

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

**Board Meeting Agenda**  
**Tuesday, January 10, 2023**  
**5:15 PM**

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

1. **5:15 PM - Work Session**
  - A. Call to Order  
Presenter: Mark Watson  
Time: 5:15 PM
  - B. Bond Oversight Committee Report 3  
Presenters: Adam Stewart / Matt Buckingham  
Time: 5:15 PM, 15 minutes
  - C. 2023-2024 School Calendar Discussion 4  
Presenter: Kona Lew-Williams  
Time: 5:30 PM, 15 minutes
  - D. Review Superintendent Search Plan and Timeline 5  
Presenter: Mark Watson  
Time: 5:45 PM, 120 minutes
  - E. Action Items 9
    1. Approve Superintendent Search Plan and Timeline  
Presenter: Mark Watson  
Time: 7:45 PM, 5 minutes  
**SAMPLE MOTION: *I move that the Board of Directors approve the Superintendent search plan and timeline.***
  - F. Information - Administrative Regulation Update 10  
Presenter: Mike Scott  
Time: 7:50 PM, 5 minutes
    1. G - Personnel 11
      - a. GCQB-AR: Research  
Presenter: Audrea Neville
    2. J - Students 16
      - a. JECBA-AR: Admission of Exchange Students Procedures  
Presenter: Audrea Neville
  - G. Policies - First Reading 20  
*Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular meeting.*  
Presenter: Mike Scott  
Time: 7:55 PM, 5 minutes
    1. J - Students 21
      - a. JECBA: Admission of Exchange Students  
Presenter: Audrea Neville

- H. Discussion Time
  - Time: 8:00 PM, 20 minutes
  - 1. OSBA Conference Report
  - 2. Student Representatives' Time
  - 3. Superintendent's Time
  - 4. Board of Directors' Time
- I. Adjourn Regular Session
  - Time: 8:20 PM
- J. Next Meetings of the Board of Directors
  - January 24, 2023, Work / Regular Session
  - February 14, 2023, Work Session

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 10, 2023**  
**BOND OVERSIGHT COMMITTEE REPORT**

**SITUATION**

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

Tonight, the Hillsboro School District's Board of Directors will receive a presentation from Bond Oversight Committee Chairman Matt Buckingham. Mr. Buckingham and Capital Projects Officer Adam Stewart will provide information regarding 2022 bond projects, schedules, budgets and answer Board members' questions regarding the bond program and Committee activities.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 10, 2023**  
**2023-2024 SCHOOL CALENDAR DISCUSSION**

**SITUATION**

In preparation for creating the 2023-24 calendar, we will have an update on the previous discussion regarding planning for the upcoming school year.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to the information and ask any questions they may have regarding the 2023-24 calendar.

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 10, 2023**  
**REVIEW SUPERINTENDENT SEARCH PLAN AND TIMELINE**

**SITUATION**

The Board of Directors will review the Superintendent search plan and timeline with McPherson & Jacobson representatives.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors review the Superintendent search plan and timeline with McPherson & Jacobson representatives.



**MCPHERSON & JACOBSON, LLC**

**EXECUTIVE RECRUITMENT & DEVELOPMENT**

11725 ARBOR STREET, SUITE 220 ♦ OMAHA, NEBRASKA 68144 ♦ 402-991-7031/888-375-4814  
FAX: 402-991-7168 ♦ EMAIL: [MAIL@MACNJAKE.COM](mailto:MAIL@MACNJAKE.COM) ♦ WEBSITE: [WWW.MACNJAKE.COM](http://WWW.MACNJAKE.COM)

**Agenda for 1<sup>st</sup> board meeting**

**Hillsboro School district**

**Agenda**

**January 10, 2023**

Expectations for the Search

Establish Calendar

Advertising Venues

Stakeholder Groups

Establish Selection Criteria

Discuss Compensation

Additional Information or Questions



# MCIPHERSON *M J* JACOBSON, LLC

EXECUTIVE RECRUITMENT & DEVELOPMENT

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FAX: 402-991-7168 ♦ EMAIL: [MAIL@MACNJAKE.COM](mailto:MAIL@MACNJAKE.COM) ♦ WEBSITE: [WWW.MACNJAKE.COM](http://WWW.MACNJAKE.COM)

