

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR

Board Meeting Agenda
October 27, 2020
5:15 PM

1. 5:15 PM - Work Session

- A. Equity Professional Development
Presenter: Saideh Haghighi / Francesca Sinapi
Time: 5:15 PM, 30 minutes
- B. Community Curriculum Advisory Committee Selection Process
Presenter: Travis Reiman
Time: 5:45 PM, 15 minutes
- C. Black Village Family Advisory Committee
Presenter: Travis Reiman
Time: 6:00 PM, 50 minutes
- D. Budget Committee Selection Process
Presenter: Michelle Morrison
6:50 PM, 5 minutes
- E. Recess Board Meeting
Presenter: Erika Lopez
Time: 6:55 PM

2. 7:00 PM - Regular Session

- A. Call to Order and Flag Salute
Presenter: Erika Lopez
Time: 7:00 PM, 5 minutes
- B. Proclamations
Presenter: Erika Lopez
Time: 7:05 PM, 10 minutes
 - 1. Native American Heritage Month Proclamation
Presenter: See Eun Kim
 - 2. American Education Week Proclamation
Presenter: Mark Watson
 - 3. National Education Support Professionals Day Proclamation
Presenter: Jaci Spross
- C. Approval of Agenda
Presenter: Erika Lopez
Time: 7:15 PM, 5 minutes
SAMPLE MOTION: *I move that the Board of Directors approve the agenda as printed.*
- D. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
Presenter: Erika Lopez

Time: 7:20 PM, 5 minutes

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

1. Approve Minutes of September 8, 2020, Board meeting
2. Approve Minutes of September 22, 2020, Board meeting
3. Approve Minutes of October 13, 2020, Board meeting
4. Approve Routine Personnel Matters
5. Approve Policies

a. A/B: Board Governance and Operations

- 1) BBF: Board Member Standards of Conduct
Presenter: Mike Scott
- 2) BDDH: Public Comment at Board Meetings
Presenter: Mike Scott
- 3) BDDH-AR: Public Comment at Board Meetings
Presenter: Mike Scott

b. E: Support Services

- 1) ECACB: Use of Drones on District Property
Presenter: Casey Waletich
- 2) EEA: Student Transportation Services
Presenter: Casey Waletich

E. Recess Board Meeting; Convene Meeting of the Local Contract Review Board (LCRB)

Presenter: Erika Lopez

Time: 7:25 PM

F. Local Contractors Review Board: Review Findings of Fact for Use of a Construction Manager/General Contractor (CM/GC) for Construction of Interior Renovations, Upgrades to Mechanical, Electrical and Plumbing Systems, and Site Improvements at Farmington View Elementary School

Presenter: Adam Stewart

Time: 7:25 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, review and approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Manager/General Contractor process for interior renovations, upgrades to mechanical, electrical and plumbing systems, and site improvements at Farmington View Elementary School.*

G. Local Contractors Review Board: Review and Approve Findings of Fact for Special Procurements and Exception from Competitive Bidding, and Authorize a Specific Sole Source Procurement

Presenter: Jordan Beveridge / Michelle Morrison

Time: 7:30 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the sole source procurement and Exemptions from Competitive*

Bidding, and authorize the purchase of Google Voice and G Suite for Education Enterprise Licenses from AmplifiedIT.

H. Adjourn Local Contract Review Board Meeting

Presenter: Erika Lopez

Time: 7:35 PM

I. Audience Time

Presenter: Erika Lopez

Time: 7:35 PM, 5 minutes

J. Reports and Discussion

1. October 1st Enrollment (see written report)

Presenter: Kona Lew-Williams

Time: 7:40 PM, 10 minutes

2. Financial Report (*see written report*)

Presenter: Michelle Morrison

Time: 7:50, 5 minutes

3. Fall 2020 Update

Presenter: Travis Reiman / Casey Waletich

Time: 7:55 PM, 15 minutes

4. School Resource Officers Update

Presenter: Dayle Spitzer

Time: 8:10 PM, 15 minutes

K. Action Items

1. Facilities Naming Process

Presenter: Mike Scott

Time: 8:25 PM, 10 minutes

SAMPLE MOTION: I move that the Board of Directors approve its selection of Atfalati Ridge as the name for ES28, currently being constructed in North Plains.

2. Adopt Board Goals

Presenter: Mike Scott

Time: 8:35 PM, 5 minutes

SAMPLE MOTION: I move that the Board of Directors adopt their goals for the 2020-2021 school year.

3. Notice of Intent to Purchase

Presenter: Jordan Beveridge / Michelle Morrison

Time: 8:40 PM, 5 minutes

SAMPLE MOTION: I move that the Board of Director 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).

4. Appoint CCAC Members

Presenter: Travis Reiman

Time: 8:45 PM, 10 minutes

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

5. Accept Gifts and Donation

Michelle Morrison

Time: 8:55 PM, 5 minutes

L. 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: 9:00 PM, 5 minutes

1. I: Instruction

a. IGBAH AR: Special Education - Evaluation and Eligibility Procedures

Presenter: Travis Reiman

2. J: Students

a. JEA: Compulsory Attendance

Presenter: Dayle Spitzer

b. JECA: Admission of Resident Students

Presenter: Dayle Spitzer

c. JGE: Expulsion

Presenter: Travis Reiman

d. JHCC: Communicable Diseases - Student

Presenter: Travis Reiman

e. JHCC-AR: Communicable Diseases - Student

Presenter: Travis Reiman

f. JHCD/JHCDA: Medications

Presenter: Travis Reiman

g. JHCD/JHCDA-AR: Medications

Presenter: Travis Reiman

M. HCU / HEA Reports

Presenter: Erika Lopez

Time: 9:05 PM, 10 minutes

N. Discussion Time

Presenter: Erika Lopez

Time: 9:15 PM, 10 minutes

1. Student Representatives' Time

2. Superintendent's Time

3. Board of Directors' Time

O. Adjourn Regular Session

Presenter: Erika Lopez

Time: 9:25 PM

3. Next Meetings of the Board of Directors:

- November 17, 2020 - Work / Regular Session
- December 8, 2020 - Work / Regular Session

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
EQUITY PROFESSIONAL DEVELOPMENT

SITUATION

The Board has been engaged in diversity, equity, and inclusion work for the past several years. The Board will participate in professional development focused on an understanding of key concepts as it pertains to their lived experiences through the lens of race, ethnicity, and culture and in line with the work we are doing in HSD. .

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen for understanding and fully engage in this opportunity.

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
COMMUNITY CURRICULUM ADVISORY COMMITTEE
CANDIDATES SELECTION PROCESS

SITUATION

In accordance with policy IFF, the Board of Directors has established the Community Curriculum Advisory Committee (CCAC) to provide for community involvement in the development of curriculum and instructional programs and input into those curricular areas identified by the Board. The CCAC consists of parents and community members who reside in the District attendance area, and includes student representation, as appropriate. A value of the Board and CCAC is to recruit community members with diverse perspectives that reflect the population of the District.

CCAC members are appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one-half of members' terms end each year. CCAC members who apply for reinstatement may be appointed by the Board to serve as many consecutive terms as are deemed appropriate.

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

Information regarding CCAC members who remained active on the committee and applications that have been received is provided below:

- Seven active CCAC members have continuing terms.
- Last year, the Board appointed all five of the students who applied, for a total of six students. Three of the participating students have graduated.
- At this time, five new regular and one new student applications have been received, and applications for reappointment have been received from four regular members and zero student members.

At this time, CCAC leaders and District staff recommend that a combination of seven new and reinstated committee members and three new student members be appointed. Together with the seven continuing committee members and two continuing student members whose terms will not expire until June 2021, this will result in a committee of 14 members plus five student members.

Board members received the submitted CCAC applications in a Board Update on Friday, October 16. During this evening's work session, applicants have been invited to introduce themselves, and Board members will identify a slate of candidates who will be officially appointed to fill the open positions during this evening's regular session.

New members who are appointed by the Board this evening will be able to participate in the first CCAC meeting of the 2020-21 school year on November 2.

RECOMMENDATION

The Superintendent recommends that the Board of Directors identify a slate of candidates to be appointed to the Community Curriculum Advisory Committee during the Regular session.

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
BLACK VILLAGE FAMILY ADVISORY COMMITTEE
REPORT AND DISCUSSION

SITUATION

In accordance with our HSD policy on [Educational Equity](#), we engage with families to get input on district programs and policies in order to better serve our students. We have many strategies for engaging families at the school and district levels. One formal structure of gathering input directly from families of students who identify as Black, Indigenous, and People of Color (BIPOC) is Parent Advisory Committees, or PACs.

Tonight, the Board will hear updates from our Black Village Family Advisory Committee. This group has formed to advise the Board and HSD staff regarding policy and programs in order to better serve students who identify as Black, African American, and African. Leaders from the group will share updates on the group's name, their vision, and input they have gathered regarding the School Resource Officer (SRO) program and proposed revisions to the Memorandum of Understanding with the City of Hillsboro regarding SROs.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
BUDGET COMMITTEE SELECTION PROCESS

SITUATION

State law and policy DBEA provide for the establishment of a Budget Committee to review the District’s proposed budget. The Hillsboro School District Budget Committee consists of seven members appointed by the Board, plus the seven elected Board members. To be eligible for appointment, Budget Committee members must live and be registered to vote in the District, and must not be officers, agents, or employees of the District. The appointed positions are for three-year terms, with staggered expiration dates.

Two Budget Committee positions are currently vacant, having expired on June 30, 2020. (Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).) Term expiration dates are provided below for the positions to be filled:

<u>POSITION</u>	<u>EXPIRES</u>
1	June 30, 2023
2	June 30, 2023

Vacancies on the Budget Committee were publicly announced in June, and applications were received through September 5. One application for reappointment and six new applications were received.

The application window has been extended through Friday, November 20, 2020, to align with strategic initiatives of policy BCF: Advisory Committees to the Board. Specifically, “The composition of advisory committees will be representative of the student demographics of the District.”

At the December 8, 2020, Work Session, Board members will proceed with the applicant review and selection process, with formal appointment of Budget Committee Positions 1 and 2.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss the extension of the Budget Committee Application period and timeline for appointment.



Code: BCF
Adopted: 6/19/07
Revised/Readopted: 1/22/19; 2/25/20
Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which could include community members, staff members, or Board members to consider matters of districtwide importance. The Board shall encourage interested community members to apply for appointment by giving publicity to the establishment of the committee.

Selection

Community members or staff wishing to serve on advisory committees shall submit a letter of application to the Superintendent which shall be forwarded to the Board for consideration. The composition of advisory committees will be representative of the student demographics of the District and will take into consideration the specific tasks assigned to the committee.

Appointment of members to an advisory committee will be made by a majority vote of the Board.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's task, setting forth the service the Board wishes the committee to render and the extent and limitations of its responsibilities;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as provided by the Board, committees will cease to function when their final report has been received by the Board or when their final report has been received by the Board or when the purpose for which they were established has been accomplished or cease to be relevant.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 192.630](#)

[ORS 294.414](#)
[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

PROCLAMATION

The Hillsboro School District knows that during National Native American Heritage Month we celebrate the rich tapestry of Indigenous peoples and honor their sacrifices, which we recognize as intricately woven into the history of this community and country.

The Hillsboro School District recognizes that Native Americans are descendants of the original, indigenous inhabitants of what is now the United States.

The Hillsboro School District honors Native Americans who have enriched our heritage and continue to add to all aspects of our society through their generosity of culture and the continued practice of teaching economic, environmental, and cultural sustainability.

The Hillsboro School District is committed to engaging in dialogues, led by tribal communities, around the opportunities and work in which they are currently engaged in the areas of self-determination, sovereignty, and cultural preservation.

The Board of Directors of the Hillsboro School District do hereby proclaim the month of November 2020 be:

NATIVE AMERICAN HERITAGE MONTH

We urge all community members to join us in recognizing Native American Heritage Month.



Erika Lopez, Board Chair

PROCLAMATION

The Hillsboro School District recognizes that public schools are the backbone of our society, providing young people with the tools they need to maintain our nation's values of freedom, civility, and equality.

The Hillsboro School District knows that by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future.

The Hillsboro School District recognizes that education employees, licensed, classified and technical support staff, and administrators, work tirelessly to serve our children and communities with care and professionalism.

The Hillsboro School District encourages all community members to extend their commitment to public education and to the future of our children by supporting our community's schools through the contribution of time and energy.

The Board of Directors of the Hillsboro School District do hereby proclaim the week of November 16-20, 2020 be:

AMERICAN EDUCATION WEEK

We urge all community members to join us in recognizing American Education Week.



Erika Lopez, Board Chair

PROCLAMATION

The Hillsboro School District recognizes that Education Support Professionals are essential partners to the education process.

The Hillsboro School District knows that Education Support Professionals provide a safe and healthy learning environment for students.

The Hillsboro School District appreciates that Education Support Professionals work tirelessly to serve our children and communities with care and professionalism.

The Hillsboro School District honors the invaluable and often-unsung work behind the scenes, support of teachers in delivering instruction, diverse talents and tireless dedication to our community's students.

The Board of Directors of the Hillsboro School District do hereby proclaim that November 18, 2020 be:

NATIONAL EDUCATION SUPPORT PROFESSIONALS DAY



We urge all community members to join us in recognizing all Education Support Professionals for their valued contributions to the Hillsboro School District.

Erika Lopez, Board Chair

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

September 8, 2020

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

1. WORK SESSION

Board Present:

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

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
Jordan Beveridge, Chief Information Technology Officer
Casey Waletich, Chief Operations Officer
Adam Stewart, Capital Projects Officer
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
Justin Arey, Web Specialist/Designer
Rose Roman, Assistant to the Board

Student Representatives Present:

Ilhaam Ikramullah
Devlin Knill
Mya Smith

Others Present:

Greg McKenzie, Consultant

A. Call to Order

Board Chair Erika Lopez called the meeting to order at 5:18 PM.

B. Board Self-Evaluation

Greg McKenzie gave an overview of the Board Self-Evaluation, including who information was collected from, data, and his synopsis of the information collected.

C. Board Goals Discussion

Assistant Superintendent Travis Reiman discussed recommendations for Board goals for 2020-2021. Board members recommended goals centered on advocacy for stable funding, an antiracism commitment, and attending virtual events around the District.

D. Board Working Agreements

Board members discussed the current draft of the Board Working Agreements and agreed to move forward towards approval of the draft.

E. Equity Update

Executive Director of Schools Francesca Sinapi discussed the recent meetings of the HSD Equity committee. Director of Equity and Human Resources Saideh Haghighi discussed family engagement, including an Asian/Pacific Islander family engagement meeting, book studies held to create professional and personal growth for educational leaders and Districtwide professional development for staff.

- F. Pathways Center Update
Superintendent Mike Scott gave an update on the Pathways Center, including on-track graduation rates, scope of physical building, and budget allocation for the Pathways Center. Capital Projects Officer Adam Stewart spoke to the savings on the seismic updates on the campus.
- G. Curriculum Adoption Update
Assistant Superintendent Travis Reiman gave an update on the curriculum adoption cycle.
- H. Facilities Naming Process
Superintendent Mike Scott presented the names recommended by the naming taskforce, next steps of putting one name up for 30-day review. Chief Operations Officer Casey Waletich gave background information on each of the names. Board members present spoke to their views on the different names and recommended the discussion continue when all Board members are present.
- I. Fall 2020 Update
Assistant Superintendent Travis Reiman gave an update on plans for Fall 2020 including plans for creating rural wifi hubs for identified students in rural areas of Groner, Farmington View and North Plains. Assistant Superintendent Travis Reiman also presented the Washington County Board of Commissioners CARES Act Contingency plan that includes funds to subsidize childcare slots for families and plans for an intergovernmental agreement to be created between the school districts in Washington County and Washington County.
- J. SRO Update
Superintendent Mike Scott discussed the process of revising the Memorandum of Understanding (MOU) with a group of administrators, to take forward and share with staff, student and family groups. The Board discussed next steps in the process and expressed a desire to meet with the Hillsboro City Council to discuss School Resource Officers.
- K. Discussion Time
- 1) Student Representatives' Time
Student Representatives Ilhaam Ikramullah, Devlin Knill and Mya Smith spoke on their desire to have more of the student voice heard in the SRO conversation.
 - 2) Superintendent's Time
Superintendent Mike Scott thanked the Board for staying engaged in the SRO conversation, celebrated the Board's evaluation, thanked staff for their work and appreciates their efforts.
 - 3) Board of Directors' Time
Director Yadira Martinez looked forward the start of school and inquired where we are at in the process for early learners. Vice Chair Martin Granum gave feedback on the NSBA/CUBE webinar he attended. Director Mark Watson spoke of the student representative mentoring session with Devlin Knill and Director Lisa Allen. Director Jaci Spross echoed the student representatives thoughts of including

more student voices in the SRO survey results and thanked to staff for all they do. Chair Erika Lopez spoke of her experience of connecting with staff and availability of resources for families, looked forward to opportunities that comes with this different school year, thanked staff for their hard work and passion for helping students.

L. Adjourn Meeting

The meeting was adjourned at 8:42 PM.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
September 22, 2020
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

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
Ilhaam Ikramullah	Elaine Fox, Executive Director of Student Services
Devlin Knill	Saideh Haghighi, Director of Equity and Human Resources
Mya Smith	Audrea Neville, Executive Director of Schools
	Francesca Sinapi, Executive Director of Schools
<u>Others Present:</u>	Justin Arey, Web Specialist/Designer
Crystal Trice – WCCLS	Rose Roman, Executive Assistant to the Board
Linda Osuna – Hillsboro Library	Becky Kingsmith, Director of Teaching and Learning
Carol Reich - Hillsboro Library	Vanessa Ceccarelli – District Media Specialist
Katie Anderson - WCCLS	Melody Hansen, HCU President

- A. Call to Order
Board Chair Erika Lopez called the meeting to order at 5:16 PM.

- B. Youth Access Library Account
Assistant Superintendent Travis Reiman introduced Linda Osuna, Crystal Trice, and Vanessa Ceccarelli who gave a presentation on the Youth Access Library Account (YALA) partnership between the Hillsboro Public Library (HPL), Washington County Cooperative Library Services (WCCLS), and the Hillsboro School District (HSD) to provide access to library materials to HSD students.

- C. Facilities Naming Process
Superintendent Mike Scott introduced the names being considered. Board members and student representatives discussed the Atfalati Ridge name. First round voting Atfalati Ridge: 11 points, Sunset Ridge: 5 points, and Ridge View: 2 points. The Board decided to take two names, Atfalati Ridge and Sunset Ridge, forward to the Regular Session for discussion and vote.

Board Member Points								
Suggested Name	Erika	Martin	Lisa	See Eun	Yadira	Jaci	Mark	TOTAL
Atfalati Ridge	2	2	2	1	2		2	11
Ridgeview						1	1	2
Sunset Ridge			1	2	2			5
Sunset View								

- D. Board Goals Discussion
 Superintendent Mike Scott and the Board members discussed the Board goals and made some minor adjustments.
- E. Fall 2020 Update
 Assistant Superintendent Dayle Spitzer shared student connection data, and highlighted several schools for over 95% connection by students. Chief Technology Officer Jordan Beveridge gave an update on technology distribution and the helpdesk established for students and families. Assistant Superintendent Travis Reiman discussed Washington County COVID-19 data and how that affects reopening of schools. He also discussed the communication tools used by HSD to inform the community.
- F. Discuss OSBA Board of Directors Nominations
 Board Chair Erika Lopez lead a discussion on the OSBA Board of Directors nominations. No Board members expressed interest in running for the OSBA Board.
- G. Legislative Priorities
 Chief Communications Officer Beth Graser discussed legislative priorities and provided an outline of key points for possible goals. Director Yadira Martinez expressed interest in serving on the committee.
- H. Recess Board Meeting
 Board Chair Erika Lopez recessed at 7:00 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	Casey Waletich, Chief Operations Officer
	Jordan Beveridge, Chief Information Technology Officer
<u>Student Representatives Present:</u>	Olga Acuña, Director of Federal Programs
Ilhaam Ikramullah	Elaine Fox, Executive Director of Student Services
Devlin Knill	Saideh Haghighi, Director of Equity and Human Resources
Mya Smith	Audrea Neville, Executive Director of Schools
	Francesca Sinapi, Executive Director of Schools
	Justin Arey, Web Specialist/Designer
	Rose Roman, Executive Assistant to the Board
	Melody Hansen, HCU President
	Jill Golay, HEA President

A. Call to Order and Flag Salute

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

B. Proclamations

Director Yadira Martinez read the Latinx Heritage Month Proclamation in Spanish and English.

C. Approval of Agenda

Director Mark Watson MOVED, SECONDED by Director Martin Granum, to approve the agenda as printed.

The MOTION CARRIED (7-0).

D. Audience Time

No audience members requested to address the Board regarding non-agenda items.

E. Public Testimony: Facilities Naming Process

Eight audience members requested to address the Board regarding the Facilities Naming Process agenda item. Chief Communications Officer Beth Graser read the comments submitted by Jessi Cox, Sara Denniston, Dirk T Knudsen, Jean Edwards, Gabriel Martinez, David G. Lewis, PhD, Debbie, and Omar Rivera.

F. Action Items

1. Facilities Naming Process

Director Martin Granum MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors select Aftalati Ridge as the name for ES28 to be placed on

30-day review.

Board members shared comments on their choice for ES28.

