

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

Board Meeting Agenda
Tuesday, May 24, 2022
5:15 PM

Please note that the estimated times for specific items on Board meeting agendas are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time.

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

- A. Call to Order
Presenter: Mark Watson
Time: 5:15 PM
- B. Black Village Family Advisory Committee Report and Discussion
Presenter: Francesca Sinapi
Time: 5:15 PM, 30 minutes
- C. Bond Oversight Committee Report
Presenter: Adam Stewart
Time: 5:45 PM, 15 minutes
- D. Discuss 2022-23 Board Meeting Schedule
Presenter: Mike Scott
Time: 6:00 PM, 5 minutes
- E. Discuss Interview Questions for School Board Candidates
Presenter: Mark Watson
Time: 6:05 PM, 5 minutes
- F. CSE Biennial Review and Update Report
Presenters: Travis Reiman / Becky Kingsmith
Time: 6:10 PM, 25 minutes
- G. Compensation for Non-Union Employees Update
Presenter: Kona Lew-Williams
Time: 6:35 PM, 5 minutes
- H. Overview of Local Contract Review Board Meeting
Presenters: Adam Stewart / Jordan Beveridge
Time: 6:40 PM, 5 minutes
- I. Recess Board Meeting
Time: 6:45 PM

2. **7:00 PM - Regular Session**

- A. Call to Order and Flag Salute
Presenter: Mark Watson
Time: 7:00 PM, 5 minutes
- B. Land Acknowledgement
Presenter: Mark Watson
Time: 7:05 PM, 5 minutes
- C. Proclamations / Recognition
Time: 7:10 PM, 20 minutes
 - 1. LGBTQ Pride Month
Presenter: Mark Watson
 - 2. Recognition and Appreciation
Presenters: Mark Watson / Mike Scott
- D. Approval of Agenda

Presenter: Mark Watson
Time: 7:30 PM, 5 minutes

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

E. Audience Time

Presenter: Mark Watson
Time: 7:35 PM, 5 minutes

F. Consent Agenda

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

Presenter: Mark Watson
Time: 7:40 PM, 5 minutes

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

1. Approve Minutes of April 26, 2022 Board Meeting
2. Approve Minutes of May 10, 2022 Board Meeting
3. Approve Routine Personnel Matters
4. Accept Gifts and Donations

G. Action Items

1. Approve Nutrition Services 2022-23 Paid Pricing
Presenter: Nathan Roedel
Time: 7:45 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors approve the increase in meal prices effective July 1, 2022.*

2. Award Contract for Domestic Water Pipe Replacement at McKinney Elementary School
Presenter: Adam Stewart
Time: 7:50 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors award the contract for the domestic water pipe replacement at McKinney Elementary School to Five-Star Builders for the bid amount of \$393,792.*

3. Endorse NWRES D Board of Directors Candidate
Presenter: Mark Watson
Time: 7:55 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors endorse Yadira Martinez to fill the remaining term for the vacancy of NWRES D Zone 3 to begin July 1, 2022.*

4. Acknowledge Gifts and Donations
Presenter: Michelle Morrison
Time: 8:00 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors acknowledge the donation of \$7,000 from the Hillsboro Schools Foundation to Indian Hills Elementary School for the STEAM Makerspace grant.*

5. Declare Surplus Equipment and Authorize Disposal
Presenter: Casey Waletich
Time: 8:05 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors declare the listed items as District surplus, and authorize the disposal in accordance with District Surplus Procedures.*

6. Approve Compensation for Non-Union Employees
Presenter: Kona Lew-Williams

Time: 8:10 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors approve the amended three-year agreement with executive management, administrators, confidential and supervisory-technical employees, to align with the compensation increases that were approved for licensed staff at the completion of the bargaining process.*

H. Recess Board Meeting; Convene Meeting of the Local Contract Review Board

Presenter: Mark Watson

Time: 8:15 PM

1. Local Contract Review Board Hearing: Review and Approve Findings of Fact Exception from Competitive Bidding, and Authorizing a Specific Product Specification

Presenters: Jordan Beveridge / Adam Stewart

Time: 8:15 PM, 5 minutes

SAMPLE MOTION: *I move that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact allowing Special Procurements and Exemptions from Competitive Bidding for the Rauland Telecenter U Communication Systems and services from NIS Consulting when the administrative project management team believes it is in the best interest of the Hillsboro School District.*

2. Local Contract Review Board: Public Testimony

Presenter: Mark Watson

Time: 8:20 PM

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

Presenter: Mark Watson

Time: 8:20 PM

J. Reports and Discussion

1. Financial Report

Presenter: Michelle Morrison

Time: 8:20 PM, 5 minutes

K. Policies - First Reading

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

Presenter: Mike Scott

Time: 8:25 PM, 5 minutes

1. D - Fiscal Management

- a. DJ: District Purchasing

Presenter: Michelle Morrison

- b. DJ-AR: District Purchasing

Presenter: Michelle Morrison

- c. DLC: Expense Reimbursements

Presenter: Michelle Morrison

2. G -Personnel

- a. GBC-AR: Staff Ethics

Presenter: Michelle Morrison

L. HCU / HEA Reports

Presenter: Mark Watson

Time: 8:30 PM, 10 minutes

- M. Discussion Time
 - Time: 8:40 PM, 10 minutes
 - 1. Student Representatives' Time
 - 2. Superintendent's Time
 - 3. Board of Directors' Time
- N. Adjourn Regular Session
 - Presenter: Mark Watson
 - Time: 8:50 PM
- O. Next Meetings of the Board of Directors
 - June 21, 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
May 24, 2022
BLACK VILLAGE FAMILY ADVISORY COMMITTEE REPORT AND DISCUSSION

SITUATION

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

Tonight, the Board will hear updates from our Black Village Family Advisory Committee. This group has formed to advise the Board and HSD staff regarding policy and programs in order to better serve students who identify as Black, African American, and African. Leaders from the group will share updates on their PAC and District collaboration.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
BOND OVERSIGHT COMMITTEE REPORT

SITUATION

As part of the 2017 bond campaign, the District committed to the formation of a Citizen's Bond Oversight Committee. The purpose and authority of the Oversight Committee is to convene quarterly or as needed to review progress on projects detailed in the Hillsboro School District Bond Measure 34-278. The Committee will review progress and monitor program spending and construction schedules. A written report describing program progress will be prepared for each Committee meeting. The written report will be shared with the Board of Directors and will be published on the Hillsboro School District website.

Tonight, the Hillsboro School Board of Directors will receive a report from Capital Projects Officer Adam Stewart. Adam will provide information regarding summer 2022 bond projects, schedules and budgets and answer Board members' questions regarding the bond program and Citizen Bond Oversight Committee activities.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
DISCUSS 2022-23 BOARD MEETING DATES

SITUATION

The Board annually sets the schedule of Board meeting dates for the upcoming school year. Board meetings are usually held on the second and fourth Tuesdays of the month, with some exceptions to accommodate school breaks. Proposed meeting dates for the 2022-23 school year are provided below for Board discussion.

<u>Date</u>	<u>Meeting / Session</u>
Tuesday, August 2, 2022	Full-Day Session (Retreat)
Tuesday, September 13, 2022	Work Session
Tuesday, September 27, 2022	Work / Regular Session
Tuesday, October 11, 2022	Work Session
Tuesday, October 25, 2022	Work / Regular Session
Tuesday, November 15, 2022	Work / Regular Session
Tuesday, December 6, 2022	Work / Regular Session
Tuesday, January 10, 2023	Work Session
Tuesday, January 24, 2023	Work / Regular Session
Tuesday, February 14, 2023	Work Session
Tuesday, February 28, 2023	Work / Regular Session
Tuesday, March 14, 2023	Work / Regular Session
Tuesday, April 11, 2023	Work Session
Tuesday, April 25, 2023	Budget Meeting / Work / Regular Session
Thursday, May 4, 2023	Budget Committee Meeting, <i>if needed</i>
Tuesday, May 9, 2023	Work Session
Thursday, May 18, 2023	Budget Committee Meeting, <i>if needed</i>
Tuesday, May 23, 2023	Work / Regular Session
Tuesday, June 20, 2023	Work / Regular Session

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss the Board meeting schedule for the 2022-23 school year.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
DISCUSS INTERVIEW QUESTIONS FOR SCHOOL BOARD CANDIDATES

SITUATION

During tonight's work session, the Board will discuss the revised interview questions for School Board candidates.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss the revised interview questions for School Board candidates.

**Hillsboro School District
Board Applicant Interview Questions
June 21, 2022**

1. Why do you believe you are the best applicant for this position?
2. How would you advocate for district stability at the state level?
3. What has been your impact with diversity, equity and inclusion within our local community?
4. What responsibilities do board members have regarding advocacy?
5. How do you believe a school board member can be most effective in making long-lasting, substantial, positive changes for students?

