with his/her political activities, nor will he/she use any time during the work day for such political activities.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 260.432](#)

OR. CONST., art. XV, § 8.



Code: **GBH/JECAC**
 Adopted: 5/22/18
 Orig. Code: GBH/JECAC

Staff/Student/Parent Relations**

The Board encourages parents to be involved in their student’s school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student’s education records and consulting with school staff concerning the student’s welfare and education, to the same extent as provided to the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric, or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

~~If the district is provided with a court order or parenting plan that curtails the rights of the noncustodial parent, the student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the day.~~

~~In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district’s relationship and responsibilities.~~

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

Legal Reference(s):

[ORS 107.101](#)
[ORS 107.102](#)

[ORS 107.106](#)
[ORS 107.154](#)

[ORS 109.056](#)
[ORS 163.245 to -163.257](#)

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).
 Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).



Code: **GBMA**
Adopted: 3/13/18
Orig. Code(s): GBMA

Whistleblower *

When an employee has good faith and reasonable belief that the employer has violated any federal, state, or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds, or abuse of authority; or created a substantial and specific danger to public health and safety by its actions; and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign, or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment.
4. Direct an employee to not disclose or to give notice to the employer prior to making any disclosure, or discourage an employee from making a disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state, or any agency of or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The District will use the complaint process in administrative regulation GBM-AR ÷ Staff Complaint Procedure to address any alleged violations of this policy.

The District shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

Legal Reference(s):

[ORS 192.501 to -192.505](#)

[ORS 659A.199 to -659A.224](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).



Code: GBNA
Adopted: 12/16/14
Orig. Code: GBNA

Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

The Board is committed to providing a positive and productive learning and working environment.

(added line space)

Hazing, harassment, intimidation, menacing, or bullying, including cyberbullying, of staff, students, or third parties by students, staff members, or third parties is strictly prohibited and will not be tolerated in the District.

(added line space)

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is also strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students and staff members will refrain from using personal communication-electronic devices or District property, equipment, or devices in violation of Board policy.

Staff members whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or designee or the Board. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials. Licensed staff will may be reported to Teacher Standards and Practices Commission, as provided if required by Oregon Administrative Rule (OAR) 584-020-0041.

The Superintendent or designee is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure annual notice of this policy is provided to students, staff members, and third parties.

END OF POLICY

Legal Reference(s):

[ORS 163.190](#)
[ORS 163.197](#)
[ORS 166.065](#)
[ORS 166.155 - 166.165](#)
[ORS 174.100](#)
[ORS 332.072](#)

[ORS 332.107](#)
[ORS 339.250](#)
[ORS 659A.006](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.103 - 659A.143](#)

[ORS 659A.199 - 659A.224](#)
[OAR 839-003-0000](#)
[OAR 839-005-0021](#)
[OAR 839-005-0030](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. Seq. (2012).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2012); 29 C.F.R. Part 1626 (2018)
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2018); 28 C.F.R. Part 35 (2018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
OREGON BUREAU OF LABOR AND INDUSTRIES, *Workplace Bullying* (visited Feb. 26, 2019), <<https://www.oregon.gov/boli/docs/WorkplaceBullyingPoster-2018.pdf>>.

Updated 3/08/19

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
APPROVE 2019-20 ALTERNATIVE EDUCATION PROGRAMS

SITUATION

Board policy IGBHA directs an annual evaluation and approval of alternative programs available to Hillsboro students. The purpose of this report is to provide Board members with a review of the programs currently available to District students, and to ask the Board to formally approve this updated list of alternative programs. The programs listed have proven to be effective alternatives for District students. District administration has ensured, and will continue to ensure, that each program meets the evaluation criteria set forth in OAR 581-022-1350.

RECOMMENDATION

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

I move that the Board of Directors approve the District's alternative programs.

HILLSBORO SCHOOL DISTRICT
Alternative Programs – 2019-20 School Year

Expanded Options

The 2005 Legislature approved the Expanded Options program (Senate Bill 300) for high school students who are 16 years of age or older. The program provides an opportunity to attend college-level classes while still in high school, with tuition paid by the District. There is a limit to the number of credits the District can provide, and participation priority is given to students who qualify for the free or reduced-price meal program. Students must be accepted by an eligible public post-secondary Oregon institution, and follow a learning plan agreed upon by the student, staff, and parents to reflect each student's goals.

Miller Education Center (MEC) High School / Hillsboro Big Picture

This high school program is located on its own campus. In addition to stressing core curriculum, state standards, and graduation requirements, the program provides students the opportunity to learn responsibility and gain self-esteem through community service projects, challenge courses, and job training. The high school also offers a program for teen parents, including on-site childcare, parenting classes, and early childhood education. The low student-to-teacher ratio allows for small group instruction and individual counseling. MEC is currently in process to change our curriculum delivery model. Big Picture Learning is a nationally recognized model of instruction that focuses on educating the whole child. Students "Leave to Learn" two days per week. This internship-based model of learning directly correlates to Hillsboro School District's strategic objective that all students graduate career- and college-ready.

Teen Parent Program (Miller Education Center – West & Century High School)

Students in grades 9 through 12, who are expecting or have a newborn child (ages 6 weeks to 48 months) have an opportunity to continue their education either at Century High School or Miller Education Center. Understanding how individuals develop, emotionally, socially and psychologically, provides a foundation for healthy families and productive citizens. All members of society influence the growth and development of children; therefore, knowledge and understanding of human development influence individual action and ensure a healthy, promising future for children. The District's program addresses the need for consistent, high-quality criteria for three distinct, but related programs: (1) Child Development and Parenthood Education Program; (2) Career-Based Childhood Care and Education Program; and (3) School-Based Teen Parent Program. These standards support the belief that nurturing children requires knowledge of human development, and the application of that knowledge when interacting with young children.

GED Program (Miller Education Center – West)

Students who are 16 years of age (or within 1 month of their 16th birthday) may opt into the Hillsboro School District GED (General Educational Development) program. MEC West offers tutoring services for students seeking to complete GED requirements. Students can be referred from their home schools or walk in to be enrolled. When students have demonstrated the skills necessary to pass the four tests (language arts,

mathematics, social studies, and science), they are referred to the education service district (ESD) or one of the PCC testing sites for final testing.

PEARL Middle School (Miller Education Center – Walnut Street Annex)

Students who have been expelled from their home middle school may be placed into the Personalized Education and Real Learning (PEARL) middle school program. Each student receives individualized educational goals based on their academic needs.

PEARL High School (Miller Education Center – Walnut Street Annex)

Students in the PEARL program participate in a place-based learning environment that encourages personal responsibility and credit attainment. They attend the program for the duration of their expulsion, which allows them to stay on track with their credits toward graduation.

Fifth Year Diploma Completion Program (Miller Education Center – Walnut Street Annex)

Students who are within 8 credits of graduating may enroll into the Hillsboro School District High School Completion program. Instructors will create individualized plans, based on proficiency standards that will meet the needs of each student.

Transition Options Program (TOPS) (Miller Education Center – Walnut Street Annex)

Students who have been accepted into another program OR have transferred into Hillsboro School District with seven weeks or less left in the term may enroll into the Transition Options Program (TOPS), while waiting for placement into their new program. Students may work on-line with Hillsboro Online Academy (HOA) curriculum, or have proficiency lessons created for them, based on their academic levels. Support is also provided for English language learners working toward a high school diploma. TOPS is also an appropriate option for students ages 17 to 21 who are returning to school to obtain the credits they need to transition into other educational options, including other MEC programs and Portland Community College (PCC) or other post-secondary opportunities.

YES to College (PCC)

PCC's YES to College program benefits students who are 16 to 20 years of age, have dropped out of high school OR may not be able to graduate with their class, are interested in earning their GED as the first step toward college and career, or are non-native English speakers, improving their English proficiency. YES to College pairs each student with a College Success Coach to help them adjust to PCC and college life.

Gateway to College (PCC)

The Gateway to College program at PCC serves at-risk youth, ages 16 to 20, who have either struggled in the school setting or are at risk of dropping out. Students simultaneously accumulate high school and college credits, earning their high school diploma, while progressing toward an associate's degree.

Early College High School (ECHS) (PCC)

Early College High School (ECHS) is an opportunity for students to blend high school and college in a coherent, personalized, and rigorous education program at Portland Community College. The program is designed as an option for the last two years of high school, and students generally attend PCC full time for six terms. Tuition is paid by the Hillsboro School District. It is possible for a student to earn a high school diploma, an associate's degree, or up to two years of college credit in their career pathway.

The Early College program is for students who are 16 years of age, live within the Hillsboro School District boundaries, and have the following characteristics:

- Are mature and ready to take on new challenges
- Are the first members of their families to attend college
- Are interested in a career area that is not offered at their high school
- Are willing to leave their high school and attend PCC full time
- Are not comfortable socially or educationally at their traditional high school
- Are willing to commit to two years in the program, and complete the required career development coursework
- Are concerned that college might not otherwise be an option

Hillsboro In-School Program (HIP) (Miller Education Center – East)

The Hillsboro In-School Program (HIP) is for low-income, at-risk students. The Hillsboro In-school Program (HIP) is designed for sophomores, juniors, and seniors to participate in a year-round program of support. Students attend several activities during the school year and a summer program. They gain basic skills and pre-employment training, while participating in work-crew activities in the community. Post-secondary campus visits and options are explored. During the summer program, students attend basic skills and pre-employment training classes in the morning, followed by work-crew activities in the afternoon. Counseling and advocacy services are also key components of the program.

Connect (Miller Education Center – East)

Connect is for low-income high school students who are currently out of school and desire relevant career pathway training. Participants engage in work-readiness skills workshops, job shadows, and internships. Job placement opportunities and career pathway options are encouraged while completing GED or post-secondary placement.

Hillsboro Online Academy

Hillsboro Online Academy is the first non-charter, public, online school in Oregon. The Academy features a rigorous, yet flexible, menu of online learning programs, designed to meet the varied needs of students and their families. An individual learning plan is central to the Academy's mission. Also core is connecting students to careers and the community. All online courses are supported by Hillsboro teachers. For more information, visit: www.hillonlineacademy.org.

Home Instruction

Students with health, IEP, or expulsion alternative needs may receive instruction in their homes by District itinerant teachers as an alternative education option. Instruction is

arranged with the Director of Alternative Programs, Executive Director of Student Services, principals, and Assistant Superintendent of the Office for School Performance.

Oregon National Guard Youth Challenge Program

Oregon Youth Challenge Program (OYCP) is a residential program located east of Bend, Oregon. The program serves youth ages 16 to 18, male and female, who are drug free and have had no previous felony convictions. OYCP targets students who have dropped out of high school or are likely to drop out. Students spend five and one-half months in the Bend facility, during which time they can earn up to eight credits toward a high school diploma or earn a GED. Students then enter a post-residential phase in their own community for twelve months that includes a strong mentorship component. Core components of the program are citizenship, academic excellence, life-coping skills, community service, health and hygiene, skills training, leadership, and physical fitness.

Job Corps

Job Corps is a federally-funded comprehensive program that provides essential academic and career skills training and prepares students for success in every aspect of their lives. Job Corps is open to students 16 to 24 years of age, who are ready to work toward a successful future. The applicants face one or more barriers to employment, such as needing additional career technical training, education, counseling, and/or assistance to complete regular schoolwork or to secure and maintain employment.

PLACEMENT OPTIONS PROGRAMS

Harkins House – Washington County Juvenile Services

Harkins House is a Washington County Juvenile Probation pre-adjudicated youth shelter. It currently has space for 14 boys and girls, ages 12 to 17. Students are placed at Harkins House through the court system, and usually stay for four to eight weeks at a time. While residing at Harkins House, they attend school either at the shelter or at their home school, whichever is appropriate.

Washington County Jail

The Washington County Jail Educational Program provides GED instruction and testing for inmates, ages 18 to 20. A Hillsboro School District teacher works with all eligible inmates in an educational setting at the jail. Academic and career goals are discussed, and juvenile inmates work one-on-one and in small groups to earn credits toward a diploma or the completion of a GED.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
APPROVE CONTRACT FOR SUBSTITUTE STAFFING SERVICES BETWEEN
HILLSBORO SCHOOL DISTRICT AND ESS WEST, LLC

SITUATION

On March 13, the District issued a Request For Proposals (RFP) to solicit price and service scope offers from qualified contractors to provide Substitute Staffing. Three companies responded to the RFP by April 5 and completed interviews on April 11. The review committee evaluated each proposal on the following: background and qualifications, project implementation, and financial terms.

Proposers included EDUStaff, Teachers on Call (a Kelly Services Company), and ESS West, LLC (the current District provider). The review committee consisted of Michelle Morrison, Jeff Jones, Saideh Haghighi, Jennifer Zavatsky, and Koral Unger. All RFP team members agreed on the finalists.

After evaluating proposals, conducting interviews, and completing reference checks, ESS West, LLC, was selected to be the District's provider of Substitute Staffing for a three-year engagement, beginning July 1, 2019. The agreement includes an annual contract extension option, if mutually agreed upon in writing by both parties.

As required by ORS 279B.030, a cost analysis was conducted by District staff to determine whether or not the service contract would exceed the District's estimated costs for substitutes. The full analysis is available by request through the business office. The analysis concluded favorably, as long as the contract pricing will not exceed the limits identified in the cost analysis required for services in excess of \$250,000. The financial terms of the ESS West, LLC, proposal are less than the maximum allowed by the cost analysis.

ESS West, LLC, has successfully partnered with the District for the current and two prior school years, providing substitutes of all categories and a variety of other temporary and project-based staff. The RFP team's recommendation is to award a 36-month service contract to ESS West, LLC, as detailed in the proposal, with an annual contract extension option, if mutually agreed to by both parties.

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 with an annual contract extension option between ESS West, LLC, and the Hillsboro School District to provide substitute staffing services, as defined in the request for proposals and in compliance with District policy.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
APPROVE RECOMMENDATIONS REGARDING
STUDENT REPRESENTATIVES TO THE BOARD OF DIRECTORS
FOR THE 2019-20 SCHOOL YEAR

SITUATION

Because the Board values the input of students on matters that are important to them, Board members have established a position of “Student Representative to the Board of Directors.” Up to three students may serve during each one-year term, and no school may be represented by more than one position. The opportunity to serve as a student representative rotates between schools on an annual basis, with students from Glencoe High School, Hillsboro High School, and the Miller Education Center having the opportunity to participate during the 2019-20 school year.

This spring, six students applied to serve as Student Representatives to the Board of Directors. All of the students were invited to interview with a sub-committee of Board members and current Student Representatives, and interviews were conducted on April 16 and April 23.

During this evening’s work session, the interview team presented its recommendations to the Board, and during this evening’s regular session, the Board will be asked to approve the recommendations. The selected Student Representatives will be notified of the Board’s decision on May 1, and will be appointed during the June 11 Board meeting. They will be scheduled to participate in an orientation session in July, and begin their terms of service during the August Board retreat.

RECOMMENDATION

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

I move that the Board of Directors approve the interview team’s recommendations regarding candidates to serve as Student Representatives to the Board of Directors during the 2019-20 school year.

HILLSBORO SCHOOL DISTRICT 1J

April 30, 2019

APPROVE THE FOUR-PARTY MEMORANDUM OF UNDERSTANDING BETWEEN THE HILLSBORO SCHOOL DISTRICT, WASHINGTON COUNTY, CLEAN WATER SERVICES, AND THE CITY OF HILLSBORO FOR SURFACE WATER MANAGEMENT

SITUATION

For the past year and a half, the District, with the assistance of 3J Engineering, has been working with Washington County, the City of Hillsboro, and Clean Water Services to develop a Memorandum of Understanding (MOU) regarding storm water management. This conversation started because many of the bond projects will require storm water treatment, and Clean Water Services would prefer to create large regional treatment facilities, rather than several small, individual facilities. This is significant for the District because run-off treatment is required for every “impervious” surface that is created. Initially, the discussion centered around a project at Butternut Creek Elementary School that would involve the County constructing a treatment facility on District property, which Clean Water Services would then maintain. The County would be able to use this facility to treat storm water on a road project they are working on near 198th Avenue, and the District would be able to use this facility to treat surface water generated by the bond work at Butternut Creek Elementary School, without having to pay for additional treatment. In addition, this project would generate excess surface water treatment capacity that the District could use to offset treatment at other project sites, which would result in cost savings; and Clean Water Services would be able to use the site as a learning laboratory to teach District students about the importance of clean water. Also, Washington County has committed to improving the existing asphalt path to allow the Butternut Creek community to continue to access Butternut Creek.

Over the past several months, the planning was extended to include the City of Hillsboro and additional school sites. The existing treatment facility at Century High School (to the east of the track and football field) was constructed when the school was built, but has not been maintained. Washington County has agreed to rehabilitate this facility in exchange for access to the facility for road work they are doing on Century Boulevard, and the City of Hillsboro has also agreed to maintain this facility, once it has been rehabilitated. This facility would provide excess treatment capacity that the District could use to offset treatment at other project sites.

The District is also pursuing the expansion of the existing treatment facility at the Facilities / Construction Management building. Washington County would be responsible for construction and the City of Hillsboro would provide maintenance of the facility.

The four-party Memorandum of Understanding has been reviewed by all members of the partnership, and will provide benefits to all of the partners. The District will be able to

meet Clean Water Services' goal of creating regional treatment facilities, Washington County will have the treatment capacity it needs for its street improvement projects, and the City of Hillsboro has the capacity to maintain these facilities. The MOU will result in cost savings to the District, providing storm water treatment in a safe, efficient manner, without requiring that the District create and maintain new storm water treatment facilities.

RECOMMENDATION

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

I move that the Board of Directors approve the four-party Memorandum of Understanding between the Hillsboro School District, Washington County, Clean Water Services, and the City of Hillsboro for Surface Water Management.

**MEMORANDUM OF UNDERSTANDING
BETWEEN HILLSBORO SCHOOL DISTRICT, WASHINGTON COUNTY,
CLEAN WATER SERVICES AND CITY OF HILLSBORO**

**SURFACE WATER MANAGEMENT PARTNERSHIP FOR THE
2017 HILLSBORO SCHOOL DISTRICT CAPITAL BOND PROGRAM
AND REEDVILLE-AREA WASHINGTON COUNTY TRANSPORTATION
IMPROVEMENT PROJECTS**

This Memorandum of Understanding (MOU) dated _____, is between Hillsboro School District (HSD), Washington County (County), Clean Water Services (CWS) and the City of Hillsboro (City).

A. RECITALS

1. As part of its 2017 capital construction bond, HSD is undertaking many school improvement projects that will trigger the need for stormwater improvements.
2. Concurrently, County is in the process of planning and completing design for a series of transportation improvement projects in the Reedville area. These transportation projects will also trigger stormwater management requirements.
3. The City and CWS are the local permitting jurisdictions which implement stormwater management standards for the HSD and County projects.
4. HSD, County, CWS, and City (collectively “Partners”), have evaluated the portfolio of HSD bond projects and Reedville-area County transportation improvement projects using a programmatic, or sub-basin, approach to stormwater management.
5. The programmatic, or sub-basin, approach to managing stormwater is an enhanced relationship between the Partners, intended to meet the common goals of efficient, cost-effective and environmentally sound stormwater management solutions.

B. PURPOSE OF MOU

The purpose of this MOU is to memorialize the following:

1. The multi-agency partnership and collaborative effort to deliver multiple water quality improvements for multiple HSD projects and County road projects;
2. Provisions of water quality treatment and net treatment capacity in identified stormwater management projects;
3. Applications of certain water quality treatment capacity credit for planned HSD projects and County road projects, and the assignment of any remaining water quality treatment

capacity credit available upon completion of the HSD and County projects;

4. Cost sharing and responsibility for managing design, construction and maintenance of stormwater management projects constructed or improved pursuant to this MOU; and
5. Anticipated project schedules and construction start dates of known projects with critical delivery dates.

C. PROJECT AND STORMWATER MANAGEMENT SUMMARY

The Partners have identified several stormwater management projects in the table below. These projects meet current HSD and County needs and will also generate additional programmatic/sub-basin treatment capacity, or water quality reserves, in order to offset other projects where implementing onsite stormwater approaches would be difficult, impractical, or costly.

Partnership Stormwater Management Projects

Project/Facility Location	Description of Project	Available Programmatic / Sub-basin Treatment Capacity or Reserve (acres)
Witch Hazel WQ Facility	Upsize existing swale size to add capacity	30.86
Century HS WQ Facility	Rehabilitate existing swale to add capacity	9.13
Butternut ES	Construct two new swales & stream enhancement project	13.35
Totals		53.34

The above Partnership Stormwater Management Projects are discussed in more detail herein and in Appendix A. The 53.34 acres of Available Programmatic/Sub-basin Treatment Capacity or Reserve will be allocated to the following Partners for use on County improvement projects and HSD projects.

County: 38.34 acres
HSD: 15.00 acres

Each of these reserve amounts from the Partnership Stormwater Management Projects herein are listed within each Partner’s respective project tracking spreadsheets attached as Appendix B and Appendix C.

The details of the partnership projects listed above may be modified as additional information is gathered and as project designs evolve. For example, the treatment capacity of a particular facility may need to be adjusted based on site conditions and final design. Additionally, this is not a complete list of all potential projects, and other sites may be considered for future partnership projects. If additional partnership projects are identified, they will need to be agreed upon by all affected Partners and tracked by updating Appendix A.

D. PARTNER COMMITMENTS

Each Partner agrees to:

1. Identify a single contact for the Reedville partnership covered under this MOU, and if applicable, a Project Manager contact for each identified project.
2. Work together using a programmatic approach to create a reserve of water quality treatment capacity for HSD bond projects and planned County transportation projects in the Aloha-Reedville area. Excess capacity may also be available to HSD for incidental projects that may occur beyond the bond program and additional County improvement projects within the Aloha-Reedville-area sub-basins.
3. Work collaboratively to identify sites and maximize water quality treatment, stormwater management, and stream enhancement opportunities. Projects may include managing existing untreated drainage basins, upgrading conveyance systems, stream or floodplain enhancements, and other improvements.
4. Work together to determine project-specific responsibilities including design, construction, funding, and easement acquisition for each identified partnership site.
5. Partners will manage and share tracking spreadsheets which will include stormwater partnership projects, water quality crediting for HSD bond projects and County transportation projects, and other relevant information. The spreadsheets are included as Appendices A, B, and C, and will be updated and shared as described in the sections titled County Commitments and HSD Commitments.
6. Construction start dates for County transportation projects are as follows:
 - 198th Ave (Shaw to Farmington): May 2019
 - Century Blvd @ TV Hwy: May 2019
 - Johnson/209th Half-Street Improvements: June 2019
 - 209th Ave (Alexander to Kinnaman): July 2019
 - Cornelius Pass Rd (Frances to TV Hwy): Jan. 2021
7. Implement the Stormwater Partnership Projects with the Partner roles listed below:

Facility	Design Lead	Design Review	Construction Lead	Funding
Witch Hazel Water Quality Facility	County	CWS, City, HSD	County	County
Century HS Water Quality Facility	County	CWS, City, HSD	County	County
Butternut ES Water Quality Swales	CWS & County	County & HSD	CWS & County	County
Butternut ES Stream Enhancement	CWS	County & HSD	CWS	County and CWS, per separate MOU

E. COUNTY COMMITMENTS

County agrees to:

1. Work with Partners to design, fund, and construct the following water quality improvements:
 - a. Witch Hazel water quality swale upsize
 - b. Butternut ES water quality swales
 - c. Century HS water quality swale retrofit
2. Provide ongoing opportunity for collaboration with CWS team members to obtain feedback and ensure consistency with CWS Standards. Consider feedback as it is provided during project team workshops, meetings, and at 60% and 90% design milestones. Provide the same opportunity for collaboration to the City for all projects within the City's jurisdiction.
3. Manage and share a project spreadsheet to track the status of Partnership Projects and County transportation projects, including project stormwater requirements, onsite stormwater projects completed, and other relevant information (Appendices A and C). Update, verify, and distribute the spreadsheet to Partners as information is gathered and decisions about projects are made at a minimum frequency of once every year.
4. Work in partnership with CWS to partially fund the construction and implementation of the proposed Butternut Creek stream enhancement project in an amount that will be agreed upon and documented in a separate project-specific agreement between CWS and County. HSD and City will not be funding the Butternut Creek stream enhancement project.
5. Work in partnership with HSD and the City to implement the Vegetated Corridor enhancement requirements and water quality swale retrofit at the Century High School site.
6. Work in partnership with CWS and City to evaluate alternatives for the stormwater conveyance and water quality treatment associated with the 209th Ave improvement project.
7. Construct the following on-site stormwater improvements with the associated road project:
 - a. Cornelius Pass Road- Reedville Creek water quality facility retrofit
 - b. 209th/ TVF&R water quality facility retrofit, or mutually agreed-upon alternative
8. Complete construction of all identified stormwater management projects by Dec. 31, 2020, if possible, and work with Partners if completion dates must be modified. County will have no liability to any other Partner or third party if all identified stormwater management projects are not completed by Dec. 31, 2020. If plans or schedules change, project Partners will work together to identify an alternative implementation plan, and County will construct alternative facilities, to meet the stormwater management requirements associated with County transportation projects listed in Appendix C, by Dec. 31, 2021.

F. HSD COMMITMENTS

HSD agrees to:

1. Grant necessary access, vegetated corridor and drainage easements to CWS to facilitate construction and long term protection and maintenance of storm and surface water management improvements at the Butternut ES site where practical and agreeable to maintain existing commitments, safety for students, staff, and the community. County will provide the necessary legal description for the easement, and use CWS standard easement documents.
2. Dedicate necessary ROW to the County and grant drainage easements to the City to facilitate construction and long term protection and maintenance of storm and surface water management improvements at the Witch Hazel site and Century HS site where practical and agreeable to maintain existing commitments, safety for students, staff, and the community. HSD will provide the necessary legal description for the ROW and easement.
3. Grant necessary vegetated corridor easement to CWS to facilitate long term protection of natural resources at the Century HS site. HSD will provide the necessary legal description for the easement, and use CWS standard easement documents.
4. Grant necessary temporary construction easements (TCE) or Permit of Entry (POE) to the County to facilitate a contractor staging area for the Johnson/209th half-street project where practical and agreeable to HSD.
5. Manage and share a project spreadsheet to track the status of HSD bond projects, stormwater requirements, onsite stormwater projects completed, and other relevant information. Update, verify, and distribute the spreadsheet to Partners as information is gathered and decisions about projects are made at a minimum frequency of once every year.
6. Evaluate HSD-owned properties throughout CWS' jurisdiction and identify locations where stormwater management facilities could be constructed. Sites may be evaluated in more detail for feasibility by any of the Partners, but future improvements must be agreed to by HSD.
7. Identify opportunities to incorporate educational components related to the Tualatin River, water quality, and stormwater management, with each project.
8. Coordinate with County and CWS to schedule and facilitate construction of all identified stormwater management projects on HSD properties by Dec. 31, 2020. If plans or schedules change, project Partners will work together to identify an alternative implementation plan, and HSD will construct alternative facilities, to meet the stormwater management requirements associated with HSD Bond projects listed in Appendix B, by Dec. 31, 2022.

G. CWS COMMITMENTS

CWS agrees to:

1. Provide timely review and comments on stormwater plans and reports to assist with meeting Partner project delivery times; within 14 days of receiving submittals, if possible, and communicate with project teams if timelines must be modified.
2. Provide ongoing team participation and written review comments of County plans at 60% and 90% design milestones.
3. Lead the installation and maintenance of plantings at Butternut Creek ES for the water quality facilities and stream enhancements, with financial compensation by County.
4. Work with Partners to identify additional opportunities and available water quality credits.
5. Accept long-term operation and maintenance responsibility for facilities that manage public stormwater (i.e. combined runoff from schools and adjacent public streets and/or neighborhoods) in unincorporated County, such as Butternut ES water quality facilities.
6. Recognize that a programmatic, subbasin approach to stormwater management projects may take longer to implement than smaller onsite projects, but also have a greater overall community benefit. CWS will issue permits, or Stormwater Connection Permit Authorization's for projects within the City, for County road projects and HSD bond projects that are dependent on planned partnership projects within reasonable timeframes. In some cases the required stormwater management projects may lag HSD construction projects, but this will be reconciled programmatically with the overall portfolio of projects.
7. Work in partnership with County and City to design, permit, fund, and implement the selected stormwater conveyance and water quality treatment associated with the 209th Ave improvement project. This work may require CWS to obtain separate approvals from ODOT and the railroad. CWS agrees to expedite this work so as not to delay the County's road project. If a partnership approach is implemented with 209th improvements, details will be documented in a separate project-specific agreement between CWS and County.
8. Allow the County to apply the water quality treatment credits to future transportation projects in the Reedville area. The identified water quality treatment projects will result in approximately 19.31 acres of water quality credit for County projects. Credits will be available for mutually-agreed upon transportation improvement projects where implementing stormwater management improvements is impractical, difficult, or disproportionality costly compared to the overall project budget. Examples include sidewalk infill projects, ADA improvements, and limited portions of larger Capital projects that are difficult to manage due to topography and/or limited right-of-way.
9. Allow HSD to apply the 15.00 acres of water quality treatment credit to HSD bond projects, and mutually-agreed upon between bond projects, within the CWS district. Examples of HSD between bond projects (incidental projects that occur between the 2017 bond program and the next bond program), where credit may be used, include smaller projects such as playground improvements, maintenance and storage sheds, modular

buildings, and other short-term operational or maintenance needs. Larger school construction or remodel projects will prioritize project specific stormwater management when possible.

10. Allow the enhancement requirements for the Century High School – Accessory Modular Classroom and Water Quality Swale Improvement (Service Provider Letter 18-002531) to be completed by the County with the Century HS water quality swale retrofit project.
11. Review and permit the County transportation projects from Appendix C according to CWS R&O 17-05.

H. CITY COMMITMENTS

City agrees to:

1. Provide timely review and comments on stormwater plans and reports to assist with meeting Partner project delivery times; within 14 days of receiving submittals, if possible, and communicate with project teams if timelines must be modified.
2. Accept long-term operation and maintenance responsibility for stormwater management facilities that manage public stormwater (i.e. combined runoff from schools and adjacent public streets and/or neighborhoods) in the City’s jurisdiction, such as Century HS water quality swale retrofit.
3. Allow enhancement associated with Service Provider Letter No. 18-002531 to be completed by County with the Water Quality Swale Improvement project at Century High School. Issue HSD permits for the Modular Classroom (PUP18-00059) without a Vegetated Corridor Enhancement landscaping plan.
4. Recognize that a programmatic, subbasin approach to stormwater management projects may take longer to implement than smaller onsite projects, but also have a greater overall community benefit. City will work with CWS to issue permits for County road projects and HSD projects that are dependent on planned partnership projects within reasonable timeframes. In some cases the required stormwater management projects may lag HSD construction projects, but this will be reconciled programmatically with the overall portfolio of projects, as described in County and HSD Commitments.

I. GENERAL PROVISIONS

1. By signing this MOU, Partners acknowledge their mutual intent to work together to complete the projects as described.
2. Modifications and amendments to this MOU shall be made in writing and agreed upon by all Partners.
3. This MOU may be executed in counterparts which when taken together shall constitute one

document for the Partners, notwithstanding that all Partners are not signatories to the same counterpart. All copies of this MOU so executed shall constitute an original.

Washington County

By: _____

_____ Date

Title: _____

Clean Water Services

By: _____
Chief Executive Officer or Designee

_____ Date

APPROVED AS TO FORM

Clean Water Services District Counsel

Hillsboro School District

By: _____

April 30, 2019
Date

Title: Board Chair

City of Hillsboro

By: _____

_____ Date

Title: _____

APPENDIX A: PARTNERSHIP WATER QUALITY FACILITY PROJECTS



Line	County/HS D Job Number	Facility Name	Location/Description	Regulatory Jurisdiction	Construction Schedule	Proposed Project Description	Site Areas Based on Actual or Estimated	Total Existing Impervious Area (sf)	Undisturbed Existing Impervious Area	Post-Developed Impervious Area (sf)	New Impervious Area (sf) (G-F)	Modified Impervious Area (sf)	¹ Removed Impervious Area (sf)	Required Impervious Area to be Treated after Development (sf) (New + 3 x (Modified-Removed)) (I+3*(J-K))	Impervious Area Treated Onsite (sf)	Proposed Treatment Approach	Surplus/Shortfall Treated Impervious Area (sf) (M-L)
							F	H	G	I	J	K	L	M		N	
1		Century HS WQ Facility	2000 SE Century Blvd, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Enhance existing water quality swale.	Estimated				0			0	397,703	Swale	397,703
2		Witch Hazel WQ Facility	1401 SE Witch Hazel Road, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Extend existing water quality swale.	Estimated				0			0	1,344,262	Swale	1,344,262
3		Butternut ES WQ Facility	20395 SW Florence St, Aloha, OR 97078	Washington County/CWS	2019	Construct new water quality facility.	Estimated				0			0	581,526	Swale	581,526
4											0			0			0
5											0			0			0
6											0			0			0
7											0			0			0
8											0			0			0
9											0			0			0
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44											0			0			0
45											0			0			0
46											0			0			0

2,323,490

¹Reported only if greater than 1,000 sf
²Address not available yet
³Potential with County

APPENDIX A: PARTNERSHIP WATER QUALITY FACILITY PROJECTS



Line	County/HS D Job Number	Facility Name	Surplus/Shortfall Treated Impervious Area (acres)	Cumulative Reserves (sf)	Water Quality Reserve Opportunity Site?	County Reserve (sf)	HSD Reserve (sf)	County Reserve (acres)	HSD Reserve (acres)	Updated	Notes
1		Century HS WQ Facility	9.13	397,703	Yes	282,837	114,865	6.49	2.64	1/23/2019	
2		Witch Hazel WQ Facility	30.86	1,741,964	Yes	956,009	388,252	21.95	8.91	1/23/2019	
3		Butternut ES WQ Facility	13.35	2,323,490	Yes	431,244	150,282	9.90	3.45	1/23/2019	
4				2,323,490							
5				2,323,490							
6				2,323,490							
7				2,323,490							
8				2,323,490							
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41				2,323,490							
42				2,323,490							
43				2,323,490							
44											
45											
46											

