

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

Board Meeting Agenda
March 15, 2022
5:15 PM

An in-person audience of up to 42 people is allowed at this meeting, not including the Board and Cabinet. Once capacity is reached, additional people are invited to watch the meeting via the link provided on the HSD homepage www.hsd.k12.or.us. Masks are required for all persons, regardless of vaccination status. The estimated times listed below for specific agenda items are subject to change.

1. **5:15 PM - Executive Session**
 - A. Call to Order Executive Session
Presenter: Mark Watson
Time: 5:15 PM
 - B. ORS 192.660(2)(i) - Evaluation of the Superintendent
Presenters: Mark Watson / Mike Scott / Greg McKenzie
Time: 5:15 PM, 30 minutes
 - C. ORS 192.660(2)(d) - Labor Negotiator Consultation
Presenters: Kona Lew-Williams / Michelle Morrison
Time: 5:45 PM, 15 minutes
 - D. Recess Executive Session
Presenter: Mark Watson
Time: 6:00 PM
2. **6:00 PM - Work Session**
 - A. Call to Order
Presenter: Mark Watson
Time: 6:00 PM
 - B. Budget Update 5
Presenter: Michelle Morrison
Time: 6:00 PM, 30 minutes
 - C. Annual Support Services Report 6
Presenter: Mike Scott
Time: 6:30 PM, 15 minutes
 - D. Announce Interim Budget Committee Vacancy 15
Presenter: Michelle Morrison
Time: 6:45 PM, 5 minutes
 - E. Recess Board Meeting
Presenter: Mark Watson
Time: 6:50 PM
3. **7:00 PM - Regular Session**
 - A. Call to Order and Flag Salute
Presenter: Mark Watson
Time: 7:00 PM, 5 minutes
 - B. Land Acknowledgement 16
Presenter: Mark Watson
Time: 7:05 PM, 5 minutes
 - C. Proclamations
Presenter: Mark Watson
Time: 7:10 PM, 5 minutes

1. National Volunteer Week	17
Presenter: Monique Ward	
D. Approval of Agenda	
Presenter: Mark Watson	
Time: 7:15 PM, 5 minutes	
SAMPLE MOTION: <i>I move that the Board of Directors approve the Agenda as printed.</i>	
E. Audience Time	
Presenter: Mark Watson	
Time: 7:20 PM, 10 minutes	
F. Consent Agenda	
<i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
Presenter: Mark Watson	
Time: 7:30 PM, 5 minutes	
SAMPLE MOTION: <i>I move that the Board of Directors approve the Consent Agenda as printed.</i>	
1. Approve Minutes of February 22, 2022 Board Meeting	18
2. Approve Routine Personnel Matters	27
3. Accept Gifts and Donations	31
G. Action Items	
1. Award Contract for Walnut Street Transportation Center Improvements	32
Presenter: Adam Stewart	
Time: 7:35 PM, 5 minutes	
SAMPLE MOTION: <i>I move that the Board of Directors award the contract for improvements to the Walnut Street Transportation Center to Five Star Builders for the base bid amount of \$995,708 and bid alternate of \$12,050.</i>	
2. Award Contract for Liberty High School Solar Project	34
Presenter: Adam Stewart	
Time: 7:40 PM, 5 minutes	
SAMPLE MOTION: <i>I move that the Board of Directors award the contract for the solar canopy at the Liberty High School Sustainable Agriculture Program to Ross Builders for the bid amount of \$1,352,384.</i>	
3. Adopt Inter-District Transfers Plan	36
Presenter: Beth Graser	
Time: 7:45 PM, 5 minutes	
SAMPLE MOTION: <i>I move that the Board of Directors adopt the inter-district transfers plan.</i>	
4. Adopt 2022-2023 School Calendar	38
Presenter: Kona Lew-Williams	
Time: 7:50 PM, 5 minutes	
SAMPLE MOTION: <i>I move that the Board of Directors adopt the proposed 2022-2023 School Calendar.</i>	
5. Adopt 2021-2022 Drug, Alcohol and Tobacco Prevention Plan	42
Presenter: Brooke Nova	
Time: 7:55 PM, 5 minutes	
SAMPLE MOTION: <i>I move that the Board of Directors adopt the 2021-2022 Drug, Alcohol and Tobacco Prevention Plan.</i>	
6. Acknowledge Gifts and Donations	43
Presenter: Michelle Morrison	

SAMPLE MOTION: I move that the Board of Directors acknowledge the donation of \$11,000 from the Patterson Booster Club to Patterson Elementary School for library books.

Time: 8:00 PM, 5 minutes

H. Reports and Discussion	
1. COVID-19 Update	44
Presenters: Cabinet	
Time: 8:05 PM, 15 minutes	
2. Financial Report	45
Presenter: Michelle Morrison	
Time: 8:20 PM, 5 minutes	
I. Information - Administrative Regulation Update	49
1. E - Support Services	
a. EEAB-AR: School Bus Scheduling and Routing	50
Presenter: Casey Waletich	
2. G - Personnel	
a. GBA-AR: Veterans' Preference	51
Presenter: Kona Lew-Williams	
b. GCBDA/GDBDA-AR(1): Family Leave	54
Presenter: Kona Lew-Williams	
3. I - Instruction	
a. IICC-AR: Volunteers	70
Presenters: Kona Lew-Williams / Beth Graser	
J. Policies - First Reading	71
<i>Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular meeting.</i>	
Presenter: Mike Scott	
Time: 8:25 PM, 5 minutes	
1. G -Personnel	
a. GBL: Personnel Records	72
Presenter: Kona Lew-Williams	
b. GBLA: Disclosure of Information	74
Presenter: Kona Lew-Williams	
2. J - Students	
a. JB: Equal Educational Opportunity	75
Presenter: Francesca Sinapi	
K. HCU / HEA Reports	
Presenter: Mark Watson	
Time: 8:30 PM, 10 minutes	
L. Discussion Time	
Time: 8:40 PM, 10 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	
3. Board of Directors' Time	
M. Adjourn Regular Session	
Presenter: Mark Watson	
Time: 8:50 PM	

- N. Next Meetings of the Board of Directors
- April 12, 2022, Work Session
 - April 26, 2022, Work / Regular Session

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

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
BUDGET UPDATE

SITUATION

Each year, the District conducts periodic discussions with Budget Committee members about the current and future financial position of the District. This update is in preparation for building the 2022-23 District budget. The Committee members will review information regarding the current year budget, budget development, and details regarding specific resources. This update will be focused on the General Fund operating budget.

Date	Upcoming Activities
March 15, 2022	Budget update during Board Work Session (ESSER, ARP)
April 12, 2022	Budget update during Board Work Session (Bond)
April 26, 2022	Budget Committee Meeting: Committee members review proposed budget documents, receive Budget Message, and may approve the budget for Hearing.
May 5, 2022	Additional Budget Committee Meeting (if needed)
June 21, 2022	Budget Hearing: Board Adopts Budget, Makes Appropriations, Declares the Levy.
July 15, 2022	Levy Certified to Assessor, and Adopted Budgets distributed per Local Budget Law and district best practice.

RECOMMENDATION

The Superintendent recommends that the Budget Committee listen to this report and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT
March 15, 2022
ANNUAL SUPPORT SERVICES REPORT

SITUATION

Support Services provides an annual report of information for the past school year. This report is meant to give a brief summary of each department's work during the previous school year.

FACILITIES AND MAINTENANCE

- Facilities and Maintenance staff processed 6895 work orders during the 2020-21 school year.
- 839 work orders out of this total are still in process.
- Work orders are generated from buildings, fire inspection reports, safety inspections, safety meetings, staff and student accident reports, and general maintenance issues that arise.
- Staff develop a priority list of projects, taking into consideration building needs, long-term maintenance, health and safety, and immediate concerns.
- Using the priority listing of projects, District staff, architects, and other consultants develop cost estimates, specifications, and bid documents to start the identified projects.
- All annual testing has been completed for 20-21. Fire systems, Backflows, Stage Curtains, Fire Extinguishers, Fire Door Testing and all other required Environmental Testing.
- Since the start of the Pandemic, the Facilities Department has distributed **1,077,665** masks to our district sites to help keep our staff and students safe.
- Due to COVID-19 and remotely learning, HSD maintenance/custodial has been able to accomplish more projects on top of what is normally done throughout a typical year. These include painting both interior and exterior, stripping and waxing of floors and other custodial/maintenance projects that improve the overall atmosphere and learning environment of HSD buildings.
- Both maintenance and custodial staff have been working hard on keeping our schools a safe and clean environment despite staffing shortages. HSD carpenters have continued custom producing plexiglass barriers for office reception desks and other open workspaces, along with making repairs to plexiglass barriers previously installed.
- Custodial Staff are currently cleaning and disinfecting to the current CDC standards. Custodians have done a fantastic job on keeping the schools clean and helping each other meet these needs by subbing for absent custodians along with working their regular schedule duties when positions can't be filled.
- All Filters throughout the district have been changed to Merv 13 and Facilities is keeping up with work orders generated for HVAC issues. We have had to bring on two outside contractors to fill this gap to take care of all needs that arise throughout the work week.
- Air purifiers have been set up in locations that were not able to accept Merv 13 filters.

- Facilities helped support meal deliveries in the months of March and April so we could reach everyone in the HSD community with meals.

STAFFING SUMMARY

FACILITIES & MAINTENANCE STAFFING			
Trades	Positions	Filled	Unfilled
HVAC	4	2	2
Electricians	3	2	1
Carpenters	4	4	0
Plumbing/Irrigation	2	2	0
Locksmith	1	1	0
Ground keeping	14	8	6
Moving	2	2	0
Total	30	21	9

RESOURCE CONSERVATION

Energy Consumption

Energy consumption during 2020-2021 was influenced by extraordinary events in which building systems operations required non-standard adjustments. These influences include:

- The continuation of the COVID-19 pandemic environment. Illustrated in Chart 1, the 2020-2021 energy consumption profile by comparison had the lowest monthly consumption during the Summer and Fall months when buildings were essentially empty and the highest monthly consumption starting in March 2021 as students and staff were returning to the buildings. This is primarily due to the HVAC systems running longer hours with increased fresh outside air ventilation rates.
- At the beginning of the 2021 CY, the district upgraded the MERV rating of the HVAC filters to the ASHRAE-recommended MERV 13. The increase in MERV rating restricts the airflow in order to capture the smaller air particles, which increases the pressure within the system causing the units to work harder.
- Oregon experienced a warm summer with an extraordinary mid-summer heat wave. Although the heat wave happened during a non-school period, many district buildings were hosting school programs over the summer. Building systems were in operation during periods that are not typical.
- 2020-2021 was a heavy bond project construction year.