Supplemental Questions if needed

6. What are the factors on which you will base your decisions as a school board member?
7. What kind of relationship should a district/the board have with its community? With its parents and families?
8. What are the current challenges facing education/school boards and how would you navigate them.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
COMPREHENSIVE SEXUALITY EDUCATION (CSE) BIENNIAL REVIEW AND
UPDATE REPORT

SITUATION

As required by [OAR Rule 581-022-2050](#), “Local school boards shall: Approve the [CSE] plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective education strategies.”

This report will include the timeline and process for the biennial review and update.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
COMPENSATION FOR NON-UNION EMPLOYEES UPDATE

SITUATION

In May 2021, in accordance with past practice, the Board approved a three-year agreement with executive management, administrators, confidential and supervisory-technical employees, to align with the timelines of the agreements reached with the licensed employee groups. At that time, the Board approved the following compensation package for non-union employees, to be aligned with the compensation increases that would be approved for licensed staff, upon the completion of the bargaining process.

- All employees receive a step during each year that they are eligible
- General Salary Increase (GSI) equivalent to negotiated licensed staff increase
- Insurance increase equivalent to negotiated licensed staff increase
- Bilingual Stipend

On May 10, 2022, the Licensed Association ratified the contract followed by the Board approving the contractual bargaining agreement for a new three-year contract, July 1, 2021 to June 30, 2024.

SALARY

- All employees receive a step during each year that they are eligible (retroactive to July 1, 2021)
- Employees who were not eligible for step advancement for 2021-22 due to being on the maximum step of their respective salary schedule shall be placed on the revised salary schedule.
- General Salary Increase, (GSI) formerly called COLA, added to the salary schedule
 - 2021-22: 3%
 - 2022-23: 3%
 - 2023-24: 3%

INSURANCE

- 2021-22: \$40.00 increase to the insurance cap to \$1290 per month (not retroactive to July 1, 2021; new rate is applied in June 2022)
- 2022-23: \$40.00 increase to the insurance cap to \$1330 per month
- 2023-24: \$40.00 increase to the insurance cap to \$1370 per month

ADDITIONAL CHANGES OF NOTE

- Starting in the 2022-23 school year, Juneteenth will be a non-contract day for non-union employees. The annual work calendar will be reduced by one day when Juneteenth falls within the work week.

This is the proposed compensation package for non-union employees.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT
May 24, 2022
OVERVIEW OF LOCAL CONTRACTORS REVIEW BOARD MEETING

SITUATION

Historically, public improvement contracts are competitively bid and awarded to the responsible low bidder and such solicitation may not specify particular products or equipment. During recent project coordination meetings, the financial, safety and operational benefits to design, purchase and install specific types of paging systems has been discussed. This process involves the selection of the type of paging systems during the design phase and specifies the selected product and systems in construction documents, which are publicly advertised, for all District buildings. In all cases listed above, use of the same systems throughout the district will make repairs, upgrades, installation of new systems, maintenance, replacement, training, safety and operation much more efficient. The Projects will require tight schedule adherence to resolve issues that could impact timely completion. This includes using the district standard Low Voltage Engineer (NIS Consulting) for all design and project management work due to the understanding of the district network systems and integration with district systems.

Public Agencies that have used this process include:

- Beaverton School District
- Salem-Keizer School District
- Oregon State University

ORS 279C.345 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to specify particular products or systems upon making certain findings. In doing so, the statute specifically says that the Local Contract Review Board shall: “where appropriate, allow the purchase of products or systems from a particular manufacturer or seller.”

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

The Oregon Public Contracting Rules requires Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments and make a final decision on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing.

Notice of public hearing was advertised in the Daily Journal of Commerce (DJC) on Friday, May 6.

FINDINGS OF FACT

Project Descriptions:

Install new, upgrade, renovate or expand paging systems in new and existing buildings. Design and integrate with access control and phone system.

Rationale:

Based upon the above analysis, the design, integration and selection of a particular product or system for paging systems in new or existing buildings and then specifying the same product or system for all district buildings, qualifies for an exemption from competitive bidding based upon the following findings under ORS 279C.345(2):

- Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.
- The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, could result in a substantial cost savings.
- There is only one manufacturer and product or seller of the product of the quality required: Rauland Telecenter U Communication Systems

RECOMMENDATION

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

**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 celebrates the first presidential proclamation recognizing the Transgender Day of Visibility issued by President Joe Biden in March of 2021.

The Hillsboro School District recognizes that the struggle for dignity and equality for lesbian, gay, bisexual, transgender and questioning (LGBTQ) people is reflected in the tireless dedication of advocates and allies who strive to forge a more inclusive society.

The Hillsboro School District understands that LGBTQ individuals, including those who live in our local communities, face discrimination simply for being who they are and for who they love and there remains much work to do to extend the promise of our country to every person.

The Hillsboro School District commemorates the landmark Supreme Court decision of 2015 guaranteeing marriage equality in all 50 States was a historic victory for LGBTQ Americans and continues to affirm our belief that we are all more free when we are treated as equals.

The Hillsboro School District celebrates that the month of June is nationally recognized as a time to celebrate contributions of the LGBTQ community to our society and collective history.

The Board of Education of the Hillsboro School District do hereby proclaim the month of June 2022 to be:

LGBTQ PRIDE MONTH



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

Hillsboro School District Board of Directors

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
RECOGNITION AND APPRECIATION

SITUATION

On March 15, 2022, Director Yadira Martinez announced her resignation from the Hillsboro School District Board of Directors, effective at the conclusion of tonight's Board meeting.

Director Martinez was initially appointed to the Board in 2018, and was re-elected to serve a second term in 2019.

Yadira served on the Health Science Industry Advisory team. Her passion for connecting students to health care opportunities has been invaluable. She is a champion for our vision of career and college pathways, especially in Health Care.

Yadira's leadership, advocacy, voice, and collaboration in the re-branding of Oak Street Campus helped to bring the concept of The Pathways Center to life over the past three years. Her connections to the Hillsboro community brought diverse perspectives and people to the table. Her support of alternative options for multiple pathways to graduation was invaluable and has impacted the lives of thousands of Hillsboro students and families.

In addition to serving on the Board of Directors and various District committees, Director Martinez has also volunteered countless hours of her time in schools, working with students and modeling a passion for alternative education and ongoing learning.

We truly appreciate the years of leadership and service that Director Yadira Martinez has contributed to the Hillsboro School District, and we wish her success in all of her future endeavors.

RECOMMENDATION

The Superintendent recommends that the Board of Directors recognize and thank Director Yadira Martinez for her years of dedicated service to the students, staff, families, and patrons of the Hillsboro School District.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

April 26, 2022

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

1. PUBLIC HEARING

<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	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Beth Graser, Communications Officer
Yadira Martinez	Casey Waletich, Operations Officer
Monique Ward	Jordan Beveridge, Information Technology Officer
	Francesca Sinapi, Equity, Access and Engagement Officer
<u>Student Reps Present:</u>	Michelle Morrison, Financial Officer
Ceph Tronco, virtual	Frank Caropelo, Executive Director of Schools
	Jeff Jones, Manager – Business Services
<u>Others Present:</u>	Angela Adzima, Technology Support
Brian Hungerford, Attorney	John Garcia Lopez, Technology Support
Ron Babcock, Complainant	Hugo Salmeron, Technology Support
	Rose Roman, Executive Assistant to the Board of Directors
	Sebastian Antonio Hernandez Viera, Language Liaison
	Idania Romo Diaz, Language Liaison

A. Call to Order Public Hearing

Board Chair Mark Watson called the meeting to order at 5:00 PM.

B. Public Hearing

Board Chair Mark Watson read a statement. Human Resources Officer Kona Lew-Williams gave a brief description of the complaint. Complainant Ron Babcock shared his appeal. Human Resources Officer Kona Lew-Williams, Assistant Superintendent Dayle Spitzer, and Executive Director of Schools Frank Caropelo provided a response. Board members asked clarifying questions.

Director Mark Watson MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors adopt the Step 2 decision regarding the complaint submitted by Mr. Ron Babcock.

The MOTION CARRIED (7-0).

C. Recess Public Hearing

Board Chair Mark Watson recessed the public hearing at 6:04 PM.

2. BUDGET HEARING

<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	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim	Beth Graser, Communications Officer
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Monique Ward	Michelle Morrison, Financial Officer
Yadira Martinez	Casey Waletich, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Francesca Sinapi, Equity, Access and Engagement Officer
Michelle Chen	Jeff Jones, Manager - Business Services
Ceph Tronco, virtual	Rose Roman, Executive Assistant to the Board
	Angela Adzima, Technology Support
<u>Budget Committee Members Present:</u>	Hugo Salmeron, Technology Support
Dawn Wallace	John Garcia Lopez, Technology Support
Michael Smith	Sebastian Antonio Hernandez Viera, Language Liaison
Kristine Adams-Wannberg	Idania Romo Diaz, Language Liaison
Kim Strelchen	

- A. Call to Order
Board Chair Mark Watson called the budget committee meeting to order at 6:14 PM.
- B. Approve Proposed Agenda
Board Chair Mark Watson moved, seconded by Vice Chair Nancy Thomas to approve the Budget Committee Agenda as printed.
- C. Committee Responsibilities, Roles, and Process
Financial Officer Michelle Morrison discussed the committee responsibilities, roles, and processes.
- D. Election of Budget Committee Chair
Director Lisa Allen nominated, Director Erika Lopez seconded, to nominate Board Chair Mark Watson as the Budget Committee Chair. No objections were heard, Board Chair Mark Watson was elected as the Budget Committee Chair.
- E. Budget Message
Superintendent Mike Scott read the 2021-2022 Budget Message.
- F. Review Financial Outlook and Proposed Budget Document
Financial Officer Michelle Morrison reviewed the HSD financial outlook and proposed budget document.
- G. Committee Discussion
Budget Committee members asked clarifying questions.