## Hillsboro School District Superintendent Search Planning Calendar

<u>Date</u>	<u>Time</u>	<u>Event</u>
January 10, 2023	5:15	<b>Board of Education Meeting</b> <ul style="list-style-type: none"><li>• Set calendar</li><li>• Identify selection criteria</li><li>• Board member contact information</li><li>• Identify District Point of Contact (POC)</li><li>• Discuss advertising media and dates</li><li>• Identify stakeholder (school/community) groups</li><li>• Identify community members to receive personal invitations</li><li>• Discuss compensation</li></ul>
January 23, 2023		<b>Advertise the Position</b> <ul style="list-style-type: none"><li>• COSA – Maybe Washington and California</li><li>• McPherson &amp; Jacobson website</li><li>• AASA website (start date: January 23, 2023)</li><li>• TopSchoolJobs website (start date: January 23, 2023)</li><li>• ALAS website (start date: January 23, 2023)</li><li>• NABSE website (start date: January 23, 2023)</li><li>• Education Week print ads (dates: January 23, 2023)</li></ul>
January 24, 2023		<b>Superintendent Search Process Adoption</b> <ul style="list-style-type: none"><li>• Adopt hiring procedures;</li><li>• Adopt hiring standards, criteria and policy directives;</li><li>• Allow public comment.</li></ul>

**Week of January 30**

**Stakeholder Group Meetings**

- Jan 31 Administrators – Cabinet and Building Leaders
- Feb 1 Classified staff
- Feb 1 Students
- Jan 31 Teachers
- Jan 31- Feb 2 Board identified community groups and other community meetings

**February 27, 2023**

**Closing date for applications**

**February 28, 2023**

**Board of Education Meeting**

- Candidate update
- Review Stakeholder Input Report
- Discuss interview questions
- Discuss interview procedures
- Discuss total compensation package

**March 21, 2023**

**Board of Education Meeting – Executive Session**

- Review candidates
- Select candidates for interviews for Round 1
- Review interview questions
- Finalize candidate daily interview schedule
- Finalize district interview schedule

**Week of April 3, 2023**

**Round One Interviews – Virtual**

- Select finalists for in person interviews

**Week of April 10, 2023**

**Round Two Interviews – In Person**

**Week of April 17, 2023**

**Selection of New Superintendent**

**July 1, 2023**

**Starting date for superintendent**



**HILLSBORO SCHOOL DISTRICT 1J**  
**January 10, 2023**  
**APPROVE SUPERINTENDENT SEARCH PLAN AND TIMELINE**

**SITUATION**

The Board of Directors reviewed and discussed the Superintendent search plan and timeline with McPherson & Jacobson representatives.

**RECOMMENDATION**

The Superintendent recommends the Board of Directors approve the Superintendent search plan and timeline that was discussed with McPherson & Jacobson representatives.

*I move that the Board of Directors approve the Superintendent search plan and timeline.*

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 10, 2023**  
**INFORMATION – ADMINISTRATIVE REGULATION UPDATE**

**SITUATION**

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

Policy language must meet the following criteria:

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

The following administrative regulations (AR) have proposed changes:

- Policies in Section G – Personnel
  - GCQB-AR: Research
  
- Policies in Section J – Students
  - JECBA-AR: Admission of Exchange Students Procedures

**RECOMMENDATION**

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



Code: **GCQB-AR**  
Revised/Reviewed: 9/28/10; 4/28/20  
Orig. Code: GCQB-AR

## **Research**

### **Criteria for Approval of Research at Hillsboro School District**

1. Research projects will be approved in compliance with Board policy GCQB - Research.
2. Research projects must have a potential impact to student achievement or meet the objectives and mission of the District.

### **Non-District Employee Research Requests**

Due to the number of research proposals received, and because it is the mission of the District to educate students rather than to conduct research, not all research proposals will be approved. In the event that a proposal is approved by the Superintendent or designee, it is still the prerogative of the District staff and administrators to choose not to participate.

All written research proposals, accompanied by the Agreement for the Conduct of Research, must be submitted to the assistant superintendent of academic services prior to the researcher's contact with schools.

### **District Employee or Student Project Research Requests**

1. Staff or students must receive written approval from the Superintendent or designee prior to engaging in research projects during the work day, using school resources, or students, either for study toward advanced work or for use in classroom instruction.
2. If such a study results in material which would be useful to other staff, it is recommended that it be made available for distribution throughout the District.
3. All research must safeguard the confidentiality of all respondents, including individual students, staff members, schools, and the District.
4. Every effort will be made to approve reasonable research projects proposed by District staff.
5. Staff shall not use the District's name without prior written approval from the Superintendent or designee when describing District activities or programs, or to add authenticity to an authorship.