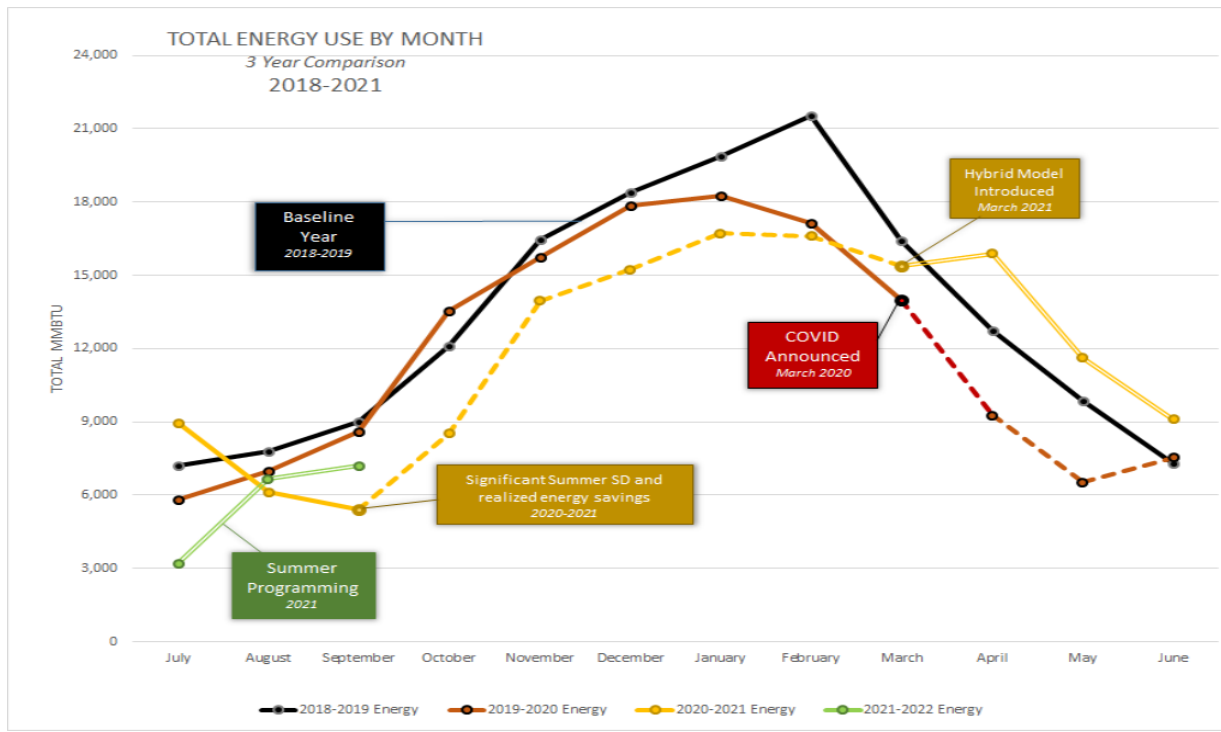


Chart 1- Three-Year Energy Use Comparison

HVAC and Lighting Operations:

The HSD COVID-19 pandemic ventilation plan adopted these measures for ensuring optimal ventilation as buildings became more occupied:

- Increase OSA% to 30% in all utilized spaces
- Extend occupancy schedules to begin two hours prior and three hours after standard occupancy. This translates to approximately between 15-18 hours of systems running each weekday. Standard (non-pandemic) HVAC schedules are between 10-12 hours per weekday. This is an added 25-40 runtime hours per week during periods of partial occupancy.
- Increase MERV rating from 8 to 13 in all systems

Through closely managing the HVAC schedules, the district optimized savings as often as the measures allowed.

Lighting is much more difficult to measure usage. The district did realize energy savings during periods of unoccupancy since lighting usage was at a minimum and did not adversely affect the indoor air quality.

Utilities:

- Proposed 2020-21 utility budget = \$4,881,965

Utility Budget	\$2,608,000	\$569,890	\$314,175	\$1,389,900
Utility	Electricity	Heating Fuel	Garbage	Water/Sewer
Expected rate increase <i>Effective 1/1/2022</i>	Annual Avg 5.8%	Annual Avg 2%-3%	Annual Avg 5%-8%	Annual Avg 11%-13%

The district has added approximately 273,000 square feet in additions and new buildings.

Savings & Incentives:

HSD continues to receive energy incentives towards capital (bond) projects. To date, the SB1149 and ODOE energy incentives collected during this bond cycle = **\$3,341,476!**

The district has twelve buildings enrolled in the Strategic Energy Management (SEM) program. The SEM program focuses on no-cost, preventive maintenance strategies for optimizing building performance. These incentives are achieved with no additional financial investment.

- The 2021 CY represents the sixth year of enrollment. Incremental savings on these buildings plus the completion of milestones netted **\$11,162** in incentives for this year.
- This year, every enrolled building achieved some incremental savings- this first year since enrolling.
- HSD has received a total of **\$90,237** in incentives over the total enrollment period.

Resources:

District building custodians were very busy installing wayfinding and other COVID-related signage on building interiors as well as on playgrounds.

- Century HS's tech lab was the primary supplier (94%) of the COVID building supplier.
 - CHS offered not only the lowest pricing, but also the quickest order turnaround.
 - Money spent goes back into the HS program.

COVID-related signage program costs:

Vendor	Cost	% Overall Program Cost
HSD Century HS Tech Lab <i>Represents total cost to vendor. Minor portion of cost expended in 2021-22 SY</i>	\$140,000	94%
HSD Print Shop	\$3,300	2%
Miscellaneous Vendors	\$5,750	4%
TOTAL SIGNAGE COST	\$149,040	If averaged <u>equally</u> among 38 school buildings: Approximately \$4,000 per building <i>Cost per building IS NOT unified. Larger buildings required more volume.</i>

RCM News:

District RCM, Mia Hocking graduated from the Lane Community College Energy Management Program with an AAS/Building Controls Technician degree in June 2021.

NUTRITION SERVICES

Meal Participation

The information below shows student meal participation for 2020-21 at 1,951,946 a decrease of 93,361 total meals, or 4.5%, below the previous school year and a 26% drop from 2018-19 (the last uninterrupted school year prior to the COVID-19 pandemic).

Quick Facts	2020-21	2019-20	2018-19
Student Meals Served	1,951,946	2,045,307	2,657,709
Adult Meals Served	5,117	26,988	42,504

Nutrition Fund (277) Financial Highlights

Quick Facts	2020-21	2019-20	2018-19
Total Revenues	\$7,468,497	\$5,860,351	\$8,354,583
Total Expenditures	\$6,688,632	\$5,860,891	\$8,614,038
Increase/Decrease in Ending Fund Balance	\$779,865	<\$540>	<\$259,455>

Revenues and Expenses have continued to be greatly dysregulated by the COVID-19 pandemic that affected Nutrition Services operations beginning mid-March 2020. Variability of student attendance and meal participation challenges continued to be regular interrupters. Revenue and Expenditures were adjusted based on the available support to Nutrition programs. Meals were served to Hillsboro School District families and the community through March of 2021.

While a simplified menu and distribution model for the meal program was allowed during hybrid scheduling, the complexity of service and maintaining required accountability was highly complex. School cooks, kitchen staff, and other school personnel worked diligently to offer meal options to students attending on-site and remotely, bifurcating the work each day to serve both types of student academic participation.

By the end of the school year, the USDA had issued 79 waivers and Q&A clarifications regarding program guidance, permissions, and clarification of rules and regulations, and compliance requirements.

Meal Participation

March 2021, Nutrition Services staff were redeployed to their home-schools from one of seven schools that offered drive up or walkup meals to families.

The USDA and State of Oregon continued numerable program flexibilities and rule waivers to enable HSD to offer meals to all students and through multiple methods. The biggest flexibility was a waiver to area eligibility, which allowed HSD to offer meals at no charge to students regardless of the economic status of the attendance area, enabling all students to receive meals at no cost.

The Liberty High School bakery continued to produce breakfast entrees and select bread items. Catering has been suspended throughout the pandemic.

Beginning in the 2017-18 school year, changes were instituted by the Oregon Legislature that restricted communication with students about meal balances, removed account charge limits, discontinued offering alternative meals, and requires the district to provide a meal for any student that asks; regardless of account balance or ability to pay for meals. These changes have contributed to a large amount of negative balances of students not approved for free meals each year since passage. During the pandemic, many households have paid down these balances however, during the last two years many continue to ignore calls, emails, and letters asking for repayment for meals received.

	2020-21	2019-20	2018-19	2017-18
Total Negative Balances	(\$77,929)	(\$159,312)	(\$108,228)	(\$28,453.45)
GF Bad Debt* Write-off	(\$16,606)	(\$65,140)	(\$21,608)	(\$9,792.75)
Revenue Loss	(\$61,323)	(\$94,172)	(\$86,620)	(\$18,660.70)

**bad debt is an unallowable cost per federal program rules*

Additionally, also included in the landmark Student Success Act (SSA) were provisions for the expansion of free meals offered to students. The two fundamental changes are:

1. Annual Income Eligibility Guidelines- The Confidential Free and Reduced-price meal program offers meals to households that earn up to 186% of the federal poverty level by household size. The Oregon Expanded Eligibility Guidelines (OEIG) increased access for households up to 300% of the FPL.
2. Community Eligibility Provision (CEP) Supplement- CEP allows schools that are eligible to offer meals at no cost to all students enrolled regardless of eligibility based on assigned poverty factors of the student population. It was up to districts to determine participation in the program. This portion of the SSA specified a funding target of 90% of meals to be reimbursed at the free rate, enabling districts more confidence to apply to offer CEP across more schools, with less concern for program financial losses. Due to this change and changes in student poverty data, HSD was able to extend free meals to eight (8) more schools, which now includes South Meadows Middle and Hillsboro High School.

HSD also utilized funding and programs to support the work including the Oregon Farm to School Grant, and allocating USDA entitlement dollars to purchase fresh seasonal fruits and vegetables through the Department of Defense Fresh program.

The Nutrition Services Department is committed to making a difference in academic success for students by providing and encouraging healthy food choices and is dedicated to ensuring that all students are well-nourished to promote better student outcomes toward their future.

TRANSPORTATION SERVICES

New Replacement Buses

With the District's bus fleet aging, and updated state and federal emissions standards, new buses were purchased. We ordered and received Five (5) 84-passenger Blue Bird transit buses, Three (3) 78-passenger Blue Bird conventions and Two (2) Blue Bird conventional special accommodation buses. The district was awarded **\$345,931** in funds from the DEQ State Clean Diesel Grant. These funds were used to offset the cost of our new buses. Ten (10) older buses identified as "gross polluters" were destroyed in accordance with the grant funds received. Nine (9) were sold for scrap metal and one (1) was donated to the Hillsboro Fire Department for training purposes. Of the nine (9) we received **\$18,020.05** from the scrap metal that was also used towards the purchase price of the new buses.

Electric School Bus Infrastructure Planning

During the spring of 2021, HSD Transportation was awarded \$1,000,000 through the help of State Representative Janeen Sollman. These funds are specifically to be used toward the needed infrastructure to support electric school buses and the purchase of said EV School Buses. These electric school buses will be used to transport students in our underserved communities, which often are found to have a greater negative impact from poor air quality. Additionally, HSD Transportation has been awarded \$250,000 from PGE to be used to help offset the cost of purchasing an electric school bus.

Since being awarded these funds we have begun the planning process in partnership with PGE and their Fleet Partner Program. The PGE Fleet Partner program will work with us to plan the construction of the needed infrastructure at our main terminal on Walnut St and do the actual construction work. The planning has already begun and we hope to have a final draft in place by April 2022 with constructor set to begin in the summer of 2022. As part of the Fleet Partner Program PGE will pay for approximately 50% of the initial construction cost. We have also met with several school bus vendors and electric charger companies to research the best vehicle and charging system. We will be using the fast charger system with vehicle to grid capabilities. Our plan is to finalize our bus and charger selection by April of 2022 and order at least two, possible three, EV buses by May 2022. Once EV buses are ordered it will take approximately 12 months to receive them due to the current manufacturing shortage.

Transportation Statistics

As we continue to adapt to the needs of students due to the COVID-19 pandemic you will see many noted differences in the types of routing done. We started the school year simply delivering meals and very small groups of students for specific learning needs. As the year progressed, we expanded our routing and busing to include limited in person learning and assessment testing until we returned to a more “normal” school attendance day in the spring.

Transportation Statistics	2019-2020	2020-2021
Miles driven	1,670,689	642,202
Reimbursable miles	1,606,266	556,258
Pupils transported	13,178	9,616
Routes	98 General Education 52 Special Accommodation	97 General Education 41 Special Accommodation
Runs	<u>543 Gen Education</u> 480 Home to School 40 After School Activity 23 Spring Meal Delivery <u>444 Special Accommodation</u> 265 Home to School 3 After School Activity 156 Early Intervention 2 Portland Routes	<u>Gen Ed. Sept 2020-April 2021</u> Meal Runs 52 LIPI Runs 14 SBA Runs 66 ELPA 19 <u>April 2021 till June 2021</u> Meal Runs Trans did 26, FAC did 10 Gen Education 428 Home to School 219 After School Activities 0 <u>SPED Sept 2020-April 2021</u> SPED LIPI Runs 5 SPED SBA Runs 9 <u>SPED April 2021 till June 2022</u> SPED Runs 227 Home to School 119 Early Intervention 18 Portland & Salem 2 cabs
Total buses in fleet	123 Large 67 Special Accommodation	125 Large 68 Special Accommodation
Total white fleet	3 box trucks 2 secure cabs 4 Shop Trucks 3 Utility Vehicles (4WD)	3 box trucks 2 secure cabs 4 Shop Trucks 2 Utility Vehicles (4WD)
Total Accidents	31	12

Transportation Staffing	2018-2019	2019-2020	2020-2021	Unfilled positions
Drivers	160	155	142	37
Transportation Assistants	58	53	50	11
Technology Integration Specialist	1	1	1	0
Dispatchers	4	4	4.5	0
Routers	2	2	2.5	0
Trainers	3	3	3	0
Office Staff	3	2	2	0
Mechanics (including seat repair)	10	10	9	3
Managers (formerly supervisors)	2	2	2	0
Supervisor (10 MO)	N/A	N/A	1	1
Executive Director	1	1	1	0

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
ANNOUNCE INTERIM BUDGET COMMITTEE VACANCY

SITUATION

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

[Policy DBEA: Budget Committee](#) requires the public announcement of vacancies on the Budget Committee. Each June, the Board identifies and announces vacant Budget Committee positions. Such applications will include a signed statement that the applicant is willing to serve as a member of the Budget Committee and adhere to the policies of the District. The Board may appoint Budget Committee members for as many consecutive terms as are deemed appropriate.

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

On February 8th, 2022, Sarah Parsons, newly appointed to Position 3, notified staff that she was moving out of the District and would no longer be eligible to serve on the budget committee. Position 3 is now open for appointment and will be accepting applications through April 4th, 2022. The Board will review the names of persons filing applications and persons who have served previously and are willing to be reappointed, and determine the selection process.

<u>POSITION</u>	<u>EXPIRES</u>	<u>HELD BY</u>	<u>NOTES</u>
3	June 30, 2024	Sarah Parsons	Vacated appointment due to relocation out of the district.

RECOMMENDATION

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

**HILLSBORO SCHOOL DISTRICT 1J
BOARD OF DIRECTORS 2021-2022
LAND ACKNOWLEDGEMENT**

As we gather here today, 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 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.

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.

The Hillsboro School District is committed to the recognition and education regarding tribal and local history and working with our local tribes in partnership.

PROCLAMATION

The Hillsboro School District recognizes that family and community involvement is a significant factor in the success of schools. By becoming a volunteer, family and community members are providing an invaluable contribution to the education of our students.

The Hillsboro School District appreciates the service of dedicated volunteers to assist professional educators, by offering their time, encouragement, and meaningful contact with students.

The Hillsboro School District acknowledges that volunteers are called upon to assist teachers and staff with the day-to-day activities involved in providing a balanced education for our students and are an important part of a team that strives to ensure that each one of our students succeeds.

The Hillsboro School District thanks volunteers for spending innumerable hours serving schools as chaperones, mentors, after-school tutors, club leaders, booster club members, PTA, PTO, and PAC members, guest speakers, classroom helpers, athletics coaches, and in countless other ways.

The Board of Education of the Hillsboro School District do hereby proclaim the week of April 18 - 22, 2022 to be:

VOLUNTEER APPRECIATION WEEK



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

Hillsboro School District Board of Directors

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

February 22, 2022

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

1. EXECUTIVE SESSION

<u>Board Present:</u>	<u>Staff and Others Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen, virtual	Kona Lew-Williams, Human Resources Officer
See Eun Kim	Beth Graser, Communications Officer
Erika Lopez	Casey Waletich, Operations Officer
Yadira Martinez, virtual	Jordan Beveridge, Information Technology Officer
Monique Ward	Francesca Sinapi, Equity, Access and Engagement Officer
	Michelle Morrison, Financial Officer
	Rose Roman, Executive Assistant to the Board of Directors

A. Call to Order Executive Session

Board Chair Mark Watson called the meeting to order at 5:17 PM.

B. ORS 192.660(2)(d) - Labor Negotiator Consultation

Human Resources Officer Kona Lew-Williams gave a bargaining update. Financial Officer Michelle Morrison provided additional information. Superintendent Mike Scott shared more perspective. Board members asked clarifying questions.

C. Recess Executive Session

Board Chair Mark Watson moved the Board out of executive session and recessed the meeting at 5:42 PM.

2. WORK SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen, virtual	Beth Graser, Communications Officer
See Eun Kim	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Michelle Morrison, Financial Officer
Monique Ward	Casey Waletich, Operations Officer
Yadira Martinez - virtual	Jordan Beveridge, Information Technology Officer
	Francesca Sinapi, Equity, Access and Engagement Officer
<u>Student Representatives Present:</u>	Brooke Nova, Director of CCP and Student Support Networks
Michelle Chen	Wendy Ramos, Director of Student Services
Ceph Tronco	Sarah Crane, Director of Student Services
	Elaine Fox, Executive Director of Student Services
	Tom Luba, Director of Student Information and Evaluation
	Heather Fix, TOSA - OSP
	Jenny Cary, TOSA - OSP
	Justine Green, Data Technician
	Rose Roman, Executive Assistant to the Board of Directors
	John Garcia, Technology Support
	Marianna Roman, Family Outreach Liaison

- A. Call to Order
Board Chair Mark Watson called the meeting to order at 5:48 PM
- B. Discuss Student Representative Positions and Planning
Superintendent Mike Scott discussed the student representative positions and interview process. Student representatives provided perspectives. Director Nancy Thomas, Director See Eun Kim, and Chair Mark Watson offered to participate in the interview committee.
- C. 2021-22 Drug, Alcohol, and Tobacco Prevention Plan
Director of CCP and Student Support Networks Brooke Nova outlined the 2021-2022 Drug, Alcohol, and Tobacco Prevention Plan. Board members and student representatives asked clarifying questions.
- D. Community School Implementation
Directors of Student Services Wendy Ramos and Sarah Crane gave an overview on Community School Implementation (CSI). Board members asked clarifying questions.
- E. State Health Grants
Communications Officer Beth Graser gave an overview of the state health grants. Superintendent Mike Scott highlighted Chair Mark Watson's work in the legislature to get more funding. Financial Officer Michelle Morrison provided information on Medicaid Funding. Board members asked clarifying questions.

- F. COVID-19 Update
This agenda item was tabled due to time constraints.
- G. Recess Board Meeting
Board Chair Mark Watson recessed at 6:53 PM.

3. **REGULAR SESSION**

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Mike Scott, Superintendent
Nancy Thomas, Vice Chair	Travis Reiman, Assistant Superintendent, Academic Services
Lisa Allen - virtual	Beth Graser, Communications Officer
See Eun Kim	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Michelle Morrison, Financial Officer
Monique Ward	Casey Waletich, Operations Officer
Yadira Martinez - virtual	Jordan Beveridge, Information Technology Officer
	Francesca Sinapi, Equity, Access and Engagement Officer
<u>Student Representatives Present:</u>	Adam Stewart, Capital Projects Officer
Michelle Chen	Tom Luba, Director of Student Information and Evaluation
Ceph Tronco	Nate Roedel, Executive Director of Nutrition Services
Kaylee Vazquez	Rose Roman, Executive Assistant to the Board of Directors
	John Garcia, Technology Support
<u>Others Present:</u>	
Dan Goldman, NWRES D Superintendent	
Lisa Poehlitz, NWRES D Director	

- A. Call to Order and Flag Salute
Board Chair Mark Watson reconvened the meeting at 7:02 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement
Board Chair Mark Watson read a Land Acknowledgement.
- C. Proclamations
 1. Classified Employee Appreciation Week
Director See Eun Kim read the Classified Employee Appreciation Week Proclamation.
 2. Women's History Month
Director Lisa Allen read the Women's History Month Proclamation.
- D. Approval of Agenda
Director Erika Lopez MOVED, SECONDED by Director See Eun Kim, to amend the agenda to include the COVID-19 update as agenda item E, tabled from the work session.

The MOTION CARRIED (7-0).

No further discussion took place.

Director See Eun Kim MOVED, SECONDED by Director Monique Ward, to approve the amended agenda.

The MOTION CARRIED (7-0).

No further discussion took place.

E. COVID-19 Update

Superintendent Mike Scott gave an update on the mask mandate. Assistant Superintendent Travis Reiman provided additional information. Board members asked clarifying questions.

F. Audience Time

Seven audience members, Camille Hammond, Spencer Dickinson, Zach Adzima, Leah O'Dell, Sylvia Plaisted, Ashley Northam and Lynn Harris requested to address the Board.

G. Consent Agenda

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

Director Monique Ward requested that Approve High School Courses be removed from the consent agenda.

Director Erika Lopez MOVED, SECONDED by Director Monique Ward, to approve the amended Consent Agenda as printed.

The MOTION CARRIED (7-0).

No discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of January 25, 2022 Board Meeting
2. Approve Minutes of February 8, 2022 Board Meeting
3. Approve Extension and Non-Extension of Temporary, Probationary, and Contract Teachers and Administrators
4. Approve Policies
 - a. J - Students
 - 1) JECB: Admission of Nonresident Students
Presenter: Dayle Spitzer
 - 2) JFC: Student Conduct
Presenter: Dayle Spitzer
 - 3) JFCF: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student
Presenter: Dayle Spitzer

H. Action Items

1. Adopt Resolution Approving Northwest Regional Education Service District Local Service Plan for 2022-2023

Superintendent Mike Scott introduced NWRESD Superintendent Dan Goldman. Superintendent Goldman introduced NWRESD Director Lisa Poehlitz. Director Poehlitz and Superintendent Goldman presented the NWRESD Local Service Plan.

Director Erika Lopez MOVED, SECONDED by Director See Eun Kim, that the Board of Directors adopt the resolution approving the Northwest Regional Education Service District Local Service Plan for 2022-2023.

The MOTION CARRIED (7-0).

Board members asked clarifying questions. Director Lisa Allen thanked NWRES D Director Poehlitz for her service on the NWRES D Board and to the community.

2. Award Contract for Roofing Upgrades at Walnut St. Transportation Center
Capital Project Officer Adam Stewart presented the contract.

Director See Eun Kim MOVED, SECONDED by Director Lisa Allen, that the Board of Directors award the contract for roofing upgrades at Walnut St. Transportation Center to Snyder Roofing for the bid amount of \$342,495.

The MOTION CARRIED (7-0).

No further discussion took place.

3. Award Contract for Hillsboro High School Exterior Painting Project
Capital Project Officer Adam Stewart presented the contract.

Director Erika Lopez MOVED, SECONDED by Director Lisa Allen, that the Board of Directors award the contract for Hillsboro High School exterior painting project to Williamsen & Bleid for the base bid amount of \$168,761 and bid alternate #1 amount of \$45,739.

The MOTION CARRIED (7-0).

Board members asked clarifying questions and provided comment.

4. Award Contract for Improvements to Parent/Bus Drop-Off at Tobias Elementary School
Capital Project Officer Adam Stewart presented the contract.

Director Mark Watson MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors award the contract for improvements to the Parent/Bus Drop-off at Tobias Elementary School and Bid Alternate #1 be awarded to Pihl, Inc. for the base bid amount of \$730,000 and Bid Alternative #1 amount of \$38,600.

The MOTION CARRIED (7-0).

Board members provided comment on the Bond projects.

5. Recess Board Meeting; Convene Meeting of the Local Contract Review Board
Presenter: Mark Watson
Time: 8:53 PM

- a. Approve Vendor Contract for Bulk Freezer / Warehouse Repair
Operations Officer Casey Waletich presented the contract.

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors, acting in the capacity of the Local Contract Review Board,

approve the contract with Smith & Greene, in the amount of \$368,807 for construction of a bulk freezer and warehouse repairs.

The MOTION CARRIED (7-0).

Board members asked clarifying questions.

b. Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting

Presenter: Mark Watson

Time: 8:55 PM

6. Declare Surplus Equipment and Authorize Disposal

Financial Officer Michelle Morrison presented the surplus equipment.

Director Yadira Martinez MOVED, SECONDED by Director Monique Ward, that the Board of Directors declare the nutrition services equipment surplus, and authorize the disposal in accordance with District Surplus Procedures.

The MOTION CARRIED (7-0).

No discussion took place.

7. Approve Policies

a. Director Mark Watson MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors approve policy ACB: Every Student Belongs.

The MOTION CARRIED (7-0).

Director Monique Ward asked clarifying questions. Board and Cabinet members provided additional information.

b. Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve policy ACB-AR: Bias incident Complaint Procedure.

The MOTION CARRIED (6-1). Director Monique Ward opposed.

Director Monique Ward asked clarifying questions. Board and Cabinet members provided additional information.

c. Director Mark Watson MOVED, SECONDED by Director Lisa Allen, that the Board of Directors approve policy IKF: Graduation Requirements.

The MOTION CARRIED (7-0).

Director Monique Ward asked clarifying questions. Cabinet and Board members provided additional information.

d. Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve policy IL: Assessment Program.

The MOTION CARRIED (7-0).

Director Monique Ward asked clarifying questions. Tom Luba provided additional information.

e. Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve policy JBB: Educational Equity.

The MOTION CARRIED (6-1). Director Monique Ward opposed.

Director Monique Ward asked clarifying questions. Cabinet and Board members provided additional information.

8. Approve High School Course

Assistant Superintendent Travis Reiman reminded the Board of the course proposals.

Director Mark Watson MOVED, SECONDED by Director Lisa Allen, that the Board of Directors approve the proposed courses Introduction to Fire & Emergency Services, Civic & Community Services 2, Film 1 and Film 2, and Aircraft System & Performance.

The MOTION CARRIED (6-1). Director Monique Ward opposed.

Director Monique Ward asked clarifying questions. Cabinet and Board members, and student representatives provided additional information.

H. Reports and Discussions

1. Financial Report (see written report)

Financial Officer Michelle Morrison presented the Financial Report.

2. Inter-District Transfer Plan Development

Communications Officer Beth Graser presented the Inter-District Transfer Plan. Board members asked clarifying questions.

3. 2022-2023 Adjusted School Calendar - First Reading

Human Resources Officer Kona Lew-Williams presented the 2022-2023 adjusted school calendar. Board members and student representatives asked clarifying questions and provided comment.

I. Information - Administrative Regulation Update

Superintendent Mike Scott presented the Information AR Update

1. LBE-AR: Public Charter School

Presenter: Michelle Morrison

J. HCU / HEA Reports

HCU Vice President Karla Brokaw highlighted Classified Appreciation Week, expressed frustrations of the classified support staff. HEA President Jill Golay appreciated the presentations, emphasized the crisis in the educational work force, highlighted the HSD hiring fair, and asked for support of teachers.

K. Discussion Time

1) Student Representatives' Time

Kaylee Vazquez thanked the Board and staff for looking out for the best interests of students and families. Michelle Chen shared her concerns on the cultural climate at school as well as thanked and appreciated teachers. Ceph Tronco thanked presenters, and highlighted spring theater presentations at each high school.

2) Superintendent's Time

Superintendent Mike Scott highlighted the passion and respect in the Hillsboro District.

2) Board of Directors' Time

Directors See Eun Kim, Director Erika Lopez, Director Monique Ward and Director Yadira Martinez did not provide additional comments. Director Lisa Allen highlighted Classified Appreciation week. Vice Chair Nancy Thomas expressed appreciation to licensed and classified staff. Chair Mark Watson thanked the HSD Administration team for their flexibility, and drive.

L. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 10:12 PM.

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

1. Current first-year probationary teachers and administrators being offered one-year contracts for 2022-23 to second-year probationary status:

Second-Year Probationary Teachers

Agostinelli, Danielle	Aldaz Puga, Santiago	Almquist, Carl
Anderson, Mark	Avalos-Alfaro, Eric	Ayeni, Megan
Backs, Erika	Barnes, James	Barone, Caitlyn
Barrow Hodgson, Natalie	Beals, Dori	Bennett, Michelle
Blakely, Rachel	Blomenkamp, Michael	Blum, Kyle
Bosze, Isabelle	Buck, Alan	Cach Briceno, Jacqueline
Castro, Samuel	Chitwood, Zane	Clark, Zacary
Clemson, Donald	Close, Brynna-Marie	Cohen, Rachel
Cole, Zachary	Connor, Casey	Cox, Ashley
Daniels, Martha	Darke, Katherine	DeLutz, Christopher
DeLyser, Carrie	Dening, Nancy	Denton, Heather
Dessert, Jonathan	Duschik, Jennifer	Esparza, Paolina
Facundo, Tiffany	Faulkner, McKenna	Fawk, Bree
Fisher, Jennifer	Fix, Heather	Fredrickson, Jazmyn
Freed, Michelle	Freeman, Erik	Fresh, Emmett
Funk, Sarah	Galik, Ashley	Gans, Griffith
Garcia Angeles, Luis	Garcia, Melanie	Garcia, Rebecca
Gatchalian, Nessima	Gilbert, Kathryn	Gower, Jeffrey
Graves, Courtney	Haines, Marissa	Hanke, Hannah
Hanks, Drew	Harris, James	Hawkins III, Budweiser
Haynes, Hunter	Heil, Nicole	Hernandez, Jennifer
Hernandez, Mark	Imada, Keri	James, Melissa
Jansen, Kimberly	Johnson, Alyssa	Jones, Danielle
Jorgensen, Christy	King, Sonya	Kinman, Christopher
Kloster, William	Kreisher, Kenyan	Kyaw, Brian
Ledbetter, Matthew	Lee, Jin	Lefkort, Benjamin
Lineberry, Kara	Lorentz, Sophia	Loughborough, Ivy
Lyon, Laura	Malloy, Breeana	Mason, Heather
McCullough, Stacy	Mejia, Rachelle	Mendez Bolanos, Martha
Mercado, Chanel	Mihalko, Rowelynne	Mikkelson, Christopher
Miller, Melanie	Miller, MyKenzie	Morales Rodriguez, Liliana
Morton, Vickie	Mosley, Sarika	Parkin, Madelina

Phillips, Lauren	Plotts, Monica	Porter Cepeda, Derick,
Post, Theron	Pounders, Joshua	Quezada Martinez, Cynthia
Quine, Brynn	Rafferty, Laurel	Rasheed, Alisa
Reed, Melissa	Rickis, Camille	Rico-Alcaraz, Crystal
Rodriguez, Natalia	Sabo, Jennifer	Sakamoto, Kori
Sanchez Toro, Karla	Sarceno, Jerson	Sheller, Oluwaseun
Shipley, Amanda	Shortt, Derek	Sleezer, Eliza
Smith, Jessica	Striplin, Chelsea	Tellez, Adriana
Tocher, Claire	Twellman, Stephanie	Valdes, Vilma
Valdes, Vilma	Villaraldo Ojeda, Emma	Villaraldo Ojeda, Emma
Warner-Huang, Nicole	White, Ellen	Whiteman, Nichole
Whitley, Melissa	Whitmore, Tanner	Wiggins, Kearston
Witman, Shannon	Wollney, Siera	Wood, Kadysha
Zamora, Mary	Zeng, James	

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

Mary Hall

Assignment: 0.6 FTE 2nd Grade Teacher
 Location: Jackson Elementary School
 Effective Date: June 17, 2022
 Years of Service: 27 years

June Gerst

Assignment: 1.0 FTE Language Arts & Speech Teacher
 Location: Century High School
 Effective Date: June 17, 2022
 Years of Service: 26 years

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

Carol Anderson

Assignment: 1.0 FTE Counselor
 Location: Evergreen Middle School
 Effective Date: April 15, 2022

Julia Busby

Assignment: 1.0 FTE Social Learning Center Teacher
 Location: Liberty High School
 Effective Date: June 17, 2022

Paula Cutburth

Assignment: 1.0 FTE 4th Grade Teacher
 Location: Jackson Elementary School
 Effective Date: June 17, 2022

Jennifer Duschik

Assignment: 1.0 FTE Counselor
Location: Liberty High School
Effective Date: June 17, 2022

Timothy Ehlers

Assignment: 0.667 FTE Language Arts Teacher
Location: Hillsboro High School
Effective Date: January 21, 2022

Michelle Ericksen

Assignment: 1.1 FTE Music Teacher and Band Director
Location: Eastwood Elementary School
Effective Date: June 17, 2022

Angeles Ibarra

Assignment: 1.0 FTE Counselor
Location: Liberty High School
Effective Date: February 18, 2022

Sommer Kirk

Assignment: 1.0 FTE 1st Grade Teacher
Location: Brookwood Elementary School
Effective Date: June 17, 2022

Michael Martin

Assignment: 1.0 FTE Graphic Design Teacher
Location: Evergreen Middle School
Effective Date: February 23, 2022

David Morales Brooks

Assignment: 1.0 FTE Dual Language 6th Grade Teacher
Location: Reedville Elementary Teacher
Effective Date: February 22, 2022

Sara Riley

Assignment: 1.0 FTE 6th Grade Teacher
Location: Indian Hills Elementary School
Effective Date: June 17, 2022

Stephanie Twellman

Assignment: 1.0 FTE 6th Counselor
Location: Liberty High School
Effective Date: April 1, 2022

- C. Approve the employment of the following licensed personnel in the 2021-22 school year:

Tamara Brown

Education: BA – Warner Pacific University, Portland, OR
Experience: None
Assignment: 1.0 FTE Building Based Floating Teacher – Student Services

Rafael Medina

Education: BA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE School to Career Specialist – Hillsboro High School

Benjamin North

Education: MA – New York University, New York, NY
Experience: 2 years
Assignment: 1.0 FTE Elementary Resource Specialist – Lincoln Street Elementary School

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
ACCEPT GIFTS AND DONATIONS
(as of February 28, 2022)

SITUATION

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

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

- Donation of \$11,000 from the Patterson Booster Club to Patterson Elementary School for Library books.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept the donation of \$11,000 from the Patterson Booster Club to Patterson Elementary School for Library books.

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
AWARD CONTRACT FOR WALNUT STREET TRANSPORTATION CENTER
IMPROVEMENTS

SITUATION

One of the projects included in the Hillsboro School District's 2017 Bond Program are improvements to the Walnut Street Transportation Center including new bus lifts, HVAC upgrades, shop bay skylights and overhead door replacements.

On February 9, 2022, the District sent an Invitation to Bid to our Pre-Qualified General Contractor list. A mandatory pre-bid meeting was held on February 16, 2022. On March 2, 2022, the District received bids from three pre-qualified general contractors to perform this work: Five Star Builders, Par-Tech Construction and Ross Builders. Management staff recommends that the contract for improvements to the Walnut St. Transportation Center be awarded to Five Star Builders for the base bid amount of \$995,708 and bid alternate (to replace the window at the dispatch office) of \$12,050.

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 improvements to the Walnut Street Transportation Center to Five Star Builders for the base bid amount of \$995,708 and bid alternate of \$12,050.

I move that the Board of Directors award the contract for improvements to the Walnut Street Transportation Center to Five Star Builders for the base bid amount of \$995,708 and bid alternate of \$12,050.



BID TABULATION FORM

Transporation Improvements Project (Walnut St)

OPEN: March 2, 2022 @ 2:00pm

BID PROVIDER	Signed	Addendum 1 - 2 Ack.	Bid Bond	1st Tier Disclosure	Bid Alternate	BASIC QUOTE
5 Star Builders	yes	yes	Not Required	yes	12,050 ⁰⁰	995,708.00
Par Tech	yes	yes	Not Required	yes	23,364 ⁰⁰	1,502,731.00
Ross Builders	yes	yes	Not Required	yes	25,179 ⁰⁰	1,231,107.00

OWNER Representative:

Sharon McCarty

WITNESS:

3/2/22

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
AWARD CONTRACT FOR LIBERTY HIGH SCHOOL SOLAR PROJECT

SITUATION

One of the projects that has come to our attention following the passage of the 2017 Bond is the construction of a solar canopy project at the Liberty High School Sustainable Agriculture Program. This project will allow the District to meet state mandate requiring 1.5% of eligible construction project budgets to be spent on Green Energy Technology.

On February 1, 2022, the District sent an invitation to bid to our pre-qualified contractor list. A mandatory pre-bid meeting was held at Liberty High School on February 7, 2022. On March 3, 2022, the District received bids from three pre-qualified general contractors: 2KG Construction, Five Star Builders and Ross Builders. Construction Management staff recommends that the contract for the solar canopy at the Liberty High School Sustainable Agriculture Program be awarded to Ross Builders for bid amount of \$1,352,384.

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 the solar canopy at the Liberty High School Sustainable Agriculture Program to Ross Builders for the bid amount of \$1,352,384.

I move that the Board of Directors award the contract for the solar canopy at the Liberty High School Sustainable Agriculture Program to Ross Builders for the bid amount of \$1,352,384.



BID TABULATION FORM

Liberty G.E.T. Solar Canopy Project

OPEN: March 3, 2022 @ 2:00pm

BID PROVIDER	Signed	Addendum 1 - 2 Ack.	Bid Bond	1st Tier Disclosure	BASIC QUOTE
2KG	yes	yes	yes	yes	1,439,000 ⁰⁰
5 Star Builders	yes	yes	yes	yes	1,398,840 ⁰⁰
Ross Builders	yes	yes	yes		1,352,384 ⁰⁰

MCV 3/3/22

OWNER Representative:

Sharon Macarty 3/3/22

WITNESS:

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
ADOPT INTER-DISTRICT TRANSFERS PLAN

SITUATION

House Bill 2747, passed by the Legislature during the 2013 full session, governs the process by which students are allowed to transfer between school districts. Under House Bill 2747, district school boards must take action to announce the number of students who will be allowed to leave and enter their district for the following school year. They must also determine the process by which transfer requests will be considered, the length of the transfer approval, and any other terms associated with the approval. Students wishing to leave their district of residence to seek enrollment in a non-resident district must obtain a release from their district of residence.

It is recommended that the District participate in this process, both to accept transfers to the District and release students to attend other districts.

Due to the time-sensitive nature of the materials, we are gathering the most current information and details of the proposed plan will be shared during the meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the inter-district transfers plan for the 2022-23 school year.

I move that the Board of Directors adopt the inter-district transfers plan for the 2022-23 school year.

Hillsboro School District - 2022-23 Open Slots for HB 2747 Inter-District Transfer

A total of 100 slots will be opened in Hillsboro School District for the 2020-21 school year as indicated below. HSD will release up to 50 students wishing to transfer to a different district. Please note that students need approval from their home district to be released, and also need to be accepted by the receiving district for inter-district transfers to be final. Students must meet the stated criteria for the transfer to remain in place - districts do have the right to revoke.

School	Slots*	Notes
Century Feeder		
Butternut Creek	Up to 8	Grades K-6
Imlay	Up to 10	Grades K-6
Indian Hills	Up to 10	Grades K-6
Ladd Acres	Up to 8	Grades K-6
Reedville	Up to 10	Grades K-6 (School-wide Dual Language, 3rd graders and beyond only accepted if they have at least two years of DL experience or if Spanish is their first language)
Tobias	Up to 8	Grades K,2,3,4
Brown	Up to 5	Grades 7,8
Century	Up to 8	Grades 9-12
Glencoe Feeder		
Atfalati Ridge	Up to 8	Grades K,2,3,5,6
Free Orchards	Up to 8	Grades K-6 (School-wide Dual Language, 3rd graders and beyond only accepted if they have at least two years of DL experience or if Spanish is their first language)
Jackson	Closed	
Lincoln Street	Up to 4	Grades K-6
McKinney	Closed	
North Plains	Up to 10	Grades K-6
Patterson	Up to 2	Kindergarten only
Evergreen	Up to 5	Grades 7,8
Glencoe	Up to 4	Grades 9-12
Hilhi Feeder		
Brookwood	Up to 5	Grades K-6
Farmington View	Up to 6	Grades K-3
Groner K-8	Up to 10	Grades K-2 up to 2 per grade; Grades 7,8 up to 5 per grade
Minter Bridge	Up to 5	Grades K-4, 6 (School-wide Dual Language, 3rd graders and beyond only accepted if they have at least two years of DL experience or if Spanish is their first language)
Rosedale	Up to 4	Grades K-6
Witch Hazel	Up to 5	Grades K-6
W.L. Henry	Up to 5	Grades K-4, 6 (School-wide Dual Language, 3rd graders and beyond only accepted if they have at least two years of DL experience or if Spanish is their first language)
South Meadows	Up to 5	Grades 7,8
Hilhi	Up to 15	Grades 9-12
Liberty Feeder		
Eastwood	Up to 8	Grades K-6
Lenox	Up to 15	Grades K-6 (no more than 1 at 1st grade)
Mooberry	Up to 4	Grades K,3,4,5,6
Orenco	Up to 3	Grades K-6
Quatama	Up to 9	Grades K-6
West Union	Up to 8	Grades K-6
Poynter	Up to 5	Grades 7,8
Liberty	Up to 15	Grades 9-12
Alternative Learning Options		
Oak Street Campus programs, including Big Picture	Closed**	**Interview process required; must be accepted to comprehensive high school first.
Hillsboro Online Academy	Up to 15	Grades K-12

**The number of slots indicated in the chart are not intended to add to 100, they are merely upper limits for the lottery process to ensure there won't be too many transfers concentrated in individual schools.*

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
ADOPT 2022-2023 SCHOOL CALENDAR

SITUATION

Board policy IC: School Year / School Calendar requires that the calendar for the upcoming school year be approved no later than the April Board meeting. This year, a calendar has been drafted for the 2022-2023 school year, with a proposed start date of Family Connections before the Labor Day holiday. During the January 25, 2022 board meeting, there was a request to edit the proposed calendar draft to adjust winter break from Wednesday, December 21, 2022 to Tuesday, January 3, 2023, and locate two days in the calendar to create two contiguous weeks of winter break to be scheduled from Monday, December 19, 2022 to Monday, January 2, 2023. The proposed calendar includes key dates and vacation periods to assist families and staff as they plan for the upcoming year.

Key differences from the 2021-2022 calendar:

- An adjustment for New Licensed Staff Inservice will move to Monday through Wednesday, August 22, 23, 24, 2022 rather than Wednesday through Friday to start the week with professional development time.
- A slight adjustment for Licensed Staff Inservice will be Monday, August 29, Tuesday, August 30, Thursday, September 1, and Friday, September 2, 2022
- The start of the year will be one day for Family Connections (K-12) on Wednesday, August 31, 2022, which affords us the opportunity to continue the practice of building connections with students and families.
- School will start for grades 1-6, 7, and 9 on Tuesday, September 6, 2022, followed by kindergarten, grades 8, and 10-12 on Wednesday, September 7, 2022.
- For the 2022-23, calendar, Veterans Day, a federal holiday, is observed on Friday, November 11, 2022.
- Our Staff Development/Family Conferences will be held November 21, 22 and 23, 2022. The conference dates in November have been scheduled in order to have the least impact on contiguous instruction.
- New Year's Day will be observed federally on Monday, January 2, 2023, our winter break will be: Monday, December 19, 2022 through January 2, 2023.
- Spring break will occur March 27-31, 2023.
- The last day for students will be Thursday, June 15, 2023.
- The last day for licensed staff per contract will be Friday, June 16, 2023.
- We will observe Juneteenth as a licensed non-contract day, Monday, June 19, 2023.
- A link to the Oregon Department of Education Standards for Public Elementary and Secondary Schools, including minimum required instructional time, has been added to the 2022-23 calendar.

Key features of the 2022-23 proposed calendar include the following:

- Potential inclement weather make-up days are reserved
- The calendar complies with the seat-time requirements outlined by the Oregon Department of Education
- Instructional days are balanced as best as possible for each semester

Information regarding the observance of Labor Day is provided below:

2012-13: September 3, 2012
2013-14: September 2, 2013
2014-15: September 1, 2014
2015-16: September 7, 2015
2016-17: September 5, 2016
2017-18: September 4, 2017
2018-19: September 3, 2018
2019-20: September 2, 2019
2020-21: September 7, 2020
2021-22: September 6, 2021
2022-23: September 5, 2022

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the proposed 2022-2023 calendar.

I move that the Board of Directors adopt the proposed 2022-2023 calendar.

2022-2023 Calendar
DRAFT - Adjusted First Rdg
174 Student Contact Days
186 + 5 Holidays = 191
Licensed Contract Days

 First Day/End of Quarter/Semester Early Release
 No School Family Connections & Transitions

TOTAL STUDENT DAYS:

Semester 1 = 89 All students
Semester 2 = 85 All students

HSD exceeds ODE seat requirements. Click [HERE](#) for more information.

	JULY 2022							2 – NO SCHOOL Licensed Non-Contract Days 16 – NO SCHOOL Licensed Non-Contract Day Martin Luther King Jr. Day	JANUARY 2023 20						
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
						1	2		1	2	3	4	5	6	7
	3	4	5	6	7	8	9		8	9	10	11	12	13	14
	10	11	12	13	14	15	16		15	16	17	18	19	20	21
	17	18	19	20	21	22	23		22	23	24	25	26	27	28
	24	25	26	27	28	29	30		29	30	31				
22-24 – New Licensed Staff In-Service 25-26 – Licensed Non-Contract 29-30 – In-Service 31 – Family Connections & Transitions (K-12)	AUGUST 2022 1							2 – End of 1st Semester 3 – NO SCHOOL Teacher Grade Prep Day 6 – NO SCHOOL Licensed Prep Day 20 – NO SCHOOL Holiday – Presidents' Day	FEBRUARY 2023 17						
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
		1	2	3	4	5	6					1	2	3	4
	7	8	9	10	11	12	13		5	6	7	8	9	10	11
	14	15	16	17	18	19	20		12	13	14	15	16	17	18
	21	22	23	24	25	26	27		19	20	21	22	23	24	25
	28	29	30	31					26	27	28				
1-2 – In-Service 5 – NO SCHOOL Holiday – Labor Day 6 – First Day of School for grades 1-6, 7 and 9 7 – All Students - (First day for K, 8, 10-12)	SEPTEMBER 2022 19							27-31 – NO SCHOOL Licensed Non-Contract Days (Spring Break)	MARCH 2023 18						
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
					1	2	3					1	2	3	4
	4	5	6	7	8	9	10		5	6	7	8	9	10	11
	11	12	13	14	15	16	17		12	13	14	15	16	17	18
	18	19	20	21	22	23	24		19	20	21	22	23	24	25
	25	26	27	28	29	30			26	27	28	29	30	31	
7 – NO SCHOOL Licensed Non-Contract Day	OCTOBER 2022 20							13 - End of 3rd Quarter 14 – NO SCHOOL Elementary – Work Day Secondary – Grade Prep Day	APRIL 2023 19						
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
							1								1
	2	3	4	5	6	7	8		2	3	4	5	6	7	8
	9	10	11	12	13	14	15		9	10	11	12	13	14	15
	16	17	18	19	20	21	22		16	17	18	19	20	21	22
	23	24	25	26	27	28	29		23	24	25	26	27	28	29
9 – End of 1st Quarter 10 – NO SCHOOL Elementary - Work Day 11 – NO SCHOOL Holiday – Veterans Day 21 – NO SCHOOL Elementary-Staff Development and Family Conference Prep 22-23 – NO SCHOOL Family Conference Connections K-12 24 – NO SCHOOL Holiday – Thanksgiving Day 25 – NO SCHOOL Licensed Non-Contract Day	NOVEMBER 2022 15							29 – NO SCHOOL Holiday – Memorial Day	MAY 2023 22						
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
			1	2	3	4	5			1	2	3	4	5	6
	6	7	8	9	10	11	12		7	8	9	10	11	12	13
	13	14	15	16	17	18	19		14	15	16	17	18	19	20
	20	21	22	23	24	25	26		21	22	23	24	25	26	27
	27	28	29	30					28	29	30	31			
19 - 30 – NO SCHOOL Licensed Non-Contract Days (Winter Break)	DECEMBER 2022 12							15 – EARLY RELEASE Last Day of School for K-11 16 – Last Day for Licensed Staff 19 - Licensed Non-Contract Day - Juneteenth 20-21 – Possible inclement weather make-up days. If the District closes school due to inclement weather during the 2022-2023 school year these days could be added to the school calendar as make up days. Graduation dates would not be affected.	JUNE 2023 11						
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S
					1	2	3						1	2	3
	4	5	6	7	8	9	10		4	5	6	7	8	9	10
	11	12	13	14	15	16	17		11	12	13	14	15	16	17
	18	19	20	21	22	23	24		18	19	20	21	22	23	24
	25	26	27	28	29	30	31		25	26	27	28	29	30	

Calendario 2022-2023
Borrador - Primera lectura
174 Días Escolares
186 + 5 Festivos = 191
Días Laborales de los
Maestros



Primer Día/Último Día/Fin del Cuarto/Semestre



Salida Temprana



No Hay Clases



Conexiones con las Familias y Transiciones

TOTAL DE DIAS ESCOLARES:

Sem. 1 = 89 Todos los estudiantes
 Sem. 2 = 85 Todos los estudiantes
 HSD excede los requisitos de cupo de ODE. Pulse [HERE](#) para más información

	JULIO 2022						
	D	L	M	M	J	V	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
22-24: Nuevos Maestros en Servicio 25-26: Día sin Contrato Personal Licenciado 29-30: En Servicio 31: Conexiones con las Familias y Transiciones (K-12)	AGOSTO 2022						
	D	L	M	M	J	V	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
1-2: En Servicio 5: NO HAY CLASES Festivo: Día del Trabajo 6: Primer día de Clases para los grados 1-6, 7 y 9 7: Todos los Estudiantes (Primer día para K, 8, 10-12)	SEPTIEMBRE 2022						
	D	L	M	M	J	V	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
7: NO HAY CLASES Día sin Contrato Personal Licenciado	OCTUBRE 2022						
	D	L	M	M	J	V	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
9 Final del 1er cuarto 10: NO HAY CLASES Primarias: Día de Trabajo Secundarias: Preparación de Calificaciones 11: NO HAY CLASES Festivo: Día de los Veteranos 21: NO HAY CLASES Primarias-Desarrollo del personal y preparación de calificaciones Secundarias-Desarrollo del personal 22-23: NO HAY CLASES Conferencias y Conexiones Familiares K-12 24: NO HAY CLASES Festivo: Día de Acción de Gracias 25: NO HAY CLASES Día sin Contrato Personal Licenciado	NOVIEMBRE 2022						
	D	M	L	M	M	J	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
19-30: NO HAY CLASES Días sin Contrato Personal Licenciado (Vacaciones de invierno)	DICIEMBRE 2022						
	D	L	M	M	J	V	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
2: NO HAY CLASES Día sin contrato personal licenciado 16: NO HAY CLASES Día sin contrato personal licenciado Día de Martin Luther King Jr.	ENERO 2023						
	D	L	M	M	J	V	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
2: Fin del 1er semestre 3: NO HAY CLASES Maestros preparan calificaciones 6: NO HAY CLASES Día de preparación de los maestros 20 - NO HAY CLASES Festivo: Día de los Presidente	FEBRERO 2023						
	D	L	M	M	J	V	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				
27-31: NO HAY CLASES Día sin contrato personal licenciado (vacaciones de Primavera)	MARZO 2023						
	D	L	M	M	J	V	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
13: Fin del 3er cuarto 14: NO HAY CLASES Primarias: Día de Trabajo Secundarias: Preparación de Calificaciones	ABRIL 2023						
	D	L	M	M	J	V	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
29: NO HAY CLASES Festivo: Día del Recordatorio	MAYO 2023						
	D	L	M	M	J	V	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
15: SALIDA TEMPRANA Último día de clases para K-11 16: Último día para Personal Licenciado 19: Día sin contrato para los maestros/ Día Juneteenth 20-21: En caso que el Distrito necesite cerrar las escuelas debido a las inclemencias del tiempo durante el año escolar 2022-23, estos dos días serán agregados al calendario escolar para ponerse al día. Las fechas para las graduaciones, no se verán afectadas.	JUNIO 2023						
	D	L	M	M	J	V	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
ADOPT 2021-2022 DRUG, ALCOHOL AND TOBACCO PREVENTION PLAN

SITUATION

- This report outlines curricular programs and activities that are provided for students as part of the district's comprehensive Drug, Alcohol, and Tobacco Prevention Plan. Please click [HERE](#) for the 2021-22 revised plan for review.
- Introduction
Students have a right to attend school in an environment conducive to learning. Since student alcohol, drug, and tobacco use is illegal and harmful, and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol, and tobacco use, and to maintain drug-free educational environments. After consulting with stakeholders, the Board will adopt a written plan for a drug, alcohol, and tobacco prevention and intervention program. The plan will be reviewed annually for revision and re-adoption.
- Supporting Laws & HSD Policy
 - [IGAEB](#) - Drug, Alcohol, and Tobacco Prevention, Health Education
 - [JFCG/JFCH/JFCI](#) - Use of Tobacco Products, Alcohol, Drugs, or Inhalant Delivery Systems
 - [Rule 581-022-2045 Prevention Education in Drugs and Alcohol](#)

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the Drug, Alcohol and Tobacco Prevention Plan.

I move that the Board of Directors adopt the Drug, Alcohol and Tobacco Prevention Plan.

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
ACKNOWLEDGE GIFTS AND DONATIONS
(as of February 28, 2022)

SITUATION

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

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

- Donation of \$11,000 from the Patterson Booster Club to Patterson Elementary School for library books.

RECOMMENDATION

The Superintendent recommends that the Board of Directors acknowledge the donation of \$11,000 from the Patterson Booster Club to Patterson Elementary School for library books.

I move that the Board of Directors acknowledge the donation of \$11,000 from the Patterson Booster Club to Patterson Elementary School for library books.

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
COVID-19 UPDATE

SITUATION

The Board of Directors will receive an update regarding the ongoing COVID-19 pandemic.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
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 57: New Employee Portal

Central office services are designed to anticipate and proactively meet the needs of each school. Over time, the online platform for employees to access their personal and other information has been updated and re-released to increase accessibility and security. The new platform will be piloted and tested with the Human Resources, Technology, and Business Office staff in order to evolve as simply as possible for staff at large.

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

Finance Manager Jennifer Zavatsky has identified some points of improvement for the district fixed assets database that works in conjunction with purchasing. Over the years, non-standard tagging and depreciation functions have created challenges in the overall reporting of fixed assets. Jennifer is working closely with Tyler Technologies to review and revise the current database. As student activities are beginning to normalize, she is also providing additional support to school staff with creative fundraising efforts.

Finance Team – Financial Reporting, Contracts and Grants

Manager of Business Services Jeff Jones has been assisting with the development of the 2022-23 Proposed Budget document that will be presented to the Budget Committee in April. The Proposed budget will include additions necessary to complete the “Pathway” certification for best practices and transparency in school finance. In addition, Mr. Jones continues to lead the Business Office Equity Team work (along with Emily Heffernan and Lynette Coffman) according to the annual department plan.

Christy Woodard and Nathan DePinto, Fiscal Planning Specialists continue to monitor major grant programs to ensure activities and expenditures are allowable under district, state and federal guidelines. Because the 2022 Summer Programs will likely be funded with both federal and state grants, this pair will administer the funds as well and provide the internal support for program coordinators to maximize the resources available.

Payroll Team and Employee Benefits

Payroll Supervisor Kim Grannis and the payroll team have been working with Human Resources to begin testing the “retro” function of the payroll system. Because of the likelihood of a mid-year settlement, both teams are preparing to implement various

outcomes of bargaining that will ultimately impact all staff categories. Mrs. Grannis also supported the team through the fiscal year rollover process required to begin hiring for the upcoming year.

Lynette Coffman, Employee Benefits Supervisor, and the benefits team continue to provide outreach opportunities for staff members regarding the wellness programs available to them through OEBC, MODA, and Kaiser. They also encourage staff to submit qualifying expenses under the Preferred Plans (high deductible + Health Reimbursement Arrangement), Health Savings Accounts, Flexible Spending Plans, and Dependent Care programs. Although these programs require planning and a deeper understanding of insurance and eligible costs, this array of benefits can save staff thousands of dollars in monthly premium and out of pocket costs.

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@hds.k12.or.us.

Workers' Compensation Report

In order to ensure accurate reports to the Board, and allow adequate time for the claims submitted each month to be fully processed, there is a one-month delay in reporting workers' compensation claims to the Board. The table below includes workers' compensation claims reported in January 2022.

The District received six workers' compensation claims in January. As of January 31, 2022, there were 32 open claims; 18 were for medical costs only, and 14 included time loss. There were five employees on a modified work plan during January.

Workers' Compensation Reports			
	2019-20	2020-21	2021-22
July	3	0	1
August	2	3	6
September	15	6	16
October	15	5	7
November	10	2	9
December	18	2	7
January	14	0	6
February	17	0	
March	3	2	

April	0	4	
May	1	7	
June	0	3	
Yearly Total:	99	34	52

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 56 student incidents reported in January.

Student Incident Reports						
	2020-21 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2021-22 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	0	N/A	0	1	N/A	0
August	0	N/A	0	4	N/A	0
September	0	N/A	0	74	0.2	2
October	0	N/A	0	63	N/A	0
November	0	N/A	0	84	0.3	4
December	1	N/A	0	77	0.2	2
January	1	N/A	0	56	0.3	1
February	2	N/A	0			
March	12	N/A	0			
April	29	1.4	1			
May	24	0.8	0			
June	9	1.4	2			
Yearly Total:	78		3	359		9

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 one vehicle accident in January.

