



Hillsboro School District 1J

September 24, 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 24, 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. Discuss Budget Committee Applications / Introduce Applicants 5
Presenter: Michelle Morrison
Time: 5:15 PM, 15 minutes
- B. Community Curriculum Advisory Committee Candidates - Selection Process 7
Presenter: Travis Reiman
Time: 5:30 PM, 20 minutes
- C. NWRESD Superintendent Introduction 9
Presenter: Mike Scott
Time: 5:50 PM, 15 minutes
- D. Department Report - Human Resources 10
Presenter: Kona Lew-Williams
Time: 6:05 PM, 20 minutes
- E. Discussion Time
Time: 6:25 PM, 20 minutes
 - 1. NSBA Conference Planning
Time: 6:25 PM
 - 2. Student Representatives / Superintendent / Board Discussion
Time: 6:25 PM
- F. Recess Board Meeting
Time: 6:45 PM, 15 minutes

2. 7:00 PM - Regular Session

- A. Call to Order and Flag Salute
Presenter: Erika Lopez
Time: 7:00 PM, 5 minutes
- B. Recognition / Student Presentation
 - 1. Student Presentation: Glencoe High School Chamber Choir
Presenter: Andrew Goodwin
Time: 7:05 PM, 10 minutes
- C. Approval of Agenda
Time: 7:15 PM
- D. Recess Board Meeting; Convene Meeting of the Local Contract Review Board
Presenter: Erika Lopez
Time: 7:15 PM
- E. Public Hearing Regarding the Hillsboro School District Draft Findings of Fact Supporting Specific Exemptions from Competitive Bidding Requirements 11

Presenter: Erika Lopez
Time: 7:15 PM, 15 minutes

1. Presentation of Information: Review Summary of Options to Purchase Construction / Public Improvements - Findings of Fact for Use of the CM/GC Process for Interior Renovations, Site Improvements, and New Gymnasium Projects at North Plains Elementary School, Minter Bridge Elementary School, and WL Henry Elementary School
Presenter: Casey Waletich/Adam Stewart
2. Public Testimony
Presenter: Erika Lopez
3. Approve Findings of Fact Supporting a Specific Exemption from Competitive Bidding Requirements for Use of the CM/GC Process for Interior Renovations, Site Improvements, and New Gymnasium Projects at North Plains Elementary School, Minter Bridge Elementary School, and WL Henry Elementary School
Presenter: Casey Waletich/Adam Stewart

F. Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting
Presenter: Erika Lopez
Time: 7:30 PM

G. Audience Time
Time: 7:30 PM, 10 minutes

H. Reports and Discussion

1. Hillsboro Schools Foundation - Annual Report 20
Presenter: Aron Carleson
Time: 7:40 PM, 10 minutes
2. Comprehensive Sexuality Education Plan Report and Recommendation 21
Presenter: Travis Reiman
Time: 7:50 PM, 30 minutes
3. Present Superintendent's Goals for 2019-20 22
Presenter: Mike Scott
Time: 8:20 PM, 5 minutes
4. Continuous Improvement Plan (CIP) and Student Success Act (SSA) Update 25
Presenter: Travis Reiman
Time: 8:25 PM, 10 minutes
5. Financial Report (*see written report*) 26
Presenter: Michelle Morrison
Time: 8:35 PM, 5 minutes

I. Consent Agenda

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

Time: 8:40 PM, 10 minutes

1. Approve Minutes of May 28, 2019, Board meeting 31
2. Approve Minutes of June 11, 2019, Board meeting 40
3. Approve Minutes of July 11, 2019, Board meeting 49
4. Approve Minutes of August 5, 2019, Board meeting 51
5. Approve Routine Personnel Matters 60
6. Readopt Board / Superintendent Working Agreements 78

J. Action Items	
1. Accept Gifts and Donations	82
Presenter: Michelle Morrison	
Time: 8:50 PM, 5 minutes	
2. Appoint Community Curriculum Advisory Committee Members	84
Presenter: Travis Reiman	
Time: 8:55 PM, 5 minutes	
3. Appoint Audit Committee	86
Presenter: Michelle Morrison	
Time: 9:00 PM, 5 minutes	
4. Adopt 2019-20 Board Goals	87
Presenter: Erika Lopez	
Time: 9:05 PM, 5 minutes	
5. ACTION: Notice of Intent to Purchase	88
Presenter: Jordan Beveridge	
Time: 9:10 PM, 5 minutes	
K. HCU / HEA Reports	
Time: 9:15 PM, 5 minutes	
L. Discussion Time	
Time: 9:20 PM, 20 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	
3. Board of Directors' Time	
M. Adjourn Regular Session	
Time: 9:40 PM	
3. Next Meetings of the Board of Directors:	
• October 8, 2019 - Work Session	
• October 29, 2019 - Regular Session	

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

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
DISCUSS BUDGET COMMITTEE APPLICATIONS /
INTRODUCE APPLICANTS

SITUATION

State law and policy DBEA provide for the establishment of a Budget Committee to review the District's proposed budget. 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.

Three Budget Committee positions will be filled in October 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).

Vacancies on the Budget Committee were publicly announced in June, and applications were received through September 3. The following candidates submitted applications:

- Alexander Diaz (incumbent)
- Kim Strelchun (new applicant)
- Emily Gothard (new applicant)
- Kevin Murphy (new applicant)

During tonight's work session, the Board is scheduled to review the Budget Committee applications, and applicants will have an opportunity to be introduced to Board members

and share their reasons for applying to serve on the committee. During the October 29 work session, the Board is scheduled to select candidates, who will be appointed during the October 29 regular session.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review and discuss the Budget Committee applications and meet the applicants.

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
COMMUNITY CURRICULUM ADVISORY COMMITTEE CANDIDATES SELECTION
PROCESS

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 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.
- At this time, 8 new regular and 4 new student applications have been received, and applications for reappointment have been received from four regular members and one student member.

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.

During the September 10 Board work session, Board members reviewed the CCAC applications that had been received, met the applicants who were able to be present to introduce themselves, and discussed the selection process. During this evening's work session, new applicants and those who were unable to attend the September 10 Board meeting have been invited to introduce themselves, and Board members will identify a slate of candidates who will be officially appointed to fill the open positions during this evening's regular session.

New members who are appointed by the Board this evening 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 identify a slate of candidates to be appointed to the Community Curriculum Advisory Committee during the regular session.

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
NWRESD Superintendent Introduction

SITUATION

The Northwest Regional Education Service District has selected Dan Goldman to be the new Superintendent. Mr. Goldman will introduce himself, share information and share his vision for the upcoming year.

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 24, 2019
DEPARTMENT REPORT - HUMAN RESOURCES

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 Human Resources 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
LOCAL CONTRACT REVIEW BOARD HEARING
September 24, 2019**

**SUMMARY OF OPTIONS TO PURCHASE CONSTRUCTION/PUBLIC
IMPROVEMENTS – FINDINGS OF FACT FOR USE OF CONSTRUCTION
MANAGEMENT/GENERAL CONTRACTOR (CM/GC) PROCESS FOR THE NORTH
PLAINS ELEMENTARY SCHOOL, MINTER BRIDGE ELEMENTARY SCHOOL AND
WL HENRY ELEMENTARY SCHOOL INTERIOR RENOVATIONS, SITE
IMPROVEMENTS AND GYMNASIUM PROJECTS**

SITUATION

Background

During the September 24 Board meeting, the Board will be asked to convene as the District's Local Contract Review Board (LCRB) to review and approve Findings of Fact to allow the District to use the Construction Manager/General Contractor (CM/GC) construction method for the North Plains Elementary School, Minter Bridge Elementary School, and W L Henry Elementary School gymnasium projects.

The statutes and policies that define how school districts can purchase construction / public improvements in the State of Oregon identify three different construction methods:

- The first method, Design/Bid/Build (DBB), is the traditional method of building schools. The district hires an architect to design the building; based on this design, bid specifications are generated; and the district then solicits bids to construct.
- A second construction method is the Construction Manager/General Contractor (CM/GC) method. The difference between this method and the DBB method is that the contractor is brought on immediately after the bid specifications are developed and helps alongside the architect in the final design process. The contractor is then required to prepare detailed cost estimates. The advantage of this method is that the contractor is involved in the pre-construction process and is able to lineup sub-contractors and provide more accurate cost information. This method is appropriate when a project faces significant budget and/or scheduling challenges. The CM/GC method is considered an alternate construction method by the State of Oregon and requires action by the LCRB.
- The final method is the Design/Build (DB) method. In this case, the contractor usually designs and constructs the project. This method is appropriate when the project does not require a great deal of design work. This method is also considered an alternative construction method and requires action by the LCRB.

Below are the milestones associated with each of these contracting methods.

1.0 Design/Bid/Build method

- 1.1 HSD hires an architect to prepare documents for permits and bidding
- 1.2 HSD team reviews the documents
- 1.3 Architect completes the documents

- 1.4 HSD team prepares bid advertisement
- 1.5 Contractor selects the subcontractors
- 1.6 Contractors submit bids
- 1.7 HSD team evaluates the bids received
- 1.8 HSD team selects the lowest responsible bid
- 1.9 HSD team issues the intent to award
- 1.10 HSD team prepares agreement between HSD and the responsible low bidder
- 1.11 Agreement is executed by the contractor and HSD
- 1.12 HSD issues a notice to proceed to the contractor
- 1.13 Contractor starts the construction project
- 1.14 Contractor submits an invoice each month for the completed work
- 1.15 Contractor coordinates the inspections
- 1.16 Contractor completes the work
- 1.17 Architect prepares a detailed punch list
- 1.18 Contractor completes the work described on the punch list
- 1.19 Architect confirms the work is complete
- 1.20 Contractor receives final payment

- **This process has been used successfully on previous projects in HSD and will be used on future projects.**

2.0 Construction Manager/General Contractor method

- 2.1 HSD hires an architect to prepare documents for permits and bidding
- 2.2 HSD prepares finding of facts (requires Board approval) and request for proposal
- 2.3 HSD evaluates the proposals submitted and selects the most qualified CM/GC firm
- 2.4 HSD hires a CM/GC firm to review permit and bidding
- 2.5 CM/GC firm prepares a detailed cost estimate for the construction work
- 2.6 HSD team balances the scope of work and the construction budget
- 2.7 Architect and CM/GC firm prepare the bid documents
- 2.8 CM/GC firm prepares the bid advertisement
- 2.9 CM/GC evaluates the bids with the HSD team monitoring the process
- 2.10 CM/GC firm recommends awards to the most qualified bidders
- 2.11 HSD team approves the awards recommended by the CM/GC firm
- 2.12 CM/GC firm manages the work done by all of the contractors
- 2.13 CM/GC coordinates the inspections
- 2.14 CM/GC firm completes the project
- 2.15 Architect prepares a detailed punch list
- 2.16 CM/GC firm manages the completion of the work described on the punch list
- 2.17 Architect confirms the work is complete
- 2.18 CM/GC firm receives final payment
- 2.19 Advantages to HSD

- 2.19.1 Permit and bid documents are improved
- 2.19.2 Qualified subcontractors are selected
- 2.19.3 Quality of the work should be better
- 2.19.4 Schedule management is better
- 2.19.5 HSD, architect and CM/GC resolve issues as partners

- **This method has been used successfully on over 11 previous projects in HSD.**
- **This method is recommended for the interior renovations, site improvements and gymnasium projects at North Plains Elementary School, Minter Bridge Elementary School, and W L Henry Elementary School.**

3.0 Design Bid (DB) method

- 3.1 HSD prepares the findings of fact (requires Board approval) and request for proposal
- 3.2 HSD team evaluates the proposals submitted and selects the most qualified DB firm
- 3.3 HSD hires one firm, typically a contractor, to complete the construction and to prepare the permit and bid documents
- 3.4 DB firm completes the permit and bid documents
- 3.5 DB firm receives the bids
- 3.6 DB firm recommends awards to subcontractors
- 3.7 HSD team approves contract awards recommended by the DB firm
- 3.8 DB firm manages the construction
- 3.9 DB coordinates the inspections
- 3.10 DB submits invoices for completed work
- 3.11 DB firm confirms the project is complete
- 3.12 DB firm receives final payment

- **This method has been used successfully in HSD and may be used on future projects**

RECOMMENDATION

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, conduct a public hearing to allow comments on the Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Management/General Contractor (CM/GC) process for the interior renovations, site improvements and gymnasiums at North Plains Elementary School, Minter Bridge Elementary School and WL Henry Elementary School.

**HILLSBORO SCHOOL DISTRICT
LOCAL CONTRACT REVIEW BOARD HEARING
September 24, 2019
REVIEW AND APPROVE FINDINGS OF FACT FOR USE OF A
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR (CM/GC)
FOR CONSTRUCTION OF INTERIOR RENOVATIONS, SITE IMPROVEMENTS
AND GYMNASIUMS AT NORTH PLAINS ELEMENTARY SCHOOL, MINTER
BRIDGE ELEMENTARY SCHOOL, AND W L HENRY ELEMENTARY SCHOOL**

SITUATION

The pre-design work on the following projects is proceeding: site improvements and gymnasiums at North Plains Elementary School, Minter Bridge Elementary School, and W L Henry Elementary School. At this time, the management team working on the projects has evaluated a method to construct the projects, utilizing a Construction Management/General Contractor (CM/GC) process.

Historically, public construction projects are competitively bid and awarded to the responsible low bidder. During recent project coordination meetings, the CM/GC contracting method has been discussed. This process involves the selection of a CM/GC firm during the design phase to acquire a contractor's expertise with the project. The CM/GC method has been successfully implemented by the following public agencies:

- Hillsboro School District
- Salem-Keizer School District
- Philomath School District
- Scappoose School District
- Gresham-Barlow School District
- Forest Grove School District
- Multnomah County
- Oregon Health Sciences University
- Parkrose School District
- Pendleton School District
- Port of Portland
- Portland Development Commission
- The State Department of Administrative Services
- The State Department of Corrections
- Washington County

ORS 279C.335 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to exempt specific projects from the requirements of ORS 279C. In doing so, the statute specifically states that the Local Contract Review Board shall: "where appropriate, direct the use of alternative contracting and purchasing practices that take account of market realities and modern or innovative contracting and

purchasing methods, which are also consistent with the public policy of encouraging competition.”

Oregon law and duly adopted resolutions of the Hillsboro School District permit the Hillsboro School District Board of Directors, acting as the Local Contract Review Board, to consider and approve specific findings that lead to the exemption of certain contracts from traditional competitive public bidding. Selection of the CM/GC firm for this project will utilize a Request for Proposal. The Request for Proposal will identify specific criteria to be utilized for the selection. Proposals from the CM/GC firms will include a competitive bid for their fee, the known general conditions, general requirements, and bond and insurance costs for the project. The CM/GC will provide the Hillsboro School District with a preliminary Guaranteed Maximum Price (GMP) and a full performance/payment bond for the work, following detailed review of the construction documents.

ORS 279C.335(4) requires the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing.

