

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

**Board Meeting Agenda**  
**April 27, 2021**  
**5:15 PM**

1. **5:15 PM - Budget Committee Meeting** 4
2. **6:15 PM - Work Session**
  - A. Discuss Recommendations for Student Representatives to the Board of Directors for the 2021-22 School Year 5  
Presenters: Jaci Spross / Mark Watson  
Time: 6:15 PM, 5 minutes
  - B. Return to In-Person Learning Update 6  
Presenters: Travis Reiman / Dayle Spitzer / Beth Graser  
Time: 6:20 PM, 30 minutes
  - C. Recess Board Meeting  
Time: 6:50 PM
3. **7:00 PM - Regular Session**
  - A. Call to Order and Flag Salute  
Time: 7:00 PM, 5 minutes
  - B. Land Acknowledgement 7  
Presenter: Erika Lopez  
Time: 7:05 PM, 5 minutes
  - C. Recognitions and Proclamations  
Time: 7:10 PM, 5 minutes
    1. Asian Pacific American Heritage Month 8  
Presenter: See Eun Kim
    2. School Nurses Appreciation Week 9  
Presenter: Martin Granum
    3. Teacher Appreciation Week 10  
Presenter: Lisa Allen
  - D. Approval of Agenda  
**SAMPLE MOTION: *I move that the Board of Directors approve the Agenda as printed.***  
Time: 7:15 PM, 5 minutes
  - E. Audience Time  
Time: 7:20 PM, 10 minutes
  - F. Consent Agenda  
*Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.*  
**SAMPLE MOTION: *I move that the Board of Directors approve the Consent Agenda as printed.***  
Time: 7:30 PM, 5 minutes
    1. Approve Minutes of March 16, 2021 Board Meeting 11
    2. Approve Minutes of April 13, 2021 Board Meeting 18
    3. Approve Routine Personnel Matters 21
    4. Approve Policies 24

a. I - Instruction	
1) IJ: School Counseling Program	25
Presenter: Travis Reiman	
2) IJ-AR: Child Development Specialist Program	28
5. Authorize Application for 2021 Migrant Education Summer School	29
G. Action Items	
1. Approve Boundary Adjustment	30
Presenter: Adam Stewart	
<b>SAMPLE MOTION: I move that the Board of Directors approve the North Plains Elementary/Atfalati Ridge boundaries as proposed by the Atfalati Ridge Boundary Committee.</b>	
Time: 7:35 PM, 5 minutes	
2. Award Contracts	
Presenter: Adam Stewart	
Time: 7:40 PM, 5 minutes	
a. Award Contract for Elementary School #29 (South Hillsboro) Phase 1	38
Presenter: Adam Stewart	
<b>SAMPLE MOTION: I move that the Board of Directors award the contract for Elementary School #29 Phase 1-Site Work project to The Saunders Company for the bid the amount of \$2,346,115.</b>	
3. School Resource Officer Intergovernmental Agreement Approval	40
Presenters: Mike Scott / Morgan Quimby / Alex Oh	
<b>SAMPLE MOTION: I move that the Board of Directors approve the School Resource Officer Intergovernmental Agreement between the Hillsboro School District and the City of Hillsboro</b>	
Time: 7:45 PM, 5 minutes	
4. Approve Recommendations for Student Representatives to the Board of Directors for the 2021-22 School Year	55
Presenter: Erika Lopez	
<b>SAMPLE MOTION: I move that the Board of Directors approve the interview team's recommendation that the following students be appointed on June 22, 2021 to serve as Student Representatives to the Board of Directors for the 2021-22 school year.</b>	
<ul style="list-style-type: none"> <li>• <b>Ceph Tronco from Glencoe High School</b></li> <li>• <b>Kaylee Vazquez Burgos from Hillsboro High School</b></li> <li>• <b>Jacquelin Perez Sanchez from Miller Education Center</b></li> </ul>	
Time: 7:50 PM, 5 minutes	
H. Reports and Discussion	
1. Financial Report	56
Time: 7:55 PM, 5 minutes	
2. Career and College Pathways (CCP): Focus on Pathways Center	61
Presenter: Dayle Spitzer / Brooke Nova / Yadira Martinez	
Time: 8:00 PM, 30 minutes	
I. Information	
Time: 8:30 PM, 5 minutes	
1. Administrative Regulation Update	62

a. IKFB-AR: Wearing Items of Cultural Significance in Graduation Exercises

63

Presenter: Dayle Spitzer

J. HCU / HEA Reports

Time: 8:35 PM, 10 minutes

K. Discussion Time

Time: 8:45 PM, 10 minutes

1. Student Representatives' Time

2. Superintendent's Time

3. Board of Directors' Time

L. Adjourn Regular Session

Time: 8:55 PM

M. Next Meetings of the Board of Directors

- May 11, 2021, Work Session
- May 25, 2021, Work / Regular Session

**2020-21 BUDGET COMMITTEE MEETING**  
**Virtual Meeting**

**Find meeting instructions on the public web page:**

**<https://www.hsd.k12.or.us/Page/6056>**

**April 27, 2021**  
**5:15 PM**

**AGENDA**

I.	Call to Order, Welcome	Erika Lopez, Board Chair
II.	Approve Proposed Agenda	Erika Lopez, Board Chair
III.	Committee Responsibilities, Roles, and Process	Michelle Morrison, Chief Financial Officer
IV.	Election of Budget Committee Chair	Erika Lopez, Board Chair
V.	Budget Message	Mike Scott, Superintendent
VI.	Review Budget outlook and Proposal	Michelle Morrison, Chief Financial Officer
VII.	Committee Discussion	Budget Committee Chair
VIII.	Public Input	Budget Committee Chair
IX.	Additional Committee Discussion	Budget Committee Chair
X.	Possible Action	Budget Committee Chair
XI.	Review Next Steps	Michelle Morrison, Chief Financial Officer
XII.	Adjourn	Budget Committee Chair

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**DISCUSS RECOMMENDATIONS FOR STUDENT REPRESENTATIVES**  
**TO THE BOARD OF DIRECTORS FOR THE 2021-22 SCHOOL YEAR**

**SITUATION**

Because the Board values the input of students on matters that are important to them, Board members have established a position of Student Representative to the Board of Directors. Three students may serve during each one-year term. The opportunity to serve as a student representative rotates between schools on an annual basis, with students from Glencoe High School, Hillsboro High School, and the Miller Education Center having the opportunity to participate during the 2021-22 school year.

This spring, seven students applied to serve as Student Representatives to the Board of Directors. All seven students were interviewed by a sub-committee of Board members and current Student Representatives on April 21, 2021.

During this evening's work session, the interview team will present its recommendations to the Board, and during this evening's regular session, the Board will be asked to approve the recommendations. The selected Student Representatives will be notified of the Board's decision on or before May 3, and will be appointed during the June 22 Board meeting. They will be scheduled to participate in an orientation session in July, and begin their terms of service during the August Board retreat.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors receive the recommendations of the interview team and ask any questions they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**RETURN TO IN-PERSON LEARNING UPDATE**

**SITUATION**

The Board will receive an update on our return to in-person learning roll-out, including current status, lessons learned, and preliminary plans for the fall.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J  
BOARD OF DIRECTORS 2020-2021  
LAND ACKNOWLEDGEMENT**

*As we gather here today, even in this virtual setting, we would like to take a moment to acknowledge that our district service area is on the occupied traditional homelands of the Atfalati Indigenous people, lands we now call Washington County and the State of Oregon.*

*We thank them and their ancestors for being the original stewards of this land. We take this opportunity to offer gratitude for the opportunity to learn, work, and be a community on this land.*

*We also acknowledge the systemic policies of colonization that have led to genocide, relocation and assimilation that have impacted Indigenous and Native families, both past and present, and those who will be affected in the future.*

*According to Kalapuya tradition, people have lived here since time immemorial. Indigenous people still live here today, having persevered through US sponsored war displacement, genocide, and oppression.*

*We honor the Indigenous people whose traditional and ancestral homelands we stand on: the Tualatin Kalapuya, Kathlamet, Clackamas, Tumwater, Molalla, bands of the Chinook and many other indigenous nations of the Columbia River.*

*We believe it is important to acknowledge the ancestors of this place and to recognize that we are here because of the sacrifices forced upon them.*

*In remembering these communities, we honor their legacy, their lives, and their ancestors. We also recognize the urban Indigenous/Native/First Peoples community living in the metro area, which includes over 400 tribal nations.*

# PROCLAMATION

*The Hillsboro School District acknowledges that Asian Pacific Americans have lived and worked in Oregon for more than 200 years, contributing to the state's rich history, economy, and culture.*

*The Hillsboro School District knows that Asian Pacific Americans have helped advance our community's prosperity through their contributions to all fields of education, business, the arts, economic development, science, and technology.*

*The Hillsboro School District recognizes that Asian Pacific American history is marked by a struggle for freedom, equality, and justice, prevailing over the adversity of exclusion, persecution, incarceration, and disparities.*

*The Hillsboro School District understands that the vibrant history and diverse cultures of Oregon's Asian Pacific Americans are here to be honored as a central part of our state's story and shared across all Oregon communities.*

*The Hillsboro School District celebrates that the month of May is nationally recognized as a time to celebrate contributions of Asian Pacific Americans to our society and collective history.*

*The Board of Education of the Hillsboro School District do hereby proclaim the month of May 2021 to be:*

## **ASIAN PACIFIC AMERICAN HERITAGE MONTH**



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

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*Erika Lopez, Board Chair*



# PROCLAMATION

*The Hillsboro School District acknowledges that school nurses act as a liaison to the school community, families, and healthcare providers on behalf of children's health by promoting wellness and improving health outcomes for our nation's children.*

*The Hillsboro School District knows that students today face more complex and life-threatening health problems requiring care in school and appreciates the role that school nurses play in the lives of students.*

*The Hillsboro School District recognizes that school nurses have served a critical role in improving public health and in ensuring student's academic success for more than 100 years.*

*The Hillsboro School District understands that school nurses are the link between health and learning and are in a position to make a positive difference for children every day.*

*The Hillsboro School District celebrates the accomplishments of school nurses and their efforts of meeting the needs of today's students by improving the delivery of health care in our schools.*

*The Hillsboro School District offers gratitude for school nurses, who contribute to our local communities by helping students stay healthy, in school, and ready to learn.*

*The Board of Education of the Hillsboro School District do hereby proclaim the week of May 6-12, 2021 to be:*

## SCHOOL NURSES APPRECIATION WEEK



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

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*Erika Lopez, Board Chair*

# PROCLAMATION

*The Hillsboro School District celebrates teachers who keep American democracy alive by molding future community members through guidance and education.*

*The Hillsboro School District honors teachers who are constantly learning so they can adapt to the ever-changing needs of a diverse population in order to open students' minds to ideas, knowledge, and dreams that reach beyond the limits of their present circumstances.*

*The Hillsboro School District thanks teachers who contribute to the growth of our city, state, and nation by providing high-quality equitable education to all students.*

*The Hillsboro School District recognizes that teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service.*

*The Hillsboro School District salutes teachers in their work to inspire students to discover endless possibilities for success.*

*The Board of Education of the Hillsboro School District do hereby proclaim the week of May 3-7, 2021 to be:*

## TEACHER APPRECIATION WEEK



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

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*Erika Lopez, Board Chair*

**DRAFT**

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

March 16, 2021

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

**1. WORK SESSION**

Board Present:

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

Student Representatives Present:

Devlin Knill  
Ilhaam Ikramullah  
Mya Smith

Budget Committee Present:

Monica Uribe  
Kevin Murphy  
Kristine Adams-Wannberg  
Michael Smith  
Dawn Wallace

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Casey Waletich, Chief Operations Officer  
Jordan Beveridge, Chief Information Technology Officer  
Olga Acuña, Director of Federal Programs  
Sarah Crane, Director of Student Services  
Saideh Haghighi, Director of Equity and Human Resources  
Audrea Neville, Executive Director of Schools  
Francesca Sinapi, Executive Director of Schools  
Brooke Nova, Director of CCP and Student Support Networks  
Justin Arey, Web Specialist/Designer  
Rose Roman, Executive Assistant to the Board  
Kelli Waibel, Technology Support  
Becky Kingsmith, Director of Secondary Teaching & Learning  
Jeff Jones, Manager of Business Services  
Hugo Salmeron, Technology Support  
Melody Hansen, HCU President

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

A. Budget Update

Chief Financial Officer Michelle Morrison gave a budget update including the budget development process, budget outlook for current service level (CSL), additional revenue assumptions, expenditure assumptions, long range forecast (governor's budget), potential solutions for chronic underfunding, collective CSL support and investments, SIA final proportionality, federal CARES funding for the biennium, others considerations, and proposed budget document changes.

