

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

**Board Meeting Agenda**  
**Tuesday, June 21, 2022**  
**4:30 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. **4:30 PM - Work Session**

- A. Call to Order  
Presenter: Mark Watson  
Time: 4:30 PM
- B. Interview Candidates for Position 7 Vacancy  
Time: 4:30 PM
  - 1. Introduction  
Presenter: Mark Watson  
Time: 4:30 PM, 10 minutes
  - 2. Chris Adzima  
Time: 4:40 PM, 30 minutes
  - 3. Patrick Maguire  
Time: 5:10 PM, 30 minutes
  - 4. Kelly McLain  
Time: 5:40 PM, 30 minutes
  - 5. Michael Smith  
Please read written response in advance  
Time: 6:10 PM, 5 minutes
- C. Board Discussion Time  
Presenter: Mark Watson  
Time: 6:15 PM, 30 minutes
- D. Recess Board Meeting  
Presenter: Mark Watson  
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. Recognition  
Presenters: Mark Watson / Mike Scott  
Time: 7:10 PM, 15 minutes
  - 1. Outgoing Student Representatives
- D. Oath of Office
  - 1. Accept Recommendation, Appoint Student Representatives to the Board of Directors, and Administer the Oath of Office  
Presenter: Mark Watson  
Time: 7:25 PM, 10 minutes

**SAMPLE MOTION: *I move that the Board of Directors accept the***

**recommendation of the interview committee, and appoint V Godoy, Ivette Alonso Garcia, and Cailey McGuire to serve as Student Representatives to the Board of Directors for the 2022-23 school year, and administer the oath of office.**

2. Appoint New School Board Member

Presenter: Mark Watson

Time: 7:35 PM, 5 minutes

**SAMPLE MOTION: I move to appoint \_\_\_\_\_ to fill vacant position #7 on the Hillsboro School District Board of Directors through the end of the term on June 30, 2023.**

3. Administer the Oath of Office

Presenter: Mark Watson

Time: 7:40 PM, 5 minutes

**SAMPLE OATH: I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Hillsboro School District 1J. During my term, I will faithfully and impartially discharge the duties of the Office of the School Board Member to the best of my ability, {so help me God \*optional}.**

- E. Approval of Agenda

Presenter: Mark Watson

Time: 7:45 PM, 5 minutes

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

- F. Audience Time

Presenter: Mark Watson

Time: 7:50 PM, 5 minutes

- G. Consent Agenda

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

Presenter: Mark Watson

Time: 7:55 PM, 5 minutes

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

1. Approve Minutes of May 24, 2022 Board Meeting

2. Approve Routine Personnel Matters

3. Approve Policies

- a. D - Fiscal Management

- 1) DJ: District Purchasing

Presenter: Michelle Morrison

- 2) DJ-AR: District Purchasing

Presenter: Michelle Morrison

- 3) DLC: Expense Reimbursements

Presenter: Michelle Morrison

- b. G -Personnel

- 1) GBC-AR: Staff Ethics

Presenter: Michelle Morrison

4. Approve Annual Clerk / Officer Designations

5. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations

6. Approve Crime Policy Coverage Limits

7. Establish 2022-23 Mileage Reimbursement Rate

8. Tuition Rates for Non-Resident Students
  9. Approve 2022-23 Board Meeting Dates
  10. Accept Gifts and Donation
- H. Reports and Discussion
1. Hillsboro Schools Foundation Annual Report  
Presenter: Aron Carleson  
Time: 8:00 PM, 10 minutes
  2. First Reading - K-6 Health Materials Adoption  
Presenters: Travis Reiman / Becky Kingsmith / Arcema Tovar  
Time: 8:10 PM, 20 minutes
  3. Financial Report  
Presenter: Michelle Morrison  
Time: 8:30 PM, 5 minutes
  4. Announce Budget Committee Vacancies  
Presenter: Michelle Morrison  
Time: 8:35 PM, 5 minutes
  5. Announce Community Curriculum Advisory Committee Vacancies  
Presenter: Travis Reiman  
Time: 8:40 PM, 5 minutes
- I. Action Items
1. Adjust Appropriations  
Presenter: Michelle Morrison  
Time: 8:45 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Board of Directors approve the adjusted appropriations for special revenue funds as listed.***
  2. Review Superintendent's Performance and Approve Performance Evaluation  
Presenter: Mark Watson  
Time: 8:50 PM, 10 minutes  
**SAMPLE MOTION: *I move that the Board of Directors commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file.***
  3. Approve Superintendent's Contract  
Presenter: Mark Watson  
Time: 9:00 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Hillsboro School District Board of Directors approve the individual contract with the Superintendent, effective July 1, 2022, through June 30, 2025.***
  4. Acknowledge Gifts and Donations  
Presenter: Michelle Morrison  
Time: 9:05 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Board of Directors acknowledge the donations listed.***
  5. Award Contract for Food and Supply Distributor  
Presenter: Casey Waletich / Michelle Morrison  
Time: 9:10 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Board of Directors award the contract for broadline distribution of supplies and materials to Sysco Portland for the 2022-23 school year and up to four (4) annual renewals.***
  6. Elect Board Chair and Vice Chair  
Presenter: Mark Watson  
Time: 9:15 PM, 5 minutes  
**SAMPLE MOTION:**

**-I nominate \_\_\_\_\_ for the Board Chair/Vice Chair position.  
-I move to close the nominations for Board Chair/Vice Chair.  
-I move that the Board of Directors elect \_\_\_\_\_ to the Board  
Chair/Vice Chair position.**

- 7. Approve Policies {PLACEHOLDER}  
Presenter: Mark Watson  
Time: 9:20 PM, 5 minutes
- J. Recess Board Meeting; Convene Meeting of the Budget Committee  
Presenter: Mark Watson  
Time: 9:25 PM
- K. Hold Budget Hearing  
Presenters: Mark Watson / Michelle Morrison  
Time: 9:25 PM, 10 minutes  
**SAMPLE MOTION: I move that the Board of Directors adopt the Resolutions to Adopt the 2022-23 Budget, Appropriate the 2022-23 Budget, and Impose 2022-23 Taxes and Categorize the Levy, as shown in the June 21, 2022, Board meeting packet.**
- L. Adjourn Budget Hearing, Reconvene Board Meeting  
Presenter: Mark Watson  
Time: 9:35 PM
- M. HCU / HEA Reports  
Time: 9:35 PM, 10 minutes
- N. Discussion Time  
Time: 9:45 PM, 15 minutes
  - 1. Student Representatives' Time
  - 2. Superintendent's Time
  - 3. Board of Directors' Time
- O. Adjourn Regular Session  
Presenter: Board Chair  
Time: 10:00 PM
- P. Next Meetings of the Board of Directors
  - August 2, 2022, Full-Day Retreat (tentative)
  - September 13, 2022, Work Session (tentative)

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**INTERVIEW CANDIDATES FOR POSITION 7 VACANCY**

**SITUATION**

On March 15, 2022, Director Yadira Martinez announced her resignation from the Hillsboro School District Board of Directors, effective at the conclusion of the May 25, 2022, Board meeting. During the April 12 Board meeting, the Board accepted Director Martinez' resignation and approved a process for filling the position 7 vacancy through the term ending on June 30, 2022. Following that Board meeting, application information was released to the media and posted on the District's website. Applications were accepted through May 3, 2022.

During the May 10, 2022, Board work session, Board members opted to interview all four applicants for the vacant school board position. Tonight, the Board will conduct interviews and select a new member. The new member will be appointed and sworn in during this evening's Regular session.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors interview the selected candidates for position 7 on the Hillsboro School District Board of Directors.

**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.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**RECOGNITION – OUTGOING STUDENT REPRESENTATIVES**

**SITUATION**

Because the Board recognizes the value of students' input on matters that are important to them, Board members established a position of "Student Representative to the Board of Directors," beginning with the 2018-19 school year. Last June, Ceph Tronco from Glencoe High School, Kaylee Vazquez Burgos from Hillsboro High School, and Michelle Chen of Glencoe High School (member-at-large) were appointed to serve as the Student Representatives to the Board of Directors in the Hillsboro School District.

Throughout the year, Ceph, Kaylee and Michelle have invested countless hours, studying Board meeting materials and preparing to discuss agenda items; speaking to the interests of students, not only during Board meetings, but by advocating to legislators for adequate and stable school funding; and representing the District at a variety of events. Ceph, Kaylee and Michelle have served as liaisons, maintaining open channels of communication between the Board and students.

Ceph, Kaylee and Michelle's terms of service end this month, and we take this opportunity to thank them sincerely for their dedication and valuable service, and wish them success as they complete their high school education and move forward into their future endeavors.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors recognize and thank Student Representatives Ceph Tronco, Kaylee Vazquez Burgos and Michelle Chen for their dedication and valuable service to the Hillsboro School District.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ACCEPT RECOMMENDATION, APPOINT STUDENT REPRESENTATIVES TO THE**  
**BOARD OF DIRECTORS, AND ADMINISTER THE OATH OF OFFICE**

**SITUATION**

Because the Board values the input of students on matters that are important to them, Board members have established a position of Student Representative to the Board of Directors. Three students may serve during each one-year term, and no school may be represented by more than one position, unless there are no applicants from one school, at which time a member-at-large position may be chosen. The opportunity to serve as a student representative rotates between schools on an annual basis, with students from Century High School, Liberty High School, and Hillsboro Online Academy having the opportunity to participate during the 2022-23 school year.

This spring, ten students applied to serve as Student Representatives to the Board of Directors. Nine applicants were interviewed by a sub-committee of Board members on May 6, 2022.

This evening the Board will be asked to approve the recommendations of the sub-committee, appoint the student representatives, and administered the Oath of Office. The student will participate in an orientation session in July, and begin their terms of service during the August Board retreat.

**RECOMMENDATION**

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

*I move that the Board of Directors accept the recommendation of the interview committee, and appoint V Godoy from Century High School, Ivette Alonso Garcia from Liberty High School, and Cailey McGuire from Hillsboro Online Academy to serve as Student Representatives to the Board of Directors during the 2022-23 school year.*

The Superintendent further recommends that the Board Chair administer the oath of office for the position of Student Representative to the Board of Directors to V Godoy, Ivette Alonso Garcia, and Cailey McGuire.

*I, \_\_\_\_\_, will support the Constitution and the laws of the United States and the State of Oregon and will discharge the duties of Student Representative to the Hillsboro School District Board of Directors to the best of my ability.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPOINT NEW SCHOOL BOARD MEMBER**

**SITUATION**

Director Yadira Martinez resigned from position 7 on the Hillsboro School District Board of Directors, effective on May 24, 2022. Application information was posted on the District's website, and accepted through May 3, 2022.