Notice of this public hearing was advertised in the Daily Journal of Commerce on September 9, 2016.

FINDINGS OF FACT

1. Project Description

Interior renovations, site improvements and new gymnasium buildings at North Plains Elementary School, Minter Bridge Elementary School, and W L Henry Elementary School.

2. Responsibilities of the CM/GC Firm or Firms

a) Design Phase

The CM/GC firm will provide assistance for construction scheduling, competitive bid packaging, cost estimating, and the review of design documents from the standpoint of value, long lead procurements, design feasibility, constructability and establishing a negotiated preliminary Guaranteed Maximum Price for the work prior to completion of the construction documents.

b) Bid Process

The CM/GC firm will coordinate the competitive bid process and material procurement process for all work with full oversight and participation by Hillsboro School District. The CM/GC firm or firms will provide a written recommendation to Hillsboro School District for each subcontract. Upon approval from Hillsboro School District, the CM/GC firm will execute a contract with each approved subcontractor and/or supplier.

c) Construction Phase

The CM/GC firm will be responsible for the construction of the project, including scheduling of materials procurement, delivery and all work

completed by subcontractors. The CM/GC firm is responsible to complete the project on schedule, within budget, and at or above the quality defined in the specifications prepared by the architect.

3. Rationale to Utilize CM/GC Method

a) Competition

It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts as the CM/GC firm will be selected through an open, competitive process among qualified contractors. Hillsboro School District will receive written proposals from contractors with the experience and staff required to complete the project. The process will utilize a Request for Proposal that will be publicly advertised and Hillsboro School District may interview the firms before recommending a firm to the Board.

b) Multiple Construction Packages

The construction will be completed in phases and may require early bid or procurement packages. Completing the project in phases should result in cost savings.

c) Procurement of Long Lead Items

The CM/GC method will allow the early procurement of long lead material/equipment. Examples include portable structures, mechanical equipment, electrical equipment, windows and doors. Early procurement should result in cost savings.

d) Schedule Complexity

The project will face tight construction schedules to achieve timely occupancy. By phasing the completion of construction documents, bidding, award and construction, the schedule efficiency required can be achieved. The CM/GC process allows the phasing that will be required.

e) Change Order Cost Control

Change orders cost should be controlled in two ways:

1. By utilizing a contractor to provide cost analysis, construction feasibility reviews and long lead procurement, the final number of change orders should be reduced. Reduction of change orders should result in cost savings.

2. By proposing a fixed fee for overhead and profit, the CM/GC firm's fixed fee is added to the actual cost of the change. It is expected this will be less than the standard fee added to change orders on projects awarded to a bondable, low bidder. Reduction of overhead and profit on changes should result in cost savings.

f) Acceleration

Utilizing the CM/GC approach will reduce the risk of acceleration expense to complete the project on time. Reduction or elimination of the cost to

accelerate construction to complete the project on time should result in cost savings.

g) Improved Cost Management

The financial track record of CM/GC projects with a “Guaranteed Maximum Price” is impressive. The Hillsboro School District, Salem-Keizer School District, McMinnville School District, and Forest Grove School District have used the CM/GC method to complete many construction projects with significant success, considering timeliness of project completion, cost savings, and adherence to budget limitations. Recent examples are Reedville Elementary School, Witch Hazel Elementary School, Free Orchards Elementary School, Evergreen Middle School, Joseph Gale Elementary School, Scappoose High School, Forest Grove High School, McMinnville High School, Walker Middle School, Richmond Elementary School, and Whiteaker Middle School. These projects were all completed on time and within budget. The project team working on the projects successfully balanced the construction budget during the design and construction phases, utilizing the same CM/GC process proposed for these projects.

h) Subcontractor Bidding and Selection

The CM/GC firm will have adequate time to prepare bid packages, as well as to review and analyze bids received from subcontractors. The subcontracted work will be awarded to the lowest responsive bidder. This bid process will not result in favoritism. Utilizing qualified subcontractors should result in better quality and cost savings.

i) Market Conditions

Many general contractors and subcontractors are being impacted by the quantity of work to be bid in the next three years. Currently, the cost of materials and labor is adjusting to the market. Ordering materials and equipment may take longer now, as manufacturers and distributors are not keeping large amounts of inventory in stock. The CM/GC firm will order materials and equipment in a timely manner from manufacturers and distributors that can deliver the material and equipment on-time to avoid delays caused by late shipments.

j) Awareness and Involvement by Local Contractors and Suppliers

The CM/GC firm selected will be required to identify local contractors and suppliers prior to starting the bid process. The project management team and CM/GC firms will schedule meetings with local contractors and suppliers to review the scope of work and bid dates. This process allows for local contractor and supplier participation in the projects.

k) Qualified Management

The project management team working on these projects is well equipped to manage the complexities of a CM/GC construction process, with experienced and qualified District staff and external project managers with successful CM/GC experience.

4. Operational, Budget, and Financial Data:

The projects will result in efficient mechanical and electrical systems, thereby minimizing operational costs. Generally, the method of construction will have little effect on the operational budget. However, the CM/GC process may further reduce life cycle cost through the use of life cycle analysis to assist in the selection of systems, finishes, and equipment.

5. Public Benefits:

The primary public benefit is more expeditious completion of the project. The CM/GC process provides for better collaboration to ensure that projects will be completed on time, on budget and at or above the quality described in the construction documents. The process provides better opportunities for reducing construction time by fast-tracking construction, where beneficial.

6. Value Engineering:

Because the contractor is working with the design team during the design phase, the contractor will assist the project team to identify and implement possible cost savings. The value engineering process allows the project team to evaluate quality materials and life cycle costs, thereby helping to reduce operating costs.

7. Specialized Expertise Required:

Completing a complicated project on time, on budget, and at or above the quality expected, requires the CM/GC firms to dedicate a qualified team with the experience and expertise to work with Hillsboro School District, the architect, and the project manager. With such experience, mistakes are likely to be fewer and disruptions are likely to be minimized. The request for proposals process used to select the CM/GC will enable Hillsboro School District to select the best contractors for the projects.

8. Public Safety:

The CM/GC firm will prepare a construction safety plan for the projects. The construction safety plan will help ensure that the projects are built safely and will help minimize the risk to neighborhoods and the projects.

9. Technical Complexity:

Completing a fast track construction project on an occupied site is complex. The CM/GC process will address technical complexity and should save time and reduce the final cost.

10. Funding Sources:

The projects will be paid for as part of 2017 Capital Improvement Bond and other funds. The bond measure will also fund other construction projects. Establishment of a preliminary and final Guaranteed Maximum Price will better enable Hillsboro School District to manage the resources available to complete all of the projects.

The CM/GC process will provide Hillsboro School District with the following advantages:

- Cost savings, as described above.
- Reduction of the schedule risk that is typically associated with complex construction projects.

- Opportunity to select a qualified CM/GC firm or firms, rather than awarding the projects to any bondable low bidder.
- Accurate cost data for project decisions.
- Greatest assurance of project timely completion.
- Higher confidence in obtaining quality construction.

RECOMMENDATION

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, review the Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Management/General Contractor process for interior renovations, site improvements, and new gymnasium projects at North Plains Elementary School, Minter Bridge Elementary School, and W L Henry Elementary School; and take action on the following motion:

I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Management/General Contractor process for interior renovations, site improvements, and new gymnasium projects at North Plains Elementary School, Minter Bridge Elementary School, and W L Henry Elementary School.

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
HILLSBORO SCHOOLS FOUNDATION – ANNUAL REPORT

SITUATION

Hillsboro Schools Foundation (HSF) is a nonprofit organization whose mission is to cultivate community engagement and funding to inspire excellence in Hillsboro schools. To give Hillsboro students a competitive advantage, HSF has made a commitment over the past 18 years to:

- Partner with the Hillsboro School District to enhance education for students
- Increase corporate investments and individual giving that falls outside normal K-12 funding
- Foster public engagement for the benefit of students
- Enhance volunteer involvement in fundraising

HSF makes Hillsboro's schools stronger and more relevant to students' educational needs by bringing the community together to enhance the public education experience of every Hillsboro-area student:

- Providing innovative and enrichment grants in technology, science, math, multi-cultural programs, reading, language, music, arts, and after-school programs
- Offering fund-raising opportunities for high school clubs through its phone-a-thon annual appeal
- Encouraging businesses to become more involved in providing unique educational experiences that help to develop the future workforce of Hillsboro
- Encouraging teachers to go beyond the core curriculum to engage and excite students with unique learning experiences

Members of the HSF Board of Directors will present a report to the Hillsboro School District Board of Directors regarding its accomplishments, its continuing commitment to enhancing education through competitive grants, and its current campaign to raise and invest funds for robust middle school Technology Exploration classes.

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 24, 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.

The September 24 report will contain an overview of our process and 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, FAQs, 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 24, 2019
PRESENT SUPERINTENDENT GOALS FOR 2019-20

SITUATION

Part of the Superintendent’s job is to guide the District toward successful completion of goals, and report progress toward goal attainment to the Board on a routine basis.

Superintendent Goals for 2019-20

- Implement the programs, structures, and instructional strategies necessary to complete the agreed-upon action items and goals for year three of the Strategic Plan in the areas of Community, Culture, and Career:

Strategic Plan Area	SMART Goals
<ul style="list-style-type: none"> ○ <u>Community:</u> All students will be known by NAME, STRENGTH, and NEED so supports, enrichments, opportunities, and connections can be made in SCHOOLS and in the COMMUNITY to ensure that students successfully graduate with career- and college-readiness skills. 	<ul style="list-style-type: none"> ✓ Train 200 licensed staff to use our student information system and data warehouse to identify which students are known by name, strength, and need; and use the information to create connections and provide academic, social, and personal supports for students in 2019-20. <p>Why this goal? When students feel connected to school and people who not only care for them as individuals, but also know what they need to be successful, they will be motivated to excel academically. Our ability to operationalize that information and make it accessible to staff, students, and parents/guardians through our data systems will help us ensure that students are being appropriately supported.</p> <ul style="list-style-type: none"> ✓ Increase awareness of Career and College Pathways among all staff, students, and families, by reaching 400 teachers and classified staff, as well as 400 students and family members, particularly at the middle school level, by spring 2020. <p>Why this goal? We have great systems, structures, and coursework in place for students to access</p>

	<p>in high school; now we need to make sure our staff, students and families are aware of them, so that students can make choices that match their interests.</p>
<p>○ <u>Culture:</u> All schools will foster a POSITIVE, SUPPORTIVE, and INCLUSIVE school and classroom culture that enables learning.</p>	<p>✓ Every school will meet their climate and culture goal aligned to more culturally-relevant and trauma-responsive practices by the end of 2019-20.</p> <p>Why this goal? Our data tells us that we need to reduce discrepant discipline and behavioral infractions, and increase positive recognition of students in our schools. It is a priority to create a positive culture, build relationships, and increase students' connectedness to school to facilitate better experiences for them and, ultimately, to increase their learning.</p> <p>✓ Maintain 90%+ on track rate for all students in 10th grade in 2019-20.</p> <p>Why this goal? We currently have extra supports in our system for 9th and 12th graders, and we need to ensure that our 10th graders are remaining on track so they do not find themselves in a situation where they are behind in credits and needing to make them up as they enter their final two years of high school.</p>
<p>○ <u>Career:</u> All students will have learning experiences with clear PURPOSE, ENGAGEMENT, and ASSESSMENT to ensure learning and career and college readiness.</p>	<p>✓ Increase SBAC math scores by 3% overall and 5% for key groups in grades 5 and 8 in 2019-20 vs. 2018-19.</p> <p>Why this goal? Data from 2018-19 shows us that students at the elementary and middle school levels are struggling with the foundational math skills that will lead to higher achievement in high school and college readiness. Teachers need support and resources to effectively teach math and provide additional opportunities to apply math in multiple content areas.</p>

	<p>✓ Increase by 5% the number of language scaffolds connected to academic tasks utilized in the classroom as measured by fall 2019 to spring 2020 walkthrough data.</p> <p>Why this goal? Research shows that language scaffolds such as language objectives, sentence frames, etc. are foundational to effective lesson delivery. Lessons with a clearly stated purpose, that are engaging to all students, and that provide feedback to students and teachers about student learning, lead to higher achievement.</p>
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- Implement a structure for the allocation of student success funds
- Prioritize and track District equity work as defined in section 9 of the Superintendent evaluation tool
- Provide professional development opportunities for Board members to further their understanding of District practices, instructional models, and systems to increase student achievement.
- Expand efforts to influence educational developments beyond the District by serving in regional and state leadership positions.

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 24, 2019
Continuous Improvement Plan (CIP) and Student Success Act (SSA) Update

SITUATION

District staff are in the process of creating a Continuous Improvement Plan (CIP) as required by the Oregon Department of Education (ODE). The CIP will include goals associated with our HSD 2016-2021 Strategic Plan, as well as our Title I-A programs, our High School Success Plan (Measure 98), and our equity policy. This CIP will include priorities from our needs assessment work as well as feedback from the diverse communities we serve. Based on communications from ODE, this CIP will position us to submit a non-competitive grant application to the Student Investment Account, a set-aside under the Student Success Act intended to support schools.

At tonight's meeting, the Board will hear an update on HSD's process for developing the CIP, including a timeline of key dates and a preview of data gathered from our SSA Community Voice survey.

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 24, 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 30: Operations Leadership – Support for Principal Evaluations.

Central office staff are empowered to innovate services to better support principals as instructional leaders. The Business Office and other departments collaborated though the summer to create a web portal that provides centralized, easy access for ordering items from Nutrition Services, the print shop, and student-made items through the Career and College Pathways Programs. In an effort to support principals and support staff the web portal provides easy access to items principals and support staff need while supporting District programs.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. Finance Manager Jennifer Zavatsky is leading the Finance Team through the fiscal year transitions. This is a critical part of preparation of the 2018-19 Annual Financial Report and includes setting up the 2019-20 year for success. Ms. Zavatsky is developing a project plan for make Amazon Prime available at the District level that should reduce challenges with Amazon orders and purchase card challenges. By implementing this project, the Business Office anticipates this project will result in districtwide savings.

Finance Team – Financial Reporting and Grants. Manager of Business Services Jeff Jones and Grant Fiscal Planning Specialist Christy Woodard have been finalizing all fund activities to develop the Comprehensive Annual Financial Report for June 30, 2019. The District independent auditors where on site the week of September 16 through 19, 2019, to conduct final testing.

The Business Office has repurposed fulltime equivalent (FTE) hours to create a part-time, bilingual office support position to provide department support and to provide translation services, as needed. Business Office welcomed one new staff member Alejandra Avila Huacal who will be replacing Jolene Sauv e at the front desk. Ms. Sauv e will continue to work with the Finance Team with a focus on centralizing District contracts, facilitating procurement, and monitoring contract performance.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis and Payroll team have worked closely with Human Resources staff to establish the first large payroll of the year on September 20, 2019, which included all twelve and ten-month employees.

