



Hillsboro School District 1J

June 11, 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

June 11, 2019

5:15 PM

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

1. 5:15 PM - Work Session

- | | |
|------------------------------------------|---|
| A. Review Summer Retreat Agenda | 6 |
| Presenter: Mike Scott | |
| Time: 5:15 PM, 10 minutes | |
| B. Safety Update | 7 |
| Presenter: Mike Scott | |
| Time: 5:25 PM, 10 minutes | |
| C. HilHi Phasing Report | 8 |
| Presenter: Casey Waletich | |
| Time: 5:35 PM, 15 minutes | |
| D. PERS Update | 9 |
| Presenter: Mike Scott, Michelle Morrison | |
| Time: 5:50 PM, 20 minutes | |
| E. Policy Discussion | |
| Presenter: Mike Scott | |
| Time: 6:10 PM, 5 minutes | |
| F. Discussion Time | |
| Time: 6:15 PM, 15 minutes | |
| G. Recess Board Meeting | |
| Time: 6:30 PM | |

2. 7:00 PM - Regular Session

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| A. Call to Order and Flag Salute | |
| Presenter: Lisa Allen | |
| Time: 7:00 PM, 5 minutes | |
| B. Recognition / Student Presentation | |
| 1. Student Presentation: Baile Folclórico Dancers - Witch Hazel Elementary School, Grades 4-6 | |
| Presenter: Jaci Spross | |
| Time: 7:05 PM, 10 minutes | |
| 2. Recognition and Appreciation – Outgoing Student Representatives - Samanta Vega Contreras and Jessica Jose-Nickerson
(Comments from Board, Staff, and Audience Members) | 10 |
| Presenter: Mike Scott | |
| Time: 7:15 PM, 10 minutes | |
| 3. Recognition and Appreciation – Outgoing Board Member: Kim Strelchun
(Comments from Board, Staff, and Audience Members) | 11 |

Presenter: Mike Scott Time: 7:25 PM, 10 minutes	
C. Approval of Agenda Time: 7:35 PM	
D. Recess Board Meeting Time: 7:35 PM	
E. Hold Budget Hearing Time: 7:35 PM, 10 minutes	12
F. Adjourn Budget Hearing, Reconvene Board Meeting Time: 7:45 PM	
G. Audience Time Time: 7:45 PM, 10 minutes	
H. Reports and Discussion	
1. Announce Budget Committee Vacancies Presenter: Michelle Morrison Time: 7:55 PM, 5 minutes	13
2. Announce Community Curriculum Advisory Committee Vacancies Presenter: Travis Reiman Time: 8:00 PM, 5 minutes	15
3. Communications Department Update Presenter: Beth Graser Time: 8:05 PM, 10 minutes	17
4. Financial Report (<i>see written report</i>) Presenter: Michelle Morrison Time: 8:15 PM, 5 minutes	18
I. Information - Administrative Regulation Updates Time: 8:20 PM, 5 minutes	22
1. GBN/JBA-AR: Sexual Harassment Complaint Procedure Presenter: Kona Lew-Williams	23
2. IIA-AR(1): Core Instructional Materials Selection and Adoption Presenter: Travis Reiman	28
3. IIA-AR(2): Supplementary Materials Selection / Purchase Presenter: Travis Reiman	30
J. Consent Agenda <i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i> Time: 8:25 PM, 5 minutes	
1. Approve Minutes of April 9, 2019, Board meeting	32
2. Approve Minutes of April 16, 2019, Board meeting	38
3. Approve Minutes of April 29, 2019, Board meeting	40
4. Approve Minutes of April 30, 2019, Board meeting	42
5. Approve Minutes of May 9, 2019, Budget Committee meeting	50
6. Approve Minutes of May 14, 2019, Board meeting	54
7. Approve Minutes of May 20, 2019, Board meeting	58

8. Approve Routine Personnel Matters	59
9. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations	60
10. Approve Annual Clerk / Officer Designations	61
11. Approve Crime Policy Coverage Limits to Comply with ORS 332.525	62
12. Establish Mileage Reimbursement Rate	63
13. Readopt Policy DFAA: Capital Project Fund	64
14. Readopt Policy IGBC: Title IA/Parental and Family Involvement	69
15. Establish Tuition Rates for Nonresident Students	74
16. Approve Workers' Compensation Resolution Regarding Volunteers of Hillsboro School District	75
17. Approve Policy Revisions (<i>presented for first reading on May 28, 2019</i>)	
a. Policies included in Annual Notifications to Staff, Students, and Families (part 3)	77
- GBDA: Mother-Friendly Workplace (Delete, Adopt)	
- IF: Curriculum Development (Delete / Adopt)	
- IGBBC: Talented and Gifted - Programs and Services	
- IIA: Instructional Resources / Instructional Materials	
- IIABB: Use of Commercially Produced Feature Films and Other Digital Media	
- JGEA: Alternative Education Programs Following Expulsion	
- JHFD: Student Vehicle Use	
- KLB: Complaints about Curriculum or Instructional Materials	
K. Action Items	
1. Adopt Resolutions to Adopt the 2019-20 Budget, Appropriate the 2019-20 Budget, and Impose 2019-20 Taxes and Categorize the Tax Levy Presenter: Michelle Morrison Time: 8:30 PM, 15 minutes	91
2. Adjust Appropriations Presenter: Michelle Morrison Time: 8:45 PM, 5 minutes	184
3. Review Superintendent's Performance and Approve Performance Evaluation Presenter: Lisa Allen Time: 8:50 PM, 10 minutes	186
4. Approve Extension of Superintendent's Contract Presenter: Lisa Allen Time: 9:00 PM, 5 minutes	189
5. Approve Science Instructional Materials Adoption: Chemistry and Biology Presenter: Travis Reiman Time: 9:05 PM, 5 minutes	190
6. Approve 2019-20 Board Meeting Dates Presenter: Mike Scott Time: 9:10 PM, 5 minutes	191
7. Elect Board Chair and Vice Chair Presenter: Lisa Allen Time: 9:15 PM, 5 minutes	192

- L. Oath of Office
 - 1. Administer the Oath of Office to Elected Board Members 193
Presenter: Board Chair
Time: 9:20 PM, 5 minutes
 - 2. Appoint Student Representatives to the Board of Directors and Administer the Oath of Office 194
Presenter: Board Chair
Time: 9:25 PM, 5 minutes
- M. HCU / HEA Reports
Time: 9:30 PM, 5 minutes
- N. Discussion Time
Time: 9:35 PM, 20 minutes
 - 1. Student Representatives' Time
 - 2. Superintendent's Time
 - 3. Board of Directors' Time
- O. Adjourn Regular Session
Time: 9:55 PM
- 3. Next Meetings of the Board of Directors:
 - August 5, 2019 - Full-Day Work Session / Retreat (tentative)
 - September 10, 2019 - Work Session (tentative)

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

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
REVIEW SUMMER RETREAT AGENDA

SITUATION

The Board will review and discuss agenda items planned for the summer extended work session, tentatively scheduled for August 5, 2019.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review and discuss the summer retreat agenda.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
SAFETY UPDATE

SITUATION

District staff will provide a quarterly update regarding safety and security in the District.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
HILHI BOND CONSTRUCTION PHASING REPORT

SITUATION

With bond construction in full swing, Bond Marketing Specialist Jane Siguenza has created detailed phasing plan videos for the staff and community. These project specific videos outline what areas of the campus will be closed during which time frame. With large projects taking place over multiple school years, these videos provide valuable safety and access information.

https://www.youtube.com/watch?time_continue=4&v=5_oG5U6oMYo
<https://www.hsd.k12.or.us/Domain/1134>

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
PERS UPDATE

SITUATION

Staff will provide an update on how the recent legislation regarding Public Employees Retirement System (PERS) cost containment is expected to impact the District.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
RECOGNITION AND APPRECIATION – STUDENT REPRESENTATIVES
SAMANTA VEGA CONTRERAS AND JESSICA JOSE-NICKERSON

SITUATION

Because the Board recognizes the value of students' input on matters that are important to them, Board members established a position of "Student Representative to the Board of Directors," beginning with the 2018-19 school year. Last September, Samanta Vega Contreras of Liberty High School, and Jessica Jose Nickerson of Century High School, were appointed to serve as the first Student Representatives to the Board of Directors in the Hillsboro School District.

Throughout the year, Samanta and Jessica have invested countless hours, studying Board meeting materials and preparing to discuss agenda items; speaking to the interests of students, not only during Board meetings, but by advocating to legislators for adequate and stable school funding; and representing the District at a variety of events. Jessica and Samanta have served as liaisons, maintaining open channels of communication between the Board and students.

Samanta's and Jessica's terms of service end this month, and we take this opportunity to thank them sincerely for their dedication and valuable service, and wish them success as they complete their high school education and move forward into their future endeavors.

RECOMMENDATION

It is recommended that the Superintendent and the Board of Directors recognize and thank Student Representatives Jessica Jose Nickerson and Samanta Vega Contreras for their dedication and valuable service to the Hillsboro School District.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
RECOGNITION AND APPRECIATION – DIRECTOR KIM STRELCHUN

SITUATION

In early 2019, Director Kim Strelchun indicated that she would not be seeking a third term on the Hillsboro School District Board, so we take this opportunity to reflect upon and thank her for her eight years of dedicated service.

Director Strelchun was initially elected to the Board in 2011, and was re-elected for a second term in 2015. She served as Board Vice Chair in 2012-13, prior to beginning two years of service as Board Chair in 2013-14 and 2014-15. She again stepped up as Board Vice Chair in the 2017-18 school year, and worked diligently and successfully to advocate for the District's \$408 million capital construction bond in the fall of 2017.

Director Strelchun worked tirelessly on the 2017 bond, as she did on the District's previous bond measure. Her efforts included gathering information and organizing fellow Board members to make presentations to parent and community organizations, as well as managing groups of community volunteers to canvass neighborhoods, work phone and text banks, and staff tables at events. In the end, the 2017 bond passed by a two-thirds margin – in large part due to Director Strelchun's efforts.

Director Strelchun kept herself informed about legislative issues and also organized efforts to encourage stakeholders to share their voices with elected officials in support of school funding and other education issues. She served on OSBA's Legislative Policy Committee from 2017-2019, which was of immense value to her fellow Board members and District staff alike.

Calm, gracious, informed, attentive, involved, inclusive, respectful, willing, open-minded – these are just some of the many positive attributes that Director Strelchun brought to the Hillsboro School Board. As the longest-serving member of the current Board, she also served as the historian – sharing background information about past conversations, actions, or considerations that helped provide her colleagues with more context on matters that arose.

We truly appreciate the years of leadership and service that Director Kim Strelchun has contributed to the Hillsboro School District, and we wish her success in all of her future endeavors.

RECOMMENDATION

It is recommended that the Superintendent and the Board of Directors recognize and thank Director Kim Strelchun for her years of dedicated leadership and service to the Hillsboro School District.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
HOLD BUDGET HEARING

SITUATION

On May 9, 2019, the Superintendent and Chief Financial Officer presented the District's 2019-20 Proposed Budget to the Budget Committee. The eight committee members who were in attendance approved the Proposed Budget unanimously.

District Policy DBG: Budget Hearing and ORS 294.430 require a public hearing prior to Board adoption of the budget for the upcoming school year. During the hearing, any person may speak for or against items in the budget document. The Board will vote on the Proposed Budget during the "Action Items" portion of this evening's meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors hold the budget hearing.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
ANNOUNCE BUDGET COMMITTEE VACANCIES

SITUATION

The Hillsboro School District Budget Committee consists of seven members appointed by the Board, plus the seven elected Board members. To be eligible for appointment, Budget Committee members must live and be registered to vote in the District; and must not be officers, agents, or employees of the District. The appointed positions are for three-year terms, with staggered expiration dates.

Policy DBEA: Budget Committee requires the public announcement of vacancies on the Budget Committee. Each June, the Board identifies and announces vacant Budget Committee positions. Applications from interested persons must be received by September 3, 2019. Such applications will include a signed statement that the applicant is willing to serve as a member of the Budget Committee and adhere to the policies of the District. The Board may appoint Budget Committee members for as many consecutive terms as are deemed appropriate.

In September, the Board will review the names of persons filing applications and persons who have served previously and are willing to be reappointed, and determine the selection process. At the Board meeting in October, the Board will appoint candidates to fill the vacant positions.

Three Budget Committee positions will expire on June 30, 2019:

<u>POSITION</u>	<u>EXPIRES</u>	<u>HELD BY</u>	<u>NOTES</u>
5	June 30, 2019	Heather Monaghan	Heather Monaghan was reappointed to a three-year term in 2016.
6	June 30, 2019	Alexander Diaz	Alexander Diaz was appointed in 2017 to fill the final two years of this term, as a result of the previous incumbent's election to the Board of Directors.*
7	June 30, 2019	Matthew Long	Matthew Long was reappointed to a three-year term in 2016.

*Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).

RECOMMENDATION

The Superintendent recommends that the Board of Directors announce the Budget Committee vacancies and direct the administration to publicize the vacancies.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
ANNOUNCE COMMUNITY CURRICULUM ADVISORY COMMITTEE VACANCIES

SITUATION

In accordance with policy IFF, the Board of Directors has established the Community Curriculum Advisory Committee (CCAC) to provide for citizen involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. The CCAC consists of parents and/or citizens who reside in the District attendance area, and includes student representation, as appropriate. The Board, in consultation with the CCAC chair and District staff, determines the number of participants that is sufficient to fulfill the responsibilities of the committee.

CCAC members are appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one-half of members' terms end each year.

Each June, the Board identifies and announces vacant CCAC positions. Applications from interested persons must be received by September 3, 2019. Such applications will include a signed statement that the applicant is willing to serve as a member of the CCAC, and adhere to the policies of the District. CCAC members may apply for reinstatement and be appointed by the Board to serve as many consecutive terms as are deemed appropriate.

In September, the Board will review the names of persons filing applications, and persons who have served previously and are willing to be reappointed. During the first regular meeting in September, the Board will appoint persons to fill the vacant positions. The new members will be appointed in time to participate in the first 2019-20 CCAC meeting, which is scheduled for October 7, 2019.

In 2014, the Board agreed that the number of adult members serving on the committee in previous years (14) would serve as a baseline for the CCAC, with a goal of appointing four additional student members. If more or fewer qualified candidates apply, the Board, in consultation with District staff and the CCAC chair, will have the discretion to adjust the number of members, and define the process for appointing them.

Information regarding CCAC members who have remained active on the committee throughout the 2018-19 school year is provided below:

- Two active CCAC members have continuing terms
- Last year, the Board appointed both of the students who applied, for a total of three students. One of the two participating students has graduated.
- CCAC members whose terms are ending have been invited to reapply.

At this time, CCAC leaders and District staff recommend that a combination of twelve new and reinstated committee members and four new student members be appointed. Together with the two continuing members whose terms will not expire until June 2020, this will result in a committee of 14 members plus five student members. The Board can adjust the number of appointees depending on the number of qualified applicants who apply.

District staff will continue to advertise CCAC openings during the summer, in order to recruit community members with diverse perspectives to serve on the committee.

RECOMMENDATION

The Superintendent recommends that the Board of Directors announce the Community Curriculum Advisory Committee vacancies, direct administration to publicize the vacancies, and nominate candidates by the September 2019 regular Board meeting session.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
COMMUNICATIONS DEPARTMENT UPDATE

SITUATION

Throughout the year, the Board will be presented with information regarding work that is being performed by various departments throughout the District. Tonight's report will provide information regarding the Communications department.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
FINANCIAL REPORT

Business Office – General Update. The Business Office collaborates with all departments in the District Office to provide a system of support for schools, so that principals can focus their attention on instructional leadership. Financial reports in upcoming months will feature examples of this collaboration, which promotes a culture of continuous improvement, learning, and responding to the changing needs of schools.

Example 29: Electronic Leave Requests. Central office staff are empowered to innovate services to better support principals as instructional leaders. Central office staff provide differentiated and integrated services to schools, rooted in an understanding of the needs of each school by periodic collaboration across departments for key annual activities. At the May 8, 2019, K-12 Leadership meeting, operational leaders shared the specific strategies they use to meet the needs of schools during the late spring, year-end, and summer months.

Finance Team – Accounting, Financial Reporting, Grants. In order to improve purchasing controls, while still providing convenient procurement methods for staff, Finance Manager Jennifer Zavatsky is redesigning the District's procurement card (P-Card) program. All 10-month staff cardholders will be required to turn in their P-cards at the close of school. "Check-out" P-Cards are available for staff to request through their office manager, or school bookkeeper. Funneling all transactions through fewer points of contact will greatly reduce the chance of risks and remedies associated with the P-Card program.

Ms. Zavatsky and the Finance team have developed a comprehensive year-end checklist, which combined with a little flair to make the process a fun capstone for office managers, ensures a high level of accountability and transactional control.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis is preparing for the July and August balance-of-contract payrolls that are paid in June, in addition to the June payroll.

Benefits Supervisor Lynette Coffman and the Benefits team are currently developing plans for the 2019-20 open enrollment period, which begins in August. Ms. Coffman facilitates the Benefits Advisory Group meetings with union leadership. The June meeting is critical. The advisory group reviews insurance coverage and rate changes in the upcoming plan year, which begins on October 1, 2019. The work often has a significant impact on net pay for staff, which is dependent on plan selections and the amount of payroll deductions needed to cover the employee-paid portion of insurance premiums. Ms. Coffman has also met with various employee groups to share information about the benefits available to employees through the Employee Assistance Program, wellness benefits that are available to staff, and short-term disability insurance options.

Risk Manager Leah McCarthy has been supporting staff by offering ergonomic assessments and connecting staff with resources for equipment when possible.

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 April 2019.

The District received 11 worker's compensation claims in April. As of April 30, 2019, there were 42 open claims; 30 were for medical costs only, and 12 included time loss. There were 4 employees on modified work plans during April.

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	13
April	13	8	11
May	10	18	
June	149	8	
Yearly Total:	120	112	85

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 459 student incidents reported in April.

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	330	20.6	1
April	255	12.7	0	459	21.8	0
May	363	16.5	1			
June	168	15.3	2			
Yearly Total:	2,481		12	2,756		18

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 no bus accidents in April.

Hillsboro School District
May 2019 Cash Flow Report

Actual through May 31 for Jun Board Packet	1st Quarter	2nd Quarter	3rd Quarter	April	May	4th Quarter	Fiscal YTD	Budget	% of Budget	Fiscal YTD	% of Budget
Revenues	Actual	Actual	Actual	Actual	Actual	Actual	2018-19	2018-19		2017-18	% of Budget
Taxes	\$1,669,972.39	\$68,829,236.30	\$1,933,899.09	\$156,894.77	\$109,502.16	\$266,396.93	\$72,699,504.71	\$77,332,599.00	94.01%	\$70,328,754.53	100.15%
Interest	\$143,108.24	\$282,968.57	\$447,945.70	\$126,470.93	\$117,723.29	\$244,194.22	\$1,118,216.73	\$1,061,711.00	105.32%	\$933,138.78	230.61%
Local Sources	\$46,962.43	\$303,831.68	\$629,560.46	\$34,295.02	\$46,674.97	\$80,969.99	\$1,061,324.56	\$1,377,531.00	77.05%	\$838,794.97	46.84%
Total Local	\$1,860,043.06	\$69,416,036.55	\$3,011,405.25	\$317,660.72	\$273,900.42	\$591,561.14	\$74,879,046.00	\$79,771,841.00	93.87%	\$72,100,688.28	99.56%
County/ESD	\$0.00	\$88,121.75	\$2,704,467.33	\$258,712.00	\$500,000.00	\$758,712.00	\$3,551,301.08	\$3,661,468.00	96.99%	\$3,229,452.19	90.85%
State Sources	\$41,995,150.00	\$33,407,615.53	\$33,722,027.34	\$11,120,810.00	\$13,695,570.05	\$24,816,380.05	\$133,941,172.92	\$128,885,703.00	103.92%	\$132,485,798.06	101.88%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$36,224.48	\$6,144.96	\$22.48	\$29.90	\$387.54	\$417.44	\$42,809.36	\$1,000,000.00	4.28%	\$1,120,670.77	112.07%
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%	\$12,711,073.35	109.59%
Total Revenue	\$56,687,215.41	\$102,917,918.79	\$39,437,922.40	\$11,697,212.62	\$14,469,858.01	\$26,167,070.63	\$225,210,127.23	\$226,711,386.00	99.34%	\$221,647,682.65	101.39%
Expenditures											
Instruction											
Salaries	\$6,903,813.82	\$20,628,266.13	\$21,391,191.28	\$6,889,642.27	\$6,925,657.19	\$13,815,299.46	\$62,738,570.69	\$73,583,060.06	85.26%	\$60,336,148.39	77.40%
Benefits	\$3,499,737.53	\$10,712,323.53	\$10,979,111.98	\$3,640,650.32	\$3,647,155.93	\$7,287,806.25	\$32,478,979.29	\$39,425,261.32	82.38%	\$31,559,754.57	81.66%
Purchased Service	\$1,097,601.90	\$2,385,554.94	\$2,390,116.68	\$796,739.04	\$852,278.94	\$1,649,017.98	\$7,522,291.50	\$12,002,173.73	62.67%	\$7,152,595.77	170.14%
Supplies/Materials	\$508,988.43	\$495,874.52	\$425,724.37	\$153,887.09	\$212,889.80	\$366,776.89	\$1,797,364.21	\$2,556,652.63	70.30%	\$1,678,134.24	86.96%
Capital Purchases	\$700.00	\$26,138.40	\$8,811.78	\$0.00	\$7,606.82	\$7,606.82	\$43,257.00	\$50,000.00	86.51%	\$0.00	0.00%
Other	\$133,917.14	\$41,626.14	\$16,986.95	\$2,249.00	\$4,337.00	\$6,586.00	\$199,116.23	\$314,722.26	63.27%	\$202,291.92	109.71%
Total Instruction	\$12,144,758.82	\$34,289,783.66	\$35,211,943.04	\$11,483,167.72	\$11,649,925.68	\$23,133,093.40	\$104,779,578.92	\$127,931,870.00	81.90%	\$100,928,924.89	82.11%
Support Services											
Salaries	\$6,739,789.06	\$10,077,979.08	\$10,222,074.83	\$3,394,486.07	\$3,379,258.32	\$6,773,744.39	\$33,813,587.36	\$48,376,347.38	69.90%	\$32,554,347.18	81.91%
Benefits	\$3,768,375.12	\$5,790,506.43	\$5,861,316.27	\$1,947,675.15	\$1,926,790.69	\$3,874,465.84	\$19,294,663.66	\$25,919,785.53	74.44%	\$18,907,499.13	75.95%
Purchased Service	\$2,635,148.61	\$3,238,228.38	\$3,372,669.85	\$849,201.69	\$1,933,753.69	\$2,782,955.38	\$12,029,002.22	\$8,022,210.02	149.95%	\$9,692,986.12	64.73%
Supplies/Materials	\$1,332,098.10	\$1,199,620.16	\$884,708.41	\$281,010.43	\$497,836.18	\$778,846.61	\$4,195,273.28	\$2,369,430.55	177.06%	\$5,185,870.91	145.76%
Capital Purchases	\$116,625.20	\$30,531.92	\$79,409.40	\$0.00	\$0.00	\$0.00	\$226,566.52	\$150,000.00	151.04%	\$330,144.95	323.79%
Other	\$1,217,880.13	\$102,787.22	\$7,701.48	\$1,469.96	\$6,087.71	\$7,557.67	\$1,335,926.50	\$1,590,130.52	84.01%	\$1,277,499.36	86.56%
Total Support	\$15,809,916.22	\$20,439,653.19	\$20,427,880.24	\$6,473,843.30	\$7,743,726.59	\$14,217,569.89	\$70,895,019.54	\$86,427,904.00	82.03%	\$67,948,347.65	80.18%
Community Services											
Salaries	\$55,545.26	\$91,198.00	\$89,318.52	\$27,871.06	\$28,756.34	\$56,627.40	\$292,689.18	\$310,265.99	94.33%	\$324,285.27	102.33%
Benefits	\$30,455.50	\$56,040.08	\$56,374.00	\$17,718.24	\$17,828.01	\$35,546.25	\$178,415.83	\$166,238.84	107.32%	\$170,264.37	105.47%
Purchased Service	\$18,255.75	\$15,515.96	\$5,993.93	\$1,486.45	\$8,571.37	\$10,057.82	\$49,823.46	\$51,451.16	96.84%	\$64,865.25	72.91%
Supplies/Materials	\$85.28	\$3,627.68	-\$485.66	\$32.00	\$29.60	\$61.60	\$3,288.90	\$12,951.80	25.39%	\$6,580.21	101.33%
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	\$104,341.79	\$166,381.72	\$151,200.79	\$47,107.75	\$55,185.32	\$102,293.07	\$524,217.37	\$545,334.00	96.13%	\$565,995.10	98.48%
Capital Projects											
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	-\$886.10	0.00%
Capital Purchases	\$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	N/A	-\$886.10	0.00%
Debt Service Payment	-\$35.60	-\$1,270.12	-\$2.81	\$0.00	-\$1,535.30	-\$1,535.30	-\$2,843.83	\$0.00	0.00%	\$0.00	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency/Ending Balance	\$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	\$28,058,981.23	\$54,894,548.45	\$55,791,021.26	\$18,004,118.77	\$19,447,302.29	\$37,451,421.06	\$176,195,972.00	\$223,904,305.00	78.69%	\$182,238,179.41	83.36%

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
INFORMATION – ADMINISTRATIVE REGULATION UPDATES FOR THE
ANNUAL NOTIFICATION OF STAFF, STUDENTS, AND FAMILIES (PART 3)

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

Updated administrative regulations (ARs) that do not require Board action are posted in Board meeting packets for the information of the Board, staff members, and the public.

During the months of April, May, and June, updates to policies and administrative regulations that are included in annual notifications to staff, students, and families are being prioritized. Please note that OSBA has provided final versions of the text of these ARs, but the revision dates will not be updated until after the Board meeting.

- GBN/JBA-AR: Sexual Harassment Complaint Procedure
- IIA-AR(1): Core Instructional Materials Selection and Adoption
- IIA-AR(2): Supplementary Materials Selection / Purchase

RECOMMENDATION

The Superintendent recommends that the Board of Directors review these updated administrative regulations, which will be included in annual notifications to staff, students, and families.



Code: **GBN/JBA-AR**
Revised/Reviewed: 2/24/15
Orig. Code: GBN/JBA-AR

Sexual Harassment Complaint Procedure

Building principals, the compliance officer, and the Superintendent are responsible for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Sexual harassment of students, staff members, or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student, or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with a staff member's ability to perform job responsibilities; or creates an intimidating, offensive, or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile, was it reasonable to view the environment as hostile, the nature of the conduct, how often the conduct occurred and how long it continued, age and sex of the complainant, whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment, number of individuals involved, age of the alleged harasser, where the harassment occurred, and other incidents of sexual harassment at the school involving the same or other students, staff members, or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching of a sexual nature; displaying or distributing sexually explicit drawings, pictures, graffiti, or written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity, or performance.

Step 1 Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the building principal, compliance officer, or Superintendent. All such information shall be documented in writing and will include the specific nature of the sexual harassment and corresponding dates.

The District official receiving the complaint shall cause the District to provide written notice from the District to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;

3. Notice that civil and criminal remedies that are not provided by the school or District may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or District including any counseling services or nursing services;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or District; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size, and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members, and members of the public on the school or District website.

Step 2 The District official receiving the information or complaint shall promptly initiate an investigation. The official will arrange meetings to discuss the issue with all concerned parties within 10 working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be documented in writing. The official conducting the investigation shall notify the complainant, within 10 working days of the meeting, in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Superintendent or designee will arrange meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against a principal will be referred to the chief human resources officer. Complaints against the chief human resources officer shall be referred to an assistant superintendent of the office for school performance. Complaints against a principal or the chief human resources officer may start at step 2.

Complaints against an assistant superintendent of the office of school performance shall be referred to the Superintendent. Complaints against an assistant superintendent of the office of school performance may start at step 3.

The District designated investigator will cause the notice requirements identified in step 1 to be completed. The District designated investigator will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the investigator, the complainant may appeal to the Superintendent in step 3.

Complaints against the Superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer, or Superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the District office.

The Superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services as possible child abuse.

**Hillsboro School District 1J
Complaint Form**

Complainant Information	
Name of complainant:	
Position/Role of complainant:	
Phone:	Email:
Complaint Information	
Name of alleged offender:	
Date and place of incident(s):	
Description of incident(s):	

Name of witness(es) (if any):	
Evidence to corroborate complaint, e.g., letters, photos, etc. (attach evidence if possible):	
What steps have you taken to resolve the issue(s) (if applicable)?	
What steps would you have the District take to resolve the complaint?	
All of the information on this form is accurate and true to the best of my knowledge.	
Signature:	Date:

Attach additional pages as needed.

Corrected 4/17/19; 5/01/19



Code: **IIA-AR(1)**
Revised/Reviewed: 9/28/10
Orig. Code: IIA-AR

Core Instructional Materials Selection and Adoption

Selection and adoption of core instructional materials will take place following the completion of the curriculum evaluation and review process. A selection committee shall be formed to review and evaluate books and materials including, but not limited to, those adopted by the Oregon Board of Education.

The selection committee will review and select materials which most closely align to the articulated curriculum goals and scope and sequence of the adopted curriculum to ensure the success of each student. The review will include consideration of the goals for instructional and guidance materials outlined in administrative regulation JB-AR – Equal Opportunity Plan (Students).

Staff Participation in Evaluation Process

Comprehensive evaluation of core instructional materials will occur by a committee of K-12 teachers who currently teach the subject, specialists, administrators, and community members.

The committee will be facilitated by the person who coordinated the curriculum and review process.

Effective evaluation of core instructional materials requires considerable time and will often involve subcommittees working with the selection committee. Release time should be arranged for those teachers involved in the evaluation and selection process.

Implementation and Use of Selected Core Instructional Materials

All teachers in the District will be expected to use core instructional materials adopted by the Board. Supplementary materials must be selected and approved in accordance with the administrative regulations of the District.

Curriculum Review and Core Instructional Materials Adoption Cycle

1. Program Evaluation

In the evaluation phase, long-term trends in the performance data are formally reviewed. Strengths and weaknesses in student performance are identified and goals for improvement are noted. Program development begins during the evaluation process and includes ongoing monitoring.

2. Program Development

Program development is the first phase of the cycle and includes a review of the research in the content area and development or update of the curriculum guide which includes belief statements, best practices, common curriculum goals, and content standards. Plans are made for staff development following the curriculum changes and adoption of new instructional materials.

3. Core Instructional Materials Selection and Adoption

- a. Review instructional materials equivalent rubric; develop additional criteria if necessary.
- b. Perform initial screening of state-adopted instructional materials and other materials if appropriate.
- c. Perform in-depth evaluations using the instructional materials form.
- d. Review all evaluations submitted by selection committee and select materials to be recommended for adoption.
- e. Present list of recommended titles to the Community Curriculum Advisory Committee for review.
- f. Share with the Community Curriculum Advisory Committee copies of instructional materials being recommended for adoption. Request members of the committee to review the materials and submit an evaluation of each.
- g. Present titles of selected instructional materials to the Board for approval.
- h. Follow state guidelines for selecting and obtaining approval for materials not on the state-adopted list.
- i. Follow District administrative regulations for selection and approval of supplementary materials.

4. Program Refinement

During the first years of program changes and use of new instructional materials, or following implementation of new curriculum, it may be necessary to make some additional curriculum modifications. The office for school performance will be responsible for identifying refinements needed.

Corrected 5/01/19



Code: **IIA-AR(2)**
Revised/Reviewed: 9/28/10
Orig. Code: IIAB; IIAB-AR

Supplementary Materials Selection/Purchase

The term “materials” shall include but be not limited to, books, media materials, films, video, CDs, DVDs, Blu-ray, records or vinyl, pictures, and other digital content.

Individual school needs are assessed in making purchasing decisions.

Supplementary instructional materials will be selected in accordance with the following guidelines:

1. Educational objectives, content, and sequence of materials are consistent with District goals, syllabi, curriculum maps, and current best practices;
2. Content is meaningful in terms of student needs, maturity level, understanding, and predicted learner outcomes;
3. Qualifications/credibility of author(s) and their credentials will be considered;
4. Materials developed for specific ability levels, e.g., remedial, advanced placement, will be considered;
5. Content is accurate in both fact and presentation;
6. Fair and culturally responsive of gender, sexual orientation, race, culture, ability, national origin, immigration status, and representative of the students and communities served by the District;
7. Accurate and perceptive treatment of history, achievements, and contributions of traditionally underrepresented groups will be included;
8. Materials will not support to, including but not limited to, the use of tobacco, drugs, alcohol, controlled substances, illegal or discriminatory actions, or other unethical subjects, and will not be considered; and
9. Community values and expectations, specifically relative to language, morality, and character traits will be a factor in selection.

Selection of Classroom Supplementary Instructional Materials

New additions to the approved list are made as follows:

1. The teacher who wishes to suggest an addition may inform the elementary curriculum coordinator, department coordinator, team leader, or principal to jointly review the suggested material using the guidelines established in the Board-adopted selection of supplementary instructional materials policy, literary merit, and interest.
2. If the material is judged worthy, the elementary curriculum coordinator, department coordinator, or team leader informs the principal and makes a recommendation. At the elementary level, the principal will make the recommendation to the executive director for the office for school performance. A teaching and learning administrator for the office for school performance will select three teachers from the appropriate grade level to read the material and make a recommendation. Given a positive recommendation the materials will be added to the approved list. If, however, one or several reviews of the materials are negative, the materials will not be included. The executive director for the office for school performance will make the final decision.
3. At the secondary level, the department coordinator will make a recommendation to one of their building administrators. The building administrator will share the recommendation with the office for school performance. A teaching and learning administrator for secondary schools for the office for school performance will select three teachers to read the material and make a recommendation. y Given a positive recommendation the materials will be added to the approved list. If, however, one or several of the readers fail to recommend the material, the office for school performance will not include the selection. The director for the office for school performance will make the final decision.
4. Any additions to or deletions from the list will be promptly communicated to all impacted teachers, department coordinators, building administrators, and the office for school performance.

Corrected 5/01/19; Corrected 5/30/19

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
April 9, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **Executive Session**

Board Chair Lisa Allen called the meeting to order at 5:08 PM, and moved the Board into executive session under ORS 192.660(2)(b), Complaint Hearing Deliberations; ORS 192.660(2)(k), School Safety; and ORS 192.660(2)(i), Evaluation of the Superintendent.

A. ORS 192.660(2)(b)—Complaint Hearing Deliberation

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson (on speaker phone)

Staff and Others Present:

Mike Scott, Superintendent
Nancy Hungerford, Attorney (on speaker phone)
Val Bokma, Assistant to the Board

The Board deliberated with their attorney regarding a complaint. (Director Mark Watson and Attorney Nancy Hungerford attended via speaker phone.) No action was taken. Attorney Nancy Hungerford left the meeting at 5:25 PM.

B. ORS 192.660(2)(k)—School Safety

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun
Mark Watson (on speaker phone)

Staff and Others Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Beth Graser, Chief Communications Officer
Casey Waletich, Chief Operations Officer
Jordan Beveridge, Chief Information and Technology Officer
Brian Hungerford, Attorney (on speaker phone)
Val Bokma, Assistant to the Board

Cabinet members and attorney Brian Hungerford joined the meeting at 5:26 PM. (Mr. Hungerford attended via speaker phone.) The Board received counsel from their attorney regarding a school safety issue. No action was taken. Director Watson left the meeting at 6:16 PM.

C. ORS 192.660(2)(i)—Evaluation of the Superintendent

Board Present:

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

Staff and Others Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Beth Graser, Chief Communications Officer
Casey Waletich, Chief Operations Officer
Jordan Beveridge, Chief Information and Technology Officer
Greg McKenzie, Consultant
Val Bokma, Assistant to the Board

Consultant Greg McKenzie joined the meeting at 6:17 PM. The Board discussed the evaluation of the Superintendent. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 6:22 PM.

2. Work Session

Board Present:

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

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Budget Committee Present:

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

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Jordan Beveridge, Chief Information and Technology Officer
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Olga Acuña, Director, Federal Programs
Rian Petrick, Director, Extra-curricular Activities and
Community Outreach
Karen Murphy, Principal, Free Orchards Elementary School
Brooke Nova, Coordinator, Career and College Pathways
Sarah Keller, Teacher on Special Assignment
Val Bokma, Assistant to the Board
Kelli Waibel, Technology Support

Others Present – Cornelius City Officials:

Jeffrey Dalin, Mayor
Dave Schamp, Council President
John Colgan, Councilor
Luis Hernandez, Councilor
Rob Drake, City Manager
Ryan Wells, Community Development Director
Debby Roth, City Recorder

Board Chair Lisa Allen reconvened the meeting at 6:31 PM. Director Mark Watson was unable to attend.

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

The Board met with Cornelius City Officials to discuss matters of mutual interest.

1) Introductions

Meeting participants introduced themselves and discussed their school experiences.

2) Overview of HSD Career and College Pathways Programs

Assistant Superintendent Travis Reiman and Coordinator Brooke Nova presented an overview of the District's Career and College Pathways programs, including program development timelines; partnerships with organizations in the community; pathways centered at each high school location; the shuttle system that improves students' options for attending programs not at their home school; and plans for growth, expansion, and communication with students, families, and potential partners.

3) School Bond Projects Update: Highlights, Priorities, Benefits, and Impact to the Community: Free Orchards Elementary School, Evergreen Middle School, and Glencoe High School

Capital Projects Officer Adam Stewart presented an update on the bond projects at Free Orchards Elementary School, Evergreen Middle School, and Glencoe High School, discussing furniture, technology, building and grounds improvements, building capacity, and demographic projections.