During the May 10, 2022, Board work session, Board members opted to interview all four applicants for the vacant school board position, and during tonight's work session, the Board conducted interviews. The Board will appoint a new member to fill the position 7 vacancy through the end of the term on June 30, 2023.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors take action to select a Board member to fill the position 7 vacancy.

*I move to appoint \_\_\_\_\_ to fill vacant position #7 on the Hillsboro School District Board of Directors through the end of the term on June 30, 2023.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ADMINISTER THE OATH OF OFFICE**

**SITUATION**

In accordance with policies and law governing the appointment of members to vacancies that occur on the Board of Directors prior to the expiration of the term of office, the Hillsboro School District Board of Directors will select a new director during tonight's work session, filling the position 7 vacancy through the end of the term (June 30, 2023). This director will take the oath of office during tonight's Board meeting.

**RECOMMENDATION**

The Superintendent recommends that Board Chair Mark Watson administer the oath of office to the new Board member, in accordance with Board policy BBBB: Administer the Oath of Office.

**OATH OPTIONS:**

*I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of Hillsboro School District 1J. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability.*

*I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Hillsboro School District 1J. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability, so help me God.*

**DRAFT**

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 24, 2022

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

**1. 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
Erika Lopez	Beth Graser, Communications Officer
Monique Ward, virtual	Kona Lew-Williams, Human Resources Officer
Yadira Martinez	Michelle Morrison, Financial Officer
	Casey Waletich, Operations Officer
<u>Student Representatives Present:</u>	Jordan Beveridge, Information Technology Officer
Michelle Chen	Francesca Sinapi, Equity, Access and Engagement Officer
Ceph Tronco	Adam Stewart, Capital Projects Officer
Kaylee Vazquez	Olga Acuna, Executive Director of Federal Programs
	Becky Kingsmith, Director of Teaching and Learning
<u>BVFAC Parents Present:</u>	Rose Roman, Executive Assistant to the Board
Anna Woiwor-Bradley, Chair	Angela Adzima, Technology Support
Jahmai Cherry, Co-Chair	John Garcia Lopez, Technology Support
David Steinhauer, Treasurer	Ciara Hartzell, Technology Support
Shira Long-Strand, Secretary	Xylecia Fynn Aikins, TOSA - OSP
	Mary Kay Babcock, HEA President Elect
	Olson Miller, Teacher, 4 <sup>th</sup> grade WHES
	Jill Golay, HEA President

A. Call to Order

Board Chair Mark Watson called the work session to order at 5:16 PM.

Communications Officer Beth Graser addressed the school shooting in Uvalde, Texas today, and the criteria the District uses in response to social issues, events, and tragedies.

B. Black Village Family Advisory Committee Report and Discussion

Equity, Access and Engagement Officer Francesca Sinapi introduced the group. BVFAC Chair Anna Woiwor-Bradley gave an overview and introduced the PAC. Chair Anna Woiwor-Bradley highlighted the topics that the BVFAC covered over the last year including mental health, preschool, special education, SRO & discipline, and black hair. Co-Chair Jahmai Cherry discussed the experience of Black students. Treasurer David Steinhauer discussed the need for staff that reflects the demographics of the student population, including Black students. Secretary Shira Long-Strand covered data provided by ODE. Superintendent Mike Scott discussed the focus of staff training, and the commitment needed. Human Resources Officer Kona Lew-Williams discussed the recruitment, hiring, and retention of the HR department. The group discussed the

commitments that they'd like to ask of the district and the manual they shared. Board members provided comment.

C. Bond Oversight Committee Report

Capital Projects Officer Adam Stewart discussed Bond commitments, financial summary, summer projects including ES29, Hare Field, Liberty Solar project, security upgrades, and various additional projects throughout the district. Board members asked clarifying questions.

D. Discuss 2022-23 Board Meeting Schedule

Chair Mark Watson presented the 2022-23 proposed meeting schedule.

E. Discuss Interview Questions for School Board Candidates

Chair Mark Watson discussed the questions. Board members provided comment

F. CSE Biennial Review and Update Report

Assistant Superintendent Travis Reiman introduced the topic. Director of Teaching and Learning Becky Kingsmith discussed the HSD timeline of Comprehensive Sexuality Education (CSE), defined CSE, the standards covered, laws governing CSE education, outcomes of CSE instructions, the process for CSE plan of instruction review and update, specific updates and revisions from the approved 2019 plan, menstrual dignity act 2021 HB 3294, feedback loops, and reviewed updates and revisions. Board members asked clarifying questions. Student representatives provided comment.

G. Compensation for Non-Union Employees Update

This item was skipped due to time constraints.

H. Overview of Local Contract Review Board Meeting

This item was skipped due to time constraints.

I. Recess Board Meeting

Board Chair Mark Watson recessed the work session at 7:06 PM.

## 2. **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	Dayle Spitzer, Assistant Superintendent, School Performance
Erika Lopez	Beth Graser, Communications Officer
Monique Ward, virtual	Kona Lew-Williams, Human Resources Officer
Yadira Martinez	Michelle Morrison, Financial Officer
	Casey Waletich, Operations Officer
<u>Student Representatives Present:</u>	Jordan Beveridge, Information Technology Officer
Michelle Chen	Francesca Sinapi, Equity, Access and Engagement Officer
Ceph Tronco	Adam Stewart, Capital Projects Officer
Kaylee Vazquez	Brooke Nova, Director of CCP and Student Support Networks
	Nate Roedel, Executive Director of Nutrition Services
	Rose Roman, Executive Assistant to the Board
	Angela Adzima, Technology Support
	John Garcia Lopez, Technology Support
	Ciara Hartzell, Technology Support
	Mary Kay Babcock, HEA President Elect
	Jill Golay, HEA President

- A. Call to Order and Flag Salute  
Board Chair Mark Watson reconvened the meeting at 7:15 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement  
Board Chair Mark Watson read a Land Acknowledgement.
- C. Recognitions / Proclamations
1. LGBTQ Pride Month  
Chair Mark Watson read the LGBTQ Pride Month Proclamation.
  2. Recognition and Appreciation  
Chair Mark Watson read a statement and presented graduation cords to the student representatives.  
Chair Mark Watson read a statement about Director Yadira Martinez. Superintendent Mike Scott provided comment about Director Yadira Martinez and presented her with gifts sent by schools. Board members and student representatives provided additional comments about Director Yadira Martinez. Director Yadira Martinez provided comment on her time on the Board of Directors.
- D. Approval of Agenda  
Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, to approve the agenda as printed.

The MOTION CARRIED (6-0).

No further discussion took place.

E. Audience Time

One audience member, Torrey Lewis, requested to address the Board and offered prayer for the Uvalde shooting victims and our schools.

F. Consent Agenda

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

Director Yadira Martinez MOVED, SECONDED by Director Nancy Thomas, to approve the Consent Agenda as printed.

The MOTION CARRIED (6-0).

No further discussion took place.

Consent Agenda items were as follows:

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

Executive Director of Nutrition Services Nathan Roedel presented the nutrition services price increases.

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the increase in meal prices effective July 1, 2022.

The MOTION CARRIED (6-0).

Board members and student representatives asked questions and provided additional comment.

2. Award Contract for Domestic Water Pipe Replacement at McKinney Elementary School

Capital Projects Officer Adam Stewart presented the contract for Domestic Water Pipe Replacement at McKinney Elementary.

Director Yadira Martinez MOVED, SECONDED by Director Lisa Allen, 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.

The MOTION CARRIED (6-0).

No further discussion took place.

3. Endorse NWRESB Board of Directors Candidate

Superintendent Mike Scott presented the endorsement of Director Yadira Martinez for the NWRESB Board of Directors.

Director Erika Lopez MOVED, SECONDED by Director Lisa Allen, 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.

The MOTION CARRIED (4-1). Director Monique Ward opposed and Director Yadira Martinez abstained.

Director Monique Ward asked questions and discussion took place.

4. Acknowledge Gifts and Donations

Financial Officer Michelle Morrison presented the gifts and donations, and thanked the Hillsboro Schools Foundation and Aron Carlson.

Director Lisa Allen MOVED, SECONDED by Director Nancy Thomas, 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.

The MOTION CARRIED (6-0).

Board members provided additional comment.

5. Declare Surplus Equipment and Authorize Disposal

Operations Officer Casey Waletich presented the surplus equipment for disposal.

Director Erika Lopez MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors declare the listed items as District surplus, and authorize the disposal in accordance with District Surplus Procedures.

The MOTION CARRIED (6-0).

Board members asked additional questions.

6. Approve Compensation for Non-Union Employees

Human Resources Officer Kona Lew-Williams presented the amended agreement for compensation for non-union employees.

Director Nancy Thomas MOVED, SECONDED by Director Yadira Martinez, 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.

The MOTION CARRIED (6-0).

Board members asked additional questions.

- H. Recess Board Meeting; Convene Meeting of the Local Contract Review Board  
Chair Mark Watson recessed the Board Meeting, and convened the meeting of the Local Contract Review Board at 8:14 PM
1. Local Contract Review Board Hearing: Review and Approve Findings of Fact Exception from Competitive Bidding, and Authorizing a Specific Product Specification  
Information Technology Officer Jordan Beveridge discussed the paging systems upgrade needed.
- Director Yadira Martinez MOVED, SECONDED by Director Monique Ward, 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 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.
- The MOTION CARRIED (6-0).
- Board members asked clarifying questions.
2. Local Contract Review Board: Public Testimony  
No public testimony received.
- I. Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting  
Chair Mark Watson adjourned the meeting of the Local Contract Review Board and Reconvened the Board Meeting at 8:19 PM
- J. Reports and Discussions
1. Financial Report  
Financial Officer Michelle Morrison presented the Financial Report, including the processing of payroll and the posting of the Risk Manager position in the district. Board members provided additional comment.
- K. Policies - First Reading  
Chair Mark Watson presented the policies for first reading.
- L. HCU / HEA Reports  
HEA President Jill Golay highlighted retiring teachers Laura McBroom, Veva Sims-Cochran, Sandra Edlefsen, Lisa Rappleyea, Barbara Furstenberg, Barbara Schranz, and Brad Greenwood, and shared advice and future plans from the retirees. She highlighted the Linda Ellsworth award, gave background information, and highlighted Joanne Conroy who was this year's recipient. HCU President Melody Hansen expressed heartache for the shooting that took place today in Texas, highlighted the end of the school year, contract ratification, the Proud to Be HSD Festival on Saturday, May 14, 2022, and looked forward to summer.