Congratulations to Benefits Supervisor Lynette Coffman and the Benefits team for a very successful employee benefit open enrollment. In addition to ongoing work with licensed and classified unions to administer insurance pools, the Team coordinated enrollment support sessions at various District buildings, in addition to providing a Benefits Fair to showcase basic and optional benefits for staff. Timely enrollment is important for staff in order to have accurate benefit deductions and net pay for September paychecks.

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 July 2019.

The District received three workers' compensation claims in July. As of July 31, 2019, there were 21 open claims; 12 were for medical costs only, and nine included time loss. There were no employees on modified work plans during July.

Workers' Compensation Reports			
	2017-18	2018-19	2019-20
July	3	1	3
August	2	2	
September	6	11	
October	18	14	
November	13	5	
December	11	13	
January	4	7	
February	10	8	
March	11	13	
April	8	11	
May	18	15	
June	8	11	
Yearly Total:	112	111	3

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 two student incidents reported in July.

Student Incident Reports						
	2018-19 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2019-20 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	2	N/A	0	2	N/A	0
August	7	N/A	1			
September	476	25.0	4			
October	494	22.5	3			
November	319	21.2	4			
December	410	27.3	0			
January	378	22.2	3			
February	343	19.1	1			
March	330	20.6	2			
April	459	21.9	4			
May	437	19.9	3			
June	127	12.7	2			
Yearly Total:	3,782		27	2		0

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 July.

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
MONTHLY FINANCIAL REPORT - as of August 31, 2019

<i>Revenues</i>	July Actual	August Actual	1st Quarter Actual	Fiscal YTD 2019-20	Budget 2019-20	% of 2019-18 Budget Expended	Fiscal YTD 2018-19	% of 2018-19 Budget Expended
Taxes	\$0.00	\$214,696.12	\$214,696.12	\$214,696.12	\$75,807,061.00	0.28%	\$0.00	0.00%
Interest	\$47,965.09	\$59,084.40	\$107,049.49	\$107,049.49	\$1,200,343.00	8.92%	\$40,967.55	9.46%
Local Sources	\$18,182.89	\$144,543.72	\$162,726.61	\$162,726.61	\$2,653,543.00	6.13%	\$3,909.81	0.20%
Total Local	\$66,147.98	\$418,324.24	\$484,472.22	\$484,472.22	\$79,660,947.00	0.61%	\$44,877.36	0.06%
County/ESD	\$0.00	\$0.00	\$0.00	\$0.00	\$3,679,721.00	0.00%	\$0.00	0.00%
State Sources	\$22,631,970.42	\$11,829,312.79	\$34,461,283.21	\$34,461,283.21	\$140,165,278.00	24.59%	\$21,003,956.00	16.26%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$0.00	\$11.24	\$11.24	\$11.24	\$0.00	0.00%	\$1,000,011.24	100.00%
Beginning Balance *	\$8,999,197.00	\$0.00	\$8,999,197.00	\$8,999,197.00	\$8,999,197.00	100.00%	\$12,487,099.66	93.24%
Total Revenue	\$31,697,315.40	\$12,247,648.27	\$43,944,963.67	\$43,944,963.67	\$232,505,143.00	18.90%	\$34,535,944.26	15.42%
Expenditures								
Instruction								
Salaries	\$34,621.61	\$90,923.32	\$125,544.93	\$125,544.93	\$73,582,790.06	0.17%	\$26,021.45	0.04%
Benefits	\$14,053.44	\$36,509.97	\$50,563.41	\$50,563.41	\$39,425,261.32	0.13%	\$20,621.03	0.05%
Purchased Service	\$244,518.60	\$124,171.48	\$368,690.08	\$368,690.08	\$12,202,173.73	3.02%	\$313,501.39	2.61%
Supplies/Materials	\$95,355.36	\$108,413.93	\$203,769.29	\$203,769.29	\$3,071,652.63	6.63%	\$167,532.73	6.51%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$53,900.00	\$19,796.14	\$73,696.14	\$73,696.14	\$1,049,722.26	7.02%	\$71,432.00	23.83%
Total Instruction	\$442,449.01	\$379,814.84	\$822,263.85	\$822,263.85	\$129,331,600.00	0.64%	\$599,108.60	0.47%
Support Services								
Salaries	\$1,718,785.06	\$1,847,208.80	\$3,565,993.86	\$3,565,993.86	\$48,376,347.38	7.37%	\$1,488,840.75	3.08%
Benefits	\$1,023,057.96	\$1,092,224.52	\$2,115,282.48	\$2,115,282.48	\$25,919,785.53	8.16%	\$879,437.71	3.39%
Purchased Service	\$1,991,400.88	\$1,148,561.18	\$3,139,962.06	\$3,139,962.06	\$8,022,210.02	39.14%	\$1,588,807.97	19.81%
Supplies/Materials	\$547,653.33	\$269,421.26	\$817,074.59	\$817,074.59	\$2,019,430.55	40.46%	\$294,201.45	11.68%
Capital Purchases	\$13,130.74	\$8,502.00	\$21,632.74	\$21,632.74	\$0.00	0.00%	\$8,283.00	5.52%
Other	\$18,240.88	\$1,205,428.84	\$1,223,669.72	\$1,223,669.72	\$690,130.52	177.31%	\$29,924.20	2.08%
Total Support	\$5,312,268.85	\$5,571,346.60	\$10,883,615.45	\$10,883,615.45	\$85,027,904.00	12.80%	\$4,289,495.08	4.96%

<i>Expenditures (continued)</i>	July Actual	August Actual	1st Quarter Actual	Fiscal YTD 2019-20	Budget 2019-20	% of 2019-18 Budget Expended	Fiscal YTD 2018-19	% of 2018-19 Budget Expended
Community Services								
Salaries	\$15,249.95	\$15,249.95	\$30,499.90	\$30,499.90	\$310,265.99	9.83%	\$14,305.41	4.61%
Benefits	\$8,039.45	\$8,039.35	\$16,078.80	\$16,078.80	\$166,238.84	9.67%	\$6,842.26	4.12%
Purchased Service	\$5.04	\$0.00	\$5.04	\$5.04	\$51,451.16	0.01%	\$0.00	0.00%
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$12,951.80	0.00%	\$0.00	0.00%
Capital Purchases	\$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	\$4,426.21	0.00%	\$0.00	0.00%
Total Community Services	\$23,294.44	\$23,289.30	\$46,583.74	\$46,583.74	\$545,334.00	8.54%	\$21,147.67	3.88%
Capital Projects								
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.54	0.00%	\$0.00	0.00%
Capital Projects	\$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	\$0.54	0.00%	\$0.00	0.00%
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$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%
Contingency	\$9,276,202.00	\$0.00	\$9,276,202.00	\$9,276,202.00	\$9,276,202.00	100.00%	\$8,999,197.00	100.00%
Total Expenditures	\$15,054,214.30	\$5,974,450.74	\$21,028,665.04	\$21,028,665.04	\$224,181,040.54	9.38%	\$13,908,948.35	6.21%

*Unaudited Fund Balance

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
May 28, 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
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 5:17 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. Superintendent Mike Scott entered the meeting at 5:20 PM, and the Board discussed the evaluation with him. No action was taken.

Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:31 PM.

2. Work Session

Board Present:

Lisa Allen, Chair
Erika Lopez, Vice Chair
Martin Granum
Yadira Martinez
Jaci Spross
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 and Technology Officer
Olga Acuña, Director, Federal Programs
Dorotea Lopez Perez, Early Learning Family Resources Manager
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Board Member-Elect Present:

See Eun Kim

Student Representatives Present:

Jessica Jose-Nickerson

HSD PAC Members Present:

Marisol Cariño - President
Francisca Alonso
Karen Moreno
Luis Nava
Guadalupe Sanchez
Maritza Sosa
Monica Uribe

Board Chair Lisa Allen reconvened the meeting at 5:35 PM. Director Kim Strelchun and Student Representative Samanta Vega Contreras were unable to attend the meeting.

A. Hillsboro School District Parent Advisory Committee Report and Discussion

Members of the Hillsboro School District Parent Advisory Committee (HSD PAC) presented an overview of their goals and accomplishments, and suggestions for improving parents' access to information that is important for student success.

B. Discuss Board Leadership

Board member-elect See Eun Kim was invited to join current Board members for a discussion regarding leadership positions for 2019-20. Vice Chair Erika Lopez expressed an interest in serving as the new Board Chair, and Director Martin Granum expressed an interest in serving as the new Board Vice Chair. The Board is scheduled to elect officers for 2019-20 during the June 11 Board meeting.

C. Discuss 2019-20 Board Meeting Schedule

Current Board members and Board member-elect See Eun Kim reviewed the proposed 2019-20 Board meeting schedule, and agreed that one of the meetings during the spring season should be scheduled as a half-day retreat.

D. Local Option Discussion

During previous discussions regarding the possibility of a local option levy, Board members decided to place this topic on hold until additional information became available regarding K-12 funding at the state level. In the context of recent information regarding the Student Success Act, Board members once again discussed the possibility and potential timeline for a local option levy. After a thorough discussion of the topic, Board members agreed to revisit the matter after additional information becomes available regarding anticipated legislation that will affect school funding. Board members agreed that, if they choose to move forward with a local option levy, communication regarding the school funding situation, including the impact of the Student Success Act, will need to begin early.

E. Discussion Time

Board members discussed legislation regarding the Public Employees Retirement System.

F. Recess Board Meeting

The meeting was recessed at 7:03 PM.

3. Regular Session

Board Present:

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

Board Member-Elect Present:

See Eun Kim

Student Representatives Present:

Jessica Jose-Nickerson

Others Present:

Tobias Elementary School
Staff and Students –
Tobi's TEAM
Representatives of
Kaiser Permanente
Devin Hunter, HCU
Jill Golay, HEA

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
Elaine Fox, Executive Director, Student Services
Becky Kingsmith, Coordinator, Secondary Teaching and Learning
Andy Byerley, High School Science and Math TOSA
Jennifer Johnson, Climate and Culture TOSA
Val Bokma, Assistant to the Board
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:15 PM and led the Pledge of Allegiance. Director Kim Strelchun and Student Representative Samanta Vega Contreras were unable to attend the meeting.

B. Recognition / Student Presentation

1. Student Presentation: Tobi's TEAM

Members of Tobias Elementary School's Talented Entrepreneurs, Artists, and Makers (Tobi's TEAM) – an after-school STEAM-centered club at Tobias Elementary School – discussed their recent projects and shared information regarding textile manufacturing.

2. Recognition: Jennifer Johnson – Recipient of Kaiser Permanente's Thriving Schools Honor Roll Award

Board members joined representatives of Kaiser Permanente in recognizing Jennifer Johnson, Hillsboro School District's Climate and Culture Teacher on Special Assignment (TOSA), for her commitment to students and for championing a healthier school environment. Jennifer was nominated for the 2018-19 Kaiser Permanente Thriving Schools Honor Roll Award by several individuals at Kaiser Permanente and in the community. Recipients were selected by Kaiser Permanente national staff, and Jennifer was the only recipient in Oregon.

C. Approval of Agenda

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, to approve the agenda as printed. The MOTION CARRIED (6-0).

D. Audience Time

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

- Regarding National Gun Violence Awareness Day (June 8): Sharri Anderson and Linda Mokler
- Regarding advanced placement (AP) and STEM (Science-Technology-Engineering-Math) course offerings: Joe Everton
- Regarding equitable access for students to opportunities at all high schools: LaDonna Wolfe
- Regarding class size and mental health support for students and staff: Lynn Horihan
- Regarding the Century High School youth football program: Ed Hensley, Austin Ramsay, Steve Breault, Zander Breault, Kyra Ramsey, Rebecca Gring

E. Consent Agenda

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

Director Martin Granum MOVED, SECONDED by Director Mark Watson, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

1. Approve Routine Personnel Matters
2. Approve ESEA Subgrant Application
3. Approve Policy Revisions (presented for first reading on May 14, 2019)
 - a. Approve Revisions to Policies Included in Annual Notifications to Staff, Students, and Families (part 2)
 - 1) Policies in Section G
 - GBN/JBA: Sexual Harassment
 - GCAB: Personal Electronic Devices and Social Media – Staff
 - 2) Policies in Section I
 - IB: Freedom of Expression
 - IBB: Freedom of Expression/Staff (delete)
 - IGAEB: Drug, Alcohol, and Tobacco Prevention, Health Education
 - IGBAG: Special Education – Procedural Safeguards
 - IGBAG-AR: Special Education – Procedural Safeguards
 - IGDA: Student Organizations
 - IIBGA: Electronic Communications System
 - IICB: Community Resources--Guest Speakers
 - IKI: Academic Integrity
 - ING: Animals in District Facilities
 - 3) Policies in Section J
 - JB: Equal Educational Opportunity
 - JE/JED/JEDA: Student Attendance
 - JEA: Compulsory Attendance
 - JFC: Student Conduct
 - JFCA: Student Dress and Appearance
 - JFCB: Care of District Property by Students
 - JFCC: Student Conduct on Buses (delete)
 - JFCEA: Gangs
 - JFCEB: Personal Electronic Devices and Social Media – Students
 - JFCF: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student

- JFCG/JFCH/JFCI: Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems
 - JFG: Student Search and Seizure
 - JFH: Student Complaints
 - JG: Student Discipline
 - JGA: Corporal Punishment
 - JGAB: Use of Restraint and Seclusion
 - JGD: Suspension
 - JGDA: Discipline of Disabled Students
 - JGE: Expulsion
 - JHCCA: Students – HIV, HBV, and AIDS
 - JHCD/JHCDA: Medications
 - JHCD/JHCDA-AR: Medications
 - JHFA: Supervision of Students
 - JO/IGBAB: Education Records/Records of Students with Disabilities
 - JO/IGBAB-AR(1): Education Records/Records of Students with Disabilities Management
- 4) Policies in Section K-L
- KBE: Political Campaigns

In response to a Board member's question, Superintendent Mike Scott explained that student organizations post their purpose so students can determine whether they are interested in participating, and steps will be taken to ensure that the posted information for all student organizations also clarifies that all students are welcome.

F. Action Items

1. Accept Gifts and Donations

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, that the Board of Directors accept the donations listed in the Board meeting packet. The MOTION CARRIED (6-0).

2. Approve Boundary Adjustment Process

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the proposed boundary adjustment process for 2019-2022. The MOTION CARRIED (6-0).

The boundary adjustment process was presented to the Board for review and input during the April 30 Board meeting.

3. Approve Facility Naming Process

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the proposed facility naming process. The MOTION CARRIED (6-0).

The facility naming process included input provided by the Board during a previous review.

4. Approve Financing of School Buses

Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the financing of 13 vehicles on a five-year lease, with an annual payment not to exceed \$259,989.20, and adopt a resolution for reimbursement, as required by U.S. Bank Government Leasing. The MOTION CARRIED (6-0).

5. Approve Dedication of Deed to the City of Hillsboro for 13' Along Century High School Drake Street Frontage

Director Yadira Martinez MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the Dedication Deed included in the May 28 Board meeting packet, and authorize the Capital Projects Officer to sign the Dedication Deed to the City of Hillsboro for the property described in Exhibit A and depicted in Exhibit B. The MOTION CARRIED (6-0).