B. High School On-Track Data and Implications

Assistant Superintendent Dayle Spitzer and Director of Secondary Teaching & Learning Becky Kingsmith gave an update on high school on track and the implications, including a look back at the last twelve months, off-track percentages and indicators, the effects on students of color, and the plan going forward.

C. Chromebook Filtering Information

This agenda item was skipped due to time constraints.

D. Return to In-Person Learning Update

Superintendent Mike Scott discussed the most recent guidance from the state level. Assistant Superintendent Travis Reiman discussed the county metrics, state guidance, the vaccination timeline, supports in place for staff and families, blueprint updates, and hybrid professional development plans. Assistant Dayle Spitzer discussed scheduling limitations including transportation, square footage requirements, information from families regarding intent to return, and schedules by grade level. Chief Communications Officer Beth Graser shared the communications update going out to families.

E. Recess Board Meeting

Board Chair Erika Lopez recessed at 6:54 PM.

## 2. REGULAR SESSION

### Board Present:

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

### Student Representatives Present:

Devlin Knill

### Others Present:

Maya Muro, CCAC Candidate  
Linda Osuna, CCAC Chair

### Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Casey Waletich, Chief Operations Officer  
Adam Stewart, Capital Projects Officer  
Jordan Beveridge, Chief Information Technology Officer  
Olga Acuña, Director of Federal Programs  
Sarah Crane, Director of Student Services  
Audrea Neville, Executive Director of Schools  
Francesca Sinapi, Executive Director of Schools  
Justin Arey, Web Specialist/Designer  
Rose Roman, Executive Assistant to the Board  
Kelli Waibel, Technology Support  
Jill Golay, HEA President  
Melody Hansen, HCU President  
Kelly Purdy, Asst Coord, Early Learning/Career/College  
Julie Kasper, Principal – Century High School  
Brooke Nova, Director of CCP and Student Support Networks  
Melissa Ellis, Teacher – Century High School  
Hugo Salmeron, Technology Support

#### A. Call to Order and Flag Salute

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

#### B. Land Acknowledgement

Board Chair Erika Lopez read a Land Acknowledgement.

#### C. Recognitions and Proclamations

Director See Eun Kim read the National Volunteer Week Proclamation

#### D. Approval of Agenda

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, to approve the agenda as printed.

The MOTION CARRIED (7-0). No further discussion took place.

#### E. Audience Time

Twelve audience members requested to address the Board: Michael Teegarden, Becky Takara, Christina Cook, Ashley Northam, Arwen Nielsen, Melissa Ashby, Sylvia Plaisted, Camille Hammond, Wendy Burton, Lawrence Dickinson, David

Kolet-Tassara, and Jeff Mawer. Chief Communications Officer Beth Graser read the comments submitted.

F. Consent Agenda

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

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

The MOTION CARRIED (7-0). No further discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of February 23, 2021, Board Meeting
2. Approve Routine Personnel Matters
3. Approve Policies
  - a. JHFE: Reporting of Suspected Abuse of a Child
4. Adopt 2021-2022 Calendar
5. Adopt Drug, Alcohol, and Tobacco Prevention Plan

G. Action Items

1. Appoint CCAC Member

Travis Reiman introduced Liberty High School student Maya Muro, who introduced herself to the Board.

Director Mark Watson MOVED, SECONDED by Director See Eun Kim, that the Board of Directors appoint Maya Muro to the open position on the CCAC..

The MOTION CARRIED (7-0). No further discussion took place.

2. Award Contracts

a. Award Contract for Secure Entry Vestibules at Indian Hills Elementary School, WL Henry Elementary School, Minter Bridge Elementary School, and Tobias Elementary School  
Capital Projects Officer Adam Stewart presented the contract to be awarded.

Director Yadira Martinez MOVED, SECONDED by Director Lisa Allen, that the Board of Directors award the contract for construction of secure entry vestibules at Indian Hills Elementary School, WL Henry Elementary School, Minter Bridge Elementary School, and Tobias Elementary School to InLine Construction in the amount of \$321,703.

The MOTION CARRIED (7-0). No further discussion took place.

b. Award Contract for Century High School EIFS Siding Replacement  
Capital Projects Officer Adam Stewart presented the contract to be awarded.

Director Jaci Spross MOVED, SECONDED by Director Lisa Allen, that the Board of Directors award the contract for Century High School EIFS Replacement project to 2KG for the base bid amount of \$628,005 and the Bid Alternate #1 bid amount of \$161,235.

The MOTION CARRIED (7-0). No further discussion took place.

c. Award Contract for Improvements to Rock Road Fronting Indian Hills Elementary School  
Capital Projects Officer Adam Stewart presented the contract to be awarded.

Director Mark Watson MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors award the contract for improvements to Rock Road fronting Indian Hills Elementary School project to Pihl Inc. for the base bid amount of \$129,479.80.

The MOTION CARRIED (7-0). No further discussion took place.

3. Approve Superintendent's Contract

Chief Human Resources Officer Kona Lew-Williams discussed the approval of the Superintendent's contract.

Director Martin Granum MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the extension of the individual contract with the Superintendent, effective July 1, 2021, through June 30, 2024.

The MOTION CARRIED (7-0). No further discussion took place.

4. Approve Inter-District Transfers Plan

Chief Communications Officer Beth Graser discussed the inter-district transfer plan.

Director Yadira Martinez MOVED, SECONDED by Director Jaci Spross, that the Board of Directors adopt the plan presented for inter-district transfers for the 2021-2022 school year.

The MOTION CARRIED (7-0). No further discussion took place.

5. Wireless Access Points Purchase Approval

Chief Information Technology Officer Jordan Beveridge discussed the proposed wireless access points purchase.

Director Martin Granum MOVED, SECONDED by Director Mark Watson, that the Board of Directors award the contract for the Wireless Access Point and Wireless Management System project to HarborTech Mobility in the amount of \$1,266,546.

The MOTION CARRIED (7-0). No further discussion took place.

H. Reports and Discussions

1. Financial Report (see written report)

Chief Financial Officer Michelle Morrison presented the Financial Report.

2. First Reading - High School Course Approval

Assistant Superintendent Travis Reiman introduced the topic and presenters. Associate Coordinator of Early Learning/Career/College Kelly Purdy introduced

Century High School teacher Melissa Ellis, who presented the Interpreting and Translation course. CCAC Chair Linda Osuna shared the committee's unanimous support for the course approval.

I. Policies First Read

1. First Reading - Policies

I - Instruction

- a. IJ: School Counseling Program  
Presenter: Travis Reiman
- b. IJ-AR: Child Development Specialist Program  
Presenter: Travis Reiman

J. HCU / HEA Reports

HEA President Jill Golay highlighted HEA scholarships.

HCU President Melody Hansen expressed excitement about returning to in-person learning, the agreement reached with HSD in bargaining, and shared frustrations of classified staff.

K. Discussion Time

1) Student Representatives' Time

Devlin Knill thanked everyone who presented today, thanked Maya Muro for participating in the CCAC, and shared his experience as a high school student.

2) Superintendent's Time

Superintendent Mike Scott appreciated the sharing of frustrations, thanked teachers and classified staff for their daily work, the Board for the time they spend, and community members for persevering during the pandemic.

3) Board of Directors' Time

Director Lisa Allen thanked the community for their thoughts, pointed out that the Board meeting isn't an indication of the Board's work behind the scenes, that Board members understand, care, are educators, represent the community as a whole and asked for critical thinking about the upcoming elections.

Director Jaci Spross attended NSBA Equity Symposium and highlighted the idea of meeting students where they are and how they show up and the need to do that with our staff as well. Director Spross highlighted the increase in CTE and evening classes. She also pointed out that we must follow ODE guidelines, and the Board has never voted against opening schools and thanked Superintendent Mike Scott and HSD staff for their hours of work to get our students back to school.

Director Mark Watson thanked Superintendent Mike Scott and HSD staff for the tremendous job they are doing, and pointed out that no Board member can make any decision on their own, and that Board members work goes unseen.

Vice Chair Martin Granum discussed that Chair Erika Lopez can't be nominated as OSBA director of the year but deserves to be recognized for her work.

Director See Eun Kim recognized Superintendent Mike Scott's leadership during the pandemic.

Director Yadira Martinez highlighted the adaptation and student focus of the last year, and shared her student's excitement about returning to school.

Chair Erika Lopez acknowledged that we are all trying to survive, admired the resiliency, and the support provided to students by the HSD staff. Thanked her fellow Board members for their work.



- L. Adjourn Meeting  
Chair Erika Lopez adjourned the meeting at 8:42 PM.

**DRAFT**

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

April 13, 2021

Virtual Meeting

**2. WORK SESSION**

Board Present:

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

Student Representatives Present:

Mya Smith  
Devlin Knill

Budget Committee Present:

Dawn Wallace  
Michael Smith  
Kristine Adams-Wannberg  
Monica Uribe  
Kim Strelchen  
Kevin Murphy

PAC Committee Present:

Marisol Cariño  
Marlene Olea  
Laura Gomez  
Monica Uribe  
Guadalupe Sánchez

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Adam Stewart, Capital Projects Officer  
Casey Waletich, Chief Operations Officer  
Jordan Beveridge, Chief Information Technology Officer  
Olga Acuña, Director of Federal Programs  
Elaine Fox, Executive Director of Student Services  
Audrea Neville, Executive Director of Schools  
Francesca Sinapi, Executive Director of Schools  
Rose Roman, Executive Assistant to the Board of Directors  
Justin Arey, Web Specialist/Designer  
Jeff Jones, Manager of Business Services  
Dorotea Lopez, Education Liaison, Family/Community Engmt  
Kim Bayer, TOSA - Talent Recruitment and Retention  
Brian Haats, Director of Human Resources  
Arcema Tovar, Director of Elementary Teaching & Learning  
Morgan Quimby, TOSA, Office for School Performance  
Alex Oh, Public Safety Chief  
Marianna Roman, Family Outreach Liaison  
Hugo Salmeron, Technology Support  
Tom Luba, Director of Student Information and Evaluation  
Angie Jimenez, Language Liaison  
Sebastian Hernandez Viera, Language Liaison

A. Call to Order

Vice Chair Martin Granum called the work session to order at 5:46 PM.

Executive Assistant to the Board of Directors Rose Roman took roll call: Director Lisa Allen present, Director See Eun Kim present, Director Yadira Martinez present, Director Jaci Spross present, Director Mark Watson present, Director Martin Granum present, Chair Erika Lopez absent.

B. Budget Update

Chief Financial Officer Michelle Morrison gave an update on the Budget Development process, the budget outlook for Current Service Level (CSL), budget assumptions for revenue and expenditures, long range forecast, budget strategies

for State and Federal funding, other considerations, and proposed budget document changes.

- C. Latino Parent Advisory Committee Report and Discussion  
Executive Director of Schools Francesca Sinapi introduced the PAC program. Director of Federal Programs Olga Acuna introduced Education Liaison of Family/Community Engagement Dorotea Lopez, who introduced the PAC parents. PAC parents Marisol Cariño, Marlene Olea, Laura Gomez, Monica Uribe, and Guadalupe Sánchez each presented information on PAC activities and engagement over the last year. Family Outreach Liaison Marianna Roman provided translation.
- D. Learning Acceleration Plan  
Assistant Superintendent Travis Reiman gave an overview of the Learning Acceleration plan, providing data, theory of action, and strategies and programs next steps.
- E. Human Resources Department Report  
Chief Human Resources Officer Kona Lew-Williams, TOSA of Talent Recruitment and Retention Kim Bayer, and Director of Human Resources Brian Haats gave a report about the efforts by the Human Resources Department to recruit and retain a diverse workforce, including the Oregon Educator Equity Report, the percent of diverse licensed staff in HSD, ODE grants, educational partnerships with Western Oregon University and Oregon State University, scholarship opportunities, relationships and support.
- F. Boundary Adjustment Recommendation Atfalati Ridge and North Plains Elementary Schools  
Capital Projects Officer Adam Stewart presented the Boundary Adjustment committee's recommendations.
- G. Elementary Language Arts Adoption Update  
Director of Elementary Teaching & Learning Arcema Tovar and Executive Director of Schools Francesca Sinapi gave an update on the Wonders/Maravillas curriculum implementation at the elementary level.
- H. Student Representatives Selection Process  
Superintendent Mike Scott led the discussion on the Student Representatives to the Board of Directors. Director Jaci Spross and Director Mark Watson volunteered to participate on the interview committee, and recommended interviewing all seven candidates who applied.
- I. School Resource Officer Update  
Superintendent Mike Scott, TOSA Morgan Quimby, and Public Safety Chief Alex Oh discussed the final draft of the Intergovernmental Agreement between the Hillsboro School District and the City of Hillsboro and the plan for approval.
- J. Return to In-Person Learning Information  
Assistant Superintendent Travis Reiman discussed county metrics, and the vaccination timeline. Assistant Superintendent Dayle Spitzer gave an update on state assessments requirements and HSD assessment plans. Chief Communications

Officer Beth Graser spoke on the intent to announce HSD plans for senior activities and graduation by the end of the month.

K. Notice of Intent to Purchase

Chief Information Technology Officer Jordan Beveridge provide a notice of intent to purchase technology.

L. Discussion Time

1) Student Representatives' Time

Mya Smith provided no comment.

Devlin Knill expressed concern that the Board isn't meeting in-person yet. Superintendent Mike Scott responded to Devlin's comment, reminding that the Board has yet to have access to the COVID-19 vaccine. Vice Chair Martin Granum responded that other Boards (City of Hillsboro and Washington County) in our area are not meeting in person and HSD isn't ready to meet in person yet. Director Mark Watson also expressed that he wondered the same and is hopeful that we can meet in a hybrid manner, once all Board members have had the opportunity to be fully vaccinated.

2) Superintendent's Time

Superintendent Mike Scott looked forward to the return to in-person learning for students in all grade levels by next week.

2) Board of Directors' Time

Director See Eun Kim thanked the PAC and all presenters, and expressed excitement about the return to classrooms.

Director Yadira Martinez expressed excitement at the growth of the PACs and shared her daughter's excitement in returning to the classroom. She also shared that she is providing vaccinations to the community at work with Virginia Garcia.

Director Mark Watson gave kudos to the technology platforms, looking forward to community participation on the Zoom platform and gave kudos to Century School Based Health Center for COVID testing availability.

Director Jaci Spross enjoyed the presentations, said she would like to see challenges and how we are addressing them in the reports as well, not just the positives. She addressed Devlin's comment and moving to Zoom.

Director Lisa Allen looked forward to return to classrooms, and highlighted the District for an Oregonian article for having the highest number of instruction hours for this area of the state.

Vice Chair Martin Granum shared Chair Erika Lopez's regards and that the District is doing great work that can be held up as an example regionally and nationally.

M. Adjourn Meeting

Vice Chair Martin Granum recessed the meeting at 9:18 PM.

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends the Board of Directors:

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

**Felicia Giambrone**

Assignment: 1.0 FTE Bilingual Coach  
Location: Reedville Elementary School  
Effective Date: June 18, 2021  
Years of Service: 3 years

**Nancy Hawk**

Assignment: 1.0 FTE District Nurse  
Location: Student Services  
Effective Date: June 18, 2021  
Years of Service: 6 years

- B. Ratify the acceptance of the resignation of the following supervisor-specialist-technical personnel:

**Carol Helfer**

Assignment: 1.0 FTE Supervisor – Human Resources  
Location: Human Resources Department  
Effective Date: March 12, 2021

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

**Raynelle Alvarez**

Assignment: 1.0 FTE 1<sup>st</sup> Grade Teacher  
Location: Orenco Elementary School  
Effective Date: June 18, 2021

**Caitlin Bull**

Assignment: 1.0 FTE English Learner  
Location: Evergreen Middle School  
Effective Date: June 18, 2021

**Jennifer Hershberger**

Assignment: 1.0 FTE EL Specialist  
Location: Hillsboro High School  
Effective Date: June 18, 2021

**Jamie Horner**

Assignment: 1.0 FTE District Nurse  
Location: Student Services  
Effective Date: March 26, 2021

**Mollie Iser**

Assignment: 1.0 FTE Speech Language Pathologist  
Location: Quatama Elementary School  
Effective Date: June 18, 2021

**Christine Laman**

Assignment: 1.0 FTE 5<sup>th</sup> Grade Teacher  
Location: Farmington View Elementary School  
Effective Date: June 18, 2021

**Sarah McHugh**

Assignment: 1.0 FTE Kindergarten Teacher  
Location: Mooberry View Elementary School  
Effective Date: June 18, 2021

**Janie Mones**

Assignment: 1.0 FTE LOA  
Location: Mooberry View Elementary School  
Effective Date: June 18, 2021

**Kelsey Shaw**

Assignment: 1.0 FTE Social Communication Classroom Teacher  
Location: Brookwood Elementary School  
Effective Date: June 18, 2021

D. Approve the employment of the following administrative personnel:

**Frank Caropelo**

Assignment: Executive Director of Schools – High Schools  
Location: Office for School Performance  
Effective Date: July 1, 2021

**Lindsay Garcia**

Assignment: Executive Director of Schools – Elementary Schools  
Location: Office for School Performance  
Effective Date: July 1, 2021

**Danielle Johnson**

Assignment: Principal  
Location: Atfalati Ridge Elementary School  
Effective Date: July 1, 2021

**Francesca Sinapi**

Assignment: Equity, Access and Engagement Officer  
Location: Office for School Performance  
Effective Date: July 1, 2021

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

**Hannah Shuholm**

Assignment: Supervisor – Human Resources  
Location: Human Resources Department  
Effective Date: March 23, 2021

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

**Angie Smith**

Education: MA – Western Oregon University, Monmouth, OR  
Experience: 13 Years  
Assignment: 1.0 FTE Temporary 3rd Grade Teacher – Minter Bridge Elementary School

**Sarika Mosley**

Education: MA – Lewis and Clark, Portland, OR  
Experience: 17 Years  
Assignment: 1.0 FTE 4<sup>th</sup> Grade Teacher – Imlay Elementary School

**Liliana Morales Rodriguez**

Education: MA – Pacific University, Forest Grove, OR  
Experience: None  
Assignment: 1.0 FTE Speech Language Pathologist – Witch Hazel Elementary School

**Diana Perez Colina**

Education: MA – Western Oregon University, Monmouth, OR  
Experience: 4 Years  
Assignment: 1.0 FTE EL Specialist – Hillsboro High School

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**APPROVE POLICIES IN SECTION I: INSTRUCTION**

**SITUATION**

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to perform a quarterly review of the District's policy manual, and will be working with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

Policy language must meet the following criteria:

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

The Superintendent and Cabinet members have reviewed the policies listed below, and have presented it to the Board for First Reading on March 16, 2021:

- Policies in Section I: Instruction
  - IJ: School Counseling Program
  - IJ-AR: Child Development Specialist Program

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the policies in section I: Instruction of the District's policy manual.





Code: IJ  
Adopted: 2/24/09  
Revised/Readopted: 2/25/20  
Orig. Code: IJ

## Guidance School Counseling Program

The District's coordinated comprehensive school counseling ~~and guidance~~ program ~~focuses on the supports the academic, career, social-emotional, and community involvement developmental needs~~ of all students. Each school will have a comprehensive counseling program for students in grades K through 12, which will be based on the Oregon Department of Education's, *Oregon's Framework for Comprehensive Guidance and School Counseling Programs for Pre-kindergarten through Twelfth Grade*.

[<sup>1</sup>] The district's [comprehensive school counseling] program may include a child development specialist program for grades K-8 students and families who reside in the attendance areas of district schools.]

Counselors and child development specialists demonstrate respect for each individual's dignity and worth and encourage each student to develop individual responsibility and decision-making skills. ~~Counselors coordinate the school guidance program and involve all staff members in designing and implementing plans to meet four major goals:~~

- ~~1. Educational Development—Students will develop an education plan and portfolio that utilizes educational opportunities and alternatives consistent with academic standards and their career aspirations;~~
- ~~2. Personal/Social Development—Students will develop appropriate interpersonal and communication skills for a variety of social and work settings; students will develop self-advocacy and decision-making skills, and confidence in their own abilities;~~
- ~~3. Career Development—Students in grades K through 12 will develop career options consistent with their interests, abilities and values. Career development includes focus on vocation, avocation, family life, and citizenship;~~
- ~~4. Community involvement—Students will demonstrate the importance of making an individual contribution to the community through community service learning projects.~~

~~The guidance and counseling program will assist students in grades 7 through 12 with developing and annually reviewing an educational plan which creates education, career and life goals, and identifies learning goals and activities.~~

The district will adopt program goals, which will assist students to:

<sup>1</sup> {See optional associated administrative regulation that includes language supporting a child development specialist program.}

1. Understand and utilize the educational opportunities and alternatives available to them;
2. Meet academic standards;
3. Establish tentative career and educational goals;
4. Create and maintain an education plan and education portfolio;
5. Demonstrate the ability to utilize personal qualities, education and training, in the world of work;
6. Develop decision-making skills;
7. Obtain information about self;
8. Accept increasing responsibility for their own actions, including the development of self-advocacy skills;
9. Develop skills in interpersonal relations, including the use of effective and receptive communication;
10. Utilize school and community resources;
11. Demonstrate and discuss personal contributions to the larger community; and
12. Know where and how to utilize personal skills in making contributions to the community.

[Within the framework of the counseling and guidance goals, specific student and curricular objectives will be developed. As well as being a members of the annual school improvement planning process, counselors and child development specialists will review school data and contribute to the plan by conducting an advocacy project. Advocacy projects will target student populations with special needs.

Yearly counselors will meet with their building administrator to review their comprehensive school guidance plan and discuss how their role as the school counselor aligns with the school improvement plan.

[Materials used in the counseling program will be free of content that may discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or marital status, or that which permits or requires different treatment of students on such basis unless such differences cover the same occupation and interest areas and the use of such different material is shown to be essential to the elimination of discrimination and/or is aligned to the HSD policy on Educational Equity.]

Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, school personnel and parents families. Consistent with individual rights and the counselor's obligations as a professional, the counseling relationship and resulting information is, in most instances, protected as privileged communications by Oregon law. When appropriate, counselors will be responsible for explaining the ramifications of confidentiality to students.

END OF POLICY

Legal Reference(s):

[ORS 40.245](#)  
[ORS 326.565](#)  
[ORS 326.575](#)  
[ORS 329.603](#)

[ORS 336.187](#)  
[OAR 581-021-0013](#)  
[OAR 581-021-0046\(7\)](#)

[OAR 581-022-2030](#)  
[OAR 581-022-2055](#)  
[OAR 581-022-2060](#)  
[OAR 581-022-2250](#)

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).  
Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2019).



Code: IJ-AR  
Revised/Reviewed:

## **Child Development Specialist Program**

*(An optional administrative regulation to consider if part of the program)*

The district offers the services of a child development specialist to students in grades K - 8 and their families residing in attendance areas of the district. A child development specialist may serve as counseling staff trained to assist in implementing the district's comprehensive school counseling program.

The district will meet the following requirements:

1. The district will submit a written plan describing the program to the Oregon Department of Education (ODE) for approval.
2. Upon approval of the plan by ODE, the district may submit a child development specialist candidate application for ODE approval.
3. The district shall conduct an annual review of the program and submit an updated plan to ODE for re-authorization of the program.
4. Each child development specialist employed by the district shall complete an annual evaluation of the specialist's child development plan to be included with the district's updated plan.

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**AUTHORIZE APPLICATION FOR 2021 MIGRANT EDUCATION SUMMER SCHOOL**

**SITUATION**

Hillsboro School District has been invited to apply to the Oregon Department of Education's Title I-C Formula Grant Program, for \$414,372, which funds Migrant Education Program projects. These funds will be allotted to the operation of the District's Summer Enrichment, PK-10, Bilingual Summer School Program.

The District has served as the operating agency for this program since 1987. The District recovers all costs, direct and indirect, from the grant. The program will serve approximately 400 elementary and 250 secondary migrant-eligible students and will employ up to 73 staff members during the five-week summer session (July 6 – July 30, 2021).

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors authorize the Hillsboro School District to apply to the Oregon Department of Education for \$414,372 in Title I-C funds to operate the 2021 Hillsboro School District Summer Migrant Program.

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**BOUNDARY ADJUSTMENT RECOMMENDATION**  
**ATFALATI RIDGE & NORTH PLAINS ELEMENTARY SCHOOLS**

**SITUATION**

With the upcoming opening of the new Atfalati Ridge Elementary School in the North Plains area this fall, there is a need to balance student enrollments between Atfalati Ridge and the existing North Plains Elementary School. This required a boundary adjustment process to be initiated in February 2021 and resulted in a proposed redrawing of school attendance boundaries in March 2021.