M. Discussion Time

1) Student Representatives' Time

Ceph Tronco highlighted the walkout at Glencoe High School on Friday, May 20, 2022, on reproductive rights that she and Michelle participated in, highlighted the value of the student representative position, and the hope that the Board will work to implement suggestions and feedback provided. Michelle Chen acknowledge the shooting in Texas, victims of gun violence, highlighted the walkout at Glencoe High School and the impact it had on her life, acknowledged the work of the janitors in schools, and highlighted senior project night at Glencoe High School. Kaylee Vazquez highlighted her senior project about serving as student representative to the Board, expressed thanks for the opportunity to serve, and future aspirations to serve as a Board member. She also discussed her plan to attend Lewis and Clark College, attending prom, the end of year assembly and being on court at HHS, and looked forward to graduation.

3) Superintendent's Time

Superintendent Mike Scott discussed the Hillsboro airshow and presentations by Assistant Superintendent Travis Reiman and Director of CCP and Student Support Networks Brooke Nova. He highlighted the Proud to Be HSD Festival and the work of Communications Officer Beth Graser and the Communications Department, and thanked Director Yadira Martinez for her service on the Board.

4) Board of Directors' Time

Director Monique shared her thought on the shooting in Texas, thanked staff for presentations, wished the student representatives the best on upcoming events, and wished Director Yadira Martinez best of luck. Director Erika Lopez shared thoughts on the shooting in Texas, thanked staff and administration. Director Lisa Allen highlighted Alaska Airlines for providing Witch Hazel field trips to OMSI, Portland Airport and presentation on aviation careers. She also highlighted the fundraiser at Witch Hazel Elementary. She shared her sadness on the news from Texas, about learning about it with students who were learning of it at the same time, and shared the student experience on school shootings. Vice Chair Nancy Thomas discussed the shooting in Buffalo New York, the experiences of Black people in the community, urged teachers to be open to black and brown students in classrooms, and provided comment on the student representatives and Director Yadira Martinez. Chair Mark Watson thanked the district for the Proud to Be HSD Festival. Director Yadira Martinez highlighted the Proud to Be HSD Festival and the CCP presentations, and experiencing it through her daughter's eyes.

K. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:52 PM.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPROVE ROUTINE PERSONNEL MATTERS**

The Superintendent recommends the Board of Directors:

- A. Ratify the acceptance of the retirement of the following Supervisor/Technical personnel:

**Dorothy Belk**

Assignment: Analyst-Senior Database  
Location: Administration Center, Technology Services  
Effective Date: June 30, 2022  
Years of Service: 17 years

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

**James Bradley Greenwood**

Assignment: 1.0 FTE 4/5<sup>th</sup> Grade Teacher  
Location: Brookwood Elementary  
Effective Date: June 17, 2022  
Years of Service: 32 years

**Anna Woodard**

Assignment: 1.0 FTE School Counselor  
Location: Brookwood Elementary School  
Effective Date: June 17, 2022  
Years of Service: 8 years

**Stephanie Leigh Zumwalt-Boyles**

Assignment: 1.0 FTE Elementary Resource Specialist  
Location: Tobias Elementary School  
Effective Date: June 17, 2022  
Years of Service: 19 years

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

**John Allen**

Assignment: Elementary School Principal  
Location: West Union Elementary School  
Effective Date: June 30, 2022

**Dayle Spitzer**

Assignment: Assistant Superintendent for Schools  
Location: Administration Center, Office for School Performance  
Effective Date: June 30, 2022

**Justin Welch**

Assignment: Middle School Principal  
Location: South Meadows Middle School  
Effective Date: June 30, 2022

- D. Ratify the acceptance of the resignation of the following supervisory/technical personnel:

**Matt Bennett**

Assignment: Systems/Network Engineer 1  
Location: Administration Center, Technology Services  
Effective Date: June 7, 2022

**Lynette Coffman**

Assignment: Supervisor – Employee Benefits  
Location: Administration Center, Benefits Department  
Effective Date: April 15, 2022

**Leah McCarthy**

Assignment: Risk Manager  
Location: Administration Center, Business Services  
Effective Date: June 30, 2022

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

**Karen Adamczyk**

Assignment: 1.0 FTE Elementary Resource Specialist  
Location: West Union Elementary School  
Effective Date: June 17, 2022

**Marcus Arellano**

Assignment: 1.0 FTE 2<sup>nd</sup> Grade Teacher  
Location: Imlay Elementary School  
Effective Date: June 17, 2022

**Jazmyn Fredrickson**

Assignment: 0.8 FTE English Learner Specialist  
Location: Farmington View Elementary  
Effective Date: June 17, 2022

**Peter Goritz**

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

**Christopher Hagerty**

Assignment: 1.0 FTE Art Teacher  
Location: Glencoe High School  
Effective Date: June 17, 2022

**Jean Haupt**

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

**Hunter Haynes**

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

**Michelle Kim**

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

**Meghan Ortega**

Assignment: 1.0 FTE First Grade Teacher  
Location: Groner K-8  
Effective Date: June 17, 2022

**Teresa Pieser Wirsching**

Assignment: 0.5 FTE TOSA Dean of Student, 0.5 FTE TOSA Reading Intervention  
Location: Orenco Elementary School, Administration Center  
Effective Date: June 17, 2022

**Blair Posch**

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

**Andrea Schmidt**

Assignment: 1.0 FTE 5<sup>th</sup> Grade Teacher  
Location: Quatama Elementary School  
Effective Date: June 17, 2022

**Lindsey Story**

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

**Kyle Tolzman**

Assignment: 1.0 FTE Marketing Teacher  
Location: Glencoe High School  
Effective Date: June 17, 2022

**David Welsh**

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

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

**Daphne Fisk**

Assignment: Supervisor – Employee Benefits  
Location: Administration Center, Business Office  
Effective Date: June 1, 2022

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

**Eduardo Moreno**

Education: MA – Pacific University, Forest Grove, OR  
Experience: 1 year  
Assignment: 1.0 FTE Dual Language Social Studies Teacher-South Meadows Middle School

**Lendy Oropeza-Sixtos**

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

**Ariel Noyes**

Education: BA – Western Governor’s University, Millcreek, UT  
Experience: None  
Assignment: 1.0 FTE Science Teacher – Glencoe High School

**Sarah Shadley**

Education: MA – Lewis & Clark College, Portland, OR  
Experience: 1 Year  
Assignment: 1.0 FTE District Nurse – Student Services

**Fatima Urenda Hernandez**

Education: BA – Western Oregon University, Monmouth, OR  
Experience: None

Assignment: 1.0 FTE 5<sup>th</sup> Grade Dual Language Teacher – Witch Hazel Elementary School

**Ann Whittemore**

Education: MA - University of Southern California, Los Angeles, CA

Experience: 8 years

Assignment: 1.0 FTE Elementary Resource Specialist- Groner K-8

**Kelli Zehr**

Education: MA – Western Governors University, Millcreek, UT

Experience: 4 yrs

Assignment: 1.0 FTE Advanced Math Teacher – Glencoe High School

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

**Steven Nesheim**

Education: BA – California State University, Long Beach, CA

Experience: 24 year

Assignment: 1.0 FTE Art Teacher – Century High School

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPROVE POLICIES**

**SITUATION**

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

Policy language must meet the following criteria:

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

The Superintendent and Cabinet members have reviewed the policies listed below, and presented them to the Board for First Reading on May 24, 2022:

- Policies in Section D – Fiscal Management
  - DJ: District Purchasing
  - DJ-AR: District Purchasing
  - DLC: Expense Reimbursements
- Policies in Section G - Personnel
  - GBC-AR: Staff Ethics

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the policies.



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 Administration<sup>1</sup> at the

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<sup>1</sup> 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

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### 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

EEDB - 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.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPROVE ANNUAL CLERK / OFFICER DESIGNATIONS**

**SITUATION**

Oregon Revised Statutes require an annual designation of Titles below for various District activities and obligations.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the designations listed in the June 21, 2022, Board meeting packet:

<b>TITLE:</b>	<b>DESIGNEE:</b>
District Clerk	Mike Scott, Superintendent
Deputy Clerk	Michelle Morrison, District Financial Officer
Budget Officer	Michelle Morrison, District Financial Officer
Authorized Signers for Contracts and Intergovernmental Agreements	Michelle Morrison, District Financial Officer, and Mike Scott, Superintendent Facsimile signatures are authorized.
Finance Officer	Michelle Morrison, District Financial Officer
Custodian of Funds and Investment Manager	Michelle Morrison, District Financial Officer
Surplus Property Authority	Michelle Morrison, District Financial Officer, and Casey Waletich, District Operations Officer
Bond Program Authority	Adam Stewart, Capital Projects Officer
Persons Designated to Negotiate Real Property Transactions	Mike Scott, Superintendent Michelle Morrison, District Financial Officer Adam Stewart, Capital Projects Officer
Persons Designated as Labor Negotiators	Mike Scott, Superintendent Michelle Morrison, District Financial Officer Kona LewWilliams, District Human Resources Officer

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,**  
**NEWSPAPER, AND AGENT DESIGNATIONS**

**SITUATION**

Oregon Revised Statutes require an annual designation of Depository, Auditor, Legal Counsel, Newspaper of Record, and Agents of Record for Insurance.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the designations of Depository, Legal Counsel, Bond Counsel, Newspaper of Record, Insurance Agents of Record, and Auditor, as listed in the June 21, 2022, Board meeting packet:

<b>TITLE:</b>	<b>DESIGNEE:</b>
District Depository of Funds	U.S. Bank, Oregon State of Oregon Local Government Investment Pool
District Depository of Bond Proceeds	Zion Bank Corporate Trust
Oregon State Treasury, Local Government Investment Pool	PFM Asset Management LLC
Legal Counsel	Brisbee and Stockton, LLC The Hungerford Law Firm, LLP
Bond Counsel	Hawkins Delafield & Wood LLP
Newspaper of Record	The Hillsboro Tribune
Insurance Agent of Record – Property / Liability / Casualty	Brown & Brown Northwest - Special Districts Association of Oregon
Insurance Agent of Record – Workers’ Compensation Insurance	Brown & Brown Northwest - SAIF Corporation
Insurance Agent of Record – Voluntary Student Accident Insurance	Myers, Stevens, Toohey and Company
District Financial Auditor	Grove, Mueller & Swank, P.C.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPROVE CRIME POLICY COVERAGE LIMITS**

**SITUATION**

Oregon Revised Statute 332.525 requires the District to annually establish fidelity-bond amounts for those authorized to handle District funds, and ensure they are bonded by a surety company authorized in Oregon. The Oregon Secretary of State's office accepts the Special Districts Association of Oregon / Travelers' Commercial Crime Policy as meeting this statutory requirement.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the comprehensive crime policy designation and coverage limit, as listed in the June 21, 2022, Board meeting packet:

<b>Comprehensive Crime Policy</b>	<b>Coverage Limit</b>
National Union Fire Insurance Company	\$1,000,000

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ESTABLISH 2022-23 MILEAGE REIMBURSEMENT RATE**

**SITUATION**

Board Policy DLC: Expense Reimbursement states that “approved mileage will be reimbursed at the IRS rate in effect July 1 for the July through June fiscal year. The rate will be renewed annually.”