4) Overview of Free Orchards Elementary School Programs, Activities, and Highlights

Free Orchards Elementary School Principal Karen Murphy discussed activities, programs, and services available to students at Free Orchards Elementary School.

5) Future Partnership and Collaboration Opportunities

Board members and City leaders discussed potential future collaborative opportunities. Suggestions included Board members participating in Cornelius community events, students participating as Youth Advisory Council members, and expanding career and college pathway options. Funding limitations and suggested funding sources were also discussed.

B. Recess Board Meeting

The meeting was recessed at 7:16 PM, and Cornelius City Officials left the meeting.

C. Reconvene Board Meeting

Board Chair Lisa Allen reconvened the meeting at 7:28 PM.

D. Budget Development Update

Superintendent Mike Scott presented an outline of proposed strategies for balancing the District's 2019-20 budget, based on an anticipated reduction of \$9.6 - \$11.3 million. Although the State's funding level for schools has not yet been determined, this projected shortfall is based on budgets developed by the Governor and the Co-Chairs.

The proposed strategies for the District's budget included staffing reductions and changes in the staffing ratio; adjustments in the work calendars and work hours for specific positions; leveraging other funds, as appropriate; and reducing discretionary budgets. Targeted investments approved in previous budget years are also being reviewed.

Superintendent Scott discussed the values and considerations underlying the proposal and explained that, after so many years of budget reductions, there are no longer any “good” options for absorbing additional reductions. He also discussed the timelines for planning next year’s assignments, notifying staff, and adopting the budget.

Board and Budget Committee members discussed the proposal at length, asked clarifying questions, and provided input. It was agreed that a special session would be scheduled on Tuesday, April 16, so that Board and Budget Committee members could review a revised budget plan, which staff will develop, based on this discussion.

The proposed 2019-20 budget is scheduled to be presented to the Budget Committee on May 9, and the Board is scheduled to adopt the District budget on June 11.

E. PK-21 Universal Supports Update

Office for School Performance staff presented an update regarding the universal access to supports that the District is aspiring to provide for students, in order to improve their academic and social/emotional well-being and life success. This work is aligned with the District’s Strategic Plan commitment to know every student by name, strength, and need, and includes partners throughout the community.

F. Facility Use Fees Update

Director Rian Petrick presented a revised facility use fee structure proposal, which incorporated input that Board members provided during the February 26 Board meeting. Board members discussed the revised proposal, provided input, and asked clarifying questions. The facility use fee structure proposal is scheduled to be presented to the Board on April 30, in the proposed revisions to policy KG: Community Use of District Facilities and its associated administrative regulations.

G. Student Representative Selection Planning

Each year, the Board appoints up to three students to serve as Student Representatives to the Board of Directors. Six students applied for the 2019-20 positions. Board members agreed that all six students would be invited to interview. Board Chair Lisa Allen, Directors Erika Lopez and Mark Watson, and Student Representatives Samanta Vega Contreras and Jessica Jose-Nickerson volunteered to serve on the interview committee. Board members agreed on the interview questions and timeline.

H. ACTION: Approve Scholarship Committee Recommendation

Directors Kim Strelchun, Erika Lopez, and Jaci Spross, who interviewed applicants for the Board of Directors’ two \$2500 scholarships, explained that all of the candidates were impressive and deserving, and recommended that the scholarships be awarded to Jocelyne Angulo Mejia and Erika Gonzalez-Moreno. Board members discussed details regarding the scholarship disbursement.

Director Martin Granum MOVED, SECONDED by Director Yardira Martinez, that the Board of Directors approve the recommendation of the Scholarship Committee that scholarships be awarded to Jocelyne Angulo Mejia and Erika Gonzalez-Moreno on April 30, in the amount of \$2500 each. The MOTION CARRIED (6-0).

I. ACTION: Approve Inclement Weather Makeup Proposal

Chief Human Resources Officer Kona Lew-Williams explained that, as a result of inclement weather, school had a delayed start of two hours on Monday, February 25, 2019, and the

District was closed on Wednesday, February 27, 2019. Because students were in school on February 25, 2019, and inclement weather resulted in only one District closure day, Ms. Lew-Williams proposed that the school closure not be made up. Her proposal takes into account the District's legal requirements and contractual obligations.

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the proposal to not make up the February 27, 2019, inclement weather day. The MOTION CARRIED (6-0).

J. ACTION: Approve Inter-District Transfer Plan

Chief Communications Officer Beth Graser asked the Board to approve up to 60 slots at identified locations for students wishing to transfer into the District under House Bill 2747.

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors adopt the plan presented for inter-district transfers for the 2019-20 school year. The MOTION CARRIED (6-0).

K. ACTION: Adopt Revised Planning Calendar for the 2019-20 Budget

Chief Financial Officer Michelle Morrison presented revisions to the planning calendar for the 2019-20 budget. The original budget planning calendar was approved by the Board on December 11, 2018. Revisions include shifts in the publication dates to reflect the Hillsboro Tribune's current publication schedule, and changes in the scheduling of the budget workshop and budget updates, which are conducted with Budget Committee members during Board work sessions. The revised budget planning calendar is included in the Board meeting packet.

Director Erika Lopez MOVED, SECONDED by Director Jaci Spross, that the Board of Directors adopt the revised budget planning calendar for the 2019-20 budget.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to amend the motion to include on the budget planning calendar the special work session that has now been scheduled with the Budget Committee on April 16. The amended MOTION CARRIED (6-0).

The original MOTION CARRIED (6-0).

L. Policies - First Reading

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

1) Policy Updates for the Annual Notification of Staff, Students, and Families

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

M. Discussion Time

Board members, Student Representatives to the Board, and the Superintendent discussed District events and processes, and provided brief summaries of their recent and upcoming activities.

3. Adjourn

The meeting was adjourned at 10:00 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
April 16, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **Special Session**

Board Present:

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

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Jordan Beveridge, Chief Information and Technology Officer
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Kathy Wilson, Assistant to the Superintendent
Kelli Waibel, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson

Budget Committee Present:

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

Board Chair Lisa Allen called the meeting to order at 6:01 PM. Student Representative Samanta Vega Contreras was unable to attend the meeting.

A. Introductions

Meeting participants introduced themselves and discussed their school experiences.

B. Budget Development Update

During the April 9 Board work session, the Board and Budget Committee reviewed a proposed budget plan for the 2019-20 school year, based on the available state funding projections, which indicated that the District would experience a budget shortfall of \$9.6 million to \$11.3 million. During the April 9 meeting, Board and Budget Committee members requested additional information and options, and scheduled a special session on April 16 to review this information.

During the April 16 special session, Superintendent Mike Scott presented three new budget options for 2019-20, together with the original proposed budget plan. The Board and Budget Committee discussed the options and their implications and consequences, at length. Although Board and Budget Committee members expressed a variety of perspectives and concerns, it was determined that staff would move forward with Recommendation C, which most members perceived as the least damaging scenario.

Recommendation C impacts:

- The staffing ratio at grades 3-12 by 2
- Classified, licensed, and administrative FTE
- Discretionary budgets at schools and departments
- The Care Coordinator service delivery model
- The attendance incentive
- The funding obligation for three facilities positions
- Calendars for certain classified positions

A decision regarding the budget plan needed to be made in time for the District to meet its contractual requirements regarding staffing.

C. Discussion Time

Board members, Budget Committee members, and staff were commended for their work, collaboration, and time.

D. Adjourn

The meeting was adjourned at 7:36 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
April 29, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **Special Session**

Board Present (on speaker phone):

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

Administration / Staff Present:

Mike Scott, Superintendent
Kona Lew-Williams, Chief Human Resources Officer
Val Bokma, Executive Assistant to the Board

Board Chair Lisa Allen called the meeting to order at 7:45 AM. Student Representatives Samanta Vega Contreras and Jessica Jose-Nickerson were unable to attend the meeting. All Board members attended via speaker phone.

A. Approve Revisions to Adopted 2018-19 School Calendar

Superintendent Mike Scott and Chief Human Resources Officer Kona Lew-Williams presented proposed revisions to the adopted 2018-19 school calendar, and discussed the factors that were considered in the development of the proposal, including the concern that the number of available staff members and / or substitutes on May 8, the statewide Day of Action planned by the Oregon Education Association, would not be adequate to ensure supervision and safety for students. Proposed adjustments to the calendar included the following:

- May 8, 2019, will become a non-student contact (no school) day.
- June 14, 2019, previously scheduled to be a half-day of student instruction and a half-day reserved for teachers' work purposes, will be rescheduled as a full day of student instruction.
- June 17, 2019, previously scheduled to be a full workday for teachers, will be rescheduled as a half-day of professional development and a half-day for teachers' work purposes.
- June 18, 2019, which was previously beyond the contract year for bargaining unit members, will be rescheduled as a contract day and will be reserved for teachers' work purposes. This is the last day for teachers.
- Potential inclement weather make-up days, previously identified as June 18 and 19, have been removed from the calendar.

The draft calendar is included in the Board meeting packet.

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the proposed revisions to the 2018-19 school year calendar. The MOTION CARRIED (7-0).

Superintendent Scott explained that District staff would communicate with stakeholders regarding the calendar revisions on April 29, and the Board would be asked during the April 30 regular Board meeting session to approve a Memorandum of Understanding with Hillsboro Education Association, which includes the calendar changes and additional related details,

including arrangements regarding programs and events that are scheduled on May 8 and cannot be postponed.

B. Adjourn

The meeting was adjourned at 7:53 AM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
April 30, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **Executive 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
Val Bokma, Assistant to the Board

A. ORS 192.660(2)(i)—Evaluation of the Superintendent

Board Chair Lisa Allen called the meeting to order at 5:18 PM, and moved the Board into executive session under ORS 192.660(2)(i) – evaluation of the Superintendent. The Board discussed the Superintendent’s evaluation with the Superintendent. No action was taken.

B. Recess Board Meeting

Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:30 PM.

2. **Work Session**

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Jordan Beveridge, Chief Information Technology Officer
Saideh Haghighi, Director of Equity and Human Resources
Arcema Tovar, Coordinator of Elementary Teaching and Learning
Neill Twigg, TOSA – Physical Education
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Student Representatives Present:

Samanta Vega Contreras

Board Chair Lisa Allen reconvened the meeting at 5:35 PM. Student Representative Jessica Jose-Nickerson was unable to attend.

A. Discuss Boundary Adjustment Process

Superintendent Mike Scott presented a proposed boundary adjustment process for the Board’s review. The final process will be presented to the Board for approval during an upcoming Board meeting, and will be used to develop boundary recommendations

associated with the Brookwood Elementary School, North Plains Elementary School, and New South Hillsboro Elementary School construction projects.

B. Discuss Facility Naming Process

Superintendent Mike Scott presented a proposed process for naming new facilities. The final process will be presented to the Board for approval during an upcoming Board meeting, and will be used to recommend names for the new elementary schools to be constructed in North Plains and South Hillsboro. Board members discussed whether to revise policy FF: Naming Facilities, to allow the use of the names of persons who are living or have been deceased less than twenty years, but most Board members preferred to retain the current policy language.

C. Discuss Recommendations for Student Representatives to the Board of Directors

During the April 9 Board work session, Board Chair Lisa Allen, Directors Erika Lopez and Mark Watson, and Student Representatives Samanta Vega Contreras and Jessica Jose-Nickerson volunteered to serve on a subcommittee, interviewing the six students who applied to serve as Student Representatives to the Board of Directors for the 2019-20 school year. Based on these interviews, the subcommittee recommended that the following students be appointed:

- Andrew Goodwin from Glencoe High School
- Maria Aguilar from Hillsboro High School
- Danny Adzima from Miller Education Center (Big Picture Program)

The Board took action to accept the recommendations during the evening's regular session, and appointments will be scheduled during the June 11 regular Board meeting session.

Interview team members emphasized that all of the candidates had valuable strengths, and choosing between multiple candidates at the same location was difficult.

D. Teaching and Learning Report - Physical Education Requirements and Plan

Senate Bill 4A requires that students in kindergarten through eighth grade participate in a specific number of quality physical education instructional minutes per week, with a three-year phase-in, increasing the requirements in 2019-20, 2020-21, and 2021-22. Arcema Tovar, Coordinator of Elementary Teaching and Learning, and Neill Twigg, Physical Education Teacher on Special Assignment, reported on the implications of this legislation, and the District's plans regarding physical education. As the requirements gradually increase, challenges will include scheduling, staffing, funding, and facilities. Staff are collaborating with other districts, advocating for support, and anticipating guidance and / or adjustments from the Oregon Department of Education.

E. Update Regarding Consolidation of Classified Job Descriptions

Saideh Haghighi, Director of Equity and Human Resources, presented an update regarding the consolidation of classified job descriptions, which has been accomplished through a collaborative process between the District and Hillsboro Classified United (HCU). Because the consolidation results in revisions to the bumping chart and salary adjustments for approximately ten employees (none of whom will suffer a decrease in pay), the Board will be asked, during the regular session, to ratify a modification to the current contract with HCU. These changes will also be presented to HCU's bargaining

team and membership for approval. Following approval, information sessions for classified employees will be scheduled.

F. Discussion Time

1. Graduation and Awards Assembly Participation

Board members indicated their availability to participate in the 2019 graduation and awards ceremonies.

2. Planning in Response to May 8 Day of Action

Superintendent Mike Scott explained that a Memorandum of Understanding (MOU) with the Hillsboro Education Association (HEA) will be presented to the Board for approval during the regular session. The MOU includes school calendar changes and additional related details, such as arrangements regarding programs and events that are scheduled on May 8 and cannot be postponed.

3. NSBA Conference Report

Board Chair Lisa Allen presented an overview of the highlights of the National School Boards Association (NSBA) conference that she attended in Philadelphia, PA, on March 29 - April 1.

4. Discussion

This item was moved to the regular session, due to time constraints.

G. Recess Board Meeting

The meeting was recessed at 6:49 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
Jordan Beveridge, Chief Information Technology Officer
Gregg O'Mara, Director of Alternative Education Programs
Val Bokma, Assistant to the Board
Marianna Roman, Bilingual Interpreter / Translator
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

Student Representatives Present:

Samanta Vega Contreras

Others Present:

Reedville STEAM Program -

Students and Staff

Scholarship Recipients:

Erika Gonzalez-Moreno

Jocelyne Angulo Mejia

Chicas Youth Development

Program: Staff, Participants,

Parents

EJ Payne, Hillsboro Downtown

Partnership

Jill Golay, HEA

Devin Hunter, HCU

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:02 PM and led the Pledge of Allegiance. Student Representative Jessica Jose-Nickerson was unable to attend.

B. Recognition / Student Presentation

1. Student Presentation: Reedville STEAM Students

Staff and students who participate in Reedville Elementary School's STEAM program shared information about the program, and the students discussed their experiences, processes, and programming projects.

2. Recognition: HSD Board of Directors' Scholarship Recipients

The Board recognized high school seniors Erika Gonzalez-Moreno (Glencoe High School) and Jocelyne Angulo Mejia (Hillsboro High School) for their accomplishment in being selected as the recipients of two \$2500 scholarships awarded by the Hillsboro School District (HSD) Board of Directors.

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. The Board used the funds to create two \$2500 scholarships, targeted for bilingual students in the District who plan to pursue teaching degrees and return to the District to teach.

C. Approval of Agenda

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, to approve the agenda as printed.

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, to removed Action Item F4 (*Approve Four-Party Memorandum of Understanding between Hillsboro School District, Washington County, Clean Water Services, and the City of Hillsboro for Surface Water Management*) from the agenda, and postpone it until the next regular meeting. The MOTION CARRIED (7-0).

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

D. Audience Time

No audience members asked to address the Board.

E. Consent Agenda

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

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

Consent Agenda items were as follows:

1. Approve Minutes of March 12, 2019, Board Meeting
2. Approve Routine Personnel Matters
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)
 - 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

Director of Alternative Education Gregg O'Mara presented the annual review of the alternative education programs available to District students, and asked the Board to formally approve the programs for the 2019-20 school year. A list of the programs is included in the Board meeting packet.

Director Kim Strelchun MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the District's alternative programs. The MOTION CARRIED (7-0).

2. Approve Contract for Substitute Staffing Services between Hillsboro School District and ESS West, LLC

Chief Financial Officer Michelle Morrison discussed the recent Request for Proposals for substitute staffing services and the selection process, and recommended that the District 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.

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

3. Approve Recommendations Regarding Student Representatives to the Board of Directors for the 2019-20 School Year

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the interview team's recommendation that the following students be appointed on June 11 to serve as Student Representatives to the Board of Directors during the 2019-20 school year:

- Andrew Goodwin from Glencoe High School
- Maria Aguilar from Hillsboro High School
- Amanda (Danny) Adzima from Miller Education Center (Big Picture Program).

The MOTION CARRIED (7-0).

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

This item was removed from the agenda and postponed until the next regular session.

5. Award Contract for Ladd Acres Elementary School Domestic Water Line Repiping Project

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

6. Ratify Modification to Current Contract with Hillsboro Classified United

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

A summary of the contract modifications was presented during the work session.

7. Approve Memorandum of Understanding with Hillsboro Education Association

Superintendent Mike Scott explained that the Board approved revisions to the 2018-19 school calendar on April 29, so that staff could move forward with communications regarding the May 8 non-student day, and that a Memorandum of Understanding (MOU) with the Hillsboro Education Association is also needed, to include additional related details, including arrangements regarding programs and events that are scheduled on May 8 and cannot be postponed. He explained that HEA has already approved the MOU.

Director Yadira Martinez MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve the Memorandum of Understanding with the Hillsboro Education Association. The MOTION CARRIED (7-0).

G. Reports and Discussion

The following reports were presented to the Board:

1. Chicas Youth Development Program Report
Presented by Chicas Development Program staff, participants, and parents.
2. Hillsboro 2035 Community Plan Update
Presented by EJ Payne (Hillsboro Downtown Partnership) and Chief Communications Officer Beth Graser.
3. Strategic Plan Goals Update (Quarter 3)
Presented by Chief Communications Officer Beth Graser.
4. Financial Report and Budget Development Update
Presented by Chief Financial Officer Michelle Morrison. (The financial report is included in the Board meeting packet.)
5. Policies – First Reading
The following policies were presented for first reading, and are included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular Board meeting session.
 - a. 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)

In response to Director Jaci Spross' request for clarification regarding overnight stays by groups like marching bands, additional revisions will be made to policy KG and KG-AR(1).

H. HCU/ HEA Reports

HCU President Devin Hunter discussed the long-term impact of budget reductions on students, and the need for adequate funding for education.

HEA President Jill Golay discussed the need for adequate school funding and the importance of advocating to make a difference.

I. Discussion Time

1. Student Representatives' Time

Student Representatives provided brief summaries of their recent and upcoming activities, and discussed topics of interest at their schools.

2. Superintendent's Time

Superintendent Mike Scott discussed recent and upcoming District and community events.

3. Board of Directors' Time

Board members discussed their recent and upcoming activities, District and community events, the status of legislation, the need for adequate funding for schools, and their appreciation for staff.

J. Adjourn Regular Session

The meeting was adjourned at 9:31 PM.

HILLSBORO SCHOOL DISTRICT 1J BUDGET COMMITTEE—MINUTES

May 9, 2019

District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Budget Committee Present:

Erika Lopez, Chair
Lisa Allen (via speaker phone)
Christopher Clark
Martin Granum
Yadira Martinez
Heather Monaghan
Jaci Spross
Mark Watson

Staff Present:

Mike Scott, Superintendent
Michelle Morrison, Chief Financial Officer
Kona Lew-Williams, Chief Human Resources Officer
Jeff Jones, Manager of Business Services
Val Bokma, Assistant to the Board

Board Vice Chair Erika Lopez called the meeting of the Budget Committee to order at 5:35 PM and led the Pledge of Allegiance. She explained that Board Chair Lisa Allen would be attending via speaker phone. Budget Committee members Nina Carlson, Alexander Diaz, Matthew Long, Michael Smith, Kim Strelchun, and Kyle Taylor; and Student Representatives Jessica Jose-Nickerson and Samanta Vega Contreras were unable to attend the meeting.

Ms. Lopez called for a motion to approve the agenda. Jaci Spross MOVED, SECONDED by Yadira Martinez, to approve the agenda as printed. The MOTION CARRIED (8-0).

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison discussed the process of developing the proposed budget and the factors that were considered. The proposed budget is based on the Governor's K-12 allocation of \$8.972 billion, and includes sustainable reductions of \$9.6 million, as required in order to achieve a balanced budget.

Ms. Lopez explained that the Budget Committee annually elects a presiding officer from among its members, and she called for nominations.

Martin Granum nominated Erika Lopez for the position of Budget Committee Chair.

Hearing no further nominations, Ms. Lopez closed the nominations and called for the vote.

The vote was 8-0 in favor of Ms. Lopez.

Ms. Lopez asked Superintendent Mike Scott to read the budget message.

Superintendent Scott read the following budget message into the record.

Dear Hillsboro School District Budget Committee Members and Patrons:

In accordance with ORS 294.391, I am submitting to you the Hillsboro School District IJ proposed 2019-20 budget.

After the November 2018 election, there was significant optimism that a “generational fix” for K-12 education funding was on the horizon.

The 2017 Legislature had commissioned a Joint Interim Special Committee on Public Education Appropriation, later to become known as the Joint Interim Committee on Student Success. They met throughout 2018 and traveled across Oregon to meet with

educators, students, parents, community members and community leaders to assess the strengths and opportunities for K-12 education.

Their findings were initially released in November 2018, and compiled in a formal report issued in January 2019. The final statement in the summary letter prefacing the report indicated that the Committee had “...broad recommendations on moving forward with a multi-tiered approach of outcomes-based targeted investments with clear, measurable accountability mechanisms to build and support the public education system that Oregon students deserve.” Their conclusion was that additional funding of approximately \$2 billion per biennium was needed to help ensure that all Oregon students receive a quality education that sets them up for success.

Encouraged by this news, along with the strength of the economy, we eagerly awaited the Governor’s budget proposal in early December 2018. Historically, the Governor’s K-12 budget has represented a “floor” from which the Legislature builds. Governor Brown’s recommendation called for base K-12 funding of \$8.972 billion; she also spelled out an education reinvestment plan, which would add another \$1 billion of targeted funds to K-12 and other education priorities. Both her base K-12 funding proposal and her reinvestment plan fell outside of projected statewide revenue for the 2019-21 biennium and would require an infusion of new or repurposed revenue to the system.

So there was optimism, but also pragmatism, as staff determined what that would mean for the Hillsboro School District’s budget over the next two years. At the \$8.972 billion budget level, the District would be \$17.3 million short of maintaining its current service level (CSL) in 2019-21. Contingency planning began in earnest as all eyes turned to the release of the budget proposal from the Co-Chairs of the Joint Ways and Means Committee.

That proposal was released on Thursday, March 7, and, unfortunately, it called for a smaller allocation to K-12 education than did the Governor’s proposal - \$8.872 billion. That level of funding would leave the Hillsboro School District \$20.86 million short of a CSL budget.

Meanwhile, separate but related efforts were afoot to craft a revenue generation package for K-12 education and a set of recommendations for PERS cost containment.

PERS employer costs are a huge cost-driver in the Hillsboro School District and are not something we control. Those costs represent a liability against our payroll, and with a payroll of approximately \$100 million, every 1 percent increase represents a cost to us of approximately \$1 million. Our PERS employer rate is going up 5 percent in 2019-21, for a biennial cost increase of approximately \$10 million.

As I write this budget message, House Bill 3427 is having its third reading on the House floor and will soon be up for a vote. The bill calls for a commercial activity tax on business, coupled with a personal income tax reduction for most Oregonians to affect a \$2 billion per biennium revenue stream - the Fund for Student Success - dedicated to education. K-12 would receive \$1 billion through a Student Investment Account intended to support smaller class sizes, more learning time, well-rounded educational opportunities, and social-emotional health and safety for students. The remaining money would be divided between early learning investments and statewide initiatives, such as full funding of Measure 98 (the High School Graduation and College and Career Readiness Act of 2016).

If the bill passes both chambers with a supermajority, it could become law as soon as 91 days after the Legislature adjourns this year. If it only passes with a majority, it will have to be referred to voters; and if there is an initiative petition, portions or all of the bill may also be referred to voters.

Either way, districts would likely not see additional revenue until the 2020-21 school year at the earliest.

As a result, many districts - including HSD - are building their 2019-20 budgets on the Governor's K-12 allocation of \$8.972 billion. As I mentioned earlier, this funding level leaves the Hillsboro School District \$17.3 million short of its CSL. Therefore, we need to make sustainable reductions of \$9.6 million in 2019-20 to achieve a balanced budget.

Our recommendations for those reductions are as follows:

- *Increase the staffing ratio in grades 3-12 by two, for a staffing ratio of 31:1 (loss of 37.5 licensed full-time equivalent (FTE) positions; add back 6 FTE in hot spots for a net loss of 31.5 FTE) - \$3,344,000*
 - *Reduce other licensed staff positions and restructure the Care Coordinator service delivery model (7.5 licensed FTE) - \$796,000*
 - *Reduce classified staffing (loss of 37.5 classified FTE) - \$2,198,000*
 - *Reduce administrator positions (loss of 3 administrator FTE) - \$359,000*
 - *Adjust calendars for specific classified positions (loss of 1-2 days for certain classified positions) - \$140,000*
 - *Eliminate the attendance incentive - \$10,000*
 - *Reclassify three facilities positions to Construction Excise Tax (CET) funding (transition of funding obligation from general fund to CET) - \$377,000*
 - *Reduce discretionary budgets at schools and departments by 5 percent - \$2,385,000*
- Total savings from the above actions equal \$9,612,000*

We remain hopeful that legislative efforts will prove successful and that more money will be flowing into the K-12 education system soon. If additional funds beyond the planned \$8.972 billion are allocated in this legislative session and made available to schools in the 2019-20 school year, we will focus that money on investments that will help students in the classroom.

Throughout this past year, our School Board, staff, and community members have been working tirelessly to provide information about the impact of various funding levels on our budget, having tough conversations with elected officials, and encouraging people to share their voice in Salem.

I am so grateful for all of your efforts and advocacy, and I thank you for your continued support and involvement in the Hillsboro School District.

Respectfully,

*Mike Scott
Superintendent*

Following the reading of the budget message, Chief Financial Officer Michelle Morrison presented the proposed budget, highlighting key points throughout the document and responding to Budget Committee members' questions.

Budget Committee members discussed various elements of the proposed budget; funding challenges for school districts; factors that impact the level of funding that districts receive from the State; the differences between the CSL calculated by the State and the actual CSLs of school districts; the differences in PERS rates between school districts; the necessity of improving and expanding the opportunities and supports that are vital to student success – not merely maintaining what is currently being offered – and the importance of communicating this necessity to the community; the potential impacts of legislation that is currently being considered; advocacy for stable and adequate funding for education; and priorities if additional funding is received.

The District will not know what the actual State school funding level will be until June 30, but if additional funding is received, the priority will be to focus on helping students in the classroom.

No audience members were in attendance, and no requests to comment were submitted.

Heather Monaghan MOVED that the Hillsboro School District 1J budget for 2019-20 in the aggregate amount of \$565,636,814 (total of all funds) be approved as proposed, and that the permanent tax rate of \$4.9749 per \$1,000 of assessed value be assessed in support of the General Fund. This permanent rate is expected to raise \$75,025,205. She further moved that tax levies totaling \$36,809,981 be approved for the debt service fund for the purpose of the retirement of bonded debt owed by the District. The MOTION was SECONDED by Jaci Spross. The MOTION CARRIED (8-0).

Chief Financial Officer Michelle Morrison explained that the approved 2019-20 budget will be presented to the Board for public hearing and adoption during the June 11 regular Board meeting session.

The Budget Committee meeting was adjourned at 7:00 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
May 14, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. Work Session

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
Kim Strelchun (on speaker phone)
Mark Watson

Administration / Staff Present:

Mike Scott, Superintendent
Kona Lew-Williams, Chief Human Resources Officer
Val Bokma, Assistant to the Board
Kelli Waibel, Technology Support

Others Present:

Brian Hungerford, Attorney (on speaker phone)

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Board Chair Lisa Allen called the meeting to order at 5:15 PM.

A. Approve Policy Revisions (presented for first reading on April 30, 2019)

- 1) Policy KG and KG-AR(1): Community Use of District Facilities; KG-AR(2): Facility Use Fee Schedule; and KG-AR Attachments
 - a) KG: Community Use of District Facilities
 - b) KG-AR(1): Community Use of District Facilities
 - c) KG-AR(2): Facility Use Fee Schedule (proposed)
 - d) KG-AR Attachment A-1: Fee Schedule Worksheet Day Care (delete)
 - e) KG-AR Attachment A-2: Fee Schedule Worksheet (delete)
 - f) KG-AR Attachment B: Application and Permit for Use of School Buildings and Facilities (delete)

Director Erika Lopez MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve the 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 the previous attachments to policy KG. The MOTION CARRIED (7-0).

B. Information - 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.

- 1) Administrative Regulations Included in Annual Notifications to Staff, Students, and Families (part 1)
 - a) GBC-AR: Staff Ethics
 - b) GBH/JECAC-AR: Audio and Video Recording of Parent Meetings and Conferences
 - c) GBNA-AR: Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Complaint Procedures – Staff

C. Policies – First Reading

1) First Reading - Policies Included in Annual Notifications to Staff, Students, and Families (part 2)

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

a) Policies in Section G

- i. GBN/JBA: Sexual Harassment
- ii. GCAB: Personal Electronic Devices and Social Media – Staff

b) Policies in Section I

- i. IB: Freedom of Expression
- ii. IBB: Freedom of Expression/Staff (delete)
- iii. IGAEB: Drug, Alcohol, and Tobacco Prevention, Health Education
- iv. IGBAG: Special Education – Procedural Safeguards
- v. IGBAG-AR: Special Education – Procedural Safeguards
- vi. IGDA: Student Organizations
- vii. IIBGA: Electronic Communications System
- viii. IICB: Community Resources--Guest Speakers
- ix. IKI: Academic Integrity
- x. ING: Animals in District Facilities

c) Policies in Section J

- i. JB: Equal Educational Opportunity
- ii. JE/JED/JEDA: Student Attendance
- iii. JEA: Compulsory Attendance
- iv. JFC: Student Conduct
- v. JFCA: Student Dress and Appearance
- vi. JFCB: Care of District Property by Students
- vii. JFCC: Student Conduct on Buses (delete)
- viii. JFCEA: Gangs
- ix. JFCEB: Personal Electronic Devices and Social Media – Students
- x. JFCF: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student
- xi. JFCG/JFCH/JFCI: Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems
- xii. JFG: Student Search and Seizure
- xiii. JFH: Student Complaints
- xiv. JG: Student Discipline
- xv. JGA: Corporal Punishment
- xvi. JGAB: Use of Restraint and Seclusion
- xvii. JGD: Suspension
- xviii. JGDA: Discipline of Disabled Students
- xix. JGE: Expulsion
- xx. JHCCA: Students – HIV, HBV, and AIDS
- xxi. JHCD/JHCDA: Medications
- xxii. JHCD/JHCDA-AR: Medications
- xxiii. JHFA: Supervision of Students
- xxiv. JO/IGBAB: Education Records/Records of Students with Disabilities

xxv. JO/IGBAB-AR(1): Education Records/Records of Students with Disabilities Management

- d) Policies in Section K-L
 - i. KBE: Political Campaigns

Staff will follow up on Board members' requests for clarification regarding policies GBN/JBA, IBAEB, JFCF, JB, and IB.

D. Discuss the Superintendent's Contract

The Board discussed the Superintendent's contract with the District's attorney, Brian Hungerford, who attended this portion of the meeting via speaker phone. Mr. Hungerford explained that the District's three-year contract with Superintendent Mike Scott is set to expire on June 30, and proposed a new three-year contract with amended terms that was drafted as a result of discussions that Mr. Hungerford and Board Chair Lisa Allen conducted on behalf of the Board with Superintendent Scott and his representative.

Mr. Hungerford presented an overview of the revisions, and explained that one of the key values in revising the Superintendent's contract was to balance the need for fair and competitive compensation for this position (a District value with all employee groups) with the District's funding challenges. The terms of the proposed contract would gradually bring the Superintendent's compensation package closer to the level of compensation received by superintendents in comparable school districts, while reflecting the value of longevity.

Board members discussed the terms of the contract, asked clarifying questions, and provided input.

The Board is scheduled to approve the Superintendent's contract during the June 11 Board meeting.

E. Discussion Time

Board members and the Superintendent discussed District events, legislative updates, and advocacy for education funding.

F. Recess Board Meeting

The meeting was recessed at 6:26 PM.

2. **Executive Session**

Board Present:

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

Administration / Staff Present:

Val Bokma, Assistant to the Board

Others Present:

Greg McKenzie, Consultant

A. ORS 192.660(2)(i)—Evaluation of the Superintendent

Board Chair Lisa Allen reconvened the meeting at 6:38 PM and moved the Board into executive session under ORS 192.660(2)(i)—Evaluation of the Superintendent. Director Kim Strelchun was unable to attend the meeting.

The Board discussed the Superintendent's evaluation with consultant Greg McKenzie. No action was taken.

3. Adjourn

The meeting was adjourned at 7:41 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
May 20, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. **Special Session**

A. **Executive Session**

Board Present:

Lisa Allen, Chair

Erika Lopez, Vice Chair

Martin Granum

Yadira Martinez

Jaci Spross

Kim Strelchun (on speaker phone)

Mark Watson

Staff and Others Present:

Kona Lew-Williams, Chief Human Resources Officer

Brian Hungerford, Attorney

Val Bokma, Assistant to the Board

ORS 192.660(2)(b)—Complaint Against a Public Officer, Employee, Staff Member, or Agent
Board Chair Lisa Allen called the meeting to order at 5:31 PM, and moved the Board into executive session under ORS 192.660(2)(b)—complaint against a public officer, employee, staff member, or agent.

The Board discussed a complaint with their attorney. No action was taken.

B. **Adjourn**

Board Chair Lisa Allen adjourned the meeting at 6:53 PM.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

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

Christopher Callon

Assignment: 1.0 FTE 6th Grade Teacher
Location: Butternut Creek Elementary
Effective Date: June 18, 2019

Reagan Merger

Assignment: 1.0 FTE Elementary Resource Specialist
Location: Lincoln Street Elementary
Effective Date: June 18, 2019

- B. Approve the employment of the following administrative personnel in the 2019-20 school year:

Jeniffer Modolo

Assignment: Assistant Principal
Location: Century High School
Effective Date: July 1, 2019

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

Leslie Alvarado

Education: MA – George Fox University, Newberg, OR
Experience: 4 years
Assignment: 1.0 FTE 3rd Grade Dual Language Teacher – Free Orchards Elementary School

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,
NEWSPAPER, AND AGENT DESIGNATIONS

SITUATION

Oregon Revised Statutes require an annual designation of Depository, Auditor, Legal Counsel, Newspaper of Record, and Agents of Record for Insurance.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the designations of Depository, Legal Counsel, Bond Counsel, Newspaper of Record, Insurance Agents of Record, and Auditor, as listed in the June 11, 2019, Board meeting packet:

TITLE:	DESIGNEE:
District Depository of Funds	U.S. Bank, Oregon State of Oregon Local Government Investment Pool
District Depository of 2017 Bond Proceeds	Zion Bank Corporate Trust
Legal Counsel	Brisbee and Stockton, LLC The Hungerford Law Firm, LLP
Bond Counsel	Hawkins Delafield & Wood LLP
Newspaper of Record	The Hillsboro Tribune
Insurance Agent of Record – Property / Liability / Casualty	Brown & Brown Northwest - Special Districts Association of Oregon
Insurance Agent of Record – Workers' Compensation Insurance	Brown & Brown Northwest - SAIF Corporation
Insurance Agent of Record – Voluntary Student Accident Insurance	Myers, Stevens, Toohey and Company
District Financial Auditor	Grove, Mueller & Swank, P.C.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE ANNUAL CLERK / OFFICER DESIGNATIONS

SITUATION

Oregon Revised Statutes require an annual designation of District Clerk, Deputy Clerk, Budget Officer, Authorized Signers, Finance Officer, Custodian of Funds, and Surplus Property Authority.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the designations listed in the June 11, 2019, Board meeting packet:

TITLE:	DESIGNEE:
District Clerk	Mike Scott, Superintendent
Deputy Clerk	Michelle Morrison, Chief Financial Officer
Budget Officer	Michelle Morrison, Chief Financial Officer
Authorized Signers	Michelle Morrison, Chief Financial Officer, and Mike Scott, Superintendent Facsimile signatures are authorized.
Finance Officer	Michelle Morrison, Chief Financial Officer
Custodian of Funds	Michelle Morrison, Chief Financial Officer
Surplus Property Authority	Michelle Morrison, Chief Financial Officer, and Casey Waletich, Chief Operations Officer
Bond Program Authority	Adam Stewart, Capital Projects Officer
Persons Designated to Negotiate Real Property Transactions	Mike Scott, Superintendent Michelle Morrison, Chief Financial Officer Adam Stewart, Capital Projects Officer
Persons Designated as Labor Negotiators	Mike Scott, Superintendent Michelle Morrison, Chief Financial Officer Kona LewWilliams, Chief Human Resources Officer

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE CRIME POLICY COVERAGE LIMITS
TO COMPLY WITH ORS 332.525

SITUATION

Oregon Revised Statute 332.525 requires the District to annually establish fidelity-bond amounts for those authorized to handle District funds, and ensure they are bonded by a surety company authorized in Oregon. The Oregon Secretary of State's office accepts the Special Districts Association of Oregon / Travelers' Commercial Crime Policy as meeting this statutory requirement.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the comprehensive crime policy designation and coverage limit, as listed in the June 11, 2019, Board meeting packet:

Comprehensive Crime Policy	Coverage Limit
National Union Fire Insurance Company	\$1,000,000

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
ESTABLISH 2019-20 MILEAGE REIMBURSEMENT RATE

SITUATION

Board Policy DLC: Expense Reimbursement states that “approved mileage will be reimbursed at the IRS rate in effect July 1 for the July through June fiscal year. The rate will be renewed annually.”

