

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS

Virtual Meeting – Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

Board Meeting Agenda

March 17, 2020

5:15 PM

Please note that in light of current public health concerns related to COVID-19, this meeting will be a virtual meeting held at the Administration Center with only essential personnel and credentialed media, and without the public in attendance. Additional information regarding meeting access is available on www.hsd.k12.or.us. Public Comment will not be received during this meeting but can be emailed to romanr@hsd.k12.or.us. Written testimony related to the Public Hearing Authorizing Emergency Procurement of Services Due to Covid19 Emergency Declaration will be accepted until 5:00 PM on Tuesday, March 17, 2020 at romanr@hsd.k12.or.us. The estimated times listed below for specific agenda items are subject to change.

1. 5:15 PM - Work Session

- A. Coronavirus Update
Presenter: Mike Scott
Time: 5:15 PM, 20 minutes
- B. Strategic Plan Update
Presenter: Travis Reiman / Beth Graser / Dayle Spitzer
Time: 5:35 PM, 15 minutes
- C. Demography Report
Presenter: Adam Stewart / Michelle Morrison
Time: 5:50 PM, 30 minutes
- D. Local Option Levy Discussion
Presenter: Beth Graser/Mike Scott
Time: 6:20 PM, 10 minutes
- E. Job Description Update
Presenter: Kona Lew-Williams
Time: 6:30 PM, 5 minutes
- F. Discuss/Review Board Meeting Processes
Presenter: Mike Scott / Erika Lopez
Time: 6:35 PM, 15 minutes
- G. Recess Board 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. Recognition / Student Presentation
 - 1. Recognition and Proclamations
Presenter: Erika Lopez
Time: 7:05 PM, 10 minutes
 - a. Classified Employee Appreciation Week
 - b. Women's History Month

- c. National Volunteer Week
- C. Approval of Agenda
- D. Audience Time
Time: 7:15 PM, 5 minutes
- E. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
Time: 7:20 PM, 5 minutes
 1. Approve Minutes of February 11, 2020, Board Meeting
 2. Approve Minutes of February 25, 2020, Board Meeting
 3. Approve Routine Personnel Matters
 4. Approve 2020-21 Calendar
 5. Authorize Application for 2020 Migrant Summer School
- F. Action Items
 1. Accept Gifts and Donations
Presenter: Michelle Morrison
Time: 7:25 PM, 5 minutes
 2. Inter-District Transfers
Presenter: Beth Graser
Time: 7:30 PM, 5 minutes
- G. Recess Board Meeting; Convene Meeting of the Local Contract Review Board
Presenter: Erika Lopez
Time: 7:35 PM
- H. Public Hearing Authorizing Emergency Procurement of Services Due to Covid 19
Emergency Declaration
Presenter: Casey Waletich
Time: 7:35 PM, 5 minutes
 1. Public Testimony
Presenter: Erika Lopez
Time: 7:40 PM, 5 minutes
 2. Approve the use of the Emergency Procurement of Services to meet the purchasing needs of the District generated by the emergency declaration
Presenter: Erika Lopez
Time: 7:45 PM
- I. Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting
Presenter: Erika Lopez
Time: 7:45 PM
- J. Reports and Discussion
 1. Financial Report (*see written report*)
Presenter: Michelle Morrison
Time: 7:45 PM, 5 minutes
 2. First Read - Language Arts Adoption
Presenter: Travis Reiman
Time: 7:50 PM, 30 minutes
- K. Policies - First Reading

Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular meeting.

Presenter: Mike Scott

Time: 8:20 PM, 5 minutes

1. G: Personnel

- a. GA: Personnel Policy Goals (Delete)
Presenter: Kona Lew-Williams
- b. GAA: Personnel: Definitions
Presenter: Kona Lew-Williams
- c. GAB: Job Descriptions
Presenter: Kona Lew-Williams
- d. GABA: Standards of Ethical Professional Performance
Presenter: Kona Lew Williams
- e. GB: General Personnel Policies
Presenter: Kona Lew-Williams
- f. GBA: Equal Employment Opportunity
Presenter: Kona Lew-Williams
- g. GBCA: Staff Religious Dress
Presenter: Kona Lew-Williams
- h. GBD: Board-Staff Communications
Presenter: Mike Scott
- i. GBE: Staff Health and Safety
Presenter: Michelle Morrison
- j. GBEA: Workers' Compensation Insurance (Delete)
Presenter: Michelle Morrison
- k. GBEB: Communicable Diseases - Staff
Presenter: Travis Reiman
- l. GBEB: Staff with HIV, AIDS, and HBV
Presenter: Travis Reiman
- m. GBEBAA/JHCCBA/EBBAB: Hepatitis B/Bloodborne Pathogens (Delete)
Presenter: Travis Reiman
- n. GBEBBC/EBBAA/JHCCC: Infection Control - HIV, AIDS, HBV (Delete)
Presenter: Travis Reiman
- o. GBEBE/JHCCE: News/Media - HIV, AIDS, or HBV (Delete)
Presenter: Travis Reiman
- p. GBEC: Drug-Free Workplace (Delete/Replace)
Presenter: Kona Lew-Williams
- q. GBED: Pre-Employment Physicals/Drug Testing (Delete/Replace)
Presenter: Kona Lew-Williams
- r. GBEDA: Drug and Alcohol Testing - Transportation Personnel
Presenter: Kona Lew-Williams