HILLSBORO SCHOOL DISTRICT HILLSBORO SCHOOL DISTRICT 1J

2021-22

MONTHLY FINANCIAL REPORT - as of February 28, 2022

	1st Quarter	October	November	December	2nd Quarter	January	February	3rd Quarter	Fiscal YTD	Budget		Fiscal YTD	
Revenues	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2021-22	2021-22	% of Budget	2020-21	% of Budget
Taxes	\$113,991.67	\$105,623.50	\$65,486,713.14	\$15,636,608.73	\$81,228,945.37	\$907,066.78	\$565,267.47	\$1,472,334.25	\$82,815,271.29	\$85,131,045.00	97.28%	\$78,134,590.84	94.70%
Interest	\$38,373.74	\$9,934.89	\$12,515.65	\$35,642.02	\$58,092.56	\$32,848.83	\$26,278.56	\$59,127.39	\$155,593.69	\$500,343.00	31.10%	\$248,865.62	20.74%
Local Sources	\$77,184.36	\$18,386.34	\$57,370.90	\$55,057.96	\$130,815.20	\$52,633.66	\$47,138.44	\$99,772.10	\$307,771.66	\$3,111,507.00	9.89%	\$309,176.31	11.18%
Total Local	\$229,549.77	\$133,944.73	\$65,556,599.69	\$15,727,308.71	\$81,417,853.13	\$992,549.27	\$638,684.47	\$1,631,233.74	\$83,278,636.64	\$88,742,895.00	93.84%	\$78,692,632.77	91.00%
County/ESD	\$2.39	\$1,325,703.50	\$299,401.00	\$331,697.06	\$1,956,801.56	\$402,223.14	\$299,401.00	\$701,624.14	\$2,658,428.09	\$3,775,652.00	70.41%	\$2,947,115.05	77.76%
State Sources	\$52,867,802.72	\$11,748,791.18	\$11,520,238.53	\$11,293,674.18	\$34,562,703.89	\$12,418,345.14	\$11,589,968.25	\$24,008,313.39	\$111,438,820.00	\$148,923,304.00	74.83%	\$106,063,298.52	74.09%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$102,378.19	0.00%
Beginning Balance*	\$9,948,252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,948,252.00	\$9,494,012.00	104.78%	\$9,409,091.00	100.00%
Total Revenue	\$63,045,606.88	\$13,208,439.41	\$77,376,239.22	\$27,352,679.95	\$117,937,358.58	\$13,813,117.55	\$12,528,053.72	\$26,341,171.27	\$207,324,136.73	\$250,935,863.00	82.62%	\$197,214,515.53	81.20%
Expenditures													
Instruction													
Salaries	\$7,347,731.34	\$7,162,391.78	\$7,346,609.34	\$7,305,979.10	\$21,814,980.22	\$7,252,179.39	\$7,141,769.42	\$14,393,948.81	\$43,556,660.37	\$82,611,861.05	52.72%	\$40,891,120.45	51.47%
Benefits	\$3,833,462.86	\$3,837,992.80	\$3,859,604.31	\$3,838,321.02	\$11,535,918.13	\$3,796,815.22	\$3,692,929.50	\$7,489,744.72	\$22,859,125.71	\$43,980,029.26	51.98%	\$22,915,042.51	50.31%
Purchased Service	\$1,225,406.01	\$854,629.85	\$728,034.90	\$647,866.34	\$2,230,531.09	\$254,975.22	\$358,636.45	\$613,611.67	\$4,069,548.77	\$14,722,372.52	27.64%	\$2,713,941.56	18.88%
Supplies/Materials	\$1,087,015.13	\$288,540.91	\$245,412.44	\$169,389.60	\$703,342.95	\$99,625.23	\$152,741.88	\$252,367.11	\$2,042,725.19	\$4,697,968.00	43.48%	\$1,200,107.75	25.42%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$57,703.00	0.00%
Other	\$105,740.72	\$70,174.81	\$2,516.00	\$8,273.00	\$80,963.81	\$1,738.41	\$486.00	\$2,224.41	\$188,928.94	\$1,020,362.19	18.52%	\$152,703.94	15.65%
Total Instruction	\$13,599,356.06	\$12,213,730.15	\$12,182,176.99	\$11,969,829.06	\$36,365,736.20	\$11,405,333.47	\$11,346,563.25	\$22,751,896.72	\$72,716,988.98	\$147,032,593.02	49.46%	\$67,930,619.21	46.83%
Support Services													
Salaries	\$7,632,355.72	\$3,625,296.92	\$3,616,896.10	\$3,494,588.53	\$10,736,781.55	\$3,516,829.76	\$3,535,761.78	\$7,052,591.54	\$25,421,728.81	\$52,364,058.48	48.55%	\$21,672,788.35	45.88%
Benefits	\$4,372,175.33	\$2,089,361.26	\$2,041,182.59	\$2,054,753.96	\$6,185,297.81	\$2,066,582.86	\$2,041,791.58	\$4,108,374.44	\$14,665,847.58	\$27,877,023.92	52.61%	\$14,180,890.20	52.37%
Purchased Service	\$3,075,705.27	\$757,572.41	\$1,188,437.26	\$1,218,219.60	\$3,164,229.27	\$1,675,538.43	\$1,950,390.78	\$3,625,929.21	\$9,865,863.75	\$9,331,870.33	105.72%	\$6,830,897.20	79.94%
Supplies/Materials	\$1,712,491.32	\$905,554.69	\$708,739.79	\$217,384.82	\$1,831,679.30	\$350,173.32	\$350,960.33	\$701,133.65	\$4,245,304.27	\$2,977,837.18	142.56%	\$3,680,919.58	131.14%
Capital Purchases	\$34,716.33	\$5,767.80	\$16,135.49	\$0.00	\$21,903.29	\$12,607.00	\$9,672.00	\$22,279.00	\$78,898.62	\$0.00	0.00%	\$115,538.54	0.00%
Other	\$1,727,457.14	\$43,627.01	\$29,561.57	\$5,952.20	\$79,140.78	\$11,600.89	\$5,634.03	\$5,966.86	\$1,800,631.06	\$646,763.12	278.41%	\$1,571,545.17	270.91%
Total Support	\$18,554,901.11	\$7,427,180.09	\$7,600,952.80	\$6,990,899.11	\$22,019,032.00	\$7,610,130.48	\$7,894,210.50	\$15,504,340.98	\$56,078,274.09	\$93,197,553.03	60.17%	\$48,052,579.04	55.71%
Community Services													
Salaries	\$78,493.80	\$26,055.63	\$32,977.26	\$30,471.31	\$89,504.20	\$28,128.07	\$27,736.79	\$55,864.86	\$223,862.86	\$375,481.49	59.62%	\$213,359.81	68.06%
Benefits	\$40,463.19	\$17,250.18	\$20,573.84	\$17,860.20	\$55,684.22	\$17,792.24	\$16,697.70	\$34,489.94	\$130,637.35	\$199,894.87	65.35%	\$122,250.08	68.02%
Purchased Service	\$2,898.28	\$7,309.63	\$4,083.87	\$361.79	\$11,755.29	\$187.29	\$700.00	\$887.29	\$15,540.86	\$66,915.07	23.22%	\$745.00	1.31%
Supplies/Materials	\$879.81	\$0.00	\$398.51	\$1,505.68	\$1,904.19	\$0.00	\$68.92	\$68.92	\$2,852.92	\$21,352.87	13.36%	\$1,303.54	7.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	\$800.00	\$4,637.65	0.00%	\$0.00	0.00%
Total Community Services	\$122,735.08	\$50,615.44	\$58,033.48	\$50,198.98	\$158,847.90	\$46,907.60	\$45,203.41	\$92,111.01	\$373,693.99	\$668,281.95	55.92%	\$337,658.43	58.99%
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	-\$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%	-\$45.81	0.00%
Contingency/Ending Balance	\$10,037,435.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,037,435.00	\$10,037,435.00	100.00%	\$10,994,012.00	100.00%
Total Expenditures	\$42,314,427.25	\$19,691,525.68	\$19,841,163.27	\$19,010,927.15	\$58,543,616.10	\$19,062,371.55	\$19,285,977.16	\$38,348,348.71	\$139,206,392.06	\$250,935,863.00	55.47%	\$127,312,149.02	52.42%

Does not include "Future Years Expenses" in CAFR or any other unappropriated funds.

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
INFORMATION – ADMINISTRATIVE REGULATION UPDATE

SITUATION

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.

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

The following administrative regulations (AR) have proposed changes:

- Policies in Section E – Support Services
 - EEA-AR: School Bus Scheduling and Routing
- Policies in Section G - Personnel
 - GBA-AR: Veterans' Preference
 - GCBDA/GDBDA-AR(1): Family Leave
- Policies in Section I – Instruction
 - IICC-AR: Volunteers

RECOMMENDATION

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



Code: **EEAB-AR**
Adopted: 11/03/08; 3/12/19
Revised/Reviewed:
Orig. Code: EEAB

School Bus Scheduling and Routing

(The district could also decide to delete this)

Actual bus stops and routes will be determined by the transportation services and will be based upon efficiency, safety, Board policy, and applicable state and federal laws and rules.

The determination of safe routes for school bus travel will be made by the transportation services.

The Superintendent or designee will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing;
3. Work with private and parochial schools, cities, the county and other appropriate governmental agencies on a continuing basis to inform them of transportation concerns.

END OF POLICY

Legal Reference(s):

~~ORS 332.405~~

~~OR 581-023-0040~~
~~OR 581-053-0004~~

~~OR 581-053-0031~~



Code: **GBA-AR**
Revised/Reviewed: 11/17; 4/28/20

Veterans' Preference

Oregon's Veterans' Preference Law requires the District to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be **qualified** for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be **eligible** for veterans' preference, a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law².

The District is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The District is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if the **individual veteran** is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the District for an explanation of the reasons why they were not selected for the position.³ The District shall provide the reasons for not selecting the candidate when requested.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.⁵

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 and OAR 839-006-0440 for definitions: ~~definition~~ of veteran and disabled veteran.

³ ~~Oregon Revised Statute (ORS) 408.230(5)~~

⁴ See Verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

⁵ ~~**Verification of Veteran's Preference:** A veteran will submit: (a) a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or (b) proof of receiving a nonservice connected pension from the U.S. Department of~~

Selection Procedures⁶

- Step 1: The District's electronic hiring process allows applicants to self-identify as veterans or disabled veterans, and the District's human resources department has developed an evaluation screening/scoring guide based on the minimum and any special qualifications listed in the job posting.
- Step 2: The hiring administrator will review the application materials using the above screening/scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran, the hiring administrator shall evaluate whether the skills and experience obtained in the military are transferable to the posted position. ~~In this step, the District applies a veterans' preference of 5 points to an eligible veteran and 10 points to an eligible disabled veteran.~~ Any applicants who do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the hiring administrator determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets have been developed as part of the District's interview and hiring process. Each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the hiring administrator shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' ~~At this point, additional veterans' preference shall be~~ points are applied by adding 5 percentage points ~~using a multiplier equivalent to an eligible~~ 5 percent for a veteran and 10 percentage points to an eligible ~~percent for a disabled veteran, or the equivalent.~~
- Step 6: The human resources administrator reviews the background and reference checks and other hiring requirements and approves the hire.

The District is committed to hiring and promoting veterans and disabled veterans if they are the most qualified candidates for the position.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The District shall provide the reasons for not selecting the candidate when requested.

Filing a Complaint

A veteran or disabled veteran is encouraged to contact the human resources office if the veteran has any concerns or questions regarding the application of or the process used for veterans' preference.

~~Veterans Affairs. A disabled veteran will submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.~~

⁶ If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans and disabled veterans and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).

Because it is the Board's policy to resolve complaints as closely to their origin as possible, a veteran or disabled veteran who has a concern or complaint regarding the selection process is encouraged to utilize the procedure outlined in Board policy KL and KL-AR - Public Complaints to resolve these concerns.

A veteran or disabled veteran claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may also file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI), in accordance with Oregon Revised Statute (ORS) 659A.820.

Corrected 2/01/22



Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 4/28/20; 2/23/21

~~Federal Family and Medical Leave/State Family Medical Leave~~

Coverage

The federal Family and Medical Leave Act (FMLA) applies to districts with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

The Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

Employee Eligibility

FMLA applies to employees who have worked for the District for at least 12 months (not necessarily consecutive) and worked for at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee need not requalify as an eligible employee, if the additional leave applied for is in the same leave year and for the same condition.

OFLA applies to employees who work an average of 25 hours or more per week during the 180 calendar days or more immediately prior to the first day of the start of the requested leave.¹ For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

¹ The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

An employee of a covered employer is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who worked for the covered employer for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who worked for the covered employer for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of a covered employer is eligible to take leave for purposes of OFLA if the employee:

1. Separates from employment with the covered employer, irrespective of any reason:
 - a. Is eligible to take leave OFLA at the time the employee separates; and
 - b. Is reemployed by the covered employer within 180 days of separation from employment; or
2. Is eligible to take OFLA leave:
 - a. At the beginning of a temporary cessation of scheduled hours of 180 days or less; and
 - b. Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for a covered employer prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the employer within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy disability leave need not requalify leave in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, when applicable, the employer must consider days, e.g., paid or unpaid, an employee is maintained on payroll for any part of a work week. Full-time public school teachers who have been maintained on payroll by a district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25

hours per week during the 180 days immediately preceding the start date of the OFLA leave. This provision is eligible for rebuttal if for example, the employee was on a nonpaid sabbatical.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

Qualifying Reason

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.
2. Parental leave² (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.
3. Military Caregiver Leave: leave for the care for spouse, son, daughter or next-of-kin who is a covered servicemember/veteran with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, son, daughter or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.

² Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

2. Parental leave (separate from eligible leave as a result of the child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.
3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has been closed³ in conjunction with a statewide public health emergency declared by a public health official.⁴
4. Bereavement Leave: leave related to the death of a covered family member.⁵
5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or same-gender domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same District designated leave period may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:
 - a. For the purposes of FMLA, "family member" means:
 - (1) Spouse⁶;
 - (2) Parent;
 - (3) Child; or

³ "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

⁴ The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable; and
3. A statement from the employee that no other family member of the child is willing and able to care for the child. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁵ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

⁶ "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

(4) Persons who are “in loco parentis”.

b. For the purposes of OFLA, “family member” means:

- (1) Spouse;
- (2) Registered, same-gender domestic partner;
- (3) Parent;
- (4) Parent-in-law;
- (5) Parent of employee’s registered, same-gender domestic partner;
- (6) Child;
- (7) Child of employee’s registered, same-gender domestic partner;
- (8) Grandchild;
- (9) Grandparent; or
- (10) Persons who are “in loco parentis”.

