

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
 November 14, 2023
 District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. DINNER WITH NATIVE AMERICAN PAC LEADERS

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Travis Reiman, Superintendent
Ivette Pantoja, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Brooke Nova, Assistant Superintendent, Academic Services
Erika Lopez	Beth Graser, Communications Officer
Nancy Thomas	Kona Lew-Williams, Human Resources Officer
Monique Ward	Michelle Morrison, Financial Officer
	Saideh Haghighi Khochkhou, Operations Officer
<u>Student Representatives Present:</u>	Jordan Beveridge, Information Technology Officer
Hadley Brathapan	Francesca Sinapi, Equity, Access and Engagement Officer
RJ Panlilio	Olga Acuña, Executive Director of Federal Programs
Aliannah Shalika	Barb Francom, Native American & Alaska Native Education Coordinator
	Kathy Wilson, Executive Assistant to the Superintendent
<u>PAC Members Present:</u>	Rose Roman, Executive Assistant to the Board
Casey Parisian	Ciara Hartzell, Technology Support
Jeannie Sigsworth	John Garcia, Technology Support
Rosie Quim	Gabriel Galindo Mendez, Technology Support

A. Call to Order

Board Chair Mark Watson called the meeting to order at 5:03 PM.

Board members and Cabinet members shared a meal with Native American PAC members.

2. WORK SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Travis Reiman, