

**HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS**  
Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, OR

**Board Meeting Agenda**  
**September 22, 2020**  
**5:15 PM**

**1. 5:15 PM - Work Session**

- A. Call to Order  
Presenter: Erika Lopez  
Time: 5:15 PM
- B. Hillsboro Library Presentation  
Presenter: Travis Reiman  
Time: 5:15 PM, 20 minutes
- C. Facilities Naming Process  
Presenter: Mike Scott  
Time: 5:35 PM, 15 minutes
- D. Board Goals Discussion  
Presenter: Mike Scott  
Time: 5:50 PM, 15 minutes
- E. Fall 2020 Update  
Presenter: Travis Reiman  
Time: 6:05 PM, 20 minutes
- F. Discuss OSBA Board of Directors Nominations  
Presenter: Erika Lopez  
Time : 6:25 PM, 10 minutes
- G. Legislative Priorities  
Presenter: Beth Graser  
Time: 6:35 PM, 15 minutes
- H. 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. Proclamation: Latinx Heritage Month  
Presenter: Yadira Martinez  
Time: 7:05 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: 7:10 PM, 5 minutes
- D. Audience Time  
Presenter: Beth Graser  
Time: 7:15 PM, 5 minutes
- E. Public Testimony: Facilities Naming Process  
Presenter: Beth Graser  
Time: 7:20 PM, 5 minutes
- F. Action Items

1. Facilities Naming Process

SAMPLE MOTION: I move that the Board of Director's select [Insert Name here] as the name for ES28 to be placed on 30-day review.

Presenter: Mike Scott

Time: 7:25 PM, 5 minutes

2. Accept Gifts and Donation

SAMPLE MOTION: I move that the Board of Directos accept the donation of \$6,000 from Sonrise Church to Reedville Elementary and Witch Hazel Elementary.

Presenter: Michelle Morrison

Time: 7:30 PM, 5 minutes

3. OSBA Board of Directors Nomination

SAMPLE MOTION: I move that the Board of Directors nominate [insert candidate name] for the OSBA Board of Directors position 15.

Presenter: Erika Lopez

Time: 7:35 PM, 5 minutes

4. Resolution to Refinance Bonds

SAMPLE MOTION: I move that the Board of Directors approve Resolution 09-22-2020 authorizing the refinance of the 2012 General Obligation Bond (2006 Series A and B, original issue); designating an Authorized Representative; delegating the negotiation and approval of financial documents and related matters.

Presenter: Michelle Morrison

Time: 7:40 PM, 10 minutes

G. 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: 7:50 PM, 5 minutes

1. Approve Minutes of June 23, 2020, Board/Budget meeting

2. Approve Minutes of July 15, 2020, Board meeting

3. Approve Minutes of July 23, 2020, Board meeting

4. Approve Minutes of August 5, 2020, Board meeting

5. Approve Minutes of August 19, 2020, Board meeting

6. Approve Routine Personnel Matters

7. Readopt Board / Superintendent Working Agreements

8. Approve Policies A-B, D, G, I, J

a. A/B: Board Governance and Operations

1) BBAA: Individual Board Member's Authority and Responsibilities

Presenter: Mike Scott

2) BDC: Executive Sessions

Presenter: Mike Scott

- 3) BDDG: Minutes of Board Meeting  
Presenter: Mike Scott

b. D: Fiscal Management

- 1) DFAA: Investment Policy – Capital Project Fund  
Presenter: Michelle Morrison

c. G: Personnel

- 1) GBA: Equal Employment Opportunity  
Presenter: Kona Lew-Williams
- 2) GBL: Personnel Records  
Presenter: Kona Lew-Williams
- 3) GCA: License Requirements  
Presenter: Kona Lew-Williams
- 4) GCAB: Personal Electronic Devices and Social Media - Staff\*\*  
Presenter: Kona Lew-Williams

d. I: Instruction

- 1) IICC: Volunteers  
Presenter: Kona Lew-Williams

e. J: Students

- 1) JHH: Student Suicide Prevention  
Presenter: Travis Reiman

H. Reports and Discussion

- 1. Superintendent Evaluation Letter  
Presenter: Erika Lopez  
Time: 7:55 PM, 10 minutes
- 2. Financial Report (*see written report*)  
Presenter: Michelle Morrison  
Time: 8:05 PM, 5 minutes

I. Policies - First Reading

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

Presenter: Mike Scott

Time: 8:10 PM, 5 minutes

- 1. A/B: Board Governance and Operations
  - a. BBF: Board Member Standards of Conduct  
Presenter: Mike Scott

b. BDDH: Public Comment at Board Meetings

Presenter: Mike Scott

c. BDDH-AR: Public Comment at Board Meetings

Presenter: Mike Scott

2. E: Support Services

a. ECACB: Use of Drones on District Property

Presenter: Casey Waletich

b. EEA: Student Transportation Services

Presenter: Casey Waletich

J. HCU / HEA Reports

Presenter: Erika Lopez

Time: 8:15 PM, 10 minutes

K. Discussion Time

Presenter: Erika Lopez

Time: 8:25 PM, 10 minutes

-Student Representative Time

-Superintendent Time

-Board of Director Time

L. Adjourn Regular Session

Presenter: Erika Lopez

Time: 8:35 PM

3. Next Meetings of the Board of Directors:

- October 13, 2020 Board Work Session
- October 27, 2020 Board Work / Regular Session

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**YOUTH ACCESS LIBRARY ACCOUNT (YALA)**

**SITUATION**

The Youth Access Library Account (YALA) is a partnership between the Hillsboro Public Library (HPL), Washington County Cooperative Library Services (WCCLS), and the Hillsboro School District (HSD). The intent for the YALA is introduce students to the public library and provide access to eBooks, electronic databases and resources, as well as print books. HSD students will be eligible to receive their YALA in November 2020.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT**  
**September 22, 2020**  
**FACILITIES NAMING PROCESS - ES28**

**SITUATION**

After months of community feedback and ES28 Naming Task Force review, four names were presented to the Board of Directors at the September 8, 2020 work session for the new elementary school being constructed in the North Plains area - ES28.

These names are:

- Atfalati Ridge
- Ridgeview
- Sunset Ridge
- Sunset View

Board members present at the September 8 work session provided initial discussion regarding the names and decided to continue the discussion at the next Board meeting.

During tonight's work session, the Board of Directors will further discuss the presented names. Board members will be asked to provide their top one or two selections, with an explanation. After their discussion, the Board will select one or two finalists for further discussion later in the evening. During the regular session, the Board will discuss the selections from the work session and then select a lone finalist to be placed on 30-day review.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors discuss the names presented and select one or two names to be further discussed during the Board regular session.

# **APPENDIX 1** **Community Suggestions and Task Force Point Assignments**

Task force members were asked to distribute 10 points to at least three names suggested by the community. Higher point assignments indicated a higher preference. The final tally of names and points was then sorted in descending order of total points received. The top nine names are highlighted; these were presented back to the community in a Google Form survey to assess the public's preferences (see Appendix 2).

	Member Points										
Suggested Name	A	B	C	D	E	F	G	H	I	J	TOTAL
Atfalati Ridge			7	4	7				5		23
Sunset Ridge		3		3			5	1		8	20
Ridgeview	8				2		1	1			12
Sunset		4				4	2				10
Jessie Mays				2		4				1	7
César Chávez								6			6
Joseph L. Meek	1	3		1							5
Sunset View	1					2	2				5
Farmflats Valley									4		4
Millie Provis			2								2
Boeckli			1								1
Crimson									1		1
McKay or McKay Creek										1	1
McKay Ridge					1						1
North Park								1			1
Sacagawea								1			1
Carl E. Sagan											
DH Elementary											
Flatfields											
Grace Hopper											
Helen Keller											
Mason Hill											
Sunshine Meadows											
Tualatin Mountain											
Windy Flats											

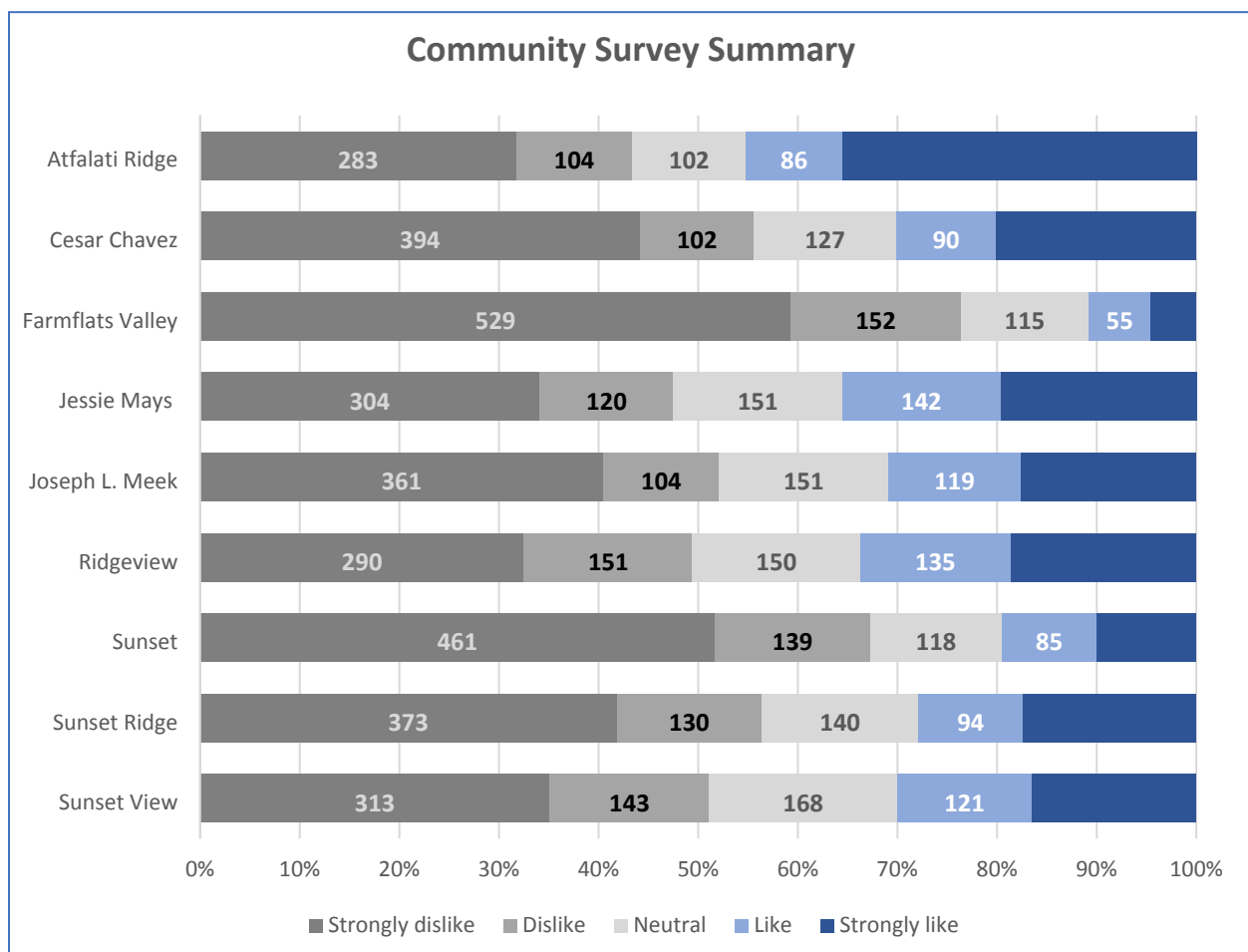
## APPENDIX 2 Community Survey Results

Total responses: 892

### Methodology

The survey was provided online as a Google Form survey as well as in a paper flyer. Name suggestions were randomly listed in the online survey to minimize ordering bias; names were alphabetically listed on the paper survey. Online respondents were required to enter a preference for each name. The 44 paper submissions were manually entered into the Google Form to compile all responses in one file; four of these surveys had names without a preference, which were assumed to be a response of “3” (neutral).

The survey was open to the entire community; however, North Plains Elementary families were the target of the direct phone, email and text messaging. Respondents were allowed to submit multiple responses, although, for the online survey, they were made to exit the survey and reload it to do so. Review of the data seems to show unique responses, with a couple exceptions.





### Additional Metrics

The data were further summarized by applying two metrics to more clearly display the respondents' relative preferences.

- **Like/dislike ratio** – for each name, the total counts of “strongly like” and “like” responses were divided by the total “strongly dislike” and “dislike” responses:

Counts of (strongly like + like) responses

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Counts of (strongly dislike + dislike) responses

As an example, Farmflats Valley received 41 strongly like and 55 like responses, and 529 strongly dislike and 152 dislike responses. Using the calculation above, the like/dislike ratio is  $(41 + 55) / (529 + 152) = 0.14$ .

The lower the result, the less the name is liked by respondents.

- **Average score** – for each name, the total of the respondents' scaled points was divided by the total responses, with a scale of 1 = strongly dislike, 2 = dislike, 3 = neutral, 4 = like, 5 = strongly like.

Using Farmflats Valley again as an example, the total points received were  $(41*5) + (55*4) + (115*3) + (152*2) + (529*1) = 1603$ . Dividing this by the 892 total responses results in an average score of 1.80.

As with the like/dislike ratio, the lower the result, the less the name is preferred by respondents.

These metrics resulted in the following:

	Atfalati Ridge	Cesar Chavez	Farmflats Valley	Jessie Mays	Joseph L. Meek	Ridgeview	Sunset	Sunset Ridge	Sunset View
Like/Dislike Ratio	1.04	0.54	0.14	0.75	0.59	0.68	0.29	0.50	0.59
Average Score	3.06	2.50	1.80	2.74	2.56	2.70	2.11	2.47	2.60

### Summary of Comments

Respondents were allowed to provide short text comments at the end of the online survey. The 234 comments received can be classified in these general categories:

- Appreciated the opportunity to provide feedback
- Honor the history of the area, whether it is for the indigenous people or early city residents (although there also were many comments against naming for white colonizers)
- Select a name that would bring the community together
- Embrace inclusiveness and honor diversity

- Avoid using the name of a person and/or early colonizers/settlers
- Avoid a name that's already used or too similar to other schools in the metro area

Also, several comments were related to keeping the North Plains Elementary name for the new school; these respondents were under the misconception that ES28 would replace the existing school.

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**DISCUSS 2020-21 BOARD GOALS**

**SITUATION**

The ongoing duties of the Board include resource allocation, formulating policy, and interacting with the community in support of the District mission. During this work session, the Board will discuss goals for the 2020-21 school year.

A draft of potential Board goals for the 2020-21 school year include the following:

- The Board will be visible as community leaders through actively participating in District/Community virtual events. Visible and engagement opportunities include remote attendance at virtual listening sessions, virtual school activities/events, and district organized virtual events. When safe to do so, Board members will participate in in-person engagement opportunities.
- The Board will adopt legislative priorities for the next biennium and actively participate in advocacy on behalf of the District in regards to stable and adequate funding.
- The Board will work toward becoming an antiracist community through participation in professional development, policy review, and systemic analysis.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss their goals for 2020-21.

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**FALL 2020 UPDATE**

**SITUATION**

The Board of Directors will receive an update regarding the start of school for Fall 2020, including information regarding attendance, strategies for connecting with students and families, helpdesk activity, and an overview of the eventual transition to a hybrid delivery model.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**DISCUSS OSBA BOARD OF DIRECTORS NOMINATION - POSITION 15**

**SITUATION**

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

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

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

Nominations will close on October 2, 2020. On October 16, OSBA will distribute official ballots to member boards. Each member board shall have one vote for each open OSBA board position in their geographic area. Voting will open on November 16 and close on December 18. Newly elected members of the OSBA board will officially take office on January 1, 2021.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss potential nominees for OSBA board service.

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**LEGISLATIVE PRIORITIES INPUT/PLANNING**

**SITUATION**

In February 2021, elected officials in Oregon will enter into a full legislative session. Within this session, they will determine the budget allocation for K-12 education over the 2021-23 biennium and will consider hundreds of changes to existing law, some of which will directly impact the Hillsboro School District.

So that Board Members can talk to elected officials and advocate for funding and other matters of importance to the District, a slate of Legislative Priorities will be created and acted upon in advance of the session.

A subcommittee of the Board is convening outside of existing work and regular session meetings to devote additional time to familiarizing themselves with District needs and priorities, as well as likely legislation that may surface during the session. Information gathered and discussed in these meetings will be used to create the set of Legislative Priorities that will be presented to the full Board for first reading in November and action in December.

The preliminary recommendations of the subcommittee will be shared at this meeting.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to this update and provide any input they have to the development of 2021-23 Legislative Priorities.

# PROCLAMATION

*The Hillsboro School District observes Latinx Heritage Month to honor the histories, cultures and contributions of Latinx Americans whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.*

*The Hillsboro School District remembers that the observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was enacted into law on August 17, 1988 under President Ronald Reagan to cover a 30-day period starting on September 15 and ending on October 15.*

*The Hillsboro School District recognizes that people of Latinx descent contributed to our prosperity and culture throughout the history of the Hillsboro School District.*

*The Hillsboro School District honors the vibrant history and diverse cultures of Oregon's Latinx community as a central part of our state's story and shared across all Oregon communities.*

*The Hillsboro School District celebrates this year's theme, "Be Proud of Your Past, Embrace the Future," which encourages us to reflect on the legacy of Latinx people who have influenced our nation's history and serve today as leaders in all aspects of our national life from the Supreme Court and Congress to boardrooms across the United States.*

*The Board of Directors of the Hillsboro School District do hereby proclaim the month of September 15, 2020 to October 15, 2020 be:*

## LATINX HERITAGE MONTH

*We urge all community members to join us in recognizing the many contributions and achievements of Latinx Americans to the development of prosperity of our community.*



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*Erika Lopez, Board Chair*

# PROCLAMACIÓN

*El Distrito Escolar de Hillsboro celebra el Mes de la Herencia Latina para honrar las historias, culturas y contribuciones de los latinoamericanos cuyos ancestros son de España, México, el Caribe, Centroamérica y Sudamérica.*

*El Distrito Escolar de Hillsboro recuerda que esta celebración comenzó en 1968 como la Semana de la Herencia Hispana bajo el mandato del Presidente Lyndon Johnson y se promulgó como ley el 17 de agosto de 1988 bajo el mandato del Presidente Ronald Reagan abarcando un período de 30 días que comienza el 15 de septiembre y termina el 15 de octubre.*

*El Distrito Escolar de Hillsboro reconoce que las personas de ascendencia latina contribuyeron a nuestra prosperidad y cultura a lo largo de la historia del Distrito Escolar de Hillsboro.*

*El Distrito Escolar de Hillsboro honra la vibrante historia y las diversas culturas de la comunidad latina de Oregón como una parte central de la historia de nuestro estado y es compartida en todas las comunidades de Oregón.*

*El Distrito Escolar de Hillsboro celebra el lema de este año, "Siéntete orgulloso de tu pasado, abraza el futuro", el cual nos motiva a reflexionar sobre el legado de los personajes latinos que han influido en la historia de nuestra nación y que sirven hoy como líderes en todos los aspectos de nuestra vida nacional, desde el Tribunal Supremo y el Congreso hasta las reuniones de las mesas directivas en todos los Estados Unidos.*

*La Mesa Directiva del Distrito Escolar de Hillsboro proclama por la presente el mes del 15 de septiembre de 2020 al 15 de octubre de 2020 como:*

## MES DE LA HERENCIA LATINA

*Exhortamos a todos los miembros de la comunidad a unirse a nosotros para reconocer las múltiples contribuciones y logros de los latinoamericanos a la prosperidad de nuestra comunidad.*



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*Erika López, presidenta de la Mesa Directiva*



## **AUDIENCE PARTICIPATION STATEMENT - NON-AGENDA TOPIC**

*Read at beginning of Audience Time:*

Public participation in Board meetings is governed by Policy BDDH.

Visitors who wish to speak before the Board must complete an Intent to Speak card (available on the top of our District website, [www.hsd.k12.or.us](http://www.hsd.k12.or.us)) and submit it to the Executive Assistant to the Board of Directors Rose Roman.

Comments concerning a published agenda item are limited to its designated place on the agenda, unless otherwise authorized by the Board. Comments about non-agenda items will be heard at this time.

Speakers should include their name and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose. Three minutes will be allowed for an individual comment; five minutes will be allowed for someone who is commenting on behalf of a group

Speakers may offer objective criticism of district operations and programs, but in public sessions the Board will not hear comments regarding any individual district staff member. Commendations involving staff members should be sent to the Superintendent. Channels for the Board's review of legitimate complaints involving individuals include Board policy KL—Public Complaints. If appropriate, the Board chair will connect the visitor with an administrator to receive comments regarding personnel. Any hearing conducted before the Board regarding personnel shall take place in an executive session.

The Board thanks all community members for their presence, and appreciates their input.

## **Public Input – Facilities Naming Process – ES28**

*September 22, 2020*

Board members value the perspectives of staff, students, and community members, and are inviting public comment on the topic of Facilities Naming Process – ES28. During tonight's meeting, the Board will listen to input provided by audience members regarding this topic.

This public input agenda item will be conducted as follows:

- Everyone who wants to provide comment to the Board regarding the Facilities Naming Process – ES28 must submit the Intent to Speak form online at [www.hsd.k12.or.us](http://www.hsd.k12.or.us).
- Each comment will be read to the Board and will be allowed up to three minutes per comment.
- An individual speaking on behalf of a group will be allowed five minutes.
- Questions will not be answered during this meeting. This is not a question-and-answer session, but an opportunity for the Board to receive public input regarding the Facilities Naming Process – ES28.
- Any questions that are generated will be recorded and answered at a later date. In order to receive responses to questions, you must provide your contact information.
- Anyone who does not have an opportunity to submit a comment for the meeting is welcome to submit written testimony to the Board secretary ([romanr@hsd.k12.or.us](mailto:romanr@hsd.k12.or.us)) for the Board to review.

**HILLSBORO SCHOOL DISTRICT**  
**September 22, 2020**  
**FACILITIES NAMING PROCESS - ES28**

**SITUATION**

After months of community feedback and ES28 Naming Task Force review, four names were presented to the Board of Directors at the September 8, 2020 work session for the new elementary school being constructed in the North Plains area - ES28.

These names are:

- Atfalati Ridge
- Ridgeview
- Sunset Ridge
- Sunset View

Board members present at the September 8 work session provided initial discussion regarding the names and decided to continue the discussion at the next Board meeting.

During tonight's work session, the Board of Directors will further discuss the presented names and select one or two finalists for discussion during the regular session. During the regular session, the Board will select a lone finalist to be placed on 30-day review, with the goal to approve the final selection at the October 27, 2020, Board meeting.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors discuss the names presented and select one name to place on 30-day review.

*I move that the Board of Director's select [Insert Name here] as the name for ES28 to be placed on 30-day review.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of August 31, 2020)**

**SITUATION**

District policy KH - Public Gifts to the District 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 \$6,000 from Sonrise Church to Reedville Elementary School and Witch Hazel Elementary School to be used as follows:
  - \$3,000 to Reedville Elementary School for Technology peripherals and back to school supplies.
  - \$3,000 to Witch Hazel Elementary School for distance learning supplies.

**RECOMMENDATION**

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

*I move that the Board of Directors accept the donation of \$6,000 from Sonrise Church to Reedville Elementary and Witch Hazel Elementary.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**OSBA BOARD OF DIRECTORS NOMINATION - POSITION 15**

**SITUATION**

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

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

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

Nominations will close on October 2, 2020. On October 16, OSBA will distribute official ballots to member boards. Each member board shall have one vote for each open OSBA board position in their geographic area. Voting will open on November 16 and close on December 18. Newly elected members of the OSBA board will officially take office on January 1, 2021.

**RECOMMENDATION**

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

*I move that the Board of Directors nominate [insert candidate name] for the OSBA Board of Director position number 15.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**AUTHORIZING RESOLUTION**

**SITUATION**

Hillsboro School District currently collects property taxes specifically for debt services (principal and interest payments) for 3 capital project general obligation bonds at a rate of \$2.32/\$1,000. Periodically, interest rates drop low enough to create savings under refinancing or “refunding” of bond issues. The 2006 Bond Series A and B has already been refinanced once in 2012, with a projected savings yield of \$5,293,985 (4.53% of proceeds).

Current market conditions and extremely low interest rates have created a second refinancing opportunity for the balance of the series. Total estimated savings is \$1,430,743 (3.55%) net present value for the remaining balance of \$40,365,000 through 6/15/2020. The savings will be realized by property tax owners with a lower collection rate than currently projected (without refinancing). The refinancing transaction requires an Authorizing Resolution by the board.

**RECOMMENDATION**

The Superintendent recommends the Board approve Resolution 09-22-2020 authorizing the refinancing of 2012 General Obligation Bond Refunding (2006 Series A and B original issue); designating an Authorized Representative; delegating the negotiation and approval of financial documents and related matters.

*I move that the Board of Directors approve Resolution 09-22-2020 authorizing the refinance of the 2012 General Obligations Bond (2006 Series A and B, original issue); designating an Authorized Representative; delegating the negotiation and approval of financial documents and related matters.*

## **RESOLUTION NO. 09-22-2020**

### **A RESOLUTION OF HILLSBORO SCHOOL DISTRICT NO. 1J, WASHINGTON, YAMHILL AND MULTNOMAH COUNTIES, OREGON AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF GENERAL OBLIGATION REFUNDING BONDS; DESIGNATING AN AUTHORIZED REPRESENTATIVE; DELEGATING THE NEGOTIATION AND APPROVAL OF FINANCIAL DOCUMENTS AND RELATED MATTERS.**

THE BOARD OF DIRECTORS OF HILLSBORO SCHOOL DISTRICT NO. 1J, WASHINGTON, YAMHILL AND MULTNOMAH COUNTIES, OREGON HEREBY RESOLVES:

#### **Section 1. FINDINGS**

The Board of Directors (the “Board”) of Hillsboro School District No. 1J, Washington, Yamhill and Multnomah Counties, Oregon a common school district of the State of Oregon (the “District”) finds:

- a. The District previously issued its General Obligation Refunding Bonds, Series 2012 (the “Refundable Bonds”) for projects which were authorized by approving vote of the electors of the District; and
- b. The District is authorized pursuant to the Oregon Constitution and Oregon Revised Statutes Chapter 287A to issue refunding bonds for the refunding of all or a portion of its outstanding Refundable Bonds; and
- c. The District has determined that it is in the best interest of the taxpayers of the District to refund all or a portion of the Refundable Bonds. The Authorized Representative shall select the portion of such Refundable Bonds to be refunded in accordance with Section 8 hereof; and
- d. The District adopts this resolution to provide the terms under which the refunding bonds will be sold and issued and to authorize the refunding of all or a portion of the Refundable Bonds.

#### **Section 2. REFUNDING BONDS AUTHORIZED**

The District hereby authorizes the issuance of General Obligation Refunding Bonds (the “Refunding Bonds”) in an aggregate principal amount sufficient to refund all or a portion of the Refundable Bonds and to pay the costs related to the refunding and the issuance of the Refunding Bonds.

Piper Sandler & Co. is hereby authorized, on behalf of the District to submit an advance refunding plan and any amendments to such plan to the Oregon State Treasurer for review and approval to the extent required by law and the District hereby ratifies and confirms all actions taken prior to and after adoption of this resolution in connection with such submission.

#### **Section 3. DESIGNATION OF AUTHORIZED REPRESENTATIVES**

The Board designates the Chair, Superintendent, Chief Financial Officer (each an “Authorized Representative”) or a designee of an Authorized Representative to act on behalf of the District as specified in Section 8 hereof.

#### **Section 4. SECURITY**

Pursuant to ORS 287A.315, the District hereby pledges its full faith and credit and taxing power to pay the Refunding Bonds. The District hereby covenants for the benefit of the Owners to levy annually, as necessary, a direct ad valorem tax upon all of the taxable property within the District which is sufficient,

after taking into consideration discounts taken and delinquencies that may occur in the payment of such taxes and other legally available amounts, to pay all Bond principal and interest when due. This tax shall be in addition to all other taxes of the District, and this tax shall not be limited in rate, amount or otherwise, by Sections 11 or 11b of Article XI of the Oregon Constitution.

#### **Section 5. FORM OF REFUNDING BONDS**

The Refunding Bonds shall be issued in substantially the form as approved by the Authorized Representative. The Refunding Bonds may be printed or typewritten, and may be issued as one or more temporary Refunding Bonds which shall be exchangeable for definitive Refunding Bonds when definitive Refunding Bonds are available.

#### **Section 6. EXECUTION OF REFUNDING BONDS**

The Refunding Bonds shall be executed on behalf of the District with the manual or facsimile signature of an Authorized Representative of the District.

#### **Section 7. REDEMPTION**

The Refunding Bonds may be subject to optional redemption or mandatory redemption prior to maturity as determined under Section 8 hereof.

#### **Section 8. DELEGATION FOR ESTABLISHMENT OF TERMS AND SALE OF THE REFUNDING BONDS**

The Authorized Representative is hereby authorized, on behalf of the District without further action of the Board (and such actions of the Authorized Representative, if taken prior to the adoption of this resolution, are hereby affirmed and authorized), to:

- a. establish the principal and interest payment dates, principal amounts, interest rates, denominations, redemption provisions and all other terms of the Refunding Bonds;
- b. determine if the Refunding Bonds shall be placed with a bank or other financial institution or sold to the public markets;
- c. negotiate the terms under which the Refunding Bonds shall be sold; enter into a bond purchase agreement for the sale of the Refunding Bonds which incorporates those terms; and execute and deliver such bond purchase agreement with Piper Sandler & Co. for a public sale or with a selected bank or financial institution for a private sale;
- d. enter into covenants regarding the use of the proceeds of the Refunding Bonds and the projects refinanced with the proceeds of the Refunding Bonds;
- e. appoint a registrar and paying agent for the Refunding Bonds, if necessary;
- f. select the maturities of the Refundable Bonds to be refunded and cause notice of call, defeasance, and redemption to be given as required by law;
- g. appoint an escrow agent and execute and deliver any documents necessary to refund all or a portion of the Refundable Bonds including submission of an advance refunding plan to the State;
- h. appoint a municipal advisor for the advance refunding;
- i. subscribe for and obtain eligible securities to be deposited in an escrow fund for the Refundable Bonds; to the extent that any such action has been taken prior to the date of this Resolution, such action is hereby ratified;
- j. appoint a certified public accounting firm to act as verification agent to produce a report demonstrating the ability of the escrow account to meet all future debt service and related costs relative to the Refundable Bonds, if necessary;



- k. take such actions as are necessary to qualify the Refunding Bonds for the book-entry only system of The Depository Trust Company if required;
- l. approve of and authorize the distribution of the preliminary and final official statements for the Refunding Bonds, if required;
- m. obtain one or more ratings on the Refunding Bonds if determined by the Authorized Representative to be in the best interest of the District, and expend Bond proceeds to pay the costs of obtaining such rating;
- n. obtain municipal bond insurance on the Refunding Bonds if determined by the Authorized Representative to be in the best interest of the District, execute and deliver any agreement required in connection with such insurance, and expend Bond proceeds to pay any bond insurance premium;
- o. apply to participate in the Oregon School Bond Guaranty Program, if available and deemed appropriate, execute any documents in connection with such program and expend Refunding Bond proceeds to pay any guaranty premium;
- p. approve, execute and deliver a Continuing Disclosure Certificate pursuant to SEC Rule 15c2-12, as amended (17 CFR Part 240, § 240.15c2-12), if required;
- q. approve, execute and deliver the Refunding Bonds closing documents and certificates;
- r. determine if the Refunding Bonds shall be issued as federally tax-exempt or taxable obligations;
- s. make any clarifying changes or additional covenants not inconsistent with this Resolution; and
- t. execute and deliver a certificate specifying the action taken by the Authorized Representative pursuant to this Section 8 and any other certificates, documents or agreements that the Authorized Representative determines are desirable to issue, sell and deliver the Refunding Bonds in accordance with this Resolution.

## **Section 9.        DEFAULT AND REMEDIES.**

The occurrence of one or more of the following shall constitute an Event of Default under this Resolution and the Refunding Bonds:

- a. Failure by the District to pay Refunding Bond principal, interest or premium when due (whether at maturity, or upon redemption after a Refunding Bond has been properly called for redemption);
- b. Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed for the benefit of Owners of Refunding Bonds, for a period of sixty (60) days after written notice to the District by the Owners of fifty-one (51%) percent or more of the principal amount of Refunding Bonds then Outstanding specifying such failure and requesting that it be remedied; provided however, that if the failure stated in the notice cannot be corrected within such sixty (60) day period, it shall not constitute an Event of Default so long as corrective action is instituted by the District within the sixty (60) day period and diligently pursued, and the default is corrected as promptly as practicable after the written notice referred to in this paragraph; or,
- c. The District is adjudged insolvent by a court of competent jurisdiction, admits in writing its inability to pay its debts generally as they become due, files a petition in bankruptcy, or consents to the appointment of a receiver for the payments.

The Owners of fifty-one (51%) percent or more of the principal amount of Refunding Bonds then Outstanding may waive any Event of Default and its consequences, except an Event of Default as described in (a) of this Section.

Upon the occurrence and continuance of any Event of Default hereunder the Owners of fifty-one (51%) percent or more of the principal amount of Refunding Bonds then Outstanding may take whatever action may appear necessary or desirable to enforce or to protect any of the rights of the Owners of Refunding Bonds, either at law or in equity or in bankruptcy or otherwise, whether for the specific enforcement of any

covenant or agreement contained in this Resolution or the Refunding Bonds or in aid of the exercise of any power granted in this Resolution or in the Refunding Bonds or for the enforcement of any other legal or equitable right vested in the Owners of Refunding Bonds by the Resolution or the Refunding Bonds or by law. However, the Refunding Bonds shall not be subject to acceleration.

No remedy in this Resolution conferred upon or reserved to Owners of Refunding Bonds is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Resolution or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. To entitle the Owners of Refunding Bonds to exercise any remedy reserved to them, it shall not be necessary to give any notice other than such notice as may be required by this Resolution or by law.

#### **Section 10. DEFEASANCE**

The District may defease the Refunding Bonds by setting aside, with a duly appointed escrow agent, in a special escrow account irrevocably pledged to the payment of the Refunding Bonds to be defeased, cash or direct obligations of the United States in an amount which, in the opinion of an independent certified public accountant, is sufficient without reinvestment to pay all principal and interest on the defeased Refunding Bonds until their maturity date or any earlier redemption date. Refunding Bonds which have been defeased pursuant to this Section shall be deemed paid and no longer outstanding, and shall cease to be entitled to any lien, benefit or security under this Resolution except the right to receive payment from such special escrow account.

#### **Section 11. ESTABLISHMENT OF ACCOUNT**

The following account shall or has been created which account shall be continually maintained, except as otherwise provided, so long as the Refunding Bonds remain unpaid.

Debt Service Account. The District shall maintain the debt service account in the District's debt service fund for the payment of principal, premium, if any, and interest on the Refunding Bonds as they become due. All accrued interest, if any, and all taxes levied and other moneys available for the payment of the Refunding Bonds shall be deposited to the debt service account.

#### **Section 12. PROFESSIONALS**

The District hereby appoints Hawkins Delafield & Wood LLP as bond counsel for the issuance of the Refunding Bonds and Piper Sandler & Co., as underwriter or placement agent.

#### **Section 13. RESOLUTION TO CONSTITUTE CONTRACT**

In consideration of the purchase and acceptance of any or all of the Refunding Bonds by those who shall own the Refunding Bonds from time to time (the "Owners"), the provisions of this Resolution shall be part of the contract of the District with the Owners and shall be deemed to be and shall constitute a contract between the District and the Owners. The covenants, pledges, representations and warranties contained in this Resolution or in the closing documents executed in connection with the Refunding Bonds, including without limitation the District's covenants and pledges contained in Section 4 hereof, and the other covenants and agreements herein set forth to be performed by or on behalf of the District shall be contracts for the equal benefit, protection and security of the Owners, all of which shall be of equal rank without preference, priority or distinction of any of such Refunding Bonds over any other thereof, except as expressly provided in or pursuant to this Resolution.

ADOPTED by the Board of Directors of the Hillsboro School District No. 1J, Washington, Yamhill and Multnomah Counties, Oregon this 22<sup>nd</sup> day of September, 2020.

**HILLSBORO SCHOOL DISTRICT NO. 1J  
WASHINGTON, YAMHILL AND  
MULTNOMAH COUNTIES, OREGON**

By: \_\_\_\_\_  
Chair

**ATTEST:**

By: \_\_\_\_\_  
Superintendent

**DRAFT**

**HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES**

June 23, 2020

District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

**1. WORK SESSION**

Board Present:

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

Student Representatives Present:

Danny Adzima  
Maria Isabel Aguilar Alvarado  
Andrew Goodwin  
Ilhaam Ikramullah  
Devlin Knill  
Mya Smith

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  
Olga Acuna, Director of Federal Programs  
Audrea Neville, Executive Director of Schools  
Elaine Fox, Executive Director of Student Services  
Francesca Sinapi, Executive Director of Schools  
Alex Oh, Security Supervisor  
Brooke Nova, Director of CCP and Student Support Networks  
Justin Arey, Web Specialist/Designer  
Rose Roman, Assistant to the Board  
Jill Golay, HEA President  
Debbie Langworthy, HCU Representative  
Kelli Waibel, Technology Support  
Marianna Roman, Bilingual Interpreter / Translator

Board Chair Erika Lopez called the meeting to order at 5:16 PM.

**A. PAC Parent Report**

Director of Federal Programs Olga Acuña introduced the District PAC committee, with assistance from Education Liaison Dorotea Lopez Perez. Parent members Marisol Cariño, Marlene Olea, Monica Uribe, Guadalupe Sanchez, Laura Gomez, and Elizabeth Garcia Romero gave a presentation on the District PAC program. Information provided included PAC accomplishments, engagement highlights, data on families served by the program, type of services provided at each level of schools, community partners, and information on the family engagement liaisons and graduation coaches who serve the families and students. The Board asked questions and provided feedback to the PAC committee.

**B. Equity Leadership Update**

Superintendent Mike Scott gave an update on the work to establish a leadership structure for our equity work, and shared the framework for the 2020-21 school year along with an overview of phase 1 and phase 2 of equity planning.

**C. School Resource Officers Update**

Superintendent Mike Scott introduced Security Officer Alex Oh who gave information on police training requirements at the state and local level, the job title of school resource officers, the history of the association between the Hillsboro School District and the Hillsboro Police Department, historical program focuses, and the partnership between the Hillsboro School District, the Hillsboro Police Department, and the Washington County Sheriff Office. Board members and Student Representatives asked questions and provided input.

D. COVID-19 Update

Due to time constraints, this agenda item was tabled.

E. Discussion Time

Due to time constraints, this agenda item was tabled.

F. Recess Board Meeting

The Board recessed at 6:56 PM.

**a. REGULAR SESSION**

<u>Board Present:</u>	<u>Staff Present:</u>
Erika Lopez, Chair	Mike Scott, Superintendent
Martin Granum, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim	Beth Graser, Chief Communications Officer
Yadira Martinez	Kona Lew-Williams, Chief Human Resources Officer
Jaci Spross	Michelle Morrison, Chief Financial Officer
Mark Watson	Adam Stewart, Capital Projects Officer
	Casey Waletich, Chief Operations Officer
<u>Student Representatives Present:</u>	Jordan Beveridge, Chief Information Technology Officer
Danny Adzima	Olga Acuna, Director of Federal Programs
Maria Isabel Aguilar Alvarado	Audrea Neville, Executive Director of Schools
Andrew Goodwin	Elaine Fox, Executive Director of Student Services
Ilhaam Ikramullah	Francesca Sinapi, Executive Director of Schools
Devlin Knill	Alex Oh, Security Supervisor
Mya Smith	Brooke Nova, Director of CCP and Student Support Networks
	Justin Arey, Web Specialist/Designer
<u>Budget Committee Members</u>	Rose Roman, Assistant to the Board
Kevin Murphy	Jill Golay, HEA President
Kyle Taylor	Debbie Langworthy, HCU Representative
Michael Smith	Kelli Waibel, Technology Support
Monica Uribe	

A. Call to Order and Flag Salute

Board Chair Erika Lopez reconvened the meeting at 7:02 PM and led the Pledge of Allegiance.

B. Recognition / Proclamations

1. Recognition and Appreciation – Outgoing Student Representatives

Outgoing Student Representatives gave a presentation and each made a statement about their year of service on the Board.

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

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors appoint Ilhaam Ikramullah, Devlin Knill, and Mya Smith to serve as Student Representatives to the Board of Directors for the 2020-21 school year, and administer the oath of office.

The MOTION CARRIED (7-0).

The Oath of Office was administered to Student Representatives Ilhaam Ikramullah, Devlin Knill, and Mya Smith by Board Chair Erika Lopez.

C. Approval of Agenda

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, to approve the amended agenda to include the COVID-19 update from the work session.

The MOTION CARRIED (7-0).

D. COVID-19 Update

Superintendent Mike Scott introduced the discussion. Chief Financial Officer Michelle Morrison provided information on liability insurance guidance received from OSBA. Assistant Superintendent Travis Reiman discussed the work happening in the Hillsboro School District to create a Blueprint for Fall 2020 that will be submitted to the state and county. Board members asked questions and provided feedback.

E. Recess Board Meeting

The Board recessed at 8:00 PM.

F. Hold Budget Hearing

The Board reconvened as the Budget Hearing at 8:00 PM. No public comments were received for the Budget Hearing.

G. Adjourned Budget Hearing

The Board recessed the Budget Hearing and reconvened the Regular Session Board meeting at 8:01 PM.

H. Audience Time

Two audience members requested to address the Board regarding the following non-agenda items.

Thad Fisco offered to provide information on disinfecting products to the District. Kiernan Hogard, a HSD parent, asked how HSD will adapt to ensure students are able to have ample opportunity to explore military careers and college scholarships and whether they will be given time to address students?

H. Consent Agenda

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

Director Yadira Martinez MOVED, SECONDED by Director Lisa Allen, to approve the Consent Agenda as printed.

The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

1. Approve Minutes of May 12, 2020, Board/Budget meeting
2. Approve Minutes of May 26, 2020, Board meeting
3. Approve Minutes of June 16, 2020, Board meeting
4. Approve Routine Personnel Matters
5. Approve Annual Clerk / Officer Designations

6. Approve Annual Depository
7. Annual Crime Policy
8. Approve Mileage Rate
9. Tuition Rates for Non-Resident Students

I. Reports and Discussions

1. Announce Budget Committee Vacancies

Chief Financial Officer Michelle Morrison thanked Christopher Clark and Michael Smith for their service on the Budget Committee. Positions are open until September 8, 2020 and appointments made in October of 2020.

2. Announce Community Curriculum Advisory Committee Vacancies

Assistant Superintendent Travis Reiman explained that seven positions will continue on the committee and seven positions are now open. He explained the survey used to identify representatives that mirror the student population of the Hillsboro School District. The committee is looking for more students, LGBTQ+, Black, Native, and Latino voices.

3. Financial Report (see written report)

Chief Financial Officer Michelle Morrison thanked staff and the HR department for their work on the furlough days process, the lack of incidents associated with very few people in buildings, and the cash flow report.

J. Action Items

1. Adopt Resolutions to Adopt the 2020-21 Budget, Appropriate the 2020-21 Budget, and Impose 2020-21 Taxes and Categorize the Tax Levy

Director Mark Watson MOVED, SECONDED by Director Yadira Martinez, 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.

The MOTION CARRIED (7-0).

No further discussion took place.

2. Adjust Appropriations

Director Lisa Allen MOVED, SECONDED by Director Martin Granum, that the Board of Directors approve the adjusted appropriations for general and special revenue funds listed in the June 23, 2020, Board meeting packet.

The MOTION CARRIED (7-0).

No further discussion took place.

3. Accept Gifts and Donation

Director See Eun Kim MOVED, SECONDED by Director Mark Watson, 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.

The MOTION CARRIED (7-0).

No further discussion took place.

4. Award Contract for Construction of Interior Renovations, Site Improvements and Gymnasiums at Ladd Acres Elementary School, McKinney Elementary School and Jackson Elementary School  
Adam Stewart

Director Martin Granum MOVED, SECONDED by Director Mark Watson, 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.

The MOTION CARRIED (7-0).

No further discussion took place.

5. Approve Extension of Superintendent's Contract

Director Lisa Allen MOVED, SECONDED by Director See Eun Kim, that the Hillsboro School District Board of Directors approves the individual contract with the Superintendent, effective July 1, 2020, through June 30, 2023.

Director Jaci Spross thanked Superintendent Scott for his service. Board Chair Erika Lopez expressed her gratitude to Superintendent Scott for his commitment to the District.

The MOTION CARRIED (7-0).

6. Approve 2020-21 Board Meeting Dates

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approves the Board meeting dates for the 2020-21 school year.

Director Mark Watson asked if Board meetings will be held in person in the Fall. Superintendent Mike Scott discussed the state mandate for virtual meetings. Board Chair Erika Lopez advocated for an open air space for the August Retreat.

The MOTION CARRIED (7-0).

7. Elect Board Chair and Vice Chair

Director Martin Granum nominated Erika Lopez for Board Chair.

Director See Eun Kim nominated Martin Granum for Vice Chair.

Director Yadira Martinez MOVED, SECONDED by Director Mark Watson, that the Board of Directors close the nominations for Chair and Vice Chair of the Board of Directors.

The MOTION CARRIED (7-0).

Director Yadira Martinez MOVED, SECONDED by Director Lisa Allen, that the Board of Directors elect Erika Lopez for Chair of the Board of Directors.

The MOTION CARRIED (7-0).

Director Mark Watson MOVED, SECONDED by Director See Eun Kim, that the Board of Directors elect Martin Granum for Vice Chair of the Board of Directors.

The MOTION CARRIED (7-0).

K. Policies First Read

Superintendent Mike Scott presented the policies for first read, Chief Financial Officer discussed the annual action required on policy DFAA, Director of CCP and Student Support Networks Brooke Nova provided information on the newly proposed policy JHH. Director Yadira Martinez and Erika Lopez inquired about the Volunteer policy.

L. HCU / HEA Reports

HCU Bargaining Officer Debbie Langworthy spoke on behalf of the Classified Union and gave an update on the HCU and thanked the District for including HCU in the Blueprint for Fall 2020.

HEA President Jill Golay expressed gratitude for being at the table in planning of the Blueprint for Fall 2020, and conveyed teachers worries for returning to buildings. She also recognized the LGBTQ community during June pride month and thanked the Board and Cabinet for their work.

M. Discussion Time

1) Student Representatives' Time

Maria Isabel Aguilar Alvarado thanked staff, Superintendent Mike Scott, each Board Members and reflected on her time on the Board.

Andrew Goodwin thanked teachers, Cabinet, Superintendent Scott, Board Members, and his fellow student reps and reflected on his time on the Board.

Danny Adzima reflected on her experience on the Board, thanked the Board and Cabinet, staff members and her fellow student reps and gave advice to incoming student representatives.

2) Superintendent's Time

Superintendent Mike Scott thanked the Board for their thoughtful discussion regarding SROs. He also thanked Erika Lopez and Martin Granum for their leadership on the Board. He welcomed the new student reps and provided next

steps for onboarding. He also thanked the outgoing student representatives for their service on the Board.

3) Board of Directors' Time

Jaci Spross thanked the outgoing student reps and reflected on the past year.

Lisa Allen expressed gratitude to the outgoing student reps and welcomed the new student reps to the Board.

Mark Watson reflected on the outgoing student reps and gave feedback on the SRO discussion.

Martin Granum thanked the union representatives for their participation, thanked and reflected on the outgoing student reps, thanked the HSD team for their work during the pandemic, thanked Superintendent Scott for his service and his leadership, thanked his fellow Board members, and gave advice to the new student representatives.

See Eun Kim reflected on her first year on the Board, thanked Superintendent Scott for his leadership, as well as the Cabinet and fellow Board members. See Eun also thanked the outgoing student reps for their service, thanked Budget Committee members for their commitment to the Board, and welcomed the new student reps.

Yadira Martinez reflected the outgoing student reps and welcomed the new student reps.

Erika Lopez thanked her fellow Board members, thanked and reflected on the outgoing student reps, welcomed the new student reps, thanked Superintendent Scott for his work and time, thanked the PAC parents for their presentation, and gave an update on future OSBA actions on diversity, equity and inclusion.

N. Adjourn Meeting

The meeting was adjourned at 9:12 PM.

## **DRAFT**

### HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

July 15, 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

Student Representatives Present:

Ilhaam Ikramullah  
Devlin Knill  
Mya Smith

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  
Olga Acuña, Director of Federal Programs  
Elaine Fox, Executive Director of Student Services  
Audrea Neville, Executive Director of Schools  
Alex Oh, Security Supervisor  
Francesca Sinapi, Executive Director of Schools  
OJ Gulley, Middle School Principal  
Berta Lule, Elementary School Principal  
Amy Torres, High School Assistant Principal  
Dave Vickery, High School Principal  
Justin Arey, Specialist/Designer  
Rose Roman, Executive Assistant to the Board of Directors

A. Call to Order

Erika Lopez called the work session to order at 5:16 PM.

The new student representatives introduced themselves.

B. Lot Consolidations at Eastwood Elementary and Mooberry Elementary School Sites

Chief Operations Officer Casey Waletich explained the lot consolidation process at Eastwood and Mooberry Elementary Schools.

Director Mark Watson MOVED, SECONDED by Director Martin Granum, that the Board of Directors approve the Resolution for Mooberry Elementary Consolidation, Bargain and Sale Deed for Lot Consolidation for Mooberry Elementary, and the Wishart and Eastwood Bargain and Sale Deed.

Director Mark Watson asked what the rush was on these items. Chief Operations Officer Casey Waletich explained that they are time sensitive matters that need to happen in the construction process.

The MOTION CARRIED (7-0).

C. Notice of Intent to Purchase

Chief Technology Officer Jordan Beveridge discussed the need to purchase technology.

Director Jaci Spross MOVED, SECONDED by Director See Eun Kim, that the Board of Directors acknowledge the Notice of Intent to Purchase by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).

Director Jaci Spross asked about the timeline for the delivery of these devices. Jordan Beveridge stated that the hope is August 2020. Director Mark Watson asked Jordan to clarify which students will receive devices, 7th-12<sup>th</sup> grades will receive new devices. Board Chair Erika Lopez asked about cost recovery. Chief Financial Officer Michelle Morrison said that there would be an attempt to get the cost covered for COVID related expenses.

The MOTION CARRIED (7-0).

D. Notice of Intent to Purchase

Chief Technology Officer Jordan Beveridge explained the need to purchase software.

Director Martin Granum MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors acknowledge the Notice of Intent to Purchase by use of a cooperative purchasing agreement, under the authority of the State of Oregon (ORS 279A.215 Permissive Cooperative Procurements).

Board Chair Erika Lopez asked if there is additional need for hotspots, Chief Technology Officer Jordan Beveridge said that we still have about 500 devices available for activation

The MOTION CARRIED (7-0).

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

Superintendent Mike Scott introduced the conversation. Security Supervisor Alex Oh provided data on SROs, including caseload, arrests by year, and truancy referrals. Liberty High School Assistant Principal Amy Torres provided an overview of the Attendance Team process. Chief Operations Officer Casey Waletich gave an explanation on why the HSD uses the SROs in the truancy process and attendance meetings. Assistant Superintendent Dayle Spitzer explained the HSD's comprehensive attendance process. Hillsboro High School Principal Dave Vickery explained the Care Team process for attendance, and the view that SROs are seen as a part of the school, not an outside entity. Reedville Elementary Principal Bertha Lule explained the relationships developed across the different school levels, the trust built with the SROs in the building, the participation in classroom lessons, the benefit of SROs knowing our families and creating a positive experience for those who don't normally have positive experiences with law enforcement, especially persons of color. Evergreen Middle School Principal OJ Gulley provided insight on the intervention that SROs provide in the school buildings, the use of SROs for

one-on-one mentoring when other interventions failed, visibility in schools, relationship building, being a part of the positive culture and climate of a school building.

F. Fall 2020 Update

An update was provided for plans the Blueprint for Fall 2020. Chief Communications Officer Beth Graser showed the presentations that have given to staff and community members regarding the HSD Blueprint for Fall 2020. Assistant Dayle Spitzer provided information on plans for potential Comprehensive Distance Learning. Board members asked questions and provided feedback.

G. Discussion Time

OSBA Summer Conference Update – Director Jaci Spross provided an update on the Virtual OSBA Summer Conference.

H. Adjourn Work Session

The meeting was adjourned at 8:45 PM

# DRAFT

## HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

July 23, 2020  
Virtual Meeting

### 1. WORK SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Erika Lopez, Chair	Mike Scott, Superintendent
Martin Granum, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim	Kona Lew-Williams, Chief Human Resources Officer
Yadira Martinez	Michelle Morrison, Chief Financial Officer
Jaci Spross	Jordan Beveridge, Chief Information Technology Officer
Mark Watson	Olga Acuña, Director of Federal Programs
	Elaine Fox, Executive Director of Student Services
<u>Student Representatives Present:</u>	Audrea Neville, Executive Director of Schools
Devlin Knill	Francesca Sinapi, Executive Director of Schools
Mya Smith	Rose Roman, Executive Assistant to the Board of Directors
	Justin Arey, Web Specialist/Designer
	Melody Hanson, HCU President
	Jill Golay, HEA President
	<u>Others Present:</u>
	Kathryn Harrington, WaCo Chair Board of Commissioners
	Marni Kuyl, WaCo Director of Health and Human Services

Board Chair Erika Lopez called the meeting to order at 5:16 PM.

#### A. Fall 2020 Update

Superintendent Mike Scott introduced the topic of Fall 2020. Kathryn Harrington, Washington County Board of Commissioners Chair, spoke to the pandemic from the view of Washington County. Marni Kuyl, Washington County Director of Health and Human Services, spoke about efforts in the community from the Department of Health and Human Services. Chief Human Resources Officer Kona Lew-Williams discussed risk response, instruction, and staffing. Hillsboro Education Association (HEA) President Jill Golay gave feedback on the HEA survey distributed. Hillsboro Classified United (HCU) President Melody Hansen spoke to the feedback given by members, and intentions of sending out a survey. Assistant Superintendent Dayle Spitzer spoke to the academic challenges for students, and a survey given to families. Superintendent Mike Scott explained that distant learning planning would be made in 9-week increments and a possible change in the first day of school to September 14 to allow for the addition of more professional development for staff. Board members asked questions, provided feedback and expressed their support for Comprehensive Distance Learning (CDL).

#### B. Recess Meeting

The meeting was recessed at 7:39 PM.

## **DRAFT**

### HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

August 5, 2020

Virtual Board Retreat

#### **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

Kona Lew-Williams, Chief Human Resources Officer

Michelle Morrison, Chief Financial Officer

Jordan Beveridge, Chief Information Technology Officer

Adam Stewart, Capital Projects Officer

Casey Waletich, Chief Operations Officer

Student Representatives Present:

Devlin Knill

Mya Smith

Ilhaam Ikramullah

Olga Acuña, Director of Federal Programs

Elaine Fox, Executive Director of Student Services

Saideh Haghighi, Director of Equity and Human Resources

Audrea Neville, Executive Director of Schools

Francesca Sinapi, Executive Director of Schools

Brooke Nova, Coordinator of College and Career Pathways

Rose Roman, Executive Assistant to the Board of Directors

Justin Arey, Web Specialist/Designer

Devin Hunter, Technology Support

Maria Eugenia Olivar, High School Assistant Principal

Board Chair Erika Lopez called the meeting to order at 8:03 AM.

1. Team-Building Activity 1

Superintendent Mike Scott asked: What is something on your bucket list that you intend to accomplish in the next 10 years?

2. Calendar Update

Chief Human Resources Officer Kona Lew-Williams presented the revised 2020-2021 calendar.

Director Mark Watson MOVED, SECONDED by Director See Eun Kim, that the Board of Directors approve the revised 2020-2021 calendar.

The MOTION CARRIED (7-0).

No further comments or discussion

3. Extended Cabinet Overview

Superintendent Mike Scott explained the addition of an Extended Cabinet and introduced the staff members who will make up the extended cabinet.



4. Budget Update  
Chief Financial Officer Michelle Morrison presented the budget update.
5. Fall 2020 Update  
Assistant Superintendent Travis Reiman, Assistant Superintendent Dayle Spitzer, and Executive Directors of Schools Francesca Sinapi and Audrea Neville, spoke on Fall 2020 plans.
6. Recess Meeting  
Time: 9:54 AM
7. Break  
Time: 11 minutes
8. Reconvene Meeting  
Time: 10:05 AM
9. Team-Building Activity 2  
Due to time constraints, this agenda item was tabled.
10. Equity Plans 2020-21  
Superintendent Mike Scott introduced Executive Director of Schools Francesca Sinapi and Director of Equity and Human Resources Saideh Haghighi who spoke to Equity Plans for 2020-21 school year.
11. SRO Discussion and Review of Data  
Assistant Superintendent Dayle Spitzer who gave an update on the SRO survey including compiled data.
12. Recess Meeting  
Time: 11:48 AM
13. Break  
Time: 7 minutes
14. Reconvene Meeting  
Time: 11:55 AM
15. Team-Building Activity 3  
Due to time constraints, this agenda item was tabled.
16. Facilities Naming Process  
Chief Operations Officer Casey Waletich spoke on the Facilities Naming process for the new elementary school in North Plains
17. Board Policy Review Process  
Board Vice Chair Martin Granum discussed an idea to change the way the Board reviews policies.
18. Board Discussion – Goals and Priorities

Assistant Superintendent Travis Reiman discussed the HSD Strategic Plan and Continuous Improvement Plan (CIP).

19. Board Meeting Planning Document Review  
Superintendent Mike Scott briefly previewed the Board meeting planning document.
20. Board Professional Development Discussion
  - a. Review of Board Budget  
Chief Financial Officer Michelle Morrison reviewed the Board Budget for the 2020-21 school year.
  - b. Committee Opportunities  
Superintendent Mike Scott discussed committee opportunities for Board members.
  - c. CUBE Professional Development  
Superintendent Mike Scott presented information on the National School Board Association (NSBA) CUBE conference.
21. Recess Meeting  
Time: 1:00 PM
22. Lunch Break  
Time: 30 minutes
23. Reconvene Meeting  
Time: 1:30 PM
24. Team-Building Activity 4  
Superintendent Mike Scott asked: What was your first paid job?
25. Introduction of New Administrators  
Superintendent Mike Scott introduced new Hillsboro High School Administrator Maria Eugenia Olivar.
26. Student Wellness  
Coordinator of College and Career Pathways Brooke Nova discussed the Social, Emotional and Behavioral Health Plan.
27. Teamwork / Communication
  - a. Review Working Agreements  
Superintendent Mike Scott and Board members made minor edits to the working agreements.
  - b. Political Involvement Criteria  
Superintendent Mike Scott led a discussion on the criteria by which the Board issues statements. Board members discussed and provided feedback.
  - c. Communication  
Board members discussed the Boardbook program used for Board meetings and communication between the Board, Superintendent, and staff.

28. Recess Meeting  
Time: 3:01 PM
29. Break  
Time: 6 minutes
30. Reconvene Meeting  
Time: 3:07 PM
31. Team-Building Activity 4  
Superintendent Mike Scott asked: What are you looking forward to in the 2020-2021 school year?
32. Evaluations
  - a. Superintendent Evaluation Letter  
Board Chair Erika Lopez led a discussion on the draft of the Superintendent Evaluation letter. The recommended edits discussion was tabled for a future executive session.
  - b. Board Evaluation Results and Discussion  
The Board Evaluation report that appeared in the packet is not a complete result, will be redone and discussed later. Board members discussed the lack of participation by Board members.
33. Bond Update  
Capital Projects Officer Adam Stewart provided an update on Bond projects.
34. Adjourn Meeting  
Erika Lopez adjourned the meeting at 3:54 PM.

## DRAFT

### HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

August 19, 2020

Virtual Meeting

#### 1. WORK SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Erika Lopez, Chair	Mike Scott, Superintendent
Martin Granum, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim	Beth Graser, Chief Communications Officer
Yadira Martinez	Kona Lew-Williams, Chief Human Resources Officer
Jaci Spross	Michelle Morrison, Chief Financial Officer
Mark Watson	Casey Waletich, Chief Operations Officer
	Jordan Beveridge, Chief Information Technology Officer
<u>Student Representatives Present:</u>	Olga Acuña, Director of Federal Programs
Devlin Knill	Elaine Fox, Executive Director of Student Services
Mya Smith	Saideh Haghighi, Director of Equity and Human Resources
	Brian Haats, Director of Human Resources
	Rose Roman, Executive Assistant to the Board of Directors
	Justin Arey, Web Specialist/Designer

Board Chair Erika Lopez called the meeting to order at 5:30 PM.

##### A. Call to Order

Erika Lopez called the work session to order at 5:30 PM.

##### B. Resolution for Essential Employee Access to Childcare

Assistant Superintendent Travis Reiman and Chief Financial Officer Michelle Morrison explained the Resolution for Essential Employee Access to Childcare.

Director Martin Granum, seconded by Director See Eun Kim, moved that the Board of Directors adopt the Resolution for Essential Employee Access to Childcare as amended to reflect the definition of essential worker and reviewed annually by the Board. Director Martin Granum rescinded the motion.

Director Lisa Allen, seconded by Director Mark Watson, moved that the Board of Directors amend the Resolution for Essential Employee Access to Childcare to include the definition of essential workers and add that it be reviewed annually by the Board.