1,670,091 653,400 38.34 15.00

¹Reported only if greater than 1,000 sf

²Address not available yet

³Potential with County

**APPENDIX B: HSD WATER QUALITY RESERVE SPREADSHEET
(SITES WITHIN CWS DISTRICT BOUNDARY)**

Line	3 ¹ Job Number	School/Facility Name	Address or ² Tax Lot	Regulatory Jurisdiction	Construction Schedule	Proposed Project Description	Site Areas Based on Actual or Estimated	Total Existing Impervious Area (sf)	Undisturbed Existing Impervious Area	Post-Developed Impervious Area (sf)	New Impervious Area (sf) (G-F)	Modified Impervious Area (sf)	¹ Removed Impervious Area (sf)	Required Impervious Area to be Treated after Development (sf) (New + 3 x (Modified-Removed)) (I+3*(J-K))	Impervious Area Treated Onsite (sf)
								F	H	G	I	J	K	L	M
1	17449	Butternut ES	20395 SW Florence St, Aloha, OR 97078	Washington County/CWS	2018	Playground Updates	Actual	133,500	132,502	138,245	4,745	998	0	7,739	0
2	17444	Eastwood ES	2100 NE Lincoln St, Hillsboro, OR 97124	City of Hillsboro/CWS	2018	Improvements to Drop-off areas & Parking Lot Expansions	Actual	134,669	126,339	158,913	24,244	4,304	4,026	25,078	30,842
3	AKS	Glencoe HS	2700 NW Glencoe Rd, Hillsboro, OR 97124	City of Hillsboro/CWS	2018	New Turf/Lights	Estimated	685,500		975,500	138,444	0	0	138,444	138,444
4	AKS	Hillsboro HS	3285 SW Rood Bridge Rd, Hillsboro, OR 97123	City of Hillsboro/CWS	2018	New Turf/Lights/6 Lane Track	Estimated	741,000		899,570	158,570	7,380	0	180,710	181,770
5	17442	Ladd Acres ES	2425 SE Cornelius Pass Rd, Hillsboro, OR 97123	City of Hillsboro/CWS	2018	Improvements to Drop-off areas & Parking Lot Expansions	Actual	146,807	91,072	155,557	8,750	55,735	8,164	151,463	64,485
6	18472	North Plains ES	32030 SW North Ave, North Plains, OR 97133	City of North Plains/CWS	2018	New Modular	Actual	137,000	137,000	141,773	4,773	0	0	4,773	0
7	17437	Reedville ES	2695 SW 209th Ave, Washington County, OR 97003	Washington County/CWS	2018	New Modular and Parking Lot	Actual	49,472	34,396	85,391	35,919	15,076	3,454	70,785	70,785
8	17443	W. Verne McKinney ES	535 NW Darnielle St, Hillsboro, OR 97124	City of Hillsboro/CWS	2018	Student Drop Off/New Modular	Actual	121,532	0	139,094	17,562	0	0	17,562	17,562
9	17452	WL Henry ES	1060 SE 24th Ave, Hillsboro, OR 97124	City of Hillsboro/CWS	2018	Playground Updates	Actual	135,497	133,199	138,958	3,461	2,298	0	10,355	0
10	17452	WL Henry ES	1060 SE 24th Ave, Hillsboro, OR 97124	City of Hillsboro/CWS	2018	New Modular	Actual	138,958	138,608	145,367	6,409	350	0	7,459	0
11	17441	Jackson ES	675 NE Estate Dr, Hillsboro, OR 97124	City of Hillsboro/CWS	2018	Improvements to Drop-off areas & Parking Lot Expansions	Actual	154,228	119,063	167,367	13,139	35,165	8,181	94,091	153,897
12	18493	Evergreen MS	456 NE Evergreen Road, Hillsboro, OR 97124	City of Hillsboro/CWS	2019	Addition	Estimated	336,164	301,884	380,740	44,576	34,280	6,674	127,394	259,648
13	17418	Brookwood ES	3960 SE Cedar Street, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Replacement ES	Actual	158,615	0	265,257	106,642	158,615	158,615	265,257	253,520
14	18484	³ Century HS	2000 SE Century Blvd, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	New Modular	Actual	652,000	652,000	656,972	4,972	457	0	6,343	0
15		³ Century HS	2000 SE Century Blvd, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	New Turf/Lights	Estimated	656,638		754,938	98,300	0	0	98,300	0
16	18477	Eastwood ES	2100 NE Lincoln St, Hillsboro, OR 97124	City of Hillsboro/CWS	2019	Playground Updates, Gymnasium (90-ft x 120-ft), New Modular (Replacement)	Actual	158,913	145,877	182,835	23,922	13,036	2,950	54,180	23,609
17	18486	Glencoe HS	2700 NW Glencoe Rd, Hillsboro, OR 97124	City of Hillsboro/CWS	2019	Improvements to Drop-off areas & Parking Lot Expansions; Addition	Estimated	565,583	313,614	601,041	35,458	228,342	23,627	601,041	593,337
18		Glencoe HS	2700 NW Glencoe Rd, Hillsboro, OR 97124	City of Hillsboro/CWS	2019	Glencoe Road Improvements (AKS)	Actual	34,960	7,830	40,190	5,230	25,200	1,930	75,040	0
19	18485	Hillsboro HS	3285 SW Rood Bridge Rd, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Replace existing fire access lane onsite	Actual	835,000	819,185	835,940	940	15,815	0	48,385	0
20		Jackson ES	675 NE Estate Dr, Hillsboro, OR 97124	City of Hillsboro/CWS	2019	Gymnasium (90-ft x 120-ft) & Play Area	Estimated	167,367	167,367	178,167	10,800	0	0	10,800	10,800
21	18476	Lenox ES	21200 NW Rock Creek Blvd, Portland, OR 97229	Washington County/CWS	2019	Parent/Bus Drop-off Improvements	Actual	105,130	59,452	126,926	21,796	38,488	7,190	115,690	80,283
22	18483	Liberty HS	7445 NW Wagon Way, Hillsboro, OR 97124	City of Hillsboro/CWS	2019	New CTE Building & Associated Site Improvements	Estimated	1,055,000	1,055,000	1,073,708	18,708	0	0	18,708	18,708
23	18475	Mooberry ES	1230 NE 10th Ave, Hillsboro, OR 97124	City of Hillsboro/CWS	2019	Gymnasium (90-ft x 120-ft)	Actual	125,078	117,513	146,222	21,144	7,565	3,038	34,725	74,531
24	17419	New ES #28 (North Plains)	1N206DC14700	City of North Plains/CWS	2019	New ES	Actual	792		236,189	235,397	792	0	236,189	234,709
25	17453	Transportation Satellite Facility	1N214CD00300	City of Hillsboro/CWS	2019	New Support Facility	Actual	26,551	16,455	306,445	279,894	10,096	6,100	291,882	306,445
26	18513	West Union ES	23870 NW West Union Rd, Hillsboro, OR 97124	Washington County	2019	Parking lot improvements	Actual	53,965	51,764	55,152	1,187	2,201	0	7,790	0
27		Century HS WQ Facility	2000 SE Century Blvd, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Water Quality Swale upgrades	Estimated	0	0	0	0	0	0	0	114,865
28		Witch Hazel WQ Facility	4901 SW Witch Hazel Road, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Water Quality Swale extension	Estimated	0	0	0	0	0	0	0	388,252
29		Butternut ES WQ Facility	20395 SW Florence St, Aloha, OR 97078	Washington County/CWS	2019	Water Quality Swales Constructed by County for 198th (13.35-ac - 9.9-ac = 3.45-ac)	Estimated	0	0	0	0	0	0	0	150,282
30		Indian Hills ES	21260 SW Rock Road, Beaverton, OR 97006	Washington County/CWS	2020	Replace 1 Double Portable	Estimated	115,000		118,400	3,400	0	0	3,400	0
31		Ladd Acres ES	2425 SE Cornelius Pass Rd, Hillsboro, OR 97123	City of Hillsboro/CWS	2020	Playgrounds	Estimated	155,557		160,302	4,745	0	0	4,745	0
32		Ladd Acres ES	2425 SE Cornelius Pass Rd, Hillsboro, OR 97123	City of Hillsboro/CWS	2020	Gymnasium (90-ft x 120-ft)	Estimated	160,302		171,102	10,800	0	0	10,800	0
33		Minter Bridge ES	1750 SE Jacquelin Drive, Hillsboro, OR 97123	City of Hillsboro/CWS	2020	Parent/Bus Drop-off Improvements	Estimated	149,500		164,500	15,000	1,000	0	18,000	33,900
34		Minter Bridge ES	1750 SE Jacquelin Drive, Hillsboro, OR 97123	City of Hillsboro/CWS	2020	Replace 1 Double Portable	Estimated	164,500		164,500	0	1,700	0	5,100	0
35		Minter Bridge ES	1750 SE Jacquelin Drive, Hillsboro, OR 97123	City of Hillsboro/CWS	2020	Gymnasium (90-ft x 120-ft)	Estimated	164,500		175,300	10,800	0	0	10,800	0
36		Mooberry ES	1230 NE 10th Ave, Hillsboro, OR 97124	City of Hillsboro/CWS	2020	Playgrounds & 1 Modular (24x68 same spot)	Estimated	163,100		168,100	5,000	1,700	0	10,100	0
37		W. Verne McKinney ES	535 NW Darnielle St, Hillsboro, OR 97124	City of Hillsboro/CWS	2020	Gymnasium (90-ft x 120-ft)	Estimated	139,094		149,894	10,800	0	0	10,800	0
38		WL Henry ES	1060 SE 24th Ave, Hillsboro, OR 97124	City of Hillsboro/CWS	2020	Parent/Bus Drop-off Improvements	Estimated	145,367		172,367	27,000	0	0	27,000	0
39		WL Henry ES	1060 SE 24th Ave, Hillsboro, OR 97124	City of Hillsboro/CWS	2020	Gymnasium (90-ft x 120-ft)	Estimated	172,367		183,167	10,800	0	0	10,800	0
40		Butternut ES	20395 SW Florence St, Aloha, OR 97078	Washington County/CWS	2021	Parent/Bus Drop-off Improvements	Estimated	128,500	0	138,500	10,000	10,750	0	42,250	0
41		Butternut ES	20395 SW Florence St, Aloha, OR 97078	Washington County/CWS	2021	Replace 1 Double Portable	Estimated	138,500	0	140,200	0	1,700	0	5,100	0
42		New ES #29 (South Hillsboro)	TBD	City of Hillsboro/CWS	2021	New ES	Estimated	0		250,000	250,000	0	0	250,000	250,000
43		North Plains ES	32030 SW North Ave, North Plains, OR 97133	City of North Plains/CWS	2021	Gymnasium (90-ft x 120-ft)	Estimated	141,773		154,773	13,000	0	0	13,000	0
44		Tobias ES	1065 SW 206th Ave, Aloha, OR 97006	Washington County/CWS	2021	Parent/Bus Drop-off Improvements	Estimated	178,500		182,100	3,600	32,400	0	100,800	0
45		Various Locations	Various	CWS	2022	Post-Bond Projects	Estimated				100,000	0	0	100,000	0
46															
47															
48															

3,322,878 3,450,674

¹Reported only if greater than 1,000 sf

²Address not available yet

³Potential with County

**APPENDIX B: HSD WATER QUALITY RESERVE SPREADSHEET
(SITES WITHIN CWS DISTRICT BOUNDARY)**

Line	31 Job Number	School/Facility Name	Proposed Treatment Approach	Surplus/Shortfall Treated Impervious Area (sf) (M-L)	Cumulative Reserves	Water Quality Reserve Opportunity Site?	Updated	Notes
				N				
1	17449	Butternut ES	Veg. Swale	(7,739)	(7,739)	Yes	1/18/2019	Using the reserves. WQ Opportunity in the adjacent neighborhoods
2	17444	Eastwood ES	Mechanical	5,764	(1,975)	No	1/18/2019	Onsite mechanical. Filter can handle additional area.
3	AKS	Glencoe HS	Mechanical	0	(1,975)	No	1/18/2019	AKS is handling all treatment on site. AKS looked at a wetland bank idea.
4	AKS	Hillsboro HS	Mechanical	1,060	(915)	Review	1/18/2019	AKS is handling all treatment on site. Parking lot?
5	17442	Ladd Acres ES	Mechanical	(86,978)	(87,893)	Review	1/18/2019	Utilizes mechanical for most of the area, but not all. Need reserves. Can we use a vault?
6	18472	North Plains ES	Reserves	(4,773)	(92,666)	Yes	1/18/2019	Temporary and small. Use reserves. Might have opportunity at southwest corner.
7	17437	Reedville ES	Mechanical	0	(92,666)	No	1/18/2019	Need to be certain we have 5,000 available. More definitive research needed.
8	17443	W. Verne McKinney ES	Reg. Facility	0	(92,666)	No	1/18/2019	Impervious Area Treated in Existing Regional Vegetated Swale. Can we use the educational facility?
9	17452	WL Henry ES	Reserves	(10,355)	(103,021)	Yes	1/18/2019	Using the reserves. Bigger project could consider it's own treatment AND provide reserves.
10	17452	WL Henry ES	Reserves	(7,459)	(110,480)	Yes	1/18/2019	Using the reserves. Bigger project could consider it's own treatment AND provide reserves.
11	17441	Jackson ES	Mechanical	59,806	(50,674)	Yes	1/18/2019	Created onsite swale that treats more than necessary creating addition to reserves. Area does not include future modular.
12	18493	Evergreen MS	Mechanical	132,254	81,580	Yes	1/18/2019	Good opportunity to treat excess area. Approximately 125,144 sf being treated onsite with existing swale
13	17418	Brookwood ES	Mechanical	(11,737)	69,843	No	1/18/2019	Treated in a regional facility on site through veg. swale with city.
14	18484	² Century HS	Veg. Swale	(6,343)	63,500	Yes	1/18/2019	Utilize reserve. Existing swale north of the track. Need to determine final reserve capacity with CWS.
15		³ Century HS	Ex Swale	(98,300)	(34,800)	Yes	1/18/2019	In leui of installing a new WQ Manhole runoff will be conveyed to the existing swale
16	18477	Eastwood ES	Reserves	(30,571)	(65,371)	No	1/18/2019	Assume this can get to mechanical device as discussed above.
17	18486	Glencoe HS	Mechanical	(7,704)	(73,075)	Review	1/18/2019	New + 3 x modified exceeds the post-developed impervious area. Treat as much impervious area as possible. Any area not treated will be added to t
18		Glencoe HS	Reserves	(75,040)	(148,115)	No	1/18/2019	Glencoe Road Improvements done by AKS. Impervious areas were calculated by AKS.
19	18485	Hillsboro HS	Reserves	(48,385)	(196,500)	Review	1/23/2019	Fire access lane will be replaced. New impervious area is minimal.
20		Jackson ES	Mechanical	0	(196,500)	No	1/18/2019	New gymnasium will be conveyed to WQ Facility installed for previuos year project (17441) and is accounted for in that project.
21	18476	Lenox ES	Mechanical	(35,407)	(231,907)	No	1/24/2019	Unknown discharge and treatment capabilities on this site. Parking lot? 2019-01-23 Areas added only one outfall is treated.
22	18483	Liberty HS	Swale	0	(231,907)	Review	1/18/2019	New site improvements. Proposing an extended dry basin onsite, but may consider over treating on HSD Transp. Facility across street
23	18475	Mooberry ES	Mechanical	39,806	(192,101)	Yes	1/18/2019	Assume new gym and additional parking as new imperv. Parking lot only?
24	17419	New ES #28 (North Plains)	Machanical	(1,480)	(193,581)	No	1/18/2019	No ability for any reserves at this site as everything surrounding it is new.
25	17453	Transportation Satellite Facility	Swale	14,563	(179,018)	No	1/18/2019	No ability for any reserves at this site as everything surrounding it is new.
26	18513	West Union ES	Reserves	(7,790)	(186,808)	No	2/6/2019	No feasible way of treating onsite. Parking lot sheetflows to shallow ditch. Due to constraints downstream, the whole parking lot will have to be regr
27		Century HS WQ Facility	Veg. Swale	114,865	(71,943)	Yes	1/23/2019	Veg. swale on site oversized for reserve constructed by County on HSD property. Maintained by City.
28		Witch Hazel WQ Facility	Veg. Swale	388,252	316,309	Yes	1/23/2019	Veg. swale on site extended for reserve constructed by County. HSD to dedicate property. Maintained by CWS.
29		Butternut ES WQ Facility	Veg. Swale	150,282	466,591	Yes	1/12/2019	Veg. swale to be constructed on site by County. HSD to dedicate easement. Maintained by CWS.
30		Indian Hills ES	Reserves	(3,400)	463,191	Review	8/21/2018	Small project to use reserve. Has good opportunity. Look at school and surrounding area.
31		Ladd Acres ES	Reserves	(4,745)	458,446	Review	8/21/2018	Unknown discharge and treatment capabilities on this site.
32		Ladd Acres ES	Reserves	(10,800)	447,646	Review	8/21/2018	Unknown discharge and treatment capabilities on this site.
33		Minter Bridge ES	Veg. Swale	15,900	463,546	Yes	8/21/2018	Look into this site being another reserve site. Will also include site drainage fix via grading. Need full survey. Remove trees?
34		Minter Bridge ES	Reserves	(5,100)	458,446	Yes	8/21/2018	Utilize the reserve from this site?
35		Minter Bridge ES	Reserves	(10,800)	447,646	Yes	8/21/2018	Utilize the reserve from this site?
36		Mooberry ES	Reserves	(10,100)	437,546	Yes	8/21/2018	Assume new impervious for playground and modified for modular.
37		W. Verne McKinney ES	Reg. Facility	(10,800)	426,746	No	8/21/2018	Impervious Area Treated in Existing Regional Vegetated Swale
38		WL Henry ES	Reserves	(27,000)	399,746	Review	8/21/2018	Using the reserves. Bigger project could consider it's own treatment AND provide reserves.
39		WL Henry ES	Reserves	(10,800)	388,946	Review	8/21/2018	Using the reserves. Bigger project could consider it's own treatment AND provide reserves.
40		Butternut ES	Reserves	(42,250)	346,696	Yes	8/21/2018	Utilize reserve.
41		Butternut ES	Reserves	(5,100)	341,596	Yes	8/21/2018	Utilize reserve.
42		New ES #29 (South Hillsboro)	Veg. Swale	0	341,596	No	8/21/2018	No ability for any reserves at this site as everything surrounding it is new.
43		North Plains ES	Reserves	(13,000)	328,596	Review	8/21/2018	Assuming this is all new impervious. Yes, look at this and maybe west and/or East.
44		Tobias ES	Reserves	(100,800)	227,796	Yes	8/20/2018	Site could be a good candidate for reserves.
45		Various Locations	Reserves	(100,000)	127,796			
46								
47								
48								