- H. Public Input
No public input received.
- I. Additional Committee Discussion
No further discussion took place.
- J. Possible Action
Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Hillsboro School District 1J budget for 2022-23 in the aggregate amount of \$453,265,154 (total of all funds) be approved as proposed, and that the permanent tax rate of \$4.9749 per \$1,000 of assessed value be assessed in support of the General Fund.

Director Mark Watson further moved that tax levies totaling \$39,894,969 be approved for the debt service fund for the purpose of the retirement of bonded debt owed by the District.

The MOTION CARRIED (11-0).
- K. Review Next Steps
Financial Officer Michelle Morrison discussed next steps.
- L. Recess Board Meeting
Budget Committee Chair Mark Watson recessed at 7:03 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	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim	Beth Graser, Communications Officer
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Monique Ward	Michelle Morrison, Financial Officer
Yadira Martinez	Casey Waletich, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Francesca Sinapi, Equity, Access and Engagement Officer
Michelle Chen	Adam Stewart, Capital Projects Officer
Ceph Tronco, virtual	Jim Peterson, Bond Construction Coordinator
Kaylee Vazquez	Sharon McCarty, Construction Mngt & Bond Team Support
	Rose Roman, Executive Assistant to the Board
<u>Others Present:</u>	Hugo Salmeron, Technology Support
Steve Callaway, Hillsboro Mayor	Jane Siguenza, Specialist - Bond Marketing
Piseth Pich, City of Hillsboro	

A. Call to Order and Flag Salute

Board Chair Mark Watson reconvened the meeting at 7:13 PM and led the Pledge of Allegiance.

B. Land Acknowledgement

Board Chair Mark Watson read a Land Acknowledgement.

C. Recognitions / Proclamations

1. Employee Recognition

Capital Projects Officer Adam Stewart read an employee recognition of Jim Peterson, Bond Construction Coordinator. Matt Costigan from the Bonds Oversight Committee provided additional comment. Superintendent Mike Scott provided comments on Jim Peterson and his career with HSD.

2. National School Nurses Week

Director Yadira Martinez read the National Volunteer Week Proclamation.

3. Asian American & Pacific Islander Heritage Month

Director See Eun Kim read the Asian American & Pacific Islander Heritage Month Proclamation.

4. Teacher Appreciation Week

Director Lisa Allen read the Teacher Appreciation Week Proclamation.

D. Approval of Agenda

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, to approve the agenda as printed.

The MOTION CARRIED (7-0).

No further discussion took place.

E. Audience Time

No audience members requested to address the Board.

F. Consent Agenda

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

Director Monique Ward MOVED, SECONDED by Director Mark Watson, to amend the Consent Agenda to remove policy JB: Equal Education Opportunity.

The MOTION CARRIED (7-0).

Director Erika Lopez MOVED, SECONDED by Director Nancy Thomas, to approve the Consent Agenda as amended.

The MOTION CARRIED (7-0).

No further discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of March 15, 2022 Board Meeting
2. Approve Minutes of April 12, 2022 Board Meeting
3. Approve Routine Personnel Matters
4. Approve Policies
 - a. G -Personnel
 - 1) GBL: Personnel Records
 - 2) GBLA: Disclosure of Information
 - ~~b. J -Students~~
 - ~~1) JB: Equal Educational Opportunity~~

G. Reports and Discussions

1. City of Hillsboro Levy Presentation

Hillsboro Mayor Steve Callaway and City of Hillsboro Public Information Officer Piseth Pich discussed the City of Hillsboro Public Safety Levy. Board members offered comment and asked questions.

2. Financial Report

Financial Officer Michelle Morrison presented the Financial Report. Board members thanked the Business Office for the work on the Budget presentation.

H. Action Items

1. Ratify Agreement with Hillsboro Classified United

Human Resources Officer Kona Lew-Williams discussed the process of bargaining with Hillsboro Classified United and highlighted the agreement reached. She thanked all who worked on the bargaining process. Board Chair

Mark Watson provided additional comment.

Director Nancy Thomas MOVED, SECONDED by Director See Eun Kim, that the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Classified United, effective July 1, 2021, through June 30, 2024, as tentatively agreed to by the District bargaining team.

The MOTION CARRIED (7-0).

Director Yadira Martinez highlighted the additional of the bilingual stipend. Director Erika Lopez thanked Chair Mark Watson for participating on the committee. Student representatives provided comment.

2. Approve Purchase of Electric School Buses

Financial Officer Michelle Morrison discussed the purchase of two electrical school buses.

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the purchase of two (2) vehicles for a total estimated cost of \$792,328.

The MOTION CARRIED (7-0).

Student Representative Michelle Chen applauded the efforts to add electric buses and asked questions. Chair Mark Watson highlighted Representative Janeen Sollman, Representative Susan McClain, and Senator Chuck Riley for their work. Superintendent Scott highlighted Chair Mark Watson and his contributions to the effort.

3. Acknowledge Gifts and Donations

Financial Officer Michelle Morrison discussed the donations received.

Director Nancy Thomas MOVED, SECONDED by Director Lisa Allen, that the Board of Directors acknowledge the donation of \$7,462.40 from the Orenco Booster Club to Orenco Elementary School for library materials and supplies, recess equipment, and Spanish library books, and the donation of \$6,394.55 from the North Plains PTO to North Plains Elementary School for computer purchases.

The MOTION CARRIED (7-0).

No further discussion took place.

4. Approve Policies

Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve policy JB: Equal Educational Opportunity.

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

No further discussion took place.

I. HCU / HEA Reports

HEA Vice President Mary Kay Babcock introduced herself as HEA president elect. She highlighted the recruitment and retention of staff, discussed workload issues, salary concerns, and other HEA member concerns. She looked forward to the upcoming Proud to Be HSD festival. She thanked HEA President Jill Golay and Sarah Moskoff from the OEA. HCU President Melody Hansen discussed bargaining and the ratification of a contract. She highlighted the Century High School kitchen staff for overcoming obstacles, and year-end activities supported by Classified staff.

J. Discussion Time

1) NSBA Conference Report

Director See Eun Kim and Director Erika Lopez each shared their experiences at the NSBA conference in San Diego.

2) Student Representatives' Time

Kaylee Vazquez discussed her attendance at the OASC conference in Seaside over the weekend, and highlighted the dual language program in the Hillsboro School District. Michelle Chen highlighted the student focus, values, diversity, equity and inclusion in the Hillsboro School District. She recognized teacher appreciation week in May, acknowledge the donation of books received at Orenco Elementary, and highlighted the return of assemblies at Glencoe High School and the feeling of moving back to normalcy. Ceph Tronco typed in the chat - No comment tonight- I am feeling sick and my voice is still recovering, but I would like to thank everyone who came to present.

3) Superintendent's Time

Superintendent Mike Scott highlighted school visits, Career and College Pathways, and the Aerospace program. He looked forward to the upcoming WOU Scholars visit at Western Oregon University. He highlighted the agreement reached for an HCU contract and the work of Human Resources Officer Kona Lew-Williams, Financial Officer Michelle Morrison, Chair Mark Watson and HCU President Melody Hansen. He additionally thanked Financial Officer Michelle Morrison for her work with the Budget Committee.

4) Board of Directors' Time

Director Lisa Allen highlighted teacher appreciation week, HCU bargaining agreement, and Financial Officer Michelle Morrison and the Business Office for the budget presentation. Director Erika Lopez wished a happy teacher appreciation week. Director See Eun Kim wished a happy teacher appreciation week. She highlighted the Crystal Apple Awards, applauded the WaCo Chamber, congratulated the 33 nominees, and 10 award recipients. She highlighted the Bond program and the energy incentives received. Director Yadira Martinez wished everyone happy teacher appreciation week. Director Monique Ward had a question about covid-19 testing for unvaccinated staff. Superintendent Mike Scott answered that unvaccinated staff will continue to be required to wear masks thru the end of the school year. She highlighted teacher appreciation week, and thanked staff for answering her questions. She appreciated the cordialness of disagreements, that she has a point of view different from others, and will continue to represent those who share her views. Vice Chair Nancy Thomas congratulated Mary Kay Babcock on her election as HEA president, and recognized teacher appreciation week. Chair Mark Watson wished everyone a happy teacher appreciation week, highlighted the NSBA reports, and the OSBA summer conference

in July. He discussed the work of being a Board member, congratulated Director Erika Lopez on being the new Chair on the OSBA Legislative Policy Committee, that lobbies for CSL and funding education in Oregon. He also highlighted the Crystal Apple Awards, WaCo chamber, nominees and winners.

K. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:41 PM.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 10, 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	Rose Roman, Executive Assistant to the Board
Nancy Thomas, Vice Chair	
Lisa Allen	
See Eun Kim, virtual	
Erika Lopez	
Yadira Martinez	
Monique Ward, virtual	

A. Call to Order Executive Session

Board Chair Mark Watson called the Executive Session to order at 5:16 PM.

B. ORS 192.660(2)(i) - Evaluation of the Superintendent

Board Chair Mark Watson led a discussion on the Superintendent Evaluation, including the evaluation letter.

Superintendent Mike Scott and the Cabinet joined the 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	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim, virtual	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Beth Graser, Communications Officer
Yadira Martinez	Jordan Beveridge, Information Technology Officer
Monique Ward, virtual	Francesca Sinapi, Equity, Access and Engagement Officer
	Michelle Morrison, Financial Officer
	Rose Roman, Executive Assistant to the Board

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

Human Resources Officer Kona Lew-Williams gave an update on union bargaining.
Director Erika Lopez shared her thoughts on the bargaining process.

D. Recess Executive Session

Board Chair Mark Watson moved the Board out of Executive Session and recessed the meeting at 5:41 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	Dayle Spitzer, Assistant Superintendent, School Performance
See Eun Kim, virtual	Beth Graser, Communications Officer
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Monique Ward, virtual	Michelle Morrison, Financial Officer
Yadira Martinez	Casey Waletich, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Francesca Sinapi, Equity, Access and Engagement Officer
Michelle Chen, virtual	Olga Acuña, Executive Director of Federal Programs
Ceph Tronco, virtual	Dorotea Lopez Perez, Counselor
	Audrea Neville, Executive Director of Schools
<u>Latinx PAC Present:</u>	Brooke Nova, Director of CCP and Student Support Networks
Monica Uribe, parent	Arcema Tovar, Director of Teaching and Learning
Isabel Uribe-Jensen, student	Rose Roman, Executive Assistant to the Board
Jorge Rodriguez, parent	Annabella Salkind, Language Liaison
	John Garcia, Technology Support
	Gaspar Lopez Lopez, Language Liaison

- A. Call to Order
Board Chair Mark Watson called the meeting to order at 5:46 PM.
- B. Latino Parent Advisory Committee Report and Discussion
Equity, Access and Engagement Officer Francesca Sinapi introduced the subject. Executive Director of Federal Programs Olga Acuna introduced herself and asked the PAC to introduce themselves. PAC parents Monica Uribe and Jorge Rodriguez and student Isabel Uribe-Jensen presented to the Board. Board members asked questions.
- C. Career and College Pathways (CCP)
Director of CCP and Student Support Networks Brooke Nova and Director of Teaching and Learning Arcema Tovar presented to the Board on Career and College Pathways and introduced the Elementary Career Kits.
- D. Workforce Education Update
Assistant Superintendent Travis Reiman presented the workforce and apprenticeship education in the HSD. Board members asked questions and provided comment.
- E. Middle School Update
Executive Director of Schools Audrea Neville gave an update on middle schools, the addition of the 7th period to allow for electives, MAP growth, and career action labs.
- F. Equity Update
Equity, Access and Engagement Officer Francesca Sinapi discussed equity work in the district, including reviewing 2021-2022 equity work, the emphasis on elevating the voices

of all through action and the five core competencies of Social Emotional Learning as a lever for equity. Board members provided comment.

G. Recess Board Meeting

Chair Mark Watson recessed the meeting at 7:37 PM.

H. Reconvened Board Meeting

Chair Mark Watson reconvened the meeting at 7:47 PM.

I. Discuss Superintendent Contract

Chair Mark Watson lead a discussion on the Superintendent contract, asking the Board what guiding principles should be followed in the contract negotiations. Board members discussed remaining competitive with districts of like size, rewarding longevity and commitment in the superintendent contract.

J. Discuss Board Candidate Interview Questions

Directors discussed the interview questions and agreed that they need to be reworked, and made suggests on possible topics for the questions. Board members discussed the number of applications received and the idea of potentially opening the application process back up in order to receive more candidates.

Director Lisa Allen MOVED, SECONDED by Director Erika Lopez, to reopen the application window for Board appointment until June 15, 2022.

The MOTION FAILED (3-4). Director Lisa Allen, Director Erika Lopez, and Director Yadira Martinez voted in favor, Director See Eun Kim, Director Monique Ward, Vice Chair Nancy Thomas, and Chair Mark Watson opposed.

K. Board Leadership Planning

Chair Mark Watson expressed his interest in continuing as Board Chair. Vice Chair Nancy Thomas stated that she would like to continue as Vice Chair.

L. Recess Board Meeting

Chair Mark Watson adjourned the meeting at 8:50 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	Beth Graser, Communications Officer
See Eun Kim, virtual	Kona Lew-Williams, Human Resources Officer
Erika Lopez	Michelle Morrison, Financial Officer
Monique Ward, virtual	Casey Waletich, Operations Officer
Yadira Martinez	Jordan Beveridge, Information Technology Officer
	Rose Roman, Executive Assistant to the Board
<u>Student Representatives Present:</u>	John Garcia Lopez, Technology Support
Ceph Tronco, virtual	

A. Call to Order and Flag Salute

Board Chair Mark Watson reconvened the meeting at 8:50 PM and led the Pledge of Allegiance.

B. Approval of Agenda

Director Nancy Thomas MOVED, SECONDED by Director Erika Lopez, to approve the agenda as printed.

The MOTION CARRIED (7-0).

No further discussion took place.

C. Action Items

1. Ratify Agreement with Hillsboro Education Association

Human Resources Officer Kona Lew-Williams discussed the process and presented the collective bargaining agreement.

Director Erika Lopez MOVED, SECONDED by Director Lisa Allen, that the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Education Association, effective July 1, 2021, through June 30, 2024, as tentatively agreed to by the District bargaining team.

The MOTION CARRIED (7-0).

Director Erika Lopez thanked the entire bargaining team, complimented the virtual platform that lead to increased viewership, and assured the Board that she represented their collaborative voice. Human Resources Officer Kona Lew-Williams expressed her appreciation for the collaboration with HEA. Chair Mark Watson thanked the current and future HEA presidents for being at the meeting.

D. Discussion Time

1) NSBA Conference Report

Vice Chair Nancy Thomas and Chair Mark Watson discussed attending the NSBA conference, including the benefits of the networking with other states and our own, the changes in technology and the focus on student Career and College Pathways.

1) Student Representatives' Time

Ceph Tronco encouraged supporting your local arts and sports, and thanked staff for the presentations.

3) Superintendent's Time

Superintendent Mike Scott provided no comment.

4) Board of Directors' Time

Board members provided no additional comments.

K. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 9:12 PM.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

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

James (Jeff) Harris

Assignment: 0.6 FTE Social Studies Teacher
Location: South Meadows Middle School
Effective Date: June 17, 2022
Years of Service: 31 years

Lisa Rappleyea

Assignment: 0.6 FTE Secondary Resource Specialist
Location: Hillsboro Online Academy
Effective Date: June 17, 2022
Years of Service: 16 years

Barbara Schranz

Assignment: 1.0 FTE Secondary Resource Specialist
Location: Hillsboro High School
Effective Date: June 17, 2022
Years of Service: 33 years

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

Kevin Blanco

Assignment: 1.0 FTE Secondary Resource Specialist
Location: Brown Middle School, Hillsboro High School
Effective Date: June 17, 2022

Laurie Cameron

Assignment: 1.0 FTE Math Teacher
Location: Brown Middle School
Effective Date: June 17, 2022

Kimberly Clark

Assignment: 1.0 FTE TOSA - District Media Specialist
Location: Office for School Performance
Effective Date: June 17, 2022

Christopher DeLutz

Assignment: 1.0 FTE Science, PE Teacher
Location: Brown Middle School
Effective Date: June 17, 2022

Hannah Hanke

Assignment: 1.0 FTE Music Teacher
Location: Mooberry Elementary School
Effective Date: June 17, 2022

Katherine “Kay” Salzwedel

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

Nicole Warner-Huang

Assignment: 1.0 FTE 3rd Grade Teacher
Location: West Union Elementary School
Effective Date: June 17, 2022

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

Luis Chavez

Assignment: Systems/Network Engineer 1
Location: Technology Services
Effective Date: March 21, 2022

Jon Elepano

Assignment: Systems Analyst 1
Location: Technology Services
Effective Date: April 1, 2022

Jennette Ferrill

Assignment: Manager – Lead District Nurse
Location: Student Services
Effective Date: May 23, 2022

- D. Approve the employment of the following licensed personnel in the 2022-23 school year:

Itzel-Nohemi Rojas

Education: MA – University of Oregon, Eugene, OR
Experience: 1 year
Assignment: 1.0 FTE Science Teacher Dual Language – Century High school