Motion Carried: 6-1 Yes Votes: Martin Granum, Mark Watson, See Eun Kim, Yadira Martinez, Lisa Allen, Erika Lopez. No Vote: Jaci Spross

Director Mark Watson, seconded by Director See Eun Kim, moved that the Board of Directors adopt the Resolution for Essential Employee Access to Childcare as amended.

Motion Carried: 6-1 Yes Votes: Martin Granum, Mark Watson, See Eun Kim, Yadira Martinez, Lisa Allen, Erika Lopez. No Vote: Jaci Spross

B. Fall 2020 Update

Assistant Dayle Spitzer lead the conversation about current plans for Fall 2020, including professional development, a look at a day in the life and sample schedules of elementary, middle and high school students, elective options, synchronous Specially Designed Instruction (SDI) for students experiencing disabilities, plans for English Language Learners (ELL) and Dual Language Programs, and students who identify as Talented & Gifted (TAG). An outline of the new guidance provided by the State of Oregon was shared. Equity based opportunities, childcare, building access and protocols, athletics and activities, SafeSchools training requirements, repurposing of classified staff, and a budget updated was discussed.

C. Discussion Time

Professional Development – Director Jaci Spross and Chair Erika Lopez lead a discussion on how Board members can share the information that they learned during professional development opportunities.

Student Reps – Devlin Knill and Mya Smith each shared their reflections from the Board meeting.

Superintendent – Superintendent Mike Scott thanked the Board and staff for their support and work.

Board Members – Chair Erika Lopez shared a message from Director Yadira Martinez, who thanked staff for their work on Fall 2020. Director See Eun Kim thanked staff for their work and sent her condolences to the two families who recently lost students. Vice Chair Martin Granum thanked staff for their work on Fall 2020 and shared notes from a recent OSBA webinar he attended. Director Mark Watson thanked everyone for their hard work and asked for flexibility. Director Lisa Allen reflected on the loss of the two students, thanked Director Granum for his notes on the webinar, and acknowledge and thanked teachers. Director Jaci Spross thanked union leadership and staff, and explained her dissenting vote on the resolution earlier in the meeting. Chair Erika Lopez thanked staff for providing the information, thanked fellow Board members for their time and flexibility, acknowledge the families who lost children recently, and staff for their flexibility.

D. Adjourn Meeting

The meeting was adjourned at 8:30 PM.

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends the Board of Directors:

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

**Kimberly Batchelor**

Assignment: 1.0 FTE 3<sup>rd</sup> Grade Teacher  
Location: Orenco Elementary School  
Effective Date: June 12, 2020  
Years of Service: 35 years

**Rebecca Buchanan**

Assignment: 1.0 FTE Art Teacher  
Location: Century High School  
Effective Date: June 15, 2020  
Years of Service: 16 years

**Leesa Burr-Bates**

Assignment: 1.1 FTE Music Teacher  
Location: Tobias Elementary School  
Effective Date: August 30, 2020  
Years of Service: 27 years

**Steven Drake**

Assignment: 1.0 FTE Athletic Director  
Location: Hillsboro High School  
Effective Date: June 30, 2020  
Years of Service: 36 years

**Stuart Kivett**

Assignment: 1.0 FTE Physical Education Teacher  
Location: Evergreen Middle School  
Effective Date: August 30, 2020  
Years of Service: 30 years

**Karen Lawson**

Assignment: 1.0 FTE 5<sup>th</sup> Grade Teacher  
Location: WV McKinney Elementary School  
Effective Date: July 1, 2020  
Years of Service: 22 years

**Elizabeth Lawson**

Assignment: 0.6 FTE Speech-Language Pathologist  
Location: Brown Middle School  
Effective Date: June 12, 2020  
Years of Service: 11 years

**Mark Salzwedel**

Assignment: 1.0 FTE 6<sup>th</sup> Grade Teacher  
Location: Tobias Elementary School  
Effective Date: August 6, 2020  
Years of Service: 32 years

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

**Nicole Aydt**

Assignment: 0.8 FTE Physical Education Teacher  
Location: North Plains Elementary School  
Effective Date: June 12, 2020

**Jennifer Bailey**

Assignment: 1.0 FTE School Counselor  
Location: Hillsboro High School  
Effective Date: June 12, 2020

**Melissa Berg**

Assignment: 0.5 FTE Speech-Language Pathologist  
Location: Century High School  
Effective Date: June 12, 2020

**Lynne Blanchard**

Assignment: 1.0 FTE English Language Specialist  
Location: Liberty High School  
Effective Date: June 12, 2020

**Jeremy Conner**

Assignment: 1.0 FTE Mathematics and Graphic Design Teacher  
Location: Century High School  
Effective Date: August 23, 2020

**Abigail Dudley**

Assignment: 1.0 FTE Dean of Students/TAG Coordinator  
Location: Evergreen Middle School  
Effective Date: June 12, 2020

**Jennie Hall**

Assignment: 1.0 FTE School to Career Specialist  
Location: Glencoe High School  
Effective Date: August 20, 2020

**Hannah Hardt**

Assignment: 1.0 FTE Health/ Physical Education Teacher  
Location: Hillsboro High School  
Effective Date: August 28, 2020

**Michelle Harrison**

Assignment: 1.0 FTE Behavior Specialist  
Location: West Union Elementary School  
Effective Date: August 17, 2020

**William Lowe**

Assignment: 1.0 FTE Secondary Resource Specialist  
Location: Miller Education Center  
Effective Date: August 21, 2020

**Lisa Lower**

Assignment: 1.0 FTE Kindergarten Teacher  
Location: Imlay Elementary School  
Effective Date: June 12, 2020

**Josefina Magdaleno**

Assignment: 1.0 FTE Kindergarten Teacher  
Location: Mooberry Elementary School  
Effective Date: August 24, 2020

**Andrea Morales Guerrero**

Assignment: 1.0 FTE Speech-Language Pathologist  
Location: Minter Bridge Elementary School/ Hillsboro High School  
Effective Date: June 12, 2020

**Laura Meeuwsen**

Assignment: 1.0 FTE 3<sup>rd</sup> Grade Teacher  
Location: Ladd Acres Elementary School  
Effective Date: June 12, 2020

**Lizeth Munoz Cruz**

Assignment: 1.0 FTE 1<sup>st</sup> Grade Teacher  
Location: Reedville Elementary School  
Effective Date: August 12, 2020



**Salvador Paz Cortes**

Assignment: 1.0 FTE 5th Grade Teacher - Dual Language  
Location: WL Henry Elementary School  
Effective Date: June 12, 2020

**Jessica Ramirez Vasquez**

Assignment: 1.0 FTE English Language Specialist  
Location: McKinney Elementary School  
Effective Date: August 6, 2020

**Haley Reviere**

Assignment: 1.0 FTE Music Teacher  
Location: Mooberry Elementary School  
Effective Date: August 25, 2020

**Mark Salzwedel**

Assignment: 1.0 FTE 4<sup>th</sup> Grade Teacher  
Location: Ladd Acres Elementary School  
Effective Date: August 6, 2020

**Tamara Shotts**

Assignment: 1.0 FTE Elementary Resource Specialist  
Location: Jackson Elementary School  
Effective Date: August 18, 2020

**Jacob Tenorio**

Assignment: 1.0 FTE Physical Education Teacher  
Location: Rosedale Elementary School  
Effective Date: August 30, 2020

**Alexander Trethewy**

Assignment: 1.0 FTE Science Teacher  
Location: Hillsboro High School  
Effective Date: August 10, 2020

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

**Devin Hunter**

Assignment: Systems/Network Engineer 1  
Location: Technology Services, Administration Center  
Effective Date: August 24, 2020

D. Approve the employment of the following licensed personnel in the 2020-21 school year:

**Elizabeth Acosta**

Education: BA – University of Toledo, Toledo, OH  
Experience: 1 year  
Assignment: 1.0 FTE Science Teacher – Brown Middle School

**Angelica Alaniz**

Education: BA – Pacific University, Forest Grove, OR  
Experience: None  
Assignment: 1.0 FTE 1<sup>st</sup> Grade Dual Language Teacher - Witch Hazel Elementary School

**Asusena Arreola**

Education: BA – Portland State University, Portland  
Experience: None  
Assignment: 1.0 FTE Kindergarten Dual Language Teacher – Mooberry Elementary School

**Cesar Astudillo Zepeda**

Education: MA – Universidad de La Serena, La Serena, CL  
Experience: 3 years  
Assignment: 1.0 FTE English Language Arts Dual Language – Poynter Middle School

**Sarah Balian**

Education: BA – University of California, Oakland, CA  
Experience: 17 years  
Assignment: 1.0 FTE English Learner Specialist – Jackson Elementary School and McKinney Elementary School

**Nini Bui**

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

**Patrick Callahan**

Education: MA – Concordia University, Portland, OR  
Experience: None  
Assignment: 1.0 FTE Kindergarten Teacher – Ladd Acres Elementary School

**Yimin Chan**

Education: MA – Virginia Polytechnic Institute and State University  
Experience: 5 years  
Assignment: 1.0 FTE Mathematic Teacher – Century High School

**Kyla Clark**

Education: BA – Eastern Oregon University, La Grande, OR  
Experience: 4 years  
Assignment: 1.0 FTE Kindergarten/1st Grade Teacher – Lincoln Street Elementary

**Jennifer De Los Santos**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: None  
Assignment: 1.0 Primary Classroom Teacher – Minter Bridge Elementary School

**Devin Dye**

Education: BA – Portland State University, Portland, OR  
Experience: None  
Assignment: 1.0 FTE 1<sup>st</sup> Grade Dual Language Teacher - Witch Hazel Elementary School

**Sierra Fresh**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: None  
Assignment: 1.0 FTE 6<sup>th</sup> Grade Dual Language Teacher - Free Orchards Elementary School

**Graciela Garcia**

Education: MA – University of Oregon, Eugene, OR  
Experience: None  
Assignment: 1.0 FTE Mathematics Teacher – Liberty High School

**Shane Goodwin**

Education: MA – Pacific University, Forest Grove, OR  
Experience: None  
Assignment: 1.0 FTE Science Teacher – Glencoe High School

**Holly Goritz**

Education: MA – Portland State University, Portland, OR  
Experience: 4 years  
Assignment: 1.0 FTE Pre-School Teacher – Liberty High School

**Aleja Graham Ubaldo Paz**

Education: MA – Portland State University, Portland, OR  
Experience: 2 years  
Assignment: 1.0 FTE Health and Wellness Counselor – Hillsboro High School

**Bradley Hartford**

Education: BA – Portland State University, Portland, OR  
Experience: 2 years  
Assignment: 1.0 FTE Secondary Resource Specialist – Century High School

**Zachary James**

Education: BA – Oregon State University, Corvallis, OR  
Experience: None  
Assignment: 0.5 FTE English Language Specialist – Hillsboro High School

**Ashley Jennings**

Education: MA – San Francisco State University, San Francisco, CA  
Experience: None  
Assignment: 1.0 FTE Secondary Resource Specialist – Brown Middle School

**Madison Johnston**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: None  
Assignment: 1.0 FTE 2<sup>nd</sup> Grade Dual Language Teacher – Witch Hazel Elementary School

**Paula Jones**

Education: MA – George Fox University, Newberg, OR  
Experience: None  
Assignment: 1.0 FTE Kindergarten/1<sup>st</sup> Grade – Rosedale Elementary School

**Erin Kenney**

Education: MA – Concordia University, Portland, OR  
Experience: None  
Assignment: 1.0 FTE 4<sup>th</sup> Grade Teacher – Witch Hazel Elementary School

**Kayla Kero**

Education: BA– Oregon State University, Corvallis, OR  
Experience: None  
Assignment: 1.0 FTE Culinary Arts CTE Teacher – Liberty High School

**Kimberly Lemus**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: None  
Assignment: 1.0 FTE Mathematics Dual Language Teacher – South Meadows Middle School

**Grace Liao**

Education: MA – Stanford University, Palo Alto, CA  
Experience: 3 years  
Assignment: 1.0 FTE English Language Specialist – Hillsboro High School

**Lynna Lopez Todd**

Education: MA – George Fox University, Newberg, OR  
Experience: 5 years  
Assignment: 1.0 FTE Primary Classroom Teacher – Imlay Elementary School

**Colleen Matthews**

Education: MA – Idaho State University – Boise, ID  
Experience: 17 years  
Assignment: 0.8 FTE Speech Language Pathologist – WL Henry Elementary School

**Kayla McDaniel**

Education: MA – Relay Graduate School of Education, New York, NY  
Experience: 7 years  
Assignment: 1.0 FTE Science Dual Language Teacher – South Meadows Middle School

**David McKean**

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

**Gloria Miranda**

Education: BA – Portland State University, Portland, OR  
Experience: None  
Assignment: 1.0 FTE Pre-Kindergarten Teacher - McKinney Elementary School

**Shelley Mitchell**

Education: MA – Grand Canyon University, Phoenix, AZ  
Experience: 37 years  
Assignment: 1.0 FTE Speech Language Pathologist – Student Services

**Araceli Montoya**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: None  
Assignment: 1.0 FTE 5<sup>th</sup> Grade Dual Language Teacher – Eastwood Elementary School

**Sherry Morin**

Education: MA – University of Oregon, Eugene, OR  
Experience: 8 years  
Assignment: 1.0 FTE Social Learning Center Teacher – Reedville Elementary School

**Trudy Perkins**

Education: MA – Portland State University, Portland, OR  
Experience: 1 year  
Assignment: 0.875 FTE Mathematics Teacher – Glencoe High School

**Laura Plomer**

Education: MA - Universidad de Catolica de Cordoba, Cordoba, AR  
Experience: 16 years  
Assignment: 1.0 FTE 2<sup>nd</sup> Grade Dual Language Teacher – Mooberry Elementary School

**Billy Ray**

Education: BA – Oregon State University, Corvallis, OR  
Experience: None  
Assignment: 1.0 FTE Social Learning Center Teacher – Brown Middle School

**Emely Rojas**

Education: MA – Manhattanville College, Purchase, NY  
Experience: 1 year  
Assignment: 1.0 FTE Counselor – Lincoln Street Elementary School

**Katherine Salzwedel**

Education: MA – Concordia University, Portland, OR  
Experience: None  
Assignment: 1.0 FTE 5<sup>th</sup>/6<sup>th</sup> Grade Teacher – Tobias Elementary School

**Samantha Satterlee**

Education: MA – George Fox University, Ashland, OR  
Experience: None  
Assignment: 1.0 FTE 1<sup>st</sup> Grade Teacher – Rosedale Elementary School

**Andrea Sosnick**

Education: MA – University of Oregon, Eugene, OR  
Experience: None  
Assignment: 1.0 FTE Elementary Resource Specialist – Brookwood Elementary School

**Mara Tencos Mendoza**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: None  
Assignment: 1.0 FTE English Language Specialist – Evergreen Middle School

**Jesahel Tapia de Prado**

Education: BA – Universidad Catolica “Redemptoris Mater”, Managua, Nicaragua  
Experience: None  
Assignment: 1.0 FTE 6<sup>th</sup> Grade Dual Language Teacher – Witch Hazel Elementary School

**Rachel Williamson**

Education: MA – University of California, Santa Barbara, Santa Barbara, CA  
Experience: 7 years  
Assignment: 1.0 FTE School Psychologist – Student Services

**Anne Wynne**

Education: MA – Lewis & Clark College, Portland, OR  
Experience: 5 years  
Assignment: 1.0 FTE School Counselor– Miller Education High School

- E. Approve the employment of the following licensed personnel in the 2020-21 school year, who have held temporary status:

**Maricruz Acuna-DeMaagd**

Education: MA – Concordia University, Portland, OR  
Experience: None  
Assignment: 1.0 FTE Tiered Support Coach – Lenox Elementary School/ W.L Henry Elementary School

**Mireya Ayala**

Education: BA – Centro Regional De Educación Normal Benito Juárez, Hidalgo, MX  
Experience: 4 years  
Assignment: 1.0 FTE Kindergarten Teacher – Lincoln Street Elementary School

**Cristina Bottella Gonzalez**

Education: MA – Universitat de Valencia, Valencia, Spain  
Experience: 20 years  
Assignment: 1.0 FTE Dual Language Language Arts – South Meadows Middle School

**Jason Burgess**

Education: MA – Concordia University, Portland, OR  
Experience: 1 year  
Assignment: 1.0 FTE Art Teacher – R.A Brown Middle School

**Juan Carceles**

Education: MA – Universidad de Murcia, Murcia, Spain  
Experience: 7 years  
Assignment: 1.0 FTE 5<sup>th</sup> Grade Dual Language – Lincoln Street Elementary

**Kayla Cosman**

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

**Maria Cuevas Trol**

Education: BA – University of Zaragoza, Zaragoza, Spain  
Experience: 11 years  
Assignment: 1.0 FTE 2<sup>nd</sup> Grade Dual Language Teacher – Lincoln Street Elementary

**Antonio De Los Santos Vegas**

Education: MA – Unidad 282 de la Universidad Pedagogica Nacional, Madero, Tamaulipas  
Experience: 5 years  
Assignment: 1.0 FTE 6<sup>th</sup> Grade Dual Language Teacher – Eastwood Elementary School

**Steve Drake**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: 36 years  
Assignment: 0.25 FTE Athletic Director – Hillsboro High School

**Holly Draper**

Education: MA – University of Nebraska-Omaha, Omaha, NE  
Experience: 1 year  
Assignment: 1.0 FTE Resource Specialist– Groner K-8 School



**Char Evanson**

Education: MA – University of Nebraska-Omaha, Omaha, NE  
Experience: 7 years  
Assignment: 1.0 FTE 1<sup>st</sup> Grade Teacher – West Union Elementary School

**Chelsea Fryer**

Education: MA – George Fox University, Newberg, OR  
Experience: 3 years  
Assignment: 1.0 FTE Secondary Resource Specialist – R.A Brown Middle School

**Natalie Genter-Gilmore**

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

**Gloria Hernandez**

Education: MA – Portland State University, Portland, OR  
Experience: 4 years  
Assignment: 1.0 FTE Kindergarten Dual Language Teacher – Minter Bridge Elementary School

**Zachary Keenan**

Education: MA – Portland State University, Portland, OR  
Experience: 11 years  
Assignment: 1.0 FTE 3<sup>rd</sup> Grade Dual Language Teacher – Lincoln Street Elementary School

**Angela Krick**

Education: MA – Temple University, Philadelphia, PA  
Experience: 5 years  
Assignment: 1.0 FTE Student Support and Wellness Counselor – Evergreen Middle School

**Roseanna Ling Ho**

Education: MA – University of Oregon, Eugene, OR  
Experience: 2 years  
Assignment: 1.0 FTE Kindergarten Teacher – McKinney Elementary School

**Kyron Martell**

Education: MA – Portland State University, Portland, OR  
Experience: 1 years  
Assignment: 1.0 FTE Secondary Resource Specialist – Liberty High School

**Daniel Martin Bellido**

Education: BA – University of Zaragoza, Zaragoza, Spain  
Experience: 20 years  
Assignment: 1.0 FTE 2<sup>nd</sup> Grade Dual Language Teacher – Lincoln Street Elementary School

**Sofia McKinney**

Education: MA – University of Southern California, Los Angeles, CA  
Experience: 2 years  
Assignment: 1.0 FTE Secondary Resource Specialist – Liberty High School

**Heather Meeuwsen**

Education: MA – Pacific University, Forest Grove, OR  
Experience: 1 year  
Assignment: 1.0 FTE 3<sup>rd</sup> Grade Teacher – West Union Elementary School

**Janet Rabe**

Education: BA – Portland State University, Portland, OR  
Experience: 28 years  
Assignment: 0.625 FTE Math Support and STEAM Teacher – Farmington View Elementary School

**Lorena Reyes**

Education: BA – Universidad Autonoma de Guerrero, Chilpancingo de los Bravo, Gro., Mexico  
Experience: 2 years  
Assignment: 1.0 FTE Dual Language Kindergarten Teacher – Eastwood Elementary School

**Lois Richter**

Education: MA – University of Saint Mary, Leavenworth, KS  
Experience: 24 years  
Assignment: 1.0 FTE 5<sup>th</sup> Grade Teacher – North Plains Elementary School

**Kelsey Shaw**

Education: MA – Grand Canyon University, Phoenix, AZ  
Experience: 3 years  
Assignment: 1.0 FTE Social Communication Center Teacher – Brookwood Elementary School

**Pauline Showell**

Education: MA – George Fox University, Newberg, OR  
Experience: 1 years  
Assignment: 1.0 FTE Elementary Resource Specialist – W.L Henry Elementary School

**Sidra Siddiqui**

Education: MA – Portland State University, Portland, OR  
Experience: 1 year  
Assignment: 1.0 FTE Music/General Education Teacher – Indian Hills Elementary School

**Arianna Siegfried**

Education: MA – George Fox University, Newberg, OR  
Experience: 1 year  
Assignment: 1.0 FTE Elementary Resource Specialist – Imlay Elementary School

**April Tracy**

Education: MA – George Fox University, Newberg, OR  
Experience: 1 year  
Assignment: 1.0 FTE Social Communication Center Teacher – Patterson Elementary School

**Courtney Webster**

Education: MA – Portland State University, Portland, OR  
Experience: 3 years  
Assignment: 1.0 FTE 1<sup>st</sup> Grade Teacher – McKinney Elementary School

**David Welsh**

Education: MA – George Fox University, Newberg, OR  
Experience: 1 year  
Assignment: 1.0 FTE Secondary Resource Specialist – J.W Poynter Middle School

**Coran Yamamoto**

Education: MA – Pacific University, Forest Grove, OR  
Experience: 1 year  
Assignment: 1.0 FTE 1<sup>st</sup> Grade Teacher – Tobias Elementary School

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**READOPT BOARD / SUPERINTENDENT WORKING AGREEMENTS**

**SITUATION**

The Board of Directors is the educational policy-making body for the Hillsboro School District. In order to effectively meet the District's challenges, it is essential that the Board and Superintendent function together as a leadership team. The Board / Superintendent working agreements, a tool that facilitates unity among the team members, is annually reviewed and readopted by the Board. The Board reviewed updates to the working agreements during the August 5 and September 8, 2020, work sessions.

**RECOMMENDATION**

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

# Hillsboro School District **DRAFT**

## 2020-21 Board / Superintendent Working Agreements

### Purpose

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

### Information Requests

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

### Personnel Issues

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

### Speaking with One Voice

- Board members agree that they will strive to render all decisions based on the available facts and their independent judgment.
- Board members agree to accept the decision of the majority, while honoring the right of individual members to express opposing viewpoints and vote their convictions.
- The Board Chair, Vice Chair, and Superintendent will confer with each other, when

possible, before responding to the media and community as the official voice of the Board. The Superintendent and Communications Director will communicate facts and notify the Board when responding, as appropriate.

- Board members will be certain to clarify when they are speaking on their own behalf and when they are speaking as representatives of the Board. (For example, "... I am speaking to you today as an individual, and not on behalf of the Hillsboro School District Board of Directors.")

### Superintendent / Board Relationship

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

### Meetings

- Board members agree to read all packet materials prior to the meetings.
- The Board packet will normally be emailed to Board members by the end of the day on the Thursday prior to a regularly scheduled Board meeting.
- When an individual Board member has a question about an agenda item prior to a Board

meeting, they will strive to contact the Superintendent, so that information can be gathered and shared before the meeting.

- The Superintendent and Board secretary will act as parliamentarians at Board meetings to help ensure that each motion is clear and there is no missing or misunderstood information.
- The Board Chair will make every effort to ensure that all Board members wishing to speak regarding an agenda item have an opportunity to be heard.

### **Communication – Board / Superintendent / Staff / Community**

- Board members and the Superintendent agree to show respect and consideration for each other at Board meetings and in all of their communications, work collaboratively together, strive to be a highly functioning team, and offer the same level of consideration and respect to administrators, staff members, audience members, and community members.
- Board members will endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Board members agree to encourage the free expression of opinion by all Board members, and to follow the protocols established by the Board and Superintendent when communicating with other Board members, students, staff, and community members.
- Board members are encouraged to visit schools.
  - When Board members visit schools in their official capacity, they agree to plan their visits in advance with the principal, and wear their District “Board Member” badges.
  - When Board members visit schools as a parent or volunteer, they will sign in at the office and ask for a visitor badge. Advance notice is encouraged, but may not be required in all cases.
- Board members agree that emails sent to the entire Board from stakeholders will be answered by the Board Chair (or designee) on behalf of the Board, and copied to all Board members, and that concerns about the District will be referred to the Superintendent and Cabinet member, if appropriate. The Board Chair (or designee) will include the following points in their response:
  1. Thank you for sharing your concern regarding \_\_\_\_\_.
  2. I have referred your concern to the Superintendent and Cabinet member (if appropriate).

If a Board member would like to respond to a stakeholder who has contacted several

Board members regarding a concern, the Board member's response will include the following points:

1. Thank you for sharing your concern regarding \_\_\_\_\_.
2. The Hillsboro School District Board Chair (or designee) will respond on behalf of the Board.

### **Board Meeting Agendas**

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

### **Board Professional Development Requests**

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

*Adopted 9/24/19*

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**APPROVE 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 perform a complete review of the District's policy manual, and will be working with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

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 approve the policies in sections A-B, D, G, I, J of the District's policy manual.

*I move that the Board of Directors approve the above policies in sections A-B, D, G, I, 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

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### **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](#)

September 8, 2020

Superintendent Mike Scott  
Hillsboro School District 1J  
3083 NE 49th Place  
Hillsboro, OR 97214

Re: Annual Board of Directors' Evaluation of Performance

Dear Superintendent Scott,

The Hillsboro School District (HSD) Board of Directors has completed your evaluation for the 2019-20 school year, according to policy CBG: Evaluation of the Superintendent. This year's standards-based model included a pre-evaluation survey completed by individual Board members, your self-evaluation that examines your leadership, operational performance, and a new performance indicator for Equity & Cultural Responsiveness.

Your dedication to the HSD community is reflected in your every action and your commitment to serving our educational institution is demonstrated by your continuous improvement each subsequent year. Your 11 years of service has shown the stability we need in our community during this time. It is the pleasure of the Board to evaluate your performance on the following nine standards: 1) Leadership & Culture; 2) Policy & Governance; 3) Communication & Community Relations; 4) Organizational Management; 5) Facilities & Technology Management and Planning; 6) Instructional Leadership; 7) Human Resources Management; 8) Values & Ethics of Leadership; and 9) Equity and Cultural Responsiveness. The Board used a four-point scoring system with Exceeding, Proficient, Developing, and Does Not Meet as descriptors.

The comments and data contained in the following evaluation reflect that of a leader who brings integrity and a commitment to understanding our community, along with a skillful approach to progress and advancing district initiatives.

1) Leadership & District Culture: As the HSD Superintendent, Mike exemplifies the kind of steadfast leadership that defines this role. Mike leads an outstanding team of education professionals while contributing to a culture of service and collaboration. Mike cultivates relationships across all stakeholders, from students and community members to City and State government leaders. While steering the organization through calm waters, Mike continues to seek out the areas of improvement and chart a course to higher success. But the true test of a leader comes during turbulent times such as a worldwide pandemic and a national movement of protest against racism. Mike's poise, vision, and connection to the needs of the community continue to lead the district through these challenging and transformative times.



2) Policy & Governance: Mike is a natural and effective communicator who understands the value of keeping the Board informed of legislative, fiscal, and pertinent general updates. He is open and flexible to changes that make the Board's governance role simple and straightforward. The HSD-wide policy update that spanned two years concluded this year and will be of great service to not only this Board but those that follow. Due to the significant updates to many of our policies, the Board would like to see the impact and effectiveness of these policies. We will also need to develop a way to examine our policies with an equity lens.

3) Communications & Community Relations: This is the highest- rated standard for Mike. Our Board unanimously agrees this is an area that Mike continues to perfect. Mike is a genuine listener and has mastered the ability to listen to understand. We hope he continues to lead by example in this standard. His increased efforts over the years to ensure our most marginalized voices are elevated and included in the decision-making process of our District is something this Board encourages him to continue addressing. He effectively engages stakeholders and demonstrates a clear commitment to the community, the Board, the District, and the District's partner agencies.

4) Organizational Management: The ability for Mike to lead the District through such dynamic times, while preserving the fiscal integrity of HSD is a reflection of a leader with solid decision-making and an understanding of community priorities. Managing fiscal constraints while finding innovative solutions is a critical requirement in this role. Mike has been able to lead his team through some tough decisions, while aligning his decisions with the best understanding of the community and Board priorities.

5) Facilities & Technology Management and Planning: Future planning around facilities and technology management has been consistently increasing in importance for school districts over past decades. Skills in this area were paramount with the passage of HSD's latest bond. While facing a significant capital asset and technological project, Mike demonstrated his strategic decision-making and agility in incorporating the nuances of a changing landscape. He found efficiencies and opportunities through community partnerships and made agile decisions for distributing technology, based on the needs of the community. One significant accomplishment was ensuring every student had access to computer equipment and internet access during the pandemic.

6) Instructional Leadership: This year more than any other, Mike's ability to develop a vision and mobilize his team towards achieving, while getting the support and advocacy of the Board was on full display in our community as we transitioned to distant learning. From the programs and initiatives that Mike leads, to the Board's focus on equity, it is clear that he utilizes the community and the Board to help influence HSD's priorities. The District's record graduation rates are proof of Mike's success in leadership.

7) Human Resource Management: Mike's ability to cultivate a collaborative relationship with our unions over the years has proven to be essential at this time. The ability for HSD staff to be flexible and solution-focused is due in large part to the culture in our district. Opportunities for professional development continue to be a priority to prepare our staff and deliver results to our students and families.

8) Values & Ethics of Leadership: This is the second standard in which our Board unanimously scored Mike the highest. For our district to be effective, the values of our organization, community, and leader must align. Mike brings his top tier conduct, reputation, and diplomatic nature to all decisions in this work. Mike consistently demonstrates the unwavering ethics and values that we've come to expect from him.

9) Equity & Cultural Responsiveness: For an institution to truly move the needle on equity and cultural responsiveness, it requires that organization's leader to not only share those values but to also be courageous. The commitment with which Mike met the Board's challenge to enhance HSD's efforts around equity is an example of that courage. Mike and his team are leading the District on a path to become an anti-racist institution that not only stands up against racism but takes corrective action to abolish its lasting effects from our institution. This path is filled with much difficulty and uncomfortable conversations. Mike's willingness to engage in those conversations, as well as frame the problems our community is facing, in this light, allows for progress down this path. We are encouraged by not only the work we see in public Board meetings but by his personal journey and understanding in interrupting racism where he encounters it.

Superintendent Scott, we want to celebrate your commitment and length of service as Superintendent at HSD. We acknowledge this year has been unlike any other and next year will also be filled with challenges as well as opportunities. This pandemic has created opportunities for us to be innovative, resourceful, and transformative. We entrust you with leading us forward as we continue together on our shared mission.

Gracias por todo tu arduo esfuerzo. Thank you for all you do that makes us all proud to be HSD.

