



Hillsboro School District 1J

September 10, 2019

Board Meeting

Board of Directors

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

Student Representatives to the Board of Directors

Danny Adzima • Maria Isabel Aguilar Alvarado • Andrew Goodwin

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

Board Meeting Agenda
September 10, 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 - Executive Session

- A. ORS 192.660(2)(e)—Real Estate
Time: 5:15 PM, 15 minutes

2. 5:30 PM - Work Session

- A. Special Education Services and Processes 4
Presenter: Travis Reiman / Elaine Fox
Time: 5:30 PM, 20 minutes
- B. Discuss Community Curriculum Advisory Committee (CCAC) Applications / 5
Introduce Candidates
Presenter: Travis Reiman
Time: 5:50 PM, 20 minutes
- C. Comprehensive Sexuality Education Plan Update 7
Presenter: Travis Reiman
Time: 6:10 PM, 30 minutes
- D. ACTION: Nominate Members to OSBA Board of Directors 8
Presenter: Erika Lopez
Time: 6:40 PM, 5 minutes
- E. ACTION: Nominate Members to OSBA Legislative Policy Committee 9
Presenter: Erika Lopez
Time: 6:45 PM, 5 minutes
- F. Recess Board Meeting
Time: 6:50 PM
- G. Reconvene Meeting
Time: 7:00 PM
- H. Review Boundary Adjustment Timeline and Process for Brookwood Elementary 10
School
Presenter: Mike Scott
Time: 7:00 PM, 10 minutes
- I. Local Option Levy Polling Update 14
Presenter: Mike Scott / Beth Graser
Time: 7:10 PM, 15 minutes
- J. Discuss Budget Development Process 15
Presenter: Mike Scott / Michelle Morrison
Time: 7:25 PM, 10 minutes
- K. School-Based Health Center Expansion Opportunity 17
Presenter: Beth Graser

- Time: 7:35 PM, 15 minutes
- L. Board Self-Evaluation Process 18
Presenter: Mike Scott
Time: 7:50 PM, 10 minutes
- M. Discuss Board Goals 19
Presenter: Erika Lopez / Mike Scott
Time: 8:00 PM, 10 minutes
- N. Discuss Recognition and Proclamations 20
Presenter: Mike Scott
Time: 8:10 PM, 10 minutes
- O. Discussion Time
Time: 8:20 PM, 20 minutes
- P. Adjourn Meeting
Time: 8:40 PM
3. Next Meetings of the Board of Directors:
• September 24, 2019 - Regular Session
• October 8, 2019 - Work Session

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

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
SPECIAL EDUCATION SERVICES AND PROCESSES

SITUATION

This report will provide an overview of Individualized Educational Program (IEP) processes, options, and resources.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
DISCUSS COMMUNITY CURRICULUM ADVISORY COMMITTEE (CCAC)
APPLICATIONS / INTRODUCE APPLICANTS

SITUATION

In accordance with policy IFF, the Board of Directors has established the Community Curriculum Advisory Committee (CCAC) to provide for community involvement in the development of curriculum and instructional programs and input into those curricular areas identified by the Board. The CCAC consists of parents and community members who reside in the District attendance area, and includes student representation, as appropriate. A value of the Board and CCAC is to recruit community members with diverse perspectives that reflect the population of the District.

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. CCAC members who apply for reinstatement may be appointed by the Board to serve as many consecutive terms as are deemed 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. 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 and applications that have been received 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 participating students has graduated.
- CCAC members whose terms are ending have been invited to reapply.
- At this time, four new applications have been received, and applications for reappointment have been received from three regular members and one student member. Some applications for reinstatement are still anticipated.

At this time, CCAC leaders and District staff recommend that a combination of twelve new and reinstated committee members and four new and reinstated student members be appointed. Together with the two continuing committee members and one continuing student member whose terms will not expire until June 2020, this will result in a committee of 14 members plus five student members.

CCAC openings were advertised throughout the summer, and recruitment is continuing. CCAC leaders and District staff have agreed to extend the application deadline to September 16. Updates will be provided to the Board as applications are received.