As of June 3, 2022, the IRS mileage reimbursement rate is \$0.56 per mile and it is anticipated to remain at that level through 2022.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors establish the District’s mileage reimbursement rate for the 2022-23 school year at \$0.56 per mile.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**TUITION RATES FOR NONRESIDENT STUDENTS**

**SITUATION**

Each year, students who are not residents of Hillsboro School District wish to enroll in Hillsboro schools. If an agreement is made with another Oregon school district, Hillsboro is allowed to include the student in Hillsboro School District's enrollment, and receive state formula funding. Occasionally, there is a student who does not qualify for state funding, and tuition is charged.

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on actual 2020-21 expenditures, and enrollment:

<u>COST CENTER</u>	<u>EXPENSES</u>	<u>ENROLLMENT</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$95,823,082	10,264	\$9,336
Secondary	\$72,591,072	8,426	\$8,615
Districtwide	\$48,386,696	18,690	\$2,589

The recommended tuition rates have been calculated by adding the appropriate grade-level cost to the district wide cost. The numbers were then rounded to an even amount.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors adopt the following tuition rates for non-resident students for whom the District does not receive state formula revenue:

Grade K - 6	\$11,925 per year
Grade 7 - 12	\$11,204 per year
Special needs students	Actual estimated cost

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPROVE 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 and were presented at the May 24, 2022 work session.

<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 approve the Board meeting dates for the 2022-23 school year.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ACCEPT GIFTS AND DONATIONS**  
**(as of May 31, 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 \$166,054 from Hillsboro Schools Foundation to be used as follows:
  - \$100,000 for K-6 STEAM exploration kits
  - \$7,000 to Butternut Creek Elementary School for the school food and clothing pantry
  - \$7,000 to Eastwood Elementary School for an outdoor school garden
  - \$7,000 to Lenox Elementary School for cultural education program supplies
  - \$7,000 to Lincoln Street Elementary School for 3D printing and LEGO robotics
  - \$7,000 to Mooberry Elementary School for STEAM studio outdoors
  - \$7,000 to Patterson Elementary School for a recording studio
  - \$7,000 to Rosedale Elementary School for Your Story Matters geography and culture
  - \$7,000 to W.L. Henry Elementary School for outdoor learning environment sensory program
  - \$5,000 to Witch Hazel for Abby Jones' classroom
  - \$3,950 to Ladd Acres Elementary School for expansion of wellness center
  - \$1,000 to Ladd Acres Elementary School for the Broaden Our World cultural fair
  - \$104 to Orenco Elementary School for the Lifeskills classroom
- Donation of \$15,000 from Silicon Valley Community Foundation to the Hillsboro School District for the Synopsys Girls' STEM Career Fields club
- Donation of \$2,375.45 from Jackson School PTA to Jackson Elementary School to be used as follows:
  - \$1,414.95 for die-cut letters
  - \$901.55 for classroom supplies
  - \$58.95 for recess equipment

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**HILLSBORO SCHOOLS FOUNDATION ANNUAL REPORT**

**SITUATION**

The Hillsboro Schools Foundation (HSF) Executive Director Aron Carleson will give an overview of the past year's fundraising efforts, donations made to the Hillsboro School District for the 2021-22 school year, and upcoming goals of HSF.

**RECOMMENDATION**

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



## Siegel Foundation, Hillsboro Schools Foundation Innovative Grants

2021 – 2022

Thanks to a grant from the Siegel Foundation, HSF facilitated an “Encore Fellow” with Strategic Venture Partners, to work with ten elementary schools on creating school plans for future grant funding. Goal was to teach about writing and searching for outside funds. Each school was then tasked with writing an HSF grant and received \$7,000 per site.

**Butternut Creek Elementary Community Resource Closet. Gina McLain, Mackenzie Curtis, Paulo Gust** Develop implement and sustain a food and clothes pantry in-house. Will create a space for community service and school pride.

**Eastwood Elementary Community Garden. Jose Barraza.** Provide a learning garden and gathering area that will be mutually beneficial to the staff, students, and community.

**Indian Hills STEAM Makerspace. Katie Thomas .** Foster’s creative interests in students with an engaging, action-oriented environment. Dedicates a space for students to create with their classes and an afterschool engineering club.

**Ladd Acres Elementary Broaden our World. Laurie Cameron.** Enhances the sixth-grade culture projects and displays for the school fair. Includes decorations, performers, cuisine, and a large map.

**Ladd Acres Elementary Coding Through Drawing. Jennifer Robbins.** Purchases Ozobots which is a fun way to teach coding for all levels of learners. Purchases a 12-pack classroom kit.

**Ladd Acres Elementary Wellness Center Expansion. Jennifer Ranger.** Expands the wellness center to help more students. It focuses on students who need support removing barriers to academic learning or social skills. Also includes portable components which helps in this California style school of pods.

**Lenox Elementary School Visual School Diversity and Equitable Representation. Sarah Keller, Heather Figueroa, and Kathleen Coolman.** Celebrates the cultural and ethnic diversity of the Lenox population. Flags for each of our family cultures for the school, a large world map with markers for heritage, and books for the library about each area.

**Lincoln Street Elementary STEAM integration through Lego Robotics and 3D Printing. Jennifer Williams.** Provides tools such as a 3D printer, 3D pens, and objects for obstacle courses and challenges. Also includes a year of weekly facilitation to help get students the skills needed for continuity.

**Mooberry Elementary STEAM Studio. Audrey Burdick.** Creates an incredible outdoor studio and stage. The richly multicultural community can gather, learn, practice, tinker, perform and celebrate!

**Patterson Elementary Morning Announcements Recording Studio. Stephanie McClan.** This grant has longevity! To create a morning announcement studio to engage students throughout the school. It will build communication skills, assist students in developing an awareness of the world and learn how to present in a professional manner.

**Rosedale Elementary Your Story Matters. Erika Pierce.** Monthly Family book nights to create sense of community and encourage literacy.

**WL Henry Elementary Outdoor Learning Environment. Lisa Aguilar Fasel.** Create an outdoor space for playful inquiry in writing, science, and math via exploring materials. Includes outdoor easels, benches, sand pit, mud kitchen and more.

**Donor Funded Hillsboro Schools Foundation Innovative Grant**  
**School Year: 2022 – 2023**

**Middle School Makers, Evergreen MS, Sean Fishback.** Transforms the technology class into a maker space. Students can harness an idea, capture and refine it in 3D computer drafting, and then print, cut, or carve the final product using 3D printers, vinyl cutters, and a CNC Carver.

**Ukuleles for All, Free Orchards ES, Mark Anderson.** Upgrade Free Orchards School's ukulele inventory to replace aging baritones with new, more accessible sopranos, and a storage rack to free up counter and wall space. Includes classroom sets of 35 with strings, tuners, and book.

**Enhancing Biliteracy Through Technology, Free Orchards ES, Ada Armenta.** Project uses educational technology to support implementation of the three pillars of dual language. Mystery Doug for the entire school leads students through the scientific process to find answers.

**Cutting the Path to a Better Team Future, Glencoe HS, Williane Tenca, Jean Tenca and Scott Jackson** of Shockwave Robotics. Purchase a Laser Cutter Machine and supplies that are necessary to the development and construction of team robot. Develops hands-on learning experience in modern industry standard machinery. For use by the Nationally recognized Hillsboro Shockwave team, and classroom students.

**YOU ASKED FOR THEM, YOU GOT THEM! Graphic and Spanish Language Novels, Poynter MS, Kimberly Parrett.** Stocks Poynter MS library with 296 new fiction titles that are current, culturally relevant, representative of student backgrounds, connect to social-emotional learning, in both Spanish and English, and in both graphic and text-only formats that the STUDENTS WANT to increase student engagement with books.

**Sowing Seeds of Century Serenity, Century HS, Karla Brokaw, Laura Wilson.** Reinvigorates the internal outdoor courtyards into spaces that refresh the mind and soul, and to give students an opportunity to reacquaint themselves with nature in an ever-expanding concrete jungle.

**Danza Folkorico, McKinney ES, Reyna Lara Barajas.** Ballet Folklorico is a music and dance program where children can grow skills and explore cultural diversity through dance. The program has been created by PAC members to celebrate and share Mexican culture. Funds Nayarit and Baja California style costumes for students.

**Sew Into STREAM, Imlay ES, Shannon Lusk.** Developing STREAM skills (science, technology, reading, engineering, art and math) through sewing, video game development, coding video production, and fine arts for Imlay K-6 students. The resources motivate students to come to school. They also begin to focus on the college pathways they can choose while in high school.

**Century Makerspace Club, Century HS, Chris Winikka, Abiral Shakya (Student).** Provides tools for after school extracurricular programs in STEM interests. Allows students to continue learning about engineering or other STEM activities. They brainstorm, do background research, create prototypes and create a final product. This is a current club that really needs a Makerspace.

**"The Salmon Boy" Play, Tobias ES, Natalie Genter-Gilmore.** Brings literacy, performing arts and science together for TOES 3<sup>rd</sup> Grade: "The Salmon Boy" play. The play relates back to Tobias collaboration with the Oregon Dept. Fish and Wildlife to hatch salmon eggs in classroom tanks. They built interdisciplinary lessons around social studies (geography, impacts of dams, Native cultural ties to salmon) and science, literacy and visual arts. They are also commissioning a Native American playwright to adapt the story for the school.

**\$51,000**

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**FIRST READ – K-6 HEALTH MATERIALS ADOPTION**

**SITUATION**

The Hillsboro School District's strategic plan states that students deserve academic content that is engaging, connects to their personal goals, and is responsive to the world around them. Tonight's presentation will describe the adoption process for K-6 Health curriculum and approval for the adoption team recommendation.

1. Approve *The Great Body Shop* as provider for the Health curriculum, digital resources, teacher materials and student resources.

The proposal was presented to the CCAC at its regular meeting on May 6, 2022. The Board will be asked to accept the Health curriculum proposal for first reading during the June 21, 2022, Board meeting and approve the course during the August 2, 2022, Board meeting.