- s. GBEDA-AR: Drug and Alcohol Testing - Transportation Personnel
*AR requires Board approval
Presenter: Kona Lew-Williams
- t. GBHA: Parental/Family Relationship (Delete)
Presenter: Dayle Spitzer
- u. GBHB: Personal Relationships with Students (Delete)
Presenter: Kona Lew-Williams
- v. GBI: Gifts and Solicitations
Presenter: Michelle Morrison
- w. GBK/KGC: Prohibited Use, Distribution, or Sale of Tobacco Products and Inhalant Delivery Systems
Presenter: Dayle Spitzer
- x. GBL: Personnel Records
Presenter: Kona Lew-Williams
- y. GBLA: Disclosure of Information
Presenter: Kona Lew-Williams
- z. GBM: Staff Complaints
Presenter: Kona Lew-Williams
- aa. GC: Licensed Staff Positions
Presenter: Kona Lew-Williams
- bb. GCA: License Requirements
Presenter: Kona Lew-Williams
- cc. GCAA: Standards for Competent and Ethical Performance of Oregon Educators
Presenter: Kona Lew-Williams
- dd. GCBA: Salary Placement - Out-of-District Experience (Delete)
Presenter: Kona Lew-Williams
- ee. GBCA/GDBCA: Continuation Coverage Health Benefits (Delete)
Presenter: Kona Lew-Williams
- ff. GCBD/GDBD: Leaves and Absences
Presenter: Kona Lew-Williams
- gg. GCBDA/GDBDA: Family Medical Leaves
Presenter: Michelle Morrison and Kona-Lew Williams
- hh. GCBDB/GDBDB: Early Return to Work
Presenter: Michelle Morrison and Kona Lew-Williams
- ii. GCBDC/GDBDC: Domestic Violence, Harassment, Sexual Assault or Stalking Leave
Presenter: Michelle Morrison and Kona Lew-Williams
- jj. GCBDD/GDBDD: Sick Time
Presenter: Kona Lew-Williams
- kk. GCBE/GDBE: Vacation and Holidays (Delete)
Presenter: Kona Lew-Williams
- ll. GCC/GDC: Recruitment/Selection of Staff
Presenter: Kona Lew-Williams
- mm. GCEA: Substitute Teachers (Delete)

- Presenter: Kona Lew-Williams
- nn. GCEC: Job Sharing (Delete)
Presenter: Kona Lew-Williams
 - oo. GCI/GDI: Assignment and Transfer
Presenter: Kona Lew-Williams
 - pp. GCL/GDL: Staff Development
Presenter: Dayle Spitzer
 - qq. GCN/GDN: Evaluation of Staff
Presenter: Dayle Spitzer
 - rr. GCPB/GDPB: Resignation of Employees
Presenter: Kona Lew-Williams
 - ss. GCPC/GDPC: Retirement of Staff
Presenter: Kona Lew-Williams
 - tt. GCPD: Discipline and Dismissal of Personnel
Presenter: Kona Lew-Williams
 - uu. GCQB: Research
Presenter: Travis Reiman
 - vv. GCQBA: Copyrights and Patents
Presenter: Jordan Beveridge
 - ww. GCQC: Exchange Teaching (Delete)
Presenter: Kona Lew-Williams
 - xx. GCQE: Student Teachers (Delete)
Presenter: Kona Lew-Williams
 - yy. GD: Classified Staff/Classified Staff Positions
Presenter: Kona Lew-Williams
 - zz. GDA: Instructional Assistants (Proposed)
Presenter: Kona Lew-Williams
 - aaa. GDIA: Notice of Employment
Presenter: Kona Lew-Williams
 - bbb. GDKA: Supplementary Pay/Overtime (Delete)
Presenter: Kona Lew-Williams
2. K/L: District-Community Relations
- a. KA/KAA: School-Community Relations Goals and Objectives (Delete)
Presenter: Beth Graser
 - b. KAB: Parental Rights
Presenter: Travis Reiman
 - c. KB: Public Engagement and Communications Program (Delete)
Presenter: Beth Graser
 - d. KBA: Public Records
Presenter: Beth Graser
 - e. KBCA: News Releases
Presenter: Beth Graser
 - f. KBCB: Press Conferences and Interviews
Presenter: Beth Graser