127,796

¹Reported only if greater than 1,000 sf

²Address not available yet

³Potential with County



**APPENDIX C: COUNTY WATER QUALITY RESERVE SPREADSHEET
(SITES WITHIN CWS DISTRICT BOUNDARY)**



Line	County Job Number	Facility Name	Description	Regulatory Jurisdiction	Construction Schedule	Proposed Project Description	Site Areas Based on Actual or Estimated	Total Existing Impervious Area (sf)	Undisturbed Existing Impervious Area	Post-Developed Impervious Area (sf)	New Impervious Area (sf) (G-F)	Modified Impervious Area (sf)	¹ Removed Impervious Area (sf)	Required Impervious Area to be Treated after Development (sf) (New + 3 x (Modified-Removed)) (I+3*(J-K))	Impervious Area Treated Onsite (sf)
							F	H	G	I	J	K	L	M	
1		198th Ave	Shaw to Farmington	City of Hillsboro/CWS	2019	Road improvements	Estimated			945,252	945,252			945,252	514,008
2		Century Blvd @ TV Hwy	Intersection	City of Hillsboro/CWS	2019	Road improvements	Estimated			254,390	254,390			254,390	181,210
3		Johnson/209th		Washington County/CWS	2019	Half-street improvements	Estimated			44,867	44,867			44,867	0
4		209th Ave	Alexander to Kinnaman		2019	Road improvements	Estimated			480,467	480,467			480,467	266,152
5		Century HS WQ Facility	2000 SE Century Blvd, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Water Quality Swales Constructed by County for 198th	Estimated							0	282,837
6		Witch Hazel WQ Facility	4901 SW Witch Hazel Road, Hillsboro, OR 97123	City of Hillsboro/CWS	2019	Water Quality Swale extension	Estimated							0	956,009
7		Butternut ES WQ Facility	20395 SW Florence St, Aloha, OR 97078	Washington County/CWS	2019	Water Quality Swale construction	Estimated							0	431,244
8		Cornelius Pass Rd	Frances to TV Hwy		2021	Road improvements	Estimated			409,464	409,464			409,464	344,124
9										0	0			0	0
10										0	0			0	0
11										0	0			0	0
12										0	0			0	0
13										0	0			0	0
14										0	0			0	0
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46										0	0			0	0
47															
48															
49															

¹Reported only if greater than 1,000 sf
²Address not available yet
³Potential with County



**APPENDIX C: COUNTY WATER QUALITY RESERVE SPREADSHEET
(SITES WITHIN CWS DISTRICT BOUNDARY)**

Line	County Job Number	Facility Name	Proposed Treatment Approach	Surplus/Shortfall Treated Impervious Area (sf) (M-L)	Surplus/Shortfall Treated Impervious Area (acres)	Cumulative Reserves (sf)	Water Quality Reserve Opportunity Site?	Updated	Notes
				N					
1		198th Ave		(431,244)	(9.90)	(431,244)	No	1/23/2019	
2		Century Blvd @ TV Hwy		(73,181)	(1.68)	(504,425)	No	1/23/2019	
3		Johnson/209th		(44,867)	(1.03)	(549,292)	No	1/23/2019	
4		209th Ave		(214,315)	(4.92)	(763,607)	No	1/23/2019	
5		Century HS WQ Facility	Swale	282,837	6.49	(480,770)	Yes	1/23/2019	
6		Witch Hazel WQ Facility	Swale	956,009	21.95	475,239	Yes	1/23/2019	
7		Butternut ES WQ Facility	Swale	431,244	9.90	906,483	Yes	1/23/2019	
8		Cornelius Pass Rd		(65,340)	(1.50)	841,143	No	1/23/2019	
9				0		841,143			
10				0		841,143			
11				0		841,143			
12				0		841,143			
13				0		841,143			
14				0		841,143			
15				0		841,143			
16				0		841,143			
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38				0		841,143			
39				0		841,143			
40				0		841,143			
41				0		841,143			
42				0		841,143			
43				0		841,143			
44				0		841,143			
45				0		841,143			
46				0		841,143			
47									
48									
49									

841,143 sf
19.31 acres

¹Reported only if greater than 1,000 sf
²Address not available yet
³Potential with County

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
AWARD CONTRACT FOR LADD ACRES ELEMENTARY SCHOOL
DOMESTIC WATER LINE REPIPING PROJECT

SITUATION

One of the projects included in the Hillsboro School District's 2017 Bond Program is the replacement of the domestic water lines at Ladd Acres Elementary School.

On February 28, 2019, the District posted an Invitation to Bid for this project to the list of pre-qualified general contractors. A mandatory pre-bid meeting was held at the site on March 5, 2019. On March 14, 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 the Ladd Acres Domestic Water Line Repiping Project be awarded to the low bidder, Five Star Builders, Inc., in the amount of \$417,599.28.

RECOMMENDATION

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

I move that the Board of Directors award the Ladd Acres Domestic Water Line Repiping Project to Five Star Builders, Inc., in the amount of \$417,599.28.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
RATIFY MODIFICATION TO CURRENT CONTRACT WITH
HILLSBORO CLASSIFIED UNITED

SITUATION

BACKGROUND:

In the 2015-2018 Classified Bargaining Agreement, the Hillsboro School District and Hillsboro Classified United (HCU) agreed to review and update all job classifications. This was due to the following:

- The number of classified job descriptions have expanded over the years, and they have become very specific in nature, which has impacted the District's ability to accomplish the work in the schools and departments
- Because work has changed over the years, and many job descriptions had not recently been revised, some job descriptions no longer accurately reflected the scope and type of work that is currently being performed
- Some positions were previously linked to specific funding sources, departments, or supervisors, which created staffing obstacles; this is no longer the case
- Streamline the reclassification process in the future
- The need to increase flexibility and the ability to cross train staff

THE WORK TEAM:

- Debra Mayo-Kelley, AFT-Oregon, Field Representative
- Devin Hunter, HCU President
- Melody Hansen, HCU Chief Steward
- Debbie Ashley, retired administrator
- Carol Helfer, HR Specialist
- Saideh Haghighi, HR Director

THE PROJECT:

- Review the individual pay schedules and the positions within each pay schedule
- Determine what the work actually is, and make recommendations about how to better accomplish the work through consolidating and/or eliminating job descriptions and determine which ones, if any, should be placed on different pay schedules
- Agreement that current employees will be held harmless as a result of any changes

THE PROCESS:

- Review current job descriptions
 - Interview staff in those positions
 - Interview supervisors
- Determine which job descriptions can be consolidated and/or eliminated
- Broaden language to define the scope, type and level of work
- Identify job descriptions that should be placed on a different pay schedule

- Bring recommendations forward to the work team for review and revisions
- All approved job descriptions are sent to the Applications Department for formatting

FINANCIAL IMPACT TO STAFF:

- No one will lose pay
- Some positions will receive an increase in hourly rate

NEXT STEPS:

- Present changes impacting the current Collective Bargaining Agreement to the Hillsboro School District Board of Directors and the Hillsboro Classified United bargaining team and membership for approval.
- If approved, all changes would go into effect as of July 01, 2019.

RECOMMENDATION

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

I move that the Board of Directors ratify a modification to the current collective bargaining agreement with Hillsboro Classified United, effective July 1, 2019, through June 30, 2021, to implement the revised Classified Bumping Chart and Salary Schedule, as a result of the consolidation of the classified job descriptions.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
APPROVE MEMORANDUM OF UNDERSTANDING WITH
HILLSBORO EDUCATION ASSOCIATION

SITUATION

On April 29, 2019, in order to meeting communication timelines related to the May 8 Day of Action, the Board approved revisions to the 2018-19 school calendar. This evening, the Board will be asked to approve a Memorandum of Understanding (MOU) with the Hillsboro Education Association (HEA) that includes the calendar changes and additional related details, including arrangements regarding programs and events that are scheduled on May 8 and cannot be postponed.

RECOMMENDATION

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

I move that the Board of Directors approve the Memorandum of Understanding with the Hillsboro Education Association.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
CHICAS YOUTH DEVELOPMENT PROGRAM REPORT

SITUATION

Chicas is a school-based youth empowerment program for Latina girls, grades 3 through 12. The program helps to assure academic success for approximately 600 girls by addressing their ability to navigate the educational system, and their challenges related to gender, race, and class in a comprehensive and proactive manner, during after-school sessions and summer scholastic camps. Chicas provides 25-week sessions to cohorts of 25-30 Latina girls. The program is offered at 23 schools within the Forest Grove, Hillsboro, and Beaverton School Districts. The program offers academic support, early intervention, college readiness preparation, financial literacy, leadership development, parent involvement, soccer academy, and summer camps. For the past six school years, 100% of participating high school seniors in the program have graduated from high school, and 95% are currently enrolled in a college or university. The program's model of wrap-around services and solid partnerships, including those within the school districts, responds to the needs of high-risk 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
April 30, 2019
HILLSBORO 2035 COMMUNITY PLAN UPDATE

SITUATION

Community awareness, voice, and involvement have been critical to the success of the original Hillsboro 2020 Vision Plan and its successor plan, the Hillsboro 2035 Community Plan. While Hillsboro 2035 is a twenty-year visioning tool, updates are completed in five-year intervals to ensure that the plan is current and relevant, and that it includes the types of projects Hillsboro community members are passionate about.

March 1 marked the official launch of the first five-year update process for the Hillsboro 2035 Community Plan since its adoption in 2015.

As part of the City's outreach effort, Oversight Committee and Outreach Team members are scheduling presentations with various boards, commissions, and community groups to provide information about the plan and solicit input.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
STRATEGIC PLAN GOALS UPDATE

SITUATION

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

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

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

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

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
FINANCIAL REPORT AND BUDGET DEVELOPMENT UPDATE

Budget Development Update. During the April 16 special session of the Board of Directors, Board and Budget Committee members reviewed budget options for the 2019-20 school year, based on the anticipated budget shortfall. The option that the majority of members preferred was incorporated into the staffing worksheets that building and department administrators are using to plan the positions of returning staff for the upcoming school year. Although the plan includes a total reduction of 78.6 FTE (all classifications), this will not trigger a reduction in force because it will be absorbed in the District's typical annual attrition. However, the transfer process will be more complex than in non-reduction years.

Please continue to follow the [Budget Matters](#) web page for reduction plan details and other updates. The formal Budget Committee meeting is scheduled on May 9 at 5:30.

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 27: Procurement Training for Administrators and Support Staff. Central office staff strengthen the connection between the work performed at the Administration Center and providing support to principals, as instructional leaders, by providing training on best practices for purchasing. Using various communication methods (K-12 administrator meetings, office manager meetings, presentations, Monday Notes, and Hot News for Staff), the finance team is available as a resource for purchasing on an ongoing, real-time basis.

Finance Team – Accounting, Financial Reporting, Grants. Finance Manager Jennifer Zavatsky has been working with district leadership and support staff on purchases, and restructuring the current District purchase-card (P-Card) program. Initially, the District implemented the P-Card program to capture the actual, not per diem, costs of staff and students' District-related travel, and to take advantage of the price benefits of online purchasing. Training affirms the District's purchasing policy and best practices, including the default use of standard purchase requisitions. Ms. Zavatsky is also leading the initiative to limit the number of individual P-Card cardholder accounts and related risks, by promoting the controlled use of checkout P-Cards held by office and department support staff.