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

2. Accept Gifts and Donation

Chief Financial Officer Michelle Morrison presented the donation from Sunrise Church to Reedville Elementary and Witch Hazel Elementary.

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors accept the donation of \$6,000 from Sunrise Church to Reedville Elementary and Witch Hazel Elementary.

The MOTION CARRIED (7-0).

Vice-Chair Martin Granum and Director Lisa Allen thanked Sunrise Church for their donation.

3. OSBA Board of Directors Nomination

Chair Erika Lopez tabled this agenda item, as no Board members expressed interest in the work session for the OSBA Board of Directors position 15.

4. Resolution to Refinance Bonds

Chief Financial Officer Michelle Morrison explained the opportunity to refinance Bond funds.

Director See Eun Kim MOVED, SECONDED by Director Yadira Martinez, 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.

The MOTION CARRIED (7-0).

G. Consent Agenda

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

Director Mark Watson asked a point of clarification on policy DFAA.

The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

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

H. Reports and Discussions

1. Superintendent Evaluation Letter

Chair Erika Lopez read the Superintendent Evaluation letter.

2. Financial Report (see written report)

Chief Financial Officer Michelle Morrison gave an overview of the monthly Financial Report and thanked staff for their work during difficult times.

I. Policies First Read

Superintendent Mike Scott and Chief Operations Officer Casey Waletich discussed the policies placed on First Read.

J. HCU / HEA Reports

HCU President Melody Hansen expressed happiness over avoiding layoffs, the repurposing of staff and the effects of last week's poor air quality on classified staff. HEA President Jill Golay shared the results of an HEA survey.

K. Discussion Time

1) Student Representatives' Time

Devlin – Spoke regarding the Facilities Naming agenda items.

Ilhaam Ikramullah – Thanked everyone for the respect shown for other's opinions.

Mya Smith– Thanked everyone for the conversation and reminded everyone to register and vote.

2) Superintendent's Time

Superintendent Mike Scott thanked for the Board for his evaluation and for the bold and courageous conversations they are having. He also thanked staff and families for their efforts during the first week of Comprehensive Distance Learning (CDL).

3) Board of Directors' Time

Direct Yadira Martinez thanked HSD staff for their hard work and communication during the first week of school.

Director See Eun Kim thanked Superintendent Mike Scott and congratulated him on his evaluation.

Vice Chair Martin Granum thanked Superintendent Mike Scott for his work and asked Board members to consider participating on Superintendent Committees.

Director Mark Watson thanked Superintendent Mike Scott and spoke to his experience of being on the HSD bargaining committee.

Director Lisa Allen expressed her excitement for the library program presented this evening, expressed her support of the Atfalati Ridge name, thanked the student reps for their thoughts, and promoted the advocacy committee. She also thanked Superintendent Mike Scott for his service and time in the District and thanked staff for their hard work during CDL.

Director Jaci Spross thanked Superintendent Mike Scott for his leadership and guidance, thanked HSD staff, and thanked fellow Board members for their collaboration. She also reminded everyone that today is National Voter Registration Day, encouraged people to register, vote, and vote early.

Chair Erika Lopez discussed seeking help from community partners, thanked the Board for healthy discourse and thanked staff for their flexibility during CDL.

L. Adjourn Meeting

Chair Erika Lopez adjourned the meeting at 8:36 PM.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

October 13, 2020

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

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	Jordan Beveridge, Chief Information Technology Officer
	Casey Waletich, Chief Operations 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
	Audrea Neville, Executive Director of Schools
	Francesca Sinapi, Executive Director of Schools
<u>Others Present:</u>	Alex Oh, Public Safety Chief
David Harrelson, Grand Ronde Tribe	Morgan Quimby, TOSA - OSP
Mox Herrman, HPD SRO	Daria Martin Bigham, OSP
Leland Gilbert, Sergeant HPD	OJ Gulley, Evergreen Middle School Principal
	Corina Soriano, Tech Support
	Justin Arey, Web Specialist/Designer
	Rose Roman, Assistant to the Board

A. Call to Order

Erika Lopez called the meeting to order at 5:17 PM.

B. Facilities Naming Update

Superintendent Mike Scott introduced David Harrelson from the Grand Ronde Tribe and Daria Martin Bigham, the leader of the Native American Parent Action Committee. David Harrelson shared the pronunciation of the name and introduced himself, as well as shared the history of the Tribe. He indicated the Tribe's support for the Atfalati name. Daria Martin Bigham introduced herself and shared feedback for the Native American PAC meeting. Chief Operations Officer Casey Waletich discussed the mascot process.

C. SRO Update

Superintendent Mike Scott introduced the topic. Evergreen Middle School Principal OJ Gulley introduced Hillsboro Police Detective Mox Herrman and the role of the School Resource Officer (SRO) at Evergreen Middle School. Leland Gilbert, Hillsboro Police Department Sergeant, spoke on the Diversity Equity and Inclusion

work within the Hillsboro Police Department. Public Safety Chief Alex Oh spoke to the work by the SROs outside of the school day and throughout year. Morgan Quimby discussed the draft of a Memorandum of Understand (MOU). Superintendent Mike Scott shared next steps and a timeline for the SRO process.

D. Fall 2020 Update

Chief Operations Officer Casey Waletich gave an update on Athletics and Activities, including outdoor activity plans for high schools. Executive Director of Student Services Elaine Fox gave an update on Limited In Person Instruction (LIPI) and the development of criteria that is applicable to students with IEPs. The target is 40 students on November 9, 2020 at South Meadows Middle School.

E. Recognitions and Proclamations

Vice Chair Martin Granum read the Safe Schools Month Proclamation.
Director Lisa Allen read the Principals Month Proclamation.

F. Discuss 2021 Recognitions and Proclamations

Superintendent Mike Scott discussed the proclamations for the 2021 year.

G. Division 22 Assurances

Assistant Superintendent Travis Reiman shared the Oregon Department of Education presentation on Division 22 assurances and informed the Board that the Hillsboro School District complies with all 17 standards.

H. Superintendent's Committee Discussion

Superintendent Mike Scott briefly discussed the Superintendent's Committees. Board members gave their top selections for committee participation.

I. American Education Week Planning

Chief Communication Officer Beth Graser discussed American Ed Week, including possibilities for a video message and other forms of recognition.

J. Policies - First Reading

Chief Financial Officer Michelle Morrison and Chief Human Resources Officer Kona discussed the policies on first read.

K. Discussion Time

1) Student Representatives' Time

Devlin Knill expressed his appreciation for the Facilities naming conversation and the SRO discussion. Mya Smith thanked the Board for the safe discussion and reminded the public that today is the last day to register to vote in Oregon.

2) Superintendent's Time

Superintendent Mike Scott thanked the Board and staff for the conversations about SROs and the Facilities Naming.

3) Board of Directors' Time

Director Jaci Spross expressed her appreciation for the presentation from David Harrelson on the Grand Ronde Tribe and culture, as well as expressed her thanks to the SRO presenters. Director Mark Watson thanked staff and Board for this

evening's conversations, and expressed appreciation for the ES28 Beam Signing event. Vice Chair Martin Granum attended the ES28 Beam Signing and land acknowledgement, gave a shout out to Chief Communications Officer Beth Graser on the HSD podcast, where Chief Financial Officer Michelle Morrison shared a story of saving taxpayers over 1 million dollars by refinancing the Bond, and thanked the student reps for their comments. Director SeeEun Kim expressed her appreciation for the SRO conversation, asked if MOU will be available for further editing, and attended the ES28 Beam Signing. Chair Erika Lopez thanked fellow Board members for attending Beam Signing, thanked David Harrelson for speaking from the Grand Ronde Tribe's perspective on the naming of ES28.

L. Adjourn Meeting

The meeting was adjourned at 8:28 PM.

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

Brett Cunningham

Assignment: 1.0 FTE Kindergarten Teacher
Location: Orenco Elementary School
Effective Date: September 14, 2020

Adrienne Galvez

Assignment: 1.0 FTE 1st Grade Teacher
Location: WL Henry Elementary School
Effective Date: September 30, 2020

Jennifer Johnson

Assignment: 1.0 FTE Behavior Specialist
Location: Groner K-8
Effective Date: October 25, 2020

- B. Approve the employment of the following administrator personnel:

MariaEugenia Olivar

Assignment: Assistant Principal
Location: Hillsboro High School
Effective Date: July 30, 2020

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

Yvette Drolette

Assignment: Supervisor – Nutrition Services
Location: Administration Center – Nutrition Services
Effective Date: June 1, 2020

Alma Hernandez

Assignment: Supervisor – Essential Workers Childcare
Location: Administration Center – Office for School Performance
Effective Date: September 21, 2020

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

Bessa Buchanan

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Resources Specialist – Tobias Elementary School/ R. A Brown Middle School

Eliette Gonzalez Acosta

Education: BA – Universidad Nacional Abierta - Distrito Capital, Venezuela
Experience: 6 years
Assignment: 1.0 FTE Dual Language Pre-School Techer – Reedville Elementary School

Jamie Horner

Education: BA – California State University- Bakersfield, Bakersfield, CA
Experience: None
Assignment: 1.0 FTE School Nurse – Student Services

Anita Jansen

Education: MA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Speech Language Pathologist – Ladd Acres Elementary School/ West Union Elementary School

Joseph Kira

Education: BA – University of Hawaii at Manoa, Honolulu, HI
Experience: 16 year
Assignment: 1.0 FTE Health and Physical Education Teacher – Hillsboro High School

Janae May

Education: MA – American College of Education, Indianapolis, IN
Experience: 1 year
Assignment: 1.0 FTE Preschool Teacher – Poynter Middle School

Susan Morris

Education: BA – Western Governors University, Salt Lake City, UT
Experience: None
Assignment: 0.275 FTE STEAM Coach – Imlay Elementary School

David Nicoli

Education: MA – Pacific Lutheran University, Tacoma, WA
Experience: 5 years
Assignment: 0.5 FTE EL Specialist – Witch Hazel Elementary School

Kenneth Ollis

Education: MA – Lewis & Clark College, Portland, OR
Experience: None
Assignment: 1.0 FTE School Counselor – Hillsboro Online Academy

Andrea Reohr

Education: BA – State University of New York, Oneonta, NY
Experience: 16 years
Assignment: 1.0 FTE Behavior Specialist – West Union Elementary School

Megan Sakauye

Education: MA – State University of New York, Oneonta, NY
Experience: None
Assignment: 1.0 FTE 1st Grade Teacher - W.L. Henry Elementary School

Annette Snyder

Education: MA – Pacific Lutheran University, Tacoma, WA
Experience: 7 years
Assignment: 0.5 FTE School Counselor – Hillsboro Online Academy

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
APPROVE 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 presented them to the Board for first reading on September 22, 2020:

- 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 approve the policies in sections A-B, and E of the District's policy manual.