- g. KBCE: Sports and Special Events News Coverage
Presenter: Beth Graser
- h. KC: Community Involvement in Decision Making (Delete)
Presenter: Beth Graser
- i. KGA: Public Sales on District Property
Presenter: Casey Waletich
- j. KGC/GBK: Prohibited Use, Distribution, or Sale of Tobacco Products and Inhalant Delivery Systems*
Presenter: Dayle Spitzer
- k. KH: Public Gifts to the District
Presenter: Beth Graser
- l. KHB: Scholarship Donations
Presenter: Beth Graser
- m. KI: Public Solicitation in District Facilities (Proposed)
Presenter: Beth Graser
- n. KI/KJ: Public Solicitation/Advertising in District Facilities (Delete)
Presenter: Beth Graser
- o. KJ: Commercial Advertising (Proposed)
Presenter: Beth Graser
- p. KJA: Materials Distribution
Presenter: Beth Graser
- q. KL: Public Complaints
Presenter: Kona Lew-Williams
- r. LBD/IBDJA: Homeschooled Students** (Delete)
Presenter: Travis Reiman
- s. LBE: Public Charter Schools
Presenter: Michelle Morrison
- t. LE: Relations with Colleges and Universities (Delete)
Presenter: Michelle Morrison

L. Information

Administrative Regulation Updates - For Information

- 1. Administrative Regulation Updates - G: Personnel
 - a. GB-AR: General Personnel Policies (Delete)
Presenter: Kona Lew-Williams
 - b. GBA-AR: Veterans' Preference
Presenter: Kona Lew-Williams
 - c. GBE-AR: Staff Health and Safety - Safety Rules
Presenter: Michelle Morrison
 - d. GBEB-AR: Communicable Diseases - Staff
Presenter: Travis Reiman
 - e. GBM-AR: Staff Complaint Procedure
Presenter: Kona Lew-Williams
 - f. GCBDA/GDBDA-AR-1: Federal Family and Medical Leave/State Family Medical Leave (Delete/Replace)
Presenter: Michelle Morrison and Kona Lew-Williams

- g. GCBDA/GDBDA-AR-2: Request for Family and Medical Leave
Presenter: Michelle Morrison and Kona Lew-Williams
 - h. GCBDA/GDBDA-AR-3A: Certification of Health Care Provider--Employee's Serious Health Condition
Presenter: Michelle Morrison and Kona Lew-Williams
 - i. GCBDA/GDBDA-AR-3B: Certification of Health Care Provider--Family Member's Serious Health Condition
Presenter: Michelle Morrison and Kona Lew-Williams
 - j. GCBDA/GDBDA-AR-3C: Military Family Leave - Certification of Qualifying Exigency for Military Family Leave
Presenter: Michelle Morrison and Kona Lew-Williams
 - k. GCBDA/GDBDA-AR-3D: Military Family Leave - Certification of Serious Injury or Illness
Presenter: Michelle Morrison and Kona Lew-Williams
 - l. GCBDA/GDBDA-AR-4: FMLA/OFLA Eligibility Notice to Employee
Presenter: Michelle Morrison and Kona Lew-Williams
 - m. GCBDA/GDBDA-AR-5: Sample Designation Letter to Employee - FMLA/OFLA Leave
Presenter: Michelle Morrison and Kona Lew-Williams
 - n. GCBDA/GDBDA-AR-6: Designation Notice - FMLA/OFLA
Presenter: Michelle Morrison and Kona Lew-Williams
 - o. GCBDC/GDBDC-AR: Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave
Presenter: Michelle Morrison and Kona Lew-Williams
 - p. GCC/GDC-AR: Administrative Practicum - Procedures for Obtaining District Endorsement
Presenter: Kona Lew-Williams
 - q. GCEA-AR: Substitute Teachers (Delete)
Presenter: Kona Lew-Williams
 - r. GCEC-AR: Job Sharing (Delete)
Presenter: Kona Lew-Williams
 - s. GCQB-AR: Research
Presenter: Travis Reiman
2. Administrative Regulation Updates - K/L: District-Community Relations
- a. KAB-AR: Parental Rights
Presenter: Travis Reiman
 - b. KBA-AR: Public Records
Presenter: Beth Graser
 - c. KBCE-AR: Sports and Special Events News Coverage
Presenter: Beth Graser
 - d. KH-AR: Public Gifts to the District
Presenter: Beth Graser
 - e. KI/KJ-AR: Public Solicitation/Advertising in District Facilities (Delete)
Presenter: Beth Graser
 - f. KJ-AR: Commercial Advertising (Proposed)

- Presenter: Beth Graser
- g. KJA-AR: Guidelines for Materials Distribution in Elementary Schools
Presenter: Beth Graser
 - h. KL-AR(1): Public Complaint Procedure
Presenter: Kona Lew-Williams
 - i. KL-AR(2): Appeal to the Deputy Superintendent of Public Instruction
(Delete/Proposed)
Presenter: Kona Lew-Williams and Travis Reiman
 - j. LBD/IBDJA-AR: Home Schooling Placement/Credit Guidelines** (Delete)
Presenter: Travis Reiman
 - k. LBE-AR: Public Charter Schools (Delete/Proposed)
Presenter: Michelle Morrison
- M. HCU / HEA Reports
Time: 8:25 PM, 5 minutes
- N. Discussion Time
Time: 8:30 PM, 10 minutes
- 1. Student Representatives' Time
 - 2. Superintendent's Time
 - 3. Board of Directors' Time
- O. Adjourn Regular Session
Time: 8:40 PM
- P. Next Meetings of the Board of Directors
- April 14, 2020, Work session
 - April 28, 2020, Regular Session

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