



Hillsboro School District 1J

October 29, 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
Glencoe High School Auditorium, 2700 NW Glencoe Rd, Hillsboro, OR 97124

Board Meeting Agenda
October 29, 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. Budget Committee Selection Process | 5 |
| Presenter: Michelle Morrison | |
| Time: 5:15 PM, 10 minutes | |
| B. Alternative Education and Student Options | 6 |
| Presenter: Dayle Spitzer/Travis Reiman/Casey Waletich | |
| Time: 5:25 PM, 20 minutes | |
| C. Legislative Priorities Input and Planning | 7 |
| Presenter: Beth Graser | |
| Time: 5:45 PM, 15 minutes | |
| D. Continuous Improvement Plan (CIP) and Student Success Act (SSA) Update | 8 |
| Presenter: Travis Reiman | |
| Time: 6:00 PM, 15 minutes | |
| E. Reemployment of PERS-Retired Staff | 9 |
| Presenter: Kona Lew-Williams | |
| Time: 6:15 PM, 15 minutes | |
| F. Discussion Time | |
| Time: 6:30 PM, 20 minutes | |
| 1. OSBA Conference Planning | |
| 2. Student Representatives / Superintendent / Board Discussion | |
| G. Recess Meeting | |
| Time: 6:50 PM, 10 minutes | |

2. 7:00 PM - Regular Session

- | | |
|--|----|
| A. Call to Order and Flag Salute | |
| Presenter: Erika Lopez | |
| Time: 7:00 PM, 5 minutes | |
| B. Approval of Agenda | |
| Time: 7:05 PM | |
| C. Audience Time | |
| Time: 7:05 PM, 5 minutes | |
| D. Consent Agenda | |
| <i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i> | |
| Time: 7:10 PM, 5 minutes | |
| 1. Approve Minutes of September 10, 2019, Board meeting | 10 |

2. Approve Minutes of September 24, 2019, Board meeting	13
3. Approve Minutes of October 8, 2019, Board meeting	21
4. Approve Routine Personnel Matters	24
E. Action Items	
1. Proclaim American Education Week Presenter: Erika Lopez Time: 7:15 PM, 5 minutes	27
2. Accept Gifts and Donations Presenter: Michelle Morrison Time: 7:20 PM, 5 minutes	29
3. Appoint Budget Committee Members Presenter: Michelle Morrison Time: 7:25 PM, 5 minutes	30
4. Award Contract for New Elementary School in North Plains Presenter: Adam Stewart Time: 7:30 PM, 5 minutes	31
5. Comprehensive Sexuality Education Plan Presenter: Travis Reiman	
a. Presentation of Final Comprehensive Sexuality Education Curriculum Proposal Presenter: Travis Reiman Time: 7:35 PM, 10 minutes	
b. Outline of Public Comment Procedures Presenter: Erika Lopez Time: 7:45 PM, 5 minutes	
c. Public Comment Regarding Comprehensive Sexuality Education Curriculum Proposal Time: 7:50 PM, 120 minutes	
d. Board Discussion Regarding Comprehensive Sexuality Education Curriculum Proposal Time: 9:50 PM, 15 minutes	
e. Board Action: Vote on Comprehensive Sexuality Education Curriculum Proposal Time: 10:05 PM, 5 minutes	32
F. Recess Meeting Time: 10:10 PM, 10 minutes	
G. Reconvene Meeting Time: 10:20 PM	
H. Reports and Discussion	
1. October 1st Enrollment (see written report) Presenter: Kona Lew-Williams Time: 10:20 PM, 5 minutes	33
2. Financial Report (<i>see written report</i>) Presenter: Michelle Morrison Time: 10:25 PM, 5 minutes	35

- I. HCU / HEA Reports
Time: 10:30 PM, 5 minutes
 - J. Discussion Time
Time: 10:35 PM, 10 minutes
 - 1. Student Representatives' Time
 - 2. Superintendent's Time
 - 3. Board of Directors' Time
 - K. Adjourn Regular Session
Time: 10:45 PM
3. Next Meetings of the Board of Directors:
- November 19, 2019 - Regular Session
 - December 10, 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
October 29, 2019
BUDGET COMMITTEE SELECTION PROCESS

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 are currently vacant, having expired on June 30, 2019. (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).) Term expiration dates are provided below for the positions to be filled:

<u>POSITION</u>	<u>EXPIRES</u>
5	June 30, 2022
6	June 30, 2022
7	June 30, 2022

Vacancies on the Budget Committee were publicly announced in June, and applications were received through September 3. Two applications for reappointment and two new applications were received.

On September 24, applicants had the opportunity to introduce themselves to the Board, and Board members reviewed the applications and discussed the selection process. During tonight's work session, the Board is scheduled to select candidates, who will be officially appointed during the tonight's regular session.

RECOMMENDATION

The Superintendent recommends that the Board of Directors identify the candidates to be appointed to the Budget Committee during the regular session.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
ALTERNATIVE EDUCATION AND STUDENT OPTIONS

SITUATION

In order to meet the strategic plan goal of “all students career and college ready” we are continually analyzing our successes and challenges to meet this goal and making adjustments to our plans and programs for students. We will share the data of our seniors and freshman from the 2018-2019 school year, current educational options and alternative programs, and where we need to build new opportunities and systems to support more students’ success. As responsible stewards, we will share a working plan about merging and maximizing resources for meeting student needs.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listens to the presentation and asks any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
LEGISLATIVE PRIORITIES INPUT AND PLANNING

SITUATION

In February 2020, elected officials in Oregon will enter into a short legislative session. The intent of short sessions is to focus on important bills that either cannot wait until the next full session or that may get more attention or be easier to pass in an interim session.

