



Hillsboro School District 1J

June 23, 2020
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
Virtual Meeting

Board Meeting Agenda
June 23, 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. Additional information regarding meeting access is available on www.hsd.k12.or.us. The estimated times listed below for specific agenda items are subject to change.

1. 5:15 PM - Work Session

- | | |
|---------------------------------------|---|
| A. PAC Parent Report | 6 |
| Presenter: Olga Acuña | |
| Time: 5:15 PM, 20 minutes | |
| B. Equity Leadership Update | 7 |
| Presenter: Mike Scott | |
| Time: 5:35 PM, 10 minutes | |
| C. School Resource Officers Update | 8 |
| Presenter: Mike Scott | |
| Time: 5:45 PM, 30 minutes | |
| D. COVID-19 Update | 9 |
| Presenter: Mike Scott / Travis Reiman | |
| Time: 6:15 PM, 25 minutes | |
| E. Discussion Time | |
| Time: 6:40 PM, 10 minutes | |
| F. Recess Board Meeting | |
| Time: 6:50 PM | |

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 Appreciation – Outgoing Student Representatives - Danny Adzima, Maria Isabel Aguilar Alvarado, and Andrew Goodwin (Comments from Board, Staff, and Student Reps) | 10 |
| Presenter: Erika Lopez | |
| Time: 7:05 PM, 15 minutes | |
| 2. Appoint Student Representatives to the Board of Directors and Administer the Oath of Office | 11 |
| SAMPLE MOTION: <i>I move that the Board of Directors appoint Mya Smith, Ilhaam Ikramullah, and Devlin Knill to serve as Student Representatives to the Board of Directors for the 2020-21 school year, and administer the oath of office.</i> | |
| Presenter: Erika Lopez | |
| Time: 7:20 PM, 5 minutes | |
| C. Approval of Agenda | |

SAMPLE MOTION: *I move that the Board of Directors approve the agenda as printed.*

Presenter: Erika Lopez

Time: 7:25 PM, 5 minutes

D. Recess Board Meeting

Presenter: Erika Lopez

Time: 7:30 PM

E. Hold Budget Hearing

12

Presenter: Erika Lopez

Time: 7:30 PM, 10 minutes

F. Adjourn Budget Hearing, Reconvene Board Meeting

Time: 7:40 PM

G. Audience Time

Presenter: Erika Lopez

Time: 7:40 PM, 5 minutes

H. Consent Agenda

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

SAMPLE MOTION: *I move that the Board of Directors approve the Consent Agenda as printed*

Presenter: Erika Lopez

Time: 7:45 PM, 5 minutes

1. Approve Minutes of May 12, 2020, Board/Budget meeting

13

2. Approve Minutes of May 26, 2020, Board meeting

19

3. Approve Minutes of June 16, 2020, Board meeting

23

4. Approve Routine Personnel Matters

24

5. Approve Annual Clerk / Officer Designations

25

6. Approve Annual Depository

26

7. Annual Crime Policy

27

8. Approve Mileage Rate

28

9. Tuition Rates for Non-Resident Students

29

I. Reports and Discussion

1. Announce Budget Committee Vacancies

30

Presenter: Michelle Morrison

Time: 7:50 PM, 5 minutes

2. Announce Community Curriculum Advisory Committee Vacancies

31

Presenter: Travis Reiman

Time: 7:55 PM, 5 minutes

3. Financial Report (*see written report*)

33

Presenter: Michelle Morrison

Time: 8:00 PM, 5 minutes

J. Action Items

1. Adopt Resolutions to Adopt the 2020-21 Budget, Appropriate the 2020-21

37

Budget, and Impose 2020-21 Taxes and Categorize the Tax Levy

SAMPLE MOTION: *I move that the Board of Directors adopt the*

Resolutions to Adopt the 2020-21 Budget, Appropriate the 2020-21 Budget, and Impose 2020-21 Taxes and Categorize the Levy, as shown in the June 23, 2020, Board meeting packet.

Presenter: Michelle Morrison

Time: 8:05 PM, 15 minutes

2. Adjust Appropriations 41
SAMPLE MOTION: I move that the Board of Directors approve the adjusted appropriations for general and special revenue funds listed in the June 23, 2020, Board meeting packet.
Presenter: Michelle Morrison
Time: 8:20 PM, 5 minutes
3. Accept Gifts and Donation 42
SAMPLE MOTION: I move that the Board of Directors accept the donation of \$15,000 from North Plains PTO to North Plains Elementary School to be used for a new board reader.
Presenter: Michelle Morrison
Time: 8:25 PM, 5 minutes
4. Award Contract for Construction of Interior Renovations, Site Improvements and Gymnasiums at Ladd Acres Elementary School, McKinney Elementary School and Jackson Elementary School 43
SAMPLE MOTION: I move that the Board of Directors award the contract for Construction Management/General Contractor services as follows:
•Interior renovations, site improvements and gymnasium construction at Ladd Acres Elementary School to Lease Crutcher Lewis;
•Interior renovations, site improvements and gymnasium construction at McKinney Elementary School to Perlo Construction;
•Interior renovations, site improvements and gymnasium construction at Jackson Elementary School to Kirby Nagelhout Construction.
Presenter: Adam Stewart
Time: 8:30 PM, 5 minutes
5. Approve Extension of Superintendent's Contract 48
SAMPLE MOTION: I move that the Hillsboro School District Board of Directors approves the individual contract with the Superintendent, effective July 1, 2020, through June 30, 2023.
Presenter: Erika Lopez
Time: 8:35 PM, 5 minutes
6. Approve 2020-21 Board Meeting Dates 49
SAMPLE MOTION: I move that the Board of Directors approves the Board meeting dates for the 2020-21 school year.
Presenter: Mike Scott
Time: 8:40 PM, 5 minutes
7. Elect Board Chair and Vice Chair 50
Presenter: Erika Lopez
Time: 8:45 PM, 5 minutes
- K. Policies - First Reading 51
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: 8:50 PM, 5 minutes

1. A/B: Board Governance and Operations
 - a. BBAA: Individual Board Member's Authority and Responsibilities 52
Presenter: Mike Scott
 - b. BDC: Executive Sessions 54
Presenter: Mike Scott
 - c. BDDG: Minutes of Board Meeting 57
Presenter: Mike Scott
2. D: Fiscal Management
 - a. DFAA: Investment Policy – Capital Project Fund 59
Presenter: Michelle Morrison
3. G: Personnel
 - a. GBA: Equal Employment Opportunity 63
Presenter: Kona Lew-Williams
 - b. GBL: Personnel Records 65
Presenter: Kona Lew-Williams
 - c. GCA: License Requirements 67
Presenter: Kona Lew-Williams
 - d. GCAB: Personal Electronic Devices and Social Media - Staff** 69
Presenter: Kona Lew-Williams
4. I: Instruction
 - a. IICC: Volunteers 72
5. J: Students
 - a. JHH: Student Suicide Prevention 74
Presenter: Travis Reiman
- L. HCU / HEA Reports
Time: 8:55 PM, 10 minutes
- M. Discussion Time
Time: 9:05 PM, 10 minutes
 1. Student Representatives' Time
 2. Superintendent's Time
 3. Board of Directors' Time
- N. Adjourn Regular Session
Time: 9:15 PM
3. Next Meetings of the Board of Directors:
 - August 5, 2020 - Full-Day Work Session / Retreat (tentative)
 - September 8, 2020 - Work Session (tentative)

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
HILLSBORO SCHOOL DISTRICT PARENT ADVISORY COMMITTEE
REPORT AND DISCUSSION

SITUATION

The role of the Hillsboro School District's Parent Advisory Committee (HSD PAC) is to advise HSD staff members on matters concerning planning, developing, administering, and evaluating the District's parent engagement program, and to consequently make recommendations regarding State policies and guidelines, project proposals, and other matters of interest to the PAC.

Further, the PAC collaborates and consults with the District's Office of Federal Programs, which receives federal funds under the Every Student Succeeds Act (ESSA), in order to: 1) raise achievement for low-income and/or otherwise disadvantaged children; 2) provide access and opportunities for parent involvement; 3) increase family engagement in schools; and 4) enhance collaboration between educators and parents.

PAC members are selected from schools serving high concentrations of students who are eligible to receive services under federal programs. In order to ensure that the majority of the membership is representative of ESSA-funded programs, the responsibility of recommending members for appointment is delegated to the District's PAC or the parent advisory committee area from which the member is selected.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
EQUITY LEADERSHIP UPDATE

SITUATION

The District has been working to establish a leadership structure for our equity work. We will share the framework for the 2020-21 school year as well as an overview of phase 1 and phase 2 of the planning.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
SCHOOL RESOURCE OFFICERS UPDATE

SITUATION

At the June 16, 2020 Board Work Session, Board members and Student Representatives had the opportunity to ask questions regarding the Hillsboro School District's partnership with law enforcement. This update will provide additional information regarding the questions that were asked as well as share a plan to gather feedback from stakeholders.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the information that has been gathered and ask any questions they have.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
COVID-19 UPDATE

SITUATION

The Board of Directors will receive an update on the District's COVID-19 plan, including Fall 2020 scenarios.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
RECOGNITION AND APPRECIATION – STUDENT REPRESENTATIVES
DANNY ADZIMA, MARIA I. AGUILAR ALVARADO, ANDREW GOODWIN

SITUATION

Because the Board recognizes the value of students' input on matters that are important to them, Board members established a position of "Student Representative to the Board of Directors," beginning with the 2018-19 school year. Last June, Danny Adzima of Miller Education Center (Big Picture Program), Maria I. Aguilar Alvarado of Hillsboro High School, and Andrew Goodwin of Glencoe High School were appointed to serve as the Student Representatives to the Board of Directors in the Hillsboro School District.

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

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

RECOMMENDATION

It is recommended that the Superintendent and the Board of Directors recognize and thank Student Representatives Danny Adzima, Maria I. Aguilar Alvarado and Andrew Goodwin for their dedication and valuable service to the Hillsboro School District.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
APPOINT STUDENT REPRESENTATIVES TO THE BOARD OF DIRECTORS AND
ADMINISTER THE OATH OF OFFICE

SITUATION

Because the Board values students' input on matters that are important to them, Board members established a position of "Student Representative to the Board of Directors," beginning with the 2018-19 school year. Up to three students may serve during each one-year term.

The opportunity to serve as a student representative rotates between schools on an annual basis, with students from Century High School, Liberty High School, and the Hillsboro Online Academy having the opportunity to participate in 2020-2021 school year. The following year students from Glencoe High School, Hillsboro High School, and the Miller Education Center having the opportunity to participate.

This spring, thirteen students applied to serve as Student Representatives to the Board of Directors. Eight applicants were offered the opportunity to be interviewed by a sub-committee of Board members, and on April 28, the Board took action to accept the sub-committee's recommendation that Mya Smith from Century High School, Ilhaam Ikramullah from Liberty High School, and Devlin Knill from Liberty High School (Member-at-large) be appointed as Student Representatives to the Board of Directors for the 2020-21 school year.

During this evening's regular session, these students will take their oaths of office. In July, they will begin their terms of service.

RECOMMENDATION

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

I move that the Board of Directors appoint Mya Smith, Ilhaam Ikramullah, and Devlin Knill to serve as Student Representatives to the Board of Directors for the 2020-21 school year, and administer the oath of office.

The Superintendent further recommends that the Board Chair administer the oath of office for the position of Student Representative to the Board of Directors to Mya Smith, Ilhaam Ikramullah, and Devlin Knill.

I, _____, will support the Constitution and the laws of the United States and the state of Oregon and will discharge the duties of Student Representative to the Hillsboro School District Board of Directors to the best of my ability.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
HOLD BUDGET HEARING

SITUATION

On May 12, 2020, the Superintendent and Chief Financial Officer presented the District's 2020-21 Proposed Budget to the Budget Committee. The committee members who were in attendance approved the Proposed Budget unanimously.

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

RECOMMENDATION

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

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 12, 2020

Virtual Meeting

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

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

Student Representatives Present:

Danny Adzima

Maria Isabel Aguilar Alvarado

Andrew Goodwin

Jordan Beveridge, Chief Information Technology Officer

Rose Roman, Executive Assistant to the Board of Directors

Kelly Waibel, Technology Support

Justin Arey, Specialist/Designer

Board Chair Erika Lopez called the meeting to order at 5:45 PM.

A. Award Contract for Hillsboro High School Fire Alarm System

Capital Projects Officer Adam Stewart presented the bids for the Hillsboro High School fire alarm system.

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors award the contract for Hillsboro High School upgrade of existing fire alarm system to add additional smoke detection, horn strobes and replacement of the fire panel to Performance Systems Integration for the bid amount of \$289,442.

The MOTION CARRIED (7-0).

B. COVID-19 Update

Superintendent Mike Scott, Chief Communications Officer Beth Graser, and Assistant Superintendent Dayle Spitzer gave an update on District operations during the COVID-19 pandemic, including graduation ceremony plans, Kindergarten orientation/enrollment, and potential summer school programming.

C. Approve Amended Calendar 2019-2020

Chief Human Resources Officer Kona Lew-Williams presented the proposed amended calendar for the 2019-2020 school year, which includes staff furlough days and a change in the last day of school for students and staff.

Director Martin Granum MOVED, SECONDED by Director Mark Watson, that the Board of Directors approve the amended 2019-2020 Calendar.

The MOTION CARRIED (6-1). Directors Erika Lopez, Martin Granum, Lisa Allen, Yadira Martinez, Jaci Spross and Mark Watson voted yes. Director See Eun Kim gave the no vote.

Board members discussed the implementation of furlough days, the use of Cares Act funds, and potential reductions that are likely in the Fall.

D. Recess Meeting

The meeting was recessed at 6:40 PM.

HILLSBORO SCHOOL DISTRICT 1J BUDGET COMMITTEE—MINUTES

May 12, 2020

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

Budget Committee Present:

Erika Lopez, Chair
Martin Granum, Vice Chair
Lisa Allen
Christopher Clark
See Eun Kim
Yadira Martinez
Kevin Murphy
Michael Smith
Jaci Spross
Kim Strelchun
Monica Uribe
Mark Watson

Student Representatives Present

Danny Adzima
Maria I. 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 Office
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
Jeff Jones, Manager of Business Services
Kelli Waibel, Technology Support
Justin Arey, Web Specialist/Designer
Francesca Sinapi, Executive Director of Schools
Audrea Neville, Executive Director of Schools
Elaine Fox, Executive Director of Student Services

Board Chair Erika Lopez called the meeting of the Budget Committee to order at 6:57 PM and led the Pledge of Allegiance.

Board Chair Erika Lopez called for a motion to approve the agenda. Mark Watson MOVED, SECONDED by Yadira Martinez, to approve the agenda as printed. The MOTION CARRIED (12-0).

Chief Financial Officer Michelle Morrison and Superintendent Mike Scott discussed the process of developing the proposed budget and the factors that were considered.

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

Vice Chair Martin Granum nominated Erika Lopez for the position of Budget Committee Chair, Director See Eun Kim seconded the nomination.

Hearing no further nominations or discussion, Board Chair Erika Lopez closed the nominations and called for the vote.

The vote was 12-0 in favor of Board Chair Erika Lopez.

Board Chair Erika Lopez asked Superintendent Mike Scott to read the budget message.

Superintendent Scott read the following budget message into the record:

Dear Hillsboro School District Budget Committee Members and Patrons:

In accordance with ORS 294.391, I am submitting to you the Hillsboro School District 1J proposed 2020-21 budget.

In last year's budget message, I talked about the potential of House Bill 3427 passing both chambers of the Oregon Legislature with a supermajority. That did, in fact, happen and the Student Success Act (SSA) became law in the summer of 2019, with an implementation date of January 1, 2020.

The SSA would be funded by a corporate activities tax (CAT) that was estimated to generate approximately \$2 billion per biennium. Half of the money would be available to K-12 school districts through a non-competitive grant program called the Student Investment Account (SIA); thirty percent would be earmarked for statewide education initiatives such as full funding of Measure 98 - the career-technical education, graduation attainment, and dropout prevention legislation passed overwhelmingly by voters in November 2016; and twenty percent would support early learning initiatives like preschool.

Although the SIA grant is non-competitive, it comes with many requirements, including a robust public outreach and involvement plan. Each district would need to show that it had involved multiple stakeholder groups in gathering feedback for how the money could best support the most vulnerable and historically underserved students through efforts to lower class sizes, enrich educational offerings, expand learning opportunities, and tend to students' health and safety needs.

The Hillsboro School District started its outreach and feedback-gathering efforts in late August and continued through February, presenting draft plans through an iterative process until a final submission was developed and approved by the Board in late February 2020.

With much optimism, we looked to our SIA money - estimated to be approximately \$16.5 million in the 2020-21 school year - to help us reinvest in our schools. Approximately \$4.5 million would be needed to help us maintain our current service level, due to lower than anticipated student enrollment and higher than historical average utility costs, and the rest would be used for new investments in our system in the four allowable expenditure categories.

Soon after the Board meeting where our SIA plan was approved, however, the coronavirus situation was reaching a problematic stage in the United States. The first presumptive case of COVID-19 in the state was announced on February 28, and, by March 8, the Hillsboro School District became the first in Oregon to have a student test positive for the virus. By March 12, Governor Kate Brown ordered all schools to extend their spring break to begin on March 16 and run through March 31; and on March 17, she extended the closure through April 28. By April 8, Governor Brown announced the closure of physical schools through the remainder of the academic year.

As we navigated our way through preparing ourselves and our students for the new world of distance learning, we began to shift our attention to the impact the coronavirus pandemic was

having on the economy. As I write this letter, there are estimates that the State of Oregon will lose between \$1 and \$3 billion of revenue in tax collections this year; and because the first year of the biennium is almost complete, the impact of that shortfall will be felt in 2020-21 alone. As a preemptive measure, Governor Brown asked all state-funded agencies to prepare for a budget reduction of 8.5 percent. It is also becoming more and more likely that districts may see no money from the SIA in 2020-21. If no other money was accessed to support K-12 education and we not only lost 8.5 percent of our State School Fund (SSF) money, but also received no SIA funding, we would be looking at a shortfall of approximately \$23 million.

The next revenue forecast takes place on May 20 and there will likely be a special session of the Legislature called in the summer to determine the ultimate impacts on each state-funded agency. For now, what we know is that we need to be prepared for reductions and do whatever we can in the remainder of this year to save money for next year - any money we can save in 2019-20 will save staff and programs in 2020-21.

Therefore, we are implementing a three-pronged approach: 1) immediate spending freeze; 2) immediate hiring freeze, with the exception of hard-to-fill positions; and 3) accessing the state program known as Work Share and money from the federal CARES Act to initiate furloughs for all employees each Friday from now through July 31 or the end of their work year (*the reduction is 20% of a staff member's normal work week, which may or may not include a Friday). Implementing furloughs on May 15 will allow the District to save up to \$3.4 million by the end of July, 2020, which is when the CARES Act unemployment support program ends. At this time, it is unknown how much of our shortfall \$3.4 million will represent, but as one staff member recently remarked "we are scrapping for every penny right now."*

All of that said, as a practical matter we are still presenting a budget based on receiving 51 percent of our portion of the \$9 billion that was allocated to the SSF for 2019-21, as well as our portion of the SIA. It is simply the only thing we can do at this time with so many things unknown.

We are doing significant contingency planning based on several different scenarios, so once we know our budget situation with more certainty, we will be able to implement a reduction plan quickly.

Our goal is always to be as forthcoming as possible throughout our budgeting process and this year is no different. Even though we may not know exactly what the future holds, we are committed to updating our Board, Budget committee, staff, and community with information as we receive it.

We intend to advocate at the state level for support of our educational system - whether that be through an activation of reserve funds, utilization of federal assistance monies, reallocation of the current budget, or some combination of strategies. We welcome your partnership in sharing

with our elected officials the extreme importance of stabilizing our education system. We simply must do everything we can to ensure that our students are not left behind in our recovery from this devastating pandemic.

Thank you for your ongoing partnership, patience, and understanding.

Respectfully,

Mike Scott

Superintendent

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

Budget Committee members discussed various elements of the proposed budget; funding challenges for school districts; factors that impact the level of funding that districts receive from the State; Student Investment Act funds; COVID-19 pandemic anticipated losses; Current Service Level; the plans for a four tiered reduction; steps being taken currently to save on budget for this year and next, including furlough days, implementing a hiring and spending freeze, modified staffing levels projections.

The District will not know what the actual State school funding level will be until mid to late July, after a likely Legislative Special Session is called.

No requests to comment were submitted.

Kim Strelchun MOVED that the Hillsboro School District 1J budget be approved as presented for 2020-2021. The MOTION was SECONDED by Jaci Spross.

The MOTION CARRIED (12-0).

Chief Financial Officer Michelle Morrison explained that the approved 2020-21 budget will be presented to the Board for public hearing and adoption during the June 23 Board meeting regular session.

The Budget Committee meeting was adjourned at 8:12 PM.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 26, 2020

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

Staff Present:

Mike Scott, Superintendent

Travis Reiman, Assistant Superintendent, Academic Services

Dayle Spitzer, Assistant Superintendent, School Performance

Beth Graser, Chief Communications Officer

Kona Lew-Williams, Chief Human Resources Officer

Michelle Morrison, Chief Financial Officer

Casey Waletich, Chief Operations Officer

Jordan Beveridge, Chief Information Technology Officer

Student Representatives Present:

Danny Adzima

Maria Isabel Aguilar Alvarado

Andrew Goodwin

Rose Roman, Executive Assistant to the Board of Directors

Kelli Waibel, Technology Support

Justin Arey, Web Specialist/Designer

Greg McKenzie, Consultant

A. Call to Order

Board Chair Erika Lopez called the meeting to order at 5:59 PM.

B. Board Self-Evaluation Orientation

Consultant Greg McKenzie discussed the Board self-evaluation process. The Board expressed interest in continuing with the 360 degree evaluation, including surveying community members, elected officials and HSD committees - CCAC, PAC, and the Budget Committee. Greg requested a revised calendar and an updated list of community members to survey.

C. Discuss Board Leadership

Board Chair Erika Lopez expressed interested in continuing as the Board Chair. Director Lisa Allen gave an overview of responsibilities of the Board Chair and Vice Chair. Director Jaci Spross expressed interest in the Vice Chair position. Vice Chair Martin Granum expressed his interest in continuing in his current role.

D. Discuss 2020-2021 Board Meeting Schedule

Superintendent Mike Scott presented the proposed 2020-2021 Board Meeting schedule.

E. COVID-19 Update

Superintendent Mike Scott lead a discussion on the effects of the COVID-19 pandemic on the Hillsboro School District. Assistant Superintendent Dayle Spitzer discussed the forthcoming guidance from the Oregon Department of Education and the planning for the start of school in Fall 2020. Assistant Superintendent Travis Reiman discussed planning around summer school. Chief Technology Officer Jordan Beveridge gave an update on the current availability of technology and the plan to allow students to keep District issued hardware over the summer. Chief Information

Officer Beth Graser discussed graduation ceremony plans. Chief Financial Officer Michelle Morrison spoke on the budget, potential funding levels, the work with building administrators on potential staffing levels and Current Service Levels (CSL). Executive Director of Schools Francesca Sinapi gave an update on Kindergarten enrollment and registration efforts throughout the District.

F. Recess Board Meeting

The Board recessed at 7:03 PM.

2. **REGULAR 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 I. 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

Jordan Beveridge, Chief Information Technology Officer

Rose Roman, Executive Assistant to the Board of Directors

Kelli Waibel, Technology Support

Justin Arey, Web Specialist/Designer

A. Call to Order and Flag Salute

Board Chair Erika Lopez reconvened the meeting at 7:03 PM and led the Pledge of Allegiance.

B. Proclamations

Board Chair Erika Lopez read the LGBTQ Pride Month proclamation. Vice Chair Martin Granum commended the District for issuing its first LGBTQ proclamation.

C. Approval of Agenda

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, to approve the agenda as printed.

The MOTION CARRIED (7-0).

D. Audience Time

One audience member requested to address the Board regarding non-agenda items. Hailey Gessford, student and senior class president at GHS, submitted a question regarding the possibility of drive thru neighborhood parades and allowing additional cars at the graduation ceremonies. Superintendent Mike Scott explained that one car per family is the request, that traffic control is a huge issue and the need to limit the number of vehicles.

E. Consent Agenda

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

Director Jaci Spross MOVED, SECONDED by Director See Eun Kim, to approve the Consent Agenda as printed.

The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

1. Approve Minutes of April 29, 2020, Board Meeting
2. Approve Minutes of May 12, 2020, Board Meeting
3. Approve Routine Personnel Matters

F. Action Items

1. Approve Lease Financing and Resolution for School Bus Purchase

Chief Financial Officer Michelle Morrison discussed the leasing of buses, to eliminate gross polluters.

Director Martin Granum MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the financing of 10 vehicles on a four-year lease, with an annual payment not to exceed \$332,466.60, and adopt a resolution for reimbursement, as required by U.S. Bank Government Leasing.

The MOTION CARRIED (7-0).

No further discussion took place.

2. Elect NWRES D Board Member

Superintendent Mike Scott explained the process of NWRES D nominations and provided background information on candidate Lisa Poehlitz. Lisa Poehlitz, who has served in position for 8 years, introduced herself.

Director Jaci Spross MOVED, SECONDED by Director Martin Granum, that the Board of Directors endorse the Zone 3 candidate application as presented.

The MOTION CARRIED (7-0).

Vice Chair Martin Granum thanked Lisa for her services and asked her to keep diversity, equity and inclusion at the forefront of the NWRES D planning.

3. Ratify Agreement with Hillsboro Classified United

Chief Human Resources Officer Kona Lew-Williams discussed the bargaining process and agreement reached with Hillsboro Classified United on article 4 of the current bargaining agreement, around HB2016.

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve the updated bargaining agreement language with Hillsboro Classified United, effective for the remainder of the current agreement which is through June 30, 2021, as tentatively agreed to by the District bargaining team.

The MOTION CARRIED (7-0).

No further discussion took place.

G. Reports and Discussions

1. Financial Report (see written report)

Chief Financial Officer Michelle Morrison gave an overview of the financial reports. Beth Graser noted that Hillsboro School Foundation has raised over \$60,000, and highlighted the donation of senior yard signs. Superintendent Mike Scott thanked HSD partners that have pulled together quickly in support of HSD families.

H. HCU / HEA Reports

HEA President Jill Golay gave a shout out to all members for working diligently thru all the current challenges and looking forward to June 13, looking forward to what summer and next fall will look like.

HCU President Melody Hansen thanked the Board for voting to approve the bargaining agreement, gave a shout out to the classified employees many of whom are working outside of their roles, for stepping up and being flexible, and their compassion for others.

I. Discussion Time

1) Student Representatives' Time

Maria I. Aguilar Alvarado expressed her pride in the Board, and her appreciation for the graduation plans that have been made. Andrew Goodwin thanks HSD staff and other frontline workers, and spoke to his gratitude for the opportunity to celebrate graduation in some way. Danny Adzima congratulated her fellow student reps who are both seniors, and thanked the Board for making difficult decisions.

2) Superintendent's Time

Superintendent Mike Scott spoke about the ongoing work in the District regarding Fall 2020, budgeting and potential cuts. Superintendent Scott commended the staff response to the COVID-19 crisis, and looking forward to celebrating graduation.

3) Board of Directors' Time

Director Jaci Spross reminded everyone to stay safe, stay healthy, and be kind. Director Mark Watson spoke about participating in the HSD virtual retirement ceremony, and the Valedictorians/Salutatorians luncheon. Vice Chair Martin Granum highlighted the senior yard signs that he has seen and thank union representatives Jill Golay and Melody Hansen. Director Yadira Martinez spoke of attending her son's graduation and her pride in the HSD community for coming together to celebrate graduates. Director See Eun Kim attended the Valedictorians/Salutatorians luncheon, and being grateful to be a part of the HSD community. Director Lisa Allen spoke on her excitement about HSD's first Pride month and Asian American pride month proclamations. She thanked teachers for the extra work they put in during the pandemic. Board Chair Erika Lopez thanked for community partners and the Hillsboro Schools Foundation for helping and taking on the challenges of supporting HSD families and students.

J. Adjourn Meeting

The meeting was adjourned at 8:06 PM.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

June 16, 2020

Virtual Meeting

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

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

Student Representatives Present:

Alexander Oh, Security Supervisor

Danny Adzima

Rose Roman, Executive Assistant to the Board of Directors

Maria Isabel Aguilar Alvarado

Devin Hunter, Technology Support

Andrew Goodwin

Justin Arey, Specialist/Designer

Board Chair Erika Lopez called the meeting to order at 5:17 PM, due to technical difficulties the meeting was disconnected and called to order again at 5:32 PM.

A. Diversity, Equity and Inclusion Work: Core Beliefs and Values Around Law Enforcement Partnerships

Board Chair Erika Lopez introduced the meeting and topic. Superintendent Mike Scott gave an overview of the goals of the discussion. Vice Chair Martin Granum inquired about the Director of Equity position. Superintendent Scott explained that due to the uncertainty of the budget, the planned position was eliminated and that there is internal work going on to make an interim plan on cover diversity, equity and inclusion needs in the Hillsboro School District. Board members and student representatives took turns asking questions and sharing their thoughts regarding School Resource Officers (SRO) in the Hillsboro School District. It was generally agreed upon that gaining feedback from stakeholders would be vital in understanding the experiences of students and families' interactions with SROs. Superintendent Scott assured that data would be pulled and an update would be provided in the near future.

B. Recess Meeting

The meeting was recessed at 6:58 PM.

HILLSBORO SCHOOL DISTRICT 1J
June 16, 2020
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

Laurie Jenkins

Assignment: 1.0 FTE Health and Physical Education Teacher
Location: Liberty High School
Effective Date: June 11, 2020
Years of Service: 16 years

Laurie Marshall

Assignment: 1.0 FTE Kindergarten Teacher
Location: Patterson Elementary School
Effective Date: June 11, 2020
Years of Service: 21 years

Jane Webb Murphy

Assignment: 0.4 FTE Speech Language Pathologist
Location: Farmington View Elementary School
Effective Date: June 11, 2020
Years of Service: 4 years

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

Laura Conty-Nieves

Assignment: 1.0 FTE Speech Language Pathologist
Location: Witch Hazel Elementary School/ Indian Hills Elementary School
Effective Date: June 11, 2020

Annie Hindman

Assignment: 0.5 FTE Counselor
Location: Hillsboro Online Academy
Effective Date: June 11, 2020

Whitnie Leiss

Assignment: 1.0 FTE Elementary Resource Specialist
Location: Minter Bridge Elementary School
Effective Date: May 18, 2020

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
APPROVE ANNUAL CLERK / OFFICER DESIGNATIONS

SITUATION

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

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the designations listed in the June 23, 2020, Board meeting packet:

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,
NEWSPAPER, AND AGENT DESIGNATIONS

SITUATION

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

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the designations of Depository, Legal Counsel, Bond Counsel, Newspaper of Record, Insurance Agents of Record, and Auditor, as listed in the June 23, 2020, Board meeting packet:

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
APPROVE CRIME POLICY COVERAGE LIMITS
TO COMPLY WITH ORS 332.525

SITUATION

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

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the comprehensive crime policy designation and coverage limit, as listed in the June 23, 2020, Board meeting packet:

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
ESTABLISH 2020-21 MILEAGE REIMBURSEMENT RATE

SITUATION

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

As of June 2, 2020, the IRS mileage reimbursement rate is \$0.575 per mile and it is anticipated to remain at that level through 2020.

RECOMMENDATION

The Superintendent recommends the Board of Directors establish the District’s mileage reimbursement rate for the 2020-21 school year at \$0.575 per mile.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
TUITION RATES FOR NONRESIDENT STUDENTS

SITUATION

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

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on projected budget appropriations, actual 2018-19 expenditures, and projected annual enrollment:

<u>COST CENTER</u>	<u>APPROPRIATIONS</u>	<u>ENROLLMENT FORECAST</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$98,038,855	10,882	\$9,009
Secondary	\$82,204,761	9,117	\$9,017
Districtwide	\$50,196,735	19,999	\$2,510

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

RECOMMENDATION

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

Grade K - 6	\$11,519 per year
Grade 7 - 12	\$11,527 per year
Special needs students	Actual estimated cost

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
ANNOUNCE BUDGET COMMITTEE VACANCIES

SITUATION

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

Policy DBEA: Budget Committee requires the public announcement of vacancies on the Budget Committee. Each June, the Board identifies and announces vacant Budget Committee positions. Applications from interested persons must be received by September 8, 2020. Such applications will include a signed statement that the applicant is willing to serve as a member of the Budget Committee and adhere to the policies of the District. The Board may appoint Budget Committee members for as many consecutive terms as are deemed appropriate.

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

Two Budget Committee positions will expire on June 30, 2020:

<u>POSITION</u>	<u>EXPIRES</u>	<u>HELD BY</u>	<u>NOTES</u>
1	June 30, 2020	Christopher Clark	Christopher Clark was appointed to a three-year term in 2017.
2	June 30, 2020	Michael Smith	Michael Smith was appointed to a three-year term in 2017.

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

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
ANNOUNCE COMMUNITY CURRICULUM ADVISORY COMMITTEE VACANCIES

SITUATION

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

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

Each June, the Board identifies and announces vacant CCAC positions. Applications from interested persons must be received by September 8, 2020. Such applications will include a signed statement that the applicant is willing to serve as a member of the CCAC, and adhere to the policies of the District. CCAC members may apply for reinstatement and be appointed by the Board to serve as many consecutive terms as are deemed appropriate.

In September, the Board will review the names of persons filing applications, and persons who have served previously and are willing to be reappointed. During the first regular meeting in September, the Board will appoint persons to fill the vacant positions. The new members will be appointed in time to participate in the first 2020-21 CCAC meeting, which is scheduled for October 5, 2020.

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

Information regarding CCAC members who have remained active on the committee throughout the 2019-2020 school year is provided below:

- Seven active CCAC members have continuing terms
- Last year, the Board appointed all four of the students who applied, for a total of six students. Three of the six participating students have graduated.
- CCAC members whose terms are ending have been invited to reapply.

At this time, CCAC leaders and District staff recommend that a combination of seven new and reinstated committee members and three new student members be appointed. Together with the seven continuing members whose terms will not expire until June 2021, this will result in a committee of 14 members plus five student members. The Board can adjust the number of appointees depending on the number of qualified applicants who apply.

District staff will continue to advertise CCAC openings during the summer, in order to recruit community members with diverse perspectives to serve on the committee. The Board will receive information regarding the CCAC's "self-census" data, in order to recruit CCAC members who might add missing perspectives and further diversify the CCAC in order to be more representative of the communities we serve.

RECOMMENDATION

The Superintendent recommends that the Board of Directors announce the Community Curriculum Advisory Committee vacancies, direct administration to publicize the vacancies, and nominate candidates by the September 2020 regular Board meeting session.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
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 39: Budget Reduction Days and Workshare Program Administration

There is an efficiency created by a well-coordinated and defined set of operational systems. The Business Office worked closely with Human Resources and the Technology Department to design and implement Budget Reduction Days and the Workshare Program. In order to maximize savings, the Workshare team identified payroll deductions, facilitated employee initial claim forms, and created a weekly tracking/claim forms for certification of eligibility. Workshare is a complex new program (to HSD) and could only be successfully implemented by a dedicated and skilled team.

Finance Team – Accounts Payable, Banking, and Student Body Accounting. Finance Manager Jennifer Zavatsky and her staff are closing the 2019-20 fiscal year by working with Office and Department Managers to wrap up purchases, reimbursements, and other outstanding items. The staff hosts a “check-out” by appointment so that office staff can complete their steps with assistance. Jennifer is critical to ensuring that banking transactions are secure and fully documented. She has also been working closely with the bond staff to comply with new escrow account management for retainage on large projects (OAR 137-049-820).

Finance Team – Financial Reporting, Contracts and Grants. Manager of Business Services Jeff Jones has provided end of year estimates for each major fund and function to pinpoint regular June appropriation changes. Over the course of the year, as estimates of revenue and expenses become actuals, the District identifies changes as allowed by Local Budget Law of up to 10% to align the budget to the annual financial report.

Fiscal Specialist Christy Woodard is the contact person for FEMA and will be submitting quarterly claims for reimbursement on eligible expenses that may include outbreak mitigation, relevant consumable supplies, security, relevant overtime costs, and communications. Qualifying items may be reimbursable up to \$.75 on the dollar.

Payroll Team and Employee Benefits. Payroll Supervisor Kim Grannis is a critical member of the Work Share Team that includes Technology and Human Resources staff. The Work Share program requires weekly certification of hours worked (and not worked) and wages, as well as continued employer and employee contributions to

PERS on budget reduction days for staff that qualify. This very complex work, nuanced for each employee.

Benefits Supervisor Lynette Coffman has been monitoring activities at the Oregon Educators Investment Boards (OEBB) and providing information to union leadership at the Benefits Advisory Group meetings for the 2020-21 plan year. There are minimal plan changes and for the first time in many years, benefit enrollment will not be mandatory. Union leadership will set the insurance pool rate reductions in order to mitigate high premium costs to families. New this year is a fee charged for OEBB/PEBB double-coverage for members and their dependents.