As of May 24, 2019, the IRS mileage reimbursement rate is \$0.58 per mile and it is anticipated to remain at that level through 2019.

RECOMMENDATION

The Superintendent recommends that the Board of Directors establish the District’s mileage reimbursement rate for the 2019-20 school year at \$0.58 per mile.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
READOPT POLICY DFAA: INVESTMENT POLICY – CAPITAL PROJECT FUND

SITUATION

District Policy DFAA provides for the investment of the Capital Project Fund. This fund receives the proceeds from bond sales, and makes the payments for the construction and purchases authorized at the bond election. The time period from a bond sale to completion of a project often extends over several years. This policy allows the District to make investments with maturities that match the planned expenditures over the extended time period. The policy requires annual readoption.

The Board approved updates to policy DFAA, recommended by the Oregon School Boards Association, on February 26, 2019. However, the policy is included on the June 11 consent agenda to maintain its annual readoption cycle.

RECOMMENDATION

The Superintendent recommends that the Board of Directors readopt Policy DFAA: Investment Policy - Capital Project Fund.



Code: **DFAA**
Adopted: 6/26/18
Revised/Readopted: 2/26/19
Orig. Code: DFAA

Investment Policy – Capital Project Fund

Scope

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

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

Objectives

The District’s investment objectives are:

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

Delegation of Authority

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

Prudence

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

Investment Diversification

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

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

Diversification by Financial Institutions

Certificates of Deposit (CD's) - Commercial Banks
No more than 15 percent of the total portfolio with any one financial institution.

Certificates of Deposit (CD's) - Savings and Loan Associations
Amount per institution based on capital adequacy guidelines; in any case not to exceed 10 percent of the total portfolio with any one institution.

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

Investment Maturity

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

Qualified Institutions

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

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

Safekeeping and Collateralization

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

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

Monitoring and Adjusting the Portfolio

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

Internal Controls

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

Accounting Method

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

Reporting Requirements

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

Review and Adoption

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

END OF POLICY

Legal Reference(s):

[ORS 294.135](#)

[ORS 332.107](#)

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
READOPT POLICY IGBC: TITLE IA / PARENTAL AND FAMILY INVOLVEMENT

SITUATION

District Policy IGBC provides for the involvement of parents in the District's Title IA program. School boards are required to review and readopt this policy annually. In October 2017, the Board approved revisions to policy IGBC to align the policy with the provisions of the Every Student Succeeds Act of 2015 (ESSA). The policy recommended for readoption this evening includes updated legal references provided by the Oregon School Boards Association.

RECOMMENDATION

The Superintendent recommends that the Board of Directors readopt Policy IGBC: Title IA / Parental and Family Involvement.



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

Title IA/Parental and Family Involvement**

The Board recognizes that parental and family involvement is vital to achieve maximum educational growth for students participating in the District's Title IA program. Therefore, in compliance with federal law and Oregon Department of Education guidelines, the District shall meet with parents and family to provide information regarding their school's participation in the Title IA program and its requirements.

The Board directs the Superintendent to ensure that such meetings are held annually, and at a convenient time. All parents and family of participating students shall be invited to attend. Title IA funds may be provided for transportation, child care, home visits or other parental involvement services, as appropriate. The Superintendent shall ensure equivalence among schools in teachers, administration and other staff and in the provisions of curriculum materials and instructional supplies.

Parents and family shall be informed of their right to be involved in the development of the District's parental and family engagement policy, Title IA District and school plans and the school-parent compacts.

Parental and Family Engagement Policy

A parental and family engagement policy shall be developed jointly, agreed upon with and distributed to parents and family of participating students. The District shall ensure:

1. Involvement of parents and family members in the joint development of the District's overall Title IA plan, and the development of support and improvement plans.
2. Coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
3. Development of activities that promote the schools' and parents' and family capacity for strong parent involvement.
4. Coordination and integration of parent and family engagement strategies with appropriate programs as provided by law.
5. Involvement of parents and family in the annual evaluation of the content and effectiveness of the policy, in improving the academic quality of schools served under Title IA.
6. Identification of barriers to participation by parents in activities who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority.

7. Findings of annual evaluations are used to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the requirements of this policy.
8. Involvement of parents in the activities of schools served under Title IA.

District Title IA Plan

The District's Title IA plan shall ensure that all children receive a high quality education to close the achievement gaps between children meeting the challenging state academic standards and children who are not meeting such standards. As a part of the District's overall Title IA plan, the District shall ensure effective involvement of parents and family by promoting activities that support a partnership among the schools, parents, family and the community, and that promotes the improvement of student achievement. The District plan shall describe:

1. How the District will monitor progress in meeting state academic content standards.
2. How the District will identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced or out-of-field teachers.
3. How the District will use effective parental involvement practices.
4. The poverty criteria to select school attendance areas for participation.
5. The services provided in both schoolwide and in targeted assisted schools, and educational services outside of those schools as appropriate (e.g., children living in local institutions or a community day school program).
6. The services provided to homeless children and youth.
7. Effective parent and family engagement strategies used by the District.
8. If applicable, how the District will support, coordinate and integrate services with early childhood education programs including transition to local elementary schools.
9. In consultation with parents, administrators, and specialized instructional support personnel, how the District will select the most eligible students in need of services in targeted assisted schools.
10. How the District will implement strategies to facilitate effective transitions of students from middle school to high school, and from high school to post-secondary education.
11. How the District will support efforts to reduce the overuse of discipline practices that remove students from the classroom.
12. If appropriate, how the District supports programs that coordinate and integrate academic and career technical education, including but not limited to, work-based learning opportunities.
13. Any other information on how the District proposes to use funds to meet the purpose of the Title IA program as the District determines appropriate.

Title IA School Plan

Each Title IA school in the District shall jointly develop a plan and distribute the plan to parents and family members of participating children that:

1. Describes the convening of an annual meeting to inform parents and family members of their school's participation in Title IA and explain the requirements of Title IA.
2. Involves parents and family members in the planning, review and improvement of programs under Title IA.
3. Shall provide assistance to parents of students served by the school in understanding such topics as the State's academic standards and student academic achievement standards, Title IA plan requirements, state and local academic assessments and how to monitor a student's progress and work with educators to improve the achievement of their student.
4. Shall provide materials and training to help parents work with their student to improve their student's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
5. Shall educate teachers, student services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school.
6. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State and local programs, including public preschool programs and other programs that encourage and support parents in fully participating in the education of their children.
7. Shall ensure, to the extent practicable, that information related to school and parent programs, meetings and other activities is sent to the parents of participating students in a format and language the parents can understand.
8. May involve parents in the development of training of teachers, principals and other educators to improve the effectiveness of such training.
9. May provide necessary literacy training from Title IA funds received if the District has exhausted all other reasonably available sources of funding for such training.
10. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related activities, (i.e., meetings and training sessions).
11. May train and support parents to enhance the involvement of other parents.
12. May arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators in order to maximize parental involvement and participation.
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title IA programs.

14. May develop appropriate roles for community-based organizations and businesses in parent involvement activities.
15. May adopt and implement model approaches to improving parental involvement.
16. Shall provide such other reasonable support for parental involvement activities consistent with Title IA requirements, as parents may request.

School-Parent Compact

A school-parent compact shall be developed for each of the District's Title IA schools. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's academic achievement standards.
2. Describe the ways in which each parent will be responsible for supporting their student's learning.
3. Address the importance of ongoing communication between teachers and parents through:
 - a. Annual parent-teacher conferences at the elementary school level; and
 - b. Frequent reporting to parents on their student's progress.

The District shall provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students and parents of migratory students, to volunteer and participate in their student's class and observe classroom activities. Information and school reports, to the extent practicable, will be provided in a language parents and family members can understand.

The District's policy, plan and compact shall be reviewed annually and updated periodically to meet the changing needs of parents and the schools, and distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

END OF POLICY

Legal Reference(s):

[ORS 343.650](#)

[ORS 343.660](#)

[OAR 581-037-0005 to -0025](#)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6312, 6318 (2012).

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
TUITION RATES FOR NONRESIDENT STUDENTS

SITUATION

Each year, students who are not residents of Hillsboro School District wish to enroll in Hillsboro schools. If an agreement is made with another Oregon school district, Hillsboro is allowed to include the student in Hillsboro School District's enrollment, and receive state formula funding. Occasionally, there is a student who does not qualify for state funding, and tuition is charged.

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on projected budget appropriations, actual 2017-18 expenditures, and 2017-18 annual enrollment:

<u>COST CENTER</u>	<u>APPROPRIATIONS</u>	<u>ENROLLMENT FORECAST</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$93,471,351	11,023	\$8,480
Secondary	\$77,380,195	9,094	\$8,509
Districtwide	\$51,777,395	20,117	\$2,572

The recommended tuition rates have been calculated by adding the appropriate grade-level cost to the districtwide cost. The numbers were then rounded to an even amount.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the following tuition rates for non-resident students for whom the District does not receive state formula revenue:

Grade K - 6	\$11,053 per year
Grade 7 - 12	\$11,083 per year
Special needs students	Actual estimated cost

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE CHANGES IN WORKERS' COMPENSATION COVERAGE

SITUATION

Pursuant to Oregon Revised Statutes (ORS) 656.031, the Board annually approves a workers' compensation resolution regarding volunteers of the Hillsboro School District. Board members are covered under the District's workers' compensation policy for any injuries they sustain while performing their authorized duties as elected officials. For injuries that may occur to other volunteers (including student volunteers, classroom volunteers, parents volunteering for activities, etc.), if the District is liable, the District's Property and Casualty Coverage for Education (PACE) liability policy will cover the District.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the resolution regarding coverage of District volunteers under workers' compensation.

**WORKERS' COMPENSATION RESOLUTION REGARDING VOLUNTEERS OF
HILLSBORO SCHOOL DISTRICT**

WHEREAS the Hillsboro School District elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable").

Board Members Applicable ☒ Not Applicable ☐
Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

Public Safety Volunteers Applicable ☐ Not Applicable ☒
Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s).

Other Volunteers Applicable ☐ Not Applicable ☒
Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

A roster of active board member volunteers will be kept monthly for reporting purposes and submitted to SAIF upon request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of HILLSBORO SCHOOL DISTRICT to provide workers' compensation coverage as indicated above.

ADOPTED by the Board of Directors of HILLSBORO SCHOOL DISTRICT on June 11, 2019.

Lisa Allen, Chair, Board of Directors

Attested By: _____
Mike Scott, Superintendent

Date

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE REVISIONS TO POLICIES INCLUDED IN ANNUAL NOTIFICATIONS TO
STAFF, STUDENTS, AND FAMILIES (PART 3)

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

In April, May, and June, policies and administrative regulations that are included in annual notifications to staff, students, and families are being prioritized. Revisions to the third section of the notification policies (listed below), were presented to the Board for first reading on May 28. No comments or questions were received from the public regarding these policies and administrative regulations during the review period. However, additional updates have been made to policy GBDA: Mother-Friendly Workplace, based on Board members' input.

- GBDA: Mother-Friendly Workplace
- IF: Curriculum Development (Delete / Adopt)
- IGBBC: Talented and Gifted - Programs and Services
- IIA: Instructional Resources / Instructional Materials
- IIABB: Use of Commercially Produced Feature Films and Other Digital Media
- JGEA: Alternative Education Programs Following Expulsion
- JHFD: Student Vehicle Use
- KLB: Complaints about Curriculum or Instructional Materials

RECOMMENDATION

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

Hillsboro School District 1J

Code: GBDA
Adopted: 03/08
Revised: 04/16

Mother-Friendly Workplace

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The Board directs the Superintendent/designee to take measures and develop regulations to ensure that all District staff shall be provided with an adequate location for the expression of milk or breast feeding.

The Superintendent/designee shall see that the District makes a reasonable effort to provide a room or other location in close proximity to the employee's work area, other than a restroom, where an employee can breast feed her child or express milk in privacy.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)



Code: **GBDA**
Adopted:

Mother Friendly Workplace *

(Version 2)

(This applies to a district that employs 25 or more employees)

The district recognizes that a normal and important role for mothers is to have the option and ability to express milk or breast-feed in the workplace. All employees must give notice to their supervisors; at the District Office, employees must give notice to the receptionist; and at schools and all other locations, employees must give notice to the office manager.

The following locations have been identified in each facility for milk expression or breast-feeding:

ELEMENTARY SCHOOLS:

- Brookwood Elementary School: library office
- Butternut Creek Elementary School: workroom in the library
- Eastwood Elementary School: Kinder Team Area (located next to the kinder classes)
- Farmington View Elementary School: Mother's room at end of hallway by gym
- Free Orchards Elementary School: Room 104
- Hillsboro Online Academy: Principal's office or server closet
- Imlay Elementary School: Library office, workroom or teacher's classroom
- Indian Hills Elementary School: All classrooms or Counselor's office
- Jackson Elementary School: Media/Tech room
- Ladd Acres Elementary School: Work room in back of Pod 1: Check in with Office Manager
- Lenox Elementary School: Women's lounge in lobby
- Lincoln Street Elementary: Room #160C or classrooms if assigned teacher needs to use it
- Minter Bridge Elementary: 3rd grade team office
- Mooberry Elementary School: Room 24
- North Plains Elementary School: Conference room in office
- Orenco Elementary School: ERC Secretary room, Wellness room, Vice Principal's office.
- Patterson Elementary School: Office near workroom
- Quatama Elementary School: Room #103
- Reedville Elementary School: Mom-friendly individual staff restroom / lounge (lower level of building)
- Rosedale Elementary School: Room 277
- Tobias Elementary School: Room #1
- W. Verne McKinney Elementary School: Principal's office
- West Union Elementary School: Room #10
- Witch Hazel Elementary School: Family resource room
- WL Henry Elementary School: Team room in primary or secondary den

MIDDLE SCHOOLS:

- Evergreen Middle School: Room in main office
- Poynter Middle School: Room #125 in main office
- R.A. Brown Middle School: Corner office in counseling center
- South Meadows Middle School: Classroom #136 and #236

HIGH SCHOOLS:

- Century High School: N120
- Glencoe High School: Career center office #218
- Hillsboro High School: Office in commons area
- Liberty High School: Conference rooms 101 and 107
- Miler Education Center: Room #113

OTHER LOCATIONS:

- Administration Center: Floor 1, private room next to women's restroom
- Facilities: Conference room
- Transportation: Front office file room

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy and the list of designated locations is published on the District website. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)
[OAR 839-020-0051](#)

Corrected 5/21/19



Code: **IF**
Adopted: 12/16/08
Orig. Code: IF

Curriculum Development

The Board has responsibility for maintaining a minimum program of instruction guaranteed by the state statutes and of initiating improvements beyond that minimum.

The Superintendent and employees of the District are responsible for maintaining the program of instruction in accordance with the provisions of the constitution of the state, acts of the legislature, rules and regulations of the State Board of Education and the policies and regulations of the Board.

The Superintendent shall approve resources to provide the principals and teachers with curriculum materials covering all instruction approved by the Board.

The Board expects the community, the faculty and administration to evaluate the educational program. Such evaluation may be expected to lead to recommendations for modifications of practice, changes in content and new courses.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.075\(1\)](#)
[ORS 336.035](#)
[ORS 336.067](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-022-2000](#)
[OAR 581-022-2030](#)
[OAR 581-022-2250](#)

[OAR 581-022-2300](#)
[OAR 581-022-2305](#)
[OAR 581-022-2310](#)
[OAR 581-022-2315](#)

Corrected 5/15/19



Code: **IF**
Adopted:

R

Curriculum Development

The Board believes it is necessary to continually develop and modify the district's curriculum to meet changing needs in technology and fields of knowledge and to assure the full, rounded and continuing development of students. While keeping with the requirements of state law, the Board authorizes the superintendent, in consultation with staff, parents and the community, to review the curriculum periodically and to advise the Board on needed curriculum changes.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.075\(1\)](#)
[ORS 336.035](#)
[ORS 336.067](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-022-2000](#)
[OAR 581-022-2030](#)
[OAR 581-022-2250](#)

[OAR 581-022-2300](#)
[OAR 581-022-2305](#)
[OAR 581-022-2310](#)
[OAR 581-022-2315](#)

Corrected 5/15/19



Code: IGBBC
Adopted: 11/18/14
Orig. Code: IGBBC

Talented and Gifted - Programs and Services—Talented and Gifted**

It is the mission of the Hillsboro School District to engage and challenge all learners to ensure academic excellence. As a traditionally underserved population of students, the District invests in meeting the unique academic and social-emotional needs of talented and gifted students. The District provides appropriately challenging curriculum and individualized instructional pacing to ensure academic excellence. It is our goal to support each student in reaching his or her potential as a learner.

A District-written plan will be developed for talented and gifted programs and services. All required written course statements shall identify the academic instructional programs and services to be provided which address the assessed levels and accelerated rates of learning in identified talented and gifted students. The Superintendent or designee may remove any administrative barriers that exist which restrict students' access to appropriate services, and will develop program and service options. These options may include, but are not limited to, the following:

1. Early entrance;
2. Whole grade acceleration;
3. Cluster grouping in regular classes;
4. Continuous progress;
5. Cross grade grouping;
6. Compacted/Accelerated curriculum;
7. Advanced Placement classes;
8. Honors classes/options;
9. Independent study/projects;
10. Credit by Proficiency;
11. Concurrent enrollment;
12. Mentorship/Internship;
13. Academic competitions;

14. Flexible pacing; or

15. Flexible grouping with interest-area and/or learning-style emphasis.

The Board has established an appeals process for A parents to or guardian may utilize if they are the appeal procedure found in administrative regulation IGBBA-AR – Appeal Procedure for Talented and Gifted Identification and Placement when they are dissatisfied with the programs and services recommended for their identified talented and gifted identification or placement process of their student, and wish to request reconsideration.

The Board has established a A complaint procedure to utilize if an individual has for a complaint regarding the appropriateness of programs and services provided for a student identified as talented and gifted students is found in administrative regulation IGBBC-AR – Complaints Regarding the Talented and Gifted Program, and is available at the District’s administrative office and on the home page of the District’s website.

END OF POLICY

Legal Reference(s):

[OAR 581-002-0040](#)

[OAR 581-022-2325](#)

[OAR 581-022-2500](#)

[OAR 581-002-0001 – 002-0023](#)

[OAR 581-022-2330](#)

[OAR 581-022-2370](#)

Corrected 5/15/19



Code: **IIA**
Adopted: 5/23/17
Orig. Code: IIA

Instructional Resources/Instructional Materials

The Board believes that proper care and judgment should be exercised in selecting core instructional materials. While the Board retains the authority to approve District instructional materials adoptions, it authorizes the Superintendent to develop and implement administrative procedures governing how selections are determined. Such procedures will provide for administrator, staff, parent, student, and community involvement, and employ suitable selection criteria to ensure that the recommended instructional materials will meet the needs of the program, students, teachers, and community.

The District will review instructional materials in accordance with the State Board of Education adoption cycle. Each instructional program and core instructional materials will be reviewed on a seven-year cycle, and recommendations for appropriate instructional materials will be made.

Recommended instructional materials will be respectful of another's race, national origin, religion, disability, age, marital status, sex, sexual orientation, or gender identity, and in their historical or socio-political contexts, especially in the case of primary source materials; contain appropriate readability levels; support the District's adopted curriculum content; provide ease of teacher use; be attractive and durable; and be purchased at a reasonable cost.

The District will establish a process and timeline for regularly determining and considering whether the textbooks and other instructional materials are available through online resources that enable students with print disabilities (e.g., visual impairments) to receive textbooks and instructional materials free of charge.

All core instructional materials recommended for adoption need to be approved for use by the Board. Prior to Board approval, parents, students, and interested District patrons will have the opportunity to review the recommended instructional materials and be encouraged to provide opinions about them and their use in the classrooms.

All supplementary materials and library resources will be selected cooperatively by teachers, principals, librarians, and sometimes with the assistance of students and parents. Recommended supplementary materials and library resources will also be respectful of another's race, national origin, religion, disability, age, marital status, sex, sexual orientation, or gender identity, and in their historical or socio-political contexts, especially in the case of primary source materials; contain appropriate readability levels; support the District's adopted curriculum content; provide for ease of teacher use; be attractive and durable, and be purchased at a reasonable cost.

To be in compliance with the requirements of federal law, the Board directs the superintendent to ensure equivalency among schools in the provision of curriculum materials and instructional supplies.

It is understood that differences of opinion may arise regarding instructional and supplemental materials. The procedure to be followed in these situations is outlined in Board policy KLB - Complaints about Curriculum or Instructional Materials, and its administrative regulations KLB-AR(1) - Instructional Materials Reconsideration Procedure and KLB-AR(2) – Request for Reconsideration of Instructional Materials.

END OF POLICY

Legal Reference(s):

ORS 336.035	ORS 337.511	OAR 581-021-0046
ORS 336.840	ORS 339.155	OAR 581-022-2310
ORS 337.120		OAR 581-022-2340
ORS 337.141	OAR 581-011-0050 to -0117	OAR 581-022-2350
ORS 337.150	OAR 581-021-0045	OAR 581-022-2355
ORS 337.260		

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2012).

Corrected 5/01/19; Corrected 5/30/19



Code: **IIABB**
Adopted: 5/26/09
Orig. Code: IIABB

Use of Commercially Produced Feature Films and Other Digital Media**

The showing of commercially produced and rated feature films and other digital media must have a direct instructional outcome and have a legitimate purpose in the school's educational program.

Since the content of feature films customarily is designed for general audience viewing, the Board's preference is that only excerpts of approved films be shown as part of the curriculum. In all cases, certain precautions should be taken to ensure the showing of a particular film is consistent with the educational values espoused by the District. Only instructionally relevant films rated G for grades K-6; G and PG for grades 7 and 8; G, PG, and PG-13 for grades 9 and 10; and G, PG, PG-13, and R for Grades 11 and 12 may be shown.

In the case of PG-rated films in grades 4-6; PG-13 rated films for grades 7 and 8; or R-rated films for grades 11 and 12, teachers must have:

1. Written approval from the administration;
2. Previewed the movie or excerpt;
3. Signed permission from the parent.

If any parent objects, the teacher will ~~prove~~ provide an educationally related alternative for that student.

Other digital media must have prior administrative approval from administration before being shown to students.

The Board directs administrative ~~procedures~~ regulations be developed to accomplish this objective, including the provision that a parent have the opportunity to preview a film when practicably possible and that a parent may request his/her their student not be allowed to view a film rated PG, PG-13, or R.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 4/17/19

HR3/03/17 | PH

Use of Commercially Produced Feature Films and Other
Digital Media** – IIABB

1-1



Code: JGEA
Adopted: 6/09/09
Orig. Code: JGEA

Alternative Education Programs Following ~~Related to~~ Expulsion**

Prior to a student leaving school or a student's expulsion (unless the expulsion is for a weapons policy violation or a student leaving school), the District will propose in writing to the student or student's parent or guardian, appropriate, accessible educational alternatives education programs as determined by the District. Such alternative education program(s) will consist of instruction and may be combined with counseling.

The proposal of potential alternative educational programs will be hand-delivered or sent by certified mail to assure that the parent or guardian receives it prior to the time of an actual expulsion of the student or the student leaving school.

Appropriate accessible alternative education programs may be either public or private (nonsectarian). Programs may be provided by the District as a separate school, evening classes, or tutorial instruction. Home/hospital instruction provided by District staff could be considered an appropriate alternative. The District shall continue to provide a free appropriate public education in an alternative setting to a child with a disability who has been removed for disciplinary reasons.

The District shall pay the actual cost of the District-proposed private alternative education program or an amount equal to 80 percent of the District's estimated current year's average per student net operating expenditure, whichever is less. The District will enter into a written contract with the program provider.

The District has no obligation to pay for an alternative education program. If an emancipated minor or a parent or guardian receives an exemption on a semi-annual basis to withdraw a student age 16 or 17, the District has no obligation to pay for an alternative education program from compulsory attendance.

If an expelled student is not successful in the alternative education program selected, does not follow through on attending, or the alternative education programs offered are not accepted by the student and/or parent or guardian, there is no obligation to propose or fund other alternatives.

END OF POLICY

Legal Reference(s):

[ORS 336.615](#) to [-336.665](#)
[ORS 339.030](#)
[ORS 339.240](#)
[ORS 339.250](#)

[ORS 339.252](#)
[OAR 581-021-0070](#)
[OAR 581-021-0071](#)

[OAR 581-022-2505](#)
[OAR 581-022-2320](#)
[OAR 581-023-0006](#)
[OAR 581-023-0008](#)

Corrected 5/15/19



Code: **JHFD**
Adopted: 6/09/09
Orig. Code: JHFD

Student Vehicle Use

All students who drive ~~cars~~ **vehicles** to school are subject to parking and driving rules developed by the District and/or building administration. The Board has the authority to require registration of ~~cars~~ **all vehicles** and appropriate registration fees.

The District may require all students parking vehicles on District property on a regular basis to show evidence:

1. That the student driving the vehicle holds a valid driver's license;
2. That the vehicle is currently registered;
3. That the student driving is insured under a motor vehicle liability insurance policy or other satisfactory proof of compliance with the financial responsibility requirements of the state;
4. That the vehicle is in compliance with District rules by displaying the appropriate sticker.

Parking privileges will be subject to the specific requirements of this policy and any other applicable policy and/or rules of the District. Parking privileges, including driving on District property, may be revoked by the building administrator for violations of Board policies, administrative regulations, or school rules.

The District will post appropriate parking signs.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.445](#)

[ORS 339.270](#)
[ORS 806.060](#) to [-806.080](#)

[OAR 581-021-0050](#)

Corrected 5/15/19



Code: KLB
Adopted: 1/22/08
Orig. Code: KLB

Complaints about Curriculum or Instructional Materials**

Instructional materials include textbooks, library books, periodicals, pamphlets, newspapers, computer software, and audiovisual materials such as films, slides, recordings, transparencies, tapes, and other educational media, and digital media.

Parents in particular have a legitimate concern for what their children read and study. They have the privilege to read, view, and comment on all instructional materials selected for our school system.

Objections to the selection of instructional materials or techniques may be made by patrons. The complainant will be asked to complete the form, "Request for Reconsideration of Instructional Material;" (see KLB-AR(2)). Upon receipt of a request for reconsideration, the teacher and the person(s) responsible for selecting instructional materials will review the material in question and report their findings to the complainant. Copies of the request form and the report will be sent to the Superintendent or designee. If the complainant is not satisfied with the decision contained in the report, the decision may be appealed as provided in the Board's general policy on public complaints.

Review of materials will be consistent with Board policy establishing selection criteria for instruction and supplementary material.

END OF POLICY

Legal Reference(s):

~~ORS 192.610-192.690~~

[ORS 332.107](#)

OAR 581-022-8052370

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

Connick v. Myers, 461 U.S. 138 (1983). Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D. Oregon 1982);
aff'd in part, 746 F.2d 505 (9th Cir. 1984)

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

Corrected 5/01/19

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
ADOPT RESOLUTIONS TO ADOPT 2019-20 BUDGET,
APPROPRIATE 2019-20 BUDGET, AND
IMPOSE 2019-20 TAXES AND CATEGORIZE THE LEVY

SITUATION

The 2019-20 Proposed Budget was presented and approved during the May 9, 2019, Budget Committee meeting. The legal notices for Budget Hearing have been published for June 11, 2019.

After the hearing is closed, and if the budget is not amended, three resolutions are required. The first one establishes the Adopted Budget. The second one authorizes the expenditure of funds starting in July by making appropriations. The third one authorizes the tax levy and categorizes the levy into categories designated in the Oregon Constitution.

RECOMMENDATION

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

I move that the Board of Directors adopt the Resolutions to Adopt the 2019-20 Budget, Appropriate the 2019-20 Budget, and Impose 2019-20 Taxes and Categorize the Levy, as shown in the June 11, 2019, Board meeting packet.

**RESOLUTION TO ADOPT 2019-20 BUDGET,
APPROPRIATE 2019-20 BUDGET, AND
IMPOSE 2019-20 TAXES AND CATEGORIZE THE LEVY**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Hillsboro School District 1J hereby adopts the budget for fiscal year 2019-20 in the total of \$565,636,814, now on file at the District Administration Center, Hillsboro, Oregon.

RESOLUTION TO MAKE BUDGET APPROPRIATIONS FOR 2019-20

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019, for the purposes shown below, are hereby appropriated:

General Fund

1000	Instruction	137,814,845
2000	Support Services	84,124,933
3000	Enterprise Services	689,163
6000	Contingency	<u>3,000,000</u>
Total Fund Appropriation		\$ 225,628,941

Special Revenue Fund

1000	Instruction	12,912,581
2000	Support Services	10,066,800
3000	Enterprise Services	10,265,000
4000	Facilities/Construct	0
5100	Debt Service	2,422,446
5200	Transfers	<u>409,908</u>
Total Fund Appropriation		\$36,076,735

Debt Service Fund

2000	Support Services	1,000
5000	Debt Service	<u>48,410,971</u>
Total Fund Appropriation		\$48,411,971

Capital Projects Fund

2000	Support Services	68,875
4000	Facility Construction	224,840,864
6000	Contingency	<u>5,000,000</u>
		\$229,909,739

Total Appropriations	\$540,027,386
Total Unappropriated	\$ 25,609,428
Total Adopted Budget	\$565,636,814

**RESOLUTION TO IMPOSE AND CATEGORIZE
AD VALOREM TAXES FOR 2019-20**

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Hillsboro School District 1J hereby imposes the taxes provided for in the Adopted Budget at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$36,809,982 for bonds; that these taxes are hereby imposed and categorized for tax year 2019-20 upon the assessed value of all taxable property within the District as follows:

CATEGORIZING THE TAX

Education Limitation	Excluded from Limitation	
General Fund \$4.9749 per \$1,000	Debt Service Fund	\$36,809,982

The above resolution statements were approved and declared adopted on this 11th day of June, 2019.

Lisa Allen, Board Chair

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Approved Budget

For Fiscal Year 2019-20



Hillsboro School District 1J

Administration Center

3083 NE 49th Place

Hillsboro, OR 97124





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May 9, 2019

Dear Hillsboro School District Budget Committee Members and Patrons:

In accordance with ORS 294.391, I am submitting to you the Hillsboro School District IJ proposed 2019-20 budget.

After the November 2018 election, there was significant optimism that a “generational fix” for K-12 education funding was on the horizon.

The 2017 Legislature had commissioned a Joint Interim Special Committee on Public Education Appropriation, later to become known as the Joint Interim Committee on Student Success. They met throughout 2018 and traveled across Oregon to meet with educators, students, parents, community members and community leaders to assess the strengths and opportunities for K-12 education.

Their findings were initially released in November 2018, and compiled in a formal report issued in January 2019. The final statement in the summary letter prefacing the report indicated that the Committee had “...broad recommendations on moving forward with a multi-tiered approach of outcomes-based targeted investments with clear, measurable accountability mechanisms to build and support the public education system that Oregon students deserve.” Their conclusion was that additional funding of approximately \$2 billion per biennium was needed to help ensure that all Oregon students receive a quality education that sets them up for success.

Encouraged by this news, along with the strength of the economy, we eagerly awaited the Governor’s budget proposal in early December 2018. Historically, the Governor’s K-12 budget has represented a “floor” from which the Legislature builds. Governor Brown’s recommendation called for base K-12 funding of \$8.972 billion; she also spelled out an education reinvestment plan, which would add another \$1 billion of targeted funds to K-12 and other education priorities. Both her base K-12 funding proposal and her reinvestment plan fell outside of projected statewide revenue for the 2019-21 biennium and would require an infusion of new or repurposed revenue to the system.

So there was optimism, but also pragmatism, as staff determined what that would mean for the Hillsboro School District's budget over the next two years. At the \$8.972 billion budget level, the District would be \$17.3 million short of maintaining its current service level (CSL) in 2019-21. Contingency planning began in earnest as all eyes turned to the release of the budget proposal from the Co-Chairs of the Joint Ways and Means Committee.

That proposal was released on Thursday, March 7, and, unfortunately, it called for a smaller allocation to K-12 education than did the Governor's proposal - \$8.872 billion. That level of funding would leave the Hillsboro School District \$20.86 million short of a CSL budget.

Meanwhile, separate but related efforts were afoot to craft a revenue generation package for K-12 education and a set of recommendations for PERS cost containment.

PERS employer costs are a huge cost-driver in the Hillsboro School District and are not something we control. Those costs represent a liability against our payroll, and with a payroll of approximately \$100 million, every 1 percent increase represents a cost to us of approximately \$1 million. Our PERS employer rate is going up 5 percent in 2019-21, for a biennial cost increase of approximately \$10 million.

As I write this budget message, House Bill 3427 is having its third reading on the House floor and will soon be up for a vote. The bill calls for a commercial activity tax on business, coupled with a personal income tax reduction for most Oregonians to affect a \$2 billion per biennium revenue stream - the Fund for Student Success - dedicated to education. K-12 would receive \$1 billion through a Student Investment Account intended to support smaller class sizes, more learning time, well-rounded educational opportunities, and social-emotional health and safety for students. The remaining money would be divided between early learning investments and statewide initiatives, such as full funding of Measure 98 (the High School Graduation and College and Career Readiness Act of 2016).

If the bill passes both chambers with a supermajority, it could become law as soon as 91 days after the Legislature adjourns this year. If it only passes with a majority, it will have to be referred to voters; and if there is an initiative petition, portions or all of the bill may also be referred to voters.



Either way, districts would likely not see additional revenue until the 2020-21 school year at the earliest.

As a result, many districts - including HSD - are building their 2019-20 budgets on the Governor's K-12 allocation of \$8.972 billion. As I mentioned earlier, this funding level leaves the Hillsboro School District \$17.3 million short of its CSL. Therefore, we need to make sustainable reductions of \$9.6 million in 2019-20 to achieve a balanced budget.

Our recommendations for those reductions are as follows:

- Increase the staffing ratio in grades 3-12 by two, for a staffing ratio of 31:1 (loss of 37.5 licensed full-time equivalent (FTE) positions; add back 6 FTE in hot spots for a net loss of 31.5 FTE) - \$3,344,702
- Reduce other licensed staff positions and restructure the Care Coordinator service delivery model (7.5 licensed FTE) - \$796,358
- Reduce classified staffing (loss of 37.5 classified FTE) - \$2,198,738
- Reduce administrator positions (loss of 3 administrator FTE) - \$359,882
- Adjust calendars for specific classified positions (loss of 1-2 days for certain classified positions) - \$140,000
- Eliminate the attendance incentive - \$10,126
- Reclassify three facilities positions to Construction Excise Tax (CET) funding (transition of funding obligation from general fund to CET) - \$377,369
- Reduce discretionary budgets at schools and departments by 5 percent - \$2,385,000

Total savings from the above actions equal \$9,612,175

We remain hopeful that legislative efforts will prove successful and that more money will be flowing into the K-12 education system soon. If additional funds beyond the planned \$8.972 billion are allocated in this legislative session and made available to schools in the 2019-20 school year, we will focus that money on investments that will help students in the classroom.

Throughout this past year, our School Board, staff, and community members have been working tirelessly to provide information about the impact of various funding levels on our budget, having tough conversations with elected officials, and encouraging people to share their voice in Salem.



I am so grateful for all of your efforts and advocacy, and I thank you for your continued support and involvement in the Hillsboro School District.

Respectfully,

Mike Scott
Superintendent

ORGANIZATION OVERVIEW

THE DISTRICT

Hillsboro School District, a unified school district, is the fourth largest of 197 districts in Oregon, enrolling approximately 3.5 percent of the total k-12 student population, and projecting to serve approximately 20,117 students during the 2019-20 school year. Hillsboro School District comprises four high schools, four middle schools, twenty-five elementary schools, two alternative education schools, one online academy, and one charter school.

Hillsboro is conveniently located 18 miles west of Portland (Oregon's largest metropolitan city), 60 miles east of the Oregon coast, and 80 miles from the ski slopes of the Cascade Mountains. Encompassing 195 square miles, Hillsboro School District serves families from the communities of Hillsboro, North Plains, Cornelius, Aloha, and a portion of Sherwood. District property is located in three separate counties: Washington, Multnomah, and Yamhill.

From high-tech companies to institutions of higher education, strong community partners provide extensive resources to the District through grants, volunteering, and donations. The City of Hillsboro is a key partner with Hillsboro School District, providing an abundance of parks, recreation, and after-school and summer programs for children.

Hillsboro's government takes pride in its business-like efficiency, concern for livability, and careful planning for residential and industrial growth. Professionally advanced police and fire departments provide comprehensive emergency response service to community residents. In addition, residents of all ages have access to parks, libraries, and community centers that provide recreational, educational, and social opportunities.

THE BOARD OF DIRECTORS

Hillsboro School District is governed by a Board of Directors, comprising seven elected members serving four-year terms. Board members are community volunteers and do not receive compensation for their work. The Board annually elects a chairperson and a vice-chairperson from the seven members. The Board has legal authority over all public schools in the Hillsboro School District, within the framework set by the Oregon Legislature and the State Board of Education. The Board establishes policy based on Oregon and federal laws governing schools. The Board acts to interpret the educational needs of the District, then meets those needs with policies and facilities that motivate students and stimulate the learning process. The Board is also responsible for employing the Superintendent to administer the District. Public meetings notices and documents can be found here: <https://www.hsd.k12.or.us/board>.