Lidia Echeverria Garcia

Education: BA – Portland State University, Portland, OR
Experience: None

Assignment: 1.0 FTE Speech Language Pathologist – Witch Hazel Elementary School

Matthew Ensign

Education: BA – Portland State University, Portland, OR
Experience: None
Assignment: 1.0 FTE Elementary Resource Specialist-Quatama Elementary School

Ana Gonzalez Barragan

Education: BA – Western Oregon University, Monmouth, OR
Experience: None
Assignment: 1.0 FTE English Learner Specialist – Century High School

Dakota Jackson

Education: BA – Oregon State University, Corvallis, OR
Experience: None
Assignment: 1.0 FTE Secondary Resource Specialist – Glencoe High School

Kathryn Pawelko

Education: MA – University of Idaho, Moscow, ID
Experience: 1 year
Assignment: 1.0 FTE Language Arts Teacher -Evergreen Middle School

Maria Penarrubia Sanchez

Education: MA – University of Granada, Spain
Experience: None
Assignment: 1.0 FTE Counselor – Liberty High school

John Martin

Education: MA – Pacific University Oregon, Forest Grove, OR
Experience: 7 years
Assignment: 1.0 FTE Science Teacher – Glencoe High school

Lauren Watson

Education: BA – Pacific Lutheran University, Tacoma, WA
Experience: None
Assignment: 1.0 FTE Social Learning Center Teacher – Glencoe High school

- E. Approve the employment of the following licensed personnel in the 2021-22 school year, who have held temporary status:

Timothy Battaion

Education: BA – California State University, Sacramento, CA
Experience: None
Assignment: 1.0 FTE Science Teacher – Poynter Middle School

Erinne Coit

Education: MA – Western Governors University, Millcreek, UT
Experience: None
Assignment: 1.0 FTE 3rd Grader Teacher – Imlay Elementary School

Samantha Nasco

Education: BA In progress – Western Governors University, Millcreek, UT
Experience: None
Assignment: 1.0 FTE Life Skills – Liberty High School

Jinnet Powel

Education: MA – Concordia University, St Paul, MN
Experience: 1 year
Assignment: 1.0 FTE Behavior Specialist – North Plains Elementary

Anita Siller

Education: MA – Warner Pacific University, Portland, OR
Experience: None
Assignment: 1.0 FTE Counselor – Evergreen Middle School

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
ACCEPT GIFTS AND DONATIONS
(as of April 30, 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 \$7,000 from the Hillsboro Schools Foundation to Indian Hills Elementary School for the STEAM Makerspace grant.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept the donation of \$7,000 from the Hillsboro Schools Foundation to Indian Hills Elementary School for the STEAM Makerspace grant.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
APPROVE NUTRITION SERVICES 2022-23 PAID PRICING

SITUATION

School Foodservice Authorities are required to ensure sufficient funds are provided to the nonprofit school food service account for lunches served to students that are not eligible for free or reduced-price meals. There are two ways to meet this requirement:

1. Sufficient pricing charges for “paid” meals
2. Contribute other non-federal sources (e.g. General Fund) to the nonprofit school food service account

Schools that offer first meals at no cost to students through the Community Eligibility Program (CEP) would apply pricing to any second meals received. The following schools are approved for CEP through the 2024-25 school year: Brookwood, Eastwood, Free Orchards, Lincoln Street, McKinney, Minter Bridge, Mooberry, Reedville, West Union, Witch Hazel, WL Henry, South Meadows Middle, Hillsboro High.

The last price adjustment took effect the 2018-19 school year. HSD has a history of increasing prices in larger increments to avoid yearly increases. The change is also necessary to meet the ODE and federal guidelines of Paid Meal Equity and guidelines that specify that free meal reimbursements may not subsidize lower paid-category meal pricing. To meet requirements of the program recommended meal prices are:

MEAL / ITEM	LEVEL	Current est. 2018-19	PROPOSED 2022-23	CHANGE
Lunch	Elementary	\$2.75	\$3.00	+\$0.25
	Secondary	\$3.25	\$3.50	+\$0.25
	Adult	\$4.00	\$4.50	+\$0.50
Breakfast	Elementary	\$1.75	\$2.00	+\$0.25
	Secondary	\$2.00	\$2.25	+\$0.25
	Adult	\$3.00	\$3.25	+\$0.25
Milk, a la carte	All levels	\$0.75	\$0.75	no change

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the increase in meal prices effective July 1, 2022.

I move that the Board of Directors approve the increase in meal prices effective July 1, 2022.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
AWARD CONTRACT FOR DOMESTIC WATER PIPE REPLACEMENT AT
MCKINNEY ELEMENTARY SCHOOL

SITUATION

One of the projects that has come to our attention following the passage of the 2017 Bond is the replacement of the domestic water pipe system at McKinney Elementary School. While this project was not identified in the original bond promise, it needs to be done to address consistent problems with this system.

On April 18, 2022, the District sent an Invitation to Bid to our pre-qualified contractor list. A mandatory pre-bid meeting was held at McKinney Elementary School on April 21, 2022. On May 12, 2022, the District received bids from two pre-qualified General Contractors, Inline Construction and Five-Star Builders. Construction Management staff recommends that the contract for the replacement of the domestic water pipe replacement at McKinney Elementary School be awarded to Five Star Builders for bid amount of \$393,792.

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 domestic water pipe replacement at McKinney Elementary School to Five-Star Builders for the bid amount of \$393,792.

I move that the Board of Directors award the contract for the domestic water pipe replacement at McKinney Elementary School to Five-Star Builders for the bid amount of \$393,792.



BID TABULATION FORM

McKinney ES Domestic Water Pipe Replacement

OPEN: May 12, 2022 @ 2:00pm

BID PROVIDER	Signed	Addendum 1 - 3 Ack.	Bid Bond	1st Tier Disclosure	BASIC QUOTE
Five Star Builders	yes	yes	yes		393,792 ⁰⁰
InLine Construction	yes	yes	yes		797,661 ⁰⁰

Quilley 5/12/22

OWNER Representative:

Sharon Chesney 5/12/22
WITNESS:

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
ENDORSE NWRESB BOARD OF DIRECTORS CANDIDATE

SITUATION

Northwest Regional Education Service District (NWRESB) is divided into five zones. Members of the NWRESB Board of Directors are elected by the boards of component school districts to four-year, staggered terms. Candidates for positions on the NWRESB Board of Directors must have resided for at least one year in the Hillsboro School District, be registered voters, and not be employees of the NWRESB.

Hillsboro School District is represented by the Zone 3 position, which is currently filled by Lisa Poehlitz. Ms. Poehlitz, whose term will expire in June 2023, has offered her resignation for the position.

After action by the Board, the election results will be sent to the NWRESB Board of Directors. The term of office for this position will begin on July 1, 2022, and end on June 30, 2023.

RECOMMENDATION

The Superintendent recommends the Board of Directors endorse candidate Yadira Martinez to fill the remaining term for the vacancy of NWRESB Zone 3 to begin July 1, 2022.

I move that the Board of Directors endorse Yadira Martinez to fill the remaining term for the vacancy of NWRESB Zone 3 to begin July 1, 2022.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
ACKNOWLEDGE GIFTS AND DONATIONS
(as of April 30, 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 \$7,000 from the Hillsboro Schools Foundation to Indian Hills Elementary School for the STEAM Makerspace grant.

RECOMMENDATION

The Superintendent recommends that the Board of Directors acknowledge the donation of \$7,000 from the Hillsboro Schools Foundation to Indian Hills Elementary School for the STEAM Makerspace grant.

I move that the Board of Directors acknowledge the donation of \$7,000 from the Hillsboro Schools Foundation to Indian Hills Elementary School for the STEAM Makerspace grant.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
DECLARE SURPLUS EQUIPMENT AND AUTHORIZE DISPOSAL

SITUATION

School Board [Policy DN](#): Disposal of District Property requires the Board to declare District property as surplus and authorize its disposal when such property is no longer useful to the District, unsuitable for use, too costly to repair, or obsolete.

HSD Facilities & Maintenance Dept. is organizing a district-wide public auction scheduled to take place in July 2022. The following equipment and supplies have been identified by the respective department heads as no longer useful to the District and may be prepared for auction. Items sold or unsold at this auction will be disposed of per District Policy [DN-AR D1.pdf](#). Items for auction are listed by each HSD Department.