**RECOMMENDATION**

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

# Executive Summary

## Hillsboro School District Health Adoption (K-6)

### Recommendation 2022-2030

#### Bilingual Instructional Materials [\$623,235.03]

- Seven years of Student Issues K/6 (\$510,142.50)
- Teachers Guide K/6 (\$31,801)
- Shipping/Handling (\$81,291.53)



#### Professional Development [\$30,000]

- Teacher summer planning retreat (\$4,000)
- Teacher orientation and training from The Great Body Shop (\$15,000)
- Coach/administrator professional development (\$0)
- Academic Seminar/Embedded PD days (\$0)
- Pull out staff to do a few half day trainings through-out the year (\$11,000)

### HSD Values

For all program and curriculum development, Hillsboro School District staff and community lead from the following set of core values.

- Compliance with law and policy
- Research-based best practices
- Culturally inclusive and sustaining pedagogy and practices
- Embedded social-emotional learning
- Family customs, beliefs, and values

### Guiding Principles for Health Curriculum Adoption 2022-2030

The following indicators were based on feedback provided by an initial survey by 226 Hillsboro educators. We used these indicators both during the Material Review Process and during the Pilot.

- Engaging and Relevant Materials
- Developmentally Appropriate
- Plug and Play
- Ready Made Materials
- Digital Platform
- Culturally Responsive

### Fast Facts

- # of teachers and community members piloting and/or providing input in the process = 246
- # of teachers and community members piloting = 15
- # of publishers reviewed during the process that aligned to our guiding principles = 5
- \$ per elementary school student invested in health based on this recommendation = \$60

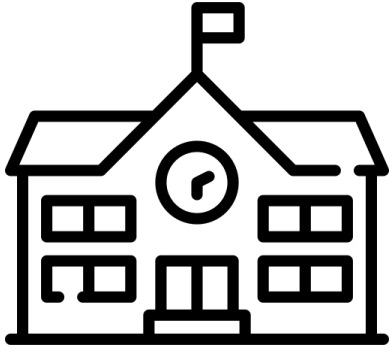
### Strategic Plan & Continuous Improvement Plan

- A 5% increase in students who report they were physically active for 60 or more minutes for one or more days out of the past 7 days.
- A 5% increase in students who report they had 5 or more servings of fruits, vegetables, or 100% juice combined per day in the last week.
- A 2% decrease in suicide screenings and care coordinator referrals.

# Pilot Feedback

## Hillsboro School District Health Adoption (K-6)

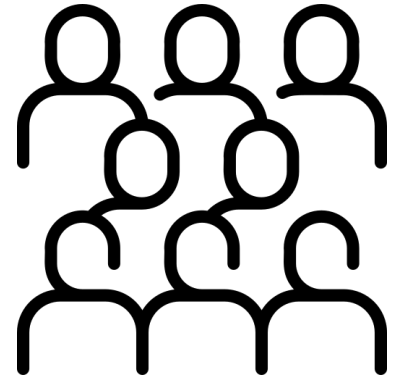
### Pilot Data



8 Schools



15 Teachers



307 Students

The pilot was conducted at eight HSD elementary schools in classrooms ranging from K-6th grade. In total, 15 teachers participated including two dual-language teachers. This pilot reached 307 students (41% White, 35% Hispanic, 11% Two or more, 7% Asian, 3% Black/African American, 1% American Indian/Alaskan Native, 1% Native Hawaiian/Other Pacific Islander). Seven teachers each piloted The Great Body Shop and HealthSmart by ETR material and two additional teachers piloted the Michigan Model for Health material.

### Recommendation for Adoption

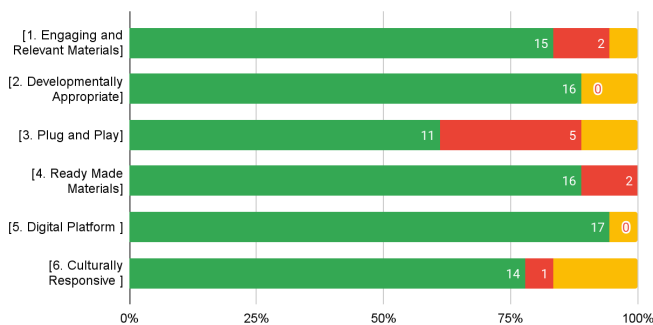


Of the educators who participated in the pilot process  
**70%** of them recommended **The Great Body Shop** for adoption.



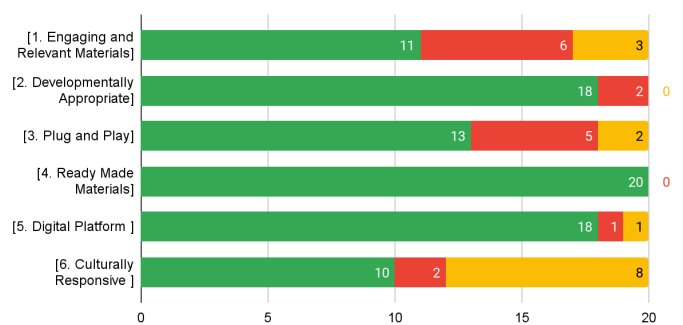
### Data Review

After each lesson, educators evaluated whether that lesson met the following indicators . **1. Engaging and Relevant Materials** **2. Developmentally Appropriate** **3. Plug and Play** **4. Ready Made Materials** **5. Digital Platform** & **6. Culturally Responsive**. Additionally, they evaluated whether the lesson met its stated objectives.



**86%**

agreed that instructional material increased student knowledge and skills in the stated performance objectives



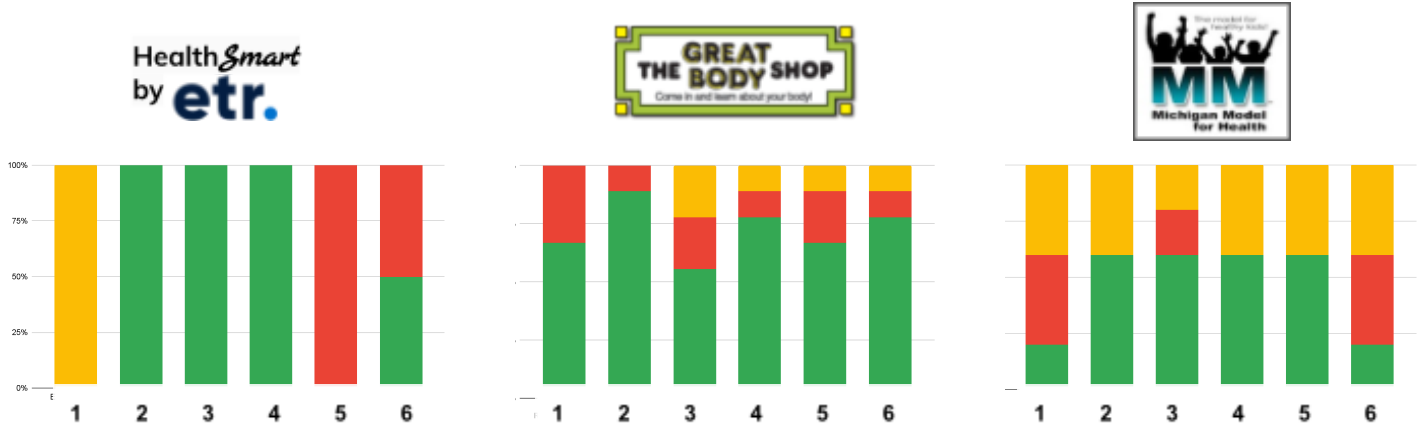
**84%**

agreed that instructional material increased student knowledge and skills in the stated performance objectives.

# Reviewer Feedback

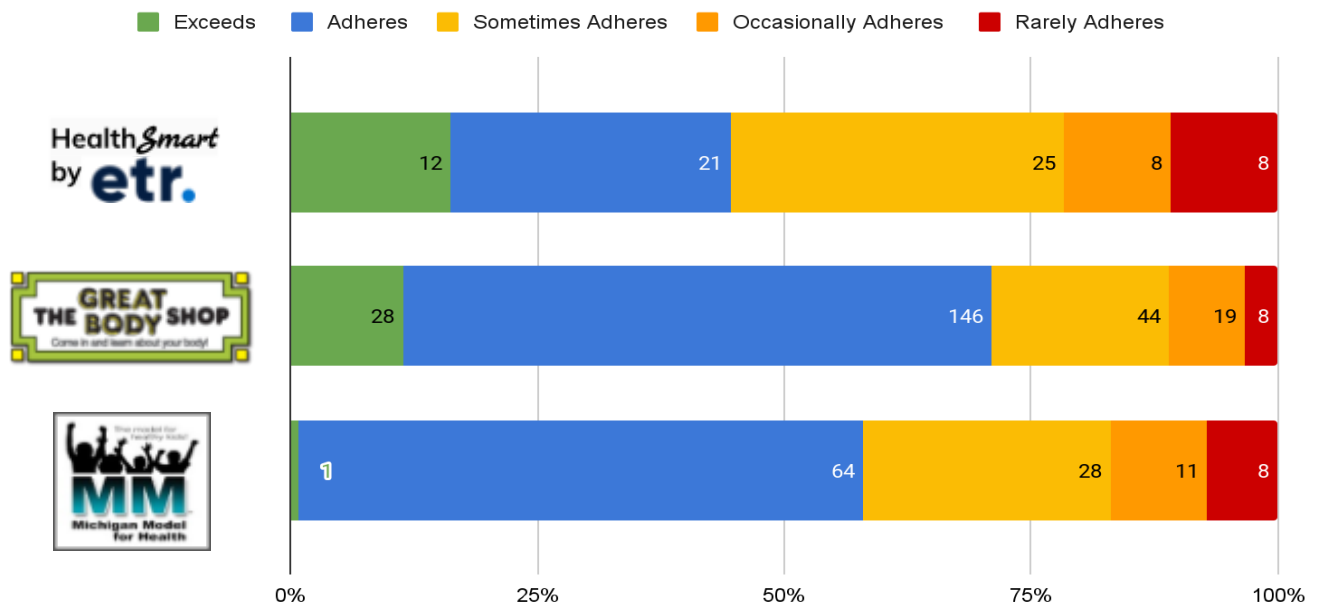
## Hillsboro School District Health Adoption (K-6)

### Evaluation Project based on Initial Survey Results



The following indicators were based on feedback provided by an initial survey by 226 Hillsboro educators. **1. Engaging and Relevant Materials 2. Developmentally Appropriate 3. Plug and Play 4. Ready Made Materials 5. Digital Platform & 6. Culturally Responsive.** A review team evaluated Health Smart by ETR, The Great Body Shop, and The Michigan Model for Health to determine whether they met the initial indicators.