The Board typically does not deviate from the Legislative Priorities passed for the preceding full session; however, if there is legislation the Board would like to focus on in the short session, staff can certainly bring forth a recommendation for an addendum to the 2019 Legislative Priorities.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss any known legislation that will be brought forth in the short session that may be of interest for prioritization.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 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 the Hillsboro School District (HSD) 2016-2021 Strategic Plan, as well as the HSD Title I-A programs, High School Success Plan (Measure 98), and equity policy. This CIP will include priorities from the District's needs assessment work, as well as feedback from the diverse communities served. Based on communications from ODE, this CIP will position the District 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 the 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
October 29, 2019
REEMPLOYMENT OF PERS-RETIRED STAFF

SITUATION

Formerly PERS retirees were limited by the number of hours they could work after retiring. The maximum hours that a PERS retired employee could work was not to exceed 1039 hours. With the PERS Reform of SB 1049, PERS retirees may work up to full-time with any PERS employer who hires them for up to five years (January 1, 2020 through December 31, 2024) without any limitation on the number of hours worked. The District is enacting legislation to address these changes.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
September 10, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. EXECUTIVE SESSION
ORS 192.660(2)(e)—Real Estate

- | | |
|--|--|
| <u>Board Present:</u>
Erika Lopez, Chair
Martin Granum, Vice Chair
Lisa Allen
See Eun Kim
Mark Watson | <u>Staff Present:</u>
Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Rose Roman, Assistant to the Board
Kathy Wilson, Assistant to the Superintendent
Val Bokma, Assistant to the Board, Retired |
|--|--|

Board Chair Erika Lopez called the meeting to order at 5:19 PM, and moved the Board into executive session under ORS 192.660(2)(e)—real estate. Directors Yadira Martinez and Jaci Spross were unable to attend the meeting. The Board discussed real estate information provided by the District’s Chief Operations Officer, including recommendations of the District’s realtor and legal counsel; no action was taken. Board Chair Lopez moved the Board out of executive session and recessed the meeting at 5:40 PM.

2. WORK SESSION

- | | |
|--|---|
| <u>Board Present:</u>
Erika Lopez, Chair
Martin Granum, Vice Chair
Lisa Allen
See Eun Kim
Mark Watson | <u>Staff Present:</u>
Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
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
Jordan Beveridge, Chief Information Technology Officer
Rose Roman, Assistant to the Board
Kathy Wilson, Assistant to the Superintendent
Val Bokma, Assistant to the Board, Retired
Devin Hunter, Technology Support
Kelli Waibel, Technology Support |
| <u>Student Representatives:</u>
Danny Adzima
Maria I. Aguilar Alvarado
Andrew Goodwin | |

Board Chair Erika Lopez reconvened the meeting at 5:45 PM.

- A. Special Education Services and Processes
Executive Director of Student Services Elaine Fox provided an overview of the Individualized Education Plan (IEP) process, including Hillsboro School District statistics, IEP development, and the mediation process.
- B. Discuss Community Curriculum Advisory Committee (CCAC) Applications / Introduce Candidates
Assistant Superintendent Travis Reiman discussed the current status of the CCAC application process and the extension of the deadline to September 16, 2019, in order to allow more applicants to apply. Mr. Reiman introduced candidates Emily Gothard, Chris Conner, Rebecca Nelson, and Joe Everton, and read written statements from applicants Michelle Hardish and Luis Rodriguez.
- C. Comprehensive Sexuality Education Plan Update
Assistant Superintendent Travis Reiman provided an overview of the required elements of the plan and answered Board members questions.
- D. ACTION: Nominate Members to OSBA Board of Directors
Board Chair Erika Lopez declared the nominations open for OSBA Board of Directors positions 16 and 20.

Director Martin Granum MOVED, SECONDED by Director Mark Watson, that the Board of Directors nominate Erika Lopez for the OSBA Board of Director position 20. The MOTION CARRIED (5-0).
- E. ACTION: Nominate Members to OSBA Legislative Policy Committee
Board Chair Erika Lopez declared the nominations open for Oregon School Boards Association (OSBA) Legislative Policy Committee positions 15, 16, and 20.

Director Martin Granum MOVED, SECONDED by Director Lisa Allen, that the Board of Directors nominate Mark Watson for the OSBA Legislative Policy Committee position 15. The MOTION CARRIED (5-0).
- F. Recess Board Meeting
The meeting was recessed at 7:14 PM.
- G. Reconvene Meeting
Board Chair Erika Lopez reconvened the meeting at 7:25 PM.
- H. Review Boundary Adjustment Timeline and Process for Brookwood Elementary School
Superintendent Mike Scott reviewed the Brookwood Elementary School boundary adjustment timeline and process, and formulation of the committee. The process is scheduled to begin during the fall season, 2019, and be completed by February 2020. The timeline and process were included in the Board meeting packet.
- I. Local Option Levy Polling Update
The Board discussed at length their options regarding a potential local option levy, including information that is needed for decision making, and possible timelines. The topic will be addressed again at a future meeting.

- J. Discuss Budget Development Process
Superintendent Mike Scott and Chief Financial Officer Michelle Morrison discussed the District's budget development process and timelines, and received Board members' input.
- K. School-Based Health Center Expansion Opportunity
As a follow-up to previous Board discussions, Chief Communications Officer Beth Graser discussed the possibility of applying for a grant to expand the District's school-based health center program and add additional locations within the District. Board members expressed support for moving forward with the grant writing process.
- L. Board Self-Evaluation Process
Board members discussed their self-evaluation process and timeline for 2020, which is scheduled to begin in May.
- M. Discuss Board Goals
The Board reviewed a draft version of their proposed 2019-20 goals and provided additional input. The Board is scheduled to adopt their goals on September 24.
- N. Discuss Recognition and Proclamations
The Board discussed potential guidelines for issuing proclamations. They intend to continue this discussion at a future meeting.
- O. Discussion Time
Board members, Student Representatives to the Board, and the Superintendent discussed District events and processes, and provided brief summaries of their recent and upcoming activities.
- P. Adjourn
The meeting was adjourned at 9:01 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
September 24, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