FACILITIES AND MAINTENANCE

OFFICE ITEMS

- (34) Office Chairs
- (60) Padded chairs
- (150) Student chairs; asstd. sizes
- (15) 4-drawer metal filing cabinets
- (10) 2-drawer metal filing cabinets
- (9) 5-drawer metal filing cabinets
- (4) Lateral filing cabinets
- (4) Fabric portable walls
- (6) Wood shelving units
- (6) Banks of metal lockers
- (4) Metal shelving units
- (40) Misc. tables
- (7) Kidney-shaped tables
- (4) Asstd. rolling carts
- (3) Bulk paper holders & displays
- (5) Recycle bins
- (1) Laminator
- (1) Foosball table
- (8) Computer tables
- (52) Chairs
- (12) 4' tables
- (10) Student chairs

APPLIANCES AND EQUIPMENT

- (1) Complete Thermwood CNC machine system
- (1) Bakers Aid bagel oven w/rack
- (1) GE residential dishwasher (NEW, UNUSED)

- (1) Clothes dryer
- (7) Pallets Eco Batt insulation
- (1) Electric range
- (1) Upright 2-dr refrigerator
- (2) Elliptical machines
- (2) belt sanders
- (3) Table saws
- (1) Three-phase generator
- (2) Aluminum ramp for portable classroom
- (1) Kiln
- (1) Light Bulb crusher
- (6) Shop vac
- (1) Scaffolding set
- (2) Air compressor
- (1) Standing paper drill
- (1) Dust collector
- (1) Metal rack
- (1) Table saw
- (1) Jointer
- (1) Vacuum w/ 55-gal drum
- (1) Metal chest
- (2) 119-gal pump tank reservoir (NEW)
- Misc. building materials (NEW)
- Misc. sheet metal and cable
- Misc. power tools

PLUMBING, CARPENTRY, LOCKSMITH

- (1) Electric suitcase jetter
- (3) Drain machines
- (1) Speedway electric jetter
- (1) Wall drop sink
- (600) Schlage 23-030 lock cores (NEW, USED)
- (4) Drinking fountains
- (1) Drop-in sink
- (5) Toilets/urinals
- (2) Shut-off valves

HEALTH AND SAFETY SUPPLIES

- (7) Pallets of face shields (NEW)
- (30) Cases ICU face shields
- (15) Pallets N95 respirators

CUSTODIAL

- (1) Walk-behind scrubber
- (8) Electric buffer
- (2) Carpet extractor

- (1) Carpet cleaner
- (2) vacuums
- (1) Electric buffer
- (4) Fire pull-stations (NEW)
- (10) Mop buckets
- (1) Towel dispenser
- Misc. paper products

GROUNDKEEPING

- (4) Outdoor benches
- (1) Mower/tractor attachment
- (5) pressure-washers
- (3) Box-style backpack blowers
- (3) Walk-behind leaf vacuums
- (2) Hedge trimmers
- (4) Weed eaters
- (1) Edger
- (2) John Deere tractors
- (5) Push mowers
- (2) Mowers
- (1) 72" mower
- (2) Trailer storage boxes
- (1) Riding painter
- (1) 500-gal water tank
- (2) Tractor drag-blade
- (1) Tractor aerator
- (1) Rototiller
- (1) Tractor
- (5) Pallets of Misc. landscape blocks
- (1) Pipe trainer
- Turf sweeper
- Misc. Gardening tools
- Asstd. irrigation pipe and fittings

VEHICLES

- (1) 1988 GMC box van w/lift
- (1) 1985 GMC box van w/ramp
- (1) 1985 Ford F150 pickup
- (1) 1970 Ford F150 custom 4x4 pickup
- (1) 2013 Ford Escape
- (1) 72" mower

NUTRITION SERVICES

- Misc. shelving pieces
- (1) Service counter w/ heated walls
- Misc. Kitchen equipment

TECHNOLOGY SERVICES

- (160) Cisco 2602i Wireless Access Points
- (1377) Cisco 2701i Wireless Access Points

TRANSPORTATION

- Misc. coolant, fuel, oil and air filters
- Misc. brake drums and pads
- Misc. engine parts
- Shop f2502012
- (4) work benches
- (1) Air jack
- (4) Jackstands
- (2) Brake lathes
- (2) bumper jack
- (1) Drill press
- (2) Grease pump
- (1) Gear oil pump
- (5) Sledge hammers

VEHICLES

- (1) 1981 Toyota pickup
- (1) 1974 Chevy shop truck

Please contact, [Casey Waletich](#), Operations Officer, for further details regarding auction details and post-auction disposal.

RECOMMENDATION

The Superintendent recommends the Board of Directors declare the listed items as surplus, and authorize the disposal in accordance with District Surplus Procedures.

I move that the Board of Directors declare the listed items as District surplus, and authorize the disposal in accordance with District Surplus Procedures.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 2022
APPROVE COMPENSATION FOR NON-UNION EMPLOYEES

SITUATION

In May 2021, in accordance with past practice, the Board approved a three-year agreement with executive management, administrators, confidential and supervisory-technical employees, to align with the timelines of the agreements reached with the licensed employee groups. At that time, the Board approved the following compensation package for non-union employees, to be aligned with the compensation increases that would be approved for licensed staff, upon the completion of the bargaining process.

- All employees receive a step during each year that they are eligible
- General Salary Increase (GSI) equivalent to negotiated licensed staff increase
- Insurance increase equivalent to negotiated licensed staff increase
- Bilingual Stipend

On May 10, 2022, the Licensed Association ratified the contract followed by the Board approving the contractual bargaining agreement for a new three-year contract, July 1, 2021 to June 30, 2024.

SALARY

- All employees receive a step during each year that they are eligible (retroactive to July 1, 2021)
- Employees who were not eligible for step advancement for 2021-22 due to being on the maximum step of their respective salary schedule shall be placed on the revised salary schedule.
- General Salary Increase, (GSI) formerly called COLA, added to the salary schedule
 - 2021-22: 3%
 - 2022-23: 3%
 - 2023-24: 3%

INSURANCE

- 2021-22: \$40.00 increase to the insurance cap to \$1290 per month (not retroactive to July 1, 2021; new rate is applied in June 2022)
- 2022-23: \$40.00 increase to the insurance cap to \$1330 per month
- 2023-24: \$40.00 increase to the insurance cap to \$1370 per month

ADDITIONAL CHANGES OF NOTE

- Starting in the 2022-23 school year, Juneteenth will be a non-contract day for non-union employees. The annual work calendar will be reduced by one day when Juneteenth falls within the work week.

This is the proposed compensation package for non-union employees.

RECOMMENDATION

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

I move that the Board of Directors approve the amended three-year agreement with executive management, administrators, confidential and supervisory-technical employees, to align with the compensation increases that were approved for licensed staff at the completion of the bargaining process.

HILLSBORO SCHOOL DISTRICT
May 24, 2022
LOCAL CONTRACTORS REVIEW BOARD: REVIEW AND APPROVE FINDINGS OF FACT
EXCEPTION FROM COMPETITIVE BIDDING, AND AUTHORIZING A SPECIFIC PRODUCT
SPECIFICATION

SITUATION

Historically, public improvement contracts are competitively bid and awarded to the responsible low bidder and such solicitation may not specify particular products or equipment. During recent project coordination meetings, the financial, safety and operational benefits to design, purchase and install specific types of paging systems has been discussed. This process involves the selection of the type of paging systems during the design phase and specifies the selected product and systems in construction documents, which are publicly advertised, for all District buildings. In all cases listed above, use of the same systems throughout the district will make repairs, upgrades, installation of new systems, maintenance, replacement, training, safety and operation much more efficient. The Projects will require tight schedule adherence to resolve issues that could impact timely completion. This includes using the district standard Low Voltage Engineer (NIS Consulting) for all design and project management work due to the understanding of the district network systems and integration with district systems.

Public Agencies that have used this process include:

- Beaverton School District
- Salem-Keizer School District
- Oregon State University

ORS 279C.345 permits the Local Contract Review Board, which for Hillsboro School District is the Board of Directors, to specify particular products or systems upon making certain findings. In doing so, the statute specifically says that the Local Contract Review Board shall: “where appropriate, allow the purchase of products or systems from a particular manufacturer or seller.”

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

The Oregon Public Contracting Rules requires Hillsboro School District to hold a public hearing of the Local Contract Review Board to allow comments and make a final decision on the Hillsboro School District draft findings. Notice of this public hearing must be advertised in at least one trade newspaper of general statewide circulation not less than 14 days prior to the hearing.

Notice of public hearing was advertised in the Daily Journal of Commerce (DJC) on Friday, May 6.

FINDINGS OF FACT

Project Descriptions:

Install new, upgrade, renovate or expand paging systems in new and existing buildings. Design and integrate with access control and phone system.

Rationale:

Based upon the above analysis, the design, integration and selection of a particular product or system for paging systems in new or existing buildings and then specifying the same product or system for all district buildings, qualifies for an exemption from competitive bidding based upon the following findings under ORS 279C.345(2):

- Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.
- The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, could result in a substantial cost savings.
- There is only one manufacturer and product or seller of the product of the quality required: Rauland Telecenter U Communication Systems

RECOMMENDATION

The Superintendent recommends the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact allowing Special Procurements and Exemptions from Competitive Bidding for the Rauland Telecenter U Communication Systems and services from NIS Consulting when the administrative project management team believes it is in the best interest of Hillsboro School District.

I move the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact allowing Special Procurements and Exemptions from Competitive Bidding for the Rauland Telecenter U Communication Systems and services from NIS Consulting when the administrative project management team believes it is in the best interest of Hillsboro School District.

HILLSBORO SCHOOL DISTRICT 1J
May 24, 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 feature examples of this collaboration, which promotes a culture of continuous improvement, learning, and responding to the changing needs of schools.