## Protocol for Submitting Research Requests

The research proposal must contain the following:

~~1. Project rationale and logistics:~~

1. HSD Institutional Review Board Checklist, which includes:
  - a. The scope and significance of the study, briefly stated;
  - b. The proposed start and end dates for the study;
  - c. The research design;
  - d. All surveyor assessment instruments, protocols, and the informed consent form(s) for the study;
  - e. Procedures for data confidentiality and disposal of data after analysis.
2. Procedures to prioritize HSD research requests:
  - a. The project should involve minimum disruption of District, school, and classroom operation, and minimum time required of students and staff;
  - b. Proposals must be submitted at least six weeks in advance of the research project;
  - c. Proposals received after spring break will be considered for the following school year.

**Agreement for the Conduct of Research**  
Hillsboro School District

All proposals for permission to conduct research by researchers external to District, or by District students or staff, or for District participation in test development, will be reviewed. All proposals must include the items listed in GCQB-AR and submitted to the following address:

~~Assistant Superintendent of Student Services~~  
Institutional Review Board  
~~c/o %~~ Office for School Performance  
Hillsboro School District  
3083 NE 49th Place  
Hillsboro OR 97124

If the proposal is approved, the researcher will work with the assistant superintendent of student services to obtain the necessary cooperation from departments, schools, and subjects. **The researcher will not contact outside agencies on behalf of the District without prior written District approval.**

Should researchers desire to make changes after the commencement of the approved research, they must receive prior approval from the Superintendent or designee for all revisions to the initial proposal. Any deviation from the proposal will constitute grounds for withdrawal of permission to conduct the research.

Complaints from parents, research subjects, or District staff about the conduct of the research will be investigated and could lead to retraction of permission to continue research.

**All research must safeguard the confidentiality of all respondents, including individual students, staff members, schools, and the District. The District specifically prohibits publication of any report or documentation mentioning the District, specific schools, or research subjects without prior review and written approval of the report or documentation by the Superintendent or designee.**

I have read and agree to comply with the above guidelines.

Researcher	Date	Academic Advisor (for students)	Date
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**Hillsboro School District Institutional Review Board Checklist**  
**Board Policy [GCQB-AR](#)**

<b>Researcher Name</b>	
<b>University or other organization</b>	
<b>IRB Approval from other organization</b>	yes <input type="checkbox"/> Date: _____    no <input type="checkbox"/>
<b>Title of Study</b>	
<b># of Students impacted with age/grade</b>	
<b># of Staff impacted with level</b>	
<b>Is HSD data requested for this research request?</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
<b>If yes, is data student specific?</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
<b>Are district resources being requested for this research project (either in the form of extended contract request or work for any HSD staff member?)</b>	yes <input type="checkbox"/> no <input type="checkbox"/> If yes, please describe the resources being requested for this project.

Please answer the questions below.

1. What is the potential impact to student achievement from this research?
2. How does this research meet the objectives and mission of the District?
3. What is the scope and significance of the study?
4. What are the proposed start and end dates for the study?
5. Discuss the research design.
6. What are your procedures for data confidentiality and disposal of data after analysis?

7. How have you considered the assurance that the project will involve minimum disruption of District, school, and classroom operation and minimum time required of students and staff?

*Please attach all surveyor assessment instruments, protocols, and the informed consent form(s) for the study.*

*Proposals must be submitted at least six weeks in advance of the research project; you may be requested to present in front of the HSD IRB before a decision is made.*

*Proposals received after spring break will be considered for the following school year.*

**PROPOSED**



Code: JECBA-AR  
Revised/Reviewed: 4/28/09; 12/10/19; 12/07/21  
Orig. Code: JECBA-AR

## Admission of Exchange Students

The procedures for approving international exchange programs (“exchange organizations”) and accepting exchange students shall be as follows:

### Prerequisites

1. State department guidelines stipulate that a group-sponsored student must obtain school approval and family placement before leaving their home country.
2. Exchange students attending District schools through group-sponsored exchange programs must obtain a J-1 Visa from the U.S. Citizenship and Immigration Services which they must show prior to upon registration. Approved group-sponsored exchange programs are those designated by the United States Information Agency and officially recognized by the Board. Exchange students on a J-1 Visa are not required to pay tuition.
3. Exchange students attending District schools through private sponsorship must obtain an F-1 Visa and prior approval required by the U.S. Citizenship and Immigration Services. Pursuant to Federal law, foreign students on an F-1 Visa may only attend secondary schools within the District, and are required by law to pay the District’s established tuition rate for the period of attendance. The period of attendance may not exceed 12 months.
- ~~3.4.~~ The student must reside with an adult resident of the Hillsboro School District.
5. The student or sponsoring organization will provide all dues and fees.
- ~~4.6.~~ Exchange student placements per high school will not exceed one-half of one percent of student enrollment, plus an additional placement for each student from that school studying abroad as part of an approved exchange program.

### Program Guidelines

1. All exchange organizations may ~~must~~ declare their intent to enroll students, the number of student placements, and preferred school for the following school year to the Executive Director of Schools that oversees high school between February 1<sup>st</sup> and no later than March 15th ~~their intent to enroll students, the number of desired student placements, and preferred school for the following school year.~~
- ~~1.2.~~ (Organizations should not contact individual schools.) directly regarding placement requests. Repeated failures to follow this guideline may result in suspension or termination of an exchange organization’s ability to place students in the District.



~~2.3.~~ The Hillsboro School District will determine the number of student placements available and may conduct a lottery for placements no later than March 30th. The purpose of the lottery is to determine which exchange organizations will be able to place students, and the number of student placements each organization will be offered in Hillsboro School District schools for the next school year.  
Exchange organizations will be notified of placements reserved by March 30th via email.

~~Exchange student placements per high school will not exceed one-half of one percent of student enrollment, plus an additional placement for each student from that school studying abroad as part of an approved exchange program.~~

~~4.~~ Any unreserved placements will be given out on a first-come, first served basis beginning April 1st.

~~3.5.~~ Placement slots that are reserved during the March window will be held until July 31st at which time, slots will be given out on a first-come first served basis until 15 days before the first day of 12th grade classes.

~~6.~~ Once the number of placements per organization are determined, organizations may work directly with schools for student registration. Students must register for school admission by July 1. the exchange organizations will provide the exchange student's complete application, school acceptance form, visa, and a copy of the student's health immunization records, translated into English and listed on the signed Oregon Immunization form (Requirements are listed below) to the Administration Center designee as soon as available. Students may not begin class until all the above documents have been submitted.

~~4.7.~~ Once the school acceptance form is received and signed by the school principal, the student, accompanied by a representative of the sponsoring organization and a member of the host family, shall meet with the principal (or designee) to enroll the student. An orientation designed to acquaint the student with the American school and with the rules governing the behavior of all students shall be provided by the school staff. The student shall be expected to follow school rules and to participate fully in the education program provided.

~~5.8.~~ All final exchange organization partnerships and student placements are subject to final approval by the Executive Director of Schools.

~~6.9.~~ The building administration and/or the Executive Director of Schools reserves the right to terminate attendance if the student does not comply with the high school academic/behavioral standards that apply to that student.

~~7.10.~~ An exchange student will receive an honorary Hillsboro School District high school diploma, unless a prescribed course of study includes completion of requirements for a standard diploma. Counselors will review an appropriate course of study and will give a written recommendation to the student. The recommendation will specify either an honorary or standard diploma. All full year students may participate in graduation ceremonies regardless of diploma received.

#### Common Guidelines/Expectations for Exchange Students

1. Exchange students will be allowed to participate in all extracurricular activities available to them at the assigned school except where prohibited by restrictions of the international exchange program. All exchange programs shall make provisions for the payment and support of these costs associated with the students' participation in all phases of student activities.
2. Students shall be governed by the Oregon School Activities Association rules and regulations and District policies regarding participation in interscholastic athletic competition.