During the September 10 work session, the Board is scheduled to review the CCAC applications that have been received, and these applicants will have an opportunity to introduce themselves to Board members and share their reasons for applying to serve on the committee. During the September 24 work session, the Board is scheduled to select a slate of candidates, who will be appointed during the September 24 regular session. New members who are appointed by the Board on September 24 will be able to participate in the first CCAC meeting of the 2019-20 school year on October 14.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review and discuss applications for the CCAC and meet the applicants.

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
COMPREHENSIVE SEXUALITY EDUCATION PLAN UPDATE

SITUATION

Per [OAR Rule 581-022-1440](#), “parents, teachers, school administrators, local health department staff, other community representatives, and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction required by this rule, and in alignment with the Oregon Health Education Standards and Benchmarks, cooperatively.... Local school boards shall...approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective education strategies.”

A team of Hillsboro School District (HSD) staff members has worked in partnership with regional leaders and the Community Curriculum Advisory Committee to develop the HSD Comprehensive Sexuality Education Plan for 2019-2021. Given the sensitive nature of the content of this plan, the Board will be briefed on September 10 regarding feedback from stakeholders, and the District’s plan moving forward.

The September 24 report will contain an overview of the plan, as well as a tour of the HSD Comprehensive Sexuality Education website, which contains essential components of the plan, including a message to the community, notification letters, and lessons for review by parents and community members. The Board will be asked to review the plan and ask questions. On October 29, the Board will be asked to approve the plan.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
NOMINATE MEMBERS TO OSBA BOARD OF DIRECTORS—
POSITIONS 16 AND 20

SITUATION

Oregon School Boards Association (OSBA) is seeking nominations for several positions on the OSBA board of directors. Washington County school districts (Banks, Beaverton, Forest Grove, Gaston, Hillsboro, Sherwood, and Tigard-Tualatin) are represented by positions 15, 16, and 20, which are staggered, two-year terms. Nominations are open for positions 16 (currently held by Maureen Wolf) and 20 (currently held by Erika Lopez).

Candidates for the OSBA Board of Directors must be nominated by official action of a member board within their region, using an official nomination form, within the timelines specified by OSBA, and based on the following provisions:

- Candidates must be active members of a local board that is a dues-paying member of OSBA within the represented area.
- The nomination must be an official action of the local board in the represented area.
- Candidates must complete an OSBA Board of Directors Candidate Questionnaire form and Candidate Resume form.

Nominations will close on September 27, 2019. In October, OSBA will distribute official ballots to member boards. Each member board shall have one vote for each open OSBA board position in their geographic area. Voting will open on November 11 and close on December 13. Newly elected members of the OSBA board will officially take office on January 1, 2020.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss potential nominees for OSBA board service. If a Board member expresses interest in serving, the Superintendent recommends that the Board of Directors take action on the following motion:

I move that the Board of Directors nominate [insert candidate name] for the OSBA Board of Director position number [insert position number].

HILLSBORO SCHOOL DISTRICT
September 10, 2019
NOMINATE MEMBERS TO OSBA LEGISLATIVE POLICY COMMITTEE—
POSITIONS 15, 16, AND 20

SITUATION

Oregon School Boards Association (OSBA) is seeking nominations for positions on the OSBA Legislative Policy Committee (LPC). Elections are held for these positions in odd-numbered years.

The LPC consists of the voting members of the OSBA board of directors and 19 representatives who are nominated and elected by local school boards from 14 regions throughout the state. Washington County school districts are represented by LPC positions 15, 16, and 20.

Candidates for the OSBA LPC must be nominated by official action of a member board within their region, using an official nomination form, within the timelines specified by OSBA, and based on the following provisions:

- Candidates must be active members of a local board that is a dues-paying member of OSBA within the represented area.
- The nomination must be an official action of the local board in the represented area.
- Candidates must complete an OSBA LPC Candidate Questionnaire form and Candidate Resume form.

Nominations will close on September 27, 2019. In October, OSBA will distribute official ballots to member boards. Each member board shall have one vote for each open OSBA LPC position in their geographic area. Voting will open on November 11 and close on December 13. Newly elected members of the OSBA board will officially take office on January 1, 2020.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss potential nominees to the OSBA Legislative Policy Committee. If a Board member expresses interest in serving, the Superintendent recommends that the Board of Directors take action on the following motion:

I move that the Board of Directors nominate [insert candidate name] for the OSBA Legislative Policy Committee position number [insert position number].