Example 58: Reactivation of the monthly Operations Support Meeting

“Central office services are designed to anticipate and proactively meet the needs of each school.” Prior to the pandemic, department leaders would meet as a subgroup during the instructional portion of the monthly PK12 Administrative Meetings with a focus on CEL work. Leaders would focus on continuous improvement activities as a team and highlight current activities to raise awareness and better support principals as instructional leaders. Now that the pandemic crisis has passed and operations are normalizing, this group will begin to meet again.

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

Jennifer Zavatsky, Finance Manager, and the finance team have been focused on modernizing the district’s Fixed Assets tracking system. The current financial software adds to the district’s fixed asset tracking by “tagging” purchases or improvements over \$5,000 in real time. This project is aligning prior system data to provide accuracy in reporting. The team continues to provide excellent support to office managers and administrators as they access available resources to support students.

Finance Team – Financial Reporting, Contracts and Grants

Lisa Hicks, the new Contract and Agreement Specialist, has been working with staff to identify efficiencies in purchasing and performance improvements for contracts. Offering centralized procurement support has been a long-time goal of the business office on behalf of departments and schools. Standardizing components will save everyone time and allow them to focus on service students and staff.

Christy Woodard and Nathan DePinto, Fiscal Planning Specialists, are guiding district administrators through the year-end challenges related to restricted funding. They continue to monitor spending against initial and amended budget plans in order to maximize the impact of resources available to support students. There have been multiple new mid-year grant funds that have become available, including another round of summer learning, staff recruitment, and retention.

Payroll Team and Employee Benefits

Kim Grannis, Payroll Supervisor, and the payroll team have completed the May payroll that included retroactive pay and benefits for all Classified employees. Due to the

complexity of the positions and multiple salary schedules, the Classified employee group retro requires very careful processing and triple-checking. Special thanks to this team and their extra efforts!

Welcome [Daphne Fisk](#) to the Employee Benefits Team as Supervisor beginning June 1, 2022! Daphne has been with the district for five years in the Nutrition Services Department as Admin Support and brings with her a wealth of experience in insurance and benefits from her prior employment. Former Supervisor Lynette Coffman has made herself available as a resource to assist with the transition.

[Leah McCarthy](#) has accepted a position out of state and will be leaving the district mid-June. The Risk Manager position will be posted and accepting applications through May 30. Leah has been exceptional to work with over the last seven years and will be missed!

General Functions

If you would like more information or to discuss these or other Business Office items, please contact Michelle Morrison at 503-844-1527 or morrisom@hsd.k12.or.us.

Workers' Compensation Report

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

The District received six workers' compensation claims in March. As of March 31, 2022, there were 26 open claims; 11 were for medical costs only, and 15 included time loss. There were three employees on modified work plans during March.

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	10
March	3	2	6
April	0	4	
May	1	7	
June	0	3	
Yearly Total:	99	34	68

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 64 student incidents reported in March.

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	84	0.2	1
March	12	N/A	0	64	0.3	1
April	29	1.4	1			
May	24	0.8	0			
June	9	1.4	2			
Yearly Total:	78		3	507		11

Vehicle Accidents

There is a one-month delay in reporting vehicle accidents to the Board, in order to allow adequate time to ensure that monthly reports are accurate and complete. There were two vehicle accidents in March.

HILLSBORO SCHOOL DISTRICT HILLSBORO SCHOOL DISTRICT 1J

2021-22

MONTHLY FINANCIAL REPORT - as of April 30, 2022

	1st Quarter	2nd Quarter	January	February	March	3rd Quarter	April	4th 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	\$81,228,945.37	\$907,066.78	\$565,267.47	\$1,165,285.53	\$2,637,619.78	\$196,175.97	\$196,175.97	\$84,176,732.79	\$85,131,045.00	98.88%	\$79,825,376.74	96.75%
Interest	\$38,373.74	\$58,092.56	\$32,848.83	\$26,278.56	\$31,979.75	\$91,107.14	\$36,862.99	\$36,862.99	\$224,436.43	\$500,343.00	44.86%	\$316,675.77	26.39%
Local Sources	\$77,184.36	\$130,815.20	\$52,633.66	\$47,149.44	\$177,619.20	\$277,402.30	\$315,085.46	\$315,085.46	\$800,487.32	\$3,111,507.00	25.73%	\$437,745.75	15.83%
Total Local	\$229,549.77	\$81,417,853.13	\$992,549.27	\$638,695.47	\$1,374,884.48	\$3,006,129.22	\$548,124.42	\$548,124.42	\$85,201,656.54	\$88,742,895.00	96.01%	\$80,579,798.26	93.19%
County/ESD	\$2.39	\$1,956,801.56	\$402,223.14	\$299,401.00	\$325,417.19	\$1,027,041.33	\$444,126.39	\$444,126.39	\$3,427,971.67	\$3,775,652.00	90.79%	\$3,825,120.64	100.92%
State Sources	\$52,867,802.72	\$34,562,703.89	\$12,418,345.14	\$11,589,968.25	\$11,343,123.18	\$35,351,436.57	\$12,574,387.18	\$12,574,387.18	\$135,356,330.36	\$148,923,304.00	90.89%	\$129,692,031.66	90.59%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	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	\$117,937,358.58	\$13,813,117.55	\$12,528,064.72	\$13,043,424.85	\$39,384,607.12	\$13,566,637.99	\$13,566,637.99	\$233,934,210.57	\$250,935,863.00	93.22%	\$223,608,419.75	92.07%
Expenditures													
Instruction													
Salaries	\$7,163,920.98	\$21,256,254.47	\$7,067,039.36	\$6,956,629.40	\$7,179,988.79	\$21,203,657.55	\$7,075,551.69	\$7,075,551.69	\$56,699,384.69	\$82,611,861.05	68.63%	\$54,787,257.80	68.96%
Benefits	\$3,757,214.82	\$11,283,785.22	\$3,699,308.55	\$3,595,410.90	\$3,802,454.52	\$11,097,173.97	\$3,775,421.58	\$3,775,421.58	\$29,913,595.59	\$43,980,029.26	68.02%	\$30,613,088.25	67.22%
Purchased Service	\$1,225,406.01	\$2,642,850.65	\$689,662.39	\$840,223.31	\$414,262.78	\$1,944,148.48	\$369,108.10	\$369,108.10	\$6,181,513.24	\$14,722,372.52	41.99%	\$4,102,866.14	28.55%
Supplies/Materials	\$1,087,015.13	\$703,342.95	\$101,676.72	\$175,396.98	\$111,262.74	\$388,336.44	\$216,526.05	\$216,526.05	\$2,395,220.57	\$4,697,968.00	50.98%	\$1,538,872.27	32.60%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,250.00	\$6,250.00	\$6,250.00	\$0.00	0.00%	\$64,716.86	0.00%
Other	\$105,740.72	\$80,963.81	\$1,738.41	\$1,112.00	\$3,561.00	\$6,411.41	\$1,475.00	\$1,475.00	\$194,590.94	\$1,020,362.19	19.07%	\$160,241.94	16.42%
Total Instruction	\$13,339,297.66	\$35,967,197.10	\$11,559,425.43	\$11,568,772.59	\$11,511,529.83	\$34,639,727.85	\$11,444,332.42	\$11,444,332.42	\$95,390,555.03	\$147,032,593.02	64.88%	\$91,267,043.26	62.92%
Support Services													
Salaries	\$7,632,355.72	\$10,736,781.55	\$3,516,829.76	\$3,535,761.78	\$3,547,630.38	\$10,600,221.92	\$3,517,283.75	\$3,517,283.75	\$32,486,642.94	\$52,364,058.48	62.04%	\$27,743,061.75	58.73%
Benefits	\$4,397,935.70	\$6,214,309.55	\$2,066,491.56	\$2,043,098.05	\$2,067,984.44	\$6,177,574.05	\$2,083,105.42	\$2,083,105.42	\$18,872,924.72	\$27,877,023.92	67.70%	\$18,079,885.08	66.76%
Purchased Service	\$3,075,705.27	\$2,720,305.04	\$1,206,290.17	\$1,462,712.62	\$1,827,034.02	\$4,496,036.81	\$1,313,663.41	\$1,313,663.41	\$11,605,710.53	\$9,331,870.33	124.37%	\$8,519,384.57	99.70%
Supplies/Materials	\$1,714,126.32	\$1,831,679.30	\$350,362.92	\$367,890.20	\$404,484.69	\$1,122,737.81	\$544,993.96	\$544,993.96	\$5,213,537.39	\$2,977,837.18	175.08%	\$4,688,078.74	167.02%
Capital Purchases	\$34,716.33	\$21,903.29	\$12,607.00	\$9,672.00	\$13,000.00	\$35,279.00	\$15,058.82	\$15,058.82	\$106,957.44	\$0.00	0.00%	\$170,045.79	0.00%
Other	\$1,727,457.14	\$79,140.78	-\$13,389.14	\$6,706.89	\$3,335.35	-\$3,346.90	\$1,275.65	\$1,275.65	\$1,804,526.67	\$646,763.12	279.01%	\$1,587,884.66	273.73%
Total Support	\$18,582,296.48	\$21,604,119.51	\$7,139,192.27	\$7,425,841.54	\$7,863,468.88	\$22,428,502.69	\$7,475,381.01	\$7,475,381.01	\$70,090,299.69	\$93,197,553.03	75.21%	\$60,788,340.59	70.48%
Community Services													
Salaries	\$78,493.80	\$89,504.20	\$28,128.07	\$27,736.79	\$28,518.69	\$84,383.55	\$28,826.89	\$28,826.89	\$281,208.44	\$375,481.49	74.89%	\$277,318.26	88.46%
Benefits	\$40,463.19	\$55,684.22	\$17,792.24	\$16,697.70	\$17,090.86	\$51,580.80	\$16,530.05	\$16,530.05	\$164,258.26	\$199,894.87	82.17%	\$162,676.08	90.52%
Purchased Service	\$2,898.28	\$11,755.29	\$917.33	\$1,558.94	\$893.74	\$3,370.01	\$633.10	\$633.10	\$18,656.68	\$66,915.07	27.88%	\$1,468.63	2.59%
Supplies/Materials	\$879.81	\$1,904.19	\$0.00	\$304.12	\$281.25	\$585.37	\$1,097.39	\$1,097.39	\$4,466.76	\$21,352.87	20.92%	\$1,384.75	7.43%
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	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$4,637.65	0.00%	\$0.00	0.00%
Total Community Services	\$122,735.08	\$158,847.90	\$47,637.64	\$46,297.55	\$46,784.54	\$140,719.73	\$47,087.43	\$47,087.43	\$469,390.14	\$668,281.95	70.24%	\$442,847.72	77.37%
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	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	\$42,081,764.22	\$57,730,164.51	\$18,746,255.34	\$19,040,911.68	\$19,421,783.25	\$57,208,950.27	\$18,966,800.86	\$18,966,800.86	\$175,987,679.86	\$250,935,863.00	70.13%	\$163,492,197.76	67.32%