I move that the Board of Directors approve the above 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 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.* 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)(e).

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

**HILLSBORO SCHOOL DISTRICT
OCTOBER 27, 2020
LOCAL CONTRACT REVIEW BOARD HEARING: REVIEW FINDINGS OF FACT FOR
USE OF A CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) FOR
CONSTRUCTION OF INTERIOR RENOVATIONS, UPGRADES TO MECHANICAL,
ELECTRICAL & PLUMBING SYSTEMS, AND SITE IMPROVEMENTS AT
FARMINGTON VIEW ELEMENTARY SCHOOL**

SITUATION

The pre-design work on the project is proceeding. At this time, the management team working on the projects has evaluated a method to construct the Projects utilizing a Construction Manager/General Contractor (CM/GC) process.

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

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

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

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

ORS 279C.335(5) requires the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing.

Notice of public hearing was advertised in the Daily Journal of Commerce on October 7, 2020.

FINDINGS OF FACT

1. Project Description

Interior renovations, upgrades to mechanical, electrical & plumbing systems, and site improvements at Farmington View Elementary School.

2. Responsibilities of the CM/GC Firm or Firms

a) Design Phase

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

b) Bid Process

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

c) Construction Phase

The CM/GC firm will be responsible for the construction of the Project, including scheduling of materials procurement, delivery and all work completed by subcontractors. The CM/GC firm is responsible to complete the project on schedule,

within budget and at, or above, the quality defined in the specifications prepared by the architect.

3. Rationale to Utilize CM/GC Method

a) Competition

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

b) Multiple Construction Packages

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

c) Procurement of Long Lead Items

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

d) Schedule Complexity

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

e) Change Order Cost Control

Change orders cost should be controlled in two ways:

1. By utilizing a contractor to provide cost analysis, construction feasibility reviews and long lead procurement, the final number of change orders should be reduced. Reduction of change orders should result in cost savings.
2. By proposing a fixed fee for overhead and profit, the CM/GC firm's fixed fee is added to the actual cost of the change. It is expected this will be less than the standard fee added to change orders on projects awarded to a bondable, low bidder. Reduction of overhead and profit on changes should result in cost savings.

f) Acceleration

Utilizing the CM/GC approach will reduce the risk of acceleration expense to complete the Project on time. Reduction or elimination of the cost to accelerate construction to complete the Project on time should result in cost savings.

g) Improved Cost Management

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

h) Subcontractor Bidding and Selection

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

i) Market Conditions

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

j) Awareness and involvement by local contractors and suppliers

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

k) Qualified Management

The project management team working on these projects is well equipped to manage the complexities of a CM/GC construction process, with experienced and

qualified district staff and external project managers with successful CM/GC experience.

4. Operational, Budget and Financial Data:

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

5. Public Benefits:

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

6. Value Engineering:

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

7. Specialized Expertise Required:

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

8. Public Safety:

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

9. Technical Complexity:

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

10. Funding Sources:

The projects will be paid for as part of 2017 Capital Improvement Bond and other funds. The bond measure will also fund other construction projects. Establishment of a

preliminary and final Guaranteed Maximum Price will better enable Hillsboro School District manage resources available to complete all the projects.

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

- Cost savings, as described above.
- Reduction of schedule risk typically associated with complex construction projects.
- Opportunity to select a qualified CM/GC firm or firms versus award project to any bondable low bidder.
- Accurate cost data for project decisions.
- Greatest assurance of project timely completion.
- Higher confidence in obtaining quality construction.

RECOMMENDATION

The Superintendent recommends the Board of Directors, acting in the capacity of the Local Contract Review Board, review and approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Manager/General Contractor process for interior renovations, upgrades to mechanical, electrical & plumbing systems, and site improvements at Farmington View Elementary School.

I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, review and approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for use of the Construction Manager/General Contractor process for interior renovations, upgrades to mechanical, electrical & plumbing systems, and site improvements at Farmington View Elementary School.

**HILLSBORO SCHOOL DISTRICT
LOCAL CONTRACT REVIEW BOARD HEARING**

October 27, 2020

**LOCAL CONTRACTORS REVIEW BOARD: REVIEW AND APPROVE FINDINGS OF
FACT FOR SPECIAL PROCUREMENTS AND EXCEPTION FROM COMPETITIVE
BIDDING, AND AUTHORIZE A SPECIFIC SOLE SOURCE PROCUREMENT**

SITUATION

Historically, software and services contracts are competitively bid or purchased off of an already established state or consortium contract.

ORS 279C.335 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to award an exemption to following the competitive bidding process upon making certain findings.

Oregon law and the duly adopted resolution of the Hillsboro School District permits the Hillsboro School District Board of Directors, acting as the Local Contract Review Board, to consider and approve specific findings that allow Special Procurements and Exemptions from Competitive Bidding.

The Oregon Public Contracting Rules require the Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments and make a final decision on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation. Notice of intent to purchase as a sole source is scheduled to be advertised in The Hillsboro Tribune on October 28, 2020.

FINDINGS OF FACT

Software and Service Description

The software is necessary to provide communication platforms within the District Google platform for Comprehensive Distance Learning (CDL). *Google Voice* and *G Suite for Education Enterprise Licenses* are required for CDL. *Google Voice* provides a cloud based phone and texting service for school and district staff communication with students and families. *G Suite for Education Enterprise Licenses* provide *Google Meet* features offered for free to education users last spring. Functions include recording options, breakout rooms and other *G Suite Enterprise* features.

Only one reseller of Google services may be attached to the District G Suite system per Google corporate rules. Resellers also contribute additional support for managing the system. Although there are multiple resellers of *G Suite Enterprise Licenses*, the vendor *AmplifiedIT* is the only education-focused *Google Voice* reseller.

Rationale

Based upon the above analysis, selection of *AmplifiedIT* as the sole source vendor to provide *Google Voice* and *G Suite for Education Enterprise Licenses* qualifies for an exemption from competitive bidding under ORS 279C.345(2).

RECOMMENDATION

The Superintendent recommends that the Board of Directors, acting in the capacity of the Local Contract Review Board, conduct a public hearing to allow comments on the Hillsboro School District Special Procurements and Exemptions from Competitive Bidding and take action on the following motion:

I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the sole source procurement and Exemptions from Competitive Bidding, and authorize the purchase of Google Voice and G Suite for Education Enterprise Licenses from AmplifiedIT.

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
OCTOBER 1ST ENROLLMENT REPORT

SITUATION

On October 1, 2020, the Hillsboro School District had 19,166 registered students. This is a decrease of 878 students from October 1, 2019, and represents a 4.38 percent decrease in student growth.

Level	10/1/2019	10/1/2020	Student Growth	Percentage Growth
Kinder	1,537	1,285	-252	-16.40
Grades 1-6	9,417	8,755	-662	-7.03
Grades 7-8	3,090	3,097	7	0.23
Grades 9-12	6,000	6,029	29	0.48
*TOTALS	20,044	19,166	-878	-4.38

*These figures include City View Charter School

ADDITIONAL INFORMATION

- Hillsboro Online Academy had 154 students registered on October 1, 2019 and 1,147 on October 1, 2020. This is an increase of 993 students.
- 1,396 students transferred out of the Hillsboro School District as follows:
 - 606 to virtual charter schools outside of the District
 - 516 to be homeschooled, 447 registered through the Northwest Regional Education Service District
 - 207 to private schools
 - 67 to other school districts
- Due to the pandemic, -264 kindergarten students were registered compared to the average registration over the last three years.
 - The average number of kindergarten students over the past three years was 1,510 which was used for the 2020-21 projected kindergarten enrollment.
 - As of 10/1/2020 there is a difference of -264 from projection. These figures do not include City View Charter School.
- 53 students transferred into the Hillsboro School District

HISTORICAL DATA

Over the past ten years our District has experienced a decline of 1,333 students or 6.5 percent from October 1, 2010 to October 1, 2020.

Date	Total Enrollment
October 1, 2010	20,499
October 1, 2011	20,571

October 1, 2012	20,505
October 1, 2013	20,760
October 1, 2014	20,719
October 1, 2015	20,654
October 3, 2016	20,502
October 2, 2017	20,373
October 1, 2018	20,355
October 1, 2019	20,044
October 1, 2020	19,166

Allocated staffing ratios for October 1, 2013, through October 1, 2020 are shown below.

	Allocated 10/1/13	Allocated 10/1/14	Allocated 10/1/15	Allocated 10/3/16	Allocated 10/2/17	Allocated 10/1/18	Allocated 10/1/19	**Allocated 10/1/20
K-6	30:1	K: 26:1 1-2: 28:1 3-6: 29:1	*K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 29:1	K: 26:1 1-2: 28:1 3-6: 31:1	K-2: 20:1 3-6: 33:1
7-12	30:1	29:1	29:1	29:1	29:1	29:1	31:1	33:1

*First year of full-day Kindergarten

**Comprehensive Distance Learning and Hybrid Instructional Models

The table below shows race percentages of student enrollment for school years 2016-17 through October 1, 2020.

Race	Percentage 2016-17	Percentage 2017-18	Percentage 2018-19	Percentage 2019-20	Percentage 2020-21
American Indian/Alaskan Native	0.70%	0.69%	0.68%	0.66%	0.62%
Asian	6.69%	6.74%	6.72%	6.59%	6.74%
African American	2.28%	2.18%	2.28%	2.54%	2.47%
Hispanic	36.46%	37.07%	37.38%	38.52%	40.26%
Multiple	5.96%	6.44%	6.50%	6.80%	7.37%
Native Hawaiian/Other Pacific Islander	0.76%	0.74%	0.72%	0.70%	0.75%
White	47.15%	46.14%	45.73%	44.18%	41.78%

RECOMMENDATION

The Superintendent recommends the Board of Directors review and discuss the enrollment report.

HILLSBORO SCHOOL DISTRICT 1J
October 27, 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 41: Community Wide Childcare Grant

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 anticipate community supports for staff. Most recently, together with Human Resources and the Office of School Performance, the Business Office has entered into a grant agreement with Washington County to provide childcare subsidies for school staff and other “Essential Workers” in the community. The grant requires dynamic leadership and quick processing in order to maximize the benefits available.

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

Finance Manager Jennifer Zavatsky met with staff from Springfield, Beaverton, and Salem-Keizer school districts to develop standards for elementary school student body accounts. Although the elementary and middle schools no longer have individual bank accounts to manage, the account activities required standardization across the District. During this collaboration, it was determined that the chart of accounts could be simplified moving forward to increase transparency and improve reporting.

Finance Team – Financial Reporting, Contracts and Grants

Manager of Business Services Jeff Jones and primary point of contact for the District’s independent auditors has provided a draft financial report for preliminary review. After some final touches, the document will be provided to the School Board for adoption in December. Mr. Jones also provides budget support to schools and departments for the general fund and the High School Success grant.