The information in the attached report was shared with the Board at the April 13 Work Session to provide background information about the boundary adjustment process, including selection and deliberation of the committee members and public comments. The proposed boundary map is also attached for review.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the North Plains Elementary/Atfalati Ridge boundaries as proposed by the Atfalati Ridge Boundary Committee.

*I move that the Board of Directors approve the North Plains  
Elementary/Atfalati Ridge boundaries as proposed by the Atfalati Ridge  
Boundary Committee.*

## **REPORT ON BOUNDARY ADJUSTMENT PROCESS ATFALATI RIDGE & NORTH PLAINS ELEMENTARY SCHOOLS**

### **Introduction**

The 2017 Hillsboro School District Bond provided for a new school to be built in North Plains, specifically at 29174 NW King Street in the new Sunset Ridge development. Named Atfalati Ridge Elementary School (AFES), construction of the campus is scheduled to be completed by summer 2021 and opened to students in September 2021. Capacity of AFES is 600 students.

New development is also coming in just north of the existing North Plains Elementary School (NPES – capacity of 375 students). As the community continues to grow, the District expects to have both AFES and NPES serving the North Plains community with sufficient enrollment capacity for the next several years.

However, the addition of the new school does necessitate the redrawing of school attendance boundaries to balance current and projected enrollments between AFES and NPES.

### **Process**

Following Board Policy JC: School Attendance Boundary Areas, the Superintendent initiated a boundary adjustment process in February 2021 to allow for community input. This included formation of a boundary adjustment process committee, comprising two Board members, three North Plains area parents, AFES and NPES principals, and District staff, which first met on February 25. Appendix 1 provides a list of committee members, meeting dates and the guiding principles for the process.

Throughout the process, meeting dates and solicitations for feedback from the community were publicized on the NPES and bond websites (i.e., photo rotator and announcements), the District's weekly "Hot News" e-newsletter and concomitant social media, and the NPES school newsletter. An online survey form was posted through March and linked from the NPES and bond websites. Printed survey forms and proposed map displays also were placed at the main entry to NPES. Other physical distribution was limited due to COVID-19 precautions and time constraints.

After reviewing Policy JC and guiding principles, committee members deliberated the draft proposals, raised questions about the impact of future enrollments on the boundaries, considered alternatives to boundary adjustments, and discussed comments received via the survey as well as community social media and neighborhood conversations. Several community members also were present at each of the meetings and had opportunities to provide their feedback.

Survey results, comments and staff responses as of March 31, 2021, are presented in Appendix 2.

## **Proposal**

On March 11, 2021, at the third and final committee meeting, attending members unanimously recommended to present the Board with the final proposal of the attendance boundary map (Appendix 3).

In general, the proposed boundaries generally split the current NPES attendance area at Highway 26, Glencoe Road and Pumpkin Ridge Road. Students to the north of 26, west of Glencoe Rd and roads west of Pumpkin Ridge will continue attending NPES. Students to the south of 26, east of Glencoe Road, along both sides of Pumpkin Ridge Road and east of it will attend AFES this fall. A small portion of Patterson Elementary School's attendance area, which currently does not have any District students, also was included to smooth out the southern AFES boundary lines. The Transportation Department will fine-tune its bus routes once a decision is made on the proposal.

The proposed boundaries also split the current NPES enrollments fairly evenly between AFES and NPES, at approximately 215 students each. More information about 2021-22 kindergarten additions to enrollments will be forthcoming at upcoming kinder fairs.



**APPENDIX 1:  
BOUNDARY ADJUSTMENT PROCESS  
COMMITTEE MEMBERS, MEETING DATES & GUIDING PRINCIPLES**

**Members**

- Ariel Goodwin, North Plains parent
- Carol Hatfield, Executive Director of Transportation
- Danielle Johnson, incoming Principal of Atfalati Ridge Elementary
- Tom Luba, Director of Student Information and Evaluation
- Andrew Morris, North Plains parent
- Audrea Neville, Executive Director of Schools (elementary and middle)
- Becky Rios, Principal of North Plains Elementary
- Jane Siguenza, Bond Marketing Specialist
- Jaci Spross, School Board member
- Adam Stewart, Capital Projects Officer (committee chair)
- Mark Watson, School Board member
- Kevin Zuercher, North Plains parent

**Meeting dates (virtual):**

- February 25, 2021 – review process and first draft
- March 4, 2021 – review demographic data, refine draft
- March 11, 2021 – finalize proposal

Meeting summaries and videos may be found at: <https://www.hsd.k12.or.us/Page/6662>

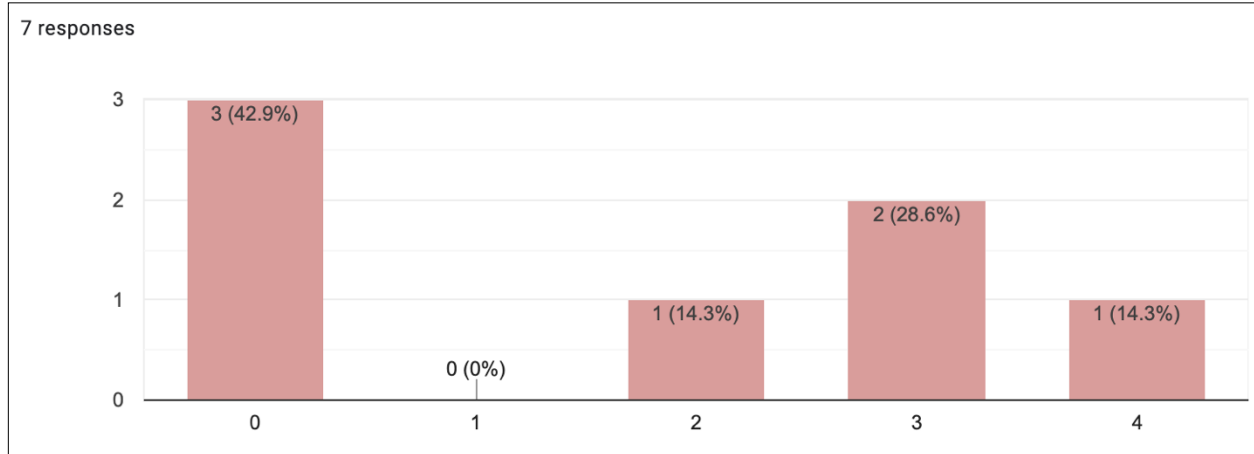
**Guiding Principles**

- Maintain existing feeder patterns – keep students in existing feeder group
- Minimize the numbers of schools and students impacted by boundary adjustments
- Minimize changes for families who have been impacted by past boundary adjustments
- Make adjustments for the long term to maintain boundaries for as long as possible
- Consider the transportation costs associated with any boundary adjustment
- Maintain existing neighborhoods
- Create an appeal/transfer process to allow students to stay at their current school, even if their neighborhood is moved to a new school through the boundary adjustment process
- Consider transfer requests to and from other District schools
- Consider equity in the boundary adjustment process

It is understood that some of these Guiding Principles can be mutually exclusive

## APPENDIX 2: BOUNDARY ADJUSTMENT PROCESS SURVEY RESULTS & COMMENTS

(Survey Results page is at <https://www.hsd.k12.or.us/site/default.aspx?PageID=6668>)



Strongly dislike/dislike = 3/7 = 43%

Neutral = 1/7 = 14%

Strongly like/like = 3/7 = 43%

Opinion	North Plains resident	AFES/NPES parent	Comments	Questions
0 - Strongly dislike	3	2	<ul style="list-style-type: none"> <li>As a parent, we should have the option of which school we want to enroll our child into if we are in the city boundary of north plains.</li> <li>I am not sure why we aren't sending all the kids to the new school and upgrading NPE. Then in 1-3 years when growth needs it, we can re-open NPE. This would save money on staffing, building maintenance and overhead costs of operating 2 schools at 25-36% capacity, and upgrade the old school that needs it desperately.</li> </ul>	<ul style="list-style-type: none"> <li>Why are 160 kids stuck in an asbestos ridden school in a state of disrepair?</li> </ul>
1 - Dislike				
2 - Neutral	1	1	<ul style="list-style-type: none"> <li>I have no major thoughts or concerns about the proposed boundaries</li> </ul>	<ul style="list-style-type: none"> <li>I do have a question for HSD on whether or not they've considered how the unavoidable smell that wafts over from the Recology compost facility right behind the school could impact daily life for students and faculty. Has this been considered? It's not a small issue and should be looked into, if it hasn't already.</li> </ul>
3 - Like	2	2	<ul style="list-style-type: none"> <li>My family and I live within the older part of North Plains. We are happy with the proposed boundary.</li> <li>I am fine with the boundaries however there are not a lot of child care providers in the North plains area. I am concerned that if my children are in the new school area they will not have the ability to get to their child care provider. This is critical as my son has adhd and behaviors that make change a hard thing.</li> </ul>	<ul style="list-style-type: none"> <li>Will busing be provided to the local child care providers in North Plains?</li> </ul>
4 - Strongly like	1	1		

## **STAFF RESPONSES**

### **NPES Upgrades/Renovations & Moving All Students Temporarily to AFES**

NPES will be receiving numerous renovations in summer 2021. These include safety and seismic upgrades in the building as well as a new playground where the portables currently reside (these will be moved to the Peter Boscow campus). Over the past several months, from summer 2020 through Jan. 2021, major projects were completed, including the new, stand-alone gymnasium (which also provides a community youth recreation resource), a new parent drop-off and parking lot, and a renovated bus drop-off and staff parking lot. The memorial baseball field also was refurbished. In 2018, the building roof was upgraded and classrooms received new flexible furniture. In all, about \$12.2 million of bond funding will be invested in NPES. While these projects do not produce an entirely new school, they rejuvenate the campus to serve students, staff and the North Plains community for years to come.

As for temporarily moving all North Plains students to AFES, this option was considered but dropped for several reasons. Staffing, which is about 80% of our operational costs, would need to follow the students, wherever they are, so there would not be dramatic cost savings in this area. Transportation costs may be increased since most students will not be in the walking zone for AFES. Certain district program(s) may be housed at AFES to utilize the building beyond student education. Above all, having students move from school to school is known to be detrimental to their well-being and will disrupt school culture and community.

### **Child Care/Transportation**

We do understand your child care concerns, which boundary changes can impact. An option is for parents to apply for alternate pickup and/or drop-off transportation to a child care provider within their school attendance area (once transportation routes are finalized after the boundary process). More information and forms can be found on the [Transportation Department](#) page. Still to be determined is the availability of on-site after-school programs.