The ongoing duties of the Board include allocating resources, formulating policy, and interacting with the community in support of the District's mission and the objectives of the Strategic Plan.

The Board members and their terms are as follows:



Position 1

Erika Lopez
July 2017 -
June 2021

Position 2

Mark Watson
July 2017 -
June 2021

Position 3

Martin Granum
July 2017 -
June 2021

Position 4

Kim Strelchun
July 2011 -
June 2019

Position 5

Lisa Allen
July 2015 -
June 2019

Position 6

Jaci Spross
July 2017 -
June 2021

Position 7

Yadira Martinez
February 2018 -
June 2019

BUDGET COMMITTEE

The Hillsboro School District's Budget Committee comprises all seven Board members and an equal number of community members who are appointed by the Board. Staff members are not eligible to serve on the Budget Committee.

The Budget Committee members are appointed for three-year terms. The terms are staggered so that, as near as practicable, one-third of the appointive members' terms end each year.

According to Board policy DBEA: Budget Committee, "The budget committee shall hold one or more meetings to receive the budget message, receive the budget document, and provide members of the public with an opportunity to ask questions about and comment on the budget document." Those official meetings occur annually each spring.

Budget Committee Membership:

Name	Designation Position	Expiration
Erika Lopez	School Board, Position 1	2021
Mark Watson	School Board, Position 2	2021
Martin Granum	School Board, Position 3	2021
Kim Strelchun	School Board, Position 4	2019
Lisa Allen	School Board, Position 5	2019
Jaci Spross	School Board, Position 6	2021
Yadira Martinez	School Board, Position 7	2019
Christopher Clark	Community, Position 1	2020
Michael Smith	Community, Position 2	2020
Nina Carlson	Community, Position 3	2021
Kyle Taylor	Community, Position 4	2021
Heather Monaghan	Community, Position 5	2019
Alexander Diaz	Community, Position 6	2019
Matthew Long	Community, Position 7	2019

SUPERINTENDENT

Superintendent Mike Scott was appointed by the Board to serve as the chief executive officer of the District. The Superintendent is a professional educator employed to advise the Board on all matters concerning management of the schools, and to administer laws, regulations, and policies adopted by the Board.

As the leader for teaching and learning in Hillsboro School District, the Superintendent is responsible for guiding the development of the curriculum and educational programs that address the needs of students, and providing leadership and advocacy for education. The Superintendent is accountable for the fiscal management of the District, guiding the direction of employees, and ensuring their ongoing professional development.

CHIEF FINANCIAL OFFICER

Chief Financial Officer Michelle Morrison is accountable to the Board and administration for all financial operations.

DISTRICT STRATEGIC PLAN

The Strategic Plan is intended to provide direction and purpose to all aspects of District and school activities. The plan is intentionally flexible in structure with a central objective, consistent areas of accountability, and annually-developed action plans and goals to directly address areas where growth needs to be made and where successes can be capitalized upon for the year ahead.

The plan has three main components:

1) the overarching plan, which provides a broad overview and remains consistent over the five-year term; 2) the annual Report of Student Achievement (Key Academic Achievement Indicators); and 3) the Annual Work Plan and SMART Goals. Taken together, these documents should provide a comprehensive snapshot of the District's mission, strategic objective, beliefs, key initiatives, student achievement progress, and implementation plans and goals at any given time.



In the 2016-2021 Strategic Plan, you will find the following:

- *Mission Statement* *An actionable, concise statement of our purpose as an educational system.*
- *Strategic Objective* *The end goal and results we want to achieve.*
- *Our Pride* *A memorable tagline that indicates our collective pride.*
- *Agreements and Commitments* *Our goals and values as a system.*
- *Focal Areas* *A division of our work based on the relevance and impact to students and their educational experience and outcomes.*

The Strategic Financial Plan and Smarter School Spending

The Hillsboro School District joined the Alliance for Excellence in School Budgeting in 2017. The alliance consists of school districts across the nation participating in a budget development process called Smarter School Spending (S3), which was founded on best practices and is endorsed by the Government Finance Officers Association. Each district undergoes a thorough assessment to determine readiness for transition to the Smarter School Spending budget development process.

One of the critical components of the process is developing a Strategic Financial Plan that identifies the resources required to remain focused on investments that increase student achievement. Fortunately, in Hillsboro there is already a stakeholder-driven 5-year Strategic Plan in place and it is possible to identify the resources that support it. The five phases of budget development are listed in the table below, as are the district activities under way to move this work forward.

Smarter School Spending	Action	Timeline
Plan and Prepare	<ul style="list-style-type: none"> Budget Development Cycle 	<ul style="list-style-type: none"> Annual
Identify Priorities	<ul style="list-style-type: none"> Strategic Plan Components 	<ul style="list-style-type: none"> 5 years with annual targets
Pay for Priorities	<ul style="list-style-type: none"> Identify/allocate resources in alignment with Strategic Plan Apply Academic Return on Investment 	<ul style="list-style-type: none"> Annual, continuous Ongoing with annual updates
Implement Plan	<ul style="list-style-type: none"> Central- and Building-Level Staffing Discretionary Budget Allocation 	<ul style="list-style-type: none"> Annual Annual
Ensure Sustainability	<ul style="list-style-type: none"> Implement Cost Analysis Action Plan items Analyze implemented action items for actual savings yield 	<ul style="list-style-type: none"> Conduct in alignment with the Strategic Plan



Plan and Prepare



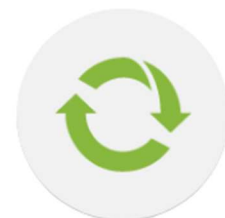
Set Instructional Priorities



Pay for Priorities



Implement Plan



Ensure Stability

Aligning Resources with Strategic Plan Goals

SMART GOAL	RESEARCH	DATA	INPUT
<p>COMMUNITY Goal 1: Train 100% of secondary school administrators, counselors, and grad coaches to use our student information system and data warehouse to identify which students are known by name, strength, and need by spring 2019.</p> <p>Status: In progress</p>	<p>Early Warning Systems Project, NWREL Advanced Standards for Quality Schools Indicator 3.9; Bicultural Parent Engagement: Advocacy and Empowerment, Edward M. Olivos, et. al.</p>	<p>9th grade on-track data 2018-19; GPA, attendance of students connected to an adult advocate; SPED/SST data Success rate for e.g. Chicas, BBBS Improved data systems and fields</p>	<p>Needs assessment AdvancED Accreditation Student narratives Parent Advisory Committee (PAC)</p>
<p>COMMUNITY Goal 2: Increase by 10% the number of students participating in career-related internships by spring 2019.</p> <p>Status: In progress</p>	<p>Oregon Department of Education CTE data Hillsboro School District CTE data Collective Impact Model, www.fsg.org The Career Pathways Effect, CORD and NASDCTE</p>	<p># of students in internships # of dual credits earned # of community partnerships Grad rates for CTE participators v. all Post-secondary enrollment and perseverance</p>	<p>Hillsboro Chamber City of Hillsboro, Cornelius, North Plains Career & College Pathways Steering Committee Higher education partners High school Site Councils</p>
<p>CULTURE Goal 1: 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.</p> <p>Status: Met</p>	<p>CDC-Kaiser Permanente ACES Study <i>Lost At School: Why our kids with behavior challenges are falling through the cracks and how we can help them</i>, Ross Greene National Survey of Children's Health <i>Fostering Resilient Learners</i>, Kristin Souers and Pete Hall <i>Strong Start - Grades K-2: A social and emotional learning curriculum</i>, Merrell et. al.</p>	<p>Facilities and staffing for wellness centers Attendance of staff and students Referrals decreased Health room visits decreased Requests for suicide screens and one-on-one assistants decreased</p>	<p>Student interviews Parent committee feedback Feedback from counselors, care coordinators, family liaisons, and school staff Consultants: Rick Robinson, Vern Jones</p>

SMART GOAL	RESEARCH	DATA	INPUT
CULTURE Goal 2: 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. Status: In progress	Chicago Public Schools research; Oregon Education Investment Board (OEIB) Achievement Compact <i>Teacher Expectations and Sense of Responsibility for Student Learning</i>	DCA data on credits earned; # of students connecting with case managers, grad coaches, and counselors # of counselors implementing ASCA model; Task analysis data	Parent Advisory Committee (PAC) feedback; Student feedback; LAU Plan
CAREER Goal 1: Increase SBAC math scores by 3% overall and 5% for historically underserved groups in 2018-19 vs. 2017-18. Status: In progress	<i>Mathematical Mindsets</i> , Jo Boaler; Science Teachers' Learning: NCTM Principles to Actions & Taking Action 9-12, 6-8, K-5 guides ; <i>5 Practices for Orchestrating Productive Mathematics Conversations</i> ; <i>The Art of Coaching</i> ; <i>Culturally Responsive Teaching & the Brain</i> ; <i>Models of Intervention in Mathematics: Reweaving the Tapestry</i>	Smarter Balanced Assessment (SBAC); K-12 math leader team teacher data; K-6 Interim Assessment data D/F/I semester data; HSD Classroom Walkthrough Tool data regarding DOK and academic language, engagement	Math Leadership Team feedback; Principal feedback; Focus groups of students/parents; Student survey/input Leadership collaboration feedback; Math K-6 PD Structure feedback Secondary Math Teacher feedback; Bridges Edition 2 feedback AIMS Cohort Feedback; PSU Math Learning Ctr.
CAREER Goal 2: Increase by 5% the number of highly effective instructional strategies used in classrooms from fall 2018 to spring 2019 Status: In progress	9 Essential Instructional Strategies , Robert Marzano; <i>Visible Learning</i> , John Hattie <i>"Teaching English Learners: What the research does--and does not--say,"</i> Claude Goldenberg Collier & Thomas Research; <i>Academic Conversations</i> , Jeff Zwiers <i>Literacy with an Attitude</i> , Patrick Finn; DOK work of Karen Hess and Norman Webb; AVID research <i>Culturally Responsive Teaching and the Brain</i> , Zaretta Hammond	HSD Walkthrough Tool pre- and post-assessment AVID walkthrough data SLC module implementation data Special education instructional rubric	Teacher Professional Development Feedback Principal Evaluation Feedback Objectives in all PD tied to purpose Engagement, rigor in K-12 PD Modules

Cost-Savings Analysis Action Plan: Implementation and Evaluation

The goal of the Cost Saving Analysis completed in 2018 was to help the District team identify potential opportunities to reallocate resources to address the District's strategic priorities. The formalized assessment of 31 potential opportunity areas encouraged the Smarter School Spending Team to consider changes that at first glance may not seem to have high potential, but are in fact worthy of further investigation.

There are two main types of resource reallocation opportunities targeted in the Cost Savings Analysis:

1. Can the District free up funds for its strategic priorities?
2. Can the District increase the impact of current spending at little or no additional cost, thereby reducing the need to free up funds for priorities?
3. Some opportunities are a combination of both.

Our analysis identified the following areas as having a potential for savings. Some savings opportunities required small changes and were implemented in 2018-19. Staff conducted a mid-year review for evidence that the actual changes are having the intended net positive impact in terms of efficiency and savings.

Staff Absenteeism

Facilities/Maintenance: Groundskeeping and Security

Other areas have a larger potential impact and require additional research, verification, and piloting prior to implementation.

The District engaged in a thorough technical review of Services for Struggling Learners in February and March 2019 with [District Management Group](#) (DMGroup). After gathering data through interviews and other collections, DMGroup will develop a list of recommendations for District staff to use for a custom action plan to ensure resources for struggling learners are in alignment with best practices. The Opportunities cited in the Cost Analysis impacted by this review include, but are not limited to Special Education Teachers, Use of Intervention Teachers, and Serving Students with Special Needs.

In addition, the Office of School Performance will continue to monitor and research Class Size (at each level), Professional Development Strategies, Instructional Coaching, Paraprofessionals, Online Learning, Alternative Education, and Central Office (General Functions).

Areas reviewed that are currently cost effective in their implementation: transportation; energy; custodial services; food services; instructional technology; speech language therapists; out-of-district special education placements; Medicaid reimbursement; professional development; school-based administrator positions; clerical support positions; library/media specialist positions; Title 1; guidance counselors; and Free and Reduced

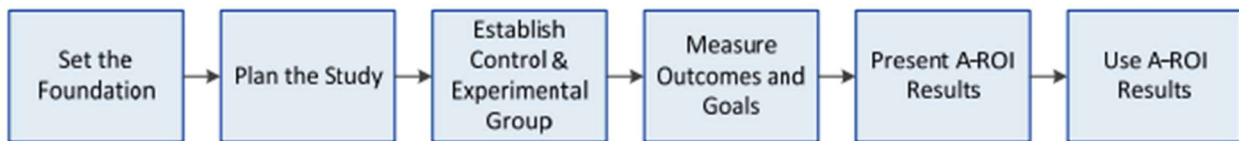
Meals. Although the S3 Team will continue monitoring these areas, our initial assessment indicates that the District is in alignment with best practices in terms of efficiency.

Academic Return on Investment

Academic return on investment (A-ROI) is the practice of scientifically evaluating the cost effectiveness of academic programs and using that information to allocate resources accordingly. Put more simply, A-ROI is a structured approach to getting the most “bang for the buck.” A-ROI has six conceptual foundations:

1. Reconsider your knowledge of what really works.
2. Define the problem before seeking its solution.
3. Follow the scientific method.
4. Seek out the greatest net benefit.
5. Ignore costs that have already been incurred and cannot be recovered.
6. Pay attention to opportunity costs.

Practitioners, including school district leaders and professional education researchers, have learned a great deal about how to be successful with A-ROI. Six categories represent the stages of progression through A-ROI, as shown in the diagram below.



The Smarter School Spending (S3) Team identified four areas of study for A-ROI and accompanying “Theories of Action” that apply the logic, “if we do (this), then we should expect (these outcomes).” Each area has an assigned S3 Team subgroup and lead contact that identified data points to be tracked longitudinally to determine the effectiveness of the initiative at the district level. The next step is to work with technology services and information systems to develop appropriate data collection tools at the school/program and district level. The data will be consolidated in a standardized reporting format to drive decision-making to increase outcomes for students.

A-ROI Study Area	Theory of Action
AREA 1: Student Success Coaches	If we invest in Student Success Coaches, then teachers will receive the coaching and support to gain the skills to teach students regulation strategies. This will increase students’ learning and therefore decrease the need for Limited Student Support (LSS) and reduce the number of negative student discipline interactions.

A-ROI Study Area	Theory of Action
AREA 2: Grad Coaches	If we have graduation coaches at every grade level in high school working with counselors, administrative teams, and parents to support student needs, then we will see fewer dropouts, increased attendance, more passing grades in core classes, and more students graduating career- and-college ready.
AREA 3: HSD Preschools	<p>If we have HSD preschools, then students will transition into kindergarten “school ready” and will be more successful in subsequent years.</p> <p>Schools and Community</p> <ul style="list-style-type: none"> Families, schools, and community partners act in partnership to support our children’s development into thriving community members Stronger school-family partnerships beyond preschool <p>Students</p> <ul style="list-style-type: none"> Social and emotional stability Trusting relationships Challenge themselves Self-reliance See themselves as part of a broader cultural world
AREA 4: Wellness Centers	If we create wellness centers and increase our professional development for staff around trauma-informed practices, then we will better meet students’ needs and create a safer and more engaging school environment for students and staff.

New Program Implementation Process

New programs provide an opportunity to use the District’s resources to achieve the District’s student learning goals in new and exciting ways. Some programs new to the Hillsboro School District have already been successfully implemented in other districts and have data to support their viability. The District has developed other programs using research and best practices to spearhead positive change. In many cases, evidence may not be immediately available, as quality programs take time to implement with fidelity and to produce sustainable results.

Analysis of Expected Costs and Benefits

The proposal for a new program will be accompanied by a thorough analysis of its expected costs and benefits. Staff shall develop methods to test the strength of the assumptions upon which these expected costs and benefits are based. The proposal for the new program

should also clearly identify the goals and criteria used to evaluate the program's effectiveness.

Preference for Pilot Programs

Whenever possible, new programs will initially be tested on a "pilot" basis. The length of the pilot or experimental period can and will vary according to the nature of the program, but there should be a clearly defined beginning and ending point. This strategy is intended to mitigate the risk associated with new programs and maximize the benefit they generate in alignment with the District's Strategic Plan and Strategic Financial Plan.

Funding for the pilot program is exclusively for the timeframe of the pilot period. After the pilot period ends, the District assesses the effectiveness of the program against its stated goals and then makes a formal decision on whether to: 1) discontinue the program; 2) continue the pilot or expand its scope for the purpose of further study; or 3) move beyond the pilot to full implementation.

Preference for Measuring Academic Return on Investment

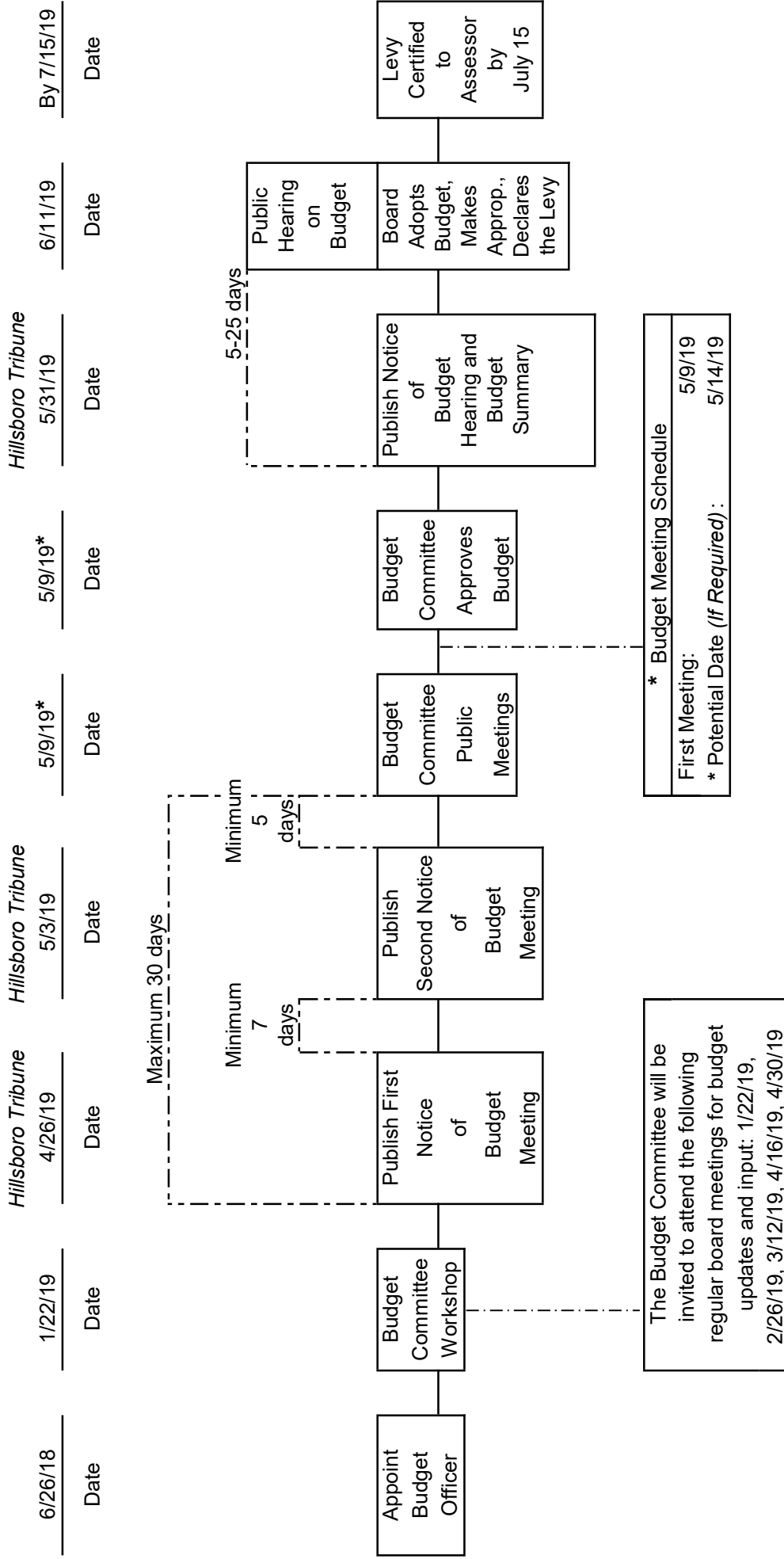
Academic Return on Investment (A-ROI) measures the cost of the program against the benefit the program provides in terms of improvements to student learning, in alignment with the District's Strategic Plan and Strategic Financial Plan. Whenever possible, and especially for large new programs, staff shall develop the means to collect the data for calculating A-ROI for that program.

Contributing Staff:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, OSP
Beth Graser, Chief Communications Officer
Debra Giles, Manager of Technology Services
Rian Petrick, Executive Director of Extracurriculars
Grant Corliss, Executive Director of Schools, OSP
Casey Waletich, Chief Operations Officer
Audrea Neville, Director of Schools, OSP
Tom Luba, Coordinator of Testing and Evaluation

Adam Stewart, Capital Projects Officer
Dayle Spitzer, Assistant Superintendent, OSP
Kona Lew-Williams, Chief Human Resources Officer
Elaine Fox, Executive Director of Student Services
Nate Roedel, Executive Director of Nutrition Services
Olga Acuña, Director of Federal Programs
Michelle Morrison, Chief Financial Officer
Jeff Jones, Manager of Business Services

HILLSBORO SCHOOL DISTRICT 1J PLANNING CALENDAR - 2019-20 BUDGET



MANAGEMENT DISCUSSION AND ANALYSIS

BUDGET PRESENTATION

Hillsboro School District is proud to publish and provide budget information to the Budget Committee and our community. The District's goal is to present the budget data in a manner that provides a clear, accurate account of the District's educational programs and services for the 2019-20 fiscal year. The information contained in this budget document has been developed, in part, from a combination of District staff and community feedback.

We welcome the opportunity to discuss any financial information or to answer questions regarding the data presented in this report. Current information regarding budget development is available by request or on the internet at

<https://www.hsd.k12.or.us/Page/2060>.

BUDGET ASSUMPTIONS AND SIGNIFICANT CHANGES

The annual budget process comprises five phases: planning, preparation, adoption, implementation, and evaluation. As described in the "Organization" section, the District is implementing the Smarter School Spending budget development framework.

The budget climate continues to stabilize in the wake of the 2008 recession. With a slow and steady economic recovery, the District is planning carefully for growth, while experiencing a plateau in student enrollment.

At the time of this Proposed Budget, state funding for K-12 education is projected at \$8.972 billion for the 2019-2021 biennium, and is appropriated in a traditional 49/51 percent split over two years. The most significant budget impacts are a result of the following factors:

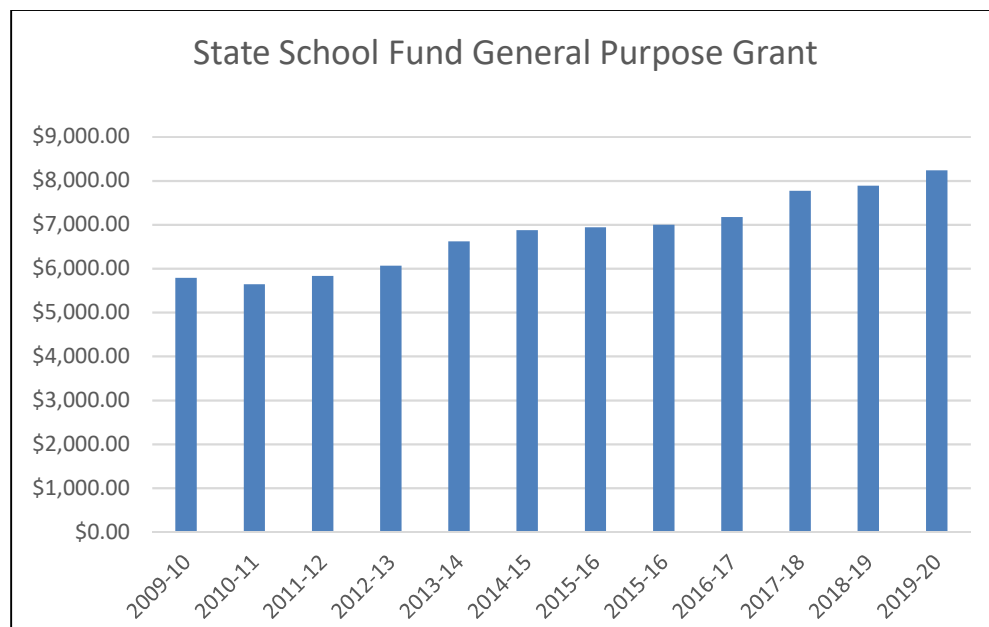
- The most recent estimates for the State School Fund are based on \$8.972 Billion for the State General Fund dedicated to K-12.
- The Public Employee Retirement System (PERS) rate is increased for the 2019-2021 biennium based on the 2017 valuation. These rates, coupled with Debt Service for the 2005 and 2015 Pension Bonds, will result in pension rates as a percentage of payroll of 30.19 percent for Tier One and Tier Two employees, and 24.74 percent for Oregon Public Service Retirement Plan (OPSRP) employees.
- The Proposed Budget includes salary step movement in accordance with bargained employee agreements. Classified employees will receive a salary schedule restructure (elimination of two lowest steps) and a cost-of-living increase of 2.0 percent. Licensed and non-represented staff will receive a cost-of-living increase of 2.5 percent. All eligible staff will receive a \$25 monthly increase towards insurance premiums for a total of \$1,200 per month or \$14,400 per year.

- The impact of changes in student demographics, and the implementation of instructional strategies designed to increase student achievement.
- New residential construction within the District, historical student population, and residential demographics.
- Program changes due to the work of the Smarter School Spending team in alignment with the District Strategic Plan.
- Reductions totaling \$9.6 million from Current Service Level (CSL) to balance the general fund and maintain an end fund balance target of 4.0%. Please see the “Budget Message” for reduction details.

STATE FUNDING OF K-12 EDUCATION

During the 1990s, Oregon voters approved a property tax limitation that shifted major responsibility for funding K-12 programs from local property taxes to Oregon’s general fund. The measures approved by the voters required the Oregon Legislature to replace these property taxes. As property taxes were reduced, the reliance on the State General Fund increased.

The State School Fund (SSF) allocates funding for each attending student in Oregon through a weighted distribution system. A ten-year historical review of the SSF dollars per ADMr (Average Daily Membership) is shown in the chart below.



As one of the few states that does not have a sales tax, the State of Oregon’s primary revenue sources are the state income tax and lottery revenues. Therefore, the funding levels for K-12 education statewide are significantly affected by fluctuations in the economic climate. In

addition, prior to 2007, Oregon's Kicker Law required the state to return any income tax collections in excess of two percent of projections to tax payers. This effectively kept the state from being able to "save" during the good times in anticipation of economic downturns. The Rainy Day Fund established by ORS 293.144 in 2017 represented an attempt to stabilize state funding.

The unprecedented economic recession, which began during the second half of 2008, necessitated reductions of nearly \$70 million to Hillsboro School District's current service level budgets. The reductions have included reduced staffing, lost school days, and reduced budgets at every level. With a slow and stable recovery, the District has been very deliberate with targeted investments and fair bargaining to maintain competitive compensation packages for staff within locally bargained agreements and state and federal regulations.

STUDENT ENROLLMENT

For the 2019-20 school year, the District will operate twenty-five elementary schools, serving Grades K-6; one elementary school, serving grades K-8; four middle schools, serving Grades 7-8; and four high schools, serving Grades 9-12. Hillsboro School District also serves students in one alternative high school, one alternative middle school, one online academy, and one charter school.

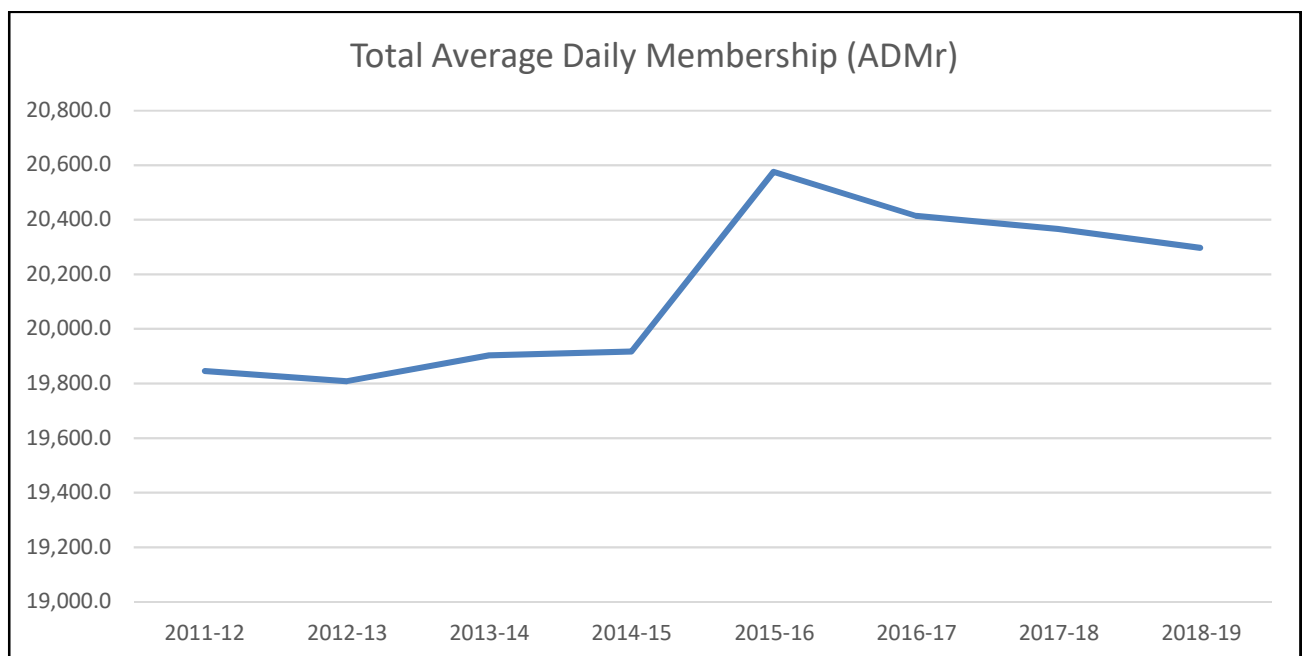
In order to have the most complete picture possible for projecting enrollment, the District has developed a triangulated lens for estimating the number of students to serve and is constantly monitoring and adjusting projections based on the most recent information available. Enrollment projections are critical because the State School Fund revenue is generated by a formula based on the number and type of students we serve. Recent residential development trends also rely on accurate projections. The three methods are referenced below.

PSU Population Research Center Report ¹	(2016) This university study is a broad-stroke view of enrollment based on regional data. Portland State University provides information to Districts throughout Oregon.	The most recent report estimates that overall student enrollment will grow by an additional 1,734 students by the 2030-2031 school year.
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¹ The PSU Population Research Center report can be viewed on the District's website at [https://www.hsd.k12.or.us/cms/lib/OR02216643/Centricity/domain/1226/documents/2016 PSU-HSD Report District-wide.pdf](https://www.hsd.k12.or.us/cms/lib/OR02216643/Centricity/domain/1226/documents/2016%20PSU-HSD%20Report%20District-wide.pdf)

Davis Demographics Reports ²	(2016, 2017, 2018) This annual report is based on historical student enrollment by school, participation and mobility trends, and regional residential development.	The most recent report shows there are housing projects underway and the District is only beginning to see new students.
Oregon Department of Education ³	(Quarterly) Consolidated student enrollment reports and state school fund estimates provide insight to enrollment and demographics for the District and the state of Oregon.	The District's Student Information System provides the data and it is verified prior to use.

The Average Daily Membership (ADMr) represents the number of resident students in attendance at schools within the district. The district submits a quarterly and annual report generated by the student information system to the Department of Education that drives the base level of state funding, prior to weighting for various types of students. Typically, the first quarter enrollment report from October 1st is higher than the finalized annual report that determines funding. Please note in the chart below that in 2015-16 Kindergarten changed from being counted as .5 FTE to 1.0 FTE in order for districts to fund full-day services.

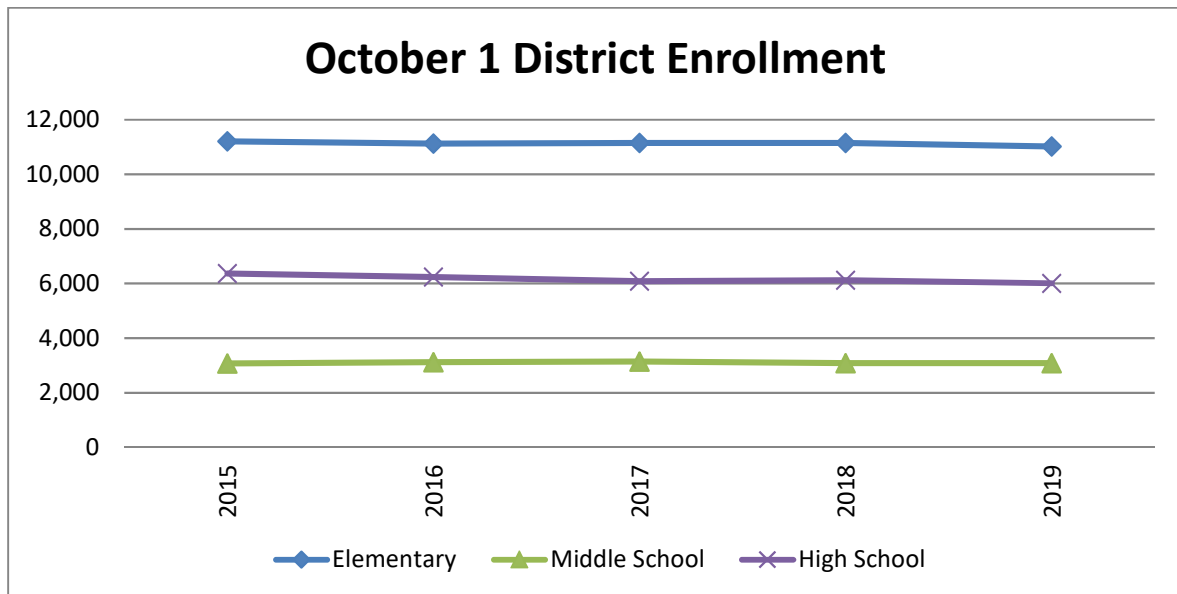


² Davis Demographics Report:

https://www.hsd.k12.or.us/cms/lib/OR02216643/Centricity/domain/103/documents/Revised%20Report%20SY1617__w SE.pdf

³ Oregon Department of Education: <http://www.oregon.gov/ODE/Pages/default.aspx>

Another key piece of data is the October 1st District enrollment report. Historically, the October 1st enrollment marks the highest student count of the year and projections are used for staffing and determining discretionary budgets for schools. The district has experienced level and declining enrollment over the last five years. Although student growth is anticipated due to new available housing within the district, birth rates are down and Kindergarten classes continue to be smaller than graduating classes.



October 1st Enrollment

Grade Level	2016-17	2017-18	2018-19	2019-20	Increase/Decrease from Prior Year
Elementary School	11,132	11,147	11,151	11,023	-1.15%
Middle School	3,126	3,144	3,087	3,083	0.13%
High School	6,244	6,082	6,117	6,011	-1.73%
TOTAL	20,502	20,373	20,355	20,117	-1.17%

2019-20 BUDGET AT A GLANCE

- The 2019-20 school year is the first year of the 2019-2021 biennium.
- Although enrollment is expected to increase due to the availability of new housing in the district, the recent trend is flat with a slight decline as graduating classes are larger than incoming Kindergarten classes.
- The General Fund operating revenue is anticipated to increase by \$8.0 million, or 3.57 percent based on the Governor's Budget appropriation to K12 of \$8.972 billion.
- Due to the biennial increase of PERS rates, exhaustion of reserves, and other roll-up costs required to maintain the Current Service Level (CSL), reductions totaling \$9.6 million were required in the General Fund.
- Special Revenue Funds are anticipated to total \$428,900 less than the prior year due to reductions in available grants and other funds.
- Debt Service will increase by \$2,716,225 to meet the principal and interest payments for capital construction and pension obligation bonds.
- The Capital Construction Fund is set at the appropriation level required to complete projects according to district timelines and per the ballot title approved by voters in 2017.
- The Internal Services Fund represented the PERS Reserve available for transfers to offset increasing pension costs in the general and were exhausted over the 2017-2019 biennium.

2019-20 Budget – All Funds

Fund	FY 2018-19	FY 2019-20	Increase/Decrease from Prior Year
General (Operational)	\$223,904,035	\$231,905,143	3.57%
Special Revenue	\$40,005,635	\$39,576,735	-1.07%
Debt Service	\$46,014,746	\$48,730,971	5.90%
Capital Construction	\$300,601,698	\$245,423,965	-18.36%
Internal Services	\$1,000,000	\$0	--
Total All Funds	\$611,526,114	\$565,636,814	-7.50%

SUMMARY

The 2019-20 Proposed Budget for Hillsboro School District is based on the following objectives:

- The top priority is the effective use of resources to improve student achievement.
- To the extent possible, the budget must ensure financial stability through the end of the 2019-2021 biennium and look forward to the next several biennia. The long-range forecast for the state of Oregon shows a slow recovery and potential significant market corrections beginning in 2020.
- Resources are in alignment with the 2016-2021 District Strategic Plan.
- The District will continue to target efficiencies within general operations and support services, with quality instruction as a high priority.
- The District will target a 4 percent general fund end balance over the biennium.
- The District will continue to utilize Special Revenue Funds such as the Construction Excise Tax, SB1149 (Senate Bill 1149, est. 2002, public purpose charge for energy conservation strategies), and Bond funds for eligible expenses to reduce the impact of budget reductions to instruction.
- Federal program revenues are based on historical trends and estimates provided by the Department of Education.