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
REVIEW BOUNDARY ADJUSTMENT TIMELINE AND PROCESS FOR
BROOKWOOD ELEMENTARY SCHOOL

SITUATION

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

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

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

During the May 28, 2019, Board meeting, the Board approved the boundary adjustment process to be used from 2019 through 2022, as new schools are being constructed. This evening, the Board will review the Brookwood Elementary School boundary adjustment timeline and process, which is scheduled to begin during the fall season, 2019, and be completed by February 2020.

RECOMMENDATION

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

Boundary Adjustment Process / Timeline – Brookwood Elementary School

Committee Meeting	Board Meeting	Action / Step
	9/10/19	Superintendent reviews timeline and process with Board
9/10/19 – 9/30/19		Review Board Policy JC; review data collected by the Long Range Planning Committee (LRPC); form Boundary Adjustment Committee; develop scenarios
Week of 9/30/19		Boundary Adjustment Committee Meeting #1
Week of 10/7/19		Boundary Adjustment Committee Meeting #2
Week of 10/14/19		Boundary Adjustment Committee Meeting #3
Week of 10/21/19		Boundary Adjustment Committee Meeting #4
Week of 10/28/19		Community Meeting #1
Week of 11/4/19		Community Meeting #2 (if needed)
Week of 11/11/19		Boundary Adjustment Committee Meeting #5 – Generate recommendation for School Board
Week of 11/18/19		Boundary Adjustment Committee Meeting #6 (if needed)
	12/10/19	Boundary Adjustment Committee Update
	1/28/20	Recommendation to School Board; Board action

BOUNDARY ADJUSTMENT PROCESS FOR 2019-22
(Approved on May 28, 2019)

BACKGROUND INFORMATION

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

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

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

GUIDING PRINCIPLES

It is understood that some of these Guiding Principles will be mutually exclusive.

- Maintain existing Feeder Patterns – Keep students in existing feeder group
- Minimize the numbers of schools and students impacted by boundary adjustments
- Minimize changes for families who have been impacted by past boundary adjustments
- Make adjustments for the long term – Avoid having to redraw boundaries for as long as possible
- Consider the transportation costs associated with any boundary adjustment
- Maintain existing neighborhoods
- Create an appeal process to allow students to stay at their current school, even if their neighborhood is moved to a new school through the boundary adjustment process
- Consider transfer requests to other District schools
- Consider equitable access and opportunities in the boundary adjustment process

TIMELINE

School	Process Begins	Process Ends	Scheduled Opening
Brookwood Elementary School	Fall 2019	February 2020	Fall 2020
North Plains Elementary School	Fall 2020	February 2021	Fall 2021
New South Hillsboro Elementary School	Fall 2021	February 2022	Fall 2022

PROCESS

- Review Board policy JC: School Boundary Areas
- Review data collected by the Long Range Planning Committee (LRPC), including:
 - Current enrollment by building
 - New developments
 - Anticipated new students due to new developments by building
 - Number of previous moves
- Form Boundary Adjustment Committee
 - Superintendent / Designee (Capital Projects Officer)
 - Building Principal
 - Representative of the Transportation Department
 - Representative of Davis Demographics
 - Chief Communications Officer
 - 2 Board Members
 - Selected District Staff
 - 2 Community Parents / Guardians
- Schedule / Conduct Meetings:
 - Boundary Adjustment Committee Meetings:
 - Meeting #1
 - Share Guiding Principles
 - Share data collected by LRPC
 - Discuss scope of work
 - Meeting #2
 - Meeting #3
 - Meeting #4
 - Community Meetings:
 - Boundary Committee shares work product from Meetings #1 - #4 and gathers input from community
 - Boundary Adjustment Committee Meetings – #5 (and #6, if needed):
 - Revise work product based on community input
 - Generate recommendation for School Board
- Boundary Adjustment Committee makes boundary adjustment recommendation to Board
- Board votes on approval of boundary adjustment recommendation

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
LOCAL OPTION LEVY POLLING UPDATE

SITUATION

The Board of Directors continues to weigh its options regarding a potential local option levy.