### **Open Enrollment**

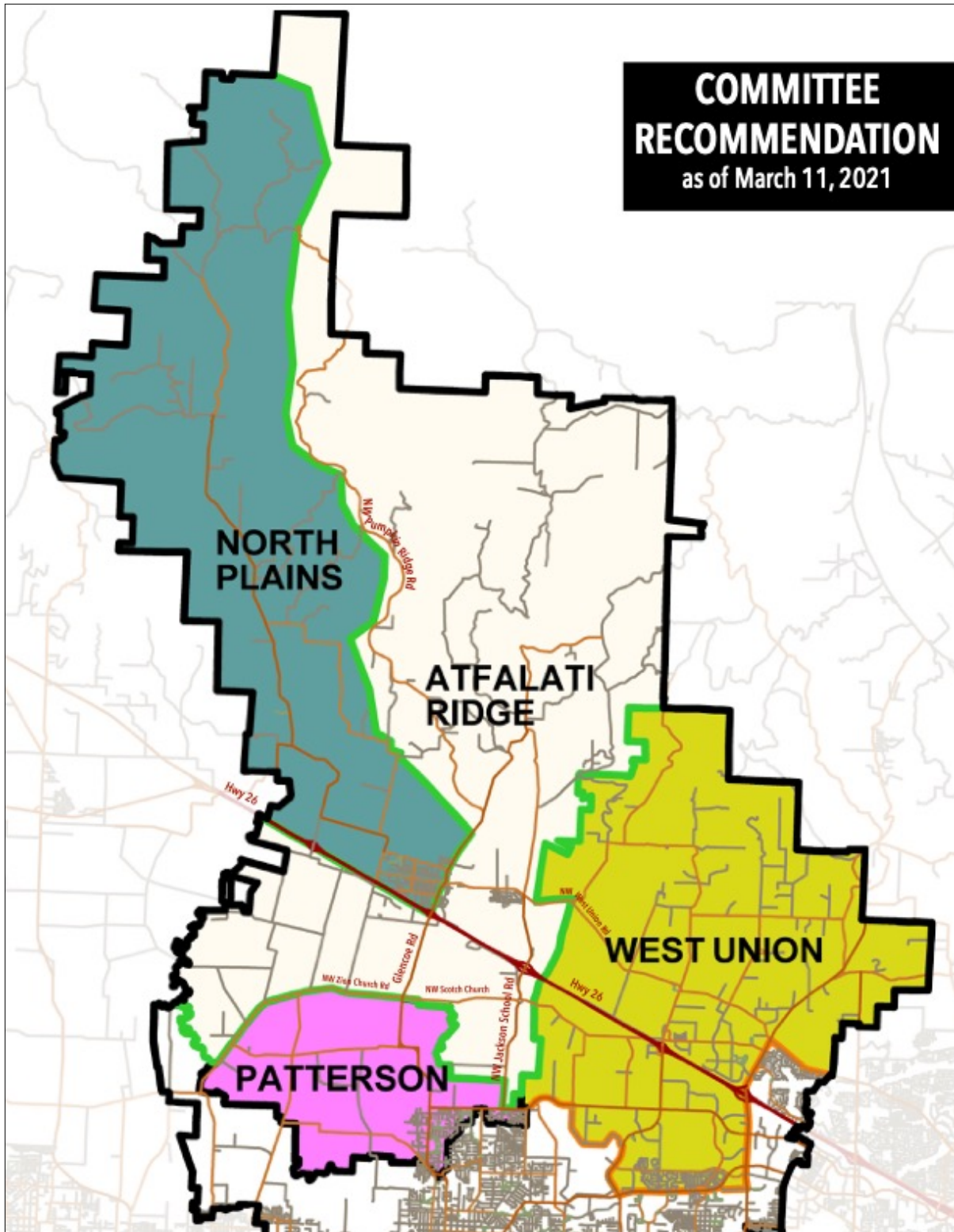
Attendance boundaries are governed by School Board policies [JC](#) and [JECC](#) and their administrative rules, with the expectation that students attend the schools that they are assigned. HSD does not have an open enrollment process as it can greatly impact balancing of enrollments and equity, as well as the subsequent allocation of staffing and resources. Also, since HSD's boundaries incorporate not only North Plains and Hillsboro, but parts of Banks, Beaverton, Cornelius, Sherwood, and Portland as well, our policies must be applied equitably and consistently across the district. We would be unable to offer an open enrollment option for just one area.

### **Recology Facility Odors**

Like our neighbors in North Plains, our school can be impacted by the odors wafting from the Recology facility, depending on how the wind blows and when the compost is turned. However, this is beyond the District's control as the business operations are governed by

state DEQ regulations. Our school's HVAC systems can filter out fine particulates, but not the odors. So, unfortunately, at this time, students and staff will need to get used to these smells and mitigate them as best as they can, just as they do at home. Recology does accept reports from neighbors about odor concerns. The phone number posted on their [website](#) is (503) 647-9489.

**APPENDIX 3:  
BOUNDARY ADJUSTMENT PROCESS  
ATTENDANCE BOUNDARY MAP PROPOSAL**



**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**AWARD CONTRACT FOR ELEMENTARY SCHOOL #29 (SOUTH HILLSBORO)**  
**PHASE 1**

**SITUATION**

One of the projects that has come to our attention following the passage of the 2017 Bond is the construction of a new elementary school in South Hillsboro, tentatively called Elementary School (ES) #29. This new building was originally scheduled to open in the Fall of 2022, however, in January of this year the Board agreed to a two phase construction approach for this project with site work construction in Summer 2021 and building construction beginning in the Spring of 2022. The opening of this school is now scheduled for September, 2023.

On March 9, 2021, the District sent an Invitation to Bid for a Contractor for this improvement project to our pre-qualified site contractor list. A mandatory pre-bid meeting was held at the ES #29 site in South Hillsboro on March 17, 2021. On April 8, 2021 the District received bids from five contractors to perform this work. Construction Management staff recommends that the contract for Phase I-Site Work at Elementary School #29 be awarded to The Saunders Company for the bid amount of \$2,346,115.

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

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors award the contract for Elementary School #29 Phase 1-Site Work project to The Saunders Company for the bid amount of \$2,346,115.

*I move that the Board of Directors award the contract for Elementary School #29 Phase 1-Site Work project to The Saunders Company for the bid amount of \$2,346,115.*



# BID TABULATION FORM

ES #29 South Hillsboro - Phase 1 Project OPEN: April 8, 2021 @ 2:00pm						
BID PROVIDER	Signed	Addendum 1-2 Ack.	Bid Bond	1st Tier Disclosure	BASIC QUOTE	
Coffman Excavation	Yes	Yes	Yes		2,535,777 <sup>00</sup>	
Emery + Sons	Yes	Yes	Yes		3,454,105 <sup>00</sup>	
Kerr Contractors	Yes	Yes	Yes		3,233,975 <sup>00</sup>	
P.H.I. Inc	Yes	Yes	Yes		3,008,684 <sup>55</sup>	
The Saunders Co	Yes	Yes	Yes		2,346,115 <sup>00</sup>	

4/8/21

*[Signature]*

OWNER Representative:

*[Signature]*

WITNESS:

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**SCHOOL RESOURCE OFFICER**  
**INTERGOVERNMENTAL AGREEMENT APPROVAL**

**SITUATION**

The Board will receive an updated IGA and Exhibit A (formally MOU) between HSD and the City of Hillsboro that has been reviewed by PACE and HPD attorneys.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the School Resource Officer Intergovernmental Agreement between the Hillsboro School District and the City of Hillsboro.

*I move that the Board of Directors approve the School Resource Officer Intergovernmental Agreement between the Hillsboro School District and the City of Hillsboro.*





## INTERGOVERNMENTAL AGREEMENT

This Agreement ("Agreement") is made by and between the City of Hillsboro, a municipal corporation of the State of Oregon ("City"), and the Hillsboro School District ("District").

### RECITALS

**Whereas**, the City and District through a joint and cooperative effort desire a School Resource Officer (SRO) program that focuses on building trust-based relationships between police officers, school staff, and students;

**Whereas**, the City and District desire to promote school safety by building a positive school climate in which everyone feels safe, students are supported, and the learning environment is culturally sustaining for all students success; and

**Whereas**, the City and District seek for SRO's to serve as positive role models to instill in students good judgment and discretion, respect for other students, and a sincere concern for the well-being of the school community.

The parties agree as follows:

### TERMS AND CONDITIONS

#### 1. START AND END DATES.

The **effective date** of this Agreement is July 1, 2021. This Agreement shall continue until June 30, 2022. Agreement may be terminated earlier or term may be extended, as provided in this Agreement.

#### 2. AGREEMENT DOCUMENTS.

This Agreement consists of these Terms and Conditions and the documents ("Exhibits") listed below in descending order of precedence. A conflict in these documents shall be resolved in the priority listed below with these Terms and Conditions taking precedence. The Exhibits to this contract are:

- Exhibit A: Scope of Work;
- Copy of Hillsboro School District policies referenced within Exhibit A (KN, KN-AR (1), and KN-AR (2)).

#### 3. RESPONSIBILITIES OF THE PARTIES.

3.1. City of Hillsboro Responsibilities: Provide seven (7) School Resources Officers (SROs) and one (1) SRO Sergeant (Supervisor) to the Hillsboro School District for each year of the agreement. City will invoice the District each September at the start of the academic school year for the cost of one (1) SRO. Any increase in cost will be detailed on the invoice and typically will not exceed 5% per year.

3.2. District Responsibilities: District agrees to pay \$157,053.33 for the cost of one (1) School Resource Officer (SRO) within net 30 days of receipt from the City for each year of the agreement.

**4. COMPLIANCE WITH APPLICABLE LAWS.**

- 4.1. Each party shall comply with all applicable federal, state, and local laws; and rules and regulations on non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or handicap. In addition, each party agrees to comply with all local, state, and federal ordinances, statutes, laws, and regulations that are applicable to the services provided under this Agreement.
- 4.2. The Parties understand the hazards of COVID-19 and are familiar with the Centers for Disease Control Prevention (“CDC”) guidelines; and federal, state, and local orders regarding COVID-19. The Parties acknowledge that they understand the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments.

**5. RECITALS.**

The recitals above are incorporated herein as if fully set forth.

**6. INDEPENDENT CONTRACTOR.**

Each party is an independent contractor with regard to each other party and agrees that the performing party has no control over the work or the manner in which it is performed. No party is an agent or employee of any other. Nothing herein is intended, nor shall it be construed, to create between the parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each party hereby specifically disclaims any such relationship.

**7. TERMINATION.**

- 7.1. Termination for convenience. Subject to any limitations in Exhibit A regarding repayment of funds, this Agreement may be terminated, with or without cause and at any time, by a party by providing 180 days’ written notice of intent to the other party.
- 7.2. Termination for cause. Either party may terminate this Agreement, in whole or in part, if:
  - 7.2.1. the terminating party provides 30 days’ written notice to the other party of any material breach or default of any covenant, warranty, obligation, certification or agreement under this Agreement, a failure to perform the work or services under this Agreement within the time specified herein or any extension thereof, or a failure to pursue the work or services as to endanger the performance under this Agreement in accordance with its terms (“Default Action”); and
  - 7.2.2. the defaulting party failed to cure the Default Action within 30 days of the date of the notice required by 7.2.1.

**8. CHANGES.**

Modifications to this Agreement are valid only if made in writing and signed by all parties.

## **9. INDEMNIFICATION.**

In exchange for the monetary payment and rights and duties contemplated in this Agreement, the City agrees to hold harmless, waive, release, indemnify, defend and discharge the District from all liability and claims arising from the SROs' actions, including but not limited to liability and claims arising from the SROs' negligent acts. In exchange for the rights and duties contemplated in this Agreement, the District agrees to hold harmless, waive, release, indemnify, defend and discharge the City from all liability and claims arising from actions of the District and its employees, including but not limited to liability and claims arising from the District's negligent acts. The District includes its Board of Directors, the individual members thereof, and its officers, agents, employees, volunteers, and representatives. The City includes its City Council, the individual members thereof, and its officers, agents, and employees, volunteers, and representatives. "Liability and claims" means demands for any value or benefit, such as lawsuits, tort claims, insurance claims, causes of action, fines, fees, and costs (e.g., medical costs and attorney fees).

## **10. ACTION, SUITS OR CLAIMS.**

Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in claims or litigation in any way related to this Agreement.

## **11. INSURANCE.**

Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 to 30.274.

## **12. NO THIRD PARTY BENEFICIARIES.**

Except as set forth herein, this Agreement is between the parties and creates no third-party beneficiaries. Nothing in this Agreement gives or shall be construed to give or provide any benefit, direct, indirect or otherwise to third parties unless such third parties are expressly described as intended to be beneficiaries of its terms.

## **13. REMEDIES, NON-WAIVER.**

The remedies provided under this Agreement shall not be exclusive. The parties shall also be entitled to any other equitable and legal remedies that are available. No waiver, consent, modification or change of terms of this Agreement shall bind the parties unless in writing and signed by all parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of a party to enforce any provision of this Agreement shall not constitute a waiver by a party of that or any other provision.

## **14. OREGON LAW, DISPUTE RESOLUTION AND FORUM.**

This Agreement shall be construed according to the laws of the State of Oregon. The parties shall negotiate in good faith to resolve any dispute arising out of this Agreement. If the parties are unable to resolve any dispute within fourteen (14) calendar days, the parties are free to pursue any legal remedies that may be available. Any litigation between the parties arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Washington County Circuit Court, and if in the federal courts, in the United States District Court for the District of Oregon located in Portland, Oregon.

## **15. ASSIGNMENT.**

No party shall assign its rights or obligations under this Agreement, in whole or in part, without the prior written approval of the other party or parties.

**16. SEVERABILITY/SURVIVAL OF TERMS.**

If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken. All provisions concerning indemnity survive the termination of this Agreement for any cause.

**17. FORCE MAJEURE.**

In addition to the specific provisions of this Agreement, the performance by any Party shall not be in default where delay or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance that are not within the reasonable control to the Party to be excused.

**18. INTERPRETATION OF AGREEMENT.**

This Agreement shall not be construed for or against any party by reason of the authorship or alleged authorship of any provision. The Section headings contained in this Agreement are for ease of reference only and shall not be used in construing or interpreting this Agreement.

**19. INTEGRATION.**

This document constitutes the entire agreement between the parties on the subject matter hereof and supersedes all prior or contemporaneous written or oral understandings, representations or communications of every kind on the subject.