Fiscal Specialist Christy Woodard has been a key player in the development and implementation of the Community-Wide Childcare Grant. In addition to the District’s regular grant programs, Nutrition Services, and COVID recovery project, Ms. Woodard is removing barriers to quickly set-up and administer the relief effort in a very brief period of time (August through December 2020).

Payroll Team and Employee Benefits

Payroll Supervisor Kim Grannis has been working with Human Resources to administer the “Work Share 2.0” program for targeted staff members during the Comprehensive

Distance Learning period. Work Share is a way to reduce work hours while providing access to (normal) unemployment benefits based on a weekly certification of hours for staff whose positions are not required at the standard operational level.

Benefits Supervisor Lynette Coffman has developed a mechanism for staff members that qualifies under Senate Bill 1049 to contribute post-tax earnings towards their Individual Account Program (IAP) with PERS (Public Employee Retirement System). IAP changes were activated on July 1, 2020, staff with earnings more than \$2,500 may elect to participate. The District offers pre-tax programs as well (deferred compensation) for anyone earning wages from HSD as well as resources for retirement planning.

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.

Workers' Compensation Report

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

The District received three workers' compensation claim in August. As of August 30, 2020, there were 11 open claims; three were for medical costs only, and eight included time loss. There were no employees on modified work plans during August.

Workers' Compensation Reports			
	2018-19	2019-20	2020-21
July	1	3	0
August	2	2	3
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	

Yearly Total:	111	99	3
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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 August.

Student Incident Reports						
	2019-20 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2020-21 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	2	N/A	0	0	N/A	0
August	6	N/A	0	0	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			
Yearly Total:	668		12	0		0

Vehicle Accidents

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

Hillsboro School District 1J
MONTHLY FINANCIAL REPORT - as of September 30, 2020

	July	August	September	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Fiscal YTD	Budget		Fiscal YTD	
Revenues	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2020-21	2020-21	% of Budget	2019-20	% of Budget
Taxes	\$0.00	\$0.00	\$140,003.08	\$140,003.08	\$0.00	\$0.00	\$0.00	\$140,003.08	\$82,507,072.00	0.17%	\$341,013.05	0.45%
Interest	\$22,078.38	\$22,078.38	\$23,986.95	\$68,143.71	\$0.00	\$0.00	\$0.00	\$68,143.71	\$1,200,353.00	5.68%	\$161,479.44	12.34%
Local Sources	\$9,273.63	\$9,273.63	\$10,385.15	\$28,932.41	\$0.00	\$0.00	\$0.00	\$28,932.41	\$2,764,973.00	1.05%	\$189,071.40	9.72%
Total Local	\$31,352.01	\$31,352.01	\$174,375.18	\$237,079.20	\$0.00	\$0.00	\$0.00	\$237,079.20	\$86,472,398.00	0.27%	\$691,563.89	0.87%
County/ESD	\$0.00	\$0.00	\$299,401.00	\$299,401.00	\$0.00	\$0.00	\$0.00	\$299,401.00	\$3,790,113.00	7.90%	\$0.00	0.00%
State Sources	\$23,243,752.14	\$23,243,752.14	\$11,614,828.57	\$58,102,332.85	\$0.00	\$0.00	\$0.00	\$58,102,332.85	\$143,160,594.00	40.59%	\$45,801,440.21	32.68%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,832.00	0.00%	\$41.25	0.00%
Beginning Balance*	\$11,973,234.59	\$12,304,836.51	\$0.00	\$24,278,071.10	\$0.00	\$0.00	\$0.00	\$24,278,071.10	\$9,409,091.00	258.03%	\$10,090,366.85	112.13%
Total Revenue	\$35,248,338.74	\$35,579,940.66	\$12,088,604.75	\$82,916,884.15	\$0.00	\$0.00	\$0.00	\$82,916,884.15	\$242,875,028.00	34.14%	\$56,583,412.20	24.40%
Expenditures												
Instruction												
Salaries	\$37,712.04	\$37,712.04	\$109,106.80	\$184,530.88	\$0.00	\$0.00	\$0.00	\$184,530.88	\$79,447,165.00	0.23%	\$7,144,832.26	9.17%
Benefits	\$60,165.43	\$60,165.43	\$40,280.66	\$160,611.52	\$0.00	\$0.00	\$0.00	\$160,611.52	\$45,544,711.00	0.35%	\$3,990,282.15	9.03%
Purchased Service	\$279,999.92	\$279,636.06	\$135,522.70	\$695,158.68	\$0.00	\$0.00	\$0.00	\$695,158.68	\$14,371,084.00	4.84%	\$1,052,072.74	9.03%
Supplies/Materials	\$164,125.10	\$164,125.10	\$100,195.09	\$428,445.29	\$0.00	\$0.00	\$0.00	\$428,445.29	\$4,720,746.00	9.08%	\$533,286.41	17.42%
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	\$141,839.74	\$0.00	\$283,679.48	\$0.00	\$0.00	\$0.00	\$283,679.48	\$975,640.00	29.08%	\$223,339.86	21.75%
Total Instruction	\$683,842.23	\$683,478.37	\$385,105.25	\$1,752,425.85	\$0.00	\$0.00	\$0.00	\$1,752,425.85	\$145,059,346.00	1.21%	\$12,943,813.42	9.39%
Support Services												
Salaries	\$1,684,722.41	\$1,684,722.41	\$1,591,262.70	\$4,960,707.52	\$0.00	\$0.00	\$0.00	\$4,960,707.52	\$47,237,644.00	10.50%	\$7,074,171.40	14.88%
Benefits	\$1,060,354.98	\$1,060,354.98	\$982,970.52	\$3,103,680.48	\$0.00	\$0.00	\$0.00	\$3,103,680.48	\$27,079,947.00	11.46%	\$4,260,613.41	15.80%
Purchased Service	\$1,551,887.04	\$1,552,470.51	\$989,144.33	\$4,093,501.88	\$0.00	\$0.00	\$0.00	\$4,093,501.88	\$8,544,741.00	47.91%	\$4,030,485.56	56.70%
Supplies/Materials	\$395,667.45	\$405,005.70	\$482,156.29	\$1,282,829.44	\$0.00	\$0.00	\$0.00	\$1,282,829.44	\$2,806,860.00	45.70%	\$1,604,901.14	85.87%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NA	\$28,911.63	0.00%
Other	\$1,271,992.90	\$1,271,992.90	\$50,311.20	\$2,594,297.00	\$0.00	\$0.00	\$0.00	\$2,594,297.00	\$580,091.00	447.22%	\$1,394,951.76	222.52%
Total Support	\$5,964,624.78	\$5,974,546.50	\$4,095,845.04	\$16,035,016.32	\$0.00	\$0.00	\$0.00	\$16,035,016.32	\$86,249,283.00	18.59%	\$18,394,034.90	21.87%
Community Services												
Salaries	\$15,613.00	\$15,613.00	\$12,765.72	\$43,991.72	\$0.00	\$0.00	\$0.00	\$43,991.72	\$313,488.00	14.03%	\$58,042.28	14.90%
Benefits	\$8,304.81	\$8,304.81	\$7,165.37	\$23,774.99	\$0.00	\$0.00	\$0.00	\$23,774.99	\$179,714.00	13.23%	\$34,315.37	15.53%
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,706.00	0.00%	\$425.83	0.73%
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,629.00	0.00%	\$35.74	0.23%
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%
Total Community Services	\$23,917.81	\$23,917.81	\$19,931.09	\$67,766.71	\$0.00	\$0.00	\$0.00	\$67,766.71	\$572,387.00	11.84%	\$92,819.22	13.47%
Capital Projects												
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	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%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
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	\$0.00	\$10,994,012.00	\$0.00	\$10,994,012.00	\$0.00	\$0.00	\$0.00	\$10,994,012.00	\$10,994,012.00	100.00%	-\$71.34	0.00%
Total Expenditures	\$6,672,384.82	\$17,675,954.68	\$4,500,881.38	\$28,849,220.88	\$0.00	\$0.00	\$0.00	\$28,849,220.88	\$242,875,028.00	11.88%	\$31,430,596.20	13.55%
Interest Earnings	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total							
General Fund	\$71,188.29											
Debt Service Fund	\$2,541.89											
Capital Projects Fund	\$354,179.50											
Total Earnings	\$427,909.68											

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
FALL 2020 UPDATE

SITUATION

The Board of Directors will receive an update regarding the start of school for Fall 2020, including information on the new blueprint process and athletics and activities participation.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
SCHOOL RESOURCE OFFICERS UPDATE

SITUATION

The Board will receive an update regarding the ongoing work to analyze the relationship between the Hillsboro School District and School Resource Officers (SROs). District staff will be providing information on a recently completed student survey.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT
October 27, 2020
FACILITIES NAMING PROCESS (ES28)

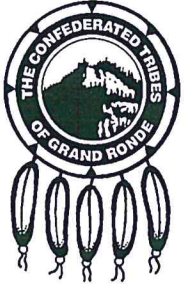
SITUATION

At the September 22, 2020 meeting, the Board of Directors reviewed facilities naming recommendations for ES28, currently being constructed in North Plains. The Board voted 6-1 to select “Atfalati Ridge” as its finalist for 30-day review. Final approval of a name is required to move forward in selecting a mascot and school colors, and will be provided to the ES28 project architects for building graphics and finishes.

RECOMMENDATION

The Superintendent requests that the Board of Directors approve its selection of Atfalati Ridge as the name for ES28, currently being constructed in North Plains.

I move that the Board of Directors approve its selection of Atfalati Ridge as the name for ES28, currently being constructed in North Plains.



The Confederated Tribes of the Grand Ronde Community of Oregon

Cultural Resources Department
Phone (503) 879-1630
1-800 422-0232
Fax (503) 879-2126

9615 Grand Ronde Rd
Grand Ronde, OR 97347

October 20, 2020

Support for Atfalati Ridge School Naming

Casey Waletich
Chief of Operations
Hillsboro School District

Dear Casey Waletich,

Please accept this letter of endorsement and support from the Cultural Resources Department of the Confederated Tribes of the Grand Ronde Community of Oregon (CTGR) for the proposal of the Hillsboro School District to name a new school located in North Plains, *Atfalati Ridge*. This name honors the Tualatin band of Kalapuya who called themselves the Atfalati and are the indigenous people of today's Tualatin valley. The Tualatin band of Kalapuya are one of more than 27 tribes and bands of people from across western Oregon who signed treaties and were removed to the Grand Ronde Indian Reservation. The Tualatin signed the Willamette Valley Treaty of 1855 which provided for their forced removal to the Grand Ronde Indian Reservation.

As a part of supporting your effort we have provided you a linguistic analysis of the word Atfalati and its roots as well as a recording of pronunciations prepared by Henry Zenk, a linguistic consultant for the Tribe. We also provided a historical introduction to the Tualatin band of Kalapuya as part of a virtual Hillsboro School District Board meeting on October 13, 2020.