Payroll Team and Employee Benefits. Due to the mid-year settlement of the bargaining agreement with licensed staff, Payroll Supervisor Kim Grannis led Payroll team members through the second major retroactive payroll this fiscal year. Ms. Grannis and the Payroll team diligently worked with Human Resources team members to update and analyze pay settings for all impacted staff, including administrators and supervisory-technical staff. In addition to the normal monthly payroll, the team successfully implemented a shift in every individual paycheck.

Lynette Coffman and Benefits team members were also involved in the retroactive payroll process by re-calculating benefits costs, effective as of the beginning of the contract period. Business Office leadership commends everyone who was involved in this project.

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 February 2019.

The District received eight (8) worker's compensation claims in February. As of February 28, 2019, there were 49 open claims; 32 were for medical costs only, and 17 included time loss. There were two (2) employees on modified work plans during February.

Workers' Compensation Reports			
	2016-17	2017-18	2018-19
July	3	3	1
August	6	2	2
September	7	6	11
October	15	18	14
November	17	13	5
December	7	11	13
January	5	4	7
February	11	10	8
March	12	11	
April	13	8	
May	10	18	
June	149	8	
Yearly Total:	120	112	61

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 343 student incidents reported in February.

Student Incident Reports						
	2017-18 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2018-19 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	8	N/A	0	2	N/A	0
August	1	N/A	0	7	N/A	1
September	267	14.0	2	476	25.0	4
October	298	14.9	1	494	22.5	3
November	191	11.9	0	319	21.2	4
December	177	16.1	1	410	27.3	0
January	324	16.2	1	378	22.2	3
February	192	11.3	2	343	19.1	1
March	237	13.9	2			
April	255	12.7	0			
May	363	16.5	1			
June	168	15.3	2			
Yearly Total:	2,481		12	2,426		16

Vehicle Accidents. There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There were four (4) bus accidents in February.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
MONTHLY FINANCIAL REPORT - as of March 31, 2019

Revenues	1st Quarter Actual	2nd Quarter Actual	January Actual	February Actual	March Actual	3rd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	Fiscal YTD 2017-18	% of 2017-18 Budget Expended
Taxes	\$1,669,972.39	\$68,829,236.30	\$405,814.20	\$220,360.14	\$1,307,724.75	\$1,933,899.09	\$72,433,107.78	\$74,364,310.00	97.40%	\$70,510,418.00	100.41%
Interest	\$143,108.24	\$282,968.57	\$164,239.47	\$138,836.88	\$144,869.35	\$447,945.70	\$874,022.51	\$432,960.00	201.87%	\$717,782.00	177.39%
Local Sources	\$46,962.43	\$303,831.68	\$257,013.99	\$22,494.54	\$349,781.99	\$629,290.52	\$980,084.63	\$1,993,731.00	49.16%	\$715,611.00	39.96%
Total Local	\$1,860,043.06	\$69,416,036.55	\$827,067.66	\$381,691.56	\$1,802,376.09	\$3,011,135.31	\$74,287,214.92	\$76,791,001.00	96.74%	\$71,943,811.00	99.35%
County/ESD	\$0.00	\$88,121.75	\$2,187,043.33	\$258,712.00	\$258,712.00	\$2,704,467.33	\$2,792,589.08	\$3,572,545.00	78.17%	\$2,774,087.00	78.04%
State Sources	\$41,995,150.00	\$33,407,615.53	\$10,536,426.00	\$10,854,135.45	\$11,204,095.00	\$32,594,656.45	\$107,997,421.98	\$129,148,385.00	83.62%	\$110,530,204.00	85.00%
Federal Sources	\$0.00	\$0.00	\$57,364.35	\$0.00	\$0.00	\$57,364.35	\$57,364.35	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$36,224.48	\$6,144.96	\$11.24	\$11.24	\$0.00	\$22.48	\$42,391.92	\$1,000,000.00	4.24%	\$1,010,383.00	101.04%
Beginning Balance	\$12,795,797.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,795,797.87	\$13,392,374.00	95.55%	\$12,711,074.00	109.59%
Total Revenue	\$56,687,215.41	\$102,917,918.79	\$13,607,912.58	\$11,494,550.25	\$13,265,183.09	\$38,367,645.92	\$197,972,780.12	\$223,904,305.00	88.42%	\$198,969,559.00	91.01%
Expenditures											
Instruction											
Salaries	\$6,903,813.82	\$20,628,817.26	\$6,840,823.10	\$6,823,459.97	\$7,730,173.05	\$21,394,456.12	\$48,927,087.20	\$73,582,790.06	66.49%	\$47,035,686.00	60.34%
Benefits	\$3,470,946.35	\$10,711,772.40	\$3,561,805.97	\$3,552,041.35	\$3,864,208.08	\$10,978,055.40	\$25,160,774.15	\$39,425,261.32	63.82%	\$24,526,988.00	63.47%
Purchased Service	\$1,097,601.90	\$2,385,444.94	\$852,152.25	\$672,976.80	\$509,942.04	\$2,035,071.09	\$5,518,117.93	\$12,002,173.73	45.98%	\$5,540,849.00	131.80%
Supplies/Materials	\$518,190.02	\$496,626.87	\$88,953.47	\$172,990.05	\$134,317.18	\$396,260.70	\$1,411,077.59	\$2,556,652.63	55.19%	\$1,337,737.00	69.32%
Capital Purchases	\$700.00	\$26,138.40	\$2,931.78	\$0.00	\$5,880.00	\$8,811.78	\$35,650.18	\$50,000.00	0.00%	\$0.00	0.00%
Other	\$133,917.14	\$41,626.14	\$1,310.00	\$7,730.98	\$7,134.50	\$16,175.48	\$191,718.76	\$314,722.26	60.92%	\$174,949.00	94.88%
Total Instruction	\$12,125,169.23	\$34,290,426.01	\$11,347,976.57	\$11,229,199.15	\$12,251,654.85	\$34,828,830.57	\$81,244,425.81	\$127,931,600.00	63.51%	\$78,616,209.00	63.96%
Support Services											
Salaries	\$6,893,967.26	\$10,077,796.80	\$3,288,079.45	\$3,326,433.17	\$3,607,335.99	\$10,221,848.61	\$27,193,612.67	\$48,376,347.38	56.21%	\$26,110,410.00	65.69%
Benefits	\$3,797,392.98	\$5,790,496.50	\$1,898,610.28	\$1,934,992.49	\$2,026,138.50	\$5,859,741.27	\$15,447,630.75	\$25,919,785.53	59.60%	\$15,516,350.00	62.33%
Purchased Service	\$2,635,148.61	\$3,239,058.38	\$931,785.46	\$1,313,434.48	\$1,497,798.40	\$3,743,018.34	\$9,617,225.33	\$8,022,210.02	119.88%	\$7,953,694.00	53.12%
Supplies/Materials	\$1,331,896.51	\$1,199,620.16	\$290,669.76	\$285,252.03	\$291,311.28	\$867,233.07	\$3,398,749.74	\$2,519,430.55	134.90%	\$4,491,575.00	126.25%
Capital Purchases	\$116,625.20	\$30,531.92	\$37,804.80	\$37,187.00	\$4,417.60	\$79,409.40	\$226,566.52	\$150,000.00	0.00%	\$298,709.00	292.96%
Other	\$1,217,880.13	\$102,787.22	\$4,655.69	\$1,185.99	\$1,704.84	\$7,546.52	\$1,328,213.87	\$1,440,130.52	92.23%	\$1,276,963.00	86.52%
Total Support	\$15,992,910.69	\$20,440,290.98	\$6,451,605.44	\$6,898,485.16	\$7,428,706.61	\$20,778,797.21	\$57,211,998.88	\$86,427,904.00	66.20%	\$55,647,701.00	65.66%

<i>Expenditures (continued)</i>	1st Quarter Actual	2nd Quarter Actual	January Actual	February Actual	March Actual	3rd Quarter Actual	Fiscal YTD 2018-19	Budget 2018-19	% of 2018-19 Budget Expended	2017-18 Fiscal YTD	% of 2017-18 Budget Expended
Community Services											
Salaries	\$55,545.26	\$91,198.00	\$28,863.47	\$29,073.78	\$31,381.27	\$89,318.52	\$236,061.78	\$310,265.99	76.08%	\$258,324.00	81.52%
Benefits	\$30,463.74	\$56,040.08	\$16,929.93	\$18,578.91	\$20,865.16	\$56,374.00	\$142,877.82	\$166,238.84	85.95%	\$135,392.00	83.87%
Purchased Service	\$18,255.75	\$15,515.96	\$2,714.06	\$1,092.84	\$1,048.87	\$4,855.77	\$38,627.48	\$51,451.16	75.08%	\$39,942.00	44.90%
Supplies/Materials	\$85.28	\$3,627.68	-\$600.00	\$98.36	\$0.00	-\$501.64	\$3,211.32	\$12,951.80	24.79%	\$4,717.00	72.63%
Capital Purchases	\$0.00	\$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	\$0.00	\$4,426.21	0.00%	\$0.00	0.00%
Total Community Services	\$104,350.03	\$166,381.72	\$47,907.46	\$48,843.89	\$53,295.30	\$150,046.65	\$420,778.40	\$545,334.00	77.16%	\$438,375.00	76.28%
Capital Projects											
Purchased Service	\$0.00	\$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	0.00%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Debt Service Payment	-\$35.60	-\$1,270.12	\$0.00	\$0.00	-\$2.81	-\$2.81	-\$1,308.53	\$0.00	0.00%	-\$770.00	-0.15%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,999,197.00	0.00%	\$12,795,797.87	130.03%
Total Expenditures	\$28,222,394.35	\$54,895,828.59	\$17,847,489.47	\$18,176,528.20	\$19,733,653.95	\$55,757,671.62	\$138,875,894.56	\$223,904,035.00	62.02%	\$147,497,312.87	67.47%

<i>Interest Earnings by Fund*</i>	1st Quarter Actual	2nd Quarter Actual	January Actual	February Actual	March 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
General Fund	\$143,108.24	\$282,968.57	\$164,239.47	\$138,836.88	\$144,869.35	\$447,945.70	\$874,022.51	\$432,627.00	202.03%	\$717,777.19	177.39%
Debt Service Fund	\$5,738.71	\$61,035.42	\$43,600.31	\$39,760.15	\$45,015.57	\$128,376.03	\$195,150.16	\$70,000.00	278.79%	\$190,621.91	190.62%
Capital Projects Fund	\$1,675,868.55	\$1,283,640.59	\$277,040.06	\$293,189.46	\$456,897.89	\$1,027,127.41	\$3,986,636.55	\$3,000,000.00	132.89%	\$1,096,262.93	0.00%
Total Interest Earnings	\$1,824,715.50	\$1,627,644.58	\$484,879.84	\$471,786.49	\$646,782.81	\$1,603,449.14	\$5,055,809.22	\$3,502,627.00	144.34%	\$2,004,662.03	397.09%

*Note: Interest earnings are restricted within the fund earned. Example: earnings on capital project bond proceeds is restricted to the voter-approved ballot title.

HILLSBORO SCHOOL DISTRICT 1J
April 30, 2019
FIRST READING OF REVISIONS TO POLICY KG AND KG-AR(1):
COMMUNITY USE OF DISTRICT FACILITIES;
KG-AR(2): FACILITY USE FEE SCHEDULE; AND
THE RECOMMENDED DELETION OF PREVIOUS ATTACHMENTS TO POLICY KG

SITUATION

Because the Hillsboro School District's facility use practices were last updated in the early 2000's, and the District has been receiving an increasing number of building use requests from organizations throughout the county, District staff recently completed a review of the District's facilities usage practices, gathered information regarding the practices of other comparable districts, and drafted a proposed tiered fee structure for the use of District facilities, with the intention of establishing a system whereby organizations that utilize the District's facilities contribute to the cost of maintaining them, and provide a revenue stream for facilities, programs, and support services, without increasing the costs for school-sponsored activities, feeder affiliates, or the District's contracted or government partners, and recommending that the new fee structure be implemented over a three-year period of time.

During the February 26 Board meeting, the proposal was presented to the Board for discussion. On April 9, a revised fee structure proposal, incorporating Board members' suggestions, was presented to the Board for further review and discussion. This evening, revisions to policy KG and KG-AR(1): Community Use of District Facilities; and KG-AR(2): Facility Use Fee Schedule, reflecting the new process and incorporating additional feedback from the Board and recommendations from the Oregon School Boards Association will be presented for first reading. This first reading includes the recommended deletion of the previous attachments to policy KG.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policy KG and KG-AR(1): Community Use of District Facilities; KG-AR(2): Facility Use Fee Schedule; and the recommended deletion of previous attachments to policy KG.