### Evaluative Process based on ODE accreditation process



### Quantitative Sampling

Publisher	Exceeds Comments	Rarely Adheres Comments
HealthSmart	<p>“Each lesson plan begins with an explicit connection to SEL learning”</p> <p>“The opportunities given to practice and engage are very appropriately challenging for the grade and age”</p> <p>“... visuals are engaging and pleasing”</p>	<p>“I did not see any lessons that taught the anatomical words for body parts”</p> <p>“The K-5 lessons do not include rubrics or example assessments.”</p> <p>“Formative Assessments are lacking”</p>
Great Body Shop	<p>“Student &amp; Family issues and newsletters are very consistent [and] each lessons follows the same Format”</p> <p>“I love the SEL journal activities and portfolio”</p>	<p>“I did not find any representation of family structures that represent the LGBTQ community”</p> <p>“Wish there was more diversity in family and LGBTQ+ representation”</p>
Michigan Model	<p>“Definitely a ready-to-go curriculum”</p>	<p>“I can’t find anything for differentiating/ELL”</p> <p>“Did not see culturally responsive or representation of diverse people and cultures.”</p>

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**FINANCIAL REPORT**

Business Office – General Update

The Business Office collaborates with all departments in the District Office to provide a system of support for schools, so that principals can focus their attention on instructional leadership. Financial reports in upcoming months will feature examples of this collaboration, which promotes a culture of continuous improvement, learning, and responding to the changing needs of schools.

*Example 59: Retention and Recruitment Grant Application*

Central office services are designed to anticipate and proactively meet the needs of each school. The Oregon Department of Education announced the HB 4030 Retention and Recruitment Grant application window would be open until the end of the month. This is a \$2.5 million state grant for the 2022-23 year to support current staff and recruitment efforts. Although the application window was very short, the Human Resources and Business Office staff worked quickly to gather the staff feedback required for submission (and approval). Special thank you to Kim Bayer (TOSA) and union bargaining committees for availability and feedback on short notice during a very busy time of year.

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

Finance Manager Jennifer Zavatsky and the finance team are developing a streamlined process for ensuring that vendor requests for services are meeting best practices for non-duplication and safety. District policy requires that service contractors must be fully background checked prior to working with students and in compliance with COVID-19 requirements for schools. Lisa Hicks and Jolene Sauvé have also been essential to this process.

Finance Team – Financial Reporting, Contracts and Grants

Manager of Business Services Jeff Jones is working on the discretionary spending portion of the Consolidated Budget Workbooks. Each school and department has a workbook with pages for staffing, discretionary, and grant fund planning and monitoring tools. The discretionary budget has two key steps: 1) the Projected Budget Memo that explains the funding basis, any targeted areas, and the (extra) administrative support funds, and 2) the discretionary budget sheet that is pre-populated based on recent spending trends across accounts. Jeff supports administrators as they make adjustments in their planning and throughout the year.

Payroll Team and Employee Benefits

Payroll Supervisor Kim Grannis and the payroll team have posted all but one of the year-end payrolls for staff. This includes retroactive pay for licensed and non-represented staff and supplemental pay for staff working above their contracted hours to meet the needs of students. This includes extra-curricular activities, substituting, and preparing for another robust summer of learning.

Daphne Fisk, the new Employee Benefits Team Supervisor has hit the ground running! The benefits team has been closing out the year for all staff and ensuring that benefits are available through the duration of work agreements. They are looking forward to (insurance) Open Enrollment this fall which includes an on-site benefits fair for staff, to gather information from insurance experts and access technical assistance for enrollment if needed.

The Risk Manager position formerly held by Leah McCarthy has been closed and a new Risk Manager should be in place by July 1. Thanks again to Leah for her seven years of service to students and staff!

Workers' Compensation Report

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 April 2022.

The District received 13 workers' compensation claims in April. As of April 30, 2022, there were 28 open claims; 11 were for medical costs only, and 17 included time loss. There were five employees on modified work plans during April.

<b>Workers' Compensation Reports</b>			
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
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	13
May	1	7	
June	0	3	
<b>Yearly Total:</b>	<b>99</b>	<b>34</b>	<b>81</b>

Student Incident Report

There is a one-month delay in reporting student incidents to the Board to allow adequate time to ensure that these reports are complete and accurate. There were 85 student incidents reported in April.

<b>Student Incident Reports</b>						
	<b>2020-21 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>	<b>2021-22 Total Incidents</b>	<b>Average Incidents Per School Day</b>	<b>Serious Injuries With 911 Transport</b>
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	85	0.2	1
May	24	0.8	0			
June	9	1.4	2			
<b>Yearly Total:</b>	<b>78</b>		<b>3</b>	<b>592</b>		<b>12</b>

#### Vehicle Accidents

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

HILLSBORO SCHOOL DISTRICT HILLSBORO SCHOOL DISTRICT 1J

2021-22

MONTHLY FINANCIAL REPORT - as of May 31, 2022

Revenues	1st Quarter	2nd Quarter	3rd Quarter	April	May	4th Quarter	Fiscal YTD	Budget		Fiscal YTD	
	Actual	Actual	Actual	Actual	Actual	Actual	2021-22	2021-22	% of Budget	2020-21	% of Budget
Taxes	\$113,991.67	\$81,228,945.37	\$2,637,619.78	\$196,175.97	\$303,230.70	\$499,406.67	\$84,479,963.49	\$85,131,045.00	99.24%	\$80,109,229.21	97.09%
Interest	\$38,373.74	\$58,092.56	\$91,107.14	\$36,862.99	\$42,555.51	\$79,418.50	\$266,991.94	\$500,343.00	53.36%	\$347,162.85	28.93%
Local Sources	\$77,184.36	\$130,815.20	\$277,402.30	\$315,136.89	\$85,275.55	\$400,412.44	\$885,814.30	\$3,111,507.00	28.47%	\$683,374.94	24.71%
<b>Total Local</b>	<b>\$229,549.77</b>	<b>\$81,417,853.13</b>	<b>\$3,006,129.22</b>	<b>\$548,175.85</b>	<b>\$431,061.76</b>	<b>\$979,237.61</b>	<b>\$85,632,769.73</b>	<b>\$88,742,895.00</b>	<b>96.50%</b>	<b>\$81,139,767.00</b>	<b>93.83%</b>
County/ESD	\$2.39	\$1,956,801.56	\$1,027,041.33	\$444,126.39	\$598,802.00	\$1,042,928.39	\$4,026,773.67	\$3,775,652.00	106.65%	\$3,825,120.64	100.92%
State Sources	\$52,867,802.72	\$34,562,703.89	\$35,351,436.57	\$12,574,387.18	\$13,553,368.77	\$26,127,755.95	\$148,909,699.13	\$148,923,304.00	99.99%	\$145,347,280.93	101.53%
Federal Sources	\$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%	\$102,378.19	0.00%
Beginning Balance*	\$9,948,252.00	\$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%
<b>Total Revenue</b>	<b>\$63,045,606.88</b>	<b>\$117,937,358.58</b>	<b>\$39,384,607.12</b>	<b>\$13,566,689.42</b>	<b>\$14,583,232.53</b>	<b>\$28,149,921.95</b>	<b>\$248,517,494.53</b>	<b>\$250,935,863.00</b>	<b>99.04%</b>	<b>\$239,823,637.76</b>	<b>98.74%</b>
<b>Expenditures</b>											
<b>Instruction</b>											
Salaries	\$7,163,920.98	\$21,256,254.47	\$21,203,657.55	\$7,075,551.69	\$7,628,439.97	\$14,703,991.66	\$64,327,824.66	\$82,611,861.05	77.87%	\$61,710,839.19	77.68%
Benefits	\$3,757,214.82	\$11,256,074.92	\$11,084,724.27	\$3,775,421.58	\$3,999,230.24	\$7,774,651.82	\$33,872,665.83	\$43,980,029.26	77.02%	\$34,458,281.84	75.66%
Purchased Service	\$1,225,406.01	\$2,642,850.65	\$2,157,475.15	\$636,883.42	\$422,629.29	\$1,059,512.71	\$7,085,244.52	\$14,722,372.52	48.13%	\$4,804,469.58	33.43%
Supplies/Materials	\$1,087,015.13	\$703,342.95	\$388,336.44	\$234,015.49	\$646,904.60	\$880,920.09	\$3,059,614.61	\$4,697,968.00	65.13%	\$1,781,196.49	37.73%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$6,250.00	\$0.00	\$6,250.00	\$6,250.00	\$0.00	0.00%	\$70,426.86	0.00%
Other	\$105,740.72	\$80,963.81	\$6,411.41	\$1,525.00	\$0.00	\$1,525.00	\$194,640.94	\$1,020,362.19	19.08%	\$162,839.27	16.69%
<b>Total Instruction</b>	<b>\$13,339,297.66</b>	<b>\$35,939,486.80</b>	<b>\$34,840,604.82</b>	<b>\$11,729,647.18</b>	<b>\$12,697,204.10</b>	<b>\$24,426,851.28</b>	<b>\$108,546,240.56</b>	<b>\$147,032,593.02</b>	<b>73.82%</b>	<b>\$102,988,053.23</b>	<b>71.00%</b>
<b>Support Services</b>											
Salaries	\$7,632,355.72	\$10,736,781.55	\$10,600,221.92	\$3,517,283.75	\$4,550,304.62	\$8,067,588.37	\$37,036,947.56	\$52,364,058.48	70.73%	\$31,018,534.63	65.66%
Benefits	\$4,397,935.70	\$6,201,868.66	\$6,192,633.61	\$2,083,105.42	\$2,432,225.63	\$4,515,331.05	\$21,307,769.02	\$27,877,023.92	76.43%	\$20,128,147.66	74.33%
Purchased Service	\$3,075,705.27	\$2,720,305.04	\$4,265,832.22	\$1,049,770.92	\$1,600,694.09	\$2,650,465.01	\$12,712,307.54	\$9,331,870.33	136.22%	\$9,305,653.23	108.90%
Supplies/Materials	\$1,714,126.32	\$1,831,679.30	\$1,122,737.81	\$567,538.13	\$288,717.59	\$856,255.72	\$5,524,799.15	\$2,977,837.18	185.53%	\$5,128,774.02	182.72%
Capital Purchases	\$34,716.33	\$21,903.29	\$35,279.00	\$15,058.82	\$3,555.60	\$18,614.42	\$110,513.04	\$0.00	0.00%	\$183,650.29	0.00%
Other	\$1,727,457.14	\$79,140.78	-\$3,346.90	\$1,930.45	\$4,530.14	\$6,460.59	\$1,809,711.61	\$646,763.12	279.81%	\$1,639,071.73	282.55%
<b>Total Support</b>	<b>\$18,582,296.48</b>	<b>\$21,591,678.62</b>	<b>\$22,213,357.66</b>	<b>\$7,234,687.49</b>	<b>\$8,880,027.67</b>	<b>\$16,114,715.16</b>	<b>\$78,502,047.92</b>	<b>\$93,197,553.03</b>	<b>84.23%</b>	<b>\$67,403,831.56</b>	<b>78.15%</b>
<b>Community Services</b>											
Salaries	\$78,493.80	\$89,504.20	\$84,383.55	\$28,826.89	\$37,705.59	\$66,532.48	\$318,914.03	\$375,481.49	84.93%	\$307,506.09	98.09%
Benefits	\$40,463.19	\$55,684.22	\$51,304.03	\$16,530.05	\$19,288.03	\$35,818.08	\$183,269.52	\$199,894.87	91.68%	\$181,070.41	100.75%
Purchased Service	\$2,898.28	\$11,755.29	\$3,485.69	\$1,522.09	\$64.68	\$1,586.77	\$19,726.03	\$66,915.07	29.48%	\$1,917.88	3.38%
Supplies/Materials	\$879.81	\$1,904.19	\$585.37	\$1,116.65	\$107.94	\$1,224.59	\$4,593.96	\$21,352.87	21.51%	\$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%
Other	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$4,637.65	0.00%	\$10.00	0.00%
<b>Total Community Services</b>	<b>\$122,735.08</b>	<b>\$158,847.90</b>	<b>\$140,558.64</b>	<b>\$47,995.68</b>	<b>\$57,166.24</b>	<b>\$105,161.92</b>	<b>\$527,303.54</b>	<b>\$668,281.95</b>	<b>78.90%</b>	<b>\$491,889.13</b>	<b>85.94%</b>
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Transfers	\$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	\$10,037,435.00	\$10,037,435.00	100.00%	\$10,994,012.00	100.00%
<b>Total Expenditures</b>	<b>\$42,081,764.22</b>	<b>\$57,690,013.32</b>	<b>\$57,194,521.12</b>	<b>\$19,012,330.35</b>	<b>\$21,634,398.01</b>	<b>\$40,646,728.36</b>	<b>\$197,613,027.02</b>	<b>\$250,935,863.00</b>	<b>78.75%</b>	<b>\$181,877,740.11</b>	<b>74.89%</b>