General Functions

The Business Office Recovery Team is working to track all COVID-19 related expenses and potential funding sources to recovery outlay wherever possible. Although the economic impact of the Coronavirus is yet to be determined, the Recovery Team is an ad-hoc work group aligned with the Business Office imperative to 1) minimizes waste, and 2) maximize opportunities. If you would like more information or to discuss these or other Business Office items, please contact Michelle Morrison at 503-844-1527 or morrisom@hds.k12.or.us.

Workers' Compensation Report. In order to ensure accurate reports to the Board, and allow adequate time for the claims submitted each month to be fully processed, there is a one-month delay in reporting workers' compensation claims to the Board. The table below includes workers' compensation claims reported in April 2020.

The District received no workers' compensation claim in April. As of April 31, 2020, there were 23 open claims; 6 were for medical costs only, and 17 included time loss. There were no employees on modified work plans during April.

Workers' Compensation Reports			
	2017-18	2018-19	2019-20
July	3	1	3
August	2	2	2
September	6	11	15
October	18	14	15
November	13	5	10
December	11	13	18
January	4	7	14
February	10	8	17
March	11	13	3
April	8	11	0
May	18	15	

June	8	11	
Yearly Total:	112	111	97

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 no student incidents reported in April.

Student Incident Reports						
	2018-19 Total Incidents	Average Incidents Per School D	Serious Injuries With 911 Transport	2019-20 Total Incidents	Average Incidents Per School D	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	149	7.5	1
October	494	22.5	3	131	6.2	3
November	319	21.2	4	77	4.8	1
December	410	27.3	0	91	6.1	4
January	378	22.2	3	95	5.4	0
February	343	19.1	1	74	4.1	3
March	330	20.6	2	43	4.3	0
April	459	21.9	4	0	0	0
May	437	19.9	3			
June	127	12.7	2			
Yearly Total:	3,782		27	668		12

Vehicle Accidents. There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There were no bus accidents in April.

HILLSBORO SCHOOL DISTRICT 1J
MONTHLY FINANCIAL REPORT - as of May 31, 2020

	1st Quarter	2nd Quarter	3rd Quarter	April	May	4th Quarter	Fiscal YTD	Budget	% of Budget	Fiscal YTD	% of Budget
Revenues	Actual	Actual	Actual	Actual	Actual	Actual	2019-20	2019-20		2018-19	
Taxes	\$342,964.85	\$73,215,257.85	\$2,828,605.45	\$111,837.54	\$190,837.39	\$302,674.93	\$76,689,503.08	\$75,807,061.00	101.16%	\$74,292,516.21	99.90%
Interest	\$161,479.44	\$231,056.52	\$393,695.18	\$73,561.40	\$61,430.92	\$134,992.32	\$921,223.46	\$1,308,101.00	70.42%	\$1,118,216.73	258.27%
Local Sources	\$185,455.14	\$294,164.22	\$203,244.39	\$6,145.61	\$12,211.20	\$18,356.81	\$701,220.56	\$1,945,785.00	36.04%	\$1,061,324.56	53.23%
Total Local	\$689,899.43	\$73,740,478.59	\$3,425,545.02	\$191,544.55	\$264,479.51	\$456,024.06	\$78,311,947.10	\$79,060,947.00	99.05%	\$76,472,057.50	99.58%
County/ESD	\$0.00	\$1,878,433.14	\$805,492.91	\$232,294.00	\$642,447.00	\$874,741.00	\$3,558,667.05	\$3,679,721.00	96.71%	\$3,551,301.08	99.41%
State Sources	\$45,801,440.21	\$34,256,122.49	\$35,214,620.94	\$11,681,995.00	\$13,017,683.47	\$24,699,678.47	\$139,971,862.11	\$140,165,278.00	99.86%	\$132,348,161.42	102.48%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$41.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.24	\$0.00	0.00%	\$1,042,809.36	104.28%
Beginning Balance	\$10,090,542.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,090,542.29	\$8,999,197.00	112.13%	\$12,795,797.87	95.55%
Total Revenue	\$56,581,923.17	\$109,875,034.22	\$39,445,658.87	\$12,105,833.55	\$13,924,609.98	\$26,030,443.53	\$231,933,059.79	\$231,905,143.00	100.01%	\$226,210,127.23	101.03%
Expenditures											
Instruction											
Salaries	\$7,141,270.85	\$21,011,331.71	\$20,756,896.75	\$6,877,366.30	\$6,861,766.03	\$13,739,132.33	\$62,648,631.64	\$77,899,979.00	80.42%	\$62,737,335.04	85.26%
Benefits	\$3,910,203.09	\$11,953,219.34	\$11,733,258.66	\$3,878,438.94	\$3,892,736.56	\$7,771,175.50	\$35,367,856.59	\$44,181,206.00	80.05%	\$32,516,198.92	82.48%
Purchased Service	\$1,051,072.80	\$2,074,206.33	\$2,637,902.57	\$256,952.86	\$238,921.09	\$495,873.95	\$6,259,055.65	\$11,645,045.00	53.75%	\$7,925,719.30	66.04%
Supplies/Materials	\$533,286.41	\$405,547.42	\$296,790.36	\$34,887.08	\$59,628.65	\$94,515.73	\$1,330,139.92	\$3,061,627.00	43.45%	\$1,865,525.11	72.54%
Capital Purchases	\$0.00	\$11,359.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$19,859.00	\$0.00	0.00%	\$43,257.00	86.51%
Other	\$223,339.86	\$77,709.66	\$27,613.25	\$1,970.48	-\$375.08	\$1,595.40	\$330,258.17	\$1,026,996.00	32.16%	\$199,416.23	66.53%
Total Instruction	\$12,859,173.01	\$35,533,373.46	\$35,460,961.59	\$11,049,615.66	\$11,052,677.25	\$22,102,292.91	\$105,955,800.97	\$137,814,853.00	76.88%	\$105,287,451.60	82.30%
Support Services											
Salaries	\$7,065,105.85	\$10,194,995.59	\$10,490,558.42	\$3,463,690.83	\$3,586,373.59	\$7,050,064.42	\$34,800,724.28	\$47,551,692.00	73.19%	\$33,580,399.66	69.41%
Benefits	\$4,210,727.41	\$6,372,256.63	\$6,446,182.69	\$2,120,795.12	\$2,124,298.10	\$4,245,093.22	\$21,274,259.95	\$26,969,090.00	78.88%	\$19,208,557.31	74.11%
Purchased Service	\$4,030,346.65	\$3,015,938.44	\$3,444,528.65	\$620,044.64	\$945,915.85	\$1,565,960.49	\$12,056,774.23	\$7,108,365.00	169.61%	\$11,617,576.44	144.82%
Supplies/Materials	\$1,604,901.14	\$1,402,437.48	\$870,515.21	\$106,819.93	\$120,457.42	\$227,277.35	\$4,105,131.18	\$1,868,881.00	219.66%	\$4,235,407.01	168.11%
Capital Purchases	\$28,911.63	\$21,040.00	\$12,219.00	\$0.00	\$0.00	\$0.00	\$62,170.63	\$0.00	0.00%	\$226,566.52	151.04%
Other	\$1,394,951.76	\$98,358.31	\$15,912.81	\$39,829.75	\$100.00	\$39,929.75	\$1,549,152.63	\$626,897.00	247.11%	\$1,336,021.48	92.77%
Total Support	\$18,334,944.44	\$21,105,026.45	\$21,279,916.78	\$6,351,180.27	\$6,777,144.96	\$13,128,325.23	\$73,848,212.90	\$84,124,925.00	87.78%	\$70,204,528.42	81.23%
Community Services											
Salaries	\$58,042.28	\$86,098.87	\$86,840.08	\$30,182.95	\$26,604.22	\$56,787.17	\$287,768.40	\$389,549.00	73.87%	\$292,689.18	94.33%
Benefits	\$34,299.20	\$54,866.92	\$59,912.90	\$19,165.77	\$17,433.35	\$36,599.12	\$185,678.14	\$220,935.00	84.04%	\$170,620.39	102.64%
Purchased Service	\$425.83	\$23,458.60	\$22,074.46	\$0.00	\$0.00	\$0.00	\$45,958.89	\$58,233.00	78.92%	\$55,495.00	107.86%
Supplies/Materials	\$35.74	\$2,530.74	\$3,367.20	\$0.00	\$0.00	\$0.00	\$5,933.68	\$15,310.00	38.76%	\$3,288.90	25.39%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,136.00	0.00%	\$0.00	0.00%
Total Community Services	\$92,803.05	\$166,955.13	\$172,194.64	\$49,348.72	\$44,037.57	\$93,386.29	\$525,339.11	\$689,163.00	76.23%	\$522,093.47	95.74%
Capital Projects											
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Debt Service Payment	-\$71.34	-\$2,602.51	\$0.00	\$0.00	-\$466.33	-\$466.33	-\$3,140.18	\$0.00	0.00%	-\$19.72	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	-\$2,843.83	0.00%
Contingency/Ending Balance	\$9,276,202.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,276,202.00	\$9,276,202.00	100.00%	\$8,999,197.00	100.00%
Total Expenditures	\$40,563,051.16	\$56,802,752.53	\$56,913,073.01	\$17,450,144.65	\$17,873,393.45	\$35,323,538.10	\$189,602,414.80	\$231,905,143.00	81.76%	\$185,010,406.94	82.63%

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
ADOPT RESOLUTIONS TO ADOPT 2020-21 BUDGET,
APPROPRIATE 2020-21 BUDGET, AND
IMPOSE 2020-21 TAXES AND CATEGORIZE THE LEVY

SITUATION

The 2020-21 Proposed Budget was presented and approved during the May 12, 2020, Budget Committee meeting. The legal notices for Budget Hearing have been published for June 23, 2020.