**20. OTHER NECESSARY ACTS.**

The Parties shall execute and deliver to each other any and all further instruments and documents as may be reasonably necessary to carry out this Agreement.

**21. NOTICE.**

Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, electronic mailing, or mailing with postage prepaid to District or City at the address set forth below. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

**For the City of Hillsboro**

Contract Administrator Name, Title: **Jim Coleman, Chief of Police**

Address, City, State, and ZIP Code: **250 SE 10th Street, Hillsboro, OR 97123**

Telephone: **503.681.6175**

Email: **jim.coleman@hillsboro-oregon.gov**

**For the Agency**

Contract Administrator Name, Title: **Casey Waletich, Chief Operations Officer**

Address, City, State, and ZIP Code: **4901 SE Witch Hazel Road, Hillsboro, OR 97123**

Telephone: **503.844.1320**

Email: **waletichc@hsd.k12.or.us**

**22. COUNTERPARTS.**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.

All of the aforementioned is hereby agreed upon by the parties and executed by the duly authorized representatives of the parties signing on the next page.

FOR THE CITY OF HILLSBORO:	FOR THE HILLSBORO SCHOOL DISTRICT:
<hr/> <i>Signature</i>	<hr/> <i>Signature</i>
<hr/> <i>Name (Printed)</i>	<hr/> <i>Name (Printed)</i>
<hr/> <i>Title</i>	<hr/> <i>Title</i>
<hr/> <i>Date</i>	<hr/> <i>Date</i>

**HSD and the City of Hillsboro IGA  
Exhibit A**

**I. GOALS OF THE SRO PROGRAM**

**A. SRO Program goals include:**

1. To foster a positive school climate based on respect for all students, staff, and community members by striving to know all stakeholders by name, strength, and need.
2. Educate students, staff, and families on relevant law enforcement topics, e.g., age of consent, child abuse and reporting, domestic violence prevention.
3. Strengthen community relationship by creating a safe school environment and provide a law enforcement resource to school administrators, teachers, and students to reduce crime.

**B. The SRO Program is designed to fill three overall roles:**

**1. Fostering Positive School Climate**

One of the primary roles SROs fulfill is fostering a positive school climate through relationship building and restorative conversations. Officers will engage in various activities in coordination with school administration, teachers, and students. They should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school while responding in a trauma-responsive and sensitive way.

**2. Education**

SROs should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff. SROs are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

**3. Law Enforcement**

SROs are responsible for the majority of law enforcement activities occurring at the school during school hours. Parents, students, teachers, and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the Standards of Student Conduct is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. Officers may also complete security surveys analyzing the physical safety of school property and facilities.

While law enforcement is the role of SROs, alternatives to the SRO taking a student into custody should be used whenever possible. Investigations or arrest of students during school hours or at school-sponsored events/activities should be a measure of last resort and must comply with the following Hillsboro School District Policies: Relations with Law Enforcement Agencies ([Policy KN](#)), Relations with Law Enforcement Agencies ([Policy KN-AR\(1\)](#)), Investigations Conducted on District Premises ([Policy KN-AR \(2\)](#)). The SROs' discretion to act remains the same as that of any other police officer.

## II. ORGANIZATIONAL STRUCTURE

### A. Composition:

1. HPD shall provide seven (7) School Resource Officers (SROs)
  - a. HSD shall provide funding for one FTE
2. HPD will provide one (1) SRO Sergeant (Supervisor)
3. SROs shall be regular sworn officers of the City's Police Department.

### B. Officer Recruitment & Selection

HSD District officials and HPD shall agree on guidelines for the selection of officers to serve as SROs. The ultimate selection process and appointment of the SRO are completed by the law enforcement agency.

#### SROs should meet the following general criteria:

1. **Experience as a police officer and commitment to student and community well-being**  
SRO's must have a minimum of three years' experience as a patrol officer and off probationary status.
2. **Successful performance**  
All candidates should have proven performance as reflected by prior performance evaluations or supervisory feedback. Applicants must have a demonstrated work history that reflects their ability to respectfully and effectively communicate with other officers, staff and the public. Candidates should be free of sustained disciplinary actions and/or substantiated public complaints for bias-related incidents.

### C. Training Requirements

All SROs shall complete specialized training which will include, at a minimum, the following:

1. A basic nationally recognized training class for police officers working in a school environment at City expense. The course should include: training that covers responsibilities and limitations of SROs, Oregon school laws, MOUs, child development, conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. This course should be completed prior to the end of their first year of service as an SRO, unless a delay up to 12 months is mutually agreed upon between HSD and City due to limited course availability or catastrophic event.
2. The same annual virtual training through SafeSchools required for HSD certified building staff, including but not limited to: suicide prevention, FERPA, sexual conduct and child abuse training, and supporting students experiencing homelessness.
3. Eight hours annually of diversity, equity, inclusion and anti-bias training by attending district or building level professional development offerings, or through participating in other

community or nationally recognized training programs as approved by their supervisor, including courses offered by Oregon DPSST.

4. Three hours of disability training provided by HSD Student Services department, specifically on the topic of autism, oppositional defiant disorder, reactive attachment disorder and best practices when communicating and interacting with students with these identifications.
5. Sixteen hours of Safety Care training in the officers first year and eight hours annually each year after, provided by HSD Student Services Team (note training does not mean certification; SROs are not required to be certified in Safety Care).
6. Four hours of annual restorative practices training including restorative circles, either by attending district or building level professional development offerings.
7. Eight hours annually on the topics of trauma informed care, trauma responsive care, resilience or other similar topics by attending district or building level professional development offerings.
8. One hour annually of HSD home visit training provided by HSD staff.

The above listed training, unless indicated, will be provided by HSD and will be offered multiple times and locations throughout the year. When possible, efforts will be made to schedule SRO-specific professional development with the SROs and their supervisors to accommodate scheduling needs. SROs agree to make every effort to attend HSD provided training when they are scheduled. If a scheduling conflict arises, the SRO will notify their supervisor and the trainer as soon as they become aware of the conflict unless exigent circumstances exist. If the SRO or their supervisor, for any reason, elect to participate in a community or other nationally recognized training program to fulfill any of the required training hours mentioned above the cost of those training will become the individual or law enforcement agencies responsibility.

### III. OPERATIONAL PROCEDURES

#### A. Chain of Command

General guidance and task supervision are the responsibility of the Hillsboro Police Youth Services Sergeant, who will work closely with and in cooperation with the building principal or identified designee.

#### B. Duties

The primary function of the SRO is to help foster a positive school climate, serve as an educational resource, provide a safe and secure learning environment and serve as a liaison between the school and the police department. Specific daily assignments to accomplish this function will vary by school. The SRO and school principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs that may arise. As required by law, SROs should never be assigned to duties within schools in place of or in lieu of a certified teacher.

#### C. Uniform

The SRO will wear the prescribed City uniform of the day including a firearm and bullet resistant vest. The SRO uniform is agreed to be an identifiable polo shirt with police department logo and officer name displayed, a duty belt, department issued uniform pants, and department issued footwear. Drop holsters and load bearing vests are not preferred wear in the school setting. The police supervisor may allow for exceptions to this rule at their discretion, based on investigatory or policing needs or as required by Oregon law.

#### D. Daily Schedule



The City and the District shall each name a contact person who will monitor the SRO program. Each building principal will designate a contact person for the school to facilitate communication with the SRO assigned to the principal's school.

**E. Absence/Substitutions**

In cases when the SRO is absent due to court appearances, illness, vacation, training, or other contracted leave of absence, the City may, but is not required to, provide a replacement officer during the term of the SRO's absence. The District will call 911 in cases involving emergencies and 503-629-0111 (non-emergency number) as needed when an SRO is not present. It is the responsibility of the SRO to report schedule conflicts to the school and the District's contact as identified in paragraph (C) as soon as possible.

**F. Special Events**

SROs may assist with supervision of after-school activities as requested and approved by HSD and their supervisor. Such activities may include:

1. Supervision at after school activities like sports competitions and school dances
2. Supervision at high school graduations
3. Provide training and resources to parents/parent advisory committees (PACs)
4. Others, as identified by HSD and the police department

**G. Summer/Extended Closure Activities**

SROs may assist with supervision of summer/extended closure activities as requested and approved by HSD and their supervisor. Such activities may include:

1. Food box delivery
2. Summer meal distribution
3. Summer school supervision
4. Community outreach
5. Delivery of training to the School Board, staff, students, or parents in collaboration with HSD staff
6. Participation in training opportunities

**H. Role in Responding to violations of law on HSD property**

As sworn police officers, once SROs are involved in an official investigation of alleged violations of law, they have the following responsibilities:

1. Abide by all federal, state, and local laws and ordinances.
2. Report any conflict created by any laws, ordinances, rules, and policies and procedures to the building principal and their supervisor for resolution.
3. Perform a thorough investigation as indicated by the circumstances and document the interviews of all involved parties as necessary based upon the needs of the investigation
4. In accordance with [ORS 419B.045](#), when an investigation of a report of child abuse is conducted on school premises, the school administrator shall first be notified that the investigation is to take place, unless the school administrator is a subject of the investigation.
5. Present the case to the Washington County District Attorney and/or the Washington County Juvenile Department for review.

## **I. Role in School Policy Violations**

1. SROs are not school disciplinarians and violations of the Standards of Student Conduct or school rules that are not violations of law should always be handled by school faculty and staff, not SROs. SROs should not directly intervene unless the situation is a direct threat to the health, safety, and security of the student or another person in the school or as required by law. Any intervention will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator; clear District guidelines on SRO involvement will be developed and distributed to school staff with a copy of guidelines provided to the SROs. Revisions will be mutually agreed upon by HSD and the City. The SRO will report school policy violations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the student handbook and Standards of Student Conduct, but it is not the responsibility of the SRO to enforce the rules in these documents.

## **J. Data Collection**

1. SROs will submit a mutually agreed upon monthly activity report to the Superintendent of Schools or designee and building principals by the 5th of the following month (example: activity report for September will be submitted by the 5th of October).
  - a. At a minimum that data will include: law enforcement calls for service on school property, number of presentations/lessons delivered to students, staff or families, the topic(s) and number of participants, the number of investigations.
2. SROs will submit an annual professional list of training attended by August 31, following the HSD calendar cycle September to August.

## **K. Release of Student Information**

1. The release of student records is governed by ORS 336.187 and ORS 326.565 – 326.580, and the Family Education Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g, and its implementing regulations. In accordance with FERPA, “school officials” may access and disclose student records only as authorized by FERPA. The SRO will become familiar with and comply with all state and federal student confidentiality laws applicable to the K-12 school environment.
2. SROs - The release of student records is governed by Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 CFR part 99) (“FERPA”). For purposes of access to student records, each SRO is considered a “school official” and may be provided students’ personally identifiable information (“PII”) on an as-needed basis to carry out SRO duties for legitimate educational purposes. In addition, each SRO may only use PII for the purpose for which the disclosure was made and to promote school safety and the physical security of students. SROs, acting as school officials, may not disclose PII obtained from student records, without prior written consent, to others, including other officers who are not acting in the capacity as school officials, unless the disclosure fits within one of the exceptions to consent in FERPA. SRO will have independent access to student names and directory information through the district's student information system. Each SRO may request student discipline records and student health records from a district administrator for legitimate educational purposes.
3. Directory Information - Information that is designated as “directory information” is published in HSD Board Policy JOA. The information regarding students whose parents have opted-out of disclosure of such student information will be withheld. The information items designated as “directory information” are subject to change. The SRO or other law

enforcement officials seeking access to directory information may request such information from the building principal.

**L. Role in Locker, Vehicle, Personal, and Other Searches**

1. The SRO may perform searches independent of the school administration within department policy and law.
  - a. Strip searches of students by SROs are prohibited.
  - b. Unless there is an immediate threat to a student, a teacher, or public safety, SROs shall not initiate or participate in other physically invasive searches of a student.

