

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
 October 25, 2022
 District Administration Center, 3083 NE 49th 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 |
| See Eun Kim, virtual | Audrea Neville, Assistant Superintendent, School Performance |
| Erika Lopez | Beth Graser, Communications Officer |
| Monique Ward | Kona Lew-Williams, Human Resources Officer |
| Patrick Maguire | Michelle Morrison, Financial Officer |
| | Casey Waletich, Operations Officer |
| <u>Student Representatives Present:</u> | Jordan Beveridge, Information Technology Officer |
| Ivette Alonso Garcia | Francesca Sinapi, Equity, Access and Engagement Officer |
| V Godoy | Adam Stewart, Capital Projects Officer |
| Cailey McGuire | Rose Roman, Executive Assistant to the Board |
| | Angela Adzima, Technical Support |
| | John Garcia Lopez, Technical Support |
| | Rose Roman, Executive Assistant to the Board |
| | Antonio Hernandez Viera, Translator |
| | Gaspar Lopez Lopez, Translator |
| | Mary Kay Babcock, HEA President |
| | Melody Hansen, HCU President |

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

- B. Community Curriculum Advisory Committee (CCAC) Selection Process
 Assistant Superintendent Travis Reiman outlined the application and selection process and read a statement for one candidate. Board members discussed the appointment process.

- C. Discussion Boundary Adjustment Process
 Capital Projects Officer Adam Stewart reviewed the guiding principles of the boundary adjustment process. Board members asked questions and provided comment.

- D. Student Investment Account (SIA) Annual Report
 Financial Officer Michelle Morrison introduced the SIA report. Assistant Superintendent Travis Reiman explained the Student Success Account, the four buckets of the SIA, its tie to the HSD strategic plan and the Continuous Improvement Plan (CIP), common elements and goals, engaging stakeholder groups, focus groups, equity stance, and data-driven equity focus planning process. Financial Officer Michelle Morrison discussed SIA 4.0 compared to actual data for 2021-22,

SIA expansion budget information, and next steps. Board members asked questions and provided comment.

- E. Legislative Priorities Input / Planning
Communications Officer Beth Graser provided a legislative update handout from NWRESD. Board members asked questions and provided comment.
- F. Donations Acknowledgement Discussion
Board members discussed the practice of donation acknowledgements.
- G. Recess Board Meeting
Board Chair Mark Watson recessed at 6:52 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 |
| See Eun Kim, virtual | Audrea Neville, Assistant Superintendent, School Performance |
| Erika Lopez | Beth Graser, Communications Officer |
| Monique Ward | Kona Lew-Williams, Human Resources Officer |
| Patrick Maguire | Michelle Morrison, Financial Officer |
| | Casey Waletich, Operations Officer |
| <u>Student Representatives Present:</u> | Jordan Beveridge, Information Technology Officer |
| Ivette Alonso Garcia | Francesca Sinapi, Equity, Access and Engagement Officer |
| V Godoy | Rose Roman, Executive Assistant to the Board |
| Cailey McGuire | Angela Adzima, Technical Support |
| | John Garcia Lopez, Technical Support |
| | Idania Romo Diaz, Translator |
| | Anabella Salkind, Translator |
| | Mary Kay Babcock, HEA President |
| | Melody Hansen, HCU President |

- A. Call to Order and Flag Salute
Board Chair Mark Watson reconvened the meeting at 7:04 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement
Board Chair Mark Watson read a Land Acknowledgement.
- C. Proclamations
1. Native American Heritage Month
Board Chair Mark Watson read the Native American Heritage Month Proclamation.
 2. American Education Week
Director Monique Ward read the American Education Week Proclamation.
 3. National Education Support Professionals Day
Director See Eun Kim read the National Education Support Professionals Day Proclamation.
- D. Approval of Agenda
Director Erika Lopez MOVED, SECONDED by Director Nancy Thomas, to approve the agenda as printed.
- The MOTION CARRIED (6-0).
- No further discussion took place.
- E. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

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

Director Monique Ward asked to remove policies BCF: Advisory Committees to the Board and DBEA: Budget Committee.

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

The MOTION CARRIED (6-0).

No discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of September 27, 2022, Board meeting
2. Approve Minutes of October 11, 2022, Board meeting
3. Approve Routine Personnel Matters
4. Approve Policy
 - a. A/B - Board Governance and Operations
 - 1) BBBA: Board Member Qualifications
Presenter: Mike Scott
 - ~~2) BCF: Advisory Committees to the Board~~
Presenters: Mike Scott / Francesca Sinapi
 - b. C: General Administration
 - 1) CPA: Layoff and Recall for Administrators
Presenter: Kona Lew-Williams
 - c. D: Fiscal Management
 - ~~1) DBEA: Budget Committee~~
Presenter: Michelle Morrison
 - d. G - Personnel
 - 1) GDA: Instructional Assistants
Presenter: Kona Lew-Williams
 - e. I - Instruction
 - 1) IGBAF-AR: Special Education - Individualized Education Plan (IEP)
Presenter: Travis Reiman
 - 2) IGBAG-AR: Special Education - Procedural Safeguards
Presenter: Travis Reiman
 - f. K/L: District-Community Relations
 - 1) KBA: Public Records
Presenter: Beth Graser

Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors modify the agenda to include an action item number 4 and number 5 to approve policies.

The MOTION CARRIED (6-0).

F. Audience Time

No audience members requested to address the Board.

G. Action Items

1. Appoint CCAC Members

Director Mark Watson MOVED, SECONDED by Director Monique, that the Board of Directors appoint the slate of candidates identified during this evening's work session to the open positions on the CCAC, as follows:

I move that the Board of Directors appoint the following candidates to two-year positions:

Position 1: Jennifer Bell

Position 3: Heather Welch

Student Position: Azrin Edwards

The MOTION CARRIED (6-0).

Directors Erika Lopez, Patrick Maguire, and Chair Mark Watson thanked the community members for their interest in serving on committees.

2. Facilities Naming Process- ES29

Facilities Officer Casey Waletich reminded the Board that Tamarack was placed on first read at the last regular session.

Director See Eun Kim MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors approve its selection of Tamarack as the name for ES29, currently being constructed in South Hillsboro.

The MOTION CARRIED (6-0).

Chair Mark Watson thanked the community for their participation in the process.

3. Revision to 2022-23 Adopted Budget Appropriations Resolution

Financial Officer Michelle Morrison outlined the need to revise due to a coding error.

Director Nancy Thomas MOVED, SECONDED by Director Monique Ward, that the Board of Directors approve the Revised Resolution to Make Budget Appropriations for the 2022-23 Adopted Budget.

The MOTION CARRIED (6-0).

Chair Mark Watson asked for clarification on the coding issue. Financial Officer Michelle Morrison provided information. Chair Mark Watson asked how we can assure that we won't have a budget shortfall like a neighboring district discovered recently. Financial Officer Michelle Morrison explained that the Board is provided a comprehensive cash flow report monthly with preliminary and actual fund balances that shows how the District is spending and receiving revenue compared to prior years and that the District's auditing firm tests our audit controls to make sure that the District is spending according to policy. Superintendent Mike Scott added that the monthly Financial Report that Financial Officer Michelle Morrison provides to the Board on a monthly basis is more comprehensive in comparison to other Districts in the area, and provides a bottom-line look on a

regular basis.

4. Approve Policies
Board Chair Mark Watson

Director Mark Watson MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve policy BCF: Advisory Committees to the Board.

The MOTION CARRIED (5-1). Director Monique Ward opposed.

5. Approve Policies
Director Mark Watson MOVED, SECONDED by Director Erika Lopez that the Board of Directors approve policy DBEA: Budget Committee.

The MOTION CARRIED (5-1). Director Monique Ward opposed.

No further discussion took place.

H. Reports and Discussions

1. Financial Report

Financial Officer Michelle Morrison presented the Financial Report and highlighted Finance Manager Jennifer Zavatsky, and Risk Manager MaryBeth Puncochar. Directors asked clarifying questions.

2. October 2022 Enrollment Report

Human Resources Officer Kona Lew-Williams presented the October 2022 Enrollment Report. Board members asked questions and provided comment.