2. Child:

- a. For the purposes of FMLA, “child” means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental impairment.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s son or daughter on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means a biological, adopted, foster child or stepchild of the employee, the child of the employee’s same-gender domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis”.
- d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for and financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- b. For the purposes of OFLA, “in loco parentis” means person in the place of the parent having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA and Military Caregiver Leave under FMLA, “next of kin” means the nearest blood relative other than the servicemember’s spouse, parent, son or daughter in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
- b. Brothers or sisters;

- c. Grandparents;
- d. Aunts and uncles; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of Military Caregiver Leave under FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status, or is on the temporary disability ~~retired~~retire list for a serious injury or illness.

6. Covered veteran:

For the purposes of Military Caregiver Leave under FMLA, “covered veteran” means a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness provided they were:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period before the eligible employee first takes FMLA, Military Caregiver Leave.

7. Public health emergency:

For OFLA a public health emergency means:

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

The District will use a fiscal year (July 1 through June 30) for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement ~~shall be used~~occurs for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start day of any such leave regardless of the District’s designated 12-month leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the District’s designated leave period⁷. Spouses who work for the District may be limited to a combined 12 weeks of FMLA leave during the District’s designated leave period when the purpose of the

⁷ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the District’s leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee’s 26-week entitlement under Military Caregiver Leave under FMLA.

leave is for the birth of a child or to care for a child after birth, placement of an adopted or foster child or the care for an adopted or foster child after placement, or to care for the employee's parent's serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the District's designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the District's designated leave period. However, an eligible employee~~a woman~~ is entitled to an additional, full 12 weeks of parental leave during the District's designated leave period following the birth of a child regardless of how much OFLA qualified leave the employee~~she~~ has taken prior to the birth of such child during the District's designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the District designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA during the District's designated leave period for the purpose of caring for a child(ren) with a non-serious health condition requiring home care.⁸ Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the District. However, under OFLA, family members who work for the District may be restricted from taking concurrent OFLA qualified leave.⁹

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the District's designated leave period.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the District's designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁰. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹¹. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

⁸ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

⁹ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

¹⁰ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹¹ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requires a modified or reduced work schedule. For OFLA this includes but not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an employee is eligible for OFLA leave, but not FMLA leave, the employer:

1. May allow an exempt employee, as defined by state and federal law, with accrued paid time off to take OFLA leave in blocks of less than a full day; but
2. May not reduce the salary of an employee who is taking intermittent leave when they do not have accrued paid leave available. To do so would result in the loss of exemption under state law.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the District is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

The District may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The District may transfer an eligible employee who is on a foreseeable intermittent FMLA and/or OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position, and as a result the employee works fewer hours than the employee was working in the original position, the employee's FMLA and/or OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of FMLA and/or OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all FMLA and/or OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of FMLA, "instructional school employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, counselors, psychologist, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the District may require the eligible school employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave Near the End of the School Year

When an eligible school employee requests leave near the end of the school year, the District may require the following:

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee would return to work during the three-week period before the end of the term.
 - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain in leave until the end of the school year, provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
 - (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

If the District requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

FMLA and OFLA do not require the District to pay an eligible employee who is on a qualified leave. The use of accrued paid leave, including personal and sick leave, or accrued vacation leave for the leave period, is determined by the employment agreement, such as a collective bargaining agreement or memorandum agreement, regulating each employee group.

The District will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the District, that available accrued paid leave shall be used during the leave period. In the event the District is aware of an OFLA or FMLA qualifying exigency, the District shall notify the eligible employee of its intent to designate the leave as such regardless of whether a request has been made by the eligible employee. Such notification will be given to the eligible employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave, whichever is sooner.

When the District does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the District will provide the required notice promptly when the information is available but no later than two working days after the District has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other employer's policy provide otherwise¹². The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the District's policies provide otherwise.

For the purposes of FMLA and OFLA, the District will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the District's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The District will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

¹² See also ORS 342.934(4)(d) in reduction force situations.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the District may require the employee to obtain and present a Fitness-for-Duty Certification. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the District is going to require a fitness-for-duty certification upon return to work, the District must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.

For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the District.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the District.

Application

Under federal and state law, an eligible employee requesting FMLA and/or OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the District.

The District may request additional information to determine that the requested leave qualifies as FMLA and/or OFLA leave. The District may designate the employee as provisionally on FMLA and/or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take FMLA and/or OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means the employee must comply with the employer's normal call-in procedures except in limited and under unique circumstances. Failure of an employee to provide the required notice for FMLA leave may result in the District delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the District during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the District deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the District's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the District must choose the remedy that is most advantageous to the employee.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The District may require an eligible employee to provide medical documentation, when appropriate, to support the stated reason for such leave, other than to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. The District will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the District's notification that medical certification is required.

The District may request re-certification of a condition when the minimum duration of a certification expires if continued leave is requested. If the certification does not indicate a duration or indicates that it is ongoing, the District may request re-certification at least every six months in connection with an absence.

Under federal law, a second medical opinion may be required whenever the District has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the District. The provider shall not be employed by the District on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The District and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for an employee to obtain such opinions will be paid for by the District.

Second and Third Opinions

1. For the purposes of FMLA, the District may designate a second health care provider, but that person cannot be utilized by the District on a regular basis except in rural areas where health care is extremely limited. If the opinions of the employee's and the District's designated health care provider(s) differ, the District may require a third opinion at the District's expense. The third health care provider must be designated or approved jointly by the employee and the District. This third opinion shall be final and binding.
2. For the purposes of OFLA, and except for leave related to sick child leave under OFLA, the District may require the employee to obtain a second opinion from a health care provider designated by the District. If the first and second verifications conflict, the employer may require the two health care providers to jointly designate a third health care provider for the purpose of providing a verification. This third verification shall be final and binding.

Notification

Any notice required by federal and state laws explaining employee rights and responsibilities will be posted in all staff rooms and the District office. Additional information may be obtained by contacting the chief human resources officer.

Record Keeping/Posted Notice

The District will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The District will post notice of FMLA¹³ and OFLA¹⁴ leave requirements.

Federal vs. State Law

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law; and that OFLA and FMLA leave entitlements run concurrently. State law requires that FMLA and OFLA leave entitlements run concurrently when possible.

For example, due to differences in regulations, an eligible employee who takes OFLA leave after 180 days of employment, but before ~~they are~~ ~~he/she is~~ eligible for FMLA leave, is still eligible to take a full 12 workweeks of FMLA leave after meeting FMLA's eligibility requirements. Thereafter, any eligible leave period will run concurrently, when appropriate.

¹³ Poster available at <https://www.dol.gov/agencies/whd/fmla/posters>.

¹⁴ Poster available at <https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx>.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.

***The FMLA definition of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a

chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



Code: **IICC-AR**
Revised/Reviewed: 12/01/17
Orig. Code: IICC-AR

Volunteers

The District encourages and appreciates the involvement of community members and parents who volunteer in our schools. As the safety of students is of primary importance, the following procedures are required for processing volunteer requests.

Classroom/School Volunteers

1. A completed volunteer application must be submitted via the District website.
2. The volunteer will be required to complete the volunteer criminal history verification process and receive final approval from the Human Resources Department prior to beginning their volunteer service.
3. Re-verification will be required every two years.

Upon successful completion of these requirements, the applicant may begin volunteer duties.

Volunteer Coaches/Activity Advisors/Mentors/Overnight Chaperones/Volunteers Transporting Students (i.e., certain identified positions with direct, unsupervised contact with students)

1. A completed electronic employment application must be submitted through the District website.
2. The volunteer will be required to complete the volunteer criminal history verification process and fingerprint check, and receive final approval from the Human Resources Department prior to beginning service.
3. The volunteer may be required to sign an extra-duty expectation agreement.

Upon successful completion of these requirements, the applicant may begin volunteer duties.

HILLSBORO SCHOOL DISTRICT 1J
March 15, 2022
FIRST READING – POLICIES

SITUATION

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

Policy language must meet the following criteria:

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

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

- Policies in Section G - Personnel
 - GBL: Personnel Records
 - GBLA: Disclosure of Information
- Policies in Section J - Students
 - JB: Equal Educational Opportunity

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policies of the District's policy manual.



Code: **GBL**
Adopted: 11/25/08
Revised/Readopted: 4/28/20; 9/22/20
Orig. Code: GBL

Personnel Records

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

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

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

Except as provided below, or required by law, District employees'¹ personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee (designated in writing by the employee) may arrange with the human resources department to inspect the contents of the employee's personnel file on any day the Human Resources Department is open for business.
2. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection.
3. The Superintendent and designated members of the central administrative staff.
4. District administrators and supervisors who currently or prospectively supervise the employee.
5. Attorneys for the District or the District's designated representative on matters of District business.
6. Upon receiving a request from a prospective employer issued under Oregon Revised Statute (ORS) 339.374(1)(b), the district, pursuant to ORS 339.378(1), shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later

¹ Includes former employees.

than 20 days after receiving such request. The records created by the District ~~Records created~~ pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The District may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1).

7. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.
8. Upon request from a prospective employer or a former employee, authorized District officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

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

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

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 – 339.374](#)
[ORS 339.378](#)
[ORS 339.388](#)

[ORS 342.143](#)
[ORS 342.850](#)
[ORS 652.750](#)
[ORS Chapter 659](#)

[ORS Chapter 659A](#)
[OAR 581-022-2405](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Corrected 2/01/22



Code: GBLA
Adopted: 4/28/20
Revised/Readopted: 11/17/20

Disclosure of Information

(Incorporated into GBL)

Authorized district officials may disclose information about a former employee's job performance to a prospective employer. District officials are immune from civil liability for such disclosures under the following conditions:

1. The disclosure of information regarding the former employee's job performance is upon request of the prospective employer or the former employee. This disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was:
 - a. Knowingly false;
 - b. Deliberately misleading;
 - c. Rendered with malicious purpose; or
 - d. Violated civil right of the former employee protected under Oregon Revised Statute (ORS) 659 or ORS 659A.
2. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
3. The disclosure is a result of a request from law enforcement, Oregon Department of Human Services, Teacher Standards and Practices Commission, or the Oregon Department of Education in conducting an investigation related to suspected abuse or suspected sexual conduct to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
4. No later than 20 days after receiving a request under ORS 339.374(1)(b), the district, if it has or has had an employment relationship with the applicant, shall disclose the information requested.

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 - 339.374](#)

[ORS 339.378](#)
[ORS 339.388](#)

[ORS Chapter 659](#)
[ORS Chapter 659A](#)

OR. ATTORNEY GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL.



Code: JB
Adopted: 4/28/09
Revised/Readopted: 5/28/19
Orig. Code(s): JB

Equal Educational Opportunity

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation⁺, gender identity, race, religion, color, national origin, disability, marital status, familial status, ~~or~~ parental status, linguistic background, culture, socioeconomic or immigration status, capability or geographic location.

The District staff shall acknowledge the dignity and worth of individuals and groups and their participative roles in society.

The District shall develop and implement an Equal Educational Opportunity Plan that assures that no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district or denied access to facilities in the district.

~~The District shall implement, in each school, programs which assure equity, opportunity, and access for all students, and will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.~~

~~The Superintendent will designate an employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the District alleging noncompliance with Title IX through the District's complaint process. The Title IX coordinator's name, address, and telephone number will be provided to all students and employees.~~

~~The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.~~

The Superintendent and District staff are directed to make continuous efforts to provide equal educational opportunities and to eliminate those conditions which may cause discrimination.

A student or parent may also access and use the District's general complaint procedure through Board policy KL - Public Complaints.

All reports, complaints or information will be investigated.

⁺ "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

The District will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems, and handbooks and will be published to the District website and made available at the district office during regular business hours.

A student of the District may not be subjected to retaliation by the District for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659.850	ORS 659A.403
ORS 192.630	ORS 659.852	ORS 659A.406
ORS 326.051	ORS 659A.003	OAR 581-021-0045
ORS 329.025	ORS 659A.006	OAR 581-021-0046
ORS 332.107	ORS 659A.103 - 659A.145	OAR 581-022-2310
ORS 336.086	ORS 659A.400	OAR 839-003-0000

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).

Cross Reference(s):

AC - Nondiscrimination

ACA - Americans with Disabilities Act