Sincerely,

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 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 40: Centralized Purchasing

*“Central office services are designed to anticipate and proactively meet the needs of each school.” The Business Office provides differentiated and integrated service to schools by working closely with departments to centralize purchasing whenever possible. This coordination leverages volume pricing and other discounts while streamlining the technical steps necessary to procure various items. This requires an added layer of internal tracking but minimizes the number of transactions schools have to do to get what they need to support students and staff.*

Finance Team – Accounts Payable, Banking, and Student Body Accounting

Finance Manager Jennifer Zavatsky and her staff have been working closely together in a remote environment to facilitate purchases and support schools as they embark on the new school year. In addition to standard controls for purchasing, the team has been carefully reviewing the “start-up” purchases to ensure that they are aligned with the current service model. The finance team continues to support bond work, process cash flows, prepare for the annual audit, and coordinate the centralized purchasing described above.

Finance Team – Financial Reporting, Contracts and Grants

Manager of Business Services Jeff Jones works closely with Human Resources staff to develop the “Consolidated Budget Workbooks” that school and department administrators use to plan and monitor staff levels and discretionary spending for the year. This information has been in flux during the normal spring budget development period. In addition, he provides support for the Office of School Performance for the Measure 98 High School Success grant due to the size and integration with General Fund support. Jeff is also the primary point of contact for the auditors as we move into the final fieldwork for 2019-20.

Fiscal Specialist Christy Woodard has been tracking “but for COVID” expenses to solicit reimbursement from FEMA and other potential sources. Christy is also a critical member of the newly developed “Contract Review” team that ensures the District contracts and agreements are meeting operational, cost, and liability standards prior to implementation.

Payroll Team and Employee Benefits

Payroll Supervisor Kim Grannis and the payroll team have been working closely with Human Resources to prepare the September payroll, the first of the year for 10-month employees.

Along with the late budget information, staffing adjustments and nuances for the Comprehensive Distance Learning service model make a challenging timeline to meet.

Benefits Supervisor Lynette Coffman conducted a “virtual” Benefits Fair for staff to learn firsthand from insurers about medical, dental, vision, and other optional benefits. This was recorded for employees to view at their convenience and with their partners as needed. Although enrollment was not “mandatory” this year, and plan choices will automatically carry forward for returning staff, the Benefits team has been very busy providing technical assistance for enrollment and support staff requesting various types of medical leave.

#### 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) minimize 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@hsd.k12.or.us](mailto:morrisom@hsd.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 July 2020.

The District received no workers’ compensation claim in July. As of July 31, 2020, there were eight open claims; zero were for medical costs only, and eight included time loss. There were no employees on modified work plans during July.

<b>Workers’ Compensation Reports</b>			
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
July	1	3	0
August	2	2	
September	11	15	
October	14	15	
November	5	10	
December	13	18	
January	7	14	
February	8	17	
March	13	3	
April	11	0	
May	15	2	
June	11	0	
<b>Yearly Total:</b>	<b>111</b>	<b>99</b>	<b>0</b>

### 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 July.

<b>Student Incident Reports</b>						
	<b>2019-20 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>	<b>2020-21 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>
July	2	N/A	0	0	N/A	0
August	6	N/A	0			
September	149	7.5	1			
October	131	6.2	3			
November	77	4.8	1			
December	91	6.1	4			
January	95	5.4	0			
February	74	4.1	3			
March	43	4.3	0			
April	0	N/A	0			
May	0	N/A	0			
June	0	N/A	0			
<b>Yearly Total:</b>	<b>668</b>		<b>12</b>	<b>0</b>		<b>0</b>

### Vehicle Accidents

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**2019-20 MONTHLY FINANCIAL REPORT - as of July 30, 2020**  
**(UNAUDITED)**

	1st Quarter	2nd Quarter	3rd Quarter	April	May	June	4th Quarter	Fiscal YTD	Budget	% of Budget	Fiscal YTD	% of Budget
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>2019-20</b>	<b>2019-20</b>		<b>2018-19</b>	
Taxes	\$342,964.85	\$73,215,257.85	\$2,828,605.45	\$111,837.54	\$190,837.39	\$1,728,233.54	\$2,030,908.47	\$78,417,736.62	\$75,807,061.00	103.44%	\$74,146,176	99.71%
Interest	\$161,479.44	\$231,056.52	\$255,271.63	\$73,561.40	\$61,430.92	\$30,900.29	\$165,892.61	\$813,700.20	\$1,308,101.00	62.20%	\$1,118,217	258.27%
Local Sources	\$187,119.60	\$283,895.21	\$203,244.39	\$6,145.61	\$12,211.20	\$912,897.65	\$931,254.46	\$1,605,513.66	\$1,945,785.00	82.51%	\$1,172,496	58.81%
<b>Total Local</b>	<b>\$691,563.89</b>	<b>\$73,730,209.58</b>	<b>\$3,287,121.47</b>	<b>\$191,544.55</b>	<b>\$264,479.51</b>	<b>\$2,672,031.48</b>	<b>\$3,128,055.54</b>	<b>\$80,836,950.48</b>	<b>\$79,060,947.00</b>	<b>102.25%</b>	<b>\$76,436,888.97</b>	<b>99.54%</b>
County/ESD	\$0.00	\$1,878,433.14	\$805,492.91	\$232,294.00	\$642,447.00	\$21,082.51	\$895,823.51	\$3,579,749.56	\$3,679,721.00	97.28%	\$3,551,301	99.41%
State Sources	\$45,801,440.21	\$34,256,122.49	\$35,214,620.94	\$11,681,995.00	\$13,017,683.47	\$760,009.23	\$25,459,687.70	\$140,731,871.34	\$140,165,278.00	100.40%	\$133,859,124	103.65%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00	0.00%
Other Sources	\$41.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41.24	\$0.00	NA	\$1,042,821	104.28%
Beginning Balance	\$10,090,542.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,090,542.29	\$8,999,197.00	112.13%	\$12,487,099.66	93.24%
<b>Total Revenue</b>	<b>\$56,583,587.63</b>	<b>\$109,864,765.21</b>	<b>\$39,307,235.32</b>	<b>\$12,105,833.55</b>	<b>\$13,924,609.98</b>	<b>\$3,453,123.22</b>	<b>\$29,483,566.75</b>	<b>\$235,239,154.91</b>	<b>\$231,905,143.00</b>	<b>101.44%</b>	<b>\$227,377,234.13</b>	<b>101.55%</b>
<b>Expenditures</b>												
<b>Instruction</b>												
Salaries	\$7,144,832.26	\$21,011,096.91	\$20,756,896.75	\$6,877,366.30	\$6,861,766.03	\$18,158,831.95	\$31,897,964.28	\$80,810,790.20	\$77,899,979.00	103.74%	\$83,054,074.91	112.87%
Benefits	\$3,990,282.15	\$11,953,142.36	\$11,733,258.66	\$3,929,943.57	\$3,934,051.99	\$11,247,333.44	\$19,111,329.00	\$46,788,012.17	\$44,181,206.00	105.90%	\$43,588,701.20	110.56%
Purchased Service	\$1,052,072.74	\$2,074,206.33	\$2,409,611.48	\$232,375.48	\$266,250.71	\$678,969.59	\$1,177,595.78	\$6,713,486.33	\$11,645,045.00	57.65%	\$8,755,918.09	72.95%
Supplies/Materials	\$533,286.41	\$405,547.42	\$296,487.96	\$34,946.08	\$66,334.10	\$100,326.54	\$201,606.72	\$1,436,928.51	\$3,061,627.00	46.93%	\$2,100,216.22	81.67%
Capital Purchases	\$0.00	\$11,359.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,859.00	\$0.00	NA	\$43,257.00	86.51%
Other	\$223,339.86	\$77,709.66	\$27,613.25	\$2,007.48	-\$375.08	-\$11,750.00	-\$10,117.60	\$318,545.17	\$1,026,996.00	31.02%	\$205,967.90	68.72%
<b>Total Instruction</b>	<b>\$12,943,813.42</b>	<b>\$35,533,061.68</b>	<b>\$35,232,368.10</b>	<b>\$11,076,638.91</b>	<b>\$11,128,027.75</b>	<b>\$30,173,711.52</b>	<b>\$52,378,378.18</b>	<b>\$136,087,621.38</b>	<b>\$137,814,853.00</b>	<b>98.75%</b>	<b>\$137,748,135.32</b>	<b>107.67%</b>
<b>Support Services</b>												
Salaries	\$7,074,171.40	\$10,194,995.59	\$10,490,558.42	\$3,463,690.83	\$3,586,373.59	\$5,465,238.42	\$12,515,302.84	\$40,275,028.25	\$47,551,692.00	84.70%	\$40,271,659.10	83.25%
Benefits	\$4,260,613.41	\$6,372,256.63	\$6,446,182.69	\$2,175,607.05	\$2,188,842.56	\$4,161,429.61	\$8,525,879.22	\$25,604,931.95	\$26,969,090.00	94.94%	\$23,315,540.04	89.95%
Purchased Service	\$4,030,485.56	\$3,011,086.44	\$3,681,692.13	\$644,713.65	\$923,938.67	\$1,878,876.69	\$3,447,529.01	\$14,170,793.14	\$7,108,365.00	199.35%	\$12,222,827.65	152.36%
Supplies/Materials	\$1,604,901.14	\$1,402,437.48	\$869,221.52	\$106,919.93	\$125,714.26	\$615,979.37	\$848,613.56	\$4,725,173.70	\$1,868,881.00	252.83%	\$4,763,092.88	189.05%
Capital Purchases	\$28,911.63	\$21,040.00	\$12,219.00	\$0.00	\$0.00	\$84,760.68	\$84,760.68	\$146,931.31	\$0.00	NA	\$84,746.38	56.50%
Other	\$1,532,706.04	\$98,358.31	\$15,912.81	\$39,829.75	-\$3,510.31	\$43,415.87	\$79,735.31	\$1,726,712.47	\$626,897.00	275.44%	\$1,223,747.61	84.97%
<b>Total Support</b>	<b>\$18,531,789.18</b>	<b>\$21,100,174.45</b>	<b>\$21,515,786.57</b>	<b>\$6,430,761.21</b>	<b>\$6,821,358.77</b>	<b>\$12,249,700.64</b>	<b>\$25,501,820.62</b>	<b>\$86,649,570.82</b>	<b>\$84,124,925.00</b>	<b>103.00%</b>	<b>\$81,881,613.66</b>	<b>94.74%</b>
<b>Community Services</b>												
Salaries	\$58,042.28	\$86,098.87	\$86,840.08	\$30,182.95	\$26,604.22	\$41,070.33	\$97,857.50	\$328,838.73	\$310,265.99	105.99%	\$290,659.99	93.68%
Benefits	\$34,315.37	\$54,866.92	\$59,912.90	\$19,165.48	\$17,434.24	\$35,004.48	\$71,604.20	\$220,699.39	\$166,238.84	132.76%	\$188,239.35	113.23%
Purchased Service	\$425.83	\$23,458.60	\$22,067.98	\$0.00	\$0.00	\$18,166.51	\$18,166.51	\$64,118.92	\$51,451.16	124.62%	\$59,209.09	115.08%
Supplies/Materials	\$35.74	\$2,530.74	\$3,140.45	\$0.00	\$0.00	\$0.00	\$0.00	\$5,706.93	\$12,951.80	44.06%	\$5,427.42	41.90%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,426.21	0.00%	\$0.00	0.00%
<b>Total Community Services</b>	<b>\$92,819.22</b>	<b>\$166,955.13</b>	<b>\$171,961.41</b>	<b>\$49,348.43</b>	<b>\$44,038.46</b>	<b>\$94,241.32</b>	<b>\$187,628.21</b>	<b>\$619,363.97</b>	<b>\$545,334.00</b>	<b>113.58%</b>	<b>\$543,535.85</b>	<b>99.67%</b>
<b>Capital Projects</b>												
Purchased Service	\$0.00	\$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	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service Payment	\$0.00	-\$2,602.51	\$0.00	\$0.00	-\$572.65	\$3,246.50	\$2,673.85	\$71.34	\$0.00	NA	-\$2,843.83	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency/Ending Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,304,836.51	\$9,276,202.00	132.65%	\$10,090,542.29	112.13%
<b>Total Expenditures</b>	<b>\$31,568,421.82</b>	<b>\$56,797,588.75</b>	<b>\$56,920,116.08</b>	<b>\$17,556,748.55</b>	<b>\$17,992,852.33</b>	<b>\$42,520,899.98</b>	<b>\$78,070,500.86</b>	<b>\$235,661,464.02</b>	<b>\$231,761,314.00</b>	<b>101.68%</b>	<b>\$230,260,983.29</b>	<b>102.84%</b>