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ANNOUNCE BUDGET COMMITTEE VACANCIES**

**SITUATION**

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

[Policy DBEA: Budget Committee](#) requires the public announcement of vacancies on the Budget Committee. Each June, the Board identifies and announces vacant Budget Committee positions. Applications from interested persons must be received by November 1, 2022. Such applications will include a signed statement that the applicant is willing to serve as a member of the Budget Committee and adhere to the policies of the District. The Board may appoint Budget Committee members for as many consecutive terms as are deemed appropriate.

[Policy BCF: Advisory Committees to the Board](#) requires that the composition of advisory committees (including the Budget Committee) will be representative of the student demographics of the District and will take into account the specific tasks assigned to the committee.

In November, the Board will review the names of persons filing applications and persons who have served previously and are willing to be reappointed, and determine the selection process. At the Board meeting in December, the Board will appoint candidates to fill the vacant positions.

One position is currently vacant and three Budget Committee positions will expire on June 30, 2022:

<b>POSITION</b>	<b>EXPIRES</b>	<b>HELD BY</b>	<b>NOTES</b>
4*	June 30, 2024	VACANT	Position 4 was appointed and vacated in the 2021-22 school year.
5	June 30, 2025	Monica Uribe	Monica Uribe was appointed to a three-year term in 2019.
6	June 30, 2025	Kim Strelchun	Kim Strelchun was appointed to a three-year term in 2019.
7*	June 30, 2025	Alexander Flores	Alexander Flores was appointed to complete a term vacated by Kevin Murphy in 2021.

\*Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion

of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ANNOUNCE COMMUNITY CURRICULUM ADVISORY COMMITTEE VACANCIES**

**SITUATION**

In accordance with policy IFF: Community Curriculum Advisory Committee, the Board of Directors has established the Community Curriculum Advisory Committee (CCAC) to provide for community involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. The CCAC consists of parents and/or community members who reside in the District attendance area, and includes student representation, as appropriate. The Board, in consultation with the CCAC chair and District staff, determines the number of participants that is sufficient to fulfill the responsibilities of the committee.

CCAC members are appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one-half of members' terms end each year.

Each June, the Board identifies and announces vacant CCAC positions. Applications from interested persons must be received by September 15, 2022. Such applications will include a signed statement that the applicant is willing to serve as a member of the CCAC, and adhere to the policies of the District. CCAC members may apply for reinstatement and be appointed by the Board to serve as many consecutive terms as are deemed appropriate.

In September, the Board will review the names of persons filing applications, and persons who have served previously and are willing to be reappointed. During the first regular meeting in September, the Board will appoint persons to fill the vacant positions. The new members will be appointed in time to participate in the first 2022-23 CCAC meeting, which is scheduled for October 3, 2022.

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

Information regarding CCAC members who have remained active on the committee throughout the 2022-23 school year is provided below:

- Seven CCAC members have continuing terms
- All of the former student members have graduated, and we'll be recruiting student members in the fall.
- CCAC members whose terms are ending have been invited to reapply.

At this time, CCAC leaders and District staff recommend that a combination of seven new and reinstated committee members and three new student members be appointed. Together with the seven continuing members whose terms will not expire until June 2023, this will result in a committee of 14 members plus five student members. The Board can adjust the number of appointees depending on the number of qualified applicants who apply.

District staff will continue to advertise CCAC openings during the summer, in order to recruit community members with diverse perspectives to serve on the committee.

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors announce the Community Curriculum Advisory Committee vacancies, and direct the administration to publicize the vacancies.

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ADJUST APPROPRIATIONS**

**SITUATION**

The District adopts current fiscal year appropriations as projected during the annual budget development process of the prior spring. Estimates of revenue and expenditures are adjusted as needed throughout the year as projections become actuals. Per Local Budget Law, changes of less than 10 percent within major funds and functions may be approved by the Board of Directors. Appropriations changes from the original 2021-22 Resolution Adopting the Budget include:

- Decrease General Fund Contingency by \$1,000,000.
- Increase General Fund Instructional Services by \$100,000.
- Increase General Fund Support Services by \$900,000.
- Decrease Capital Projects Fund Contingency by \$5,000,000.
- Increase Capital Projects Fund Support Services by \$75,000.
- Increase Capital Projects Fund Capital Projects by \$4,925,000.

FUND	DESCRIPTION	MAJOR FUNCTION	PREVIOUS APPROPRIATION	ADJUSTMENT	ADJUSTED APPROPRIATION
100	General Fund	Decrease Contingency	\$1,000,000	-\$1,000,000	\$0
100	General Fund	Increase Instructional Services	\$147,032,593	+ \$100,000	\$148,032,593
100	General Fund	Increase Support Services	\$93,197,553	+ \$900,000	\$94,097,553
400	Construction Fund	Contingency	\$5,000,000	-\$5,000,000	\$0
400	Construction Fund	Increase Support Services	\$12,500	+\$75,000	\$87,500
400	Construction Fund	Increase Capital Projects	\$48,250,000	+\$4,925,000	\$53,175,000

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors approve the adjusted appropriations for special revenue funds as listed.

*I move that the Board of Directors approve the adjusted appropriations for special revenue funds as listed.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**REVIEW SUPERINTENDENT'S PERFORMANCE**  
**AND APPROVE PERFORMANCE EVALUATION**

**SITUATION**

The Board of Directors met to conduct an evaluation of the Superintendent's performance in accordance with Policy CBG: Evaluation of the Superintendent on various occasions over the past several months.

The Board determined that the Superintendent's performance met or exceeded all of the performance goals and objectives established by the Board for 2021-2022 school year.

The Board Chair will read the Superintendent Evaluation letter publicly tonight.

**RECOMMENDATION**

The Board Chair recommends that the Board of Directors commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file.

*I move that the Board of Directors commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file.*



BOARD OF DIRECTORS  
3083 NE 49TH Place, #200  
Hillsboro OR 97124-6008  
TEL: 503-844-1500  
FAX: 503-844-1781  
WEB: hsd.k12.or.us

June 21, 2022

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

Re: Annual Board of Directors' Evaluation of Performance

Dear Superintendent Scott,

The Hillsboro School District (HSD) Board of Directors has completed your evaluation for 2021-22, according to policy CBG: Evaluation of the Superintendent. This year's standards-based model included a pre-evaluation survey completed by individual Board members, your self-evaluation that examines your leadership and operational performance, and a thorough Board discussion guided by an independent consultant.

Thank you for your continued exceptional service to the HSD community in this, your thirteenth year, as Superintendent. As established, you were evaluated on nine standards for Superintendent performance: 1) Leadership & Culture; 2) Policy & Governance; 3) Communication & Community Relations; 4) Organizational Management; 5) Facilities & Technology Management and Planning; 6) Instructional Leadership; 7) Human Resources Management; 8) Values & Ethics of Leadership; and 9) Equity & Cultural Responsiveness. The Board used a four-point scoring system with Exceeding, Proficient, Developing, and Does Not Meet as descriptors.

Superintendent Scott, the Board of Directors values your commitment to our community and district and your leadership toward our continuous improvement. Again this year, the data from your evaluation showed an exemplary overall performance. In all eight standards, the average rating from the Board was between "Proficient" and "Exceeding." We should also note that two board members have yet to complete their first year of service, and as such, provided an "N/A" or no numerical rating, in several categories. We are proud to have you as our Superintendent.

Here are selected highlights from each of the nine Standards:

Standard 1) Leadership & District Culture, the Board assessed a score of 3.71. Director comments focused on your exemplary leadership during the ever-changing situation created by the Covid-19 pandemic. Also noted is your commitment to communication with staff, students, families, and the overall community. Several directors made note of the important role you have played in the elevations of the voices of our Parent Advisory Committees (PACs).

Standard 2) Policy & Governance, the Board assessed a score of 3.86. Directors noted the work of the district at the state level to increase health services opportunities for students and the work you did leading the district through the hybridization of our board meetings. One note is a

continued request for feedback to the Board on the implementation and impact of Board policies, something we should consider adding to the agenda for the full day retreat.

Standard 3) Communications & Community Relations, the Board assessed a score of 3.86 with one director noting that you are a role model of how to create effective community relationships and strategic partnerships for our district. Directors were very complimentary regarding your communications team and the focus clear, consistent communications throughout the district during the pandemic.

Standard 4) Organizational Management, the Board assessed a score of 3.86 with directors noting the mastery you have over the district's organizational management. Several directors noted the exceptional financial team you have assembled. Additionally, directors noted the professional growth opportunities you provide for staff and the completion of the new School Resource Officer (SRO) agreements.

Standard 5) Facilities & Technology Management and Planning, the Board assessed a score of 3.86 with directors noting the acceleration of the 1:1 student device roll out. Directors are also very appreciative of the technological enhancements in the boardroom that allow for directors and members of our community to easily participate in board meetings. Also of note is the exemplary leadership as the work of the capital construction bond nears completion.