DRAFT

1. 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
Casey Waletich, Chief Operations Officer
Jordan Beveridge, Chief Information Technology Officer
Rose Roman, Assistant to the Board
Kathy Wilson, Assistant to the Superintendent
Kelli Waibel, Technology Support
Saideh Haghighi, Director, Equity and Human Resources

Student Representatives Present:

Danny Adzima
Maria Isabel Aguilar Alvarado
Andrew Goodwin

Budget Committee Candidates

Present:

Kevin Murphy

Others Present:

Dan Goldman, Superintendent NWRESD
Martha Rodriguez, Principal, Minter Bridge Elementary School
Hugo Johnson, Dual Language Teacher, Reedville Elementary
Kimberly Lemus, Student Teacher, South Meadows Middle School

Board Chair Erika Lopez reconvened the meeting at 5:19 PM.

A. Discuss Budget Committee Applications / Introduce Applicants

Positions 5, 6 and 7 on the District's Budget Committee are currently vacant, with terms that ended on June 30, 2019. The following candidates have applied to serve on the Budget Committee:

- Alexander Diaz (position 6, requesting reinstatement)
- Kevin Murphy (new application)
- Kim Strelchun (new application)
- Emily Gothard (new application)

Budget committee candidates had the opportunity to introduce themselves to the Board. Kevin Murphy briefly addressed the Board regarding his qualifications and interest in serving.

On October 29, Board members are scheduled to select and appoint Budget Committee members to serve in the vacant positions.

B. Community Curriculum Advisory Committee Candidates - Selection Process

Assistant Superintendent Travis Reiman explained that the Board would be asked to select candidates to fill seven two-year and five one-year positions on the Community Curriculum Advisory Committee (CCAC) and appoint student members. Mr. Reiman introduced the six candidates who were present. Each candidate briefly addressed the Board regarding their qualifications and interest in serving.

As of September 24, the following candidates had applied to serve on the CCAC:

- Marisol Cariño - Reinstatement
- Chris Connor - New Application
- Joe Everton - Reinstatement
- Emily Gothard - New Application
- Michelle Harnish - New Application
- Rebecca Nelson - Reinstatement
- Luis Rodriguez - New Application
- Amber Jones - New Application
- Isuru Kumari Salpitikorala - New Application
- Linda Osuna - Reinstatement
- Lindsay Foster - New Application
- Sean Walkenhorst - New Application
- Shane Riddle - New Application
- Thomas Hughes - New Application
- Pedro Roman (CHS) - Reinstatement
- Eduardo Silva Alonso (HHS) - New Application
- Jacey Passmore (CHS) - New Application
- Jasmin Dolores Cruz (HHS) - New Application
- Natalie Jones (CHS) - New Application

Board members selected their preferred candidates, in order to identify a slate of candidates to be appointed during the regular session.

- Board Chair Erika Lopez selected Marisol Cariño, Joe Everton, Rebecca Nelson, Luis Rodriguez, Amber Jones, Isuru Kumari Salpitikorala, Linda Osuna, Lindsay Foster, Shane Riddle, Thomas Hughes, and students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, Jasmin Dolores Cruz, and Natalie Jones.
- Board Vice Chair Martin Granum selected Marisol Cariño, Chris Connor, Joe Everton, Emily Gothard, Michelle Harnish, Rebecca Nelson, Luis Rodriguez, Amber Jones, Linda Osuna, Lindsay Foster, Sean Walkenhorst, Shane Riddle, and students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, Jasmin Dolores Cruz, and Natalie Jones
- Director Lisa Allen selected Marisol Cariño, Chris Connor, Joe Everton, Emily Gothard, Michelle Harnish, Rebecca Nelson, Luis Rodriguez, Amber Jones, Isuru Kumari Salpitikorala, Linda Osuna, Lindsay Foster, Shane Riddle, and students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, Jasmin Dolores Cruz, and Natalie Jones
- Director Yadira Martinez selected Marisol Cariño, Emily Gothard, Michelle Harnish, Rebecca Nelson, Luis Rodriguez, Amber Jones, Isuru Kumari Salpitikorala, Linda Osuna, Lindsay Foster, Shane Riddle, Thomas Hughes and students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, Jasmin Dolores Cruz, and Natalie Jones
- Director Jaci Spross selected Marisol Cariño, Joe Everton, Michelle Harnish, Rebecca Nelson, Luis Rodriguez, Amber Jones, Linda Osuna, Shane Riddle, Thomas Hughes, and students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, and Natalie Jones
- Director See Eun Kim selected Marisol Cariño, Joe Everton, Michelle Harnish, Rebecca Nelson, Luis Rodriguez, Amber Jones, Isuru Kumari Salpitikorala, Linda Osuna, Shane Riddle, Thomas Hughes, and students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, Jasmin Dolores Cruz, and Natalie Jones
- Director Mark Watson selected Marisol Cariño, Joe Everton, Emily Gothard, Rebecca Nelson, Luis Rodriguez, Amber Jones, Isuru Kumari Salpitikorala, Linda Osuna, Lindsay Foster, Sean Walkenhorst, Shane Riddle, Thomas Hughes, and

students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, Jasmin Dolores Cruz, and Natalie Jones

Based on these selections, it was determined that Marisol Cariño, Joe Everton, Rebecca Nelson, Luis Rodriguez, Amber Jones, Linda Osuna, and Shane Riddle would fill the seven two-year positions, with terms ending on June 20, 2021; and Emily Gothard, Michelle Harnish, Isuru Kumari Salpitikorala, Lindsay Foster, and Thomas Hughes would fill the five one-year positions with terms ending on June 20, 2020. Students Pedro Roman, Eduardo Silva Alonso, Jacey Passmore, Jasmin Dolores Cruz, and Natalie Jones were chosen to fill positions with terms ending on June 30, 2021. The Board appointed the candidates during the regular session.