**HILLSBORO SCHOOL DISTRICT HILLSBORO SCHOOL DISTRICT 1J**

**2020-21**

**MONTHLY FINANCIAL REPORT - as of August 31, 2020**

<b>Revenues</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Fiscal YTD</b>	<b>Budget</b>		<b>Fiscal YTD</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>2020-21</b>	<b>2020-21</b>	<b>% of Budget</b>	<b>2019-20</b>	<b>% of Budget</b>
Taxes	\$0.00	\$214,696.12	\$0.00	\$429,392.24	\$0.00	\$0.00	\$0.00	\$429,392.24	\$82,507,072.00	0.52%	\$214,696.12	0.28%
Interest	\$22,078.38	\$59,084.40	\$0.00	\$140,247.18	\$0.00	\$0.00	\$0.00	\$140,247.18	\$1,200,353.00	11.68%	\$107,049.49	8.18%
Local Sources	\$9,273.63	\$144,543.72	\$0.00	\$298,361.07	\$0.00	\$0.00	\$0.00	\$298,361.07	\$2,764,973.00	10.79%	\$162,726.61	8.36%
<b>Total Local</b>	<b>\$31,352.01</b>	<b>\$418,324.24</b>	<b>\$0.00</b>	<b>\$868,000.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$868,000.49</b>	<b>\$86,472,398.00</b>	<b>1.00%</b>	<b>\$484,472.22</b>	<b>0.61%</b>
County/ESD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,790,113.00	0.00%	\$0.00	0.00%
State Sources	\$23,243,752.14	\$11,829,312.79	\$0.00	\$35,073,064.93	\$0.00	\$0.00	\$0.00	\$35,073,064.93	\$143,160,594.00	24.50%	\$34,461,283.21	24.59%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$0.00	\$11.24	\$0.00	\$11.24	\$0.00	\$0.00	\$0.00	\$11.24	\$42,832.00	0.00%	\$11.24	0.00%
Beginning Balance*	\$12,304,836.51	\$0.00	\$0.00	\$12,304,836.51	\$0.00	\$0.00	\$0.00	\$12,304,836.51	\$9,409,091.00	130.78%	\$10,090,542.29	112.13%
<b>Total Revenue</b>	<b>\$35,579,940.66</b>	<b>\$12,247,648.27</b>	<b>\$0.00</b>	<b>\$48,245,913.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,245,913.17</b>	<b>\$242,875,028.00</b>	<b>19.86%</b>	<b>\$45,036,308.96</b>	<b>19.42%</b>
<b>Expenditures</b>												
<b>Instruction</b>												
Salaries	\$37,712.04	\$109,106.80	\$0.00	\$146,818.84	\$0.00	\$0.00	\$0.00	\$146,818.84	\$79,447,165.00	0.18%	\$123,250.89	0.16%
Benefits	\$60,165.43	\$40,280.66	\$0.00	\$100,446.09	\$0.00	\$0.00	\$0.00	\$100,446.09	\$45,544,711.00	0.22%	\$66,040.73	0.15%
Purchased Service	\$279,636.06	\$135,522.70	\$0.00	\$415,158.76	\$0.00	\$0.00	\$0.00	\$415,158.76	\$14,371,084.00	2.89%	\$500,660.86	4.30%
Supplies/Materials	\$164,125.10	\$100,195.09	\$0.00	\$264,320.19	\$0.00	\$0.00	\$0.00	\$264,320.19	\$4,720,746.00	5.60%	\$306,975.20	10.03%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$141,839.74	\$0.00	\$0.00	\$141,839.74	\$0.00	\$0.00	\$0.00	\$141,839.74	\$975,640.00	14.54%	\$102,718.14	10.00%
<b>Total Instruction</b>	<b>\$683,478.37</b>	<b>\$385,105.25</b>	<b>\$0.00</b>	<b>\$1,068,583.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,068,583.62</b>	<b>\$145,059,346.00</b>	<b>0.74%</b>	<b>\$1,099,645.82</b>	<b>0.80%</b>
<b>Support Services</b>												
Salaries	\$1,684,722.41	\$1,591,262.70	\$0.00	\$3,275,985.11	\$0.00	\$0.00	\$0.00	\$3,275,985.11	\$47,237,644.00	6.94%	\$3,575,059.41	7.52%
Benefits	\$1,060,354.98	\$982,970.52	\$0.00	\$2,043,325.50	\$0.00	\$0.00	\$0.00	\$2,043,325.50	\$27,079,947.00	7.55%	\$2,125,266.56	7.88%
Purchased Service	\$1,552,470.51	\$989,144.33	\$0.00	\$2,541,614.84	\$0.00	\$0.00	\$0.00	\$2,541,614.84	\$8,544,741.00	29.74%	\$3,205,133.93	45.09%
Supplies/Materials	\$405,005.70	\$482,156.29	\$0.00	\$887,161.99	\$0.00	\$0.00	\$0.00	\$887,161.99	\$2,806,860.00	31.61%	\$928,326.01	49.67%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,632.74	0.00%
Other	\$1,271,992.90	\$50,311.20	\$0.00	\$1,322,304.10	\$0.00	\$0.00	\$0.00	\$1,322,304.10	\$580,091.00	227.95%	\$1,225,021.52	195.41%
<b>Total Support</b>	<b>\$5,974,546.50</b>	<b>\$4,095,845.04</b>	<b>\$0.00</b>	<b>\$10,070,391.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,070,391.54</b>	<b>\$86,249,283.00</b>	<b>11.68%</b>	<b>\$11,080,440.17</b>	<b>13.17%</b>
<b>Community Services</b>												
Salaries	\$15,613.00	\$12,765.72	\$0.00	\$28,378.72	\$0.00	\$0.00	\$0.00	\$28,378.72	\$313,488.00	9.05%	\$30,499.90	7.83%
Benefits	\$8,304.81	\$7,165.37	\$0.00	\$15,470.18	\$0.00	\$0.00	\$0.00	\$15,470.18	\$179,714.00	8.61%	\$16,083.60	7.28%
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,706.00	0.00%	\$5.04	0.01%
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,629.00	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	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,850.00	0.00%	\$0.00	0.00%
<b>Total Community Services</b>	<b>\$23,917.81</b>	<b>\$19,931.09</b>	<b>\$0.00</b>	<b>\$43,848.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,848.90</b>	<b>\$572,387.00</b>	<b>7.66%</b>	<b>\$46,588.54</b>	<b>6.76%</b>
<b>Capital Projects</b>												
Purchased Service	\$0.00	\$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	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency/Ending Balance	\$10,994,012.00	\$0.00	\$0.00	\$10,994,012.00	\$0.00	\$0.00	\$0.00	\$10,994,012.00	\$10,994,012.00	100.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$17,675,954.68</b>	<b>\$4,500,881.38</b>	<b>\$0.00</b>	<b>\$22,176,836.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,176,836.06</b>	<b>\$242,875,028.00</b>	<b>9.13%</b>	<b>\$12,226,674.53</b>	<b>5.27%</b>

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 22, 2020**  
**FIRST READING – POLICIES IN SECTIONS A-B: BOARD GOVERNANCE AND**  
**OPERATIONS; E: SUPPORT SERVICES**

**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
  - BBF: Board Member Standards of Conduct
  - BDDH: Public Comment at Board Meetings
  - BDDH-AR: Public Comment at Board Meetings
- Policies in Section E: Support Services
  - ECACB: Use of Drones on District Property
  - EEA: Student Transportation Services

**RECOMMENDATION**

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



Code: BBF  
Adopted: 12/22/09  
Revised/Readopted: 1/22/19  
Orig. Code(s): BBF

## **Board Member Standards of Conduct**

Board members will treat with dignity and courtesy other Board members, the Superintendent, staff members, and members of the public, and will provide an opportunity for all parties to be heard with due respect for their opinions.

Board members will recognize the Superintendent as the executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

When a Board member expresses personal opinions in public, the Board member should clearly identify the opinions as personal.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the District.

A Board member shall not disclose information and documents discussed or reviewed in executive session.

Board members individually and the Board as a public entity subscribe to the ethics laws for public officials provided in state law.

A Board member will not post confidential information or documents about students, staff members, or District business online, including but not limited to, on social media.

Board members will treat fellow Board members, staff members, students, and the public with respect while posting online or to social media and will adhere to Oregon Public Meetings Laws, including when communicating with other Board members via websites or other electronic means.

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make an oral report by telephone or

otherwise to the local Department of Human Services (DHS), to the designee of the department or to a local law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

**Legal Reference(s):**

[ORS 162.015 - 162.035](#)

[ORS 162.405 - 162.425](#)

[ORS 192.610 - 192.710](#)

[ORS 244.040](#)

[ORS Chapter 244](#)

[ORS 332.055](#)

[ORS 419B.005](#)

[ORS 419B.010](#)

[ORS 419B.015](#)

[Senate Bill 415 \(2019\)](#)

Corrected 5/20/20

Code: BDDH  
Adopted: 12/17  
Revised/Readopted: 1/22/19  
Orig. Code(s): BDDH

## **Public Comment at Board Meetings**

The Board invites District community members to attend Board meetings to become acquainted with the programs and operations of the District.

The Board meeting is an open meeting held in public to conduct District business.

It is the intent of the Board to ensure that communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision, or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate that such requests would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burdens, an alternative, equally effective means of communication will be used.

### **Request for an Item on the Agenda**

A member of the public may request that the superintendent consider placing an item on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least ten working days prior to the scheduled meeting.

### **Procedures for Public Comment at Meetings**

Members of the public are encouraged to share their ideas and opinions with the Board. During a regular session of a Board meeting that is open to the public, a portion of the agenda may be designated for public comment.

The Board will establish procedures for public comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board

meetings for the best interests of the individual, the District and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

- Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.
- A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
- In accordance with Board policy, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed Intent to Speak card before the Board chair convenes the session, in order to allow the chair to provide adequate time for each agenda item.
- Any individual speaking to the Board during a meeting shall state their name and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.
- Statements by members of the public shall be brief and concise. An individual shall be limited to three minutes, *at the Board's discretion*. ~~A person speaking on behalf of a group will be allowed five minutes.~~ *In the event that a District staff member is utilized to provide translation, the speaker may receive up to six minutes, at the Board's discretion. Priority to speak will be given to students, parents (or guardians) of students, and community members, at the Board's discretion.* Written material may be submitted to the Board secretary to give to the Board.
- Questions asked by the public may be referred to the superintendent for follow-up, if appropriate.
- *Comments aimed at State and Federally protected classes shall be prohibited. Anger, rudeness, ridicule, obscene or profane language, impatience, lack of respect for others and personal attacks are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea are not permitted.*
- *Failure to abide by these requirements may result in the forfeiture of the speaker's right to speak.*

### **Comments Regarding Staff Members**

Speakers may offer objective criticism of District operations and programs, but in public sessions, the Board will not hear comments regarding any individual District staff member or group of employees. The Board chair will direct the visitor to the procedures in Board policy KL – Public Complaints for Board consideration of a legitimate complaint involving a staff member, and will connect the visitor with an administrator, as appropriate. A hearing conducted before the Board regarding personnel may take place in an executive session.

The Board vests in its chair or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

A commendation involving a staff member should be sent to the Superintendent.

### **Petitions**

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the Superintendent for consideration and recommendation.

The Board chair should be alerted to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

END OF POLICY

### **Legal Reference(s):**

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610 to -192.690](#)

[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

Code: BDDH-AR  
Revised/Reviewed: 12/17; 1/22/19

## **Public Comment at Board Meetings**

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda *and at the Board's discretion*, please complete an Intent to Speak card and submit it to the Board secretary before the Board chair convenes the session.

Any person speaking to the Board during a meeting should state their name and, if speaking for an organization, the name of the organization. An individual who has submitted an Intent to Speak card and has been invited to speak will be allowed *up to three minutes, upon the Board's discretion. In the event that a District staff member is utilized to provide translation, the speak may receive up to six minutes, at the Board's discretion. Priority to speak will be given to students, parents (or guardians) of students, and community members, at the Board's discretion.* A spokesperson should be designated to represent a group with a common purpose. The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

Please keep in mind that reference to a specific employee or group of employees is prohibited, as follows: Speakers may offer objective criticism of District operations and programs, but in public sessions, the Board will not hear comments regarding any individual District staff member or group of employees. The Board chair will direct the visitor to the procedures in Board policy KL – Public Complaints for Board consideration of a legitimate complaint involving a staff member, and will connect the visitor with an administrator, as appropriate. Any hearing conducted before the Board regarding personnel shall take place in an executive session. A commendation involving a staff member should be sent to the superintendent.

## Intent to Speak Card

The Board welcomes your input. Please submit this completed card to the board secretary before the Board chair convenes the session.

Name

Date:

Address

City

Email Address

Telephone Number

Representing

(Name of group, self, or organization)

I am an: ☐ HSD Student ☐ HSD Parent ☐ HSD Staff Member ☐ Other

I WISH TO ADDRESS THE BOARD REGARDING THE FOLLOWING:

**INDICATE YOUR POSITION ON THIS MATTER:**    *In favor*    *Opposed*

Code: ECACB  
Adopted: 4/25/17  
Revised/Readopted: 3/12/19  
Orig. Code: ECACB

## **Use of Drones on District Property**

Any employee, volunteer or representative of the District operating a drone (a.k.a. unmanned aircraft system (UAS)) shall do so in accordance with this policy, all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations and local laws.

The term “drone” refers not only to the drone itself, but also its associated elements, including communication links and the components that control the machine.

A small unmanned aircraft, as defined by law, may be operated by the district. A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the FAA and ODA. The district will register as a user of such with ODA.

Publicly supported kindergarten through grade 12 school programs and publicly-supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee.

The District recognizes the academic value of student operation of a drone [or UAS] as one component of curricula pertaining to principles of flight, aerodynamics, and airplane design and construction, and can also serve as an academic tool in other areas such as television, film production, or the arts in general.

Prior to operating a drone [or UAS], the District will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and to be in compliance with current FAA regulations. District staff will not operate more than one drone [or UAS] at the same time.

District employees shall work with administrators to ensure that proper insurance, registration as required by the FAA and ODA, reporting to FAA, and authorization from District administration are in place prior to use as part of the District’s curriculum.

A drone [or UAS] shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA) at OSAA sanctioned events.



A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the District as part of a drone [or UAS] operation will belong to the District. The data gathering by the District will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The Superintendent shall develop procedures for the implementation of this policy. The District shall post a copy of this policy, associated procedures, and a copy of Oregon Revised Statute (ORS) 192.345 on the District's website.

- The District will report accidents involving a UAS to FAA no later than 10 calendar days after the accident when it involves:
- Serious injury to any person or any loss of consciousness; or
- Damage to any property, other than the small UAS, unless the cost of repair (including materials and labor) does not exceed \$500, or the fair market value of the property does not exceed \$500 in the event of total loss.

### **Third Party Use**

Third party use of a drone [or UAS] on District property or at District-sponsored events or activities on District property for any purpose is prohibited, unless granted permission from the Superintendent or designee.

If permission is granted by the Superintendent or designee, the third party operating a drone [or UAS] will comply with all FAA and ODA registration and use regulations and shall provide the following to the District:

- Proof of insurance that meets the liability limits established by the District;
- Proof of drone [or UAS] registration and authorization (including a certificate identified in 14 C.F.R. Part 107 or a Certificate of Authorization described in 49 U.S.C. § 44801) issued by FAA, and proof of user registration with ODA when required; and
- A signed agreement holding the District harmless from any claims of harm to individuals or damage to property.

END OF POLICY

**Legal Reference(s):**

[ORS 164](#).885  
[ORS 174](#).109  
[ORS 192](#).345  
[ORS 837](#).300 - 837.390  
[ORS 837](#).995

[OAR 738](#)-080-0015 - 080-0045  
Senate Bill 581 (2019)

Federal Aviation Administration Reauthorization Act of 2018, 49 U.S.C. §§ 44801-44810 (2012).  
Small Unmanned Aircraft Systems, 14 C.F.R. Part 107 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).  
Oregon School Activities Association Handbook.

Corrected 5/20/20

Code: EEA  
Adopted: 5/22/18  
Revised/Readopted: 3/12/19  
Orig. Code: EEA

## **Student Transportation Services**

School transportation services will be provided for students to and from school, and to and from curricular and extracurricular activities sponsored by the District. Transportation will be provided for homeless students to and from the student's school of origin as required by the Every Student Succeeds Act (ESSA). Services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board, Superintendent, or designee.

Elementary students in grades K-6 who live more than one mile from school will be transported. Secondary students in grades 7-12 who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the District's approved supplemental plan.

Miles from school will be determined by the transportation services in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(c).

The District may use Type 10 School Activity Vehicles to transport students from home to school, school to home, and from District-sponsored activities.

The District may also provide transportation using federal funds or through cooperative agreements with local victims assistance units for a student to attend a safe district school out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

If there are no other schools within the District a student may transfer to, the District may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school children.

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a

licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under ORS 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each bus and published in the student handbook. Students may be required to show appropriate identification. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of other students, will be reported by the bus driver and to the director of transportation. The director of transportation will, as soon as possible, inform the appropriate principal of such occurrence. Violators may be denied use of school bus transportation for a period of time as deemed proper by the principal.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus driver will be responsible for the school bus at all times from departure until return. The driver will not participate in any activities that might impair the driver's driving abilities.

The District will comply with all state and federal laws and regulations pertaining to school bus transportation.

## END OF POLICY

### Legal Reference(s):

[ORS 327.006](#)  
[ORS 327.033](#)  
[ORS 327.043](#)  
[ORS 332.405](#)  
[ORS 332.415](#)  
[ORS 339.240 - 339.250](#)  
[ORS 343.155 - 343.246](#)  
[ORS 343.533](#)  
[ORS 811.210](#)  
[ORS 811.215](#)  
[ORS 815.055](#)  
[ORS 815.080](#)  
[ORS 820.100 - 820.190](#)

[OAR 581-021-0050 - 0075](#)  
[OAR 581-022-2345](#)  
[OAR 581-023-0040](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)  
[OAR 581-053-0004](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-0031](#)  
[OAR 581-053-0040](#)  
[OAR 581-053-0053](#)  
[OAR 581-053-0060](#)  
[OAR 581-053-0070](#)  
[OAR 581-053-0210](#)  
[OAR 581-053-0220](#)  
[OAR 581-053-0230](#)  
[OAR 581-053-0240](#)  
[OAR 735-102-0010](#)

Senate Bill 905 (2019)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2018).

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

Corrected 5/20/20