A request for proposals to poll the community was sent to five local firms that specialize in conducting market research for public agencies, and all five were responsive. Information was shared with the Board during the August retreat; however, opinions on the next step were mixed, due to the timing of and continued uncertainty around the impact of the Student Success Act.

The Superintendent recommended that the Board allow staff more time to review the proposals and gather additional information to present during the September work session.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to report and provide their input on whether or not a community poll should be conducted this fall.

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
DISCUSS BUDGET DEVELOPMENT PROCESS

SITUATION

During the Board Retreat on August 5, the Board requested clarification regarding the District's budget development process. The request is related to the 2019-20 budget updates that were presented to the Board and Budget Committee during Board work sessions last spring, and how consensus formed around the reductions to the general fund expenditures that were required in order to balance to projected revenues.

Local Budget Law requires that the full board plus the same number of appointed community members review and approve the proposed budget annually. The process requires specific public notice and an opportunity to receive community input, as well as meeting public meeting rules. The steps below outline the current process for budget development:

1. Late winter/early spring - budget work and communications
 - a. Current budget year updates and projections based on enrollment and other factors
 - b. Staff to draft preliminary recommendations for budget changes
 - c. Draft recommendations shared with budget committee during board work session for discussion
 - d. Feedback from board may inform staff revisions
2. Budget Committee Meeting
 - a. Proposed Budget document available for review (based on feedback to date and staff recommendations)
 - b. Budget Message delivered to Budget Committee
 - c. Additional meetings as needed for consensus of the committee
 - d. Budget approved
3. Budget Hearing and Adoption
 - a. Approved Budget document presented per required notice
 - b. Budget Hearing (public input)
 - c. Board action during regular session
 - i. Resolution to adopt budget
 - ii. Resolution to make budget appropriations
 - iii. Resolution to impose and categorize ad valorem taxes

Per Local Budget Law and Oregon School Board Association guidance for Budget Committee Members, it is not the role of the Budget Committee to set staffing levels or manage programs. However, it is likely that both will be discussed during the community input and hearing portions of the budget development process. In effect, the Budget

Committee (and Board) set appropriation levels and rely on good faith efforts of administration to respond to input from the community while implementing the highest and best services to students possible with available resources in alignment with the Strategic Plan.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss the process and request further clarification, as needed.

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
SCHOOL-BASED HEALTH CENTER EXPANSION OPPORTUNITY

SITUATION

In response to Board member requests to explore the possibility of opening a second school-based health center at Hillsboro High School, staff researched the District's process for opening its existing center at Century High School.

The Century High School center was primarily funded by a \$500,000 federal grant, which is not being offered at this time. However, there is currently a state-level school health services planning grant available for the 2019-21 biennium that could help support a pilot program at Hillsboro High School, in which Virginia Garcia could bring its mobile units to the school and evaluate usage to determine the level of need.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the presentation and provide their input.

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
BOARD SELF-EVALUATION PROCESS

SITUATION

During the Board retreat on August 5, Board members discussed their self-evaluation process and timeline for 2020. During the September 10 work session, they will continue their planning for this process.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review their self-evaluation process and timeline for 2020 and provide input.

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
DISCUSS BOARD GOALS

SITUATION

The ongoing duties of the Board include resource allocation, formulating policy, and interacting with the community in support of the District's mission. During the Board retreat on August 5, Board members reviewed their 2018-19 goals, and discussed the goals that they are considering for the 2019-20 school year. During the September 10 work session, the Board will review a draft version of their proposed 2019-20 goals and provide additional input. The Board is scheduled to adopt their goals on September 24.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review their draft proposed goals for 2019-20 and provide additional input.

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2019
DISCUSS RECOGNITION AND PROCLAMATIONS

SITUATION

A proclamation is an official announcement issued by the Board of Directors to honor, celebrate, or create awareness regarding an event, special occasion, cause, significant issue, or group of individuals who make an important contribution.

During the August 5 Board retreat, Board members began discussing guidelines for identifying noteworthy and relevant causes and occasions for issuing proclamations. Because there are so many significant groups and causes, there is a concern that being too specific could result in inadvertently missing a recognition that could be important to members of the District community.

This evening, the Board will continue the August 5 discussion regarding potential guidelines for issuing proclamations.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to this report and provide input.