C. NWRESD Superintendent Introduction

Superintendent Mike Scott introduced Dan Goldman, the new Superintendent of the Northwest Regional Educational Service District (NWRESD). Superintendent Goldman addressed the Board regarding his background and the vision of the NWRESD.

D. Department Report - Human Resources

Chief Human Resources Officer Kona Lew-Williams and Director of Equity and Human Resources Saideh Haghighi presented a report regarding the Human Resources Department's plan for increasing the District's highly-qualified multilingual/multicultural staff. Staff members Hugo Johnson, Martha Rodriguez, and Kimberly Lemus shared information and recommendations for navigating the District's pathway to licensure.

E. Discussion Time

1) NSBA Conference Planning

Directors See Eun Kim, Mark Watson, and Jaci Spross expressed their interest in attending the NSBA conference in Chicago, IL, in April of 2020. Board Chair Erika Lopez explained that she will likely attend on behalf of the Oregon School Boards Association (OSBA) color caucus.

2) Student Representatives / Superintendent / Board Discussion

Board members, Student Representatives, and the Superintendent discussed recent and upcoming District events and their activities, goals, and priorities.

F. Recess Board Meeting

The meeting was recessed at 6:48 PM.

2. Regular 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
Casey Waletich, Chief Operations Officer
Rose Roman, Assistant to the Board
Kathy Wilson, Assistant to the Superintendent
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Mariana Roman, Bilingual Interpreter / Translator
Kelli Waibel, Technology Support

Student Representatives Present:

Danny Adzima
Maria Isabel Aguilar Alvarado
Andrew Goodwin

Others Present:

Glencoe HS Chamber Choir
Claudia Ruf, Principal, GHS
Melody Hansen, HCU
Joe Vermeire, HEA
Max Egener, Pamplin Media Group

A. Call to Order and Flag Salute

Board Chair Erika Lopez reconvened the meeting at 7:04 PM and led the Pledge of Allegiance.

B. Student Presentation

1. Student Presentation: Glencoe High School Chamber Choir
The Glencoe High School Chamber Choir performed two songs.

C. Approval of Agenda

Director Jaci Spross MOVED, SECONDED by Director Martin Granum, to approve the agenda as printed. The MOTION CARRIED (7-0).

D. Recess Board Meeting; Convene Meeting of the Local Contract Review Board

Board Chair Erika Lopez recessed the Board meeting and convened a meeting of the Local Contract Review Board (LCRB) at 7:14 PM.

E. Public Hearing Regarding the Hillsboro School District Draft Findings of Fact Supporting Specific Exemptions from Competitive Bidding Requirements

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

Chief Operations Officer Casey Waletich presented the Findings of Fact for the use of the Construction Management / General Contractor (CM/GC) process. The Findings of Fact are included in the Board meeting packet.

2. Public Testimony

Board Chair Erika Lopez declared the public hearing of the Local Contract Review Board open at 7:14 PM and invited public testimony regarding the Findings of Fact. Hearing no public testimony, Board Chair Lopez closed the public hearing.

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

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

F. Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting

Board Chair Erika Lopez adjourned the meeting of the Local Contract Review Board and reconvened the meeting of the Board of Directors at 7:18 PM.

G. Audience Time

Several audience members asked to address the Board regarding agenda item 2.H.(2) Comprehensive Sexuality Education Plan Report and Recommendation. In accordance with Board policy, audience comments regarding this published agenda item were heard during the designated place on the agenda.

H. REPORTS AND DISCUSSION

1. Hillsboro Schools Foundation - Annual Report

Aron Carleson, Executive Director of the Hillsboro Schools Foundation, presented a report on last schools year's donations and funded projects, and provided an overview of upcoming events.

2. Comprehensive Sexuality Education Plan Report and Recommendation

Assistant Superintendent Travis Reiman presented a report on the Comprehensive Sexuality Education Plan. Board members discussed the adoption timelines, availability of resources on the Hillsboro School District website, and Oregon Department of Education requirements. Three members of 2018-19 Community Curriculum Advisory Committee, Rebecca Nelson, Joe Everton, and Pedro Roman, discussed their experiences serving on the committee.

The following audience members addressed the Board regarding this agenda item:

Charles Starr	Chantel Wilkinson	Jenna Walkenhorst
Suzanne Colvin	Angie Fisher	Zondra Runberg
Lindsay Foster	April Walkenhorst	Jennifer Zohar
Bethany Hansen	Ray Hackle	JoLynn Farrer
Holly Scott	Barbara Michaud	Stephen Crane

3. Recess Board Meeting
The Board meeting was recessed at 9:36 PM.
4. Reconvene Board Meeting
The Board meeting was reconvened at 9:50 PM.
5. Present Superintendent's Goals for 2019-20
Superintendent Mike Scott presented his goals for the 2019-20 school year. Superintendent Scott's goals are included in the Board meeting packet.
6. Continuous Improvement Plan (CIP) and Student Success Act (SSA) Update
Assistant Superintendent Travis Reiman presented the most recent results of the SSA survey.
7. Financial Report
Chief Financial Officer Michelle Morrison presented the Financial Report, which was included in the Board meeting packet.

I. Consent Agenda

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

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

Consent Agenda items were as follows:

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

J. Action Items

1. Accept Gifts and Donations

Director Martin Granum MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors accept the donations listed in the Board meeting packet. The MOTION CARRIED (7-0).