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

RECOMMENDATION

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

I move that the Board of Directors adopt the Resolutions to Adopt the 2020-21 Budget, Appropriate the 2020-21 Budget, and Impose 2020-21 Taxes and Categorize the Levy, as shown in the June 23, 2020, Board meeting packet.

**RESOLUTION TO ADOPT 2020-21 BUDGET,
APPROPRIATE 2020-21 BUDGET, AND
IMPOSE 2020-21 TAXES AND CATEGORIZE THE LEVY**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Hillsboro School District 1J hereby adopts the budget for fiscal year 2020-21 in the total of \$565,636,814, now on file at the District Administration Center, Hillsboro, Oregon.

RESOLUTION TO MAKE BUDGET APPROPRIATIONS FOR 2020-21

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020, for the purposes shown below, are hereby appropriated:

General Fund

1000	Instruction	\$145,059,346
2000	Support Services	\$86,249,283
3000	Enterprise Services	\$572,385
6000	Contingency	<u>\$1,500,000</u>
Total Fund Appropriation		\$233,381,014

Special Revenue Fund

1000	Instruction	\$22,922,156
2000	Support Services	\$16,808,990
3000	Enterprise Services	\$12,234,922
4000	Facilities/Construct	\$ -
5100	Debt Service	\$913,509
5200	Transfers	<u>\$400,000</u>
Total Fund Appropriation		\$53,279,577

Debt Service Fund

2000	Support Services	\$1,000
5000	Debt Service	<u>\$51,172,124</u>
Total Fund Appropriation		\$51,173,124

Capital Projects Fund

2000	Support Services	\$205,000
4000	Facility Construction	\$128,000,000
6000	Contingency	<u>\$5,000,000</u>
Total Fund Appropriation		\$133,205,000

Total Appropriations	\$	471,038,715
Total Unappropriated	\$	65,198,028
Total Adopted Budget	\$	536,236,743

**RESOLUTION TO IMPOSE AND CATEGORIZE
AD VALOREM TAXES FOR 2020-21**

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Hillsboro School District 1J hereby imposes the taxes provided for in the Adopted Budget at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$39,859,509 for bonds; that these taxes are hereby imposed and categorized for tax year 2019-20 upon the assessed value of all taxable property within the District as follows:

CATEGORIZING THE TAX

Education Limitation	Excluded from Limitation	
General Fund \$4.9749 per \$1,000	Debt Service Fund	\$39,859,509

The above resolution statements were approved and declared adopted on this 23th day of June, 2020.

Erika Lopez, Board Chair

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
ADJUST APPROPRIATIONS

SITUATION

The District adopts current fiscal year appropriations as projected during the annual budget development process of the prior spring. Estimates of revenue and expenditures are adjusted as needed throughout the year as projections become actuals. Per Local Budget Law, changes of less than 10 percent within major funds and functions may be approved by the Board of Directors. Appropriations changes from the original 2019-20 Resolution Adopting the Budget include:

- General Fund appropriation adjustments for additional available revenue of \$3,744,448
 - Local Revenue, \$2,653,103
 - Fund Balance, \$1,091,345
- General Fund appropriation adjustments for expenditures within the major function area of Support Services of up to \$6,744,448
- General Fund appropriation of Contingency funds up to \$3,000,000
- Adjustment to increase Special Revenue Fund revenues and Instruction Expenses up to \$3,113,673.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>MAJOR FUNCTION</u>	<u>PREVIOUS APPROPRIATION</u>	<u>ADJUSTMENT</u>	<u>ADJUSTED APPROPRIATION</u>
100	General Fund	Revenue	\$231,939,563	+ \$3,744,448	\$235,684,011
100	General Fund	Increase Support Services	\$84,124,925	+ \$6,744,448	\$90,869,373
100	General Fund	Contingency	\$3,000,000	- \$3,000,000	\$0
200	Special Revenue Fund	Revenue	\$33,244,381	+3,168,673	\$36,413,054
200	Special Revenue Fund	Increase Instruction	\$12,912,581	+\$1,928,000	\$14,840,581
200	Special Revenue Fund	Increase Support Services	\$10,066,800	+\$1,240,673	\$11,307,473

RECOMMENDATION

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

I move that the Board of Directors approve the adjusted appropriations for general and special revenue funds listed in the June 23,2020, Board meeting packet.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
ACCEPT GIFTS AND DONATIONS
(as of May 31, 2020)

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 \$15,000 from North Plains PTO to North Plains Elementary School to be used for a new board reader.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept the donation.

I move that the Borad of Directors accept the donation of \$15,000 from North Plains PTO to North Plains Elementary School to be used for a new board reader.

HILLSBORO SCHOOL DISTRICT 1J
JUNE 23, 2020
AWARD CONTRACT CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR
(CM/GC) SERVICES FOR CONSTRUCTION OF INTERIOR RENOVATIONS, SITE
IMPROVEMENTS AND GYMNASIUMS AT LADD ACRES ELEMENTARY SCHOOL,
McKINNEY ELEMENTARY SCHOOL AND JACKSON ELEMENTARY SCHOOL

SITUATION

At the February 25, 2020 board meeting, the Board, acting as the Local Contract Review Board, approved the use of the Construction Management/General Contractor alternative construction method for the interior renovation, site improvement and gymnasium projects at Ladd Acres, McKinney and Jackson Elementary Schools. On May 1, 2020 the District published a Request for Proposals for these services.

On May 28, 2020 the District received responses from 10 firms for these projects. The 10 responses firms were Robinson Construction, Perlo Construction, P&C Construction, Inline Construction, Lorentz Bruun Construction, Lease Crutcher Lewis Construction, Kirby Nagelhout Construction, Emerick Construction, Skanska and Five Star Builders.

On June 9 2019 a screening committee consisting of Adam Stewart, John Abel and Mary Dolan met to score the 10 proposals. The interview team used the following criteria to rank the firms:

- Project Approach – 20 points
- Proposed Safety Plan – 20 points
- Project Support – Pre-Con Phase Services – 10 points
- K-12 Experience on Occupied Sites – 20 points
- Scheduling/Expediting Approach – 15 points
- Key Individual Experience/Team Availability – 15 points
- Cost Proposal/Fees – 10 points

After scoring the proposals the screening committee recommended interviewing 5 firms, Perlo Construction, Lease Crutcher Lewis, Kirby Nagelhout, Emerick Construction and Five Star Builders. Interviews of these five firms were conducted on June 18, 2020.

The result of this interview process is a recommendation to award the contract for Construction Management/General Contractor services as follows:

- Interior renovations, site improvements and gymnasium construction at Ladd Acres Elementary School to Lease Crutcher Lewis Construction;
- Interior renovations, site improvements and gymnasium construction at McKinney Elementary School to Perlo Construction;
- Interior renovations, site improvements and gymnasium construction at Jackson Elementary School to Kirby Nagelhout Construction;

The scoring sheets are attached to this situation page.

RECOMMENDATION

The Superintendent recommends that the Board of Directors award the contract for Construction Management/General Contractor services as follows:

- Interior renovations, site improvements and gymnasium construction at Ladd Acres Elementary School to Lease Crutcher Lewis;
- Interior renovations, site improvements and gymnasium construction at McKinney Elementary School to Perlo Construction;
- Interior renovations, site improvements and gymnasium construction at Jackson Elementary School to Kirby Nagelhout Construction;

I move that the Board of Directors award the contract for Construction Management/General Contractor services as follows:

- *Interior renovations, site improvements and gymnasium construction at Ladd Acres Elementary School to Lease Crutcher Lewis;*
- *Interior renovations, site improvements and gymnasium construction at McKinney Elementary School to Perlo Construction;*
- *Interior renovations, site improvements and gymnasium construction at Jackson Elementary School to Kirby Nagelhout Construction.*

Ladd Acres

Proposal Evaluation - CM/GC Contractors Ladd Acres ES - TOTAL PROPOSAL SCORING SUMMARY Hillsboro School District 2017 Capital Improvements Bond											
Reviewer #											
CLOSING DATE 5/28/2020 RFP# 2020 - 0424											
PROPOSERS											
Selection Criteria	Points (Max)	Robinson	Perlo	P&C Construction	Lorentz Bruun	Lease Crutcher Lewis	Kirby Nagelhout	Inline	5-Star Builders	Emerick	Skanska
1 Project Approach	20	17.0	17.0	17.7	16.3	17.3	17.7	16.0	17.3	17.3	17.3
2 Safety Plan	20	15.0	17.3	14.3	14.3	16.7	16.7	13.0	14.3	14.7	15.3
3 Project Support / Pre-Con Phase	10	8.0	8.0	8.0	7.7	8.0	8.3	7.0	7.7	7.7	8.3
4 K-12 Experience on Occupied Sites	20	17.3	17.7	17.7	16.3	17.7	17.7	16.0	17.3	17.0	17.3
5 Scheduling / Expediting Approach	15	10.3	11.0	10.7	10.0	11.0	12.0	9.7	11.3	11.0	10.3
6 Key Individual Experience / Team Availability	15	12.0	12.3	12.0	11.3	12.3	12.3	10.7	12.0	12.0	12.3
7 Cost Proposal / Fees	10	4.0	10.0	3.0	2.0	5.0	6.0	1.0	7.0	9.0	2.0
TOTALS	110	83.7	93.3	83.3	78.0	88.0	90.7	73.3	87.0	88.7	83.0