Our Tribe has developed education materials to support tribal sovereignty curriculum required by Senate Bill 13. These resources are available on our website and we host an annual Education Summit each June to support educator's utilization of these resources for educating students about our ancestors, the indigenous people of this land.

I would like to convey full support for the effort to name a school near present day North Plains, *Atfalati Ridge*

Sincerely,

David Harrelson
Tribal Historic Preservation Officer
Confederated Tribes of Grand Ronde
Office: (503)879-1630
David.Harrelson@grandronde.org

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
ADOPT 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 the August retreat, September 8, and September 22 Board work sessions, the Board discussed goals for the 2020-21 school year. Based on these discussions, the following goals have been drafted.

Proposed Board goals for 2020-21

- 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 guide the District in becoming an antiracist organization through participation in professional development, policy review, and systemic analysis.

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

RECOMMENDATION

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

I move that the Board of Directors adopt their goals for 2020-21 school year.

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
NOTICE OF INTENT TO PURCHASE

SITUATION

Each year, the District purchases enough licenses for staff, computers and servers to use Microsoft Software, Operating Systems and Services. Student use of equivalent licenses is at no charge. The total cost is \$233,510.56.

Licenses to be purchased are:

Microsoft Exchange Online Advanced Threat Protection (3,038)
Microsoft Office 365 Pro Plus A – student (30,000)
Microsoft Office 365 (Plan A1) - student (30,000)
Microsoft Office 365 Pro Plus (4,500)
Microsoft Office 365 (Plan A1) (4,500)
Microsoft Visual Studio Professional (2)
Microsoft Visual Studio Enterprise (2)
Microsoft Windows Azure (1)
Microsoft Windows Remote Desktop Services (100)
Microsoft Windows Server Standard Edition (8)
Microsoft Windows Server Datacenter Edition (66)
Microsoft SQL Server Standard Core (12)
Microsoft SQL Server Enterprise Core (13)
Microsoft 365 A3 – student (22,000)
Microsoft 365 A3 (2,519)
Microsoft Office 365 Advanced Threat Protection – student (22,000)
Power BI Pro for EDU (9)

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

RECOMMENDATION

The Superintendent recommends the Board of Directors 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).

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

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
APPOINT COMMUNITY CURRICULUM ADVISORY COMMITTEE MEMBERS

SITUATION

In accordance with policy IFF, the Board of Directors has established the Community Curriculum Advisory Committee (CCAC) to provide for community involvement in the development of curriculum and instructional programs and input into those curricular areas identified by the Board. The CCAC consists of parents and community members who reside in the District attendance area, and includes student representation, as appropriate. A value of the Board and CCAC is to recruit community members with diverse perspectives that reflect the population of the District.

CCAC members are appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one-half of members' terms end each year. CCAC members who apply for reinstatement may be appointed by the Board to serve as many consecutive terms as are deemed appropriate.

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

Information regarding CCAC members who remained active on the committee and applications that have been received is provided below:

- Seven active CCAC members have continuing terms.
- Last year, the Board appointed all five of the students who applied, for a total of six students. Three of the participating students have graduated.
- At this time, five new regular and one new student applications have been received, and applications for reappointment have been received from four regular members and zero student members.

At this time, CCAC leaders and District staff recommend that a combination of seven new and reinstated committee members and three new student members be appointed. Together with the seven continuing committee members and two continuing student members whose terms will not expire until June 2021, this will result in a committee of 14 members plus five student members.

During the October 27 Board work session, Board members reviewed the CCAC applications that had been received, met the applicants who were able to be present to

introduce themselves, and discussed the selection process. During this evening's regular session, Board members will identify a slate of candidates who will be officially appointed to fill the open positions.

New members who are appointed by the Board this evening will be able to participate in the first CCAC meeting of the 2020-21 school year on November 2.

RECOMMENDATION

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

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

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

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

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

- _____
- _____
- _____

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
ACCEPT GIFTS AND DONATIONS
(as of September 30, 2020)

SITUATION

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

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

There are no donations to report for September that are valued at \$5,000 or more

RECOMMENDATION

No recommendation at this time.

HILLSBORO SCHOOL DISTRICT 1J
October 27, 2020
FIRST READING – POLICIES IN SECTIONS I: INSTRUCTION, J: STUDENTS

SITUATION

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

Policy language must meet the following criteria:

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

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

- Policies in Section I: Instruction
 - IGBAH AR: Special Education - Evaluation and Eligibility Procedures
- Policies in Section J: Students
 - JEA: Compulsory Attendance
 - JECA: Admission of Resident Students
 - JGE: Expulsion
 - JHCC: Communicable Diseases – Student
 - JHCC-AR: Communicable Diseases – Student
 - JHCD/JHCDA: Medications
 - JHCD/JHCDA-AR: Medications

RECOMMENDATION

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

Code: IGBAH-AR
Adopted: 4/22/08
Revised/Readopted: 2/25/20
Orig. Code: IGBAH-AR

Special Education – Evaluation and Eligibility Procedures**

- Request for Initial Evaluation
 - Consistent with its child find and parent consent obligations, the District responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.
 - Upon receiving a request from a parent or public agency for an initial evaluation, the District designates a team to determine whether an initial evaluation will be conducted.
 - The District team includes the parent and at least two professionals, at least one of whom is a specialist knowledgeable and experienced in the evaluation and education of children with disabilities.
 - The team may make the decision to evaluate with or without a meeting.
 - The District documents team members' input, including parents, whether or not the District convenes a meeting.
 - If a meeting is held, the District invites parents to participate.
 - If the District agency refuses an evaluation requested by the parent, the District provides the parent with prior written notice of its refusal to conduct an evaluation.
 - The District acknowledges the parent's rights to challenge its refusal to conduct an evaluation.
- The initial evaluation consists of procedures:
 - To determine if the child has a disability; and
 - To identify the child's educational needs.
- The District conducts the initial evaluation within 60 school days of receiving parental consent for evaluation unless:
 - The District and the parents agree in writing to extend the timeline for an evaluation to determine eligibility for specific learning disabilities;
 - The child moves from another district during the evaluation, the District is making sufficient progress to ensure a prompt completion of the evaluation, and the parent and the District agree in writing to a specific time when the evaluation will be completed;
 - The parent repeatedly fails or refuses to produce the child for evaluation.
- Reevaluation
 - The District conducts reevaluations:

- When the educational or related service needs, including improved academic achievement and functional performance of the child, warrant an evaluation;
 - When the child's parents or teacher request a reevaluation; and
 - At least every three years, unless that parent and the District agree that a reevaluation is unnecessary.
- The District does not conduct reevaluation more than once a year, unless the parent and District agree otherwise.
- Evaluation Planning
 - As part of an initial evaluation (if appropriate) and as part of any re-evaluation, the child's individualized education program (IEP) or individualized family service plan (IFSP) team, including the parents and other qualified professionals, as appropriate, must review information on the child, including:
 - Evaluations and information provided by the child's parents;
 - Current classroom-based, local or state assessments and classroom-based observations;
 - Observations by teachers and related service providers; and
 - Medical, sensory, and health information.
 - On the basis of that review and input from the child's parents, identify what additional data if any is needed to determine:
 - Whether the child has a disability;
 - The child's present levels of academic achievement and related development needs;
 - Whether the child needs or continues to need early intervention/early childhood special education (EI/ECSE) or special education and related services; and
 - For reevaluation, whether the child needs any additions or modifications to the special education and related services or, for a preschool child, any additions or modification to ECSE services:
 - To enable the child to meet the measurable annual goals in the child's IEP or IFSP; and
 - To participate, as appropriate, in the general education curriculum or, for preschool children, appropriate activities.
- Evaluation Procedures
 - The District assesses the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
 - The evaluation is sufficiently comprehensive to identify all of the child's special education and related needs, whether or not commonly linked to the disability category in which the child has been classified.
 - The evaluation includes information provided by the parent and a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about the child that assist in determining:
 - Whether the child has a disability; and

- The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).
- The District ensures that assessments and other evaluation materials, including those tailored to assess specific areas of educational need, used to assess a child:
 - Are selected and administered so as not to be discriminatory on a racial or cultural basis;
 - Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to do so;
 - Are used for the purposes for which the assessments or measures are valid and reliable;
 - Are administered by trained and knowledgeable personnel; and
 - Are administered in accordance with any instructions provided by the producer of the assessments.
- The District selects and administers assessments to ensure that if an assessment is administered to a child with impaired sensory, manual or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual or speaking skills (unless those skills are the factors that the test purports to measure).
- The District uses technically sound instruments that may assess the relative contribution of cognitive factors and behavioral factors in addition to physical or developmental factors.
- The District does not use any single measure of assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child.
- Requirements if Additional Evaluation Data is not Needed to Determine Eligibility
 - If the child's IEP or IFSP team determines that no additional data is needed whether the child is or continues to be a child with a disability, and to determine the child's educational and developmental needs, the District provides prior written notice of that decision, the reasons for it, and the right of parents to request an assessment.
 - When the IEP or IFSP team determines that no additional data is needed to determine eligibility, the District does not conduct an assessment of the child unless requested to do so by the parents.
- Evaluation Procedures for Transfer Students

When a child with disabilities transfers from one district to another district in the same school year, the District coordinates with the previous district to complete any pending assessment as quickly as possible.

- Eligibility Determination

- Once evaluation is completed, the District designates an eligibility team to determine whether the child is eligible for special education services.
- This team includes:
 - Two or more professionals, one of whom will be knowledgeable and experienced in evaluating and teaching students with the suspected disability; and
 - The student's parent(s).
- For consideration of eligibility in the area of specific learning disabilities, the District eligibility team includes:
 - A group of qualified professionals and the parent;
 - The child's regular classroom teacher or, if the child does not have a regular classroom teacher, a regular classroom teacher qualified to teach a child of his or her age, or for a child of less than school age, a preschool teacher; and
 - A person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist or other qualified professional.
- In interpreting evaluation data, each District team carefully considers and documents information from a variety of sources, including but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior and all required elements of the evaluation.
- Each eligibility team prepares a written eligibility statement that includes:
 - Identification of the evaluation data considered in determining the child's eligibility, including the required evaluation components for the disability under consideration;
 - A determination of whether the child meets the minimum evaluation criteria for one or more of the disability categories in Oregon Administrative Rule;
 - A determination of whether the primary basis for the suspected disability is:
 - A lack of appropriate instruction in reading (including the essential components of reading) or math; or
 - Limited English proficiency.
 - A determination of whether the child's disability has an adverse impact on the child's educational performance;
 - A determination of whether, as a result of the disability, the child needs special education services;
 - The signature of every team member and an indication of whether each agrees with the eligibility determination;
 - For a child suspected of having a specific learning disability, the team's written report includes additional specific documentation as required by Oregon Administrative Rule.
- The team does not find a child eligible as a child with a disability if the determinant factor for that eligibility decision is:

- Lack of appropriate instruction in reading, including the essential components of reading instruction or lack of appropriate instruction in math; or
 - Limited English proficiency; and
 - The child does not otherwise meet the eligibility criteria found in Oregon Administrative Rule for the category(ies) of disability under consideration.
- The team finds a child eligible if the child has a disability and needs special education and related services, even though the child is advancing from grade to grade.
 - A child may have disabilities to more than one disability category, but the team needs to find the child eligible under only one category. However, the District evaluates the child in all areas related to the suspected disability or disabilities, and the child's IEP addresses all of the child's special education needs.