2. Appoint Community Curriculum Advisory Committee Members

Director Jaci Spross MOVED, SECONDED by Director Martin Granum, 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:
 - Marisol Cariño
 - Rebecca Nelson
 - Luis Rodriguez
 - Amber Jones
 - Linda Osuna
 - Shane Riddle
 - Joe Everton

- Appoint the following candidates to the five one-year positions:
 - Michelle Harnish
 - Isuru Kumari Salpitikorala
 - Lindsay Foster
 - Emily Gothard
 - Thomas Hughes
- Appoint the following candidates to the two-year student positions:
 - Pedro Roman
 - Eduardo Silva Alonso
 - Jacey Passmore
 - Jasmin Dolores Cruz
 - Natalie Jones

The MOTION CARRIED (7-0).

3. Appoint Audit Committee

Director Martin Granum MOVED, SECONDED by Director Lisa Allen, that the Board of Directors appoint Directors Martin Granum, Lisa Allen, and See Eun Kim, and Student Representative Andrew Goodwin, to serve on the Audit Committee for the 2019-20 school year. The MOTION CARRIED (7-0).

Student Representative Andrew Goodwin asked to be excused from serving on the committee.

Director Martin Granum MOVED to AMEND THE MOTION, removing Andrew Goodwin. The AMENDED MOTION CARRIED (7-0).

The MAIN MOTION CARRIED (7-0).

4. Adopt 2019-20 Board Goals

Director See Eun Kim MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors adopt its 2019-20 goals, as printed in the Board meeting packet. The MOTION CARRIED (7-0).

5. Notice of Intent to Purchase

Chief Information and Technology Officer Jordan Beveridge asked the Board to acknowledge the intent to purchase Microsoft licenses for the use of staff computers and servers.

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

K. HCU / HEA Reports

HCU President Melody Hansen introduced herself and discussed her goals for the next two years.

HEA Vice-President Joseph Vermeire discussed the beginning of 2019-20 school year, upcoming trainings, and the HEA 5k run on October 5, 2019.

L. Discussion Time

1. Student Representatives' Time

Student Representatives Danny Adzima, Andrew Goodwin, and Maria Isabel Aguilar Alvarado each discussed programs and events at their high schools.

2. Superintendent's Time

Superintendent Mike Scott discussed District events, programs, and processes, and provided a brief summary of his recent and upcoming activities.

3. Board of Directors' Time

Board members discussed District events and programs, and provided brief summaries of their recent and upcoming activities.

K. Adjourn Regular Session

The meeting was adjourned at 10:27 PM.

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
October 8, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. Work Session

Board Present:

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

Student Representatives 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
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Rose Roman, Assistant to the Board
Kathy Wilson, Assistant to the Superintendent
Angie Jimenez Morales, Bilingual Interpreter / Translator
Kelli Waibel, Technology Support
Jonathan Sanchez, Data Technician

Others Present:

Melody Hansen, HCU President
Jill Golay, HEA President
Joe Vermeire HEA Vice President
Nabil Zerizef, Principal Farmington View Elementary
Katie Thomas, Principal Groner Elementary
Audria Neville, Executive Director of Schools
Alex Oh, Security Supervisor
Adela Rios, SRO
Olga Acuña, Director of Federal Programs
Saideh Haghighi, Director of Equity and Human Resources

Board Chair Erika Lopez called the meeting to order at 5:15 PM.

A. Flight Team Presentation

Principals Katie Thomas and Nabil Zerizef discussed the Hillsboro School District Flight team and the support it provides to school and departments in handling the logistics in the event of a student or staff death.

B. Comprehensive Sexuality Education Update

Assistant Superintendent Travis Reiman provided an update to the Board on the changes made to the Comprehensive Sexuality Education (CSE) curriculum based on feedback received from the public. The Board asked questions and discussed the CSE curriculum and recent changes at length.

C. Equity Professional Development

This agenda item was cancelled, due to time constraints.

D. Recess Board Meeting

The meeting was recessed at 7:20 PM.

E. Reconvene Board Meeting

The meeting was reconvened at 7:30 PM.

F. Continuous Improvement Plan (CIP) and Student Success Act (SSA) Update

Assistant Superintendent Travis Reiman gave an update on the District's Student Success Act work and the process going forward.

G. Student Success Act - Public Hearing

The following audience members addressed the Board during the Public Hearing:

Sara Miller	Johanna Vaandering	Angela Adzima
Mary Kay Babcock	Jill Golay	JoAnn Conroy
Lynn Horihan	Cindy Davidson	Annie Tronco
Priscilla Gomora	Lucia Benavides	Francisca Alonso Sid
Jennifer Meeuwsen	Joe Vermeire	Dorotea Lopez
Lionila Cisneros		

H. Review Boundary Adjustment Timeline and Process for Brookwood Elementary School

Chief Operations Officer Casey Waletich discussed the findings from the Brookwood Elementary boundary process and the District's recommendation to wait and reevaluate boundary adjustments in another year. The Board collectively agreed to delay the process until next year.

I. Mandatory Reporting Update

Chief Human Resources Officer Kona Lew-Williams provided information regarding the guidelines and appropriate actions for mandatory reporting.

J. American Education Week Planning

Board members agreed that they would like to honor District staff during American Education week (November 18-22) by continuing the tradition of delivering notes of appreciation and baskets of apples to staff at their work locations.

K. Northwest Regional Education Service District (NWRES D) Update / Input

Superintendent Mike Scott discussed the District's participation in the NWRES D and the services and benefits provided by the NWRES D. The District recommends full participation with the NWRES D for the 2020-21 school year.

L. ACTION ITEM: Ratify Salary Schedule for Bus Drivers with Hillsboro Classified United

Chief Human Resources Officer Kona Lew-Williams thanked Hillsboro Classified United for their collaboration in increasing salary for bus drivers.