McKinney

Proposal Evaluation - CM/GC Contractors											
McKinney ES - TOTAL PROPOSAL SCORING SUMMARY											
Hillsboro School District											
2017 Capital Improvements Bond											
Reviewer #											
CLOSING DATE 5/28/2020											
RFP# 2020 - 0424											
PROPOSERS											
Selection Criteria	Points (Max)	Robinson	Perlo	P&C Construction	Lorenz Bruun	Lease Crutcher Lewis	Kirby Nagelhout	Inline	5-Star Builders	Emerick	Skanska
Project Approach	20	17.0	17.0	17.7	16.3	17.3	17.7	16.0	17.3	17.3	17.7
Safety Plan	20	15.0	17.7	14.3	14.3	17.0	17.0	13.0	14.3	14.7	15.3
Project Support / Pre-Con Phase	10	8.0	8.0	8.0	7.7	8.0	8.7	7.3	7.7	7.7	8.0
K-12 Experience on Occupied Sites	20	17.7	17.7	17.7	16.3	17.7	17.7	16.0	17.3	17.0	17.3
Scheduling / Expediting Approach	15	10.0	11.0	10.7	10.0	11.0	12.0	9.7	11.0	11.0	10.3
Key Individual Experience / Team Availability	15	12.0	12.3	12.0	11.3	12.3	12.3	10.7	12.0	12.0	12.3
Cost Proposal / Fees	10	5.0	7.0	2.0	4.0	3.0	6.0	1.0	8.0	10.0	2.0
TOTALS	110	84.7	90.7	82.3	80.0	86.3	91.3	73.7	87.7	89.7	83.0

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
APPROVE EXTENSION OF SUPERINTENDENT'S CONTRACT

SITUATION

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

RECOMMENDATION

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

I move that the Hillsboro School District Board of Directors approves the individual contract with the Superintendent, effective July 1, 2020, through June 30, 2023.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
APPROVE 2020-21 BOARD MEETING DATES

SITUATION

The Board annually sets the schedule of Board meeting dates for the upcoming school year. Board meetings are usually held on the second and fourth Tuesdays of the month, with some exceptions to accommodate school breaks. The recommended Board meeting dates for the 2020-21 school year are listed below for the Board's approval.

<u>Date</u>	<u>Meeting / Session</u>
Wednesday, August 05, 2020	Full-Day Session (Retreat)
Tuesday, September 08, 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 08, 2020	Regular Session
Tuesday, January 12, 2021	Work Session
Tuesday, January 26, 2021	Regular Session
Tuesday, February 09, 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

RECOMMENDATION

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

I move that the Board of Directors approves the Board meeting dates for the 2020-21 school year.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
ELECT BOARD CHAIR AND VICE CHAIR

SITUATION

As part of its organizational meeting every year, the Board must elect a Chair and Vice Chair. The incumbent Chair will preside over the meeting until a successor is elected, whereupon the successor will assume the duties of Board Chair. Separate elections must be held for the Board Chair and Vice Chair positions.

RECOMMENDATION

The Superintendent recommends that Board Chair Erika Lopez accept nominations and conduct elections for the Chair and Vice Chair offices for the 2020-21 school year.

HILLSBORO SCHOOL DISTRICT 1J
June 23, 2020
FIRST READING – POLICIES IN SECTIONS A-B: BOARD GOVERNANCE AND
OPERATIONS; D: FISCAL MANAGEMENT; G: PERSONNEL;
I: INSTRUCTION; J: STUDENTS

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to receive a quarterly policy update.

Policy language must meet the following criteria:

- Legally mandated or legally wise
- Harmonize with District's existing collective bargaining agreements
- Reflect current District practice

The Superintendent and Cabinet members have reviewed the policies listed below, and are presenting them to the Board for first reading:

- Policies in Section A-B: Board Governance and Operations
 - BBAA: Individual Board Member's Authority and Responsibilities
 - BDC: Executive Sessions
 - BDDG: Minutes of Board Meeting
- Policies in Section D: Fiscal Management
 - DFAA: Investment Policy – Capital Project Fund
- Policies in Section G: Personnel
 - GBA: Equal Employment Opportunity
 - GBL: Personnel Records
 - GCA: License Requirements
 - GCAB: Personal Electronic Devices and Social Media - Staff
- Policies in Section I: Instruction
 - IICC: Volunteers
- Policies in Section J: Students
 - JHH: Student Suicide Prevention

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of these policies in sections A-B, D, G, I, and J of the District's policy manual.



Code: **BBAA**
Adopted: 2/17/09
Revised/Readopted: 1/22/19
Orig. Code(s): BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the District's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as **their** own.

Members will be knowledgeable of information requested through Board action, supplied by the Superintendent, gained through attendance at District events, and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

- Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the Superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional time or expense to the District must be submitted to the Board for consideration.

- Requests for Legal Opinions

A request for a legal opinion by a Board member must be approved by a majority vote of the Board the request is made to legal counsel. If the legal opinion sought involves the Superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

- Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students, or members of the public, such information is to be conveyed to the Superintendent for action.

- Board Member's Relationship to Administration

Individual Board members will be informed about the District's educational program, may visit schools or other facilities to gain information, and may request information from the Superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the District or its schools.

- Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 Or. Atty. Gen. Op. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Corrected 3/08/19



Code: BDC
Adopted: 12/01/16
Revised/Readopted: 1/22/19
Orig. Code(s): BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute, but may not take final action, except for the expulsion of a student and matters pertaining to, or examination of, the confidential records of the student.

An executive session may be convened by the Board chair, upon the request of three Board members, or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special, or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session, and by noting the subject of the executive session.

The Board may hold an executive session:

- To consider the employment of a public officer, employee, staff member, or individual agent. (ORS 192.660(2)(a))
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent who does not request an open meeting. (ORS 192.660(2)(b))
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
- To consider information records that are exempt by law from public inspection. (ORS 192.660(2)(f))
- To consult with counsel concerning the legal rights and duties of a public body with regard

to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employees, and staff who do not request an open hearing. (ORS 192.660(2)(i))
- To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))
- To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
- To discuss matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions, except for those matters pertaining to:

- Deliberations with persons designated by the Board to carry on labor negotiations;
- Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
- Current litigation or litigation likely to be filed, if the member of the news media is a party to the litigation or is an employee, agent, or contractor of a news media organization that is a party to the litigation.

All staff, representatives of the media, and any other parties present at the meeting must return all printed material disseminated at the executive session to the Board Secretary before leaving the room. Board members may request the Board chair's permission to retain executive session materials. The Board member will ensure the confidentiality of such materials. When directed by the Board chair, Board members will return such materials.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential. The Board requires that information discussed or reviewed at the executive session not be made public by the media or anyone else in attendance.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.045](#)
[ORS 332.061](#)

House Bill 2514 (2019)

Corrected 5/20/20



Code: BDDG
Adopted: 6/19/07
Revised/Readopted: 1/22/19
Orig. Code(s): BDDG

Minutes of Board Meeting

A complete and accurate set of minutes of each Board meeting shall be kept by the clerk to comply with all legal requirements. Minutes, when approved by a vote at a subsequent meeting, shall be kept in an official record book specified for that purpose and shall be filed at the District office as the official records of school legislation and shall be open to public inspection at all times. A copy of the exact proceedings of each regular or special meeting as indicated by the minutes shall be sent to each Board member prior to the regular scheduled monthly or special meeting.

The Board shall provide for the taking of written minutes of all its meetings.

- Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.
- Minutes will be available for review in the Superintendent's office.

The minutes of all meetings will include at least the following:

- All members of the governing body present;
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- The results of all votes and the vote of each member by name if the vote is not unanimous;
- The substance of any discussion on any matter;
- The official minutes shall include all written materials given to Board members.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records ; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

House Bill 2514 (2019)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Corrected 5/20/20



Code: **DFAA**
Adopted: 6/26/18
Revised/Readopted: 6/11/19
Orig. Code: DFAA

Investment Policy – Capital Project Fund

Scope

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

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

Objectives

The District’s investment objectives are:

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

Delegation of Authority

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

Prudence

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

Investment Diversification

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

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

Diversification by Financial Institutions

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

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

State of Oregon Investment Pool - State Pool

With the exception of pass-through funds (in and out within 10 days), no more than \$34 million total the statutory limit per ORS 294.810 or 100 percent of the total portfolio.

Investment Maturity

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

Qualified Institutions

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

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

Safekeeping and Collateralization

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

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

Monitoring and Adjusting the Portfolio

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

Internal Controls

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

Accounting Method

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

Reporting Requirements

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

Review and Adoption

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

END OF POLICY

Legal Reference(s):

[ORS 294.135](#)

[ORS 332.107](#)

Corrected 6/03/20



Code: **GBA**
Adopted: 11/14/17
Revised/Readopted: 4/28/20
Orig. Code(s): GBA

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the District regardless of race, color, religion, sex, sexual orientation, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veteran's status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The Superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act(ADA), and Section 504 of the Rehabilitation Act. The Superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the District alleging noncompliance with Title IX. The name, address, and telephone number of the Title IX coordinator will be provided to all students and employees.