Corrected 5/20/20

Code: **JEA**
Adopted: 1/23/18
Revised/Readopted: 5/28/19
Orig. Code: JEA

Compulsory Attendance**

Except when exempt by Oregon law, all students between ages 6 and 18, who have not completed the 12th grade, are required to regularly attend a public, full-time school during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Persons having legal control of a student between ages 6 and 18, who has not completed the 12th grade, are required to have the student attend school, and maintain the child in regular attendance during the entire school term. Persons having legal control of a student who is five years of age and who has been enrolled in a public school are required to have the student attend, and maintain the student in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. Failure to send a student to school and to maintain a student in regular attendance is a Class C violation.

A parent or other person lawfully charged with care or custody of a child, who is not supervising their student by requiring school attendance, may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c). Failing to supervise a child is a Class A violation.

The district will develop procedures for issuing a citation.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public, full-time schools:

- Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools;
- Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools;
- Students who have received a high school diploma or a modified diploma.

- Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school, for a period equivalent to that required of students attending public schools;
- Students being educated in the home by a parent or guardian;
 - When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the Northwest Regional Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district;
 - Each student being taught by a parent or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10:
 - If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew;
 - If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
 - Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - Examinations testing each student shall be from the list of approved examinations from the State Board of Education;
 - The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - The person administering the examination shall score the examination and report the results to the parent. Upon request of the ESD superintendent, the parent shall submit the results of the examination to the ESD;
 - All costs for the test instrument, administration and scoring are the responsibility of the parent;
 - In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall provide the parent with a written statement of the reasons for the finding, based on the test results and shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
- Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.

- Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
- Students excluded from attendance as provided by law;
- Students who are eligible military children are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.
- An exemption may be granted to the parent or guardian of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college, or an alternative education program as defined in ORS 336.615.
- An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.588.

END OF POLICY

Legal Reference(s):

[ORS 153.018](#)
[ORS 163.577](#)
[ORS 336.615 - 336.665](#)
[ORS 339.010 - 339.090](#)
[ORS 339.095](#)
[ORS 339.257](#)
[ORS 339.990](#)
[ORS 419B.550 - 419B.558](#)
[ORS 807.065](#)
[ORS 807.066](#)
[OAR 581-021-0026](#)
[OAR 581-021-0029](#)
[OAR 581-021-0071](#)
[OAR 581-021-0077](#)

[Senate Bill 802 \(2019\)](#)

Corrected 5/20/20



Code: **JECA**
Adopted: 12/13
Revised/Readopted: 12/10/19
Orig. Code: JECA

Admission of Resident Students**

School-age students who live within the District attendance area may attend school without paying tuition and under the following conditions:

1. All resident students between ages 5 and 19 shall be admitted free of charge to the schools of the District. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
2. The District may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to receive a diploma or a modified diploma.
3. The District shall admit an otherwise eligible person who has not yet attained age 21 prior to the beginning of the current school year if the person is receiving special education services and has not yet received a regular high school diploma, or has received a modified diploma, an extended diploma, or an alternative certificate.
4. A student whose parent or guardian voluntarily placed the student outside the student's home with a public or private agency and who is living in a licensed, certified or approved substitute care program shall be considered a resident of the District in which the child resides because of the voluntary placement.
5. A student whose parent or guardian voluntarily placed the student outside the student's home with a public or private agency and who is living in a licensed, certified or approved substitute care program shall be considered a resident of the District in which the child's parent or guardian resides if:
 - a. The student's preferences in school attendance are taken into consideration;
 - b. The student's parent or guardian retains legal guardianship of the child;
 - c. There is a plan for the child to return home;
 - d. The voluntary placement is within 20 miles by the nearest traveled road from the school the child attended prior to the voluntary placement, unless there are physiographic conditions that make transportation to the school not feasible; and
 - e. The student's parent or guardian and school staff from the school the child attended prior to the voluntary placement can demonstrate that it is in the best interest of the child to continue to attend the school the child attended prior to the voluntary placement.

Transportation for a student whose parent or guardian voluntarily placed the student outside the student's home with a public or private agency and who is living in a licensed, certified or approved substitute care programs shall be the responsibility of the student's resident District, as determined above.

6. Students who are military children¹ are considered resident of the District if the District is the "district of military residence" for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer² indicated on the official military orders.
7. Students living in the District who have attained the age of majority are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.
8. Minor students living with a parent or guardian who resides in the District are considered residents of the District unless the student has transferred to another district via interdistrict transfer or open enrollment.
9. Students who are in foster care³ and who are placed in the District are residents of the district of origin, unless the court determines that attending in the District of residence is in the best interest of the student.
10. The District may deny school admission to students who have become residents and who are expelled from other school districts.
11. The District shall deny school admission for at least one calendar year from the date of the expulsion to students who have become residents and who are under expulsion from another school district for a weapons policy violation.

END OF POLICY

Legal Reference(s):

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

² "Military transfer" means the transfer or pending transfer of a parent of a military child pursuant to an official military order.

³ "Foster care" does not mean care for children whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and for whom the child's parent or guardian retains legal guardianship.

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 339.115](#)

[ORS 339.133](#)
[ORS 339.134](#)
[ORS 433.267](#)

[Senate Bill 802 \(2019\)](#)
[Senate Bill 905 \(2019\)](#)

Corrected 5/20/20

Code: **JGE**
Adopted: 5/01/16
Revised/Readopted: 5/28/19
Orig. Code: JGE

Expulsion**

A building administrator, after reviewing available information, may recommend to the Superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may be expelled for any of the following circumstances:

- When a student's conduct poses a threat to the health or safety of students or employees;
- When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
- When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

- Nonaccidental conduct causing serious physical harm to a student or employee;
- When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
- When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

- Notice will be given to the student and the parent by personal service or by certified mail at least five days prior to the scheduled hearing. The notice shall include:
 - The specific charge or charges;
 - The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;
 - A recommendation for expulsion;
 - The student's right to a hearing;
 - When and where the hearing will take place; and

- The right to representation.
- The Board may expel, or may delegate the authority to decide on an expulsion to the Superintendent or Superintendent's designee, who may also act as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators.
- Expulsion hearings will be conducted in private, and will not be open to the general public unless the student or the students' parents request an open session.
- If the parent or student has difficulty understanding the English language or has other serious communication needs, the District will provide an ~~interpreter~~ **interpreter translator**.
- The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent. The District's attorney may be present.
- The student shall be afforded the right to present their version of the events underlying the expulsion recommendation, and to introduce evidence by testimony, writings, or other exhibits.
- The student shall be permitted to be present and to hear the evidence presented by the District.
- The hearings officer or the student may record the hearing.
- Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing.
- If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student records. The hearings officer will provide to the Board findings as to the facts, the recommended decision, and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over, and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion.
- If the Board has delegated authority to the Superintendent or designee to act as the hearings officer, the Superintendent may designate themselves, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student, if age 18 or over, to the Board for review. If the hearings officer's decision is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student, and the students' parents at the same time. The Board, at its next regular meeting, will review the hearings officer's decision and will affirm, modify, or reverse the decision.
- A Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:

- The name of the minor student;
- The issues involved, including a student's confidential records;
- The discussion;
- The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion, the District must propose alternative programs of instruction or instruction combined with counseling to a student expelled for reasons other than a weapons policy violation. The District must document to the parent or guardian of the student that proposals of alternative programs have been made.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.061](#)

[ORS 336.615 - 336.665](#)

[ORS 339.115](#)

[ORS 339.240](#)

[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)

House Bill 2514 (2019)

Corrected 5/20/20



Code: JHCC
Adopted: 4/24/18
Revised/Readopted: 12/10/19
Orig. Code: JHCC

Communicable Diseases - Student

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in communicable stage of a restrictable disease or ~~When a principal or designee¹ has reason to suspect that any susceptible student has or has been exposed to any restrictable disease for which the student is required to be excluded in accordance with law, the principal or designee¹ involved shall exclude the student from school and~~ per administrative regulation JHCC-AR - Communicable Diseases - Students. ~~If~~ the disease is a reportable disease, the principal or designee will report the occurrence to the local health department. The principal or designee¹ will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

~~In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the principal or designee¹ shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.~~

The District may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The District will include, as a part of its emergency plan, a description of the actions to be taken by District personnel in the case of a declared public health emergency or other catastrophe that disrupts District operations.

The District shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law. ~~In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.~~

The Superintendent will develop administrative regulations necessary to implement this policy.

¹ Or site administrator for non-school locations/departments.

END OF POLICY

Legal Reference(s):

[ORS 431.150 - 431.157](#)
[ORS 433.001 - 433.526](#)

[OAR 333-019-0010](#)
[OAR 333-019-0014](#)
[OAR 333-019-1000](#)
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)
[OAR 581-022-2220](#)

[OAR 333-018](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34
C.F.R. Part 99 (2019).



Code: JHCC-AR
Adopted: 4/24/18
Revised/Readopted: 12/10/19
Orig. Code: JHCC-AR

Communicable Diseases – Student

In accordance with state law, administrative rule, the local health authority and the *Communicable Disease Guidance*, the procedures established below will be followed.

1. “Restrictable diseases” are defined by rule and include but are not limited to COVID-19¹, chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and infectious tuberculosis-disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by Board policy² or by the local public health administrator, after determining that it poses presents a danger to significant public health risk in the public’s health school-setting.
2. “Susceptible” for a child means lacking documentation being at risk of immunization required under OAR 333-050-0050 contracting a restrictable disease by virtue of being in one or more categories described in law.
3. “Reportable diseases” means a human reportable-disease, infection, microorganism or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health as specified in OAR Chapter 333, Division 18.

Restrictable Diseases

1. A student of the District will not attend a District school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-19³, unless authorized to do so

¹ Added per OAR 333-019-1000(2).

²“OAR 333-019-0010(7) Nothing in these rules prohibits a school or children’s facility from adopting more stringent exclusion standards under ORS 433.284.”

³ “Communicable stage of COVID-19” means having a positive presumptive or confirmed test of COVID-19.

under Oregon law. When a principal or designee⁴ has reason to suspect any child has a restrictable disease, the principal or designee shall send the student home.