Director Lisa Allen MOVED, SECONDED by Director Yadira Martinez that the Board of Directors approve the amended salary schedule for bus drivers, as voted by Hillsboro Classified United, to update in the current classified management agreement, effective through June 30, 2021. Yadira second. The MOTION CARRIED (7-0).

M. Discussion Time

1) Student Representatives' Time

Student Representatives Danny Adzima, Andrew Goodwin, and Maria Isabel Aguilar Alvarado each discussed programs and events at their high schools.

2) Board of Directors' Time

Board members discussed District events and programs, and provided brief summaries of their recent and upcoming activities.

N. Adjourn Meeting

The meeting was adjourned at 9:26 PM.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

Jessica Ackerman

Assignment: 1.0 FTE Preschool Teacher
Location: Liberty High School
Effective Date: September 27, 2019

Hannah Bourcier

Assignment: 1.0 FTE General Education Teacher
Location: Liberty High School
Effective Date: October 3, 2019

Kevin Hertel

Assignment: 1.0 FTE TOSA – Dean of Students
Location: Hillsboro High School
Effective Date: October 4, 2019

Cara Keenan

Assignment: 1.0 FTE Language Arts Teacher
Location: Miller Education Center
Effective Date: September 20, 2019

Luz Lopez Vergara Lechuqa

Assignment: 1.0 FTE Dual-Language Kindergarten Teacher
Location: Eastwood Elementary School
Effective Date: September 23, 2019

Deborah Ward

Assignment: 1.0 FTE 5th /6th Grade Teacher
Location: Jackson Elementary School
Effective Date: September 27, 2019

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

Hannah Bourcier

Education: MA – University of Nebraska at Omaha, NE
Experience: 16 years
Assignment: 1.0 FTE General Education Teacher – Liberty High School

Holly Draper

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 0.5 FTE Secondary Resource Specialist – Glencoe High School

Leah Duncan

Education: MA – Portland State University, Portland, OR
Experience: 2 years
Assignment: 1.0 FTE 3rd Grade Teacher – Butternut Creek Elementary School

Char Evanson

Education: BA – University of Northern Colorado, Greeley, CO
Experience: 6 years
Assignment: 1.0 FTE 1st Grade Teacher – West Union Elementary School

Nina Malik

Education: MA – University of Southern Californian, Las Angeles, CA
Experience: 4 years
Assignment: 1.0 FTE Pre-School Teacher – Liberty High School

Kyle Peden

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

MaKaylee Rios

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE 1st Grade Teacher – Quatama Elementary School

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

Krista Becker

Education: MA – Portland State University, Portland, OR
Experience: 1 year

Assignment: 0.75 FTE General Education Specialist – Lincoln Street Elementary

Mindy Gates

Education: MA – Walden University, Minneapolis, MN
Experience: 6 years
Assignment: 1.0 FTE 3rd/4th Grade Teacher – Lincoln Street Elementary School

Zachary Keenan

Education: MA – Portland State University, Portland, OR
Experience: 10 years
Assignment: 1.0 FTE 1st/2nd Grade Teacher – North Plains Elementary School

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
PROCLAIM AMERICAN EDUCATION WEEK

SITUATION

The week of November 18 – 22, 2019, has been designated American Education Week. The theme “*Great Public Schools: A Basic Right and Our Responsibility*” serves as a reminder that the future of the community, the state, and the nation is in classrooms now. The education of over 20,000 students in the Hillsboro School District is an important responsibility for every employee, substitute, Board member, volunteer, community partner, and patron. During American Education Week, all partners in the education environment will be acknowledged and recognized.

RECOMMENDATION

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

I move that the Board of Directors proclaim November 18 – 22, 2019, as American Education Week in the Hillsboro School District.

PROCLAMATION

WHEREAS public schools are the backbone of our society, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS education employees, be they licensed, classified and technical support staff, or administrators, work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS our nation is celebrating the week of November 18-22, 2019, as American Education Week;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Hillsboro School District does proclaim the week of November 18-22, 2019, as American Education Week in Hillsboro School District, with the theme "Great Public Schools: A Basic Right and Our Responsibility."

The Board of Directors further encourages all citizens to extend their commitment to public education and to the future of our children by supporting our community's schools through the contribution of time and energy.

Dated this 29th day of October, 2019

Erika Lopez, Board Chair

Attested By: Mike Scott, Superintendent



HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
ACCEPT GIFTS AND DONATIONS
(as of September 30, 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 \$16,914.36 from Patterson Booster Club to Patterson Elementary School to be used as follows:
 - \$8,286.20 for Classroom/Teacher supplies and materials
 - \$7,283.50 for I-Ready Online Learning
 - \$1,344.66 for Classroom chart paper and school printer cartridges
- Donation of \$5,000 from the Hillsboro Community Hillsboro School District to the Mariachi Una Voz program to be used for uniforms and instruments.

RECOMMENDATION

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

I move that the Board of Directors accept the donations listed in the Board meeting packet.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
APPOINT BUDGET COMMITTEE MEMBERS

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 are currently vacant, having expired on June 30, 2019. (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).) Term expiration dates are provided below for the positions to be filled:

<u>POSITION</u>	<u>EXPIRES</u>
5	June 30, 2022
6	June 30, 2022
7	June 30, 2022

Vacancies on the Budget Committee were publicly announced in June, and applications were received through September 3. Two applications for reappointment and two new applications were received.

On September 24, Board members reviewed the applications, met the applicant present and discussed the selection process. During tonight's regular session, the Board will officially appoint the new Budget Committee members.

RECOMMENDATION

The Superintendent recommends that the Board of Directors appoint the selected candidates to the Budget Committee.