6. Approve Four-Party Memorandum of Understanding between Hillsboro School District, Washington County, Clean Water Services, and the City of Hillsboro for Surface Water Management

Capital Projects Officer Adam Stewart discussed the proposed Memorandum of Understanding between the Hillsboro School District, Washington County, Clean Water Services, and the City of Hillsboro for surface water management.

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the four-party Memorandum of Understanding between the Hillsboro School District, Washington County, Clean Water Services, and the City of Hillsboro for surface water management. The MOTION CARRIED (6-0).

7. Approve Increase in the Number of Inter-District Transfer Slots

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the recommendation to increase the number of available inter-district transfer slots to accommodate the number of incoming requests that have been received. The MOTION CARRIED (6-0).

G. Reports and Discussion

1. 2019 School Bond Project Scope and Budget Overview

Capital Projects Officer Adam Stewart presented an update on the status of bond projects throughout the District.

2. First Reading - Chemistry and Biology Materials Adoption

Assistant Superintendent Travis Reiman, Coordinator Becky Kingsmith, and Teacher on Special Assignment Andy Byerley presented the first reading of the proposed chemistry and biology science materials, provided an overview of the selection process, and discussed plans for professional development.

The recommendation of the chemistry adoption committee includes:

- Patterns Approach materials for lessons and units, labs, supplies and equipment.
- Supplemental text: World of Chemistry by National Geographic Learning (40 copies for each Chemistry classroom, including access to digital text and Spanish-language chapter summaries)
- Chromebooks (one cart of 40 devices for each Chemistry classroom)
- Additional instructional resources: POGIL (guided inquiry activities), Modeling Chemistry lessons to support conceptual development in Chemistry, Argument-Driven Inquiry to support evidence-based writing in Chemistry
- Highest projected cost: \$165,441

The recommendation of the biology adoption committee includes:

- Patterns Approach materials for lessons and units, labs, supplies, and equipment
- Supplemental text: Science Dimensions: Biology by Houghton, Mifflin, Harcourt (40 copies for each Biology classroom, including Spanish-language texts)

- Chromebooks (one cart of 40 devices for each Biology classroom)
- Additional instructional resources: SEPUP kits for hands-on inquiry and modeling tasks
- Highest projected cost: \$161,293

Resources have been allocated for these curriculum adoptions.

The Community Curriculum Advisory Committee voted on May 6 to recommend the adoptions to the Board of Directors, and the Board is scheduled to approve the adoptions on June 11.

3. Financial Report

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

4. Policies – First Reading

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

- a. Policies included in Annual Notifications to Staff, Students, and Families (part 3)
 - 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

Director Jaci Spross requested follow-up to ensure that all locations identified in policy GBDA are clearly adequate.

H. Information - Administrative Regulation Updates

1. Administrative Regulations Included in Annual Notifications to Staff, Students, and Families (part 2)

- GBDA-AR: Mother-Friendly Workplace (Delete)
- GCAB-AR: Social Media and Personal Electronic Devices – Staff (Delete)
- IF-AR: Curriculum Guide (Delete)
- IGBBC-AR: Complaints Regarding the Talented and Gifted Program
- IGDA-AR: Student Organizations
- IIBGA-AR: Electronic Communications System
- ING-AR(1): Service Animals in District Facilities
- ING-AR(2): Animals in Schools
- JB-AR(1): Equal Opportunity Plan (Students)
- JB-AR(2): Equal Opportunity Discrimination Complaint (Delete)
- JFCB-AR: Graffiti
- JFCEA-AR: Gang Dress, Attire, and/or Property
- JFCEB-AR: Personal Electronic Devices and Social Media – Students
- JFCF-AR: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Reporting Procedures – Student
- JFCG/JFCH/JFCI-AR: Alcohol Testing (Delete)

- JFG-AR: Student Search and Seizure
- JGAB-AR: Use of Restraint and Seclusion
- JGDA-AR: Discipline of Students with Disabilities
- JGE-AR(1): Expulsion Protocol
- JGE-AR(2): Expulsion Waiver
- JGE-AR(3): Example Student Expulsion Letter
- JO/IGBAB-AR(2): Education Records/Records of Students with Disabilities Management
- JO/IGBAB-AR(3): Request for Student Records (Delete)
- JO/IGBAB-AR(4): Establishing Fees for Copies of Educational Records
- KBE-AR: Use of District Facilities for Political Campaigns and Events (Delete)
- KLB-AR(1): Instructional Materials Reconsideration Procedure
- KLB-AR(2): Request for Reconsideration of Instructional Materials

In response to a Board member’s question regarding JFCEA-AR, Cabinet members provided a brief overview of the collaborative work between the District and partner organizations regarding gang enforcement, and will follow up with additional information.

I. HCU / HEA Reports

HEA President Jill Golay discussed HCU President Devin Hunter’s term of service, the May 8 Day of Action, funding for education, the recent election of School Board members, PERS legislation, staff retirements, and HEA events.

HCU President Devin Hunter discussed his term of service, the May 8 Day of Action, funding for education, the District budget, staffing reductions, the importance of collaboration, and the value of school libraries.

J. Discussion Time

1. Student Representatives' Time

Student Representative Jessica Jose-Nickerson discussed programs and events at Century High School.

2. Superintendent's Time

Superintendent Mike Scott discussed budget reductions and the District’s efforts to retain as many jobs as possible, the recent School Board election, District programs, and District and community events.

3. Board of Directors' Time

Board members discussed recent and upcoming District and community events, District programs, the impact of PERS legislation, conversations with the HSD PAC, and the recent School Board election.

K. Adjourn Regular Session

The meeting was adjourned at 9:34 PM.

L. Follow-Up Items

Agenda Item / Request	Action
<u>Policies – First Reading</u> Director Jaci Spross requested follow-up to ensure that that all locations identified in policy GBDA are clearly adequate.	Updates were included in the June 11 Board meeting packet.

<p><u>Information - Administrative Regulation Updates</u> Staff members will follow up with additional information regarding the collaborative work between the District and partner organizations for gang enforcement.</p>	<p>Mike Scott will schedule additional information to be presented in a future board meeting</p>
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HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
June 11, 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
Mark Watson

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Jordan Beveridge, Chief Information Technology Officer
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 and Technology Officer
Olga Acuña, Director, Federal Programs
Val Bokma, Assistant to the Board
Kelli Waibel, Technology Support

Board Member-Elect Present:

See Eun Kim

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Board Chair Lisa Allen called the meeting to order at 5:17 PM.

A. Review Summer Retreat Agenda

Superintendent Mike Scott presented a draft agenda for the Board's full-day work session / retreat, tentatively scheduled on August 5, and received Board members' input.

B. Safety Update

Chief Operations Officer Casey Waletich presented a safety update, with an overview of the "security trio" that has been in use at Century High School since late April, visitor entry procedures, and the summer project schedule. "Security trios" consists of cameras, access controls, and intrusion alarms.

C. HilHi Phasing Report

During the months ahead, some sections of schools throughout the District will need to be closed during phases of major construction projects; and certain classes, programs, and activities will need to be temporarily moved to other areas or locations. Chief Operations Officer Casey Waletich provided information regarding the District's plans for notifying community members, staff, and students of the changes.

D. PERS Update

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison provided an overview of the impact that recent Public Employees Retirement System (PERS) cost containment legislation may have on District finances and District employees, and explained that complete information is not yet available, and the new legislation will not impact the District financially until the 2021-2023 biennium.

As new information is being received, District leaders are collaborating with the Confederation of Oregon School Administrators (COSA), the Oregon School Boards Association (OSBA), and District associations, and discussing potential impact for employees and a communication plan to share information.

The Student Success Act is set to go into effect on January 1, 2020, although there is a possibility that it may be referred to the ballot.

Staff will provide updates as information becomes available.

E. Policy Discussion

Student Representative Samanta Vega Contreras requested clarification regarding examples listed in GBN/JBA-AR: Sexual Harassment Complaint Procedure, which is included in the information section of the Board meeting packet. Staff will follow up with OSBA.

F. Discussion Time

Board members discussed District events and processes, and their recent and upcoming activities.

G. Recess Board Meeting

The meeting was recessed at 6:24 PM.

2. Regular Session

Board Present:

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

Board Member-Elect Present:

See Eun Kim

Student Representatives Present:

Jessica Jose-Nickerson
Samanta Vega Contreras

Student Representatives-Elect

Present:

Danny Adzima
Maria Isabel Aguilar Alvarado
Andrew Goodwin

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Jordan Beveridge, Chief Information Technology Officer
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Olga Acuña, Director, Federal Programs
Val Bokma, Assistant to the Board
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Kelli Waibel, Technology Support

Others Present:

Witch Hazel Elementary School – Baile Folclórico
Students and Instructor

A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:01 PM and led the Pledge of Allegiance.

B. Recognition / Student Presentation

1. Student Presentation: Baile Folclórico Dancers – Witch Hazel Elementary School, Grades 4-6

Fourth through sixth grade students from Witch Hazel Elementary School's Baile Folclórico performed for the Board of Directors.

2. Recognition and Appreciation – Outgoing Student Representatives - Samanta Vega Contreras and Jessica Jose-Nickerson

Student Representatives to the Board of Directors, Samanta Vega Contreras and Jessica Jose-Nickerson, whose terms of service will end on June 30, were recognized by the Superintendent and Board members for their dedication and countless hours of valuable service to the Hillsboro School District, for sharing the perspectives of their fellow students, and for their courage in pioneering in this new role.

3. Recognition and Appreciation – Outgoing Board Member: Kim Strelchun

Director Kim Strelchun, whose second term of service will end on June 30, was recognized by the Superintendent, Board members, Student Representatives, staff members, community members, and family members for her eight years of leadership and service on the Hillsboro School District Board of Directors, for her dedication to success for all students, and for her personal strengths, positive impact, and significant accomplishments.

The following audience members expressed their appreciation to Director Strelchun: Lori Daliposon, Representative Janeen Sollman, Timothy Strelchun, and Ali Strelchun.

C. Approval of Agenda

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, to approve the agenda as printed. The MOTION CARRIED (6-0). Director Martin Granum was not present during the vote.

D. Recess Board Meeting

Board Chair Lisa Allen recessed the meeting at 7:59 PM.

E. Hold Budget Hearing

Board Chair Lisa Allen announced the final public hearing prior to Board adoption of the 2019-20 budget. She declared the budget hearing open at 8:00 PM, and invited public testimony. Hearing no requests to comment, Board Chair Allen closed the budget hearing at 8:00 PM.

F. Adjourn Budget Hearing, Reconvene Board Meeting

Board Chair Lisa Allen adjourned the budget hearing and reconvened the Board meeting at 8:00 PM.

G. Audience Time

The following audience members addressed the Board:

- Regarding Patterns biology curriculum: Student Representative-Elect Andrew Goodwin
- Regarding sexual education curriculum and the communication process: Bethany Hansen, Lindsay Foster, Suzanne Colvin, and Erin Curtis

H. Reports and Discussion

1. Announce Budget Committee Vacancies

Chief Financial Officer Michelle Morrison announced that positions 5, 6, and 7 on the District Budget Committee will be vacant, effective July 1, 2019, because the terms for these positions will expire on June 30. Interested community members are invited to apply. Applications must be received by September 3, 2019, and the Board is scheduled to appoint candidates to fill the vacant positions during the regular session in October. Additional information regarding the Budget Committee and the eligibility requirements is included in the Board meeting packet.

2. Announce Community Curriculum Advisory Committee Vacancies

Assistant Superintendent Travis Reiman announced that several regular and student positions on the Community Curriculum Advisory Committee (CCAC) will be open, effective July 1, 2019. Applications must be submitted by September 3, and the Board is scheduled to appoint candidates during the September regular Board meeting session. Additional information regarding the CCAC and the eligibility requirements is included in the Board meeting packet.

3. Communications Department Update

Chief Communications Officer Beth Graser provided an overview of the work and accomplishments of the Communications Department, with a focus on the Strategic Communications Plan.

4. Financial Report

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

Director Jaci Spross requested data regarding “room clears.” Information that is tracked by the District will be gathered and reported to the Board.

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

Staff will contact OSBA for clarification regarding examples listed in GBN/JBA-AR, as discussed during the work session.

J. Consent Agenda

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

Director Kim Strelchun MOVED, SECONDED by Director Yadira Martinez, to approve the Consent Agenda as printed.

Director Martin Granum MOVED, SECONDED by Director Mark Watson, to removed item 6, Minutes of May 14, 2019, Board meeting, from the Consent Agenda for further discussion.

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

Consent Agenda items were as follows:

1. Approve Minutes of April 9, 2019, Board meeting
2. Approve Minutes of April 16, 2019, Board meeting
3. Approve Minutes of April 29, 2019, Board meeting
4. Approve Minutes of April 30, 2019, Board meeting
5. Approve Minutes of May 9, 2019, Budget Committee meeting
6. *Approve Minutes of May 14, 2019, Board meeting – removed from the Consent Agenda – See Action Item K.O.)*
7. Approve Minutes of May 20, 2019, Board meeting
8. Approve Routine Personnel Matters
9. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations
10. Approve Annual Clerk / Officer Designations
11. Approve Crime Policy Coverage Limits to Comply with ORS 332.525
12. Establish Mileage Reimbursement Rate
13. Readopt Policy DFAA: Capital Project Fund
14. Readopt Policy IGBC: Title IA/Parental and Family Involvement
15. Establish Tuition Rates for Nonresident Students
16. Approve Workers’ Compensation Resolution Regarding Volunteers of Hillsboro School District

17. Approve Policy Revisions (presented for first reading on May 28, 2019)
 - a. Policies included in Annual Notifications to Staff, Students, and Families (part 3)
 - 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

0. Approve Minutes of May 14, 2019, Board meeting (*removed from the Consent Agenda*)

Director Martin Granum requested that the May 14, 2019, Board meeting minutes be amended to include additional details regarding agenda item 1.D., the discussion of the Superintendent's contract. Director Granum explained that including additional details in the Board meeting minutes regarding the Board's discussion of the reasons for specific changes being made in the Superintendent's contract would be useful for future reference.

Board members discussed the legal requirements regarding Board meeting minutes, the availability and retention of the work session audio recordings, and the challenges related to preparing and approving minutes that include the details of discussion.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the minutes of the May 14, 2019, Board meeting, as written. The MOTION CARRIED (5-2), with Directors Martin Granum and Mark Watson opposed.

1. Adopt Resolutions to Adopt the 2019-20 Budget, Appropriate the 2019-20 Budget, and Impose 2019-20 Taxes and Categorize the Tax Levy

Chief Financial Officer Michelle Morrison presented the resolutions to adopt and appropriate the 2019-20 budget in the total amount of \$565,636,814; and to impose and categorize taxes at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$36,809,982 for bonds.