Code: KG
Adopted: 10/01/15
Orig. Code: KG

Community Use of District Facilities

Use of the District school buildings, and facilities, and grounds in the District shall be in conformity with State statutes. Other than the restrictions imposed by law, District school buildings and facilities shall be available for community use in accordance with the adopted policies of the Board, accompanying administrative regulations, and applicable school rules.

District school buildings and grounds may be used to provide before- and after-school programs, recreation, or other activities designed to serve students and their families in accordance with Board policies, administrative regulations, and school rules governing use of facilities.

Unauthorized use of District school buildings, property or grounds, and facilities, including overnight stays, is prohibited.

District school buildings, facilities, and grounds shall be available without charge to District-sponsored, school-sponsored groups and activities, or contracted partners. School buildings may be available without charge to nonprofit groups when they are providing services to community youth provided there is no additional expense for heating, utilities, supervision, or custodial services to the District. Other groups will be assessed a rental fee to help cover a portion of the rental costs of their usage as designated in KG-AR(2) – Facility Use Fee Schedule.

The rental fee schedule is developed by the Superintendent or designee. Fees may be waived for groups providing activities to local underserved youth populations. A fee waiver may be requested by submitting a Fee Waiver Request form, which will be reviewed for approval by the Superintendent or designee, based on criteria established by the Superintendent or designee.

All other groups may be required to pay reasonable expenses for the use of facilities according to a schedule developed by the Superintendent or the Superintendent's designee.

The fee schedule will be submitted to the Board for approval. Cafeterias and auditoriums will have separate fee schedules. Cafeteria/kitchen use will be approved through nutrition services in addition to the normal approval process.

An approved District supervisor must be onsite during all District facility rentals. The site supervisor is assigned by the District Facilities Department. Custodial services may be required depending on the time and scope of the event. Renters will be responsible to pay the rate for custodial and/or site supervision, as determined by the Facilities Department. Additional fees for turf field lights may also apply.

~~The use of District buildings and other facilities by any organization operated for private gain, or any purpose involving private gain, shall be permitted only when a worthy educational, civic, or charitable purpose will be served.~~

~~District buildings may be used to provide before and afterschool programs, recreation, or other activities clearly designed to serve students and their families in accordance with policies governing community use of facilities and public bidding or requests for proposals.~~

~~Due to the needs of schools, some school facilities will have limited availability for community use. School facilities are generally closed to community users during the summer and holidays, due to cleaning and maintenance schedules.~~

Approval for use of a District building, or facility, or grounds does not constitute approval or endorsement by the District of the organization or group. The District is not responsible for words spoken or actions taken by organizations, groups, or individuals during their use of the buildings, or facilities, or grounds.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 260.432](#)

[ORS 332.107](#)

[ORS 332.172](#)



Code: KG-AR(1)
Revised/Reviewed: 12/11
Orig. Code: KG-AR(1)

Community Use of District Facilities

The following will ~~cover~~ govern the use of the District's schools buildings, and facilities, and grounds:

Paying and Non-Paying Groups

- ~~1. Nonpaying groups: School sponsored groups (e.g., school clubs, school athletic and activity teams/organizations, Hillsboro Parks & Recreation, employee associations, PTA, and other parent support groups). Nonschool sponsored groups or individuals that are non-profit and serve community youth (e.g., Boy Scouts, Camp Fire, youth athletic and activity teams/organizations, summer youth classes and activities).~~
- ~~2. Paying Groups: Public agencies (e.g., Portland Community College, Washington County) and private groups or individuals who are operating for profit or private gain. The fee may be waived or discounted for school business alliances/partnerships.~~

Priority of Scheduling and Use

The Superintendent or designee shall determine group classifications, fees to be charged, and have final approval for the use of school buildings, facilities, and grounds in keeping with Board policy and these administrative regulations.

Scheduling and use of school buildings, facilities, and grounds shall be in the following order of priority:

Tier A

District-sponsored and school-sponsored activities will take priority over all other users. "District-sponsored and school-sponsored activities" are those that serve the youth of Hillsboro School District schools and are coordinated, funded, planned, and directed by the District or a District school and its staff.

Tier B

1. District School Affiliates. "District school affiliates" are organizations whose mission is to provide activities for District youth (K-8) in a particular District feeder school (e.g., Century,

Glencoe, Hilhi, Liberty). These activities will be aligned with programming at the feeder school.

2. Contracted Partners. "Contracted partners" are organizations that have a reciprocity or financial contract with the District.

Tier C

Organizations within the Hillsboro School District boundary area whose purpose is to provide educational or extracurricular activities for Hillsboro resident youth.

Tier D

Non-resident organizations whose purpose is to conduct educational or extracurricular activities for non-resident youth.

Tier E

For-profit or non-profit organizations whose purpose is to conduct activities for adults.

Prohibited Activities

Lack of regulations and supervision often results in misuse, damages, and safety hazards. As a result, it is necessary that the following activities be prohibited in all forms on all District-owned property:

1. The use of any form of tobacco or tobacco-related products and inhalant delivery systems is prohibited on school-District property or and in school or District buildings;
2. The use of alcoholic liquors in any form is prohibited in the schools or District buildings or on District grounds;
3. Operation and/or racing of automobiles, motorcycles, motor bikes, go-carts, or other such vehicles;
4. Operation of power-driven model airplanes or other mechanical, electrical, or remote controlled devices for practice, amusement, or exhibition (except as approved by administration, e.g., Lego Robotics, unmanned aircraft systems or drones, etc.);
5. Horseback riding;
6. Golf practice;
7. Archery practice;
8. Persons or groups using a gymnasium for recreational purposes shall wear appropriate recreational shoes or non-marking shoes and shall not wear street shoes or shoes suspected of marking the floors;
9. The use of all roller devices (e.g., roller shoes, skateboards, scooters, etc.) is prohibited.
10. No eating or drinking as per individual school policy or this administrative regulation.

11. All activities listed in Board policy KGB – Public Conduct on District Property are prohibited.

Limitations on Use/Misuse of Facilities

Unauthorized use of District property and facilities, including overnight stays, is prohibited.

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

~~The Board reserves the right to refuse use of school facilities and grounds to persons and groups whose previous use of the facilities and grounds resulted in abuse of District property.~~

Persons or groups using school buildings or facilities shall be responsible for any damages caused to grounds or equipment and removal of litter caused by their use assessed fees for violating rental agreements or for misuse of, or damage to District property (e.g., excessive garbage, excessive water usage, surpassing rental time period, etc.). The Superintendent or designee shall be the sole judge of damage to the District's property.

The District reserves the right to refuse use of school or District facilities and grounds to persons and groups whose previous use of the facilities and grounds resulted in violation of the rental agreement or misuse of District property.

Priority of Use

~~Use of school buildings and facilities shall be in the following order of priority:~~

- ~~1. Public school programs and activities of the District will take priority over all community use activities;~~
- ~~2. School-affiliated organizations (e.g., school clubs, school athletic and activity teams/organizations, Hillsboro Parks & Recreation, employee associations, PTA, other parent support groups);~~
- ~~3. Nonschool-sponsored groups or individuals that are non-profit and serve community youth (e.g., Boy Scouts, Camp Fire, youth athletic and activity teams/organizations, and summer youth classes and activities).~~
- ~~4. Public agencies (e.g., Portland Community College, Washington County).~~
- ~~5. Private groups and organizations resident in the District (e.g., dance studios, business meetings, lecture series, etc.).~~
- ~~6. Private groups and organizations that are not resident.~~

~~If a fee or tuition is charged, District rental will be paid according to annual agreements. If there is no admission fee or tuition, the group will be charged for any additional supervisory or custodial personnel or special equipment needed to assure building security, cleanliness, and public safety.~~

Applications for Use ~~Reservation Requests~~

~~Requests for the use of any school building or facility of the District for other than scheduled school programming shall be made on the “Application and Permit for Use of School Buildings and Facilities” form (KG-AR, Attachment B). All applications shall be completed and submitted to the Facilities Management office no later than five days prior to the date of use. The Superintendent/designee shall determine group classifications, fees to be charged, and have final approval for the use of buildings and facilities in keeping with policy and these regulations. Requests for cancellation should be made at the earliest possible date.~~

All classifications (i.e. designated tiers) of District facility or property usage will submit reservations through the District’s online rental platform, accessible via the District’s website.

District personnel are prohibited from circumventing the official District reservation process. District personnel are not permitted to rent out spaces without District approval.

No reservation requests submitted fewer than five business days in advance will be considered for approval.

Reservation requests made by non-District organizations will not be considered for approval more than two months in advance.

Typically, facility use approval will be completed within five business days following the submission of a reservation request. Reservation confirmation will be completed via the scheduling platform.

Cancellation notifications by renters will be made to the District, a minimum of 48 hours in advance of scheduled use or will be subject to late cancellation fees.

The District reserves the right to deny usage for prior misuse, or for violation of, or noncompliance with District facility or property use registration requirements and fees, and permitted groups as delineated in this administrative regulation.

Hours of Usage ~~Community Use~~

~~Business hours are defined as Monday through Friday 7 a.m. to 4 p.m. Hours available for actual use of the elementary facilities are 6 p.m. to 9 p.m., and 4 p.m. to 11 p.m. for the high school facilities. The facilities are available at other times and on weekends depending on the availability of school staff and availability of the facility.~~ District schools are not eligible for rental during the academic day (i.e., 7:00 a.m. to 4:00 p.m.) and are closed on District holidays. Elementary and middle schools may be available between the hours of 5:00 p.m. and 9:00 p.m. on weekdays during the school year. High schools are generally not available during evening hours throughout the week. Weekend usage varies by site, and availability can be reviewed via the District’s online scheduling platform. Summer facility usage is restricted due to District maintenance and cleaning schedules.

Payment

Payment for use of buildings or facilities, when required, shall be made ~~to the District prior to usage in~~ advance of the reservation through the District’s online scheduling platform. The payment shall be in accordance with the schedule of fees approved by the Board (see KG-AR(2), ~~Attachment A-1 or A-2 –~~ Facilities Use Fee Schedule).

Supervision and Use of Buildings and Facilities

The applicant-renter will be responsible for the supervision of all minors attending the activity at all times. The maximum number of people permitted in the various buildings or facilities shall be restricted to their seating capacity or by fire codes. Groups must confine their activities to that part of the building or facility for which the application was made and a designated person shall be in charge.

Use of School Equipment

1. School equipment may not be removed from the school premises.
2. All school equipment and furniture, including pianos, shall be used only with the approval of the building principal and requested use must be included in the user's request for approval.

Fund Raisers and Donations

Non-profit organizations that are facilitating fund raisers where all raised money is donated to a school or District program can be granted facility usage free of charge. For-profit organizations that provide school programs with a donation for using District facilities are only allowed to use the school facility of the program to which they are donating.

Use of Food Service Facilities

All use of District kitchen and food service preparation areas are is to be approved through Nutrition Services in addition to the normal approval process.

Parking

Vehicles are prohibited from parking on playgrounds or athletic fields. The sponsoring organization-renter is responsible to keep vehicles in the designated parking areas.

Damage to District Property

~~Each organization or group using a school building or facility shall agree to restore it to its original condition or replace any property damaged as a result of such use. The Superintendent/designee shall be the sole judge of damage to the District's property. (Damage also includes that caused to the floor by street or dirty shoes.)~~

~~Guidelines for Long-Term Use of School Facilities by Nonprofits and Other Nonschool Organizations~~

1. ~~Long term use of a school will be discouraged because of the wear and tear on the facility and the impact on custodial staff. Approval will be confined to temporary use caused by remodeling, expansion work, or emergencies for the community use group. Requests for long term use of a school in lieu of the requesting group or organization constructing its own facility will be denied.~~
2. ~~Non school sponsored student groups, community service organizations, or nonprofits will be assessed fees on a case by case basis considering hours used, number of participants, number of set ups, utilities costs, or square footage requested.~~
3. ~~Continuation of facility use by said group will be evaluated on a yearly basis.~~

Liability Insurance

Organizations, businesses, and other groups requesting the use of District facilities ~~requiring extended use and/or accommodation of large groups~~ must provide proof of insurance that meets the District's minimal standard for liability coverage. The minimum insurance standard is outlined on the reservation system.

~~Short term users, small~~ All users except Tier A groups; or individuals will "assume all liability for damage to District facilities and agree to indemnify and hold harmless the District from all claims, losses, or damages arising out of the use of such facility or equipment" by signing the agreement on the "Application and Permit for Use of School Buildings and Facilities" form (KG-AR, Attachment B) through submission of the reservation via the online reservation system.

Schedule of Charges.

See ~~Facilities Use Fee Schedule Worksheet, KG-AR(2), Attachment A-1 or A-2~~ for current fees.

Corrected 4/22/19



Code: KG-AR(2)
 Revised/Reviewed:

R

Facility Use Fee Schedule

Tiers are defined in administrative regulation KG-AR(1) – Community Use of District Facilities.