- *I move that the Board of Directors appoint the slate of candidates identified during the work session to the three vacant positions on the Budget Committee, as follows:*
 - *Appoint _____ to position 5, which expires on June 30, 2022*
 - *Appoint _____ to position 6, which expires on June 30, 2022*
 - *Appoint _____ to position 7, which expires on June 30, 2022*

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
AWARD CONTRACT FOR NEW ELEMENTARY SCHOOL IN NORTH PLAINS

SITUATION

One of the major new construction projects included in the Hillsboro School District's 2017 Bond Program is the construction of a new 600 student elementary school in North Plains.

On August 2, 2019 the District posted an Invitation to Bid to our Pre-Qualified General Contractor list for this project. A mandatory pre-bid meeting was held at the site on March 5, 2019.

On August 14, 2019 the District received bids from 5 General Contractors for this project. Construction Management staff recommends that the contract for the New Elementary School in North Plains be awarded to the low bidder, Kirby Nagelhout Construction in the amount of \$24,450,000.

A copy of the Invitation to Bid, Bid Documents and Bid Results are attached to this situation page.

RECOMMENDATION

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

I move that the Board of Directors award the contract for the construction of a new 600-student elementary school in North Plains to Kirby Nagelhout Construction in the amount of \$24,450,000.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
COMPREHENSIVE SEXUALITY EDUCATION BOARD 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 Hillsboro School District Comprehensive Sexuality Education Plan for 2019-2021.

The September 24 report to the Board contained an overview of the District’s process and plan, as well as an overview of the CSE Plan, which contains essential components, among them a message to the community, FAQs, and lessons for review by parents and community members. Tonight’s update will include revisions to the plan.

RECOMMENDATION

The Superintendent recommends that the Board of Directors vote to approve the plan and take action on the following motion:

I move that the Board of Directors approve the Comprehensive Sexuality Education Plan for 2019-2021.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 2019
OCTOBER 1, 2019 ENROLLMENT REPORT

SITUATION

On October 1, 2019, the Hillsboro School District had 20,044 registered students. This is a decrease of 311 students from October 1, 2018, and represents a 1.53 percent decrease in student growth.

Level	10/1/2019	Student Growth	Percentage Growth
Kinder	1,537	-36	-2.29
Grades 1-6	9,417	-161	-1.68
Grades 7-8	3,090	3	0.10
Grades 9-12	6,000	-117	-1.91
TOTALS	20,044	-311	-1.53

Over the past fifteen years our District has experienced growth of 701 students or 3.62 percent from October 1, 2004 to October 1, 2019.

HISTORICAL DATA

Date	Total Enrollment
October 1, 2004	19,343
October 1, 2005	19,568
October 2, 2006	19,942
October 1, 2007	19,959
October 1, 2008	20,206
October 1, 2009	20,375
October 1, 2010	20,499
October 1, 2011	20,571
October 1, 2012	20,505
October 1, 2013	20,760
October 1, 2014	20,719
October 1, 2015	20,654
October 3, 2016	20,502
October 2, 2017	20,373
October 1, 2018	20,355
October 1, 2019	20,044

Allocated staffing ratios for October 1, 2012, through October 1, 2019 are shown below.

	Allocated 10/1/12	Allocated 10/1/13	Allocated 10/1/14	Allocated 10/1/15	Allocated 10/3/16	Allocated 10/2/17	Allocated 10/1/18	Allocated 10/1/19
K-6	30.5:1	30:1	K: 26:1 1-2: 28:1 3-6: 29:1	*K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 31:1
7-12	30.5:1	30:1	29:1	29:1	29:1	29:1	29:1	31:1

* First year of full-day Kindergarten

The table below shows race percentages of student enrollment for school years 2015-16 through October 1, 2019.

Race	Percentage 2015-16	Percentage 2016-17	Percentage 2017-18	Percentage 2018-19	Percentage 2019-20
American Indian/Alaskan Native	0.67%	0.70%	0.69%	0.68%	0.66%
Asian	6.51%	6.69%	6.74%	6.72%	6.59%
African American	2.17%	2.28%	2.18%	2.28%	2.54%
Hispanic	36.42%	36.46%	37.07%	37.38%	38.52%
Multiple	5.59%	5.96%	6.44%	6.50%	6.80%
Native Hawaiian/Other Pacific Islander	0.78%	0.76%	0.74%	0.72%	0.70%
White	47.86%	47.15%	46.14%	45.73%	44.18%

RECOMMENDATION

The Superintendent recommends the Board of Directors reviews and discusses this enrollment report.

HILLSBORO SCHOOL DISTRICT 1J
October 29, 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 31: Department Collaboration- Communications Regarding PERS Changes. Central office services are designed to anticipate and proactively meet the needs of each school. The Business Office, Human Resources and Communications departments are collaborating to develop a staff and stakeholder Frequently Asked Question document regarding the changes to the PERS system from the 2019 Legislative Session. Communications will describe the changes, potential impacts to staff, and the District’s position regarding rehiring retirees.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. Finance Manager Jennifer Zavatsky and the Finance Team have been working with the bank and authorities to investigate and recover funds recently lost to check fraud. The team anticipates that there will be a 50% reimbursement from the bank and an additional recovery from the district insurance provider. The Business Office staff will provide training on Digital and Finance Security and complete a controls assessment to ensure awareness and controls are current.

Finance Team – Financial Reporting and Grants. The District auditors have finished their final site work and are beginning their review of the (draft) financial report. Manager of Business Services Jeff Jones serves as point of contact for the auditors and coordinates their work according to a predetermined timeline to finalize a Comprehensive Annual Report. The report will be presented to the Audit Committee and full board, for approval at the December meeting. A non-technical situation page will precede the report as requested last year.