2. A principal or designee⁵ shall ~~who~~ exclude a susceptible child from school if the principal or designee has reason to suspect that a student ~~has or~~ has been exposed to ~~any restrictable disease for which the student is required to be excluded, shall exclude that student from school and send them home~~ measles, mumps, rubella, diphtheria, pertussis, hepatitis A or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public's health. The principal or designee may request the local health officer to make a determination as allowed by law. If the disease is reportable, the principal or designee² will report the occurrence to the local health department.
3. A principal or designee shall exclude a student if the principal or designee has been notified by a local public health administrator or local public health officer that the student has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.
4. ~~The~~ A student will be excluded in such instances until such time as the student or the parent or guardian of the student presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse or school nurse stating that the student does not have or is not a carrier of any restrictable diseases.
5. ~~A principal or designee² will exclude a susceptible student that has been exposed to a restrictable disease that is also a reportable disease unless the local health officer determines that exclusion is not necessary to protect the public's health, or the local health officer states the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. The principal or designee² may request the local health officer to make a determination as allowed by law.~~
- 6.5. The District may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting. A student may remain in an alternative educational setting until such time as a certificate from a physician, physician assistant, nurse practitioner, local health department nurse or school nurse, ~~under the guidance of the Local Public Health Authority (LPHA)~~, states that the student does not have or is not a carrier of any restrictable disease, or until such time as a local ~~public health officer~~ administrator states that the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. A restrictable disease exclusion for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting may also be removed by a school nurse or health care provider.
- 7.6. More stringent exclusion standards for students from school may be adopted by the local health department ~~or by the District through Board adopted policy.~~

⁴ Or site administrator for non-school locations/departments.

⁵ ~~Or site administrator for non-school locations/departments.~~

~~8. A disease is considered to be a restrictable disease if it is listed in OAR 333-019-0010, or it has been designated to be a restrictable disease through Board policy or by the local health administrator, after determining that it presents a significant public health risk in the school setting.~~

9.7. The District's emergency preparedness plan shall address the District's plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the District and with all rules set forth by the Oregon Health Authority, Public Health Division and the local health department.
2. A principal or designee² may seek confirmation and assistance from the local health officer to determine the appropriate District response when the principal or designee² is notified that a student or an employee has been exposed to a restrictable disease that is also a reportable disease.
3. A principal or designee² shall determine other persons ~~with a legitimate educational interest~~ who may be informed of a student's ~~the communicable nature of an individual student's disease~~ when a legitimate educational interest exists or for health and safety reasons in accordance with ~~or an employee's communicable disease, within guidelines allowed by~~ law.

Education

1. The principal or designee² shall seek information from the District's school nurse or other appropriate health officials regarding the health needs/hazards of all students and the impact on the educational needs of a student diagnosed with a restrictable disease or exposed to a restrictable disease.
2. The principal or designee² shall, utilizing information obtained above, determine an educational program for such a student and implement the program in an appropriate (i.e., regular or alternative) setting.
3. The principal or designee² shall review the appropriateness of the educational program and the educational setting of each individual student ~~diagnosed with a restrictable disease~~.

Equipment and Training

1. The principal or designee² shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The principal or designee² shall consult with the District's school nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All District personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA). (See ~~policy EBBAA~~)



Code: JHCD/JHCDA
Adopted: 5/22/18
Revised/Readopted: 5/28/19
Orig. Code(s): JHCD; JHCDA

Medications**

The District recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the District may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The District shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

Current first-aid and CPR cards are required for designated personnel. Other personnel may be strongly encouraged to have current first aid and CPR cards, depending on their duties and/or positions.

The District reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The Superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the District has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

A request to the District to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the District, the District may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established District administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed autoinjectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

[Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.]

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by District employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other District employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the

administration in good faith and pursuant to state law of prescription and/or nonprescription medication.

A school administrator, school nurse, teacher or other District employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith assisted the student in self-administration of the medication.

A school administrator, school nurse, teacher or other District employee designated by the school administration is not liable in a criminal action or for civil damages as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine[, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug].

The District and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine[, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug].

The Superintendent shall develop administrative regulations as needed to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 109.610](#)
[ORS 109.640](#)
[ORS 109.675](#)
[ORS 332.107](#)
[ORS 339.866 - 339.871](#)
[ORS 433.800 - 433.830](#)
[ORS 475.005 - 475.285](#)

[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)
[OAR 333-055-0000 -055-0115](#)
[OAR 581-021-0037](#)
[OAR 581-022-2220](#)

[OAR 851-047-0030](#)
[OAR 851-047-0040](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

Oregon Health Authority and Oregon Department of Education, *Medication Administration: A Manual for School Personnel*.
Corrected 5/20/20



Code: JHCD/JHCDA-AR
Adopted: 5/22/18
Revised/Readopted: 5/28/19
Orig. Code: JHCD/JHCDA-AR

Medications**

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated, personnel or may be permitted to administer prescription or nonprescription medication to themselves.

- Definitions
 - “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. [Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.]
 - “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
 - “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
 - “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
 - “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
 - “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient, with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
 - “Prescriber” means a doctor of medicine or osteopathy, a physician assistant

licensed to practice by the Board of Medical Examiners for the State of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the State of Oregon, an optometrist licensed by the Board of Optometry for the State of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the State of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

- “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting, and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the State of Oregon.
- “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.
- Designated Personnel/Training
 - The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care programs on school-owned property, and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure that building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
 - The principal will ensure that the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
 - Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations, and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency, and student confidentiality. Materials as recommended and/or approved by ODE will be used.
 - A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
 - Designated personnel who complete the required training will have their names

entered into a database, and the sign-in sheet will be retained.

- Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who, the personnel believe in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

- [Administering Naloxone or Other Similar Medication to a Student or Other Individual]

- Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.]

- Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis, while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis, in accordance with the rules adopted by the Oregon Health authority;
- The student or the student's parent or guardian must provide an adequate supply of the student's prescribed medication to the district;
- The District will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

- Administering Medication to a Student
 - A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - A written request for designated personnel to administer prescription medication to a student if, because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, and in transit to or from school or a school-sponsored activity, must be submitted to the school office, and shall include:
 - The written, permission of the student’s parent or guardian or the student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - The written instruction from the prescriber for the administration of the medication to the student that includes:
 - Name of the student;
 - Name of the medication;
 - Method of administration;
 - Dosage;
 - Frequency of administration;
 - Other special instructions from the prescriber, if any; and
 - Signature of the prescriber.

The prescription label, prepared by a pharmacist at the direction of the prescriber will be considered to meet this requirement if it contains the information listed in (i) - (vii) above.

- A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:
 - The nonprescription medication is necessary for the student to remain in school;
 - The nonprescription medication is provided in the original manufacturer’s container by the parent or guardian of the student;

- The written instruction from the student’s parent or guardian for the administration of the nonprescription medication that includes:
 - Name of the student;
 - Name of the medication;
 - Method of administration;
 - Dosage;
 - Frequency of administration;
 - Other special instructions, if any; and
 - Signature of the student’s parent or guardian.

If the written instruction is not consistent with the manufacturer’s guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student’s prescriber is required and will include:
 - Name of the student;
 - Name of the medication;
 - Dosage;
 - Method of administration;
 - Frequency of administration;
 - A statement that the medication must be administered while the student is in school;
 - Other special instructions, if any; and
 - Signature of the prescriber.
- An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on

school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;

- It is the student's parent's or guardian's or the student's, if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
- It is the student's parent's or guardian's or the student's, if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions.
- In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication.
- Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent, and documented on the district's Medication Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration.
- Medication shall not be administered until the necessary permission form and written instructions have been submitted, as required by the district.
- Administration of Medication by a Student to Themselves
 - A student, including a student in kindergarten through grade 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
 - A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district, must be submitted for self-medication of all prescription medications;
 - If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for

managing the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care programs on school-owned property or in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;

- The permission to self-administer the medication from a principal / designee and a prescriber or registered nurse practicing in a school setting.

- A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - The student's name affixed to the manufacturer's original container; and
 - The permission to self-administer medication from a building principal/designee².

- A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - A written order from the student's prescriber that includes:
 - Name of the student;
 - Name of the medication;
 - Dosage;
 - Method of administration;
 - Frequency of administration;
 - A statement that the medication must be administered while the

student is in school;

- Other special instructions, if any; and
 - Signature of the prescriber.
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- The student may have in their possession only the amount of medication needed for that school day, except that, for manufacturer's packaging that contains multiple dosages, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers.
 - Sharing and/or borrowing of medication with another student is strictly prohibited.
 - For a students who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access, in the event the student has an asthma and/or severe allergy emergency.
 - Upon written request from a parent or guardian and with a prescriber's written statement that the lack of immediate access to backup autoinjectable epinephrine may be life-threatening to a student, and the location where the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom.
 - A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
 - Permission for a student to administer medication to themselves may be revoked if the student violates the Board's policy and/or this administrative regulation.
 - A students may be subject to discipline, up to and including expulsion, as appropriate;
 - A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.

- Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students
 - Medication administered by designated personnel to a student or self-administered by a student must be delivered to the school, in its original container, accompanied by the permission form and written instructions, as required above.
 - Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic, or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log, and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
 - Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
 - Medication will be secured as follows:
 - Non-refrigerated medications will be stored in a locked cabinet, drawer, or box.
 - Medications requiring refrigeration will be stored in a locked box in a refrigerator.
 - Access to medication storage keys will be limited to the principal and designated personnel.
 - Designated personnel will be responsible for monitoring all medication supplies, and for ensuring that medication is secure at all times, not left unattended after administering, and that the medication container is properly sealed and returned to storage.
 - In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.
- Emergency Response
 - Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of

life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse, and principal will be notified immediately.

- Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
- Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- Disposal of Medication
 - Medication not picked up by the student's parent or guardian or the student, when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion, as follows:
 - Medication will be removed from its original container and personal information will be destroyed;
 - Solid medications will be crushed, mixed or dissolved in water; liquid medications will be mixed or dissolved in water; and
 - Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
 - Placed in impermeable, non-descript containers such as empty cans or sealable bags; and
 - Placed in the trash.
 - Other medication will be disposed of in accordance with established training procedures including sharps and glass.
 - All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10 (below).
- Transcribing, Recording and Record Keeping
 - A medication log will be maintained for each student who is administered medication by the district. The medication log will include, but not be limited to:
 - The name of the student, name of the medication, dosage, method of

administration, date and time of administration, frequency of administration and the name of the person administering the medication;

- Student refusals of medication;
 - Errors in administration of medication;
 - Incidents of emergency and minor adverse reaction by a student to medication;
 - Discrepancies in medication supply;
 - Disposal of medication, including date, quantity, manner in which the medication was destroyed, and the signature of the staff involved.
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- All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education records file, unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
 - Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student, and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others, as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

Corrected 5/20/20