Standard 6) Instructional Leadership, the Board assessed a score of 3.71 with several directors noting the depth and breadth of the Career and College Pathways options available to HSD students. In addition, directors are excited to see the improvements the new Pathways Center at the Oak Street Campus will provide. It is important to directors to see the district continue to improve on using student data to drive our investment decisions. Also mentioned is the national attention HSD's summer programs received with the visit from the US Secretary of Education Miguel Cardona.

Standard 7) Human Resources Management, the Board assessed a score of 3.71 with directors praising the work you and your staff have done to ensure HSD has the best educators. Many directors noted the important addition of a bilingual stipend to improve the ability of our students and families to communicate more effectively with their school and the district. Directors also noted the continuation of the "grow your own" program with our partners. Additionally, the importance of providing in person instruction to every student, every day was seen in the "all hands on deck" approach you implemented during pandemic recovery.

Standard 8) Values & Ethics of Leadership, the Board assessed a score of 3.86 with one director noting that this has historically been Mike's strongest area in the assessment and this year is no different. In this, the most challenging of all school years, directors know that you will always keep students at the forefront of district decisions.

Standard 9) Equity & Cultural Responsiveness, in this, what is still our newest standard, the Board assessed a score of 3.50. This relatively new standard for Superintendent evaluation is clearly a priority for you and the Board recognizes and appreciates your focus and the strides made in this key standard. Many directors noted their appreciation for the creation of a cabinet level position and the hiring of the Equity, Access and Engagement Officer. Directors again applauded the elevation of the voices in our PACs and the creation of a bilingual stipend. We know you will continue to work toward building a staff that is truly reflective of our community. We encourage you to continue to use student data points to connect the allocation of our resources to improve disparities in the educational outcomes of our students.

Superintendent Scott, your performance in each of the above nine standards has been outstanding this year. You lead skilled, caring, and dedicated staff who are committed to supporting each student's academic and personal growth in safe and inclusive environments. You sustain strong community partnerships that allow us to provide unique opportunities to our students as they move through our system and prepare for life after high school. We are proud to serve our community as Board members and honored to work with you toward our shared vision of providing world-class, outstanding public education to every student in our district, which prepares them for whatever path they choose to take in life.

Thank you for all you do that makes us all proud to be HSD. Gracias por toda su dedicación, nos hace sentir orgullosos de ser HSD.

Sincerely,

Mark Watson, Board Chair  
Nancy Thomas, Vice Chair  
Lisa Allen  
See Eun Kim  
Erika Lopez  
Yadira Martinez  
Monique Ward

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**APPROVE SUPERINTENDENT’S CONTRACT**

**SITUATION**

In accordance with Policy CBC: Superintendent’s Contract and Benefits, the terms and conditions of the Superintendent’s appointment are included in a written contract that meets the requirements of state law and is mutually acceptable to the Board and Superintendent.

**RECOMMENDATION**

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

*I move that the Hillsboro School District Board of Directors approve the individual contract with the Superintendent, effective July 1, 2022, through June 30, 2025.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ACKNOWLEDGE GIFTS AND DONATIONS**  
**(as of May 31, 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.

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

- Donation of \$166,054 from Hillsboro Schools to be used as follows:
  - \$100,000 for K-6 STEAM exploration kits
  - \$7,000 to Butternut Creek Elementary School for the school food and clothing pantry
  - \$7,000 to Eastwood Elementary School for an outdoor school garden
  - \$7,000 to Lenox Elementary School for cultural education program supplies
  - \$7,000 to Lincoln Street Elementary School for 3D printing and LEGO robotics
  - \$7,000 to Mooberry Elementary School for STEAM studio outdoors
  - \$7,000 to Patterson Elementary School for a recording studio
  - \$7,000 to Rosedale Elementary School for Your Story Matters geography and culture
  - \$7,000 to W.L. Henry Elementary School for outdoor learning environment sensory program
  - \$5,000 to Witch Hazel for Abby Jones' classroom
  - \$3,950 to Ladd Acres Elementary School for expansion of wellness center
  - \$1,000 to Ladd Acres Elementary School for the Broaden Our World cultural fair
  - \$104 to Orenco Elementary School for the Lifeskills classroom
- Donation of \$15,000 from Silicon Valley Community Foundation to the Hillsboro School District for the Synopsys Girls' STEM Career Fields club
- Donation of \$2,375.45 from Jackson School PTA to Jackson Elementary School to be used as follows:
  - \$1,414.95 for die-cut letters
  - \$901.55 for classroom supplies
  - \$58.95 for recess equipment

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors acknowledge the donations.

*I move that the Board of Directors acknowledge the donations listed.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**AWARD CONTRACT FOR FOOD AND SUPPLY DISTRIBUTOR**

**SITUATION**

Hillsboro School District is a member of the Oregon Child Nutrition Coalition (OCNC) purchasing cooperative of 80 school districts. Districts in this group pool their estimated food and supply purchasing volume for procurement activities.

The largest price agreement solicitation is for broadline distribution of food and supplies. The RFP for these services was issued in April 13 and closed and awarded June 10, 2022. The OCNC RFP process meets requirements included in Oregon statute, Administrative Rule, as well as Federal and USDA regulations in Child Nutrition procurement.

Below, please find a summary of the proposals received.

<b>PROPOSER</b>	<b>SCORE BASED ON RFP CRITERIA</b>
Gold Star Foods	89
<b>Sysco Portland (NIA, 5/26/22)</b>	<b>102</b>

Based upon the RFP scoring and award criteria included in the solicitation, Sysco Portland is the contract award recipient. The award period begins with the initial year (FY2023) with up to four (4) annual renewals. HSD is anticipated to spend \$1.2M in the first year of this contract with a total estimated contract value of over \$7.5M during the full term of this contract.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors award the contract for broadline distribution of supplies and materials to Sysco Portland for the 2022-23 School year and up to four (4) annual renewals.

*I move that the Board of Directors award the contract for broadline distribution of supplies and materials to Sysco Portland for the 2022-23 School year and up to four (4) annual renewals.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ELECT BOARD CHAIR AND VICE CHAIR**

**SITUATION**

As part of its organizational meeting every year, the Board must elect a Chair and Vice Chair. The incumbent Chair will preside over the meeting until a successor is elected, whereupon the successor will assume the duties of Board Chair. Separate elections will be held for the Board Chair and Vice Chair positions.

**RECOMMENDATION**

The Superintendent recommends that Board Chair Mark Watson accept nominations and conduct elections for the Chair and Vice Chair offices for the 2022-23 school year.

*I nominate \_\_\_\_\_ for the Board Chair position.*

*I nominate \_\_\_\_\_ for the Board Vice Chair position.*

*I move to close the nominations for Board Chair.*

*I move to close the nominations for Board Vice Chair.*

*I move that the Board of Directors elect \_\_\_\_\_ to the Board Chair position.*

*I move that the Board of Directors elect \_\_\_\_\_ to the Board Vice Chair position.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**June 21, 2022**  
**ADOPT RESOLUTIONS TO ADOPT 2022-23 BUDGET, APPROPRIATE 2022-23**  
**BUDGET, AND IMPOSE 2022-23 TAXES AND CATEGORIZE THE LEVY**

**SITUATION**

The 2022-23 Proposed Budget was presented and approved during the April 26, 2022, Budget Committee meeting. The legal notices for Budget Hearing have been published for June 9, 2022, and posted to the District's public web site.

After the hearing is closed, and if the budget is not amended, three resolutions are required. The first one establishes the Adopted Budget. The second one authorizes the expenditure of funds starting in July by making appropriations. The third one authorizes the tax levy and categorizes the levy into categories designated in the Oregon Constitution.

**RECOMMENDATION**

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

*I move that the Board of Directors adopt the Resolutions to Adopt the 2022-23 Budget, Appropriate the 2022-23 Budget, and Impose 2022-23 Taxes and Categorize the Levy, as shown in the June 21, 2022, Board meeting packet.*

**RESOLUTION TO ADOPT 2022-23 BUDGET,  
APPROPRIATE 2022-23 BUDGET, AND  
IMPOSE 2022-23 TAXES AND CATEGORIZE THE LEVY**

**ADOPTING THE BUDGET**

**BE IT RESOLVED** that the Board of Directors of the Hillsboro School District 1J hereby adopts the budget for fiscal year 2022-23 in the total of \$436,265,154 now on file at the District Administration Center, Hillsboro, Oregon.

**RESOLUTION TO MAKE BUDGET  
APPROPRIATIONS FOR 2022-23**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2022, for the purposes shown below, are hereby appropriated:

<b>General Fund</b>			<b>Debt Service Fund</b>		
1000	Instruction	\$152,245,961	2000	Support Services	\$10,000
2000	Support Services	\$92,403,560	<u>5000</u>	<u>Debt Service</u>	<u>\$54,088,664</u>
3000	Enterprise Services	\$531,647	Total Fund Appropriation		\$54,098,664
6000	Contingency	\$2,583,377			
<u>7000</u>	<u>Transfer</u>	<u>\$8,500,000</u>	<b>Capital Projects Fund</b>		
Total Fund Appropriation		\$256,264,545	2000	Support Services	\$25,000
			<u>4000</u>	<u>Facility Construction</u>	<u>\$31,761,519</u>
<b>Special Revenue Fund</b>			Total Fund Appropriation		\$31,786,519
1000	Instruction	\$25,044,943			
2000	Support Services	\$23,272,180	<b>Total Appropriations</b>		<b>\$416,766,296</b>
3000	Enterprise Services	\$19,029,445	<b>Total Unappropriated</b>		<b>\$36,498,858</b>
5100	Debt Service	\$1,870,000	<b>Total Adopted Budget</b>		<b>\$453,265,154</b>
5200	Transfers	\$400,000			
<u>6100</u>	<u>Planned Reserves</u>	<u>\$5,000,000</u>			
Total Fund Appropriation		\$74,616,568			

**RESOLUTION TO IMPOSE AND CATEGORIZE  
AD VALOREM TAXES FOR 2022-23**

**IMPOSING THE TAX**

**BE IT RESOLVED** that the Board of Directors of the Hillsboro School District 1J hereby imposes the taxes provided for in the Adopted Budget at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$39,800,742 for bonds; that these taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable property within the District as follows:

**CATEGORIZING THE TAX**

Education Limitation	Excluded from Limitation	
General Fund \$4.9749 per \$1,000	Debt Service Fund	\$39,800,742
	Estimated at \$2.08 per \$1,000	

The above resolution statements were approved and declared adopted on this 21st day of June 2022.

\_\_\_\_\_  
Mark Watson, Board Chair