EXTENDED PROJECTION ASSUMPTIONS

The following assumptions describe the budgetary outlook beyond the current annual budget adoption:

Revenues

- State School Fund revenue will increase by 10% per biennia (property and income taxes) and will be held harmless from further “carve-out” grant designations.
- Measure 98 funds for College and Career Readiness and Drop-out Prevention will be sustained and accounted for as a Special Revenue Fund.
- Other local revenue collections will grow at an annual rate of 4 percent.
- Annual District & ESD Local Revenue increase 3 percent.
- Enrollment is based on historical trend analysis and projected impact of new construction.
- The Capital Construction Fund bond revenue will be invested per policy and earn interest to be used in the “out” years between bond asks of the community. The 2017

Bond authorization is divided over two sales (2017, 2020) to provide cash flow in accordance with the project schedule.

Expenditures

- The budget assumes a full school year, with no reductions to the targeted investment areas of the Arts, Athletics, Activities, TAG, STEM/STEAM, or serving students in poverty.
- PERS payroll rate increases of 5.0 percent in the next several outlying biennia according to the most recent agency issued valuation⁴.
- Debt service requirements are projected by a consolidated schedule based on current obligations.
- Staffing reductions are required in the 2019-20 year. Licensed staffing will be adjusted according to student enrollment. Class size targets are tiered by grade level: Kindergarten, 26:1; Grades 1-2, 28:1; and Grades 3-12, 31:1 (increased from 29:1).
- There is a 5.0 percent annual increase in utility, equipment, and property/liability costs, and a 2.0 percent annual increase in supply costs for 2019-20 and beyond.
- Non-consumable supplies for technology, equipment, energy-savings improvements, and certain maintenance services up to \$2,000,000 annually may be paid from Bond Funds if aligned with the ballot title.
- The General Fund end balance will remain at the 4.0 percent target.



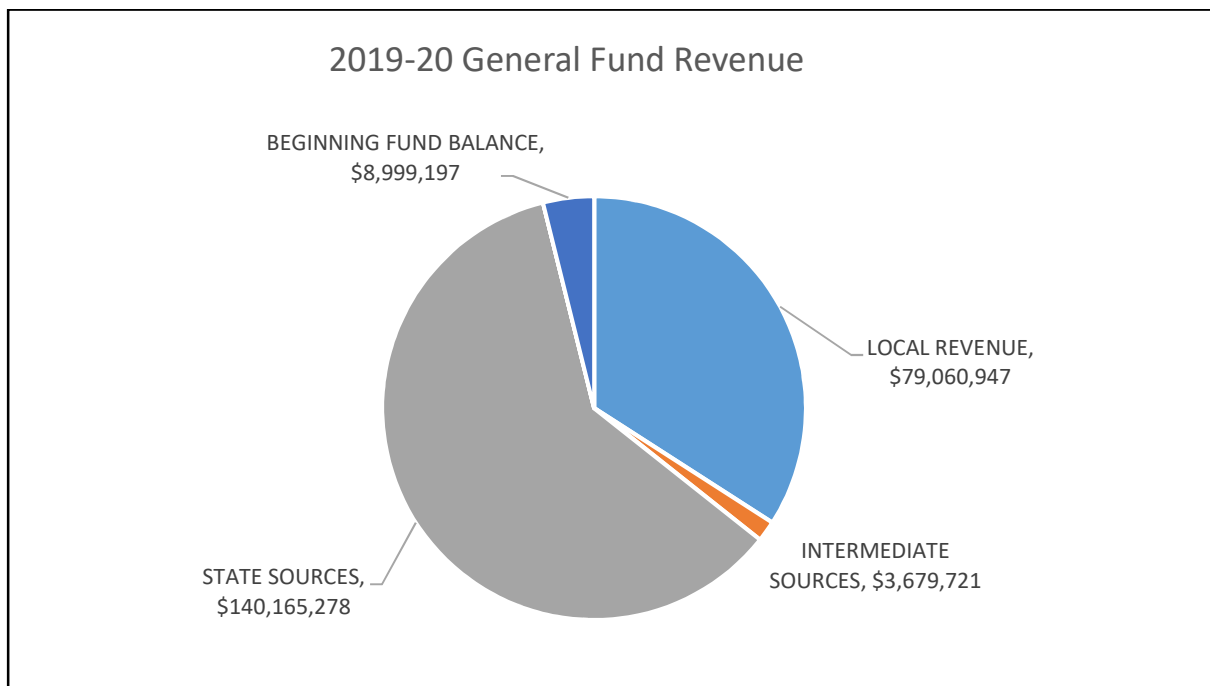
⁴ <https://www.oregon.gov/pers/EMP/Pages/Employer-Rate-Summary.aspx>,
<https://www.oregon.gov/pers/EMP/Pages/Employer-Rate-Projection-Tool.aspx>

BUDGET GENERAL FUND REVENUE

The General Fund is used to account for all transactions related to the District's operations, except those required to be accounted for in other funds. Major revenue sources include local property taxes and the State School Fund.

General Fund expenditures encompass the day-to-day operations of the District, except for those expenditures related to programs funded by federal, state, and local sources for designated purposes, payment of bonded debt, capital facility acquisition and construction, food service, internal services, and trust/agency.

General Fund expenditures are subject to appropriation. Year-end unreserved fund balances are carried forward to the following year as Beginning Fund Balances.



GENERAL FUND REVENUES

Current Year's Taxes

The current tax levy is one of the main sources of revenue for funding the operation of the Hillsboro School District. It is based on the assessed valuation of all taxable property within the District. It is collected by the County Treasurer and includes current taxes, prior year taxes, and any penalties or interest paid.

The tax amount remains stable due to property tax limitation Ballot Measures 5, 47, and 50. The current rate is \$4.9749 per \$1,000 of assessed value to support the General Fund.

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$69,010,327	\$72,653,545	\$74,333,357	\$75,855,778

Interest on Investments

Interest on investments is interest earned from the investment of District revenue. Investment of all funds is the responsibility of the Chief Financial Officer and follows the District investment policy.

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$588,700	\$992,253	\$432,627	\$1,200,343

Other Local Revenue

Other local revenue consists of fees, building rentals, prior year property taxes, and gate receipts.

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$1,358,763	\$1,210,849	\$2,024,747	\$2,004,826

County School Fund

An act of Congress granted roughly 6 percent of acquired state lands for the support of K-12 education. Revenue comes from state leasing rights, unclaimed property, forest management, and gifts. The funds are invested and the earnings are distributed to K-12 districts.

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$297,100	\$535,503	\$468,000	\$482,040

ESD Pass-Through Dollars

The Northwest Regional Education Service District (NWRESA) provides a menu of services for districts to purchase using service credits. Revenue from the state flows through the NWRESA to the individual districts as either service credits to be used for support in special education, curriculum planning, or professional development, or as cash (up to 90 percent).

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$3,386,121	\$3,363,599	\$3,104,545	\$3,197,681

State Sources

State sources make up approximately 59.9 percent of all revenue received in the General Fund. The State School Fund, Common School Fund, state timber taxes, and transportation reimbursement comprise state sources. The Oregon Department of Education is required to provide districts with estimates of State School Support in March of each year. The current estimate is based on a \$8.972 billion K-12 allocation for the 2019-21 biennium.

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$125,998,472	\$134,002,096	\$129,148,385	\$140,165,278

Other Sources

Other sources comprise revenue from transfers and the sale of District assets.

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$1,705	\$1,120,693	\$1,000,000	\$0

Beginning Fund Balance

The Beginning Fund balance is rolled over from the Ending Fund balance of the prior year, and is used to provide revenue until tax revenues are received in November. The 2018-19 Beginning Fund balance of \$8,965,281 is 3.8% percent of the total revenues.

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$14,558,453	\$12,711,074	\$13,392,374	\$8,999,197

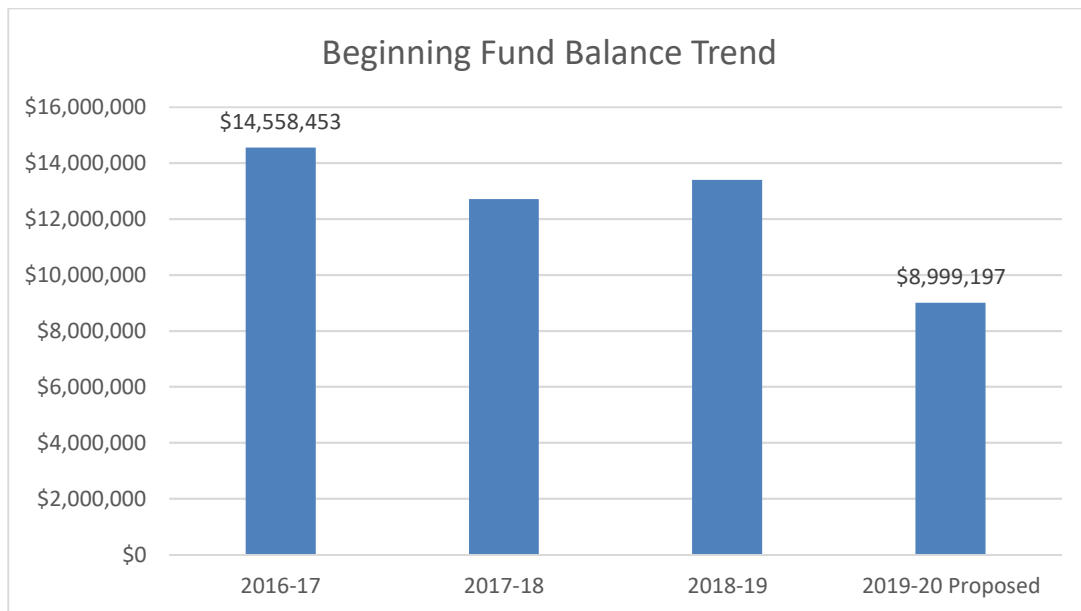
Total Revenue

2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Approved
\$215,199,641	\$226,589,612	\$223,904,035	\$231,905,143

BEGINNING FUND BALANCE AND FINANCIAL STABILITY

With the uncertainty in state funding, an important element in maintaining sustainability from one year to another is the Beginning Fund balance. The Beginning Fund balance is used to maintain a positive cash flow until tax revenues are received in November, and to smooth out unexpected shortages of revenues.

The District is targeting a Beginning Fund Balance target of 4.0 percent for 2019-20. The budget includes \$8,999,197 as the Beginning Fund balance, which is a \$4,393,177 decrease from the 2018-19 adopted budget beginning fund balance.

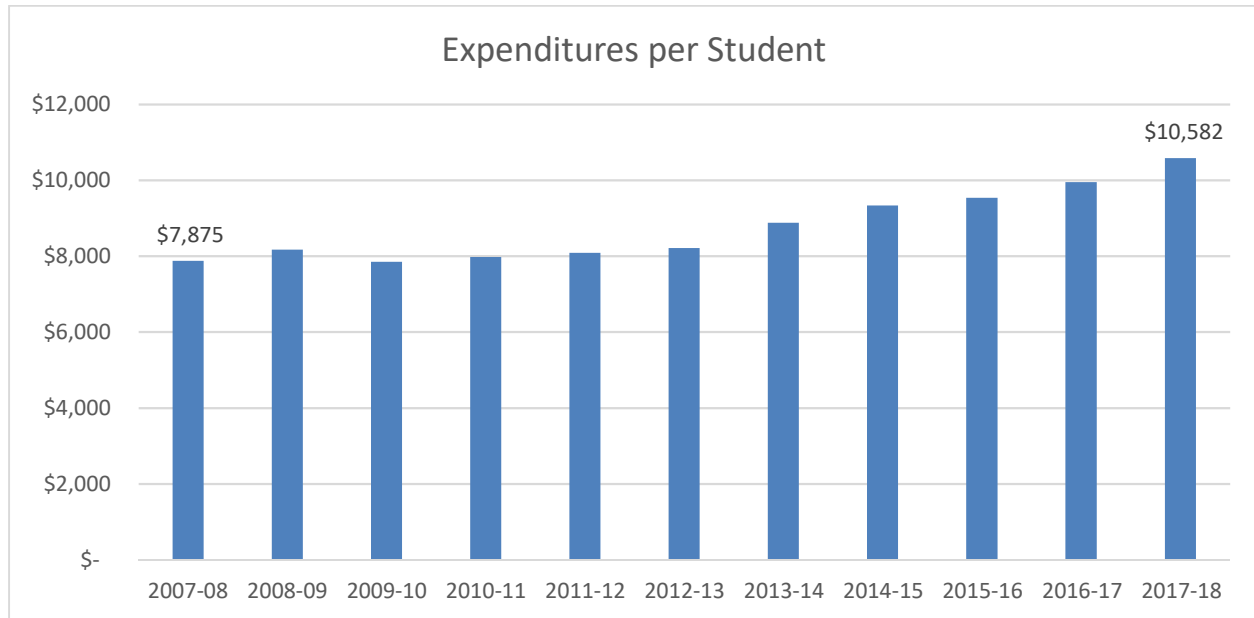


ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
100.0000.1111	CURRENT YEAR PROPERTY TAX	\$68,279,710	\$72,008,445	\$73,561,067	\$75,025,205
100.0000.1112	PRIOR YEAR PROPERTY TAX	\$697,175	\$563,856	\$772,290	\$750,252
100.0000.1113	COUNTY TAX SALES/BACK TAX	\$0	\$0	\$13,258	\$13,656
100.0000.1114	PAYMENTS IN LIEU OF PR TX	\$4,316	\$11,994	\$17,425	\$17,948
100.0000.1190	PENALTIES & INTEREST ON TAX	\$29,126	\$43,251	\$47,298	\$48,717
100.0000.1200	HOUSING AUTHORITY	\$0	\$25,999	\$0	\$0
100.0000.1312	NON-RESIDENT TUITION	\$0	\$28,202	\$0	\$0
100.0000.1411	TRANSP FEES FROM INDIVID	\$60,392	\$31,524	\$104,619	\$107,758
100.0000.1512	INTEREST ON LGIP	\$588,669	\$992,222	\$432,627	\$1,200,000
100.0000.1513	INTEREST ON BANK ACCOUNTS	\$31	\$31	\$333	\$343
100.0000.1710	GATE RECEIPTS	\$27,711	\$64,386	\$74,348	\$76,578
100.0000.1742	STUDENT TOWEL FEES	\$92	\$55	\$1,572	\$1,619
100.0000.1744	STUDENT PARTICIPATION FEES	\$198,701	\$305,803	\$392,342	\$404,112
100.0000.1910	RENTAL/BLDG USAGE	\$277,820	\$170,761	\$281,368	\$289,809
100.0000.1920	CONTRIBUTIONS/DONATIONS	\$0	\$150	\$50,000	\$51,500
100.0000.1960	RECOVERY PRIOR YEAR EXP	\$61,244	\$7,425	\$34,537	\$35,573
100.0000.1975	REBATE	\$29,240	\$33,073	\$129,123	\$132,997
100.0000.1980	FEES CHARGED TO GRANTS	\$582,038	\$427,660	\$770,213	\$793,319
100.0000.1990	MISCELLANEOUS REVENUE	\$28,536	\$11,513	\$29,091	\$29,964
100.0000.1993	REIMBURSE/EXPENSE	\$14,142	\$107,645	\$8,522	\$8,778
100.0000.1995	PRINTING REVENUE	\$57,994	\$1,431	\$45,698	\$47,069
100.0000.1995	TEXTBOOK SALES	\$519	\$572	\$0	\$0
100.0000.1998	REIMBRSMT -MODIFIED WORKER	\$20,334	\$20,649	\$25,000	\$25,750
TOTAL LOCAL REVENUE		\$70,957,790	\$74,856,647	\$76,790,731	\$79,060,947
100.0000.2101	COUNTY SCHOOL FUND	\$297,100	\$535,503	\$468,000	\$482,040
100.0000.2103	ESD PASS THROUGH	\$3,386,121	\$3,363,599	\$3,104,545	\$3,197,681
TOTAL INTERMEDIATE SOURCES		\$3,683,221	\$3,899,102	\$3,572,545	\$3,679,721
100.0000.3101	STATE SCH FUND	\$111,804,658	\$120,268,585	\$113,209,524	\$124,122,863
100.0000.3103	COMMON SCHOOL FUND	\$2,557,099	\$2,109,549	\$2,588,861	\$2,692,415
100.0000.3104	STATE TIMBER REVENUE	\$685,607	\$1,123,962	\$650,000	\$650,000
100.0000.3105	SSF TRANSPORTATION	\$10,860,000	\$10,500,000	\$11,200,000	\$11,200,000
100.0000.3199	OTHER UNRESTRICTED GRANTS	\$91,108	\$0	\$1,500,000	\$1,500,000
TOTAL STATE SOURCES		\$125,998,472	\$134,002,096	\$129,148,385	\$140,165,278
100.0000.5200	TRANSFERS	\$0	\$1,000,000	\$1,000,000	\$0
TOTAL TRANSFERS		\$0	\$1,000,000	\$1,000,000	\$0
100.0000.5300	COMPENSATION/LOSS	\$1,705	\$120,693	\$0	\$0
TOTAL COMPENSATION/LOSS ASSETS		\$1,705	\$120,693	\$0	\$0
TOTAL BEGINNING FUND BALANCE		\$14,558,453	\$12,711,074	\$13,392,374	\$8,999,197
TOTAL REVENUE		\$215,199,641	\$226,589,612	\$223,904,035	\$231,905,143

Note: Immaterial rounding differences may exist between tables.

GENERAL FUND EXPENDITURES

Each year, the Oregon Department of Education (ODE) calculates the spending per student for the General Fund, based on actual data compiled from District audits reported to ODE.



At the end of the 2017-18 fiscal year, the average operational cost of educating a student in the Hillsboro School District was \$10,582. This figure is determined by dividing total General Fund expenditures for 2017-18, \$213,793,813, by our total Average Daily Membership (ADM) of 20,204 ($\$213,793,813 / 20,204 = \$10,582$). The breakdown of the \$10,582 is as follows:

Instruction (\$5,154 per student). Staffing, materials, and supplies for classroom instruction, alternative education, ESL, Youth Corrections program, summer school, and Talented and Gifted (TAG) program.

Special Education (\$1,661 per student). Staffing, materials and supplies for students with disabilities in less restrictive programs, and students with disabilities in restrictive programs.

Student Services (\$519 per student). Staffing and office supplies for attendance, guidance, health services, media services, assessment, testing, and instructional staff development.

Central Services (\$411 per student). Expenditures related to the Board of Directors, Superintendent, Business Office, Print Shop, and Human Resources.

School Administration (\$893 per student). Principals, assistant principals, teachers on special assignment (TOSAs), supplies, materials, purchased administrative services, and support at each campus.

Facilities (\$864 per student). Personnel and supplies for custodial and maintenance services, plus major maintenance projects district wide.

Transportation (\$754 per student). Transportation costs for home-to-school, special education, and athletic/activity events. Seventy percent of eligible transportation costs are reimbursed by the state.

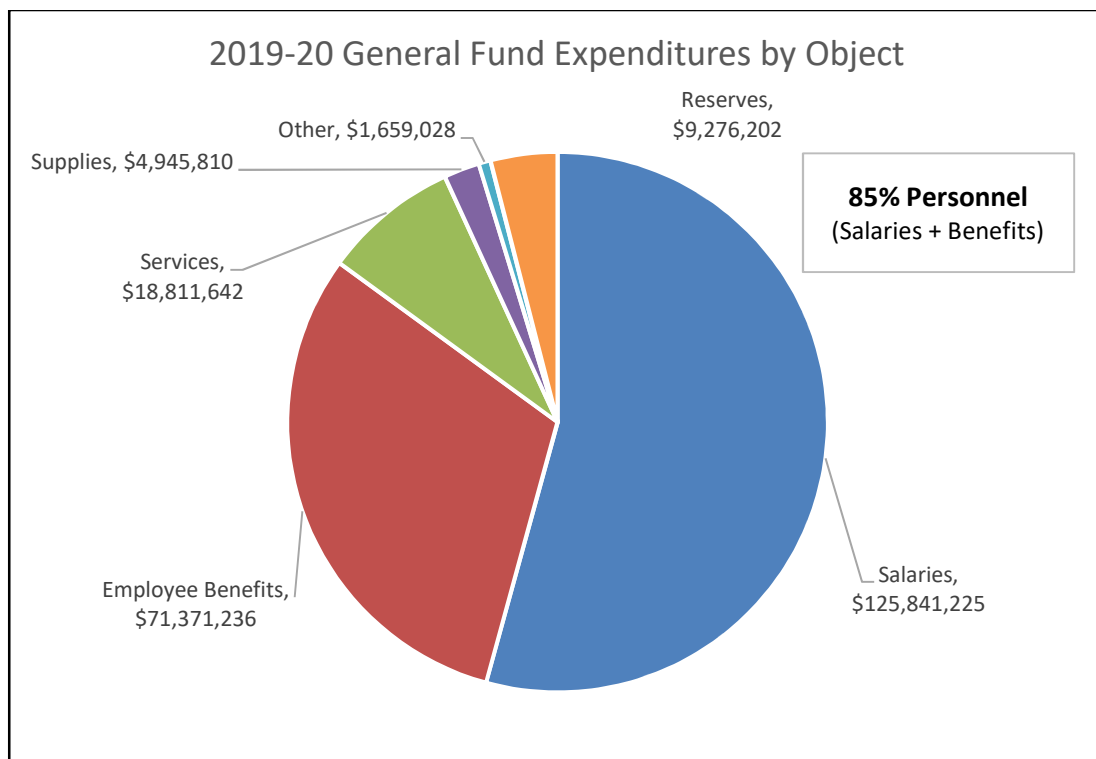
Technology (\$264 per student). Staffing and new technology for classroom instruction.

Community Service (\$62 per student). Personnel and supplies used to perform a variety of community services, primarily the Office of Hispanic Outreach.



General Fund Budget by Object Summary

Object	Description	2017-18 Actual	2018-19 Adopted	2019-20 Approved	Increase/Decrease from Prior Year
Salaries	All salaries including negotiated increases.	\$118,957,403	\$122,269,404	\$125,841,225	2.92%
Benefits	Includes associated payroll costs, PERS, health insurance caps, tuition reimbursement	\$65,159,718	\$65,511,286	\$71,371,236	8.94%
Purchased Services	Utilities, printing, charter school payments, contracted services	\$19,681,055	\$20,275,834	\$18,811,642	-7.22%
Supplies and Materials	Supplies, textbooks, computer hardware and software, gasoline	\$8,213,874	\$5,104,035	\$4,945,810	-3.10%
Capital Expenditures	New and replacement equipment	\$161,761	\$0	\$0	0.00%
Other	Dues, Fees, and Insurance	\$1,620,002	\$1,744,279	\$1,659,028	-4.89%
Reserves	Planned reserves for next year	\$12,795,799	\$8,999,197	\$9,276,202	3.08%
Total		\$226,589,612	\$223,904,035	\$231,905,143	3.57%





General Fund by Object

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED	2019-20 FTE
100.0000.0111	REG LICENSED SALARIES	\$70,007,073	\$72,990,213	\$73,812,624	\$78,426,635	1,004.7
100.0000.0112	REG CLASSIFIED SALARIES	\$29,464,975	\$30,207,874	\$32,736,256	\$31,213,438	693.2
100.0000.0113	REG ADMIN SALARIES	\$7,906,597	\$7,906,271	\$7,998,916	\$8,237,582	62.1
100.0000.0114	REG SUPERVISORY SALARIES	\$1,896,947	\$1,975,448	\$2,084,516	\$2,157,363	26.5
100.0000.0116	EARLY RETIREMENT STIPEND	\$24,000	\$13,000	\$0	\$0	0.0
100.0000.0121	SUBSTITUTES-LICENSED	\$104,185	\$99,545	\$103,000	\$106,090	0.0
100.0000.0122	SUBSTITUTES-CLASSIFIED	\$60,367	\$79,390	\$77,250	\$79,568	0.0
100.0000.0123	CERTIFIED TEMPORARY WAGE	\$227,977	\$59,055	\$204,232	\$210,359	0.0
100.0000.0124	TEMPORARY-CLASSIFIED	\$932,299	\$694,848	\$265,225	\$273,182	0.0
100.0000.0126	SUBSTITUTES-ADMIN	\$84,259	\$0	\$47,940	\$49,378	0.0
100.0000.0130	ADDITIONAL SALARIES	\$0	\$6,767	\$48,145	\$49,589	0.0
100.0000.0131	EXTENDED CONTRACT	\$16,317	\$1,217,202	\$1,428,808	\$1,471,672	0.0
100.0000.0132	DEPT COORDINATOR STIPEND	\$1,254,157	\$933,529	\$727,485	\$749,310	0.0
100.0000.0133	ATHLETIC COACHING PAY	\$807,827	\$661,267	\$706,754	\$727,957	0.0
100.0000.0134	ADVISOR PAY	\$657,048	\$177,404	\$202,727	\$208,809	0.0
100.0000.0135	STUDENT SUPERVISION PAY	\$182,016	\$84,408	\$84,489	\$87,024	0.0
100.0000.0136	ATHLETIC/ACTIVITY PAY	\$79,288	\$121,118	\$134,890	\$138,937	0.0
100.0000.0138	EXTRA DUTY STIPEND	\$135,071	\$0	\$0	\$0	0.0
100.0000.0139	OVERTIME SALARIES	\$823,293	\$977,351	\$946,659	\$975,059	0.0
100.0000.0140	OTHER TIME	\$646,182	\$731,180	\$641,638	\$660,887	0.0
100.0000.0144	STUDENT WAGES	\$15,284	\$21,533	\$17,850	\$18,386	0.0
TOTAL SALARIES		\$115,325,162	\$118,957,403	\$122,269,404	\$125,841,225	1,786.50
100.0000.0200	EMPLOYEE BENEFITS	\$0	\$18	\$0	\$0	0.0
100.0000.0211	PERS EMPLOYER CONTRBUTN	\$5,133,916	\$7,723,345	\$9,399,229	\$6,015,966	0.0
100.0000.0212	PERS-EMPLOYEE PICKUP	\$0	\$0	\$0	\$0	0.0
100.0000.0213	PERS UAL BOND 2005	\$7,493,136	\$7,797,814	\$10,211,305	\$8,283,790	0.0
100.0000.0214	PERS UAL BOND 2015	\$2,151,313	\$2,227,356	\$0	\$2,365,751	0.0
100.0000.0216	PERS EMPLOYER-TIER III	\$4,084,526	\$8,306,946	\$7,690,772	\$15,979,822	0.0
100.0000.0218	PERS- PRIOR PERIOD REC	\$159,606	\$80,845	\$0	\$0	0.0
100.0000.0220	SOCIAL SECURITY ADMIN	\$8,793,373	\$9,065,580	\$9,353,609	\$9,626,854	0.0
100.0000.0231	WORKERS' COMPENSATION	\$816,217	\$759,135	\$611,347	\$629,206	0.0
100.0000.0232	UNEMPLOYMENT COMPENSTN	\$115,074	\$118,503	\$122,269	\$125,841	0.0
100.0000.0240	POST EMPLOYMENT BENEFIT	\$0	\$0	\$0	\$0	0.0
100.0000.0241	DISABILITY INSURANCE	\$502,425	\$506,024	\$450,000	\$0	0.0
100.0000.0242	MEDICAL INSURANCE	\$21,882,267	\$22,843,235	\$22,622,852	\$23,676,598	0.0
100.0000.0243	LIFE INSURANCE	\$131,223	\$126,377	\$90,000	\$90,000	0.0
100.0000.0244	EMPLOYEE ASSISTANCE	\$22,586	\$22,631	\$0	\$0	0.0



ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED	2019-20 FTE
100.0000.0245	TRAVEL ALLOWANCE	\$117,125	\$113,010	\$100,000	\$100,000	0.0
100.0000.0246	DENTAL INSURANCE	\$2,759,104	\$2,855,489	\$2,649,903	\$2,517,408	0.0
100.0000.0247	EMPLOYER PROVIDED TSA	\$71,560	\$71,211	\$0	\$0	0.0
100.0000.0248	VISION INSURANCE	\$617,271	\$659,793	\$400,000	\$150,000	0.0
100.0000.0249	TUITION REIMBURSEMENT	\$453,295	\$514,493	\$500,000	\$500,000	0.0
100.0000.0251	ADMIN FLEX BENEFIT	\$1,329,900	\$1,313,440	\$1,250,000	\$1,250,000	0.0
100.0000.0252	DOMESTIC PARTNER TAXABLE	(\$3,297)	(\$1,482)	\$0	\$0	0.0
100.0000.0254	COMMUNICATIONS STIPEND	\$62,980	\$55,955	\$50,000	\$50,000	0.0
100.0000.0255	CLASSIFIED PROF IMPR	\$300	\$0	\$10,000	\$10,000	0.0
TOTAL BENEFITS		\$56,693,900	\$65,159,718	\$65,511,286	\$71,371,236	0.0
100.0000.0310	INSTRUCTION SERVICES	\$101,791	\$62,068	\$90,145	\$85,187	0.0
100.0000.0311	INSTRUCTION SERVICES	\$59,267	\$31,416	\$57,566	\$54,400	0.0
100.0000.0312	INSTR PROG IMPROVEMENT	\$104,265	\$55,499	\$58,178	\$54,978	0.0
100.0000.0313	STUDENT SERVICES	\$1,485,381	\$1,272,870	\$1,218,147	\$1,151,149	0.0
100.0000.0318	PROF IMPRV/NON INSTRUCT	\$31,013	\$4,278	\$12,620	\$11,926	0.0
100.0000.0319	OTHER PROF & TECH INSTRNL	\$417,802	\$407,858	\$486,209	\$459,468	0.0
100.0000.0320	PROPERTY SERVICES	\$10	\$1,932	\$889	\$840	0.0
100.0000.0321	CUSTODIAL SERVICES	\$0	\$4,514	\$0	\$0	0.0
100.0000.0322	REPAIR & MAINTENANCE	\$812,456	\$446,390	\$826,443	\$780,989	0.0
100.0000.0323	LAUNDRY & DRY CLEANING	\$155,184	\$172,160	\$319,620	\$302,041	0.0
100.0000.0324	RENTAL EXPENSE	\$873,641	\$587,301	\$616,158	\$582,269	0.0
100.0000.0325	ELECTRICITY	\$2,328,109	\$2,487,697	\$2,673,628	\$2,526,578	0.0
100.0000.0326	HEATING FUEL	\$704,378	\$622,242	\$822,292	\$777,066	0.0
100.0000.0327	WATER & SEWAGE	\$1,305,872	\$1,332,973	\$1,229,450	\$1,161,830	0.0
100.0000.0328	GARBAGE	\$306,958	\$337,115	\$367,501	\$347,288	0.0
100.0000.0329	OTHER PROPERTY SERVICES	\$240,708	\$19,629	\$270,485	\$255,608	0.0
100.0000.0330	STUDENT TRANSPORTATION	\$570	\$90	\$0	\$0	0.0
100.0000.0331	REIMBURSABLE STUDNT TRAN	(\$113,030)	(\$160,245)	(\$182,859)	(\$172,802)	0.0
100.0000.0332	NONREIMB STUDENT TRANS	\$121,631	\$126,458	\$146,355	\$138,305	0.0
100.0000.0340	TRAVEL	\$470,995	\$509,787	\$550,871	\$520,573	0.0
100.0000.0342	TRAVEL – IN DISTRICT	\$986	\$4,326	\$130	\$123	0.0
100.0000.0343	STUDENT OUT OF DIST TRANS	\$7,936	\$30,290	\$6,150	\$5,812	0.0
100.0000.0351	TELEPHONE	\$125,806	\$279,485	\$121,202	\$114,536	0.0
100.0000.0353	POSTAGE	\$108,574	\$116,280	\$180,592	\$170,659	0.0
100.0000.0354	ADVERTISING	\$25,683	\$18,538	\$17,592	\$16,624	0.0
100.0000.0355	PRINTING AND BINDING	(\$12,421)	(\$21,953)	\$7,870	\$7,438	0.0
100.0000.0360	CHARTER SCHOOL PAYMENTS	\$1,260,565	\$1,315,133	\$1,590,756	\$1,574,848	0.0
100.0000.0371	TUITION TO PUBLIC SCHOOLS	\$228,978	\$194,514	\$201,264	\$190,194	0.0
100.0000.0372	TUITION OUT OF STATE	\$0	\$92,702	\$0	\$40,900	0.0
100.0000.0373	TUITION TO PRIVATE SCHOOL	\$44,518	\$0	\$43,280	\$0	0.0
100.0000.0374	OTHER TUITION PAYMENTS	\$242,227	\$247,922	\$0	\$0	0.0



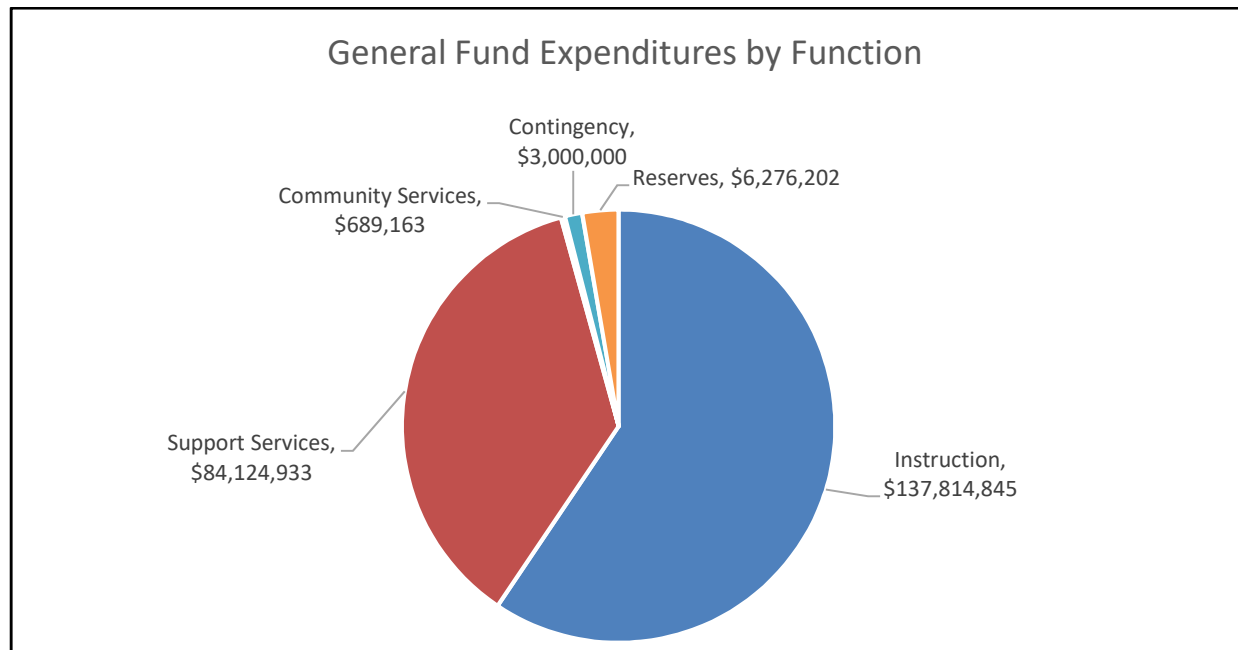
ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED	2019-20 FTE
100.0000.0380	NON-INSTRUCT PROF SERV	\$219,305	\$231,526	\$241,089	\$177,829	0.0
100.0000.0381	AUDIT SERVICES	\$28,000	\$85,000	\$68,355	\$64,595	0.0
100.0000.0382	LEGAL SERVICES	\$89,531	\$92,109	\$115,271	\$108,931	0.0
100.0000.0383	ARCHITECT/ENGINEER SVCS	\$23,801	\$1,050	\$65,084	\$61,504	0.0
100.0000.0382	NEGOTIATION SERVICES	\$0	\$22,054	\$0	\$0	0.0
100.0000.0385	MANAGEMENT SERVICES	\$7,105	\$6,059	\$0	\$0	0.0
100.0000.0388	ELECTION SERVICES	\$34,525	\$75	\$0	\$0	0.0
100.0000.0390	OTHER PROF & TECH SRV	(\$2,270,404)	\$2,329,027	\$210,000	\$198,450	0.0
100.0000.0391	SUBSTITUTE – LICENSED	\$6,855,759	\$3,429,010	\$5,008,500	\$4,496,381	0.0
100.0000.0392	BANK SERVICE FEE	\$16,562	\$5,204	\$0	\$0	0.0
100.0000.0399	SUBSTITUTE – CLASSIFIED	\$3,877,367	\$2,880,671	\$2,835,000	\$2,545,125	0.0
TOTAL PURCHASED SERVICES		\$20,321,404	\$19,681,055	\$20,275,834	\$18,811,642	0.0
100.0000.0410	SUPPLIES AND MATERIALS	\$2,858,040	\$3,568,063	\$1,754,400	\$1,700,014	0.0
100.0000.0412	CUSTODIAL SUPPLIES	\$466,459	\$490,648	\$586,500	\$568,319	0.0
100.0000.0417	MAINTENANCE SUPPLIES	\$300,707	\$289,608	\$37,758	\$36,588	0.0
100.0000.0418	GASOLINE AND OIL	\$735,713	\$910,737	\$408,000	\$395,352	0.0
100.0000.0419	TIRES	\$83,307	\$44,289	\$0	\$0	0.0
100.0000.0420	TEXTBOOKS	\$268,372	\$122,686	\$32,077	\$31,083	0.0
100.0000.0430	LIBRARY BOOKS	\$24,068	\$25,358	\$32,309	\$31,307	0.0
100.0000.0440	PERIODICAL SUBSCRIPTIONS	\$40,157	\$41,542	\$0	\$0	0.0
100.0000.0450	FOOD	\$415	\$0	\$0	\$0	0.0
100.0000.0460	NON-CONSUMABLE ITEMS	\$377,644	\$247,412	\$211,222	\$204,674	0.0
100.0000.0461	<\$5000 EQUIPMENT	\$1,094,919	\$175,826	\$510,000	\$494,190	0.0
100.0000.0470	COMPUTER SOFTWARE	\$1,073,200	\$1,009,367	\$1,276,533	\$1,236,960	0.0
100.0000.0480	COMPUTER HARDWARE	\$595,554	\$482,958	\$170,079	\$164,807	0.0
100.0000.0481	<\$5000 COMPUTER HARDWAR	\$206,395	\$805,380	\$85,157	\$82,516	0.0
TOTAL SUPPLIES & MATERIALS		\$8,124,950	\$8,213,874	\$5,104,035	\$4,945,810	0.0
100.0000.0520	BUILDING ACQUISITIONS	\$5,000	\$16,895	\$0	\$0	0.0
100.0000.0530	IMPROVEMENTS TO BUILDING	\$36,529	\$90,369	\$0	\$0	0.0
100.0000.0540	CAPITAL EQUIPMENT	\$22,887	\$17,765	\$0	\$0	0.0
100.0000.0542	REPLACEMENT EQUIPMENT	\$21,731	\$36,732	\$0	\$0	0.0
100.0000.0550	CAPITAL TECHNOLOGY	\$0	\$0	\$0	\$0	0.0
TOTAL CAPITAL EQUIPMENT		\$86,147	\$161,761	\$0	\$0	0.0
100.0000.0610	REDEMPTION OF PRINCIPAL	\$455,000	\$0	\$0	\$0	0.0
100.0000.0621	INTEREST	\$76,450	\$0	\$0	\$0	0.0
100.0000.0640	DUES & FEES	\$296,801	\$335,490	\$305,210	\$320,470	0.0
100.0000.0650	INSURANCE AND JUDGMENTS	\$735	\$0	\$0	\$0	0.0
100.0000.0651	LIABILITY INSURANCE	\$346,927	\$347,109	\$357,332	\$375,199	0.0
100.0000.0652	FIDELITY BOND PREMIUMS	\$200	\$200	\$232	\$243	0.0
100.0000.0653	PROPERTY & CASULTY INS	\$719,855	\$911,210	\$911,187	\$856,747	0.0