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

2. Adjust Appropriations

In accordance with Local Budget Law, Chief Financial Officer Michelle Morrison presented adjusted appropriations for general and special revenue funds to the Board for approval. Details of the adjustments are included in the Board meeting packet.

Director Kim Strelchun MOVED, SECONDED by Director Mark Watson, that the Board of Directors approve the adjusted appropriations for general and special revenue funds listed in the June 11, 2019, Board meeting packet. The MOTION CARRIED (7-0).

3. Review Superintendent's Performance and Approve Performance Evaluation

Board Chair Lisa Allen read Superintendent Mike Scott's evaluation letter into the record. The letter is included in the Board meeting packet.

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

4. Approve Extension of Superintendent's Contract

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve the individual contract with the Superintendent, effective July 1, 2019, through June 30, 2022. The MOTION CARRIED (7-0).

5. Approve Science Instructional Materials Adoption: Chemistry and Biology

Assistant Superintendent Travis Reiman discussed the collaborative process of selecting the proposed chemistry and biology instructional materials, and explained that the input provided by Student Representative-Elect Andrew Goodwin, earlier in the evening, was the only public feedback that he has received since the first reading of the curriculum adoption on May 28, 2019. He will connect Mr. Goodwin with Andy Byerley, the District's Teacher on Special Assignment (TOSA) for High School Science and Math, for a further discussion of Mr. Goodwin's concerns.

Director Martin Granum MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the proposed adoption of chemistry and biology materials. The MOTION CARRIED (7-0).

6. Approve 2019-20 Board Meeting Dates

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the Board meeting dates for the 2019-20 school year. The MOTION CARRIED (7-0).

Board member-elect See Eun Kim confirmed her support for the proposed Board meeting schedule, which is included in the Board meeting packet.

7. Elect Board Chair and Vice Chair

Board Chair Lisa Allen opened the floor to nominations for Board Chair for 2019-20. Director Martin Granum nominated Director Erika Lopez for the position of Board Chair. Hearing no further nominations, Board Chair Allen closed the nominations. The vote in favor of Director Lopez was unanimous (7-0).

Board Chair Lisa Allen then opened the floor to nominations for Board Vice Chair for 2019-20. Director Yadira Martinez nominated Director Martin Granum for the position of Board Vice Chair. Hearing no further nominations, Board Chair Allen closed the nominations. The vote in favor of Director Granum was unanimous (7-0).

L. Oath of Office

1. Administer the Oath of Office to Elected Board Members

Board Chair Erika Lopez administered the oath of office to newly elected Director See Eun Kim, whose term will begin on July 1, 2019; newly elected Director Yadira Martinez, who had been appointed to her position in February 2018; and newly re-elected Director Lisa Allen. These Board members received certificates from the Washington County Elections Office, certifying their elections.

2. Appoint Student Representatives to the Board of Directors and Administer the Oath of Office

Director Mark Watson MOVED, SECONDED by Director Lisa Allen, 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 MOTION CARRIED (7-0).

Board Chair Erika Lopez administered 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.

M. HCU / HEA Reports

Outgoing HCU President Devin Hunter introduced incoming HCU President Melody Hansen, and discussed transitions – in the association, in the Student Representative positions, and on the Board – the accomplishment of work that has a lasting positive impact, and the excitement of anticipating what new contributions will be made.

HEA President Jill Golay thanked Director Kim Strelchun for her many years of work on behalf of students, thanked Student Representatives Jessica Jose-Nickerson and Samanta Vega Contreras for their valuable contributions, welcomed Director See Eun Kim and the new Student Representatives, and discussed the bittersweet preparations for summer – excitement about the upcoming break, and concern about whether students will have what they need.

N. Discussion Time

1. Student Representatives' Time

Student Representatives Samanta Vega Contreras and Jessica Jose-Nickerson discussed their experiences as Student Representatives and their plans for the coming year, and thanked Board members for their support.

2. Superintendent's Time

Superintendent Mike Scott expressed appreciation to Board members, staff, Student Representatives, and outgoing HCU President Devin Hunter; he welcomed Director See Eun Kim and the new Student Representatives; and he congratulated all of the elected Board members.

3. Board of Directors' Time

Board members discussed District events, programs, and processes; provided brief summaries of their recent activities; expressed appreciation to Directors Lisa Allen and Kim Strelchun, Student Representatives Jessica Jose-Nickerson and Samanta Vega Contreras, outgoing HCU President Devin Hunter, incoming HCU President Melody Hansen, and District staff. They also welcomed Director See Eun Kim and the new Student Representatives, and congratulated the elected Board members and newly elected officers.

O. Adjourn Regular Session

The meeting was adjourned at 9:50 PM.

P. Follow-Up Items

Agenda Item / Request	Action
<p>Director Jaci Spross requested data regarding “room clears.”</p>	<p>The information that the District tracks will be gathered and reported to the Board.</p>
<p>Student Representative Samanta Vega Contreras requested clarification regarding examples listed in GBN/JBA-AR: Sexual Harassment Complaint Procedure.</p>	<p>Clarification has been provided.</p>

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
July 11, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

SPECIAL SESSION

A. Executive Session

ORS 192.660(2)(h) — Consider Legal Counsel Concerning Rights and Duties Related to Current or Anticipated Litigation

Board Present:

Erika Lopez, Chair
Martin Granum*
Lisa Allen*
See Eun Kim*
Yadira Martinez*
Mark Watson*

Staff and Others Present:

Mike Scott, Superintendent*
Kona Lew-Williams, Chief Human Resources Officer*
Michelle Morrison, Chief Financial Officer
Jordan Beveridge, Chief Information and Technology Officer
Adam Stewart, Capital Projects Officer*
Val Bokma, Assistant to the Board

*Attending via speaker phone

Board Chair Erika Lopez called the meeting to order at 12:09 PM, and moved the Board into executive session under ORS 192.660(2)(h) to consider legal counsel concerning the Board’s rights and duties related to litigation. Director Jaci Spross was unable to attend the meeting. Several Board and Cabinet members attended via speaker phone.

The Board received and discussed their attorney’s recommendations. No action was taken.

Board Chair Lopez moved the Board out of executive session and recessed the meeting at 12:24 PM.

B. Work Session

Board Present:

Erika Lopez, Chair
Martin Granum*
Lisa Allen*
See Eun Kim*
Yadira Martinez*
Mark Watson*

Staff and Others Present:

Mike Scott, Superintendent*
Kona Lew-Williams, Chief Human Resources Officer*
Michelle Morrison, Chief Financial Officer
Jordan Beveridge, Chief Information and Technology Officer
Adam Stewart, Capital Projects Officer*
Val Bokma, Assistant to the Board

*Attending via speaker phone

Board Chair Erika Lopez reconvened the meeting at 12:25 PM. Director Jaci Spross was unable to attend. Several Board and Cabinet members attended via speaker phone.

1. Update Regarding Easement and Dedication Processes

Capital Projects Officer Adam Stewart presented information regarding the types of interagency agreements that are most often required for bond construction projects, focusing on dedication deeds and agreements regarding easements, and outlining the

District's procedures for processing and authorizing these agreements. All dedication deeds or other instruments that convey the ownership of property from the District to another entity require Board approval. However, the Capital Projects Officer, Chief Financial Officer, and Superintendent are authorized to approve easement agreements, which do not convey property ownership.

Director Martin Granum asked that updates regarding easement requests be provided to Board members; and that the District ensure that the review process for easement requests involving the addition of infrastructures or the loss of open space takes into consideration the District's needs, in addition to external requirements.

The following agenda item was discussed at this time:

B.3. Construction Schedule and Update

2. ACTION: Dedication Deed to City of Hillsboro for 3' along Satellite Transportation / Maintenance Facility Jacobsen Road Frontage

Note: This item was discussed following agenda item B.3. Construction Schedule and Update

Capital Projects Officer Adam Stewart asked the Board to approve a right-of-way dedication to the City of Hillsboro for a three-foot strip of land along the Jacobsen Road frontage of the Satellite Transportation / Maintenance Facility site, for "public road, highway, sidewalk and/or similar public purposes." The Board meeting packet includes a copy of the dedication deed and a map, showing the area to be dedicated.

Director Martin Granum MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors authorize the Capital Projects Officer to sign the dedication deed for the property described in Exhibit A and depicted in Exhibit B to the City of Hillsboro. The MOTION CARRIED (6-0).

3. Construction Schedule and Update

Note: This item was discussed following item B.1. Update Regarding Easement and Dedication Processes

Capital Projects Officer Adam Stewart provided an overview of the construction schedule for bond projects and its impact on community members. In order to complete the summer bond projects on schedule, contractors are working on Saturdays, within the construction hour limitations established by the City of Hillsboro and Washington County.

4. ACTION: Approve Retirement Agreement

Director Lisa Allen MOVED, SECONDED by Director Martin Granum, that the Board of Directors approve the retirement agreement with a District administrator. The MOTION CARRIED (7-0).

C. Adjourn

The meeting was adjourned at 12:37 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
August 5, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

FULL-DAY RETREAT

A. Executive Session

ORS 192.660(2)(e) — Real Estate

Board Present:

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

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
Adam Stewart, Capitol Projects Officer
Val Bokma, Assistant to the Board

Others Present:

Ed Hayden, Realtor
Kyle Hayden, Realtor

Board Chair Erika Lopez called the meeting to order at 7:34 AM, and moved the Board into executive session under ORS 192.660(2)(e) — real estate. The District's realtor provided information relevant to potential real property transactions. The Board discussed the information. No action was taken. Board Chair Lopez moved the Board out of executive session and recessed the meeting at 8:24 AM.

B. Work Session

Board Present:

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

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, Capitol Projects Officer
Casey Waletich, Chief Operations Officer
Fran Sinapi, Executive Director of Schools
Emily Caldwell, Interim Principal, Brookwood Elementary School
Martha Rodriguez Siordia, Principal, Minter Bridge Elementary School
Tristan Burnett, Principal, McKinney Elementary School
Jennifer Robbins, Principal, Ladd Acres Elementary School
Jeniffer Modolo, Assistant Principal, Century High School
Tiffany Mosqueda, Principal, Alternative Programs
Berta Lule, Principal, Reedville Elementary School
Val Bokma, Assistant to the Board
Devin Hunter, Technology Support
Jorge Tello, Technology Support

Student Representatives Present:

Danny Adzima
Maria Isabel Aguilar Alvarado
Andrew Goodwin*
(*on speaker phone)

Board Chair Erika Lopez reconvened the meeting at 8:37 AM. Student Representative Andrew Goodwin attended the work session via speaker phone.

1. Breakfast and Team-Building Activity 1

Superintendent Mike Scott led Board members, Student Representatives, and Cabinet members in a team-building activity.

2. Board Professional Development – Equity Discussion

During the year ahead, Board and Cabinet members will participate in a series of discussions regarding the diverse needs of students and the supports that will help them succeed. During this session, Assistant Superintendent Dayle Spitzer presented information related to discipline trends, including contributing factors, long-term impacts, supports, work that is being accomplished, and goals for the 2019-20 school year.

3. Planning Ahead

a. 2016-2021 Strategic Plan

- 1) Year 3 Highlights (2018-19)
- 2) Year 4 Planning / Goals (2019-20)

Assistant Superintendents Travis Reiman and Dayle Spitzer and Chief Communications Officer Beth Graser presented an update regarding the District's progress and accomplishments related to the 2018-19 Work Plan and SMART Goals, and a draft of the proposed 2019-20 Work Plan and SMART Goals; and received Board members' input. Although the District is also working toward many other goals, these have been identified as the top system-level goals for moving the District closer to its strategic objective of all students graduating with career- and college-readiness skills.

Updates regarding the District's Strategic Plan goals will be provided to the Board throughout the year.

4. Recess Meeting

The meeting was recessed at 10:29 AM.

5. Break

6. Reconvene Meeting

The meeting was reconvened at 10:44 AM.

7. Planning Ahead (continued)

a. PERS Information and Update

Superintendent Mike Scott, Chief Financial Officer Michelle Morrison, and Chief Human Resources Officer Kona Lew-Williams presented an update regarding recent legislation regarding the Public Employees Retirement System (PERS), and its anticipated impact on the District and staff. Additional updates will be presented to the Board, as information becomes available.

b. Gain Share Discussion

Superintendent Mike Scott, Chief Financial Officer Michelle Morrison, Chief Communications Officer Beth Graser, and Assistant Superintendent Travis Reiman presented an overview of the Strategic Investment Program (SIP) and the Gain Share Program, including the history and purpose of the programs and the impact they have had on District funding and operations over the years.

Currently, the District and the City of Hillsboro have a 10-year agreement that the City will provide the District with \$1 million per year of Gain Share value (not pass-through dollars) – \$500,000 per year in safety enhancements (e.g., sidewalks, road improvements, rapid-flashing crosswalk signals, etc.) near schools, and \$500,000 per year for learning program expansions in partnership with the City. Options being discussed include investment in a physical structure and working with community and local government partners to invest in a resource that would benefit both students and community members. Options related to these concepts are being researched and discussed.

c. Student Success Act Update

Assistant Superintendent Travis Reiman presented an overview of the Student Success Act (SSA); its anticipated impact on the District's budget, operations, programs, and supports; and process and timeline requirements.

Based on the information that is currently available, it is estimated that the District could theoretically receive approximately \$16 million in funds under the SSA in the 2020-21 school year, to be used within parameters established by the rule-making process. SSA funds will be divided between the Statewide Education Initiative Account (full funding of Measure 98), the Early Learning Account, and the Student Investment Account (SIA). All funds received through the SIA will be governed by an inclusive public strategic planning process with several defined elements. During the development of the District's continuous improvement plan (CIP), stakeholders will be invited to provide input regarding the prioritization of identified investment areas.

d. Budget Update and Local Option Levy Discussion

Superintendent Mike Scott, Chief Financial Officer Michelle Morrison, and Chief Communications Officer Beth Graser provided information regarding the potential benefits, challenges, and scheduling implications of a local option levy. This topic was previously discussed during the August 2018 Board retreat, at which time the Board agreed to revisit the topic during the summer 2019 retreat, waiting to see whether advocacy for revenue reform would result in adequate school funding.

Key topics of this discussion included basic information regarding local option levies and factors relevant to decision-making, including: scheduling considerations; community values and perceptions; public support; the support of the District's City, County, and community partners; the amount that would be needed for a meaningful impact, the variability of collections; the implications of SSA funds, current uncertainty regarding several aspects of this new funding source, and the challenges this presents for formulating a solid communication plan; and the necessity of all Board members being in agreement regarding their decision.

Board members requested additional information regarding polling, scheduling considerations, and SSA funding, which will be gathered and presented during a future Board meeting.

The following agenda items were addressed at this time:

B.8. Introduction of New Administrators

B.9. Recess Meeting

B.10. Lunch Break

B.11. Reconvene Meeting

e. Budget Committee Roles and Responsibilities

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison presented information from the Oregon School Boards Association (OSBA) regarding the composition and authority of school districts' budget committees, and the roles of the Board and the Budget Committee in the budget development process.