3. All students are expected to follow school policies and regulations. Violation may result in termination of the student's exchange status.
4. Teachers and staff assistants will not devote additional instructional time to exchange students.
5. Students will not be provided admission into such programs as Special Education, English as a Second Language, nor shall the District pay for students to attend other schools or institutions of higher education.
6. School-related expenses shall be the responsibility of the exchange program and the host family. The student may finance school-related expenses if the student is able. The student or host family shall pay for school lunches, admission to school activities and commemorative items such as yearbook, graduation attire, and school ring.
7. Exchange students may be graded and evaluated academically with the same criteria as domestic students. Failure to make academic progress may result in termination of the international exchange. Credits will be granted for successfully completed course work.
8. An exchange student will receive an honorary Hillsboro School District high school diploma, unless a prescribed course of study includes completion of requirements for a standard diploma. Counselors will review an appropriate course of study and will give a written recommendation to the student. The recommendation will specify either an honorary or standard diploma.
9. Students who successfully complete assigned senior level coursework may participate in graduation ceremonies.
10. The building administration and/or the Executive Director of Schools reserves the right to terminate attendance if the student does not comply with the high school academic/behavioral standards that apply to that student.

### **New Exchange Organizations**

Programs wishing to enroll exchange students in the district must meet the following requirements:

1. New exchange organizations must be approved by the superintendent or designee no later than March 1st;
2. The exchange organization must have a local representative who is available to meet with the designated school administrator representative, the student and the host family.
3. The exchange organization representative must provide information required by the district and have it on file at the district office;
4. The exchange organization must have been approved by and be in good standing for the current school year with the Council on Standards for International Educational Travel (CSIET) and be a United States Information Agency (USIA) designated organization.
5. The exchange organization must be sponsored by a nonprofit organization;
6. The selection of the host family and home placement must be made prior to the student's arrival in Hillsboro. Noncompliance with this provision can result in the immediate suspension or revocation of the approved status of an international exchange program.

### **Continued Exchange Organizations**

1. All exchange organizations must declare no later than March 15th their intent to enroll students the following year.

2. All continuing exchange organizations shall meet the expectations outlined in the “New Exchange Organization” listed above.
3. Exchange organizations will be evaluated on an as-needed basis. Those programs that fail to meet district expectations will be removed from the approved list.

**HILLSBORO SCHOOL DISTRICT 1J**  
**January 10, 2023**  
**FIRST READING – POLICIES**

**SITUATION**

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

Policy language must meet the following criteria:

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

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

- Policies in Section J – Students
  - JECBA: Admission of Exchange Students

**RECOMMENDATION**

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



Code: JECBA  
Adopted: 4/28/09  
Revised/Readopted: 12/10/19  
Orig. Code: JECBA

## Admission of Exchange Students

The District is interested in furthering international understanding through international education and student exchange programs. The District will consider students from international exchange programs endorsed by the Council on Standards for International Educational Travel and approved by the Superintendent or designee.

1. Full-year placements will be limited to the high schools because of age and maturity considerations.
2. Preferential consideration will be given to programs which provide opportunities for District students to participate on a reciprocal basis in full-time study experiences abroad.
3. Exchange student placements per high school will not exceed one-half of one percent of student enrollment, plus an additional placement for each student from that school studying abroad as part of an approved exchange program. Students must apply for admission by July 1 no later than 15 days prior to the first day of 12<sup>th</sup> grade classes for the school year, and have all required documents (e.g. application, visa, school acceptance form) approved by the first day of classes.
4. An effort will be made to achieve a balanced representation of international cultures in approving placements.
5. Students shall have English language competence and academic ability to effectively participate in the regular program of the high school in which they are enrolled.
6. Exchange organizations should not charge students significant fees for placement services. The criterion for determining appropriate charges will be the cost of programs provided by organizations known to have quality and cost control practices. Normal transportation and transportation-related expenses are acceptable.
7. Exchange organizations must maintain an easily accessible representative, preferably in the metropolitan area, who can provide counseling to the host family and the exchange student, and who can assist in resolving problems which might arise.
8. Exchange organization representatives must be able to counsel and support the host family, and transfer or return the student to the home country in case of an emergency or other reason.
9. Exchange organizations shall be able to show evidence of bonding and sufficient insurance to pay claims attendant to illness, accident or death of an exchange student, and possible liability of the host family.

10. Exchange students shall not be over 18 years of age on the first day of attendance, nor have graduated from any secondary school program or equivalent.
11. Students must reside with a host or sponsor family within District boundaries.
12. District personnel are not authorized to sign I-20 forms due to liability considerations.
13. Exchange students will be subject to the same code of conduct as all other students.
14. Exchange students will be eligible for a regular District diploma if they meet all graduation requirements.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.133](#)

[ORS 433.267](#)

[OAR 581-022-2000](#)

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2012).