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED	2019-20 FTE
100.0000.0655	JUDGEMENTS & SETTLEMNTS	\$20,000	\$12,100	\$147,142	\$83,193	0.0
100.0000.0670	TAXES & LICENSES	\$21,035	\$13,893	\$23,176	\$23,176	0.0
TOTAL DUES AND FEES		\$1,937,003	\$1,620,002	\$1,744,279	\$1,659,028	0.0
100.0000.790	TRANSFER TO PERS RESERVE	\$0	\$0	\$0	\$0	0.0
TOTAL TRANSFERS		\$0	\$0	\$0	\$0	0.0
100.0000.0810	PLANNED RESERVE	\$0	\$0	\$0	\$3,000,000	0.0
100.0000.0820	RESERVED FOR NEXT YEAR	\$12,711,074	\$12,795,799	\$8,999,197	\$6,276,202	0.0
TOTAL EXPENDITURES		\$215,199,641	\$226,589,612	\$223,904,035	\$231,905,143	1,786.50



General Fund Budget by Function Summary

Function	Description	2017-18 Actuals	2018-19 Adopted	2019-20 Approved	Change from Prior Year
Instruction	Direct classroom	\$132,346,150	\$129,331,600	\$137,814,845	6.56%
Support Services	Counselors, media, assessment, central administration, facilities, transportation	\$80,786,733	\$85,027,904	\$84,124,933	-1.06%
Community Services	Office of Hispanic Outreach	\$661,816	\$545,334	\$689,163	26.40%
Building Improvements	Building acquisitions and capital improvements	\$0	\$0	\$0	0.00%
Other	Debt Service on Admin Center Building	(\$886)	\$0	\$0	0.00%
Contingency	Unexpected expenditures	\$0	\$1,500,000	\$3,000,000	100.00%
Reserves	Next year's reserve	\$12,795,799	\$7,499,197	\$6,276,202	-16.31%
Total		\$226,589,612	\$223,904,035	\$231,905,143	3.57%





ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED	2019-20 FTE
100.1111.0000	PRIMARY EDUCATION	\$44,971,712	\$48,878,409	\$47,854,900	\$50,898,121	435.9
100.1113.0000	ELEMENTARY EXTRACURRIC	\$193,696	\$144,642	\$206,114	\$150,619	0.0
100.1121.0000	MIDDLE SCHOOL PROGRAMS	\$11,377,873	\$11,699,621	\$12,107,322	\$12,183,063	97.9
100.1122.0000	MIDDLE SCHL EXTRACURRIC	\$88,215	\$94,590	\$93,870	\$98,499	0.0
100.1131.0000	HIGH SCHOOL PROGRAMS	\$22,443,317	\$24,292,851	\$23,882,184	\$25,296,659	191.0
100.1132.0000	HIGH SCHOOL EXTRACURRIC	\$2,569,268	\$2,508,974	\$2,733,986	\$2,612,648	7.9
100.1133.0000	SATURDAY SCHOOL-HIGH SCH	\$11,006	\$10,630	\$11,712	\$11,069	0.0
100.1210.0000	TALENTED AND GIFTED	\$489,545	\$508,418	\$520,930	\$529,426	2.3
100.1220.0000	RESTRICTIVE PROG-SP PROG	\$0	\$708,737	\$0	\$738,023	0.0
100.1221.0000	LEARNING CNTRS-STRUCTUR	\$9,587,092	\$10,285,179	\$10,201,731	\$10,710,174	135.4
100.1223.0000	COMMUNITY TRANSITION	\$1,827,862	\$1,780,661	\$1,945,048	\$1,854,240	23.4
100.1224.0000	LIFE SKILLLS WITH NURSING	\$1,257,509	\$1,382,037	\$1,338,129	\$1,439,144	14.0
100.1225.0000	OUT OF DISTRICT PROGRAMS	\$686,897	\$714,696	\$730,934	\$744,228	0.0
100.1226.0000	HOME INSTRUCTION	\$163,575	\$210,599	\$174,062	\$219,301	1.0
100.1227.0000	EXTENDED SCHOOL YR	\$128,061	\$117,214	\$136,271	\$122,057	0.0
100.1250.0000	LESS RESTRICTIVE PROGRMS	\$12,290,501	\$13,725,725	\$13,078,459	\$14,292,888	151.5
100.1272.0000	TITLE I	\$44	\$1,157	\$47	\$1,205	0.0
100.1280.0000	ALTERNATIVE EDUCATION	\$1,609,121	\$1,243,542	\$1,712,284	\$1,294,927	11.0
100.1288.0000	CHARTER SCHOOLS	\$1,291,780	\$1,353,640	\$1,374,597	\$1,409,574	0.0
100.1289.0000	OPTIONS PROGRAMS	\$604,423	\$750,652	\$643,173	\$781,670	0.8
100.1290.0000	DESIGNATED PROGRAMS	\$72	\$18	\$77	\$19	0.0
100.1291.0000	ENGLISH 2ND LANGUAG PROG	\$9,250,905	\$10,864,861	\$9,843,991	\$11,313,810	97.9
100.1292.0000	TEEN PARENT PROGRAMS	\$383,261	\$723,571	\$407,832	\$753,470	4.1
100.1294.0000	YOUTH CORRECTN EDUCATN	\$158,627	\$695	\$168,797	\$724	1.0
100.1296.0000	ACADEMIC INTERVENTIONS	\$151,030	\$195,233	\$160,714	\$203,300	1.3
100.1430.0000	SECONDARY SUMMER SCH	\$4,169	\$149,798	\$4,436	\$155,987	0.0
TOTAL INSTRUCTIONAL SERVICES		\$121,539,561	\$132,346,150	\$129,331,600	\$137,814,845	1,176.4
100.2110.0000	ATTENDANC & SOCL WRK SVC	\$550,701	\$527,823	\$586,007	\$549,633	4.0
100.2112.0000	ATTENDANCE SERVICES	\$466,564	\$519,781	\$496,476	\$541,259	5.7
100.2113.0000	SOCIAL WORK SERVICES	\$1,137,758	\$0	\$0	\$0	10.0
100.2115.0000	STUDENT SAFETY	\$882,833	\$1,230,467	\$1,210,701	\$1,281,311	10.5
100.2116.0000	BEHAVIORIAL SERVICES	\$1,684,943	\$699,781	\$939,433	\$728,697	0.0
100.2118.0000	LIMITED STUDENT SUPPORT	\$0	\$1,316,171	\$1,792,967	\$1,370,557	0.0
100.2122.0000	COUNSELING SERVICES	\$4,671,105	\$5,059,785	\$4,970,575	\$5,268,861	47.2
100.2126.0000	PLACEMENT SERVICES	\$350,627	\$75,284	\$373,106	\$78,395	3.4
100.2130.0000	HEALTH SERVICES	\$59,487	\$92,633	\$63,301	\$96,461	0.6



ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED	2019-20 FTE
100.2132.0000	MEDICAL SERVICES	\$154,102	\$141,582	\$163,981	\$147,432	0.0
100.2134.0000	NURSE SERVICES	\$659,568	\$269,037	\$701,854	\$280,154	6.9
100.2139.0000	OTHER HEALTH SERVICES	\$331,892	\$360,871	\$353,170	\$375,783	3.9
100.2140.0000	PSYCHOLOGICAL SERVICES	\$929,399	\$1,017,154	\$988,984	\$1,059,184	8.2
100.2150.0000	SPEECH & AUDIO SERVICES	\$3,245,193	\$3,270,543	\$3,453,246	\$3,405,686	28.0
100.2160.0000	STUDENT TREATMNT CENTER	\$113,225	\$115,467	\$120,483	\$120,238	0.0
100.2190.0000	STUDENT SERVICES DIRECTR	\$298,078	\$197,232	\$317,188	\$205,382	0.0
100.2210.0000	IMPROVEMNT OF INSTRCTN	\$986,440	\$942,179	\$1,049,682	\$981,111	1.0
100.2211.0000	SERVICE AREA DIRECTION	\$2,273	\$0	\$2,419	\$0	0.0
100.2212.0000	OTHER CURRICULUM INSTR	\$191,262	\$0	\$203,524	\$0	0.0
100.2213.0000	CURRICULUM DEVELOPMENT	\$820	\$980,101	\$874	\$1,020,600	0.0
100.2220.0000	EDUCATIONAL MEDIA SVCS	\$0	\$6,472	\$0	\$6,739	0.0
100.2222.0000	LIBRARY MEDIA CENTER	\$1,246,022	\$1,358,288	\$1,325,906	\$1,414,414	15.3
100.2223.0000	MULTIMEDIA SERVICES	\$3,687	\$2,121	\$3,923	\$2,209	0.0
100.2230.0000	ASSESSMENT & TESTING	\$267,042	\$165,771	\$284,162	\$172,621	0.0
100.2240.0000	INSTRUCTNL STAFF DEVELOP	\$1,468,237	\$1,635,561	\$1,562,368	\$1,703,144	1.8
100.2310.0000	BOARD OF EDUCATION	\$204,042	\$231,363	\$217,124	\$240,923	1.0
100.2321.0000	OFFICE OF SUPERINTENDENT	\$616,829	\$604,632	\$656,374	\$629,616	2.0
100.2410.0000	OFFICE OF THE PRINCIPAL	\$13,601,234	\$14,795,791	\$14,473,225	\$15,407,170	105.1
100.2490.0000	OTHER ADMINISTRATION	\$2,845,978	\$2,648,383	\$3,028,438	\$2,757,817	14.0
100.2510.0000	DIRECTOR BUSINESS SVC	\$1,146,723	\$995,111	\$1,220,241	\$1,036,230	7.2
100.2520.0000	FISCAL SERVICES	\$253,678	\$62,424	\$269,232	\$65,003	0.0
100.2524.0000	PAYROLL SERVICES	\$325,481	\$345,889	\$708	\$360,182	4.6
100.2525.0000	FINANCIAL ACCOUNTING	\$221,826	\$238,057	\$346,347	\$247,894	3.0
100.2528.0000	RISK MANAGEMENT SERVICES	\$138,186	\$264,114	\$236,048	\$275,027	1.0
100.2529.0000	OTHER FISCAL SERVICES	\$29,501	\$42,844	\$147,045	\$44,614	0.0
100.2540.0000	FACILITIES MAINTENANCE	\$16,786,094	\$17,199,660	\$17,893,661	\$17,910,370	112.7
100.2545.0000	HVAC SERVICES	\$268,811	\$239,458	\$286,045	\$249,353	0.0
100.2550.0000	STUDENT TRANSPORTATION	\$14,634,143	\$15,225,758	\$15,572,354	\$15,854,904	165.8
100.2573.0000	WAREHOUSE/DISTRIBUTION	\$36,809	\$23,479	\$39,169	\$24,449	0.5
100.2574.0000	PRINTING SERVICES	\$38,729	\$11,149	\$41,212	\$11,610	4.0
100.2620.0000	PLANNING & DEVELPMNT SVC	\$0	\$1,515	\$0	\$1,578	0.0
100.2630.0000	COMMUNITY RELATIONS	\$626,434	\$569,276	\$666,596	\$592,799	4.0
100.2639.0000	OTHER INFORMATION SRVS	\$6,352	\$0	\$6,760	\$0	1.0
100.2640.0000	STAFF SERVICES	\$1,998,680	\$1,976,168	\$2,126,818	\$2,057,826	12.4
100.2660.0000	TECHNOLOGY SERVICES	\$6,381,483	\$5,285,806	\$6,790,605	\$5,504,222	21.2
100.2670.0000	RECORDS MANAGEMENT	\$16,991	\$27,757	\$18,080	\$28,904	0.0
100.2700.0000	EARLY RETIREMENT	\$25,836	\$13,995	\$27,492	\$14,571	0.0
TOTAL SUPPORT SERVICES		\$79,905,098	\$80,786,733	\$85,027,904	\$84,124,933	606.0

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED	2019- 20 FTE
100.3390.0000	OTHER COMMUNITY SERVICES	\$512,479	\$661,816	\$545,334	\$689,163	4.1
TOTAL OFFICE OF HISPANIC OUTREACH		\$512,479	\$661,816	\$545,334	\$689,163	4.1
100.4150.0000	BUILDING IMPROVEMENTS	\$0	\$0	\$0	\$0	0.0
TOTAL BUILDING IMPROVEMENTS		\$0	\$0	\$0	\$0	0.0
100.5110.0000	LONG TERM DEBT SERVICE	\$531,429	(\$886)	\$0	\$0	0.0
TOTAL DEBT SERVICE		\$531,429	(\$886)	\$0	\$0	0.0
100.5200.0000	TRANSFER TO PERS RESERVE	\$0	\$0	\$0	\$0	0.0
TOTAL TRANSFERS		\$0	\$0	\$0	\$0	0.0
100.6110.0000	OPERATING CONTINGENCY	\$0	\$0	\$1,500,000	\$3,000,000	0.0
100.7000.0000	UNAPPROPRIATED END BAL	\$12,711,074	\$12,795,799	\$7,499,197	\$6,276,202	0.0
TOTAL EXPENDITURES		\$215,199,641	\$226,589,612	\$223,904,035	\$231,905,143	1,786.5

Note: Immaterial rounding differences may exist between tables.



According to the [Oregon Department of Education Program and Accounting Manual](#), the “Function” is the second dimension of numbers in the standardized account code. Budget expenditures are reported by the following dimensions:

Fund: xxx

Function: xxxx

Object: xxx

The “Fund” is the first dimension and represents the type of management accounts represented in the following account detail. The “Function” describes the activity for which a service or material object is acquired and are listed below. The “Object” describes the type of item purchased and the definitions are self-evident. The “Functions” are described in more detail below.

1111 Primary Programs K-6

All regular elementary school instructional programs for kindergarten through third grade. Includes staff, services, teaching supplies, and equipment.

1113 Elementary Extracurricular

Staff stipends for after-school activities.

1121 Middle School Programs

All regular middle school instructional programs. Includes staff, services, teaching supplies, and equipment.

1122 Middle School Extracurricular

Advisor stipends and supplies for extracurricular activities.

1131 High School Programs

All regular high school instruction programs. Includes staff, services, teaching supplies, and equipment.

1132 High School Extracurricular

Extracurricular activities and athletics. Includes staff, coaches, advisors, services, supplies, and dues.

1133 Saturday School – High School

Extended contract time to staff high school Saturday school programs

1210 Talented and Gifted (TAG) Programs

TAG program services and supplies.

1221 Learning Centers – Structured and Intensive

Learning experiences for students with disabilities who spend one-half or more of their time in a restricted setting, such as Life Skills Centers or Social Communications Centers. This includes staff, services, and teaching supplies.

1223 Community Transition Centers

Learning experiences for students with disabilities who are 16 years of age or older, and who spend a portion of their school day in a community-based program, such as Portland Community College.

1224 Life Skills with Nursing

Learning experiences for students with disabilities who work primarily on functional skills and who receive nursing services, such as health impaired classrooms.

1225 Out-of-District Programs

Programs for students placed outside District schools, such as ESD programs or private schools.

1226 Home Instruction

Home tutoring services for students who are temporarily unable to attend school due to disability, illness, injury, or for an alternative placement.

1227 Extended School Year

Learning experiences for students with disabilities who show significant regression during non-instructional periods, and do not recoup the skills within a reasonable time. Students receive extended opportunities, such as summer school.

1250 Less-Restrictive Programs for Students with Disabilities

Special learning experiences outside the regular classroom for students with disabilities. Students spend certain periods of the school day in this program to receive remedial instruction in specific subject areas or other remedial activities. Includes staff, services, and teaching supplies.

1272 Title IA/D

Title I instructional activities. Includes staff and teaching supplies.

1280 Alternative Education

Alternative programs outside the regular school setting for students. Includes alternative middle school, alternative high school, and other alternative programs.

1288 Charter Schools

Payments made to City View Charter School, a District-sponsored charter school.

1289 Other Alternative Programs

District non-traditional instructional programs, including the Hillsboro Online Academy.

1290 Designated Programs

Special learning experiences for other students with special needs.

1291 English Language Learner (ELL) Programs

ELL programs include staff, services, and teaching supplies.

- 1292 Teen Parent Program**
The Teen Parent program, for pregnant or parenting students, includes staff, services, and teaching supplies.
- 1293 Migrant Education**
The migration education instructional program is designed to meet the needs of migrant students, including staff, services, supplies, and transportation.
- 1294 Youth Corrections Education**
Instructional programs delivered to youths in detention.
- 1295 Indian Education Program**
Instructional programs designed to meet the needs of culturally relevant curriculum about Oregon Native Americans.
- 1296 Academic Interventions**
Instructional programs delivered to youths in support of academic interventions.
- 1300 Adult/Continuing Education Programs**
Includes program costs to assist students for post-secondary education programs.
- 1400 Summer School Programs**
Summer school for students includes staff and material operating costs.
- 1410 Elementary School Summer School**
Summer school for elementary school students includes staff and material operating costs.
- 1430 High School Summer School**
Summer school for high school students includes staff and material operating costs.
- 1440 K-3 Summer School**
Summer school for Kindergarten through 3rd grade students includes staff and material operating costs.
- 1495 Identification and Recruitment – Migrant Summer School**
Includes staff and material costs to identify and recruit children identified as “Migrant” for the Migrant Summer Program.
- 2100 Support Services - Students**
Activities designed to assess and improve the well-being of students and/or supplement the teaching process.
- 2110 Attendance and Social Work Services**
Activities designed to improve student attendance at school. This includes contract services with Youth Contact to provide intervention and counseling services.

- 2112 Attendance Services**
Attendance record keeping.
- 2113 Social Work Services**
Activities to investigate and diagnose student problems, casework, group work for students and parents, and interpretation of student problems for other staff members. This includes staff and services.
- 2115 Student Safety**
Crossing guards and all activities associated with services to enhance student and campus safety.
- 2116 Behavioral Services**
Student Success Coaches and all activities associated with services.
- 2117 Identification and Recruitment of Migrant Children**
Includes staff and material costs to identify and recruit children identified as "Migrant."
- 2119 Other Attendance and Social Services**
Services other than attendance services, social work services, and student safety.
- 2120 Guidance Services**
Activities of counseling students and parents.
- 2122 Counseling Services**
Includes staff, services, and materials.
- 2126 Placement Services**
Career placement assistance for students.
- 2130 Health Services**
Includes the cost of consultants, training, and services related to special health needs.
- 2132 Medical Services**
Activities related to student physical and mental health, including such activities as screening, health examinations, emergency injury and illness care, and communication with parents and medical officials. Includes staff, services, and supplies.
- 2134 Nurse Services**
Nursing activities that are not instruction, such as health inspection, treatment of minor injuries, and referrals for other health services. Includes staff, services, and supplies.
- 2139 Other Health Services**
Health office staff and supplies.

- 2140 Psychological Services**
Includes staff, services, and supplies to provide services for students Districtwide.
- 2150 Speech Pathology and Audiology Services**
Speech therapist program serving students Districtwide.
- 2160 Other Student Treatment Services**
Services such as occupational therapy, physical therapy, and adaptive physical education. Includes staff, services, and supplies.
- 2190 Service Direction, Student Support Services**
Direction and management of student support services (e.g., special education director and at-risk programs).
- 2210 Improvement of Instruction Services**
Activities that assist instructional staff to plan, develop, and evaluate the process of providing learning experiences to students.
- 2211 Improvement of Instruction Services - Service Area Direction**
Activities associated with directing and managing the improvement of instruction services.
- 2213 Curriculum Development**
Includes Administration Center staff and expenses.
- 2219 Other Improvement of Instruction**
Activities associated with directing and managing the improvement of instruction services.
- 2220 Educational Media Services**
Includes staff, services, and supplies for a variety of staff and student media.
- 2222 Library/Media Center**
Includes staff, services, and supplies for school libraries.
- 2223 Multimedia Services**
Includes materials, supplies, and equipment for multimedia services.
- 2230 Assessment and Testing**
Includes staff, services, and materials to provide Districtwide testing and evaluation services to monitor individual and group progress in reaching District and state learning goals and requirements.
- 2240 Instructional Staff Development**
Costs for instructional staff, including educational assistants.

- 2300 Support Services – General Administration**
Activities concerned with establishing and administering policy in connection with operating the District.
- 2310 Board of Education Services**
Includes expenses for audit, legal services, elections, dues, supplies, professional development, and secretarial staff.
- 2321 Office of the Superintendent**
Includes Administration Center staff and expenses.
- 2410 Office of the Principal Services**
Includes staff, services, and supplies to operate the office at each school.
- 2490 Other Support Services—School Administration**
Includes Administration Center staff and services for grades K-12 school operations.
- 2510 Director of Business Support Services**
Includes Administration Center staff and expenses.
- 2520 Fiscal Services**
Includes activities concerned with the fiscal operations of the District.
- 2524 Payroll Services**
Includes Administration Center staff and expenses.
- 2525 Financial Accounting Services**
Includes Administration Center staff and expenses.
- 2528 Risk Management Services**
Includes Administration Center staff and expenses.
- 2529 Other Fiscal Services**
Includes Administration Center staff and expenses.
- 2540 Facilities and Maintenance**
Costs associated with the maintenance and operation of District facilities. Includes custodians, utilities, and maintenance staff.
- 2542 Care and Upkeep of Buildings Services**
Costs associated with keeping a physical plant (facilities) clean and ready for daily use.
- 2545 HVAC Services**
Includes costs associated with the repair, maintenance, and upkeep of District heating, ventilating, and air conditioning (HVAC) equipment.

- 2550 Student Transportation**
Includes costs for labor, fuel, repairs, etc., to operate the bus fleet and transporting District students. This includes transportation to school, activity trips, field trips, and summer school.
- 2573 Warehouse/Distribution**
Includes costs of staff for District courier and warehouse services.
- 2574 Printing Services**
Includes costs of staff, supplies, and equipment for the District's print shop, less the portion recouped from charges back to users.
- 2610 Direction of Central Support Services**
Includes Administration Center staff and expenses.
- 2620 Planning, Research, Development, Evaluation Services, Grant-Writing, and Statistical Services**
Includes staff, services, and supplies.
- 2630 Information Services**
Includes writing, editing, and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers, or the general public through direct mailing, various news media, or personal contact. Includes Administration Center staff and expenses.
- 2640 Staff Services**
Activities concerned with maintaining an efficient staff for the District. Includes such activities as recruiting and placement, staff transfers, health services, and staff accounting. Includes Administration Center staff and expenses.
- 2660 Technology Services**
Districtwide technology, including computing and data processing services, such as networking, and telecommunications costs. Includes staff, equipment, software maintenance fees, repairs, supplies, and capital outlay.
- 2670 Records Management Services**
Districtwide activities concerned with the retention and disposal of District records.
- 2690 Other Support Services - Central**
Activities related to coordinating safety and safety-awareness programs throughout the District.
- 2700 Supplemental Retirement Program**
Costs associated with a supplemental retirement program provided to both current and prior employees by the District.

- 3110 Food Services – Service Area Direction**
Activities of directing and managing the Nutrition Services Program.
- 3120 Food Services – Food Preparation**
Activities related to preparing and serving regular and incidental meals.
- 3130 Food Services – Food Delivery Services**
Activities related to delivering food to the school or District.
- 3300 Community Services**
Activities which are not directly related to the provision of education for pupils in the District.
- 3390 Other Community Services**
Services provided for the community, such as parental involvement and college scholarship expenditures.
- 4150 Building Acquisition, Construction, and Improvement Services**
Activities related to District property that may be capitalized per Generally Accepted Accounting Principles (GAAP).
- 4180 Other Capital Items**
Activities related to major capital expenditures that are eligible for general obligation bonding like textbooks and technology.
- 5100 Debt Service**
Payment for debt retirement.
- 5110 Long-Term Debt Service**
Payment for debt retirement exceeding 12 months.
- 5200 Transfer of Funds**
Transactions that withdraw money from one fund and place it in another fund.
- 6110 Operating Contingency**
The portion of the budget not designated for use at this time. This can only be used by Board action for items that could not have been anticipated in the budget (e.g., emergencies).
- 7000 Unappropriated Ending Fund Balance**
Estimate of funds needed to maintain operations of the District from July 1 of the ensuing fiscal year to the time when sufficient new revenues become available to meet cash-flow needs of the fund. No expenditure can be made in the year in which it is budgeted. It is reserved for use in the subsequent year.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for proceeds of specific revenues from federal, state, and local sources that are legally restricted to expenditures for specified purposes.

In prior Budget documents, Special Revenue Funds are shown as “Part 1” and “Part 2” in Resource and Requirements with Part 1 funds designated for specific local, state, or federal grants and Part 2 representing Nutrition Services. To align closer with coding requirements of the Oregon Department of Education’s Program and Accounting Manual, the parts have been combined. Nutrition Services specific program information will still be included. The Major Grant Funds are described below and there is a full list of Special Revenue Funds in the Budget Summary Section.

Title I- Improving Basic Programs Operated by Local Education Agencies

Title I-A is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. Title I-A provides flexible funding that may be used to provide additional instructional staff, professional development, extended-time programs, and other strategies for raising student achievement in high-poverty schools. The program focuses on promoting school wide reform in high-poverty schools and ensuring students’ access to evidence-based instructional strategies and challenging academic content.



Title IIA- Supporting Effective Instruction

The purpose of Title II-A is to improve teacher and leader quality and focuses on preparing, training, and recruiting high-quality teachers and principals. The Title II-A program is designed, among other things to provide students from low-income families and minority students with greater access to effective educators. In general, Title II funds can be used to provide supplemental strategies and activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders.

IDEIA- Individuals with Disabilities Education Improvement Act

IDEIA is the Individuals with Disabilities Education Improvement Act. It was passed in 1975 and it describes categories of disabilities that make students likely to get special education and services related to their specific needs.

Measure 98- High School Success

High School Success is a fund initiated by ballot Measure 98 in November 2016. The spirit of the measure was to provide funding to establish or expand programs in three specific areas: Dropout Prevention, Career & Technical Education, and College Level Education Opportunities. The intent of High School Success is to improve student progress toward graduation beginning with grade 9, increase the graduation rates of high schools, and improve high school graduates’ readiness for college and career.

Nutrition Services

Hillsboro School District's Nutrition Services department provides a supportive role in the education environment by offering nutritionally complete breakfast, lunch, and snacks to district students at a reasonable cost.

Nutrition Services operates federally and state-funded meal programs that provide breakfast, lunch, various after-school snacks, and summer feeding programs; several in cooperation with Hillsboro Parks and Recreation and area organizations. During the regular school year, Nutrition Services provides meals to five high schools, four middle schools, twenty-four elementary schools, one K-8 school, and five Head Start programs. During summer recess multiple meal serving sites and summer learning programs serve meals around the community to provide for populations in need.



The Nutrition Services department is self-supporting. Nutrition Services pays wages and benefits for 124 employees. This includes warehouse, office, and District maintenance staff. Salary and benefits represent approximately 49 percent of the department's expenditures.

Food, paper, and chemical supplies average 47 percent of Nutrition Services' expenditures. The department funds provide for repair and/or replacement of kitchen equipment as well as other professional service needs, approximately 4 percent of expenditures.

Nutrition Services operates a warehouse and food distribution program that transports food, government commodities, and supplies to all District schools. The department maintains and operates five transport trucks and two vehicles.

Liberty High School's catering staff provides in-district catering services to our District.

The Community Eligibility Provision (CEP) was renewed for the 2018-19 school year for eight (8) of the original 14 schools. Reapplication considers April 2nd eligibility data and supported only half of the original 14 sites continue on the program, likely due to an improving economy during the period after initial approval. Currently, eight (8) schools are qualified to offer all students breakfast and lunch at no cost. HSD's percentage of free-and-reduced-price-eligible students totals 45.74 percent or 9,095 students.

Average Daily Participation for Breakfast and Lunch are 19 percent and 51 percent of District student enrollment, respectively. À la carte items are offered at all secondary schools.

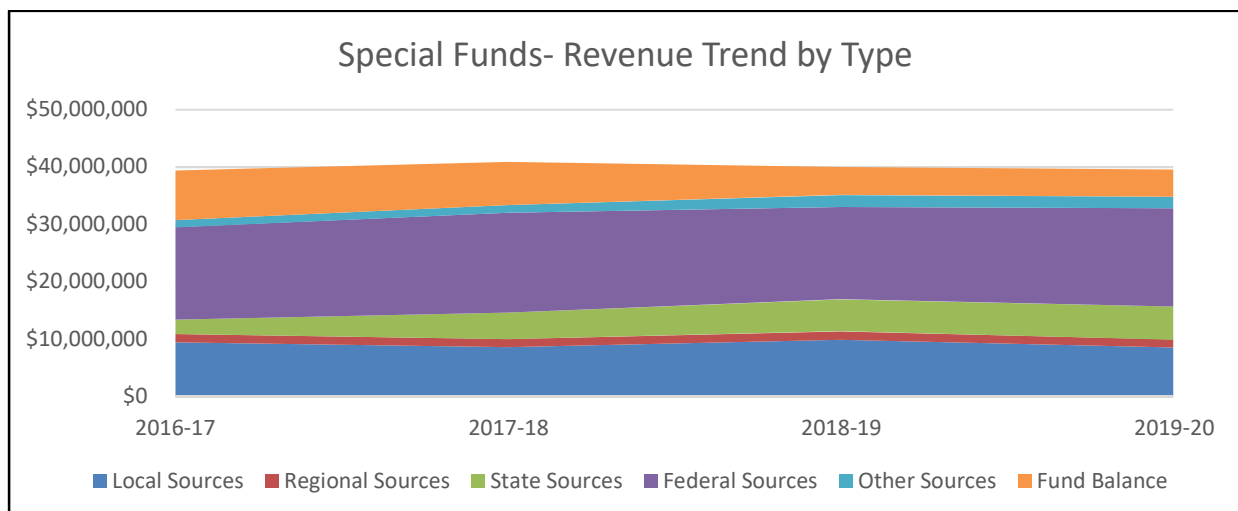
The chart below shows the year-to-date meal participation at District schools.

Month	Elementary School	Middle School	High School	District
September	54.6	44.5	36.7	45.3
October	58.0	48.5	39.1	48.5
November	59.3	48.5	38.1	48.6
December	59.6	47.9	37.3	48.2
January	58.4	47.6	38.2	48.1
February	58.0	46.7	37.2	47.3

MySchoolbucks.com, an internet payment system for school meals, is offered Districtwide, allowing parents to view student account activity and make electronic payments through the service. Payment is not required to view account activity.

HSD's Nutrition Services also co-directs a statewide purchasing cooperative made up of 80 Oregon school districts. The Oregon Child Nutrition Coalition (OCNC) combines their purchasing needs to leverage higher volume pricing with manufacturers and suppliers. The current management contract to HSD is annually renewed, the next four (4) years.

Starting in the 2017-18 Budget Year, Nutrition Services began reporting revenues and expenditures in Fund 277 and 217. This change describes the activities as a special revenue fund to better align with the Oregon Department of Education Program Budgeting and Accounting Manual. This reporting will combine fund 217, Summer Nutrition Services (formerly reported in Special Revenue Funds Part 1-Grants) and Fund 277, school year Nutrition Services operations (formerly reported in Special Revenue Funds Part 2-Nutrition Services). The 2019-20 Approved Budget for the Nutrition Services Division totals \$9,640,000.