3. Retention Bonus for Licensed and Classified Staff

Human Resources Officer Kona Lew-Williams and Financial Officer Michelle Morrison presented Retention Bonus for Licensed and Classified Staff. Board members asked questions and provided comment.

I. Information - Administrative Regulation Update

1. G - Personnel

- a. GCDA/GDDA-AR: Criminal Records Checks and Fingerprinting
Presenters: Kona Lew-Williams/ Michelle Morrison

J. Policies - First Reading

1. C: General Administration

- a. CB: District Superintendent
Presenter: Mike Scott
b. CBC: Superintendent's Contract and Benefits
Presenter: Mike Scott

2. G - Personnel

- a. GCAA: Standards for Competent and Ethical Performance of Oregon Educators
Presenter: Kona Lew-Williams
b. GCBDB/GDBDB: Early Reinstatement to Work

Presenter: Kona Lew-Williams

c. GCQB: Research

Presenter: Audrea Neville

3. I - Instruction

a. IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education

Presenter: Travis Reiman

b. IK: Academic Achievement

Presenter: Audrea Neville

c. IKF: Graduation Requirements

Presenter: Audrea Neville

K. HCU / HEA Reports

HCU President Melody Hansen said classified staff are thankful for the retention bonuses and made them feel valued. She stated that Transportation is at a critical level, said talks with the District are ongoing and a vote will take place early next month. She also thanked classified departments for their work to support students and looking forward to working with the District to find solutions, and for the betterment of HSD. Melody reminded everyone to vote. Lastly, she highlighted the upcoming American Ed Week, and invited everyone to match up with a classified employee on Friday, November 18. HEA President Mary Kay Babcock thanked the Board for their support of educators. Mark Kay also highlighted strategic planning, advocating to legislators for funding, looking forward to working with the Board to support the SPED department, the need long-term solutions to staffing, and looking forward to reviewing contract language and discipline plans with Administrators.

L. Discussion Time

1) Student Representatives' Time

V Godoy highlighted the upcoming marching band showcase at Hillsboro stadium, and invited everyone to come. Ivette Alonso Garcia discussed the MEChA club at LHS that has over 30 students from diverse backgrounds and encouraged everyone to visit clubs and extra-curricular activities at schools. Cailey McGuire expressed excitement of ordering her cap, gown, and tassel. She discussed her role of running mock trial at LHS and the efforts to add it as a class at her school. She also reminded everyone to vote.

2) Superintendent's Time

Superintendent Mike Scott highlight the upcoming retention bonus. He joined HCU's Melody Hansen in thanking staff for going above and beyond in their work. He discussed the staffing shortages that HSD is experiencing and the ongoing work with a staffing firm to help attract candidates. He additionally highlighted the upcoming HCU vote, school visits to Century and West Union, Congresswoman Bonamici's upcoming visit to Century High School, the Faith luncheon, the Contract 101 meeting, and the Superintendent Coffee Chats.

3) Board of Directors' Time

Director Erika Lopez discussed workforce shortages, engaging with community partners and upcoming events for Dia de los muertos. Director Monique Ward passed. Director Patrick Maguire highlighted the school lunch tour at Minter Bridge with Superintendent Mike Scott, and the enjoyment of engaging with students and staff. He thanked the student representatives for what they do, thanked the union

representatives, and requested itemized lists of the actions they are asking from the District. Director See Eun Kim wished staff a happy American Ed week, and thanked them for their work. She highlighted the OSBA Legislative Roadshow last week, saying it reminded her how important the upcoming election is going to be. She stressed the need for stable and adequate funding for K-12 education and the importance of advocating in the upcoming legislative session for critical funding needs. Vice Chair Nancy Thomas thanked teachers, administrators, and classified staff for their service to students. Chair Mark Watson looked forward to upcoming coffee chats, the faith luncheon, the Century High School band showcase and the OSBA conference in November.

M. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:27 PM.

The image shows two handwritten signatures in black ink. The signature on the left is 'Mark W. Watson' and the signature on the right is 'Roseanna D. Linares'. Both signatures are written in a cursive, flowing style.

Approved November 15, 2022