**M. Limits on Interviews, Custody, and Investigations on District Premises**

1. **Interviews** – Law enforcement officials, including SROs, may participate in the questioning of a student about conduct that could result in violations of law or potential criminal charges in compliance with HSD Policies: Relations with Law Enforcement Agencies ([Policy KN](#)), Relations with Law Enforcement Agencies ([Policy KN-AR\(1\)](#)), Investigations Conducted on District Premises ([Policy KN-AR \(2\)](#)), and Oregon State Law: Investigation conducted on school premises ([ORS 419B.045](#)). Parents/guardians should be allowed sufficient time to arrive at school to be present for interview unless the investigation is a report of child abuse.
2. **Custodies** – Incidents or investigations resulting in law enforcement taking custody of a student:
  - a. Building principals will be advised prior to the arrest of a student where practical.
  - b. When practical SROs should facilitate a student being taken into custody outside of school time or by another officer not serving in the SRO role.
  - c. The student’s parent(s) or guardian(s) shall be notified of the student being arrested in accordance with law and in a timely manner.
  - d. Unless a student is taken into physical custody as the result of an investigation, or there is an immediate threat to students, teachers, or public safety, SROs shall not use restraints on students.
  - e. Force: Physical force will not be used upon a student except as allowed by department policy and state law. <https://www.hillsboro-oregon.gov/home/showpublisheddocument?id=26355><https://www.hillsboro-oregon.gov/home/showpublisheddocument?id=26355>
3. **Investigations on District Premises** - When an administrator is notified that law enforcement, including SROs, would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, the law enforcement official will contact the school administrator or designee, provide adequate identification, inform the school administrator or designee of the nature of the investigation, and provide the name of the student to be interviewed in compliance with [Policy KN-AR\(1\)](#). The administrator must request that the investigating official complete HSD Board Policy form [Policy KN-AR \(2\)](#) including providing information below:
  - a. Copy of the warrant.
  - b. Copy of court order.
  - c. Brief description of exigent circumstance.
  - d. Name and date of parent that gave consent.

e. Affirm that the interview is not considered a “seizure” pursuant to state and federal law.

Failure to meet one of the five criteria may result in the administrator’s refusal to allow the student interview on district property. Should an administrator refuse to allow a student interview on district property, the SRO shall notify their supervisor. The supervisor will contact the HSD Public Safety Chief to discuss next steps. SROs will utilize interpretation resources provided by the City of Hillsboro when speaking to a student or family that speaks a language the SRO is not fluent in.

**4. School Cameras**

SROs shall not access any campus security cameras unless asked to do so by the school administration. The SRO does not need permission to view the security cameras if there is an active violent crisis or other exigent circumstances exist.

**N. Role in Attendance Issues**

1. Attendance will be handled by school personnel. The SRO will not take an active role in the tracking student attendance. The SRO will act as a liaison between the school (building administrator or designee) and police personnel should police involvement become necessary to enforce compulsory attendance and/or irregular attendance (truancy) per [ORS 339.010](#), [ORS 339.020](#), [ORS 339.080](#) and [ORS 339.095](#) or if they have knowledge or access to resources that may support the family to help the student attend school regularly.

**O. Involvement in School Level Meetings**

1. SROs may participate in building level Safety Committee meetings either virtually or in person for every school they support when their schedule allows. SROs will notify building principals if unable to attend prior to the meeting date unless extenuating circumstances prevent prior notice.
2. Upon administrator invitation, SROs may facilitate a restorative circle as part of a re-entry meeting for students returning from expulsion, court ordered placement, or when a student is returning from a suspension that is five or more days in length, when the SROs’ schedule allows.
3. SROs will make efforts to prioritize their attendance/involvement at building level Attendance Team meetings, Care Team meetings, and Climate and Culture Team meetings, to serve as a liaison between the school and resources available in the community to further each team’s work and effectiveness.

**P. Relationship Building and Classroom Presentations**

1. SROs will actively build relationships with students and families they serve by attending at least one PAC/PTA/PTO meeting for each building they serve annually to introduce themselves and provide 30 minutes of training on a mutually agreed upon safety topic.
2. Upon invitation, each SRO will attend each district Parent Advisory Committee meeting at least once annually. These include: Black Village Family Advisory Committee, Asian/Pacific Islander PAC, Native American PAC, and Latinx PAC. The purpose is to introduce themselves and provide 30 minutes of training on mutually agreed upon safety topics.
3. Each SRO will provide, annually, a minimum of three hours of training to any of the following audiences: students, building and/or district staff, or parents/families/caregivers.
4. SROs will meet with their building administrators and case managers annually to identify which specialized programs are offered at each school and the location of each program within the building.

#### IV. SCHOOL DISTRICT RESPONSIBILITY

The School Resource Officer program is a partnership between the Hillsboro School District and Hillsboro Police Department. To this end HSD will have responsibilities as a partner which include:

- A. It is the responsibility of the superintendent or designee to provide the supervisor of the SROs with a schedule of professional development that is available through the district and/or buildings the same day that information is distributed to licensed staff in the district.
- B. Ensuring all SROs have access to active HSD email accounts and the paperwork to renew those accounts annually.
- C. Access to Safe Schools, 321 Insight, Jitter, and TeachFlix virtual training platforms.
- D. Provide an office with locking door and law enforcement approved safe at each comprehensive high school building.
- E. Provide annual training to all building level administrators on the role of SROs, the current MOU, SRO program goals, and metrics for reviewing SRO program goals.
- F. Ensure that SROs are not involved in school discipline, including consulting, unless the administrator determines that a report to police is needed for further investigation to determine if there has been a violation of law or determines the school is required to complete a mandatory report.
- G. Ensure SROs and school staff follow HSD policies: Relations with Law Enforcement Agencies ([Policy KN](#)), Relations with Law Enforcement Agencies ([Policy KN-AR\(1\)](#)), Investigations Conducted on District Premises ([Policy KN-AR \(2\)](#)).
- H. Gather feedback annually, by May, from students, families/caregivers, SROs, certified staff, classified staff, and administrators on their experience with the SRO program in HSD. This feedback will be discussed with HPD and used to mutually set goals for the SRO program the following year.
- I. Provide access to the same language development programs licensed staff have access to at the district's expense.
- J. With consent from individual SROs, ensure names and school assignments for each SRO are posted on the district and individual school website.
- K. Providing language translation and interpretation for SRO activities that are not specific to law enforcement matters. SROs must follow the HSD translation/interpretation request process.
- L. Post data on SRO activities on HSD website twice per calendar year. At a minimum that data will include: law enforcement calls for service on school property, number of presentations/lessons delivered to students, staff or families and the topic(s), number of investigations.
- M. Offer training listed in Section C of this agreement that indicates it is provided by HSD staff.
- N. Ensure SROs have access to training calendars and are able to enroll in courses when required by Section C of this agreement.
- O. Invite SROs to building Safety Team, Climate and Culture Team, Care Team, Attendance Team, and re-entry meetings for students returning from expulsion or court ordered incarceration.
- P. Notify the City of Hillsboro Police Department related to any public records or media request related to this agreement or services performed by the SROs.

## V. CRISIS PLANNING

- A. SROs will participate in crisis response drills with other law enforcement agencies as part of their ongoing training and preparation as a law enforcement official.
- B. SROs will serve on the building level safety committee and will provide knowledge and insight on specific safety and law enforcement topics as they arise.

## VI. REVIEWING THIS AGREEMENT

- A. Review
  1. In compliance with the terms of the IGA, this Exhibit will be modified and/or revised (only if needed) on a yearly basis as mutually agreed by HSD and Hillsboro Chief of Police or designee.

## VII. PROBLEM RESOLUTION

- A. The parties agree that the investigation of complaints and/or concerns regarding an SRO and/or the SRO Program, and the timely communication of the resolution of such complaints and/or concerns to the complainant, are of mutual interest.
- B. SROs, while performing duties covered under the IGA, will fall under the complaint protocols of the Hillsboro Police Department.
- C. Complaints brought forward to the District, or to the Hillsboro Police Department, will be mutually notified to either party, to the extent allowed by employing agency policy and collective bargaining agreements.
- D. The Hillsboro Police Department will provide the district with access to the most current and updated departmental complaint procedure.
- E. The District will inform all students, parents, guardians, teachers, and administrators of the available complaint procedure at the beginning of each school year.
- F. HSD staff that receive a complaint will help the person making the report to complete the complaint process.
  1. If the individual making the complaint does not want to complete the complaint process, the HSD staff member will notify the HSD Security Service Manager who will then contact the SRO supervisor.
- G. The City acknowledges the District's obligations related to abuse and sexual conduct. If there are reports or allegations of sexual conduct or abuse involving an SRO, the City agrees to immediately initiate an investigation.

### Supporting Documents:

#### HSD Policies:

1. Relations with Law Enforcement Agencies ([Policy KN](#))
2. Relations with Law Enforcement Agencies ([Policy KN-AR\(1\)](#))
3. Investigations Conducted on District Premises ([Policy KN-AR \(2\)](#))

#### HPD Policies:

1. HPD Use of Force ([Policy 300](#))
2. HPD Handcuffing and Restraints ([Policy 303](#))
3. Apprehension and Arrest ([Policy 401](#))
4. Complaints and Investigations of Complaints ([Policy 1004](#))
5. Profiling and Unbiased Policing ([Policy 1011](#))
6. Standards of Conduct ([Policy 320](#))

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**APPROVE RECOMMENDATIONS FOR STUDENT REPRESENTATIVES TO THE**  
**BOARD OF DIRECTORS FOR THE 2021-22 SCHOOL YEAR**

**SITUATION**

Because the Board values the input of students on matters that are important to them, Board members have established a position of Student Representative to the Board of Directors. Three students may serve during each one-year term, and no school may be represented by more than one position, unless there are no applicants from one school, at which time a member-at-large position may be chosen. The opportunity to serve as a student representative rotates between schools on an annual basis, with students from Glencoe High School, Hillsboro High School, and Miller Education Center having the opportunity to participate during the 2021-22 school year.

This spring, seven students applied to serve as Student Representatives to the Board of Directors. All seven applicants were interviewed by a sub-committee of Board members on April 21, 2021.

During this evening's work session, the interview team presented its recommendations to the Board. During this evening's regular session, the Board will be asked to approve the recommendations. The selected Student Representatives will be notified of the Board's decision on or before May 3, and will be appointed during the June 22 Board meeting. They will be scheduled to participate in an orientation session in July, and begin their terms of service during the August Board retreat.

**RECOMMENDATION**

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

*I move that the Board of Directors approve the interview team's recommendation that the following students be appointed on June 22, 2021 to serve as Student Representatives to the Board of Directors during the 2021-22 school year:*

- *Ceph Tronco from Glencoe High School*
- *Kaylee Vazquez Burgos from Hillsboro High School*
- *Jacqueline Perez Sanchez from Miller Education Center*

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**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 47: Systems Accreditation*

Business office services assess its performance at making it possible for principals to spend the majority of their time focused on instructional leadership by participating in the Cognia Systems Accreditation. The Business Office demonstrates a culture of continuous improvement and learns, adapts, and responds to the changing needs of schools and other departments. Systems accreditation is a district wide assessment of operational performance that includes a collection of evidence and staff interviews. This is a critical component of the improvement of services to students over time.

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

Finance Manager Jennifer Zavatsky continues to provide support to office and department managers for purchasing and reimbursements. Ms. Zavatsky works closely with Adam Stewart, Capital Project Officer, on bond-related transactions including procurement, cash flows, retainage, and asset tracking. As the district identifies account structures to access and monitor special revenue funds, Jennifer and her team work to make sure that the allowable expenditures are recorded accurately and that monies due to and from the district are processed in a timely manner.

Finance Team – Financial Reporting, Contracts and Grants

Manager of Business Services Jeff Jones and Christy Woodard, Fiscal Specialist, have collaborated on the Special Revenue section of the Proposed Budget. Ms. Woodard's focus is on planning and accounting for targeted (mostly grant) programs, while Mr. Jones incorporates that information into the total budget picture. The Special Revenue funds also require an additional layer of independent (auditor) testing to ensure the funds are being utilized under the guidelines of various grants. With the increase in both Student Investment Account and High School Success/Measure 98 dollar, and the federal funds for COVID relief, the business office will be seeking additional support for this team in 2021-22.

Payroll Team and Employee Benefits

Payroll Supervisor Kim Grannis has completed the annual and 3rd quarter tax reporting requirements for payroll and is focused on processing year-end transactions. As we look to a robust summer of activities, Mrs. Grannis and her staff will work closely with Human Resources and department managers to streamline the extended contract time sheet and supplemental payroll data collection.



Lynette Coffman, Benefits Supervisor, has been working closely with district partners for employee wellness to provide live/interactive and recorded sessions focused on stress management tools and overall personal health. This is an exceptional time to be able to support staff during the ongoing transitions between comprehensive distance learning and the hybrid instructional models.

General Functions

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

Workers' Compensation Report

In order to ensure accurate reports to the Board, and allow adequate time for the claims submitted each month to be fully processed, there is a one-month delay in reporting workers' compensation claims to the Board. The table below includes workers' compensation claims reported in February 2021.

The District received no workers' compensation claims in February. As of February 28, 2021, there were 8 open claims; 4 were for medical costs only, and 4 included time loss. There were no employees on modified work plans during February.