The Superintendent will develop other specific recruiting, interviewing, and evaluation procedures as are necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 326.051](#)
[ORS 332.505](#)
[ORS 342.934](#)
[ORS 408.225](#)
[ORS 408.230](#)
[ORS 408.235](#)
[ORS 652.210 - 652.220](#)
[ORS 659.850](#)
[ORS 659.870](#)

[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.082](#)
[ORS 659A.109](#)
[ORS 659A.112](#)
[ORS 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)
[ORS 659A.409](#)
[ORS 659A.820](#)

[OAR 581-021-0045](#)
[OAR 581-022-2405](#)
[OAR 839-003-0000](#)
[OAR 839-006-0435](#)
[OAR 839-006-0440](#)
[OAR 839-006-0450](#)
[OAR 839-006-0455](#)
[OAR 839-006-0460](#)
[OAR 839-006-0465](#)

House Bill 2341 (2019)
Senate Bill 479 (2019)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2012).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2012); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018);
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2019).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).

Corrected 5/20/20



Code: **GBL**
Adopted: 11/25/08
Revised/Readopted: 4/28/20
Orig. Code: GBL

Personnel Records

An official personnel file will be established for each person employed by the District. Such files will be maintained in a central location.

The Superintendent or the superintendent's designee will be responsible for establishing procedures regarding the control, use, safety, and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints, and written disciplinary actions placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of an employee's personnel or administrator's personnel file and shall not be removed for any reason. Employees may submit a written response to be attached to the file copy. Any medical records will be placed in a separate file.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Except as provided below, or required by law, District employees' personnel records will be available for use and inspection only by the following:

- The individual employee. An employee or designee (designated in writing by the employee) may arrange with the Human Resources department to inspect the contents of the employee's personnel file on any day the Human Resources Department is open for business.
- A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection.
- The Superintendent and designated members of the central administrative staff.
- District administrators and supervisors who currently or prospectively supervise the employee.

- Attorneys for the District or the District’s designated representative on matters of District business.
- The Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.

Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1).

The Superintendent or their designee may permit persons other than those specified above to use and to inspect personnel records when with the Superintendent’s or designee’s discretion the person requesting access has a legitimate official purpose. The Superintendent or designee will determine in each case, the appropriateness and extent of such access.

Personnel record requests by parties other than those listed above will follow Board policy KBA – Public Records.

END OF POLICY

Legal Reference(s):

[ORS 339.370](#) – [339.374](#)
[ORS 339.388](#)
[ORS 342.143](#)
[ORS 342.850](#)
[ORS 652.750](#)
[OAR 581-022-2405](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
 Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
 Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Corrected 5/20/20



Code: **GCA**
Adopted: 9/25/18
Revised/Readopted: 4/28/20
Orig. Code: GCA

License Requirements

The Board, in adhering to Oregon Revised Statutes, shall require all applicants selected for employment for positions that require Teacher Standards and Practices Commission (TSPC) licensing, to hold a valid Oregon license issued by the TSPC as a condition of employment. The District must be able to verify the current license of applicants offered employment before the Board will consider approving their employment.

If an applicant's license application with the TSPC is pending, the District may allow the applicant to teach for 90 calendar days after the date of submission of the application, if the applicant has:

- Submitted an application in the manner and form required by the TSPC, including payment of all required fees;
- Completed a background clearance conducted by the TSPC that includes having:
 - Furnished fingerprints, if required;
 - Provided satisfactory responses to character questions in the form and manner required by the TSPC; and
 - Completed a criminal records check pursuant to state law and a background check through the interstate clearinghouse for revoked or suspended licenses, and is eligible for a teaching license.
- Not been employed by the district under this 90 calendar day provision during the previous 12 months with a pending application for the same license.

The District will complete a review of the applicant's employment history and verify through TSPC if there is an ongoing investigation or a substantiated report that may constitute sexual conduct as required by law prior to beginning employment.

The District will verify through TSPC the employee is properly licensed on the 91st calendar day

after the application was submitted to the TSPC, if the employee's license application is pending and the employee is teaching in the District.

This 90 **calendar** day teaching option will only be applied to those positions of high need, specialty areas, or emergency assignments as determined by the District.

The verification of TSPC licensure includes all license endorsements. It shall be each licensed staff member's responsibility to keep all endorsements current.

END OF POLICY

Legal Reference(s):

[ORS 339.374](#)
[ORS 342.120 - 342.203](#)
[OAR 584-050-0035](#)
[OAR 584-200-0020](#)
Senate Bill 155 (2019)
Senate Bill 216 (2019)

Corrected 5/20/20



Code: **GCAB**
Adopted: 8/26/14
Revised/Readopted: 5/28/19
Orig. Code: GCAB

Personal Electronic Devices and Social Media - Staff**

Staff member possession or use of personal electronic devices on District property, in District facilities during the work day, and while the staff member is on duty in attendance at District-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the Superintendent or designee. At no time, whether used on-duty or off-duty will a personal electronic device be used in a manner that interferes with staff duties and responsibilities, or in a manner that violates state and/or federal law.

A “personal electronic device” is a device not issued by the District that is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Social media tools may be used by staff in a manner that supports the instructional and learning environment.

The District will not be liable for loss or damage to personal electronic devices brought onto District property and to District-sponsored activities.

Staff members, while on duty and off duty, will utilize social media websites, public websites, and blogs judiciously by not posting confidential information about students, staff or District business. Staff may not post images of District facilities, staff, students, volunteers, or parents without authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students, and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students by staff using personal electronic devices will be appropriate, professional, and school-related and staff shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students. Messaging students for nonschool-related activities or matters is prohibited during work hours and strongly discouraged at all other times.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or

emergency reasons with Superintendent or designee approval.

Staff members are subject to disciplinary action, up to and including dismissal, for using a personal electronic device in any manner that is illegal or violates the terms of this policy, administrative regulation, or other District acceptable use guidelines. Staff actions on social media websites, public websites, and blogs, while on or off duty, that disrupts the school environment, are subject to disciplinary action, up to and including dismissal. A “disruption” for purposes of this policy includes, but is not limited to, one or more parents threaten to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) is prohibited and may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies as required by law or as deemed appropriate by the administration.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers. (See Board policy GCAA)

The Superintendent or designee shall ensure that this policy is available to all employees.

END OF POLICY

Legal Reference(s):

[ORS 167.057](#)
[ORS 163.432](#)
[ORS 163.433](#)
[ORS 163.684](#)
[ORS 163.686](#)
[ORS 163.687](#)
[ORS 163.688](#)
[ORS 163.689](#)
[ORS 163.693](#)
[ORS 163.700](#)
[ORS 326.011](#)
[ORS 326.051](#)
[ORS 332.072](#)
[ORS 332.107](#)
[ORS 336.840](#)

[OAR 584-020-0000](#) to -0035

Copyrights, Title 17, as amended, United States Code; 19 C.F.R. Part 133 (2014).

Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).

Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second

remand (1987), revised order on second remand (1988).

Corrected 5/26/20



Code: **IICC**
Adopted: 12/12/17
Revised/Readopted: 2/25/20
Orig. Code: IICC

Volunteers

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the District for volunteer service into positions identified in policy GCDA/GDDA – Criminal Records Checks and Fingerprinting as requiring fingerprinting, and that will have direct, unsupervised contact with students shall be required to undergo a state and national criminal records check based on fingerprints.

~~Any person authorized by the District as a volunteer into a position that allows direct, unsupervised contact with students shall be required to undergo a state and national criminal records check.~~

[Any electronic communications with students by a volunteer for the District will be appropriate and only when directed by District administration. When communicating with students electronically regarding school-related matters, volunteers shall use District e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by District administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the District is prohibited.]

Nonexempt employees may be permitted to volunteer to perform services for the District provided the volunteer activities do not involve the same or similar type of services as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the District that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.

The administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the building or department administrator. Every effort should be made to use volunteer resources in a manner

which will ensure maximum contribution to the welfare and educational growth of students, to the improvement of school programs, and to increase school-community involvement and communication.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)

[ORS 326.607](#)

[ORS 332.107](#)

[ORS 339.372](#)

[OAR 581-021-0510 – 021-0512](#)

[OAR 839-020-0005](#)

Senate Bill 155 (2019)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Corrected 5/20/20



Code: JHH
Adopted:

Student Suicide Prevention**

The district shall develop a comprehensive student suicide prevention plan for students in kindergarten through grade 12.

[The district may consult with state or national suicide prevention organizations, the Oregon Department of Education (ODE), school-based mental health professionals, parents, guardians, employees, students, administrators and school boards associations when developing the required plan.]

The plan shall include, at a minimum:

- Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide;
- Identification of the school officials responsible for responding to reports of suicidal risk;
- A procedure by which a person may request the district to review the actions of a school in responding to suicidal risk;
- Methods to address the needs of high-risk groups, including:
 - Youth bereaved by suicide;
 - Youth with disabilities, mental illness or substance abuse disorders;
 - Youth experiencing homelessness or out of home settings, such as foster care; and
 - Lesbian, gay, bisexual, transgender, queer and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students.
- A description of, and materials for, any training to be provided to employees as part of the plan, which must include:
 - When and how to refer youth and their families to appropriate mental health services; and

- Programs that can be completed through self-review of suitable suicide prevention materials.
- Supports that are culturally and linguistically responsive;
- Procedures for reentry into a school environment following a hospitalization or behavioral health crisis; and
- A process for designating staff to be trained in an evidence-based suicide prevention program.

The plan must be written to ensure that a district employee acts only within the authorization and scope of the employee's credentials or licenses.

The plan must be available annually to the community of the district, including district students, their parents and guardians, and employees and volunteers of the district, and readily available at the district office and on the district website.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.343](#)
[OAR 581-022-2510](#)