Board members discussed the role of the District's Budget Committee in the budget development process – which has expanded in scope over the years, beyond the statutory requirement – and whether changes in the role and / or process are needed.

Board members discussed the value of community input and transparency throughout the budget development process, and of ensuring that the responsibilities and communication of the Board, as they work to reach a consensus regarding complex matters, are clear and distinct.

Based on the Board's input, Superintendent Scott and CFO Morrison will draft a process outline to be presented to the Board for review during a future meeting.

Three positions are currently open on the District's Budget Committee, and applications are due on September 3.

Notes:

- *Agenda item B.13.a. Vision for Alternative Education was addressed at this time.*
- *The following agenda items were addressed following agenda item B.7.d. Budget Update and Local Option Levy Discussion:*

- *B.8. Introduction of New Administrators*
- *B.9. Recess Meeting*
- *B.10. Lunch Break*
- *B.11. Reconvene Meeting*

8. Introduction of New Administrators

The following administrators, who are new to their positions, introduced themselves to the Board:

- Fran Sinapi, Executive Director of Schools
- Emily Caldwell, Interim Principal, Brookwood Elementary School
- Martha Rodriguez Siordia, Principal, Minter Bridge Elementary School
- Tristan Burnett, Principal, McKinney Elementary School
- Jennifer Robbins, Principal, Ladd Acres Elementary School
- Jeniffer Modolo, Assistant Principal, Century High School
- Tiffany Mosqueda, Principal, Alternative Programs
- Berta Lule, Principal, Reedville Elementary School

9. Recess Meeting

The meeting was recessed at 12:50 PM.

10. Lunch Break

11. Reconvene Meeting

The meeting was reconvened at 1:25 PM.

12. Team-Building Activity 2

This agenda item was cancelled, due to time constraints.

13. Planning Ahead (continued)

a. Vision for Alternative Education

Note: This agenda item was addressed following agenda item B.7.e. Budget Committee Roles and Responsibilities

Assistant Superintendent Dayle Spitzer and Alternative Programs Principal Tiffany Mosqueda presented an overview of the District's alternative education programs, goals for expanding the programs and their availability to students, and the vision of creating a Pathways Center where current, consistent information regarding all available options could be accessed by all District staff, students, and families at a single location. Potential funding options for constructing a Pathway Center were discussed.

b. School-Based Health Center Discussion

In response to interest expressed by Board members, Chief Communications Officer Beth Graser presented information regarding the School-Based Health Center (SBHC) at Century High School, including utilization data and funding from multiple sources, which made construction of this SBHC possible. Ms. Graser discussed the estimated cost of constructing a second SBHC, and explained that, due to State budget cuts, the SBHC State Program Office has a decreased capacity to assist planning sites or communities interested in opening an SBHC; there is no funding to support additional SBHCs at this time; and the federal capital grant program is not currently operational.

Ms. Graser outlined alternate possibilities that could be explored, which include arranging for Virginia Garcia Memorial Health Center to take their mobile unit to Hillsboro High School on an every-other-week basis, and / or having a mental health provider available for student

appointments at the school, so students would not need to arrange for transportation. Virginia Garcia has contacted ODE to ask whether a planning grant might be available for a feasibility study and pilot program, and is waiting for clarification. If funding is possible, District leaders will talk with Virginia Garcia and school administrators about scheduling options, forming an inter-agency work group and advisory committee, and other details.

Board members discussed various aspects of the potential options.

An update will be presented to the Board after additional information becomes available.

- c. Board Discussion – Goals and Priorities
Superintendent Mike Scott received input from Board members regarding goals that they would like to set for themselves for the 2019-20 school year. Based on this input, Superintendent Scott will draft a set of goals for the Board to review, revise, and potentially adopt.
- d. Board Meeting Planning Document Review
Board members reviewed a draft version of the agenda planning document for 2019-20 Board meetings, and suggested additional topics.
- e. Community Outreach Opportunities
Board members discussed community outreach opportunities for the 2019-20 school year. In addition to participating in District and community events, Board members also discussed plans for coordinating their attendance at school events (e.g., back-to-school nights) to discuss the Student Success Act and gather input from stakeholders.
- f. Proposed 2020-21 Board Meeting Dates
Board members reviewed a proposed Board meeting schedule for the 2020-21 school year and provided input. As a result of this discussion, the August retreat, which was originally proposed to take place on August 3, is now tentatively scheduled for August 10. The proposed schedule, incorporating Board members’ input, is provided below. The Board is scheduled to approve the 2020-21 Board meeting dates in June 2020, and the Board meeting schedule will not be official until it is approved by the Board.

Date	Session
Monday, August 10, 2020	Full-Day Session (Retreat)
Tuesday, September 8, 2020	Work Session
Tuesday, September 22, 2020	Regular Session
Tuesday, October 13, 2020	Work Session
Tuesday, October 27, 2020	Regular Session
Tuesday, November 17, 2020	Regular Session
Tuesday, December 8, 2020	Regular Session
Tuesday, January 12, 2021	Work Session
Tuesday, January 26, 2021	Regular Session
Tuesday, February 9, 2021	Work Session
Tuesday, February 23, 2021	Regular Session
Tuesday, March 16, 2021	Half-Day Retreat and Regular Session
Tuesday, April 13, 2021	Work Session
Tuesday, April 27, 2021	Regular Session / Budget Committee Meeting
Thursday, May 6, 2021	Budget Committee Meeting

Tuesday, May 11, 2021	Work Session
Thursday, May 20, 2021	Budget Committee Meeting, if needed
Tuesday, May 25, 2021	Regular Session
Tuesday, June 22, 2021	Regular Session

Note: The following agenda items were addressed at this time:

- B.15. Recess Meeting
- B.16. Break
- B.17. Reconvene Meeting
- B.18. Team-Building Activity 3

14. Board Professional Development Discussion

a. Committee Opportunities

Board members and Student Representatives discussed their interest and availability to serve on various committees during the 2019-20 school year.

b. OSBA Summer Conference Reports

Board Chair Erika Lopez, Vice Chair Martin Granum, and Directors See Eun Kim, Jaci Spross, and Mark Watson shared highlights of the OSBA Summer 2019 Board Conference in Bend, Oregon, which they attended in July.

c. OSBA and NSBA Conference Planning

Board members discussed opportunities to attend upcoming National School Boards Association (NSBA) conferences. Directors See Eun Kim, Jaci Spross, and Mark Watson expressed an interest in attending the 2020 conference in Chicago, Illinois (April 4 - 6, 2020). They will confirm their plans before the registration window opens.

Board Chair Erika Lopez and Director Yadira Martinez expressed an interest in attending the 2021 conference in New Orleans (April 10-12). If Director Watson does not attend the 2020 conference, he may also be interested in attending the conference in 2021.

Note: The following agenda items followed agenda item B.13.f. Proposed 2020-21 Board Meeting Dates:

- B.15. Recess Meeting
- B.16. Break
- B.17. Reconvene Meeting
- B.18. Team-Building Activity 3

15. Recess Meeting

The meeting was recessed at 3:30 PM.

16. Break

17. Reconvene Meeting

The meeting was reconvened at 3:37 PM.

18. Team-Building Activity 3

Superintendent Mike Scott led Board members, Student Representatives, and Cabinet members in a team-building activity.

19. Teamwork / Communication / Evaluations

a. Review Working Agreements

The Superintendent and Board of Directors reviewed their working agreements, and determined that no changes are needed. The working agreements are reviewed and readopted annually; the Board is scheduled to readopt them on September 24.

b. Communication

The Superintendent and Board members discussed their communication protocols.

c. Evaluation Processes and Timelines

1) Superintendent Evaluation Process Changes and Timeline

Board members reviewed the proposed timeline for the 2020 evaluation of the Superintendent, and updates to the standards and indicators, which were drafted in response to input the Board provided during the 2019 Superintendent evaluation process. Board members requested additional edits to the proposed indicators; no changes were requested to the proposed timeline or the rating process.

2) Board Evaluation Discussion

Board members discussed the timeline and process for conducting their next self-evaluation. The process will begin in May 2020, and may include 360° feedback. Further discussion regarding the process will be scheduled during a future Board meeting.

20. Review of Board Budget

Chief Financial Officer Michelle Morrison presented an overview of the Board's 2018-19 expenditures and 2019-20 budget, and provided information regarding purchasing and expense reimbursement procedures. Superintendent Scott outlined the procedure for accessing professional development funds. Board members requested scheduling information for upcoming professional development opportunities.

21. Information / Updates

a. Transportation Update

Chief Operations Officer Casey Waletich provided information regarding the District's current bus driver shortage and the strategies that must be implemented to prioritize the most essential transportation needs, explaining that the shortage of at least 27 bus drivers makes it impossible to maintain all of the services that have previously been provided.

Bus driver shortages are currently being experienced by school districts across the nation, but Hillsboro's situation is exacerbated by the fact that surrounding districts are able to offer significantly higher starting wages. A meeting is being scheduled with Hillsboro Classified United (HCU), with a goal of reopening discussions regarding the hourly wage for bus drivers.

Board members discussed the services that are being reduced and the impact these changes may have on students and families, and asked questions about the viability of suggestions involving adjusted shifts and partnerships with community organizations. The District will continue to explore additional options with community partners.

b. Bond Update

Capitol Projects Officer Adam Stewart reported on the status of bond projects at locations throughout the District.

22. ACTION: Declare Surplus Property and Authorize Demolition or Sale

a. ACTION: Declare Surplus Property and Authorize Demolition of Obsolete Elementary School Playground Equipment

Director Mark Watson MOVED, SECONDED by Director Lisa Allen, that the Board of Directors declare the obsolete playground equipment at Eastwood, Mooberry, and Ladd Acres Elementary Schools, and Groner K-8, as surplus, and authorize its demolition as part of the 2017 Bond Program.

Pending additional information regarding the status of the playground equipment at Groner K-8 (which was recently replaced), Director Jaci Spross AMENDED THE MOTION. Director Spross MOVED, SECONDED by Director Lisa Allen, that the Board of Directors declare the obsolete playground equipment at Eastwood, Mooberry, and Ladd Acres Elementary Schools as surplus, and authorize its demolition as part of the 2017 Bond Program. The MOTION CARRIED (7-0).

b. ACTION: Declare Surplus Property and Authorize Demolition or Sale of Obsolete Portable Classroom Buildings

Director Jaci Spross MOVED, SECONDED by Director Mark Watson, that the Board of Directors declare the obsolete portable classroom buildings identified at Eastwood, Mooberry, Indian Hills, and Butternut Creek Elementary Schools as surplus, and authorize their demolition or sale, as part of the 2017 Bond Program. The MOTION CARRIED (7-0).

C. Adjourn Meeting

The meeting was adjourned at 5:48 PM

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends that the Board of Directors:

- A. Ratify the acceptance of the retirement of the following administrative personnel:

Mary Mendez

Assignment: Middle School Principal
Location: South Meadows Middle School
Effective Date: July 31, 2019
Years of Service: 20 years

- B. Ratify the acceptance of the retirement of the following supervisor-specialist-technical personnel:

Valerie Bokma

Assignment: Executive Assistant to Board of Directors
Location: Administration Center, Superintendent's Office
Effective Date: September 6, 2019
Years of Service: 13 years

Tim Campbell

Assignment: Custodial Supervisor
Location: Facilities
Effective Date: August 31, 2019
Years of Service: 5 years

Monique Holt

Assignment: Coordinator of Testing and Evaluation
Location: Administration Center, Technology Services
Effective Date: August 15, 2019
Years of Service: 30 years

- C. Ratify the acceptance of the retirement of the following licensed personnel:

Patrick Birkle

Assignment: 1.0 FTE 1st Grade Dual Language Teacher
Location: Minter Bridge Elementary School
Effective Date: June 18, 2019
Years of Service: 7 years

Deanna Blem

Assignment: 1.0 FTE Science Teacher
Location: Poynter Middle School
Effective Date: June 18, 2019
Years of Service: 26 years

Tamara Cole

Assignment: 1.0 FTE Kindergarten Teacher
Location: Orenco Elementary School
Effective Date: June 18, 2019
Years of Service: 20 years

James Harris

Assignment: 1.0 FTE Social Studies Teacher
Location: South Meadows Middle School
Effective Date: June 18, 2019
Years of Service: 29 years

Bonnie Marsh

Assignment: 1.0 FTE 3rd Grade Teacher
Location: Orenco Elementary School
Effective Date: June 18, 2019
Years of Service: 5 years

David Massey

Assignment: 1.0 FTE Music-Band
Location: South Meadows Middle School/Evergreen Middle School/Eastwood Elementary School/Rosedale Elementary School
Effective Date: June 18, 2019
Years of Service: 30 years

Peggy O'Neal-Sack

Assignment: 0.5 FTE Home Instructor
Location: Student Services
Effective Date: June 18, 2019
Years of Service: 17 years

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

Amanda Bautista

Assignment: 1.0 FTE 5th Grade Teacher
Location: WL Henry Elementary School
Effective Date: June 18, 2019

Jeremy Birch

Assignment: 1.0 FTE Special Education Teacher
Location: Liberty High School
Effective Date: June 18, 2019

Sara Bernard

Assignment: 0.5 FTE Speech Language Pathologist
Location: Ladd Acres Elementary
Effective Date: June 18, 2019

Nathaniel Buck

Assignment: 1.0 FTE Dean of Students
Location: Hillsboro High School
Effective Date: June 18, 2019

Tristin Burnett

Assignment: 1.0 FTE 4th Grade Teacher
Location: Mooberry Elementary School
Effective Date: July 1, 2019

Andrew Byerley

Assignment: 1.0 FTE Math, Science Teacher, TOSA
Location: Administration Center, Liberty High School
Effective Date: June 18, 2019

Jena Duhn

Assignment: 1.0 FTE Kindergarten Teacher
Location: Mooberry Elementary School
Effective Date: June 18, 2019

Michelle Edwards

Assignment: 1.0 FTE Instructional Coach
Location: Orenco Elementary School
Effective Date: June 18, 2019

Tiffany Gale

Assignment: 1.0 FTE 1st Grade Teacher
Location: North Plains Elementary School
Effective Date: June 18, 2019

Brian Gorton

Assignment: 1.0 FTE 5th Grade Teacher
Location: West Union Elementary School
Effective Date: June 18, 2019

Scott Henderson

Assignment: 1.0 FTE Math Teacher
Location: Hillsboro High School
Effective Date: June 18, 2019

Gary Kieser

Assignment: 1.0 FTE Behavior Specialist
Location: Reedville Elementary School
Effective Date: June 18, 2019

Tyson Langford

Assignment: 1.0 FTE Health and PE Teacher
Location: Hillsboro High School
Effective Date: June 18, 2019

Ju He Lee

Assignment: 1.0 FTE Speech Language Pathologist
Location: Minter Bridge Elementary School/Orenco Elementary
Schools
Effective Date: June 18, 2019

Sandra Maines

Assignment: 1.0 FTE Special Education Teacher, SLC
Location: Brown Middle School
Effective Date: June 18, 2019