Users recognized as Tiers A and B will not be charged rental fees, but may be required to pay custodial and/or supervisory fees, depending on the time and scope of the event.

Users recognized as Tiers C, D, and E will pay cost-per-hour fees listed in the table below as follows:

Tier C

2019-20 School Year

Non-profits: 20 percent of cost per hour, for requested building, facility, or grounds.
 For-profits: 60 percent of cost per hour, for requested building, facility, or grounds.

2020-21 School Year

Non-profits: 25 percent of cost per hour, for requested building, facility, or grounds.
 For-profits: 60 percent of cost per hour, for requested building, facility, or grounds.

2021-22 School Year

Non-profits: 30 percent of cost per hour, for requested building, facility, or grounds.
 For-profits: 60 percent of cost per hour, for requested building, facility, or grounds.

Tier D

Non-profits: 60 percent of cost per hour for requested school building, facility, or grounds.
 For-profits: 75 percent of cost per hour for requested school building, facility, or grounds.

Tier E

Non-profits: 75 percent of cost per hour for requested school building, facility, or grounds.
 For-profits: 100 percent of cost per hour for requested school building, facility, or grounds.

Facility	Cost Per Hour
Hare Field or Liberty Stadium (large events using all facilities)	\$299.84
Track	\$40.00
High school main gym	\$89.66
Middle school gym or elementary school large gym or High school small gym	\$62.84
Elementary school small gym or Middle school small gym	\$27.33
High school auditorium	\$101.61
Middle school theater/stage	\$75.00
High school cafeteria	\$66.08
Middle school cafeteria	\$45.01

Facility	Cost Per Hour
Elementary school cafeteria	\$27.33
High school library	\$39.18
Middle school library	\$27.69
Elementary school library	\$18.06
Standard classroom	\$13.91
Choir/Music/Band room	\$21.09
Tennis courts	\$17.13
Wrestling/Exercise room	\$23.09
High school grass field	\$32.40
Middle school grass field	\$20.65
Elementary school grass field	\$20.65
Turf field	\$126.03
High school parking lot	\$77.08
Middle school parking lot	\$25.02
Elementary school parking lot	\$21.18

- Custodial/Monitor fee is \$33 per hour with a 2-hour minimum regardless of Tier or requested building, facility, or grounds.
- Turf field lights cost an additional \$9 per hour, regardless of Tier.
- Rate increases of approximately two percent per year are anticipated.

Corrected 4/22/19

HILLSBORO SCHOOL DISTRICT 1J
 4901 SE Witch Hazel Road
 Hillsboro, OR 97123
FEE SCHEDULE WORKSHEET
 DAY CARE 2007-2011



Complete the following worksheet for all facility use that is outside of the school day, all summer, weekend, and holiday closures.
 Outside school hours are defined as Monday through Friday 6:00 p.m. to 9:00 p.m. for elementary and 4:00 p.m. to 11:00 p.m. for secondary.

HEATING/VENTILATING/COOLING ■ HVAC fees are not required during school hours			
ELECTRICITY ■ Electricity and other fees required per use.	HOURS	Fees Per Hour	Total Cost
<i>Classrooms (All) DAY CARE</i>	<i>hours at</i>	<i>\$9.00</i>	<i>\$ -</i>
<i>Gymnasium - Elementary DAY CARE</i>	<i>hours at</i>	<i>\$13.00</i>	<i>\$ -</i>
<i>Cafeteria</i>	<i>hours at</i>	<i>\$8.00</i>	<i>\$ -</i>
TOTAL:			\$ -

CUSTODIAN:			
Custodian must be on duty when buildings are in use. For building use during non-school hours, there is a two-hour minimum requirement for custodians. Calculate additional time if custodian is asked to perform tasks beyond opening and closing facilities. After two-hour minimum, time must be in half hour increments.			
Custodial hours calculation:	Hours	Fee	Total
Minimum 2 hours (regular time) DAY CARE DAILY FLAT FEE		\$55.00	\$ 55.00
TOTAL CUSTODIAN CHARGES:			\$ 55.00
TOTAL CHARGES:			\$ 55.00

School:	Date:
Applicant:	Phone:

HILLSBORO SCHOOL DISTRICT 1J
 4901 SE Witch Hazel Road
 Hillsboro, OR 97123
FEE SCHEDULE WORKSHEET



Complete the following worksheet for all facility use that is outside of the school day, all summer, weekend, and holiday closures.
 Outside school hours are defined as Monday through Friday 6:00 p.m. to 9:00 p.m. for elementary and 4:00 p.m. to 11:00 p.m. for secondary.

HEATING/VENTILATING/COOLING ■ HVAC fees are not required during school hours.				
List Hours of Use.	HOURS	Fees Per Hour	Total Cost	
High Schools	hours at	\$33.00	\$	-
Middle Schools	hours at	\$19.00	\$	-
Elementary Schools	hours at	\$9.00	\$	-
TOTAL:			\$	-
ELECTRICITY ■ Electricity and other fees required per use.				
List Hours of Use.	HOURS	Fees Per Hour	Total Cost	
Classrooms (All)	hours at	\$9.00	\$	-
Gymnasium - High/Middle	hours at	\$22.00	\$	-
Gymnasium - Elementary	hours at	\$13.00	\$	-
Specialty Areas -(Home Ec, Choir)	hours at	\$16.00	\$	-
Kitchen (lights/equip)	hours at	\$8.00	\$	-
Cafeteria	hours at	\$13.00	\$	-
Auditorium	hours at	\$55.00	\$	-
Field Lights (All)	hours at	\$50.00	\$	-
Administration Center Board Room hours	hours at	\$55.00	\$	-
Other Administration Center Conference Rooms	hours at	\$16.00	\$	-
TOTAL:			\$	-
OTHER UTILITIES:				
List Hours of Use.	Usage	Fees Per Use	Total Cost	
Garbage, Water, Sewer, Paper Products, Cleaning Supplies at	per use, per day	\$12.00	\$	-
SUBTOTAL UTILITY FEES:			\$	-
EQUIPMENT:				
List Equipment: (Includes Food Service Equipment: steamers, grills, ovens, and range. Auditorium Light or Sound Systems.)	Number of Items	List Hours	Fee	Total
			\$15.00	\$ -
			\$15.00	\$ -
			\$15.00	\$ -
			\$15.00	\$ -
TOTAL: (Items, Hours, Fees)			\$15.00	\$ -
FIELD AND PARKING LOT USE:				
List Hours/Uses	Fee	Total		
Fee Per Use: \$16.00 per hour	\$16.00	\$	-	
Plus custodial charges of \$22.00 per hour (if required)	\$22.00	\$	-	
Artificial turf <i>without</i> lights: Per 2-hour unit	\$500.00	\$	-	
Plus custodial charges of \$100 per event.	\$100.00	\$	-	
Artificial turf <i>with</i> lights: Per 2-hour unit	\$650.00	\$	-	
Plus custodial charges of \$100 per event.	\$100.00	\$	-	
TOTAL FIELD AND PARKING LOT FEES:			\$	-
OTHER LABOR:				
<i>Other labor required by area of usage and equipment required. Auditorium usage requires equipment operator for a two-hour minimum.</i>				
Other hours calculation:	Hours	Fee	Total	
Minimum 2 hours (student labor rate)		\$10.00	\$	-
Minimum 2 hours (licensed staff--current extended contract rate)		\$24.50	\$	-
TOTAL OTHER LABOR CHARGES:			\$	-
CUSTODIAN:				
Custodian must be on duty when buildings are in use. For building use during non-school hours, there is a two-hour minimum requirement for custodians. Calculate additional time if custodian is asked to perform tasks beyond opening and closing facility. After two-hour minimum, time must be in half hour increments.				
Custodial hours calculation:	Hours	Fee	Total	
Minimum 2 hours (regular time)		\$22.00	\$	-
Minimum 2 hours (overtime)		\$33.00	\$	-
Minimum 2 hours (Sunday/holiday)		\$44.00	\$	-
TOTAL CUSTODIAN CHARGES:			\$	-
SUBTOTAL OTHER FEES (Utility, Equipment, Other Labor):			\$	-
TOTAL CHARGES:			\$	-
School:	Date:			
Applicant:	Phone:			



Hillsboro School District Form

Application and Permit for Use of School Buildings and Facilities

Application to Use:	School/Facility:	Areas Needed:		
Capacities:	Parking Capacity:	Number of Participants:	Number of Spectators:	
Dates: <input type="checkbox"/> One Time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	Day(s) of the Week:	Start/End Times:		
	Date(s):	<input type="checkbox"/> Admission Will Be Charged <input type="checkbox"/> No Admission Will Be Charged		
Description of Activity:	Type of Activity:		Senior Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sponsor of Activity/ Applicant:	Name:		Street Address:	
	City:	Zip Code:	Phone:	
Equipment:	<input type="checkbox"/> Microphones (how many _____) Cords: Y / N <input type="checkbox"/> Screen <input type="checkbox"/> Podium <input type="checkbox"/> Spotlight <input type="checkbox"/> Extension Cords <input type="checkbox"/> Video Camera <input type="checkbox"/> Sound system (which) <input type="checkbox"/> VCR / TV screen <input type="checkbox"/> Electric lift (Secondary Schools) <input type="checkbox"/> Risers: #Large _____ #Medium _____ #Small _____ <input type="checkbox"/> Carpets <input type="checkbox"/> Other : _____			
	Who will do clean-up? <input type="checkbox"/> Our Group <input type="checkbox"/> Custodian			
	Does responsible person need custodial assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Tables (submit work order)			
	Does responsible person have keys to all needed areas? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Who will do set-up? <input type="checkbox"/> Our Group <input type="checkbox"/> Custodian			
Agreement:	"I (we) agree to assume responsibility for the observance of school regulations in the general conduct of the participants. I (we) also assume all responsibility and liability for damage to the facility or equipment covered by this application regardless of cause and further agree to indemnify and hold harmless the School District from any and all claims, losses, or damages arising out of the use of such facility or equipment. I (we) do not and will not discriminate against a qualified individual with a disability. Any qualified individual with a disability will be provided an opportunity to participate in, or benefit from, our aid, benefit, or service that is equal to that afforded others involved in our program or activity."			Signature of Applicant:
				Date:

Permit and Conditions of Use

<input type="checkbox"/> Must provide proof of Liability Insurance naming the Hillsboro School District as an additional insured		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Dates:	Times:		
Not Available/Restrictions:			
Comments:			
Fees: Rental:	CANCELLATION: The User shall notify the District of cancellation at least one day in advance. The District reserves the right to cancel this permit at any time. Possible "no show" fee could be charged with no cancellation notice. School office is to be notified at least one day prior to that date.		
Signatures:			
Principal _____	Date _____	Executive Director, Facilities, Planning, & Property _____	Date _____

Dear Patron:

To request the use of a School District building or facility please complete the application on the front and return it to the Facilities Management office.

Please thoroughly read the Board of Education's "REGULATIONS FOR USE OF FACILITIES" listed below.

Please remember that school activities will take priority over your activities. If there is a conflict, you may have to cancel or request to reschedule your activity.

REGULATIONS FOR USE OF FACILITIES

1. Use or possession of liquor or illegal drugs in any requested form is prohibited in school buildings and on school premises.
2. Effective September 1, 1992, the Hillsboro School District 1 J School Board put in place a policy that prohibits smoking, including the use of any tobacco or tobacco related products on all District property including buildings, vehicles, and outdoor areas.
3. Willful damage to property or equipment is prohibited.
4. Permission is required for the use of nails, tacks, tape, etc. for attaching objects to school property.
5. The following activities are prohibited on all District-owned property unless they are supervised by school officials or other approved individuals: racing of automobiles, motorcycles, and other vehicles; operation or racing of powered "go-carts" or other small powered vehicles; operation of power-driven model airplanes or other mechanical devices for practice, amusement or exhibitions; horseback riding; golf practice; or archery practice.
6. Any school equipment to be used must be requested when the facility application is submitted.
7. Persons or groups using a gymnasium for recreational purposes shall be required to wear gym shoes.
8. No eating or drinking as per individual school policy.
9. Use of other equipment, e.g., audio visual, must be requested according to building procedure.
10. School equipment may not be borrowed for use outside school facilities unless specific approval is obtained from the building administrator.
11. Individuals or groups may not use consumable materials of the school unless prior arrangements for reimbursement have been made.
12. Separate building regulations established by the building administrator must be observed. Failure to observe these regulations or those established by the building administrator could result in forfeiture of user privileges.
13. Any materials published related to this activity must state the activity is not sponsored by Hillsboro School District 1J.
14. District approval of this facility usage request does not constitute District endorsement.

OFFICIAL USE ONLY (TO BE COMPLETED AFTER ACTIVITY)

OFFICIAL USE ONLY (TO BE COMPLETED AFTER ACTIVITY)			
BUILDING REPORT:		DISTRICT OFFICE:	
Overtime Hours:		Rental Charge:	\$
Comments:		Service Charge:	\$
Signature	Date	Signature	Date