REVENUES

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
2XX.0000.1200	CONSTRUCTION EXCISE TAX	\$2,416,895	\$891,516	\$3,000,000	\$750,000
2XX.0000.1513	INTEREST ON BANK ACCOUNTS	\$1,305	\$0	\$1,500	\$1,500
2XX.0000.1612	LUNCH SALES	\$1,272,635	\$1,295,154	\$1,500,000	\$1,600,000
2XX.0000.1620	NONREIMB PROGRAM SALES	\$117,270	\$102,801	\$126,000	\$145,000
2XX.0000.1630	SPECIAL FUNCTIONS	\$238,805	\$245,613	\$245,000	\$250,000
2XX.0000.1744	STUDENT PARTICIPATION FEE	\$3,897,346	\$3,667,749	\$3,650,000	\$3,650,000
2XX.0000.1746	STUDENT TESTING FEES	\$0	\$11	\$14,500	\$14,500
2XX.0000.1750	VENDING MACHINE	\$27,988	\$20,740	\$35,000	\$70,000
2XX.0000.1910	BUILDING RENTAL/USAGE	\$60,000	\$60,000	\$0	\$200,000
2XX.0000.1920	DONATION FROM PRIV SOURCE	\$1,109,790	\$1,414,914	\$1,250,000	\$1,250,000
2XX.0000.1940	SERVICES/OTHER AGENCIES	\$24,200	\$0	\$25,000	\$0
2XX.0000.1960	RECOVERY PRIOR YEAR	\$132,945	\$679	\$50,000	\$10,000
2XX.0000.1970	REBATES	\$144,028	\$741,735	\$0	\$500,000
2XX.0000.1990	MISCELLANEOUS REVENUE	\$31,232	\$211,639	\$36,000	\$136,000
2XX.0000.2200	RESTRICTED REVENUE	\$1,065,692	\$990,139	\$1,100,000	\$1,000,000
2XX.0000.2212	PUBLIC PURPOSE CHARGE REV	\$394,807	\$393,695	\$375,000	\$375,000
2XX.0000.3102	SCHOOL SUPPT/LUNCH MATCH	\$81,922	\$82,544	\$85,000	\$88,000
2XX.0000.3120	REDUCED BRKFST/LNCH	\$62,089	\$65,111	\$65,000	\$85,000
2XX.0000.3199	OTHER UNRESTRICTED GRANTS	\$3,526	\$0	\$3,600	\$3,600
2XX.0000.3200	RESTRICTED GRANTS IN AID	\$1,026,790	\$715,651	\$890,000	\$890,000
2XX.0000.3222	SSF TRANSPORTATION EQUIP	\$1,330,000	\$1,560,000	\$1,330,000	\$1,500,000
2XX.0000.3299	OTHER RESTRICTED GRANTS	\$1,350	\$2,165,425	\$3,200,000	\$3,200,000
2XX.0000.4100	UNRESTR DIR FROM FED GOVT	\$23,086	\$24,936	\$24,000	\$424,000
2XX.0000.4500	RESTR FROM FED THRU STATE	\$456,752	\$588,596	\$430,000	\$450,000
2XX.0000.4501	TITLE I REVENUES	\$4,899,119	\$5,890,842	\$4,900,000	\$4,900,000
2XX.0000.4505	SCHOOL NUTRITION REVENUE	\$5,738,396	\$5,759,406	\$5,700,000	\$5,950,000
2XX.0000.4506	PERKINS VOC ED REVENUE	\$167,600	\$161,626	\$167,600	\$180,000
2XX.0000.4508	IDEA (PL 101-476)	\$2,853,479	\$2,759,480	\$2,945,000	\$3,160,000
2XX.0000.4509	TITLE ID REVENUES	\$15,567	\$18,407	\$16,000	\$18,000
2XX.0000.4512	TITLE II REVENUE	\$560,415	\$602,589	\$550,000	\$540,000
2XX.0000.4545	FOCUS PLANNING	\$72,204	\$7,292	\$72,500	\$115,000
2XX.0000.4580	HOMELESS GRANT	\$1,381	\$35,390	\$1,400	\$60,000
2XX.0000.4700	GRANTS FROM FED THRU OTHR	\$593,089	\$931,835	\$594,000	\$609,019
2XX.0000.4705	DEPENDT CARE BLOCK GRANT	\$53,758	\$51,075	\$54,000	\$76,000
2XX.0000.4910	USDA COMMODITIES	\$631,177	\$597,733	\$607,319	\$590,000
2XX.0000.5100	LONG-TERM DEBT FINANCE SOURCE	\$1,254,560	\$1,297,074	\$1,583,363	\$1,500,000
2XX.0000.5200	INTERFUND TRANSFERS	\$0	\$0	\$500,000	\$500,000
2XX.0000.5300	COMPENSATION/LOSS ASSETS	\$12,500	\$8,024	\$25,000	\$25,000
2XX.0000.5400	BEGINNING FUND BALANCE	\$8,634,227	\$7,582,360	\$4,853,853	\$4,761,116
TOTAL RESOURCES		\$39,407,925	\$40,941,781	\$40,005,635	\$39,576,735

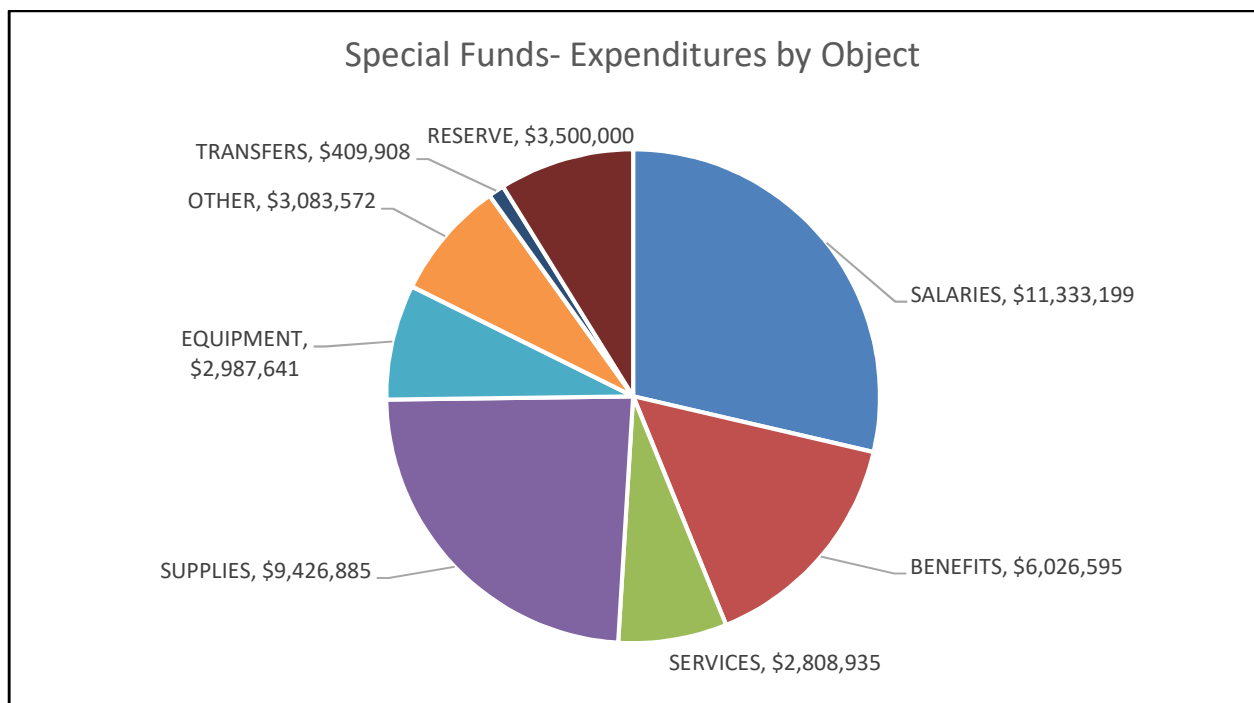
EXPENDITURES BY OBJECT

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
2XX.0000.0111	REG LICENSED SALARIES	\$2,961,693	\$3,857,408	\$5,160,367	\$4,215,856
2XX.0000.0112	REG CLASSIFIED SALARIES	\$3,977,885	\$4,579,571	\$5,977,085	\$5,005,126
2XX.0000.0113	REG ADMIN SALARIES	\$841,807	\$832,435	\$750,519	\$909,789
2XX.0000.0114	REG SUPERVISORY SALARIES	\$150,635	\$139,861	\$154,372	\$152,858
2XX.0000.0121	SUBSTITUTES-LICENSED	\$8,433	\$4,442	\$160,000	\$4,855
2XX.0000.0122	SUBSTITUTES-CLASSIFIED	\$37,689	\$41,678	\$15,203	\$45,551
2XX.0000.0123	CERTIFIED TEMPORARY WAGE	\$149,341	\$130,772	\$114,780	\$142,924
2XX.0000.0124	TEMPORARY-CLASSIFIED	\$137,771	\$103,417	\$37,242	\$113,027
2XX.0000.0131	EXTENDED CONTRACT	\$330,003	\$539,811	\$448,978	\$589,973
2XX.0000.0134	ADVISOR PAY	\$3,820	\$0	\$0	\$0
2XX.0000.0136	ATHLETIC/ACTIVITY PAY	\$7,200	\$8,000	\$8,008	\$8,743
2XX.0000.0138	EXTRA DUTY STIPEND	\$10,766	\$0	\$1,311	\$0
2XX.0000.0139	OVERTIME WAGES	\$19,339	\$47,938	\$15,974	\$52,393
2XX.0000.0140	OTHER TIME	\$56,638	\$58,526	\$56,213	\$63,963
2XX.0000.0144	STUDENT WAGES	\$9,645	\$25,748	\$8,000	\$28,141
TOTAL SALARIES		\$8,702,665	\$10,369,607	\$12,908,052	\$11,333,199
2XX.0000.02XX	EMPLOYEE BENEFITS	\$6,928	\$1,456	\$0	\$1,591
2XX.0000.0211	PERS EMPLOYER CONTRIBUTN	\$417,869	\$642,576	\$435,000	\$702,287
2XX.0000.0213	PERS BOND 2005	\$545,433	\$630,336	\$559,000	\$688,910
2XX.0000.0214	PERS BOND 2015	\$162,723	\$186,500	\$163,000	\$203,830
2XX.0000.0216	PERS EMPLOYER-TIER III	\$288,963	\$690,992	\$289,000	\$755,202
2XX.0000.0220	SOCIAL SECURITY ADMIN	\$654,402	\$780,143	\$644,000	\$852,638
2XX.0000.0231	WORKERS' COMPENSATION	\$85,878	\$82,456	\$83,000	\$90,118
2XX.0000.0232	UNEMPLOYMENT COMPENSATION	\$8,501	\$10,146	\$8,000	\$11,089
2XX.0000.0241	DISABILITY INSURANCE	\$33,484	\$39,145	\$35,000	\$42,783
2XX.0000.0242	MEDICAL INSURANCE	\$1,623,848	\$1,998,675	\$1,624,000	\$2,184,402
2XX.0000.0243	LIFE INSURANCE	\$10,577	\$12,118	\$10,000	\$13,244
2XX.0000.0244	EMPLOYEE ASSISTANCE	\$1,864	\$2,170	\$2,000	\$2,372
2XX.0000.0246	DENTAL INSURANCE	\$212,832	\$272,739	\$215,000	\$298,083
2XX.0000.0248	VISION INSURANCE	\$50,537	\$63,554	\$47,000	\$69,460
2XX.0000.0249	TUITION REIMBURSEMENT	\$10,400	\$0	\$0	\$0
2XX.0000.0251	ADMIN FLEX BENEFIT	\$101,250	\$90,850	\$105,000	\$99,291
2XX.0000.0254	COMMUNICATIONS STIPEND	\$6,003	\$10,335	\$6,000	\$11,295
TOTAL BENEFITS		\$4,221,492	\$5,514,191	\$4,225,000	\$6,026,595
2XX.0000.0310	INST, PROF & TECH SERVICE	\$140,813	\$136,795	\$142,000	\$149,507
2XX.0000.0311	INSTRUCTION SERVICES	\$101,729	\$121,620	\$102,000	\$132,922
2XX.0000.0312	INSTR PROG IMPROVEMENT	\$167,693	\$266,789	\$168,000	\$291,580



ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
2XX.0000.0313	STUDENT SERVICES	\$4,463	\$3,150	\$4,500	\$3,443
2XX.0000.0318	PROF IMPROVE/NON-INSTRUCT	\$3,793	\$10,072	\$8,800	\$11,008
2XX.0000.0319	OTHER PROF & TECH INSTRNL	\$43,443	\$143,116	\$44,000	\$156,415
2XX.0000.0322	REPAIR & MAINTENANCE	\$552,337	\$136,951	\$60,000	\$149,677
2XX.0000.0323	LAUNDRY & DRY CLEANING	\$19,062	\$40,082	\$55,000	\$43,807
2XX.0000.0324	RENTAL EXPENSE	\$271	\$445	\$2,500	\$486
2XX.0000.0325	ELECTRICITY	\$16,332	\$16,145	\$0	\$17,645
2XX.0000.0330	STUDENT TRANSPORTATION	\$1,650	\$3,160	\$2,500	\$3,454
2XX.0000.0331	REIMBURSABLE STUDENT TRAN	\$34,538	\$86,393	\$64,000	\$94,421
2XX.0000.0332	NONREIMB STUDENT TRANSP	\$1,540	\$2,235	\$1,500	\$2,443
2XX.0000.0340	TRAVEL	\$463,244	\$584,842	\$465,000	\$639,188
2XX.0000.0343	STUDENT OUT OF DIST TRANS	\$21,013	\$20,940	\$22,000	\$22,886
2XX.0000.0351	TELEPHONE	\$0	\$2,171	\$0	\$2,373
2XX.0000.0353	POSTAGE	\$9,896	\$9,258	\$0	\$10,118
2XX.0000.0354	ADVERTISING	\$70	\$2,290	\$2,500	\$2,503
2XX.0000.0355	PRINTING & BINDING	\$26,346	\$44,175	\$10,000	\$48,280
2XX.0000.0374	OTHER TUITION PAYMENTS	\$500	\$1,500	\$500	\$1,639
2XX.0000.0382	LEGAL SERVICES	\$29,187	\$14,362	\$30,000	\$15,697
2XX.0000.0390	OTHER GEN PROF & TECH SRV	\$2,864,085	\$305,641	\$2,883,000	\$334,043
2XX.0000.0391	SUBSTITUTES- LICENSED	\$408,060	\$417,211	\$284,600	\$455,980
2XX.0000.0392	BANK SERVICE FEES	\$0	\$0	\$10,000	\$0
2XX.0000.0399	SUBSTITUTES- CLASSIFIED	\$158,932	\$200,766	\$95,000	\$219,420
TOTAL SERVICES		\$5,068,997	\$2,570,109	\$4,457,400	\$2,808,935
2XX.0000.0410	SUPPLIES & MATERIALS	\$3,769,585	\$4,346,218	\$3,774,585	\$4,750,090
2XX.0000.0413	FOOD SUPPLIES	\$39,193	\$21,005	\$0	\$22,957
2XX.0000.0414	PAPER SUPPLIES	\$69,772	\$130,539	\$90,000	\$142,669
2XX.0000.0415	USDA COMMODITIES	\$631,177	\$597,733	\$607,319	\$653,277
2XX.0000.0418	GASOLINE & OIL	\$6,691	\$10,220	\$8,500	\$11,170
2XX.0000.0419	TIRES	\$1,216	\$0	\$8,000	\$0
2XX.0000.0420	TEXTBOOKS	\$9,668	\$17,522	\$10,000	\$19,150
2XX.0000.0430	LIBRARY BOOKS	\$294	\$2,790	\$500	\$3,049
2XX.0000.0440	PERIODICAL SUBSCRIPTIONS	\$6,465	\$9,715	\$6,500	\$10,618
2XX.0000.0450	FOOD	\$3,905,096	\$2,557,229	\$4,075,000	\$2,794,859
2XX.0000.0460	NON-CONSUMABLE ITEMS	\$77,874	\$44,283	\$530,000	\$48,398
2XX.0000.0461	<\$5000 EQUIPMENT	\$85,627	\$212,135	\$80,000	\$231,848
2XX.0000.0470	COMPUTER SOFTWARE	\$260,163	\$245,687	\$306,000	\$268,517
2XX.0000.0480	COMPUTER HARDWARE	\$356,287	\$319,979	\$377,000	\$349,713
2XX.0000.0481	<\$5000 COMPUTER HARDWARE	\$87,507	\$110,320	\$90,000	\$120,570
TOTAL SUPPLIES		\$9,306,615	\$8,625,375	\$9,963,404	\$9,426,885

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
2XX.0000.0510	LAND ACQUISITION	\$15,600	\$33,567	\$15,000	\$36,686
2XX.0000.0520	BUILDINGS ACQUISITION	\$142,630	\$705,105	\$150,000	\$770,627
2XX.0000.0530	IMPROV OTHER THAN BLDGS	\$827,640	\$259,006	\$100,000	\$283,074
2XX.0000.0540	CAPITAL EQUIPMENT	\$1,463,627	\$1,649,003	\$500,000	\$1,802,236
2XX.0000.0542	REPLACEMENT EQUIPMENT	\$5,610	\$86,939	\$0	\$95,018
2XX.0000.0550	CAPITAL TECHNOLOGY	\$0	\$0	\$60,000	\$0
TOTAL EQUIPMENT		\$2,455,107	\$2,733,620	\$825,000	\$2,987,641
2XX.0000.0610	PRINCIPAL	\$1,222,039	\$2,367,589	\$2,352,796	\$2,260,170
2XX.0000.0621	INTEREST	\$162,912	\$209,642	\$44,519	\$106,249
2XX.0000.0622	INTEREST-TRANSPORTATION	\$0	\$14,863	\$50,367	\$56,637
2XX.0000.0640	DUES & FEES	\$102,229	\$174,174	\$138,000	\$190,359
2XX.0000.0651	LIABILITY INSURANCE	\$1,470	\$2,523	\$1,500	\$2,757
2XX.0000.0670	TAXES & LICENSES	\$0	\$0	\$3,000	\$0
2XX.0000.0690	GRANT INDIRECT CHARGES	\$582,038	\$427,660	\$450,000	\$467,400
TOTAL OTHER		\$2,070,688	\$3,196,451	\$3,040,182	\$3,083,572
2XX.0000.0700	INTERFUND TRANSFERS	\$0	\$0	\$500,000	\$409,908
TOTAL OTHER		\$0	\$0	\$500,000	\$409,908
2XX.0000.0820	RESERVED FOR NEXT YEAR	\$7,582,361	\$7,932,428	\$4,086,597	\$3,500,000
TOTAL EXPENDITURES		\$39,407,925	\$40,941,781	\$40,005,635	\$39,576,735



EXPENDITURES BY FUNCTION

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
2XX.1111.0000	PRIMARY PROGRAMS K-3	\$397,630	\$790,572	\$490,805	\$818,629
2XX.1113.0000	ELEMENTRY EXTRACURRICULAR	\$273,436	\$24,123	\$337,509	\$24,979
2XX.1121.0000	MIDDLE SCHOOL PROGRAMS	\$39,117	\$16,042	\$48,283	\$16,611
2XX.1122.0000	MIDDLE SCH EXTRACURRICULR	\$173,616	\$157,029	\$214,299	\$162,602
2XX.1131.0000	HIGH SCHOOL PROGRAMS	\$627,263	\$1,213,529	\$774,247	\$1,256,597
2XX.1132.0000	HIGH SCH EXTRACURRICULAR	\$3,428,451	\$3,077,285	\$4,231,825	\$3,186,498
2XX.1210.0000	TALENTED & GIFTED PROGRAMS	\$0	\$4,066	\$0	\$4,211
2XX.1221.0000	LEARNING CNTRS-STRUCTURED	\$1,102,917	\$1,127,844	\$1,361,359	\$1,167,871
2XX.1223.0000	COMMUNITY TRANSITION SRVC	\$362,153	\$375,785	\$447,015	\$389,123
2XX.1250.0000	LESS RESTR PROG-DISABLED	\$328,879	\$356,404	\$405,944	\$369,053
2XX.1272.0000	TITLE I	\$2,974,943	\$3,372,882	\$3,672,048	\$3,492,586
2XX.1280.0000	ALTERNATIVE EDUCATION	\$439,746	\$397,523	\$542,789	\$411,631
2XX.1289.0000	OPTIONS PROGRAMS	\$71,181	\$549,114	\$87,860	\$568,602
2XX.1291.0000	ENGLISH 2ND LANG PROGRAMS	\$0	\$9,881	\$0	\$10,231
2XX.1292.0000	TEEN PARENT PROGRAMS	\$53,762	\$50,951	\$66,360	\$52,760
2XX.1293.0000	MIGRANT EDUCATION	\$290,541	\$619,229	\$358,623	\$641,205
2XX.1295.0000	INDIAN EDUCATION PROGRAM	\$24,842	\$26,919	\$30,664	\$27,874
2XX.1300.0000	CONTINUING ED PROGRAMS	\$500	\$0	\$616	\$0
2XX.1400.0000	SUMMER SCHOOL PROGRAMS	\$38,589	\$116,709	\$47,631	\$120,851
2XX.1410.0000	SUMMER SCHOOL-INTERMEDIAT	\$40,387	\$55,606	\$49,850	\$57,580
2XX.1420.0000	SUMMER PROG-MIDDLE SCHOOL	\$14,153	\$10,036	\$17,470	\$10,392
2XX.1430.0000	SECONDARY SUMMER	\$35,490	\$35,130	\$43,806	\$36,377
2XX.1440.0000	K-3 SUMMER SCHOOL PROGRAM	\$121,519	\$77,688	\$149,994	\$80,445
2XX.1490.0000	SECONDARY SUMMER SCHOOL	\$23,807	\$0	\$29,386	\$0
2XX.1495.0000	ID & RCRTMNT - MIGRANT SUMMR	\$10,370	\$5,672	\$12,800	\$5,873
TOTAL INSTRUCTION		\$10,873,292	\$12,470,019	13,421,183	\$12,912,581
2XX.2100.0000	SUPPORT SERVICES-STUDENTS	\$547	\$114	\$675	\$118
2XX.2110.0000	ATTNDNCE & SOCIAL WRK SRV	\$0	\$0	\$0	\$0
2XX.2114.0000	STUDENT ACCTNG SVCS	\$0	\$0	\$0	\$0
2XX.2117.0000	ID & RCRTMNT OF MIGRANT	\$121,911	\$226,954	\$150,478	\$235,009
2XX.2119.0000	OTHER ATTEN & SOCIAL SVCS	\$220,897	\$215,469	\$272,658	\$223,116
2XX.2120.0000	GUIDANCE SERVICES	\$2,621	\$0	\$3,235	\$0
2XX.2122.0000	COUNSELING SERVICES	\$4,973	\$850,871	\$6,139	\$881,069
2XX.2126.0000	PLACEMENT SERVICES	\$0	\$0	\$0	\$0
2XX.2130.0000	HEALTH SERVICES	\$0	\$0	\$0	\$0
2XX.2134.0000	NURSE SERVICES	\$300	\$472,307	\$370	\$489,069



ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
2XX.2139.0000	OTHER HEALTH SERVICES	\$1,578	\$1,763	\$1,948	\$1,826
2XX.2140.0000	PSYCHOLOGICAL SERVICES	\$174,363	\$115,696	\$215,220	\$119,802
2XX.2150.0000	SPEECH & AUDIO SERVICES	\$23,533	\$5,066	\$29,047	\$5,246
2XX.2160.0000	STUDENT TREATMENT SERVICE	\$318,981	\$350,440	\$393,726	\$362,877
2XX.2190.0000	STUDENT SERVICES DIRECTOR	\$737,522	\$669,899	\$910,342	\$693,674
2XX.2210.0000	IMPROVEMENT OF INSTRUCTION	\$176,145	\$208,950	\$217,420	\$216,366
2XX.2211.0000	IMPROVEMENT OF INST SVC	\$4,992	\$0	\$6,162	\$0
2XX.2219.0000	OTHER IMPR OF INSTRUCTION	\$24,994	\$24,958	\$30,850	\$25,843
2XX.2222.0000	LIBRARY/MEDIA CENTER	\$0	\$2,129	\$0	\$2,205
2XX.2230.0000	ASSESSMENT & TESTING	\$9,210	\$8,415	\$11,368	\$8,713
2XX.2240.0000	HEALTH SERVICES	\$2,232,400	\$2,026,804	\$2,755,509	\$2,098,735
2XX.2300.0000	SUPPORT SVCS-GEN ADMIN	\$2,425	\$760	\$2,993	\$787
2XX.2410.0000	OFFICE OF THE PRINCIPAL	\$128,762	\$219,699	\$158,935	\$227,496
2XX.2490.0000	OTHER SUP-SCH ADMINISTRATION	\$111,220	\$61,302	\$137,282	\$63,477
2XX.2520.0000	FISCAL SERVICES	\$0	\$28,077	\$0	\$29,074
2XX.2540.0000	FACILITIES MAINTENANCE	\$1,581,063	\$790,573	\$1,115,299	\$818,630
2XX.2542.0000	ENERGY RETROFIT	\$2,604,946	\$535,173	\$0	\$554,167
2XX.2543.0000	ENERGY CONSERVATION PROG	\$2,613	\$4,302	\$0	\$4,454
2XX.2550.0000	STUDENT TRANSPORTATION	\$1,557,802	\$2,212,325	\$1,891,062	\$2,290,840
2XX.2574.0000	PRINTING SERVICES	\$0	\$19,004	\$0	\$19,679
2XX.2610.0000	DIRECTOR/CENTRAL SUPPORT	\$659,979	\$661,071	\$814,629	\$684,532
2XX.2620.0000	PLANNING & DEVEL SVCS	\$0	\$0	\$0	\$0
2XX.2630.0000	COMMUNITY RELATIONS	\$8,814	\$9,462	\$10,879	\$9,798
2XX.2660.0000	TECHNOLOGY SERVICES	\$194,948	\$190	\$240,629	\$198
TOTAL SUPPORT SERVICES		\$10,907,539	\$9,721,773	\$9,376,855	\$10,066,800
2XX.3110.0000	SERVICE AREA DIRECTION	\$838,467	\$803,849	\$0	\$0
2XX.3120.0000	FOOD PREP & DISP SERVICES	\$7,538,306	\$7,345,279	\$9,548,319	\$9,640,000
2XX.3130.0000	FOOD PREP & DISP SERVICES	\$6,556	\$10,220	\$0	\$0
2XX.3300.0000	COMMUNITY SERVICES	\$84,067	\$144,945	\$65,000	\$65,000
2XX.3390.0000	OTHER COMMUNITY SERVICES	\$552,583	\$590,549	\$560,000	\$560,000
TOTAL COMMUNITY SERVICES		\$9,019,979	\$8,894,843	\$10,173,319	\$10,265,000
2XX.4150.0000	BLDG ACQUIS, CONST & IMPR	\$32,148	\$459,176	\$0	\$0
2XX.4151.0000	ENERGY IMPROVMENTS	\$0	\$0	\$0	\$0
2XX.5100.0000	DEBT SERVICE	\$992,607	\$1,463,540	\$2,447,681	\$2,422,446
2XX.5200.0000	INTERFUND TRANSFERS	\$0	\$0	\$500,000	\$409,908
TOTAL OTHER EXPENDITURES		\$1,024,755	\$1,922,716	\$2,947,681	\$2,832,354
2XX.6100.0000	RESERVED FOR NEXT YEAR	\$7,582,360	\$7,932,428	\$4,086,597	\$3,500,000
TOTAL EXPENDITURES		\$39,407,925	\$40,941,781	\$40,005,635	\$39,576,735

Note: Immaterial rounding differences may exist between tables.

DEBT SERVICE FUND

The Debt Service Fund is designated for repayment of long or short-term debt from the sale of bonds used to finance capital construction.

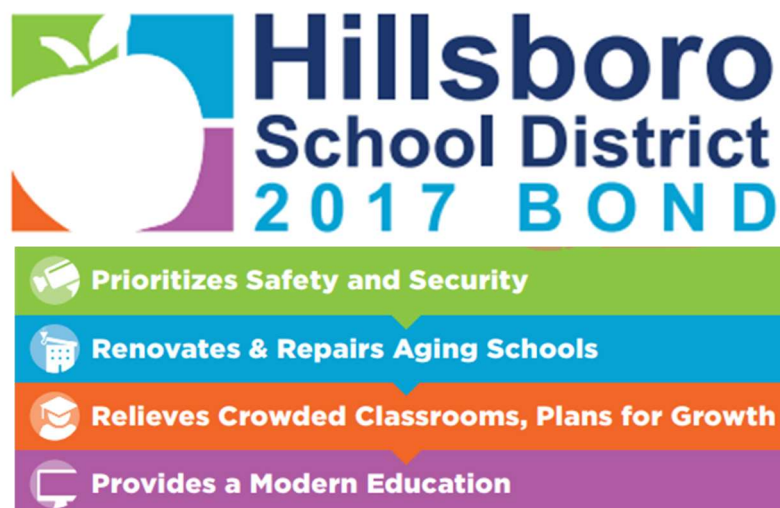
The primary revenue source is property taxes that fall outside the limits set for operation. The tax levy for debt service is determined by dividing the bonded debt by the assessed value of the District.

The voters passed a construction levy in November 2006. Since that time, the Board has approved three bond refinancing options and authorized the sale of Pension Obligation Bonds in order to minimize interest expenses and the pending unfunded actuarial liability cost of the Districts retirement obligation.

The community voted again in November 2017 to approve the sale of \$408 million in bonds for capital projects. These bonds are being issued in two separate sales in order to align the proceeds with the cash flow requirements of project expenditures as described in the ballot title.

The 2017 Bond was defined as a “renewal” levy that replaced expiring debt service items without increasing the tax rate per thousand of assessed value to local constituents. This section of the budget document identifies both revenue and expenditures for debt service only. Bond project expenditures will be included in the Capital Construction section of the document.

The District collects tax revenues for all outstanding bond issues. The total outstanding principal as of July 1, 2019, is \$343,800,000 in bonded capital project debt, and \$111,495,000 for PERS Pension Obligation Bonds. The debt limit for Hillsboro School District is based on an assessed value of \$15.5 billion. The debt ratio as of June 30, 2018, was 4.29 percent.



Budget General Obligation Bonds

		PRINCIPAL OUTSTANDING 7/1/2019	2019-20 PRINCIPAL PAYMENTS	2019-20 INTEREST PAYMENTS
PURPOSE	GO Bond Refunding, Series 2012			
ISSUE DATE	November 2012			
ISSUE AMOUNT	\$98,950,000	\$75,705,000	\$11,925,000	\$3,134,325
COUPON RATES	1.50 – 5.00%			
FINAL PAYMENT DATE	June 2026			
PURPOSE	Pension Bond Pool			
ISSUE DATE	June 2005			
ISSUE AMOUNT	\$102,850,000	\$75,500,000	\$5,765,000	\$3,587,799
COUPON RATES	4.052 to 4.759%			
FINAL PAYMENT DATE	June 2028			
PURPOSE	GO Bond, Series 2017			
ISSUE DATE	November 2017			
PAR AMOUNT	\$268,395,000	\$268,095,000	\$8,085,000	\$13,242,800
COUPON RATES	1.50 – 5.00%			
FINAL PAYMENT DATE	June 2038			
PURPOSE	Pension Obligation Bond			
ISSUE DATE	March 2015			
ISSUE AMOUNT	\$39,285,000	\$35,995,000	\$1,220,000	\$1,451,047
COUPON RATES	0.65% to 3.505%			
FINAL PAYMENT DATE	June 2034			
TOTAL		\$455,295,000	\$26,995,000	\$21,415,971
GENERAL OBLIGATION DEBT SERVICE		\$343,800,000	\$20,010,000	\$16,377,125

DEBT SERVICE REVENUE

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
300.0000.1111	CURRENT YEAR PROPERTY TAX	\$31,202,997	\$32,166,668	\$32,811,049	\$36,116,625
300.0000.1112	PRIOR YEAR PROPERTY TAX	\$335,347	\$265,513	\$250,000	\$265,000
300.0000.1114	PAYMENTS IN LIEU OF TAX	\$1,997	\$5,420	\$0	\$5,500
300.0000.1190	PENALTIES & INTER ON TAX	\$13,108	\$18,930	\$10,000	\$20,000
300.0000.1512	INTEREST ON LGIP	\$183,342	\$295,892	\$70,000	\$300,000
300.0000.5400	BEGINNING FUND BALANCE	\$1,661,262	\$2,122,467	\$1,500,000	\$0
390.0000.1512	INTEREST ON LGIP	\$10,138	\$43,042	\$0	\$0
390.0000.1970	SERVICES PROVIDE OTHER FUND	\$10,530,898	\$10,872,090	\$11,373,697	\$12,023,846
TOTAL REVENUE		\$43,939,089	\$45,790,022	\$46,014,746	\$48,730,971

DEBT SERVICE EXPENDITURES BY FUNCTION

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
300.2520.XXXX	FISCAL SERVICES	\$0	\$0	\$0	\$1,000
300.5110.XXXX	LONG TERM DEBT SERVICE	\$31,383,870	\$32,315,325	\$34,641,049	\$36,387,125
300.7000.XXXX	UNAPPROPRIATED ENDING BALANCE	\$2,122,467	\$2,537,190	\$0	\$319,000
390.5110.XXXX	LONG TERM DEBT SERVICE	\$10,432,752	\$10,937,507	\$11,373,697	\$12,023,846
TOTAL EXPENDITURES		\$43,939,089	\$45,790,022	\$46,014,746	\$48,730,971

DEBT SERVICE EXPENDITURES BY OBJECT

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
300.XXXX.0319	OTHER GEN PROF & TECH SRV	\$0	\$0	\$0	\$0
300.XXXX.0610	REDEMPTION OF PRINCIPAL	\$25,435,000	\$27,560,000	\$11,430,000	\$20,010,000
300.XXXX.0621	INTEREST	\$5,948,870	\$4,031,492	\$23,211,049	\$16,377,125
300.XXXX.0640	DUES AND FEES	\$0	\$858	\$0	\$1,000
300.XXXX.0820	RESERVED FOR NEXT YEAR	\$2,122,467	\$2,537,190	\$0	\$319,000
390.XXXX.0610	REDEMPTION OF PRINCIPAL	\$4,720,000	\$5,415,000	\$6,075,000	\$6,985,000
390.XXXX.0620	INTEREST	\$5,712,752	\$6,245,482	\$5,298,697	\$5,038,846
TOTAL EXPENDITURES		\$43,939,089	\$45,790,022	\$46,014,746	\$48,730,971

Note: Immaterial rounding differences may exist between tables.

CAPITAL CONSTRUCTION FUND

The Capital Construction Fund consists of funds used to complete projects associated with the 2017 bond issue. The 2017 Bond Program will assist the District in reaching the goal of an “equitable learning environment” for all students in all schools. While understanding that each school presents physical challenges due to its age and design, bond projects will inspire students to achieve their educational goals, while continuing to provide excellent stewardship of District resources. Bond projects will strive to create an Equitable Learning Environment for all students. This will be accomplished by ensuring that classrooms are comfortable and safe places for students and staff; by providing flexibility and allowing for implementation of technology and innovation; and ensuring that students are prepared for life after school, whether that is higher education or career.

The bond will accomplish these goals by focusing on the priorities identified during the bond campaign:

Prioritize Safety and Security



Eastwood parent/bus drop-offs

- Ensure that all district campuses are equipped with modern safety and security systems
- Provide improved parent/bus/ pedestrian traffic flow at all district campuses
- Upgrade all buildings to current seismic code
- Install cameras and GPS systems on District school buses

Renovate and Repair Aging Schools



Reedville's new modular building, playground and parking lot

- Upgrade HVAC systems and add air conditioning to all school buildings
- Replace failing water pipes
- Replace/repair roofs
- Remodel Reedville Elementary School
- Remodel Hillsboro High School
- Construct lighted synthetic turf fields at Glencoe, Hillsboro and Century High Schools
- Construct track at Hillsboro High School
- Replace portable buildings in the poorest condition with permanent modular structures
- Other improvements as identified during construction at all school sites

Relieve Crowded Classrooms and Plan for Growth



New Brookwood Elementary School

- Construct new 600-student elementary school to replace Brookwood Elementary School
- Construct new 600-student elementary school in North Plains
- Construct new 600-student elementary school in South Hillsboro
- Build new gymnasiums at elementary schools with gym-a-cafeteriums

Provide a Modern Education for Every Student



- Upgrade classroom technology at all schools
- Upgrade District technology infrastructure including construction of a dark fiber ring to serve all District facilities
- Career-technical education investment at all District high schools
- Purchase of flexible classroom furniture for all District schools

Fiber optic conduit installation

Budget Year Project Timeline

The grid below illustrated the timeline for projects in the current budget year. For current information on bond projects, please visit the Hillsboro School District Bond web site at <https://www.hsd.k12.or.us/Page/5443>.