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

HILLSBORO SCHOOL DISTRICT 1J
May 24, 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 D - Fiscal Management
 - DJ: District Purchasing
 - DJ-AR: Expenditure of District Funds for Meals, Refreshments and Gifts
 - DLC: Expense Reimbursements
- Policies in Section G - Personnel
 - GBC-AR: Staff Ethics

RECOMMENDATION

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



Code: **DJ**
Adopted: 4/22/08
Revised/Readopted: 2/26/19
Orig. Code: DJ

District Purchasing

The function of District purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. Items commonly used in the various schools and their subdivisions will be standardized and be consistent with educational goals and in the interest of efficiency or economy.

The ~~Chief District~~ Financial Officer (~~CFO~~) is appointed by the Board to serve as purchasing agent. The ~~CFO~~ Financial Officer will be responsible for developing and administering the District's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget, by Board action, and/or Board policy. In all cases calling for the expenditure of District money, except payroll, either a requisition and purchase order or direct invoice system must be used. Procurement cards may be used when appropriate.

No purchase, with the exception of a petty cash purchase or procurement card purchase, will be authorized unless covered by an approved purchase order or approved payment of an invoice by the ~~CFO~~ Financial Officer.

The Superintendent or designee is authorized to enter into and approve payment on contracts obligating District funds not to exceed \$150,000 for products, materials, supplies, capital outlay, and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by District employees, such as custodial, food service, and transportation services.

The ~~CFO~~ Financial Officer will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After review, the ~~CFO~~ Financial Officer will direct payment of the just claims against the District. The Superintendent and ~~CFO~~ Financial Officer are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee, or agent of this District shall use or attempt to use their official position to obtain financial gain or for avoidance of financial detriment, a relative or a member of their household, or for any business with which the Board member, relative, or member of household is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the District by any Board member, officer, or employee of the District is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)

[ORS 328.441 to -328.470](#)

[ORS 332.075](#)

[OAR 125-055-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements

DJFA - Procurement Cards

DJG - Vendor Relations

EH - Records and Data Management



Code: **DJ-AR**
Adopted: 4/22/08
Revised/Reviewed: 2/26/19
Orig. Code: DJ-AR

Expenditure of District Funds for Meals, Refreshments and Gifts

The District recognizes there may be occasions when it is appropriate for Board members, administrators, and others to expend District funds in the course of conducting District business to provide meals or refreshments (i.e., bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved in certain situations. Such occasions may include, but are not limited to, various District and building level meetings, gatherings to celebrate District successes, or to recognize individual achievements, contributions, or outstanding service to the District and other District and school-sponsored activities.

The use of District funds, as used in this administrative regulation, means the use of money in any of the general accounts of the District. This includes the General Fund, Food Service Fund and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement, and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals and Refreshments

District funds may be used to pay for individual or group meals only if official District business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the District to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the District as a part of Board or administrative work sessions, at District or building-level committee meetings or other District-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members, principals and other District administrative staff may use District funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar District or school-sponsored activities, [shall not to exceed the current U.S. General Service Administration¹ at the

¹ U.S. General Service Administration for Hillsboro School District.

| ~~time the expense was incurred,] [shall not to exceed \$14 for breakfast, \$16 for lunch or \$29 for dinner,]~~
subject to the following additional requirements:

1. The purchase of alcoholic beverages with District funds is strictly prohibited;
2. The use of District funds for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby Board members, administrators or other District staff may feel the need to recognize employees, (i.e., Administrative Professional's Day, teacher appreciation week, classified employees' week, birthday, etc.). A Board member, administrator, or other District employee may provide such recognition at their expense only, unless as otherwise permitted below:

1. The District may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing District funds, as approved in advance. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week;
2. Administrators may use District funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed \$50 per person;
3. No other expenditure of District funds for gifts is permitted without prior authorization from the Board or Superintendent.



Code: **DLC**
Adopted: 4/22/08
Revised/Readopted: 2/26/19
Orig. Code: DLC

Expense Reimbursements

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and receipts as required by the business office.

All requests must be submitted to the District office within 30 ~~working~~ days of when the expense was incurred.

The Superintendent will determine those expenses qualifying for reimbursement and prepare a necessary administrative regulation to define the reimbursement procedure.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-2260](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

EEBB - Use of Personal Vehicles for District Business



Code: **GBC-AR**
Revised/Reviewed: 12/01/16; 4/30/19
Orig. Code(s): GBC-AR

Staff Ethics

District employees are allowed financial benefits, as identified in Oregon Revised Statute (ORS) 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria, and unsolicited awards for professional achievement. District employees are prohibited from using or attempting to use their District positions to obtain financial gain or to avoid financial detriment for the District employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the opportunity for financial gain or avoidance of financial detriment would not otherwise be available, but for the employee's position with the District. Specifically, this means that:

1. Employees will not use District equipment for personal use, unless it is available to a significant segment of the general public.

Further, the District's supplies, facilities, equipment, employees, records, or any other public resources are not to be used to engage in private business interests. For example, the District's computer cannot be used to sell products on an auction website during school hours.

Specific questions regarding appropriate use of District supplies, facilities, or equipment should be directed to the District's ~~chief~~ financial officer.

2. When employees are traveling on official District business, any gift given because of this travel must be either declined or passed on to the District for use for future District travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the District for future District travel. The frequent flyer miles earned when traveling on official District business can only be used for District travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (e.g., additional room charge).

- ~~3. Employees may not use personal credit cards for District travel or other District business and receive incentives, such as cash reimbursements, frequent flyer miles, and other benefits that are based upon the dollar amount of purchases made.~~

- ~~4.~~3. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, they cannot use the discount to purchase personal items. The teachers may use the discount to purchase items for District use. Employees can also

accept the discount if it is also available to a substantial segment of the population who are not public officials.

- 5.4. Employees may accept free passes to District extracurricular events if they are attending these events in their official capacity (e.g., chaperoning, ticket sales, managing concession sales). In order to promote employee participation in extracurricular activities, the District may include free passes in employees' official compensation packages*.
- 6.5. The employee's District position is not to be used to take official action that could have a financial impact on a private business with which the employee, a relative, or a member of the employee's household are associated. For example, if the employee's brother owns a pest-control business that is seeking a contract with the District, and the employee is part of the decision-making process, the employee must declare an actual conflict of interest in writing, describing the nature of the conflict, and provide this to the employee's supervisor.
- 7.6. Confidential information gained as a District employee is not to be used to obtain a financial benefit for the employee, a relative, or a member of the public official's household or a business with which any are associated. For example, the employee should not use the information that a student in the employee's class is falling behind in math to provide the parents a referral to the employee's sister's tutoring business.
- 8.7. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the District, which can then distribute the compensation to the teachers as an element of their official compensation package.
- 9.8. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time, and the District employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, District employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use District facilities for this purpose only if they comply with the District's public use of facilities policy. It is not an ethics violation for the employee to accept reasonable expenses for accompanying students on an education trip.

These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board.