The Business Office has been working closely with the Office of School Performance on both Measure 98 (High School Success) and Student Investment Fund. Although these are grant funds, the substantial amounts for instruction involve leveraging all operational funds. The Continuous Improvement Plan, and grant applications require planning and communication to the Department of Education on multiple timelines. All of the information regarding costs and service levels will be informed on the normal budget development process next Spring.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis and Payroll Team continue to provide excellent and responsive service to our staff and decision makers. They have been busy working with employees after the first major payroll of the year to answer questions about pay rates, leave accruals, and other deduction questions. The Payroll Team also work closely with the finance and benefits teams to process adjustments to benefits.

The Benefits team have completed and debriefed about the employee benefit enrollment period. They noted many things that went well, including the addition of bilingual services, and challenges with details around the new Moda plan designs from the Oregon Educator Benefits Board. They utilized a great deal of face time with staff to communicate regarding new Short Term Disability options and Preferred Plans (high-deductible plans coupled with a health reimbursement arrangement). The Benefits team have planned an Oregon Growth Savings Presentation for District staff on October 22, 2019. Additional projects include enhance employee orientation in partnership with Human Resources, and standardization of OFLA/FMLA leave requests and processing.

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 August 2019.

The District received 2 workers' compensation claims in August. As of August 31, 2019, there were 17 open claims; 7 were for medical costs only, and 10 included time loss. There were no employees on modified work plans during August.

Workers' Compensation Reports			
	2017-18	2018-19	2019-20
July	3	1	3
August	2	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	5

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 6 student incidents reported in August.

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	6	N/A	0
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	8		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 August.

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

Revenues	July Actual	August Actual	September Actual	1st Quarter Actual	Fiscal YTD 2019-20	Budget 2019-20	% of 2019-20 Budget Expended	Fiscal YTD 2018-19	% of 2018-19 Budget Expended
Taxes	\$0.00	\$214,696.12	\$128,268.73	\$342,964.85	\$342,964.85	\$75,807,061.00	0.45%	\$1,669,972.39	2.25%
Interest	\$47,965.09	\$59,084.40	\$54,429.95	\$161,479.44	\$161,479.44	\$1,200,343.00	13.45%	\$143,108.24	33.05%
Local Sources	\$18,182.89	\$144,543.72	\$22,707.13	\$185,433.74	\$185,433.74	\$2,653,543.00	6.99%	\$46,962.43	2.36%
Total Local	\$66,147.98	\$418,324.24	\$205,405.81	\$689,878.03	\$689,878.03	\$79,660,947.00	0.87%	\$1,860,043.06	2.42%
County/ESD	\$0.00	\$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	\$11,340,157.00	\$45,801,440.21	\$45,801,440.21	\$140,165,278.00	32.68%	\$41,995,150.00	32.52%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$0.00	\$11.24	\$30.00	\$41.24	\$41.24	\$0.00	0.00%	\$1,036,224.48	103.62%
Beginning Balance *	\$8,999,197.00	\$0.00	\$0.00	\$8,999,197.00	\$8,999,197.00	\$8,999,197.00	100.00%	\$12,795,797.87	95.55%
Total Revenue	\$31,697,315.40	\$12,247,648.27	\$11,545,592.81	\$55,490,556.48	\$55,490,556.48	\$232,505,143.00	23.87%	\$57,687,215.41	25.76%
Expenditures									
Instruction									
Salaries	\$34,621.61	\$90,923.32	\$7,020,209.21	\$7,145,754.14	\$7,145,754.14	\$73,582,790.06	9.71%	\$6,903,813.82	9.38%
Benefits	\$14,053.44	\$36,509.97	\$3,844,890.64	\$3,895,454.05	\$3,895,454.05	\$39,425,261.32	9.88%	\$3,523,200.60	8.94%
Purchased Service	\$254,580.03	\$140,072.71	\$298,317.37	\$692,970.11	\$692,970.11	\$12,202,173.73	5.68%	\$1,096,337.91	9.13%
Supplies/Materials	\$172,658.73	\$134,566.47	\$167,257.19	\$474,482.39	\$474,482.39	\$3,071,652.63	15.45%	\$523,176.75	20.34%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$700.00	1.40%
Other	\$82,832.00	\$19,886.14	\$118,435.72	\$221,153.86	\$221,153.86	\$1,049,722.26	21.07%	\$133,917.14	44.68%
Total Instruction	\$558,745.81	\$421,958.61	\$11,449,110.13	\$12,429,814.55	\$12,429,814.55	\$129,331,600.00	9.61%	\$12,181,146.22	25.76%
Support Services									
Salaries	\$1,718,785.06	\$1,847,208.80	\$3,498,400.44	\$7,064,394.30	\$7,064,394.30	\$48,376,347.38	14.60%	\$6,507,739.90	13.45%
Benefits	\$1,023,057.96	\$1,091,862.76	\$2,088,091.56	\$4,203,012.28	\$4,203,012.28	\$25,919,785.53	16.22%	\$3,692,127.86	14.24%
Purchased Service	\$2,107,258.88	\$1,143,809.43	\$1,102,860.92	\$4,353,929.23	\$4,353,929.23	\$8,022,210.02	54.27%	\$2,636,525.15	32.87%
Supplies/Materials	\$615,556.75	\$310,946.81	\$637,026.91	\$1,563,530.47	\$1,563,530.47	\$2,019,430.55	77.42%	\$1,332,161.07	52.88%
Capital Purchases	\$13,130.74	\$8,502.00	\$0.00	\$21,632.74	\$21,632.74	\$0.00	0.00%	\$116,625.20	77.75%
Other	\$18,616.86	\$1,206,404.66	\$168,020.00	\$1,393,041.52	\$1,393,041.52	\$690,130.52	201.85%	\$1,217,880.13	84.57%
Total Support	\$5,496,406.25	\$5,608,734.46	\$7,494,399.83	\$18,599,540.54	\$18,599,540.54	\$85,027,904.00	21.87%	\$15,503,059.31	17.94%