Lindsey Melland

Assignment: 1.0 FTE Speech Language Pathologist
Location: Quatama Elementary School
Effective Date: June 18, 2019

Jeniffer Modolo

Assignment: 1.0 FTE TOSA Bilingual Programs
Location: Administration Center
Effective Date: June 18, 2019

Nancy Nguyen

Assignment: 1.0 FTE Elementary Resource Specialist
Location: WL Henry Elementary School
Effective Date: June 18, 2019

Melinda Olson

Assignment: 0.5 FTE Secondary Resource Specialist
Location: Glencoe High School
Effective Date: June 18, 2019

Susan Peters

Assignment: 1.0 FTE Science / AVID Teacher
Location: Poynter Middle School
Effective Date: June 18, 2019

Sharon Pill-Kahan

Assignment: 1.0 FTE Life Skills Teacher
Location: Jackson Elementary School
Effective Date: June 18, 2019

Wendy Post

Assignment: 1.0 FTE Behavior Specialist
Location: Groner K-8
Effective Date: June 18, 2019

Autumn Quas

Assignment: 1.0 FTE Art/Computer Teacher
Location: Brown Middle School
Effective Date: June 18, 2019

Margaret Richardson

Assignment: 1.0 FTE Elementary Teacher
Location: Brookwood Elementary School
Effective Date: June 18, 2019

Susan Richmond

Assignment: 1.0 FTE 3rd Grade/ General Education Specialist Teacher
Location: Minter Bridge Elementary School
Effective Date: June 18, 2019

Anna Rikli

Assignment: 1.0 FTE Music Teacher
Location: Liberty High School
Effective Date: June 18, 2019

Jennifer Robbins

Assignment: 1.0 FTE STEM, Title 1 Instructional Coach
Location: WV McKinney Elementary School
Effective Date: July 1, 2019

Martha Rodriguez

Assignment: 1.0 FTE Bilingual Coach
Location: Eastwood Elementary School
Effective Date: July 26, 2019

Lyndsey Sherman

Assignment: 1.0 FTE Band, Music Teacher
Location: Free Orchards Elementary School/Lincoln Street
Elementary School
Effective Date: June 18, 2019

Tracy Vanden Berg

Assignment: 1.0 FTE Academic Options Teacher
Location: Glencoe High School
Effective Date: June 18, 2019

Alejandra Velasco

Assignment: 1.0 FTE School Counselor
Location: Glencoe High School
Effective Date: June 18, 2019

Regina Winkle-Bryan

Assignment: 0.667 FTE Language Arts Teacher
Location: Hillsboro High School
Effective Date: June 18, 2019

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

Justin Welch

Assignment: Principal
Location: South Meadows Middle School
Effective Date: July 1, 2019

Jeniffer Modolo

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

- C. Approve the employment of the following supervisor-specialist-technical personnel:

Roseanna Roman

Assignment: Executive Assistant to Board of Directors
Location: Administration Center, Superintendent's Office
Effective Date: September 9, 2019

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

Marcus Arellano

Education: MA – Concordia University, Portland, OR
Experience: None
Assignment: 1.0 FTE Physical Education Teacher – Imlay Elementary School

Susan Serres

Education: MA – Western Governors University, Salt Lake City, UT
Experience: None
Assignment: 1.0 FTE Speech and Language Pathologist – Jackson Elementary School

- E. Approve the employment of the following licensed personnel in the 2019-20 school year:

Benjamin Paul Adams

Education: BA – Florida State University, Tallahassee, FL
Experience: 14 years
Assignment: 1.0 FTE Band/Music Teacher – Glencoe High School

Jennifer Almquist

Education: MA – George Fox University, Newberg, OR
Experience: None
Assignment: 1.0 FTE Kindergarten Teacher – Mooberry Elementary School

Leslie Alvarado Luviano

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

Mark Anderson

Education: MA – University of Illinois, Urbana, Illinois
Experience: 15 Years
Assignment: 1.0 FTE Music Teacher – Free Orchards Elementary School

Kellie Asher

Education: BA – St. Olaf College, Northfield, MN
Experience: None
Assignment: 0.8 FTE Music Teacher – Farmington View Elementary School

Mireya Ayala Ramirez

Education: BA – Centro Regional De Educacion Normal Benito Juárez, Hgo., Mexico
Experience: 3 years
Assignment: 1.0 FTE Kindergarten Teacher – Lincoln Street Elementary School

Miranda Babcock-Krenk

Education: MA – Portland State University, Portland, OR
Experience: 2 years
Assignment: 1.0 FTE Science Teacher – Glencoe High School

Leah Bandstra

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Science Teacher – Century High School

Corinne Billings

Education: MA – Lewis & Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE 5th/6th Grade Teacher – Mooberry Elementary School

Jennifer Bradshaw

Education: MA – University of Oregon, Eugene, OR
Experience: None
Assignment: 1.0 FTE 3rd Grade Teacher – Lenox Elementary School

Melissa Brown

Education: BA – University of Oregon, Eugene, OR
Experience: 1 year
Assignment: 1.0 FTE Counselor – South Meadows Middle School

Jason Burgess

Education: MA – Concordia University, Portland, OR
Experience: None
Assignment: 1.0 FTE Art/Computer Teacher – Brown Middle School

Audrey Carpenter

Education: BA – University of Colorado, Boulder, CO
Experience: 6 years
Assignment: 1.0 FTE Dual Language 5th Grade Teacher – Witch Hazel Elementary School

April Castillo

Education: MA – Portland State University, Portland, OR
Experience: 6 years
Assignment: 1.0 FTE English Language Specialist – Orenco Elementary School

Valeria Chitwood

Education: BA – Western Oregon University, Monmouth, OR
Experience: None
Assignment: 1.0 FTE 4th Grade Dual Language Teacher – Mooberry Elementary School

Meaghan Cichoke

Education: MA – George Fox University, Newberg OR
Experience: None
Assignment: 1.0 FTE Science / Physical Education Teacher – Poynter Middle School

Rachael Cole

Education: MA – Portland State University, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE 1st Grade Teacher – Tobias Elementary School

Helene Cuomo

Education: MA – Pacific University, Forest Grove, OR
Experience: 12 years
Assignment: 0.5 FTE STEM TOSA – Tobias Elementary School / Quatama Elementary School

Antonio De Los Santos Vega

Education: BA – Escuela Normal Superior de Ciudad Madero, Tamps, Mexico
Experience: 4 years
Assignment: 1.0 FTE Dual Language 6th Grade Teacher – Eastwood Elementary School

Evan Donnelly

Education: MA – Portland State University, Portland, OR
Experience: 3 years
Assignment: 1.0 FTE Dual Language 1st Grade Teacher – Minter Bridge Elementary School

Lorinne Engler

Education: MA – Pacific University, Forest Grove, OR
Experience: 5 years
Assignment: 1.0 FTE Life Skills Teacher – Hillsboro High School

Chelsea Fryer

Education: MA – George Fox University, Newberg, OR
Experience: 2 years
Assignment: 1.0 FTE Social Learning Center Teacher – Brown Middle School

Xylecia Fynn-Aikins

Education: MA – Georgia State University, Atlanta, GA
Experience: 17 years
Assignment: 0.5 FTE Student Success Coach – Brookwood
Elementary School / Rosedale Elementary School

Elizabeth Galbraith

Education: BA – California Baptist University, Riverside, CA
Experience: 3 years
Assignment: 1.0 FTE Social Learning Center Teacher – Tobias
Elementary School

Mark Ganter

Education: MA – George Fox University, Newberg, OR
Experience: 1 year
Assignment: 1.0 FTE Math Teacher – Hillsboro High School

Eric Gronseth

Education: MA – Portland State University, Portland, OR
Experience: 23 years
Assignment: 1.0 FTE Behavior Specialist – North Plains Elementary
School

Anya Hershberger

Education: MA – Lewis & Clark College, Portland, OR
Experience: 15 years
Assignment: 1.0 FTE TOSA – OSP / Counselor – Miller Education
High School

Annie Hindman

Education: MA – Heritage University, Toppenish, WA
Experience: 3 years
Assignment: 0.5 FTE Counselor – Hillsboro Online Academy

Holly Ingram

Education: MA – Portland State University, Portland, OR
Experience: 14 years
Assignment: 0.5 FTE Secondary Resource Specialist – Groner K-8
School

Mollie Iser

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 0.8 FTE Speech Language Pathologist – Quatama
Elementary School

Gary Ito

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 0.8 FTE Math Teacher – Poynter Middle School

Ashley King

Education: MA – Maine College of Arts, Portland, ME
Experience: 2 years
Assignment: 0.667 FTE Art Teacher – Liberty High School

Whitnie Leiss

Education: BA – Idaho State University, Pocatello, ID
Experience: 2 years
Assignment: 1.0 FTE Elementary Resources Specialist– Minter Bridge Elementary School

Jonathan Lopez- Arana

Education: BA – Oregon State University, Corvallis, OR
Experience: None
Assignment: 1.0 FTE Science Teacher – Hillsboro High School

Luz Lopez Vergara Lechuga

Education: MA – Universidad Pedagogica Nacional, México City, MX
Experience: 10
Assignment: 1.0 Kindergarten Teacher – Eastwood Elementary School

Josefina Magdaleno

Education: MA – Pacific University, Forest Grove, OR
Experience: 2 years
Assignment: 1.0 FTE Kindergarten Teacher – Mooberry Elementary School

Kyron Martell

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 0.833 FTE Secondary Resources Specialist – Liberty High School

Sarah Mchugh

Education: BA – Colorado State University, Fort Collins, CO
Experience: None
Assignment: 1.0 FTE Kindergarten Teacher – Mooberry Elementary School

Justin Miller

Education: BA – Chapman University, Orange, CA
Experience: 9 years
Assignment: 1.0 FTE Music – Liberty High School

Nava Monghate

Education: BA – Linfield College, McMinnville, OR
Experience: 2 years
Assignment: 1.0 FTE Science Teacher – Poynter Middle School

Andrea Morales Guerrero

Education: MA – University of Arizona, Tucson, AZ
Experience: 1 year
Assignment: 1.0 FTE Speech-Language Pathologist – Minter Bridge Elementary School / Hillsboro Online Academy

Mai-Anh Nguyen

Education: MA – Northern Arizona University, Flagstaff, AZ
Experience: None
Assignment: 0.9 FTE Speech Language Pathologist – Century High School/ Ladd Acres Elementary School

Rebecca O'Brien

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Kindergarten Teacher – Rosedale Elementary School

Lynsey Oordt

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE 5th Grade Teacher – Butternut Creek Elementary School

Laura Perez-Yepiz

Education: MA – Lewis & Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE Counselor – Glencoe High School

Haley Reviere

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Music Teacher – Mooberry Elementary School

Daniel Rhamey

Education: MA – Portland State University, Portland, OR
Experience: 3 years
Assignment: 1.0 FTE Secondary Resource Specialist – Evergreen Middle School

Allison Rogers

Education: MA – University of Northern Colorado, Greeley, CO
Experience: 7 years
Assignment: 1.0 FTE 1st Grade Teacher – Orenco Elementary School

Megan Rothery

Education: MA –George Fox University, Newberg, OR
Experience: 5 years
Assignment: 1.0 FTE 1st Grade Teacher – North Plains Elementary School

Jessica Rugile

Education: BA – Dowling College, Long Island, NY
Experience: 7 years
Assignment: 1.0 FTE Elementary Resource Specialist – Lincoln Street Elementary School

Arely Sanchez-Reyes

Education: MA – Pacific University, Forest Grove, OR
Experience: None
Assignment: 1.0 FTE Math Teacher – Brown Middle School

Kristina Schmalzer

Education: MA – University of Utah, Salt Lake City, UT
Experience: 3 years
Assignment: 1.0 FTE Speech and Language Pathologist – Jackson Elementary School

Sidra Siddiqui

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 0.4 FTE Music Teacher – Indian Hills Elementary School

Mary Steiner

Education: BA – The University of Portland, Portland, OR
Experience: 1 year
Assignment: 1.0 FTE Kindergarten Teacher – WL Henry Elementary School

Pauline Showell

Education: MA – George Fox University, Newberg, OR
Experience: 3 years
Assignment: 1.0 FTE Elementary Resource Specialist – WL Henry Elementary School

Arianna Siegfried

Education: MA – George Fox University, Newberg, OR
Experience: None
Assignment: 1.0 FTE Elementary Resource Specialist – Imlay Elementary School

April Tracy

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

Nancy Vazquez

Education: BA – Western Oregon University
Experience: 4 years
Assignment: 1.0 FTE Preschool Teacher – Reedville Elementary School

Amber Wakefield

Education: BA – Western Governors University
Experience: None
Assignment: 1.0 FTE Social Communication Center Teacher – Indian Hills Elementary School

David Welsh

Education: MA – George Fox University, Newberg, OR
Experience: 4 years
Assignment: 1.0 FTE Secondary Resource Specialist – Poynter Middle School

Dawne Yamamoto

Education: MA – Concordia University, Portland, OR
Experience: 3 years
Assignment: 1.0 FTE Life Skills Teacher – Jackson Elementary School

Avidan Yerlick

Education: MA – Lamar University, Beaumont, TX
Experience: 9 years
Assignment: 1.0 FTE Secondary Resource Specialist – Glencoe High School

- F. Approve the employment of the following licensed personnel in the 2019-20 school year, who have held temporary status:

Marcus Arellano

Education: MA –Concordia University, Portland, OR
Experience: None
Assignment: 1.0 FTE 5th Grade – Imlay Elementary School

Cristina Botella Gonzalez

Education: MA – University of Valencia, Valencia, Spain
Experience: 19 years
Assignment: 1.0 FTE Dual Language – Language Arts – South Meadows Middle School

Kayla Cosman

Education: MA – Concordia University, Portland, OR
Experience: 2 years
Assignment: 1.0 FTE 5th/6th Grade Teacher – West Union Elementary

Juan Francisco Carceles

Education: MA – Universidad De Murcia, Murcia, Spain
Experience: 19 years
Assignment: 1.0 FTE Dual Language – Language Arts – South Meadows Middle School

Zachary Centers

Education: MA – Pacific University, Forest Grove, OR
Experience: 1 year
Assignment: 1.0 FTE Language Arts – Hillsboro High School

Sarah Clibourne

Education: MA – Portland State University, Portland. OR
Experience: None
Assignment: 1.0 FTE Preschool Teacher – Poynter Middle School

Judith Cross

Education: MA – Portland State University, Portland. OR
Experience: 36 years
Assignment: 0.20 FTE Speech-Language Pathologist – Student Services

Maria Cuevas Trol

Education: BA – University of Zaragoza, Zaragoza, Spain
Experience: 10 years
Assignment: 1.0 FTE Dual Language – 4th5th Grade Teacher – Minter Bridge Elementary

Rachel Foote Allen

Education: BA – The City College of New York, New York, NY
Experience: 1 year
Assignment: 1.0 FTE Music – Rosedale Elementary School