School / Building	Project Description	2019											2020							
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Brookwood ES	New school construction			6														28		
R.A. Brown MS	Seismic, roofing, HVAC, water pipe, DDC, painting (summers only)				17													21		
Century HS	Early Childhood CTE modular building		24				23													
Century HS	CTE classroom upgrades				17		23													
Eastwood ES	New gym, modular building, seismic, HVAC, roofing, furniture	25							1											
Evergreen MS	New addition, roofing, HVAC, renovations	24								31										
Glencoe HS	New addition, roofing, HVAC, renovations, parking lots, CTE			1														21		
Hillsboro HS	Major renovations, roofing, HVAC, parking lots, CTE, electrical upgrade	22																	2	
Hillsboro Big Picture (Miller)	Roofing, HVAC, water pipe, boiler replacement, renovation			1			23													
Imlay ES	Furniture				19	31														
Indian Hills ES	Furniture				19	31														
Jackson ES	Parent/bus dropoffs				17		23													
Ladd Acres ES	Furniture				19	31														
Lenox ES	Parent/bus drop-offs, HVAC, DDC, seismic, furniture				17		23													
Liberty HS	Pre-engineered steel building for sustainable agriculture/design CTE program		24						18											
Liberty HS	Chiller replacement, DDC, CTE upgrades				17		9													
McKinney ES	Furniture				19	31														
Minter Bridge ES	Interior walls, furniture				17		23													
Mooberry ES	New gym, modular building, seismic, HVAC, roofing, furniture	18							30											
North Plains ES	New gym, parent/bus drop-offs									1							1			
Orencia ES	Furniture				19	31														
Patterson ES	Furniture				19	31														
Poynter MS	Seismic, roofing, HVAC, DDC, water pipe, painting	22								27										
Quatama ES	Furniture				19	31														
Rosedale ES	Furniture				19	31														
Transportation & Support Services	New construction				1													1		
West Union ES	Roofing, HVAC, DDC, ADA, water pipe, furniture				17		23													
W.L. Henry ES	Furniture				19	31														

RESOURCES – CONSTRUCTION FUND BY OBJECT

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
4XX.0000.151X	INTEREST ON INVESTMENTS	\$10,449	\$257,128	\$3,000,000	\$2,775,000
4XX.0000.153X	DONATION FROM PRIV SOURCE	\$0	\$300,000	\$0	\$0
4XX.0000.5110	BOND PROCEEDS	\$0	\$319,995,506	\$0	\$0
4XX.0000.5400	BEGINNING FUND BALANCE	\$2,245,327	\$1,346,696	\$297,601,698	\$242,648,965
TOTAL RESOURCES		\$2,255,776	\$321,899,330	\$300,601,698	\$245,423,965

CONSTRUCTION FUND EXPENDITURES BY FUNCTION

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
4XX.2520.XXXX	FISCAL SERVICES	\$62,525	\$0	\$0	\$0
4XX.2540.XXXX	FACILITIES MAINTENANCE	\$0	\$932,648	\$0	\$0
4XX.2660.XXXX	TECHNOLOGY	\$198,252	\$63,472	\$250,000	\$68,875
4XX.4110.XXXX	SERVICE AREA DIRECTION	\$237,675	\$74,184	\$0	\$0
4XX.4150.XXXX	BUILDING ACQUISITIONS	\$166	\$14,149,248	\$85,957,119	\$206,530,864
4XX.4180.XXXX	OTHER CAPITAL PURCHASES	\$0	\$4,177,661	\$6,130,000	\$18,310,000
4XX.5110.XXXX	LONG TERM DEBT SERVICE	\$410,463	\$342,052	\$0	\$0
4XX.6110.XXXX	OPERATING CONTINGENCY	\$0	\$0	\$5,000,000	\$5,000,000
4XX.7000.XXXX	UNAPPROPRIATED ENDING BALANCE	\$1,346,695	\$302,160,065	\$203,264,579	\$15,514,226
TOTAL EXPENDITURES		\$2,255,776	\$321,899,330	\$300,601,698	\$245,423,965

CONSTRUCTION FUND EXPENDITURES BY OBJECT

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
4XX.0000.0112	REG CLASSIFIED SALARIES	\$52,000	\$55,311	\$75,100	\$120,414
4XX.0000.0113	REG ADMIN SALARIES	\$46,930	\$234,746	\$400,000	\$454,465
4XX.0000.0114	REG SUPERTECH SALARIES	\$0	\$16,547	\$75,000	\$170,414
4XX.0000.0130	OTHER SALARIES	\$0	\$2,819	\$27,500	\$75,000
TOTAL SALARIES		\$98,930	\$309,423	\$577,600	\$820,293
4XX.0000.0211	PERS EMPLOYER CONT-TIER I	\$46,385	\$49,451	\$0	\$163,070
4XX.0000.0213	PERS UAL CONTRIBUTION	\$0	\$21,523	\$92,500	\$0
4XX.0000.0214	PERS BOND – 2015	\$0	\$6,383	\$0	\$0
4XX.0000.0216	PERS EMPLOYER-TIER III	\$0	\$4,766	\$33,500	\$82,838
4XX.0000.0220	SOCIAL SECURITY ADMIN	\$0	\$22,810	\$42,000	\$57,015



ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
4XX.0000.0231	WORKERS' COMPENSATION	\$0	\$1,201	\$2,800	\$3,726
4XX.0000.0232	UNEMPLOYMENT COMPENSATION	\$0	\$309	\$550	\$745
4XX.0000.0240	MEDICAL/DENTAL INSURANCE	\$0	\$38,402	\$72,250	\$127,050
TOTAL BENEFITS		\$46,385	\$144,845	\$243,600	\$434,444
4XX.0000.0322	REPAIR & MAINTENANCE	\$0	\$828,060	\$0	\$0
4XX.0000.0324	RENTAL EXPENSE	\$1,740	\$2,465	\$0	\$100,000
4XX.0000.0340	TRAVEL	\$0	\$1,249	\$8,550	\$7,500
4XX.0000.0354	ADVERTISING	\$165	\$6,505	\$8,550	\$7,500
4XX.0000.0355	PRINTING & BINDING	\$2,597	\$7,597	\$8,550	\$40,000
4XX.0000.0383	ARCHITECT/ENGINEER SERVCS	\$0	\$3,888,147	\$8,540,000	\$10,000,000
4XX.0000.0388	ELECTION SERVICES	\$0	\$57,137	\$0	\$0
4XX.0000.0390	OTHER GEN PROF & TECH SRV	\$150,549	\$2,643,176	\$7,060,000	\$5,500,000
4XX.0000.0391	LICENSED SUBSTITUTES	\$0	\$3,086	\$0	\$0
4XX.0000.0399	CLASSIFIED SUBSTITUTES	\$0	\$43,634	\$0	\$0
TOTAL SERVICES		\$155,051	\$7,481,056	\$15,625,650	\$15,655,000
4XX.0000.0410	SUPPLIES & MATERIALS	\$1,251	\$116,504	\$10,500	\$50,000
4XX.0000.0440	PERIODICALS	\$0	\$36,477	\$0	\$0
4XX.0000.0460	NON-CONSUMABLE ITEMS	\$0	\$358,897	\$2,100,000	\$1,125,000
4XX.0000.0461	<\$5000 EQUIPMENT	\$197,001	\$642,291	\$2,675,000	\$850,000
4XX.0000.0470	COMPUTER SOFTWARE	\$0	\$257,335	\$295,000	\$100,000
4XX.0000.0480	COMPUTER HARDWARE	\$0	\$1,200,161	\$4,200,000	\$750,000
4XX.0000.0481	<\$5000 COMPUTER HARDWARE	\$0	\$1,346,532	\$35,500	\$125,000
TOTAL SUPPLIES		\$198,252	\$3,958,197	\$9,316,000	\$3,000,000
4XX.0000.0520	BUILDINGS ACQUISITION	\$0	\$2,401,761	\$50,134,269	\$87,250,000
4XX.0000.0530	IMPROV OTHER THAN BLDGS	\$0	\$1,516,691	\$8,125,000	\$83,600,000
4XX.0000.0540	CAPITAL EQUIPMENT	\$0	\$189,394	\$815,000	\$14,500,000
4XX.0000.0562	BUS GARAGE	\$0	\$242,074	\$4,250,000	\$18,000,000
TOTAL CAPITAL OUTLAY		\$0	\$4,349,920	\$63,324,269	\$203,350,000
4XX.0000.0610	REDEMPTION OF PRINCIPAL	\$385,912	\$335,102	\$0	\$0
4XX.0000.0621	INTEREST	\$24,551	\$6,950	\$0	\$0
4XX.0000.0640	DUES & FEES	\$0	\$885,407	\$0	\$25,000
4XX.0000.0650	INSURANCE	\$0	\$2,045,461	\$0	\$0
4XX.0000.0670	TAXES & LICENSES	\$0	\$222,909	\$3,250,000	\$1,625,000
TOTAL OTHER		\$410,463	\$3,495,829	\$3,250,000	\$1,650,000
4XX.0000.0810	PLANNED RESERVE	\$0	\$0	\$5,000,000	\$5,000,000
4XX.0000.0820	RESERVED FOR NEXT YEAR	\$1,346,695	\$302,160,060	\$203,264,579	\$15,514,228
Total Expenditures		\$2,255,776	\$321,899,330	\$300,601,698	\$245,423,965

Note: Immaterial rounding differences may exist between tables.

INTERNAL SERVICE FUND

PERS rates are very dependent on the performance of the market, with approximately 65-70 percent of PERS revenue coming from interest earnings. This means that when earnings decrease, District PERS rates increase.

The PERS Reserve Fund was originally established in 2005-06 with a \$750,000 transfer from the General Fund, to allow the District some security against fluctuating PERS rates. The District has used this reserve to supplement the General Fund when rates have been up. The PERS reserve has also been supplemented with transfers from the General Fund when finances allowed.

The 2015-16 Budget included a \$500,000 transfer from the General Fund to the PERS reserve for a total of \$2.0 million that was maintained through 2016-17 in anticipation of rate increases in the 2017-2019 biennium. The 2017-18 Budget transferred \$1.0 million of the PERS Reserve Fund into the General Fund to offset a portion of the PERS employer rate increase. A final transfer of \$1.0 million occurred in 2018-19, and exhausted the Fund.

The PERS Reserve is classified to Fund 100 per Generally Accepted Accounting Principles (GAAP) on the Consolidated Annual Financial Statement as prescribed by the District's independent auditor.

INTERNAL SERVICE FUND RESOURCES AND EXPENDITURES

ACCOUNT	DESCRIPTION	2016-17 ACTUAL	2017-18 ACTUAL	2018-19 ADOPTED	2019-20 APPROVED
RESOURCES					
XXX.0000.1990	MISCELLANEOUS REVENUE	\$0	\$0	\$0	\$0
XXX.0000.5200	INTERFUND TRANSFER	\$0	\$0	\$0	\$0
XXX.0000.5400	BEGINNING FUND BALANCE	\$2,000,000	\$2,000,000	\$1,000,000	\$0
TOTAL RESOURCES		\$2,000,000	\$2,000,000	\$1,000,000	\$0
EXPENDITURES					
XXX.0000.0790	TRANSFER TO GENERAL FUND	\$0	\$1,000,000	\$1,000,000	\$0
XXX.0000.0820	PERS RESERVE	\$2,000,000	\$1,000,000	\$0	\$0
TOTAL EXPENDITURES		\$2,000,000	\$2,000,000	\$1,000,000	\$0



100	GENERAL FUND	\$231,905,143
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SPECIAL REVENUE FUNDS

140	ENERGY EFFICIENT SCHOOLS SB 1149	\$375,000
141	OREGON FIRST ROBOTICS	\$30,000
146	ENHANCEMENT IDEA	\$12,800
154	CONFUCIUS CLASSROOM	\$20,000
156	ENERGY TRUST INCENTIVES	\$36,000
161	CHESS FOR SUCCESS	\$15,000
164	ASPIRE	\$2,000
168	EXTENDED ASSESSMENT	\$9,000
169	MEDICAID ADMINISTRATION CLAIMING	\$625,000
170	CONSTRUCTION EXCISE TAX	\$750,000
192	STUDENT BODY FUNDS	\$4,687,030
196	SYSTEMS PERFORMANCE REVIEW	\$16,927
198	OREGON DEPARTMENT OF HUMAN SERVICES	\$180,000
199	REGIONAL AUTISM SERVICES	\$630,000
2XX	OTHER RESTRICTED GRANTS	\$2,687,978
202	HILLSBORO SCHOOLS FOUNDATION	\$200,000
203	TITLE I SUMMER MIGRANT	\$425,000
205	TITLE VI	\$35,000
208	TITLE IA/IMPROVING AMERICA'S SCHOOLS ACT (IASA)	\$4,500,000
212	TITLE IC (MIGRANT)	\$1,030,000
213	TITLE IC PRESCHOOL-MIGRANT	\$100,000
218	TITLE III	\$461,000
220	DYSLEXIA GRANT	\$75,000
221	TITLE IIA IMPROVE TEACHER QUALITY	\$605,000
222	TITLE I/PERKINS VOCATIONAL TECHNOLOGY	\$180,000
223	CTE REVITALIZATION GRANT	\$450,000
225	SECONDARY CAREER PATHWAYS	\$230,000
226	MY FUTURE MY CHOICE	\$35,000
229	M99 - OUTDOOR SCHOOL	\$200,000
231	IDEA (PL 101-476)	\$3,160,000
232	MEDICAID BILLING PILOT PROGRAM	\$200,000
233	VISION SCREENING GRANT	\$22,000
239	NWRES D	\$200,000
240	MEYER MEMORIAL GRANT	\$75,000



242	MCKINNEY VENTO	\$65,000
245	CCD/TEEN MOM GRANT	\$100,000
246	WORK SYSTEMS SUMMER PROGRAM	\$390,000
249	CHALKBOARD PROJECT	\$50,000
259	PHYSICAL EDUCATION EXPANSION K-8	\$25,000
263	COFFEE SHOP	\$100,000
270	NIKE GRANT	\$200,000
275	DONATIONS FUND	\$1,250,000
277	NUTRITION SERVICES FUND (formerly 217 and 500)	\$9,476,000
283	SYNOPSIS	\$20,000
284	WASHINGTON COUNTY-FAMILY RESOURCE CENTER	\$340,000
285	PAX GOOD BEHAVIOR GAME GRANT	\$21,000
286	INTEL FOUNDATION GRANTS	\$170,000
288	KINDERGARTEN PARTNERSHIP GRANT	\$0
289	PRE-SCHOOL PROMISE GRANT	\$130,000
295	OR GED PROGRM WRAPAROUND	\$65,000
296	FOSTER CARE TRANSPORTATION	\$150,000
297	STATE CLEAN DIESEL GRANT	\$65,000
298	M98 CCR AND DROP-OUT PREVENTION	\$3,200,000
299	TRANSPORTATION EQUIPMENT FUND	\$1,500,000
Total Special Revenue Funds		\$39,576,735

DEBT SERVICE FUNDS

300	HSD 1 DEBT SERVICE FUNDS	\$48,730,971
Total Debt Service Funds		\$48,730,971

CAPITAL PROJECTS FUNDS

4XX	CONSTRUCTION FUND-2017	\$245,423,965
Total Capital Projects Funds		\$245,423,965

INTERNAL SERVICE FUNDS

*	PERS RESERVE FUND	\$0
Total Internal Service Funds		\$0

* Reclassified per 2010-11 GAAP

TOTAL BUDGET ALL FUNDS		\$565,636,814
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Background

The Hillsboro School District's total budget is made up of money from many sources: the state of Oregon; the federal government (grant money); local property taxes; sports, activities, and building use fees; interest earned on bonds and investments; and unspent money from the prior year.

Some of the money can only be used for specific things. For example, when the District passed the \$169 million bond in 2006, the money raised from the sale of those bonds could only be used for construction, renovation, and facilities upgrade projects. Another example is the federal grant money we receive to provide extra support to our high poverty (Title I) schools or to provide special education services. Yet another example is the property taxes we collect to pay our bond debt.

When you take out the money that can only be used for specific things, you're left with General Fund dollars. The General Fund is like the District's bank account; within this account, a majority of the money can be spent (the checking account), while a portion of the money is meant to stay where it's at in case of an emergency (the savings account – also known as 'reserves'). As with a home budget, things are constantly changing both at the State and local level. As you'll see below, this requires constant rebalancing throughout the school year and in some cases has required school districts to make significant budget adjustments during a school year.

In Oregon, budgeting is done at the state level every two years (a two-year period is called a biennium) and is based on projected (estimated) income, primarily in the form of state income tax collections. K-12 education receives approximately 39% of the state's budget, and this money equals roughly 70% of the total money school districts receive for their General Fund budgets. In general, a healthy state economy is good for public schools—property taxes stay steady with rising property values and income tax collections are predictable with a low unemployment rate. However, when property values are falling and unemployment is high, school districts and other state services suffer due to the loss of property tax revenues and state income tax collections.

Budget History**2002-03 and 2003-04 (-\$22.8 million and -\$18 million)**

To look back in history a bit, the 2002-03 and 2003-04 school years were extremely tough for the state and for Hillsboro School District. In 2002-03, the District planned to cut \$7.8 million from its General Fund, and ended up having to cut another \$15 million when the state couldn't deliver the money it said we would get. That meant the District had to cut 14 school days for students in Grades K-8 and 16 school days for students in Grades 9-12; 55 teachers, classified workers and administrators; as well as things like Outdoor School, professional development programs, and textbook adoptions.

In 2003-04, the District had to cut approximately \$18 million, which meant another 222 employees lost their jobs, after-school sports and activities were eliminated in elementary schools, major maintenance on our buildings was deferred, and class sizes went up to 30:1 in Grades K-6 and 29.5:1 in Grades 7-12.

2004-05 through 2007-08 (+\$33 million)

Things improved over the next four and a half school years, with a total of approximately \$33 million and 230 staff positions restored, as well as the reinstatement of and reinvestment in programs.

2008-09 (-\$3.47 million)

In September 2008, however, the economy began to enter crisis mode with the collapse of the housing market and subsequent plummeting of the stock market. This economic crisis led to mid-year spending cuts and freezes throughout the District, however federal stimulus money helped the District avoid cutting school days.

2009-10 (-\$18.3 million, including 4 reduced days, +\$6 million, including 4 restored days)

For the 2009-11 biennium, the state built its K-12 budget at the \$6 billion level. That \$6 billion was made up of \$226,099,942 in federal stimulus money, \$200 million from the state's Rainy Day Fund, \$733 million in new revenue from personal and business tax increases, and General Fund resources of \$4,841,096,061—over \$1.1 billion of the budget was from one-time or new funds. With this in mind, the District chose to budget conservatively and planned for \$18.3 million in cuts to the 2009-10 General Fund. To get there, staff (39 positions) and other cuts were made, including the reduction of four calendar days, and memorandums of understanding (MOUs) were negotiated with our union groups. Those MOUs included language that allowed for the adding back of school days and salary if the state was able to deliver on its funding promise. The MOU language called for a decision to be made by April 1, 2010, as to whether or not the money was there for the add-backs, and at that time, following the passage of Measures 66 and 67, the state estimated there would be \$6.0 billion in funding available, so the add-backs took place.

2010-11 (-\$8.3 million, including 6 reduced days)

Meanwhile, the District planned its 2010-11 General Fund budget, assuming flat revenues and anticipating things like the end of federal stimulus money and Public Employee Retirement System (PERS) rate increases. Building reserves to plan for those cost increases meant that certain additional reductions would have to be made to the General Fund.

Then, on May 27, 2010, the state announced that it would be \$577 million short on money it expected to collect. The Hillsboro School District had built its 2010-11 General Fund budget assuming approximately \$100 million from the state (out of a total General Fund budget of \$176 million), but the shortfall resulted in us only receiving approximately \$91.7 million. That meant we had to cut an additional \$8.3 million out of our General Fund.

Reductions this year were managed by reducing six calendar days, transferring money from reserves, increasing the staffing ratio to 29:1, reducing classified positions, increasing the fees for activities and athletics, and so on.

2011-12 (-\$18.9 million, including 5 reduced days)

Now in the depths of the recession, at least from a community impact standpoint, the District was faced with another huge reduction year. Several district-level meetings were held, as were meetings at every school for both staff and parents, to gather as many ideas and as much input as possible from staff, parents, and other community members about how we could best accomplish the reductions without materially harming students.

In the end, approximately \$19 million was “saved” by reducing five calendar days, negotiating with employee unions to forego step increases, offering an early retirement incentive, decreasing stipends, eliminating elementary and middle school dean positions, reducing classified calendars and hours, reducing district-level staff and administrators, transferring money from reserve accounts, and reducing department budgets, among other measures.

2012-13 (-\$8.15 million, +\$852,000, including 5 reduced days)

In early February 2012, all eyes were on the state’s March revenue forecast (released February 8) and the first even-year session of the Legislature for clues about the state of the budget. The revenue forecast was down \$35.1 million, which brought the total shortfall since the close of the regular legislative session in 2011 to \$341.1 million. Since \$460 million had been set aside by the state to absorb those shortfalls, the Legislature determined no further reductions to K-12 budgets were required for the 2012-13 school year, so long as the next five revenue forecasts of the biennium didn’t exceed the \$460 million cushion.

Therefore, the District estimated its shortfall at \$8.15 million and set to work identifying how the reductions would be absorbed. Once again, we had great cooperation from our employee unions, which allowed us to delay step movement and reduce five days from the calendar. To fill the rest of the gap, there were additional administrative staff reductions, a 10% reduction to department budgets, and an increase in the staffing ratio from 29:1 to 30.6:1.

Just one day after the Board officially adopted the 2012-13 budget, the District received word of an additional disbursement of \$852,000 as a result of: 1) additional allowances for the number of students above the 11% cap receiving special education services; 2) additional allowances for students in Foster and Neglected Delinquent Care; and 3) an addition to the per-student average (average daily membership – weighted, or ADMw) disbursement due to declining enrollment in the state. That money was used to restore ten elementary teaching positions, which brought the average staffing ratio at elementary schools down from 30.6:1 to 29.8:1.

That year was also when the Board requested that staff conduct community polling to assess potential support for a local option levy ask in November 2012. DHM Research Associates placed over 10,000 calls in the span of three days in late May to complete 300 twelve-minute phone surveys of registered voters who closely match the demographics that would be expected to turn out in our area during a presidential election. The poll showed that just 51% of people would vote for a local option levy if the election were held today, while 43% would vote against, and 5% were undecided. The Board decided to table the local option levy ask at that time.

2013-14 (-\$8.576 million, including 5 reduced days + 3 restored days)

On March 8, 2013, the Oregon Department of Education sent out an update on the status of federal-level sequestration. In the update, it cautioned that sequestration cuts of 5% would affect funding for IDEA (special education), Title I (low income), and other programs in the 2013-14 school year if nothing to reverse sequestration took place in Congress.

2013 was also the year when the Legislature attempted to put a number of PERS reforms in place, and in fact counted \$200 million in PERS employer rate reductions in the State School Fund allocation (SB 822; equated to approximately \$3.7 million for HSD).

The District faced reductions of just over \$8.5 million and accomplished them by transferring money from reserves, further reducing discretionary budgets, “other salaries” (subs, extended contract, stipends, etc.), classified and licensed staff, and reducing five calendar days.

On June 6, 2013, however, Washington County Board of Commissioners Chair Andy Duyck and Hillsboro Mayor Jerry Willey held a joint press release at which they indicated their willingness to devote \$10 million of their Gain Share money for the next biennium to Washington County Schools. Hillsboro’s portion of that allocation was approximately \$1.2 million in 2013-14, which allowed the District to restore three of the planned reduction days back to the calendar.

On October 2, 2013, the Oregon Legislature passed a package of bills called the “Grand Bargain,” which included additional PERS reforms and another \$100 million for the State School Fund.

Meanwhile, the Board had decided to put forth a \$25 million general obligation bond to voters to support investments in technology, safety, and maintenance. Despite polling that suggested sufficient support, the measure was defeated in November 2013: 45% yes to 55% no.

2014-15 (+\$6.2 million, including 1 reduced day + 1 restored day)

Thanks primarily to the additional money generated by the Grand Bargain, the District headed into the 2014-15 school year poised to *add* to its budget for the first time in years. At their meeting on June 24, 2014, the Board unanimously adopted the 2014-15 budget, which added \$6.2 million for hiring teachers, providing additional classified support, and adding one instructional day back to the calendar, among several other things. At that same meeting, the Board voted to refinance outstanding bond debt to save taxpayers \$6.5 million in net present value.

Key investments were reducing the staffing ratio at kindergarten to 26:1, at grades 1 & 2 to 28:1, and at grades 3-12 to 29:1; as well as investing in STEM programming and the arts.

One more piece of good news was received in mid-summer, when the District learned it would receive an additional \$728,716 in Gain Share funds, due to a higher-than-expected distribution to the City and County, and their subsequent decision to share half of the additional dollars with Washington County school districts. This allowed the District to add back the last remaining budget reduction day to the calendar.

2015-16 (+\$2.44 million)

2015 brought a new legislative session and a push for the state to invest in K-12 education. Despite the fact that on paper it appeared that K-12 was getting more money than ever, those dollars had not been indexed for inflation, did not take into account how deeply schools had been required to reduce expenditures for the past several years, and did not reflect the fact that K-12's share of the overall state budget was continuing to decline.

As both a planning tool and as an accountability measure, the District attempted to create a five-step reinvestment plan. The five steps were intended to represent five biennia (ten years), allowing the state to make strides each year toward a level of funding that would more closely match our need to fulfill the state's 40-40-20 goal (40% of students complete a four-year degree, 40% complete a two-year degree, 20% receive a high school diploma).

Unfortunately, the K-12 allocation was not at a level that would allow us to make meaningful progress toward step one of the plan; however, thanks to updates to the State School Fund (SSF) estimates for the 2013-14 and 2014-15 school years, and HB 5017 provisions stating that K-12 would receive 40% of additional State General Fund Revenue from the June 2015 forecast (equated to \$105 million), the District was poised to weather out the biennium in a "flat" state—there would be a surplus in year one, and a virtual break-even in year two.

Knowing that our system still had so many needs as a result of years of disinvestment, however, the Board and Budget Committee decided to recommend relatively modest reinvestments in 2015-16, anticipating that these would be in place over both years of the biennium. The total for 2015-16 was just over \$2.44 million: half-time graduation coaches at each high school; full-time instructional coaches at each high school; TAG and advanced options for students; athletics and activities reinvestment; increase in the number of PE and music sections at elementary school; increase in the number of hours and days for classified staff; lower the staffing ratio at middle school; and a one-time set-aside of \$500,000 in the PERS Reserve account. This would leave a shortfall of approximately \$1.8 million at the end of 2016-17, but it was felt that annual adjustments to SSF estimates would bring us back to a break-even state by that time.

2016-17 (-\$2.33 million)

As we budget for the 2016-17 school year, we are feeling the effects of a still-volatile economy. Modifications to the laws around Gain Share mean that the District is no longer receiving "pass-through" money of approximately \$1.2 million per year from the City and County. Also, though the region saw significant growth and districts around us experienced increasing enrollment, Hillsboro's enrollment did not meet projections. Furthermore, a majority of the PERS reforms that were passed in the 2013 session were deemed unconstitutional by the State Supreme Court and were nullified.

A positive is that we were able to secure three-year contracts with both our licensed and classified employee groups, which provides a measure of certainty when budgeting. Negotiated increases through those contracts included an annual cost of living adjustment (COLA) and insurance cap increase (total value equivalent to 3% COLA and \$25/month/year insurance cap increase).

Our efforts to contain costs for 2016-17 included “trueing up” the staffing ratio to align with actual enrollment (loss of 14.42 licensed FTE positions), and reducing district-level department budgets (discretionary) by 2%. We were able to add 2.0 FTE classified custodial positions to reduce the pressure on some of our buildings with half-time night custodians. Net reductions/savings of approximately \$2.33 million.

2017-18 (-\$7.713,000)

The State Legislature met for their full session starting in February 2017. Facing the state was a \$1.6 billion shortfall versus what would have been needed to simply roll costs up from 2016-17.* On the K-12 side, we were also looking at a significant increase to PERS employer rates beginning in the 2017-18 school year (approx. 6%).

We built our budget assuming an \$8.15 billion allocation to K-12 education, which meant making cuts of approximately \$7.5 million. We ultimately had to stick to those cuts - even though the final allocation was \$8.2 billion - because the money was split 50/50 rather than 49/51, which meant higher costs in the second year of the biennium.

To reach our target, we did the following: 1) Used reserves and adjustments: State School Fund adjustments for 2015-16 and 2016-17 - \$1 million; PERS Reserve Fund - \$1 million; Construction Excise Tax to offset Facilities budget - \$1 million; Reduce Ending Fund Balance to 4.5% - \$1 million; and 2) Implemented efficiencies/reductions: Central Office reductions and efficiencies - \$2,258,000; Student Services reductions - \$455,000; Better align staffing to enrollment - \$1 million. Total reductions were \$7,713,000.

Efforts to pass bills around revenue reform and cost containment were not successful in the 2017 session, but will hopefully be addressed again in the 2019 session.

(*The \$1.6 billion shortfall was largely filled by the implementation of a healthcare provider tax, which would not only bring in revenue from the tax, but also federal matching dollars. A successful signature-gathering campaign in the summer/fall of 2017 led to this item’s referral to a special election in January 2018. It was defeated and the tax was initiated as planned.)

2018-19 (-\$3,679,289 + -\$2,000,000)

Relatively flat state revenue projections and this being the second year of the biennium meant there were no changes to the 2017-19 K-12 budget during the 2018 short session. That, coupled with the fact that our student enrollment has fallen short of projections for the last two years and that student enrollment across the state has increased, thereby reducing the amount provided per-student, meant that we were in a reduction mode again for 2018-19.



2019-20 Approved Budget

HILLSBORO SCHOOL DISTRICT 1J

3083 NE 49th Place
Hillsboro, OR 97124

503.844.1500 ph
503.844.1551 fax

www.hsd.k12.or.us

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HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
ADJUST APPROPRIATIONS

SITUATION

The District adopts current fiscal year appropriations as projected during the annual budget development process of the prior spring. Estimates of revenue and expenditures are adjusted as needed throughout the year as projections become actuals. Per Local Budget Law, changes of less than 10 percent within major funds and functions may be approved by the Board of Directors. Appropriations changes from the original 2018-19 Resolution Adopting the Budget include:

- General Fund appropriation adjustments for additional available revenue of \$4,094,910
 - Local Revenue \$265,526.50
 - Interest Earnings \$626,644.44
 - ESD Pass-Through \$500,000.00
 - High Cost Disability \$685,374.00
 - State School Fund statewide formula student enrollment and demographic changes, prior year adjustment \$2,019,365.00
- General Fund appropriation adjustments for expenditures within the major function areas of Instruction, Support Services, and Contingency.
- Adjustment to increase Special Revenue Fund revenues and Instruction Expenses by \$955,323.
- Adjustment to decrease appropriations to Special Revenue Fund Enterprise Services and increase the appropriation to Support Services by \$1,382,200.

FUND	DESCRIPTION	MAJOR FUNCTION	PREVIOUS APPROPRIATION	ADJUSTMENT	ADJUSTED APPROPRIATION
100	General Fund	Revenue	\$223,904,035	+ \$4,094,910	\$227,894,325
100	General Fund	Increase Instruction	\$129,331,600	+ \$8,594,910	\$137,926,510
100	General Fund	Increase Support Services	\$85,027,904	- \$3,000,000	\$82,027,904
100	General Fund	Contingency	\$1,500,000	- \$1,500,000	\$0
200	Special Revenue Fund	Revenue	\$40,011,703	+ \$955,323	\$40,967,026
200	Special Revenue Fund	Increase Instruction	\$13,421,184	+ \$955,323	\$14,376,507
200	Special Revenue Fund	Increase Support Services	\$9,376,855	+ \$1,382,200	\$10,759,055
200	Special Revenue Fund	Enterprise Services	\$10,173,319	- \$1,382,200	\$8,791,119

RECOMMENDATION

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

I move that the Board of Directors approve the adjusted appropriations for general and special revenue funds listed in the June 11, 2019, Board meeting packet.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
REVIEW SUPERINTENDENT'S PERFORMANCE AND
APPROVE PERFORMANCE EVALUATION

SITUATION

The Board of Directors met to conduct an evaluation of the Superintendent's performance in accordance with Policy CBG: Evaluation of the Superintendent on April 9, April 30, May 14, and May 28.

The Board determined that the Superintendent's performance met or exceeded all of the performance goals and objectives established by the Board for 2018-19.

RECOMMENDATION

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

I move that the Board of Directors commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file.



BOARD OF DIRECTORS
3083 NE 49TH Place, #200
Hillsboro OR 97124-6008
TEL: 503-844-1500
FAX: 503-844-1781
WEB: hsd.k12.or.us

June 11, 2019

Superintendent Mike Scott
Hillsboro School District 1J
3083 NE 49th Place
Hillsboro, OR 97214

Re: Annual Board of Directors' Evaluation of Performance

Dear Superintendent Scott,

The Hillsboro School District (HSD) Board of Directors has completed your evaluation for 2018-19, according to policy CBG: Evaluation of the Superintendent. This year's standards-based model included a pre-evaluation survey completed by individual Board members, your self-evaluation that examines your leadership and operational performance, and a thorough Board discussion guided by an independent consultant.

Thank you for your exceptional service to the HSD community in this your tenth year as Superintendent. You were evaluated on eight standards for Superintendent performance: 1) Leadership & Culture; 2) Policy & Governance; 3) Communication & Community Relations; 4) Organizational Management; 5) Facilities & Technology Management and Planning; 6) Instructional Leadership; 7) Human Resources Management; and 8) Values & Ethics of Leadership. The Board used a four-point scoring system with Exceeding, Proficient, Developing, and Does Not Meet as descriptors.

Superintendent Scott, the Board of Directors values your commitment to our community and district and your leadership toward our continuous improvement. Again this year, the data from your evaluation showed an exemplary overall performance. In all eight standards, the average rating from the Board was between "Proficient" and "Exceeding." We are proud to have you as our Superintendent.

For Standard 1) Leadership & District Culture, the Board found much evidence to support outstanding performance on your part, including your commitment to hearing from our diverse community. We are excited about the growth of the PAC and the continuation of Spanish coffee chats that make you accessible to more of our families.

This year, the Board particularly appreciated your support and leadership with our legislative and advocacy work, and this, of course, extends to your cabinet. As such, we gave you an extremely high performance rating for Standard 2) Policy & Governance.

The Board was pleased with your work in the area of Standard 3) Communications & Community Relations. We see the video series as a great way for you to reach stakeholders who can't make it to other events but who are interested in what is happening.

In Standard 4) Organizational Management, the Board shares your excitement around analyzing academic return on investment and your vision for achieving our equity goals to reach 100% graduation.

The Board used the efficient use of the bond dollars as the primary driver behind our view of your performance for Standard 5) Facilities & Technology Management and Planning. We are pleased with the rollout so far and looking forward to the significant progress in the year to come.

For Standard 6) Instructional Leadership, the Board was particularly proud of your successful implementation of trauma-informed care in many of our schools, as well as the decrease in the opportunity gap for our students of color.

The Board is looking forward to seeing the strides that the Western Oregon University Scholars program makes in years to come, and continues to be impressed by your performance in Standard 7) Human Resources Management.

Standard 8) Values & Ethics of Leadership is the final standard and, as in years past, continues to be your highest-rated area of performance. The Board unanimously agrees that your performance in this area is stellar and you are the epitome of leading by example.

Superintendent Scott, the Board continues to be honored to work with you toward our shared vision of providing world-class, outstanding public education to every student in our district, which prepares them for whatever path they choose to take in life. Your dedication to your role as Superintendent is evident and we appreciate your hard work in each of the eight above standards.

Moving forward into next year, the Board has some suggested areas of focus. We are thrilled with the increase in diversity among HSD staff, and urge you to continue pushing so that specifically our teachers and administrators are more representative of our students and community. The Board is pleased with the strides being made in HSD to provide a more culturally-responsive pedagogy, and we want to continue to see evidence of the opportunity gap closing and discrepant discipline rates between students of color and white students become level. We know this is a tall order, and we also have full confidence that you are the person who will lead HSD to become the best in the state in these areas.

We appreciate your tireless efforts on behalf of our students and your incredible length of service as Superintendent in HSD. We know you are the best Superintendent in the state, and it is our great privilege to work closely with you every day. Thank you for all you do that makes us all proud to be HSD.

Sincerely,

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

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE EXTENSION OF SUPERINTENDENT'S CONTRACT

SITUATION

In accordance with Policy CBC: Superintendent's Contract and Benefits, the terms and conditions of the Superintendent's appointment are included in a written contract that meets the requirements of state law and is mutually acceptable to the Board and Superintendent.

RECOMMENDATION

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

I move that the Hillsboro School District Board of Directors approves the individual contract with the Superintendent, effective July 1, 2019, through June 30, 2022.

HILLSBORO SCHOOL DISTRICT 1J
May 28, 2019
APPROVE CHEMISTRY AND BIOLOGY MATERIALS ADOPTION

SITUATION

In accordance with policy IIA-AR, the Office for School Performance facilitates teams of teachers, students, parents, community members, and administrators to improve instructional programs, develop curriculum, and make recommendations to the Board regarding the adoption of instructional materials within each academic content area.

This year, the High School Science Team is focused on identifying instructional materials for high school chemistry and biology science courses that support the Next Generation Science Standards. The Science Study Team has data from action research conducted in chemistry and biology classrooms using BFW: Living by Chemistry, National Geographic Learning, McGraw Hill: Glencoe Chemistry, Patterns Chemistry, Lab-Aids SEPUP, HMH Science Dimensions: Biology, Patterns Biology, and Chromebooks.

On May 28, the Board reviewed the first reading of the High School Science Team's recommendation for chemistry and biology materials adoption, as well as a complementary investment in instructional technology and professional development. No public questions or comments have been received to date.

RECOMMENDATION

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

I move that the Board of Directors approve the proposed adoption of chemistry and biology materials.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPROVE 2019-20 BOARD MEETING DATES

SITUATION

The Board annually sets the schedule of Board meeting dates for the upcoming school year. Board meetings are usually held on the second and fourth Tuesdays of the month, with some exceptions to accommodate school breaks. The recommended Board meeting dates for the 2019-20 school year are listed below for the Board's approval.

<u>Date</u>	<u>Meeting / Session</u>
August 5, 2019	Full-Day Session (Retreat)
September 10, 2019	Work Session
September 24, 2019	Regular Session
October 8, 2019	Work Session
October 29, 2019	Regular Session
November 19, 2019	Regular Session
December 10, 2019	Regular Session
January 14, 2020	Work Session
January 28, 2020	Regular Session
February 11, 2020	Work Session
February 25, 2020	Regular Session
March 17, 2020	Work Session (Half-Day Retreat) / Regular Session
April 14, 2020	Work Session
April 28, 2020	Regular Session / Budget Committee Meeting
May 12, 2020	Work Session
May 26, 2020	Regular Session
June 23, 2020	Regular Session

RECOMMENDATION

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

I move that the Board of Directors approves the Board meeting dates for the 2019-20 school year.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
ELECT BOARD CHAIR AND VICE CHAIR

SITUATION

As part of its organizational meeting every year, the Board must elect a Chair and Vice Chair. The incumbent Chair will preside over the meeting until a successor is elected, whereupon the successor will assume the duties of Board Chair. Separate elections must be held for the Board Chair and Vice Chair positions.

RECOMMENDATION

The Superintendent recommends that Board Chair Lisa Allen accept nominations and conduct elections for the Chair and Vice Chair offices for the 2019-20 school year.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
ADMINISTER THE OATH OF OFFICE TO ELECTED BOARD MEMBERS

SITUATION

In accordance with policies and law governing the election of members to the Board of Directors, an election was held on May 21, 2019. One new director was elected, and two directors were re-elected. The three directors who will take the oath of office are:

Position 4	See Eun Kim
Position 5	Lisa Allen
Position 7	Yadira Martinez

RECOMMENDATION

The Superintendent recommends that the Board Chair administer the oath of office to the elected Board members. Newly elected Director See Eun Kim's term of service will begin on July 1, 2019.

I, _____, do solemnly swear that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Hillsboro School District 1J. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability so help me God.

HILLSBORO SCHOOL DISTRICT 1J
June 11, 2019
APPOINT STUDENT REPRESENTATIVES TO THE BOARD OF DIRECTORS AND
ADMINISTER THE OATH OF OFFICE

SITUATION

Because the Board values students' input on matters that are important to them, Board members established a position of "Student Representative to the Board of Directors," beginning with the 2018-19 school year. 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 in 2019-20; and students from Liberty High School, Century High School, and the Hillsboro Online Academy having the opportunity to participate the following year.

This spring, six students applied to serve as Student Representatives to the Board of Directors. All applicants were offered the opportunity to be interviewed by a sub-committee of Board members, and on April 30, the Board took action to accept the sub-committee's recommendation that Andrew Goodwin from Glencoe High School, Maria Isabel Aguilar Alvarado from Hillsboro High School, and Danny Adzima from Miller Education Center (Big Picture Program) be appointed as Student Representatives to the Board of Directors for the 2019-20 school year.

During this evening's regular session, these students will take their oaths of office. In July, they will begin their terms of service.

RECOMMENDATION

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

I move that the Board of Directors appoint Andrew Goodwin, Maria Isabel Aguilar Alvarado, and Danny Adzima to serve as Student Representatives to the Board of Directors for the 2019-20 school year, and administer the oath of office.

The Superintendent further recommends that the Board Chair administer the oath of office for the position of Student Representative to the Board of Directors to Andrew Goodwin, Maria Isabel Aguilar Alvarado, and Danny Adzima.

I, _____, will support the Constitution and the laws of the United States and the state of Oregon and will discharge the duties of Student Representative to the Hillsboro School District Board of Directors to the best of my ability.