<b>Workers' Compensation Reports</b>			
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
July	1	3	0
August	2	2	3
September	11	15	6
October	14	15	5
November	5	10	2
December	13	18	2
January	7	14	0
February	8	17	0
March	13	3	
April	11	0	
May	15	2	
June	11	0	
<b>Yearly Total:</b>	<b>111</b>	<b>99</b>	<b>18</b>

### Student Incident Report

There is a one-month delay in reporting student incidents to the Board, in order to allow adequate time to ensure that these reports are complete and accurate. There were 2 student athlete incidents reported in February.

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

### Vehicle Accidents

There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There was 1 bus accident in February.

**Hillsboro School District 1J**  
**MONTHLY FINANCIAL REPORT - as of March 31, 2021**

	1st Quarter	2nd Quarter	January	February	March	3rd Quarter	Fiscal YTD	Budget		Fiscal YTD	
<b>Revenues</b>	Actual	Actual	Actual	Actual	Actual	Actual	2020-21	2020-21	% of Budget	2019-20	% of Budget
Taxes	\$140,003.08	\$76,083,723.46	\$1,347,709.43	\$563,154.87	\$1,459,040.43	\$3,369,904.73	\$79,593,631.27	\$82,507,072.02	96.47%	\$76,386,828.15	100.76%
Interest	\$71,188.29	\$88,836.71	\$47,323.98	\$41,516.64	\$36,032.99	\$124,873.61	\$284,898.61	\$1,200,000.00	23.74%	\$678,398.55	51.86%
Local Sources	\$37,207.75	\$224,035.32	\$7,333.05	\$38,824.80	\$42,085.61	\$88,243.46	\$349,486.53	\$2,765,323.98	12.64%	\$1,248,384.86	64.16%
<b>Total Local</b>	<b>\$248,399.12</b>	<b>\$76,396,595.49</b>	<b>\$1,402,366.46</b>	<b>\$643,496.31</b>	<b>\$1,537,159.03</b>	<b>\$3,583,021.80</b>	<b>\$80,228,016.41</b>	<b>\$86,472,396.00</b>	<b>92.78%</b>	<b>\$78,313,611.56</b>	<b>99.05%</b>
County/ESD	\$1,197,603.00	\$1,034,602.55	\$299,401.00	\$415,508.50	\$372,842.49	\$1,087,751.99	\$3,319,957.54	\$3,790,112.00	87.60%	\$2,683,926.05	72.94%
State Sources	\$46,473,409.28	\$35,098,571.73	\$11,554,063.57	\$12,937,253.94	\$11,814,366.57	\$36,305,684.08	\$117,877,665.09	\$143,160,594.00	82.34%	\$0.00	0.00%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$95,772,572.74	0.00%
Other Sources	\$44,025.66	\$0.00	\$0.00	\$58,352.53	\$0.00	\$58,352.53	\$102,378.19	\$42,833.00	0.00%	\$0.00	0.00%
Beginning Balance*	\$11,973,234.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,973,234.59	\$9,409,091.00	127.25%	\$10,090,542.29	112.13%
<b>Total Revenue</b>	<b>\$59,936,671.65</b>	<b>\$112,529,769.77</b>	<b>\$13,255,831.03</b>	<b>\$14,054,611.28</b>	<b>\$13,724,368.09</b>	<b>\$41,034,810.40</b>	<b>\$213,501,251.82</b>	<b>\$242,875,026.00</b>	<b>87.91%</b>	<b>\$186,860,652.64</b>	<b>80.58%</b>
<b>Expenditures</b>											
<b>Instruction</b>											
Salaries	\$6,915,558.20	\$20,683,974.79	\$6,861,474.54	\$6,767,983.52	\$6,901,371.13	\$20,530,829.19	\$48,130,362.18	\$79,447,168.00	60.58%	\$48,912,825.92	62.79%
Benefits	\$3,882,050.87	\$11,534,353.69	\$3,834,017.96	\$3,762,622.83	\$3,830,771.09	\$11,427,411.88	\$26,843,816.44	\$45,544,715.00	58.94%	\$27,676,683.17	62.64%
Purchased Service	\$691,964.33	\$1,210,711.95	\$296,358.92	\$446,495.23	\$401,096.04	\$1,143,950.19	\$3,046,626.47	\$14,371,079.00	21.20%	\$5,535,890.55	47.54%
Supplies/Materials	\$527,853.70	\$463,732.04	\$100,843.57	\$91,842.76	\$126,619.17	\$319,305.50	\$1,310,891.24	\$4,720,747.00	27.77%	\$1,235,321.79	40.35%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$57,703.00	\$5,689.00	\$63,392.00	\$63,392.00	\$0.00	0.00%	\$19,859.00	0.00%
Other	\$148,304.74	\$4,089.20	\$0.00	\$0.00	\$125.00	\$125.00	\$152,518.94	\$975,637.00	15.63%	\$328,662.77	32.00%
<b>Total Instruction</b>	<b>\$12,165,731.84</b>	<b>\$33,896,861.67</b>	<b>\$11,092,694.99</b>	<b>\$11,126,647.34</b>	<b>\$11,265,671.43</b>	<b>\$33,485,013.76</b>	<b>\$79,547,607.27</b>	<b>\$145,059,346.00</b>	<b>54.84%</b>	<b>\$83,709,243.20</b>	<b>60.74%</b>
<b>Support Services</b>											
Salaries	\$6,700,756.33	\$9,500,645.70	\$3,121,098.79	\$2,985,854.62	\$2,993,156.66	\$9,100,110.07	\$25,301,512.10	\$47,237,641.00	53.56%	\$27,759,725.41	58.38%
Benefits	\$4,314,611.96	\$6,029,316.90	\$2,023,509.53	\$1,937,534.18	\$1,913,617.35	\$5,874,661.06	\$16,218,589.92	\$27,079,944.00	59.89%	\$17,079,052.73	63.33%
Purchased Service	\$3,219,892.17	\$2,327,446.77	\$1,101,009.32	\$620,023.92	\$849,781.81	\$2,570,815.05	\$8,118,153.99	\$8,544,746.00	95.01%	\$10,723,264.13	150.69%
Supplies/Materials	\$1,515,275.73	\$1,342,115.01	\$303,454.26	\$464,862.08	\$475,140.32	\$1,243,456.66	\$4,100,847.40	\$2,806,858.00	146.10%	\$3,876,560.14	207.43%
Capital Purchases	\$5,772.50	\$40,404.14	\$44,511.92	\$24,849.98	\$32,201.25	\$101,563.15	\$147,739.79	\$0.00	N/A	\$62,170.63	0.00%
Other	\$1,412,380.54	\$58,740.41	\$77,292.01	\$4,056.93	\$5,708.83	\$87,057.77	\$1,558,178.72	\$580,094.00	268.61%	\$1,509,222.88	240.74%
<b>Total Support</b>	<b>\$17,168,689.23</b>	<b>\$19,298,668.93</b>	<b>\$6,670,875.83</b>	<b>\$6,037,181.71</b>	<b>\$6,269,606.22</b>	<b>\$18,977,663.76</b>	<b>\$55,445,021.92</b>	<b>\$86,249,283.00</b>	<b>64.28%</b>	<b>\$61,009,995.92</b>	<b>72.52%</b>
<b>Community Services</b>											
Salaries	\$55,702.87	\$92,593.48	\$32,483.26	\$32,580.20	\$32,767.42	\$97,830.88	\$246,127.23	\$313,488.00	78.51%	\$230,981.23	59.29%
Benefits	\$32,673.03	\$51,130.25	\$19,358.20	\$19,088.60	\$21,820.26	\$60,267.06	\$144,070.34	\$179,714.00	80.17%	\$149,095.19	67.48%
Purchased Service	\$745.00	\$0.00	\$0.00	\$0.00	\$125.00	\$125.00	\$870.00	\$56,706.00	1.53%	\$45,952.41	78.91%
Supplies/Materials	\$0.00	\$0.00	\$31.37	\$1,272.17	\$81.21	\$1,384.75	\$1,384.75	\$18,627.00	7.43%	\$5,706.93	37.28%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,850.00	0.00%	\$0.00	0.00%
<b>Total Community Services</b>	<b>\$89,120.90</b>	<b>\$143,723.73</b>	<b>\$51,872.83</b>	<b>\$52,940.97</b>	<b>\$54,793.89</b>	<b>\$159,607.69</b>	<b>\$392,452.32</b>	<b>\$572,385.00</b>	<b>68.56%</b>	<b>\$431,735.76</b>	<b>62.65%</b>
<b>Capital Projects</b>											
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
<b>Total Capital Projects</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service Payment	\$0.00	-\$45.81	\$0.00	\$0.00	\$0.00	\$0.00	-\$45.81	\$0.00	0.00%	-\$2,673.85	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%
Contingency/Ending Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,994,012.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$29,423,541.97</b>	<b>\$53,339,208.52</b>	<b>\$17,815,443.65</b>	<b>\$17,216,770.02</b>	<b>\$17,590,071.54</b>	<b>\$52,622,285.21</b>	<b>\$135,385,035.70</b>	<b>\$242,875,026.00</b>	<b>55.74%</b>	<b>\$145,148,301.03</b>	<b>62.59%</b>
<b>Interest Earnings</b>											
General Fund	\$71,188.29	\$88,836.71	\$124,873.61			\$284,898.61	\$393,695.18				
Debt Service Fund	\$2,541.89	\$23,435.84	\$51,981.15			\$77,958.88	\$146,411.38				
Capital Projects Fund	\$354,179.50	\$437,285.59	\$193,876.10			\$985,341.19	\$1,204,126.48				
<b>Total Earnings</b>	<b>\$427,909.68</b>	<b>\$549,558.14</b>	<b>\$370,730.86</b>			<b>\$1,348,198.68</b>	<b>\$1,744,233.04</b>				

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of March 31, 2021)**

**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 March that are valued at \$5,000 or more**

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**CAREER AND COLLEGE PATHWAYS (CCP): FOCUS ON PATHWAYS CENTER**

**SITUATION**

During the past seven years, Hillsboro leaders have been collaborating in a formal process to create a shared vision, establish goals, and carry out action plans to create clear and viable pathways to career and post-secondary educational opportunities for all students. Through this work and leveraging interagency partnerships we have involved more students in career-related learning, college-level coursework, and support systems. However, we strive to meet our goal of 100% of our students' career and college ready.

Tonight we will share updates on our CCP progress, specifically outlining the planning process of the Pathways Center (currently going through a formal naming process). We will discuss expanding messaging, capital construction bond updates and the broadening of partnerships related to the project. We will provide time for questions and discussion from our Board members. See presentation by clicking [here](#).

**RECOMMENDATION**

The Superintendent recommends the Board of Directors review this presentation and ask any questions they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**April 27, 2021**  
**INFORMATION – ADMINISTRATIVE REGULATION UPDATE**

**SITUATION**

Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to receive a quarterly policy update. In reviewing policy IKFB: Graduation Exercises, the Board requested an Administrative Regulation be added to provide more clarity.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

Updated administrative regulations (ARs) that do not require Board action will be posted in the Board meeting packet for the information of the Board, staff members, and the public.

- IKFB-AR: Wearing Items of Cultural Significance in Graduation Exercises

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors review the updated administrative regulations.



Code: **IKFB-AR**  
Adopted:

## **Wearing Items of Cultural Significance in Graduation Exercises**

Students eligible to participate in graduation exercises may wear items of cultural significance. Examples of items of cultural significance include, but are not limited to eagle feathers worn by students who identify as Native American, flower lei or maile lei worn by students who identify as Asain Pacific Islander, and stoles made of culturally significant fabric/cloths. Schools will adhere to the following protocol regarding items of cultural significance at graduation exercises:

1. All graduating students will be notified in an informational letter each school provides their students in preparation for graduation that they have the right to wear items of cultural significance during graduation exercises.
2. In determining whether to wear items of cultural significance during graduation exercises, students and families should consider cultural appreciation versus cultural appropriation. Cultural appreciation is the celebration of one's own culture or connecting cross-culturally while seeking to understand and learn. Cultural appropriation entails exploiting or taking an aspect of a culture that is not your own and using it for your own personal interest.
3. As a first step, students and/or parents or guardians who have any questions or concerns regarding items of cultural significance should connect directly with the assistant principal or dean who oversees 12th grade.
4. As a next step if students and parents or guardians have additional unanswered questions or concerns, they have the right to confer with the school principal, the district administration who work with high schools, and/or the district Equity, Access and Engagement Officer regarding items of cultural significance.