Chelsea Fryer

Education: MA – George Fox University, Newberg, OR
Experience: 2 years
Assignment: 1.0 FTE Social Learning Center Teacher – Brown Middle School

Camille Fuller

Education: BA – Oregon State University, Corvallis, OR
Experience: 1 year
Assignment: 1.0 FTE 3rd/4th Grade Teacher – Lincoln Street Elementary School

Marta Garzon Arango

Education: MA – University of Oviedo, Asturias, Spain
Experience: 7 years
Assignment: 1.0 FTE Science Teacher – South Meadows Middle School

Nancy Hawk

Education: BA – University of New Mexico, Albuquerque, NM
Experience: 4 years
Assignment: 1.0 FTE District Nurse – Student Services

Keri Imada

Education: BA – Oregon State University, Corvallis, OR
Experience: 2 years
Assignment: 1.0 FTE 2nd Grade Teacher – Quatama Elementary School

Alex Isackson

Education: MA – University of Louisville, Louisville, KY
Experience: None
Assignment: 0.4 FTE Music – Groner K-8

Nels Langbauer

Education: MA – San Jose State University, San Jose, CA
Experience: 7 years
Assignment: 1.0 FTE Secondary Resource Specialist – Hillsboro High School

Roseanna Ling

Education: MA – University of Oregon, Eugene, OR
Experience: 1 year
Assignment: 1.0 FTE Kindergarten Teacher – McKinney Elementary School

Ruby Dawn Lyman

Education: MA – Pacific University, Forest Grove, OR
Experience: 4 years
Assignment: 1.0 FTE 2nd Grade Teacher – Quatama Elementary School

Daniel Martin Bellido

Education: BA – University of Zaragoza, Zaragoza, Spain
Experience: 19 years
Assignment: 1.0 FTE Dual Language 2nd Grade Teacher – Lincoln Street Elementary School

Marti Noceras Mulet

Education: BA – University of Illes Balears, Palma, Spain
Experience: 10 years
Assignment: 1.0 FTE Dual Language 6th Grade Teacher – Witch Hazel Elementary School

Kayla Rice

Education: BA – California State University, Fullerton, Fullerton, CA
Experience: 1 year
Assignment: 1.0 FTE Physical Education – South Meadows Middle School

Carmen Rodriguez Aparicio

Education: BA – University of Cordoba, Cordoba, Spain
Experience: 10 years
Assignment: 1.0 FTE Dual Language 6th Grade Teacher – Lincoln Street Elementary School

Anthony Sinclair

Education: MA – Lewis and Clark College, Portland, OR
Experience: 4 years
Assignment: 1.0 FTE Secondary Resource Specialist - South Meadows Middle School

Erika Stanford

Education: MA – Lewis and Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE 1st Grade Teacher – Lincoln Street Elementary School

Heidi Tolle

Education: MA – Lewis and Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE Science Teacher - South Meadows Middle School

Courtney Webster

Education: MA – Lewis and Clark College, Portland, OR
Experience: 2 years
Assignment: 1.0 FTE 1st Grade Teacher – McKinney Elementary School

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
READOPT BOARD / SUPERINTENDENT WORKING AGREEMENTS

SITUATION

The Board of Directors is the educational policy-making body for the Hillsboro School District. In order to effectively meet the District's challenges, it is essential that the Board and Superintendent function together as a leadership team. The Board / Superintendent working agreements, a tool that facilitates unity among the team members, is annually reviewed and readopted by the Board. The Board reviewed updates to the working agreements during the August 5 and September 10, 2019, work sessions.

RECOMMENDATION

The Superintendent recommends that the Board of Directors readopt the Board/Superintendent working agreements.

**Hillsboro School District
Board / Superintendent Working Agreements
2019-20**

Purpose

The Board of Directors is the educational policy-making body for the Hillsboro School District. The Board and Superintendent function together as a leadership team to effectively meet the District's challenges, agreeing that their first and greatest concern is the educational welfare of students. The Board and Superintendent are jointly committed to upholding the values and implementing the protocols outlined in the following working agreements.

Information Requests

- Individual Board members with requests for information will contact the Superintendent or appropriate Cabinet member. The Superintendent and / or Cabinet member will respond to general questions and inquiries.
- If information requests require additional staff work, the Superintendent will determine how to proceed. Requests that require considerable staff work will be added to a Board agenda, so the Board can determine whether it is a valuable investment of staff time.
- Information requests made during Board meetings will be recorded and tracked in the minutes.

Personnel Issues

- Board members support the employment of those persons best qualified to serve as school staff, and insist on the regular and impartial evaluation of all staff.
- Board members recognize that their sole employee is the Superintendent, whom they direct as a Board, and that it is not their role to direct staff.
- Board members agree that when they have concerns, they will follow the chain of command and contact the Superintendent or a Cabinet member.

Speaking with One Voice

- Board members agree that they will strive to render all decisions based on the available facts and their independent judgment.
- Board members agree to accept the decision of the majority, while honoring the right of individual members to express opposing viewpoints and vote their convictions.
- The Board Chair, Vice Chair, and Superintendent will confer with each other, when possible, before responding to the media and community as the official voice of the Board. The Superintendent and Communications Director will communicate facts and notify the Board when responding, as appropriate.
- Board members will be certain to clarify when they are speaking on their own behalf and when they are speaking as representatives of the Board. (For example, "... I am speaking to you today as an individual, and not on behalf of the Hillsboro School District Board of Directors.")

Superintendent / Board Relations

- Board members agree to work with other Board members to establish effective Board policies, and to delegate authority for the administration of the schools to the Superintendent.
- Board members agree that they will not take any private action that will compromise the Board or administration, they will respect the confidentiality of information that is privileged under applicable law, and they will avoid being placed in a position that involves a conflict of interest.
- The Superintendent will communicate with the Board in a timely manner about issues that concern the District. Board members will provide feedback or suggestions to the Superintendent.
- The Superintendent will provide the Board with weekly updates.
- The Board Chair and Vice Chair will meet with the Superintendent to plan Board meeting agendas and strategize on how to address key issues.
- Board members and the Superintendent agree to be open to suggestions, and respectful in their manner of giving and receiving feedback, including reminders (preferably one-on-one) when their working agreements are being violated.
- The Board and Superintendent will review, revise, and recommit to their working agreements annually.

Meetings

- Board members agree to read all packet materials prior to the meetings.
- The Board packet will normally be emailed to Board members by the end of the day on the Thursday prior to a regularly scheduled Board meeting.
- When an individual Board member has a question about an agenda item prior to a Board meeting, they will strive to contact the Superintendent, so that information can be gathered and shared before the meeting.
- The Superintendent and Board secretary will act as parliamentarian at Board meetings to help ensure that each motion is clear and there is no missing or misunderstood information.
- The Board Chair will make every effort to ensure that all Board members wishing to speak regarding an agenda item have an opportunity to be heard.

Communication – Board / Superintendent / Staff / Community

- Board members and the Superintendent agree to show respect and consideration for each other at Board meetings and in all of their communications, work collaboratively together, strive to be a highly functioning team, and offer the same level of consideration and respect to administrators, staff members, audience members, and community members.
- Board members will endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Board members agree to encourage the free expression of opinion by all Board members, and to follow the protocols established by the Board and Superintendent when communicating with other Board members, students, staff, and community members.
- Board members are encouraged to visit schools.
 - When Board members visit schools in their official capacity, they agree to plan their visits in advance with the principal, and wear their District “Board Member” badges.

- When Board members visit schools as a parent or volunteer, they will sign in at the office and ask for a visitor badge. Advance notice is encouraged, but may not be required in all cases.
- Board members agree that emails sent to the entire Board from stakeholders will be answered by the Board Chair on behalf of the Board, and copied to all Board members, and that concerns about the District will be referred to the Superintendent and Cabinet member, if appropriate. The Board Chair will include the following points in their response:
 1. Thank you for sharing your concern regarding _____.
 2. I have referred your concern to the Superintendent and Cabinet member (if appropriate).

If a Board member would like to respond to a stakeholder who has contacted several Board members regarding a concern, the Board member's response will include the following points:

1. Thank you for sharing your concern regarding _____.
2. The Hillsboro School District Board Chair will respond on behalf of the Board.

Board Meeting Agendas

- The Board Chair, Vice Chair, and Superintendent will set the Board agenda. Individual Board members may request that items be added to the agenda by contacting the Superintendent or Board Chair.
- Items will only be added to the agenda at a Board meeting if the majority of the Board agrees to consider them.

Board Professional Development Requests

- Because Board members believe that professional development is a key component to being an effective Board member, they are committed to informing themselves about current educational issues by individual study and through participation in programs that provide valuable relevant information, such as programs sponsored by state and national school boards associations and other professional organizations.
- See policy BHB for specific information regarding professional development requests. Board members participating in professional development opportunities will share a brief summary of the training with the rest of the Board following the event.

Signed:

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
ACCEPT GIFTS AND DONATIONS
(as of August 31, 2019)

SITUATION

District Policy KH states that the District may receive donations of gifts that may serve to enhance and extend the work of the District, subject to Board approval. Individuals who desire to make contributions are encouraged to consider donations for equipment or services that are not likely to be acquired from public fund expenditures.

The purpose of this report is to describe to the Board the donations received that are valued at \$5,000 or more.

- Donation of \$17,200 from Silicon Valley Community Foundation to be used as follows:
 - \$15,000 for the Girls Science, Technology, Engineering, and Math Career Fields Club
 - \$2,200 to Patterson Elementary for classroom supplies and materials
- Donation of \$10,950 from Groner PTO to Groner K8 to be used as follows:
 - \$8,400 for school spirit t-shirts and yearbooks
 - \$2,550 for BrainPOP
- Donation of \$10,000 from the San Francisco Foundation to Ladd Acres Elementary to be used for school learning garden.
- Donation of \$10,000 from the Oregon Symphony for the Hillsboro School District Mariachi Una Voz program.
- Donation of \$7,719.40 from Jackson PTA to Jackson Elementary School to be used as follows:
 - \$3,204.61 for general education
 - \$1,500.00 for BrainPop program
 - \$618.13 for Project Lead the Way VEX Robotics equipment
 - \$598.00 for power washer
 - \$482.00 for library books
 - \$410.99 for News Crew equipment
 - \$299.00 for Drama Club program
 - \$288.94 for Cultural Club program
 - \$269.67 for PE equipment
 - \$48.06 Helping Hands Program
- Donation from Kerr Contractors Oregon, Inc of fill dirt, with an estimated value of \$5,000, for the relocated baseball field at Jackson Elementary School.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept these donations.

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
APPOINT COMMUNITY CURRICULUM ADVISORY COMMITTEE MEMBERS

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 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.
- At this time, 8 new regular and 4 new student applications have been received, and applications for reappointment have been received from four regular members and one student member.

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.

During the September 10 Board work session, Board members reviewed the CCAC applications that had been received, met the applicants who were able to be present to

introduce themselves, and discussed the selection process. During this evening's work session, new applicants and those who were unable to attend the September 10 Board meeting were invited to introduce themselves, and Board members identified a slate of candidates who will be officially appointed to fill the open positions during this evening's regular session.

New members who are appointed by the Board this evening 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 take action on the following motion:

I move that the Board of Directors appoint the slate of candidates identified during this evening's work session to the open positions on the CCAC, as follows:.

- *Appoint the following candidates to the seven two-year positions:*

- _____
- _____
- _____
- _____
- _____
- _____
- _____

- *Appoint the following candidates to the five one-year positions:*

- _____
- _____
- _____
- _____
- _____

- *Appoint the following candidates to the four two-year student positions:*

- _____
- _____
- _____
- _____

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
APPOINT AUDIT COMMITTEE

SITUATION

The Board appoints an Audit Committee annually to maintain communication between the Board and the District's audit firm. This committee includes one or more Board members, the Chief Financial Officer, and supporting staff. The Audit Committee will meet with the auditors before they begin their major field work, and again after they conclude their work in the fall. The second meeting will include a report on the 2018-19 audit, and a conversation about the District's fiscal management. The Audit Committee reports to the Board following the second meeting. The Audit Committee may also meet at other times, if needed.

RECOMMENDATION

The Superintendent recommends that the Board of Directors appoint one or more Board members to the Audit Committee for the 2019-20 school year.

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
ADOPT 2019-20 BOARD GOALS

SITUATION

The ongoing duties of the Board include resource allocation, formulating policy, and interacting with the community in support of the District mission. During the August retreat and September 10 Board work sessions, the Board discussed goals for the 2019-20 school year. Based on these discussions, the following goals have been drafted.

Proposed Board goals for 2019-20, moving into 2020-21

- The Board will be visible as a community leader through actively participate in District/Community events. Visible and engagement opportunities include attendance at coffee chats, listening sessions, school activities, athletic events, and district organized occasions.
- The Board will participate in professional development, gather community feedback and participate in Board/staff discussions regarding the Student Success Act (SSA) and the potential for a local operating levy.
- The Board will engage in professional development, discussion, and setting of policy that positively impacts the culture and climate of the Hillsboro School District. Activities will include;
 - Participation in equity training
 - Communicating the value around District equity work
 - Professional development regarding student safety
 - Developing and understanding of the Board's role in a crisis

The Board is scheduled to adopt their goals during this evening's regular session.

RECOMMENDATION

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

I move that the Board of Directors adopt their goals for 2019-20 school year.

HILLSBORO SCHOOL DISTRICT 1J
September 24, 2019
NOTICE OF INTENT TO PURCHASE

SITUATION

Each year, the District purchases enough licenses for staff, computers and servers to use Microsoft Software, Operating Systems and Services. Student use of equivalent licenses is at no charge. The total cost is \$211,856.62.

Licenses to be purchased are:

- Microsoft Exchange Online Advanced Threat Protection (3,038)
- Microsoft Office 365 Pro Plus A – student (30,000)
- Microsoft Office 365 (Plan A1) - student (30,000)
- Microsoft Office 365 Pro Plus (4,500)
- Microsoft Office 365 (Plan A1) (4,500)
- Microsoft Visual Studio Professional (2)
- Microsoft Visual Studio Enterprise (2)
- Microsoft Windows Azure (1)
- Microsoft Windows Remote Desktop Services (100)
- Microsoft Windows Server Standard Edition (8)
- Microsoft Windows Server Datacenter Edition (66)
- Microsoft SQL Server Standard Core (12)
- Microsoft SQL Server Enterprise Core (13)
- Microsoft 365 A3 – student (22,000)
- Microsoft 365 A3 (2,519)
- Microsoft Office 365 Advanced Threat Protection – student (22,000)
- Microsoft 365 A3 - transition subscription license (519)
- Power BI Pro for EDU (7)

As a member of the [Organization for Educational Technology and Curriculum \(OETC\)](#), the District has the benefit of participating in a cooperative purchasing agreement, an exception to the public procurement requirements for conducting a request for proposal on purchases over \$150,000. Hillsboro School District 1 J is permitted to join cooperative purchasing agreements under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).

RECOMMENDATION

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

I move that the Board of Directors acknowledge the Notice of Intent to Purchase by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).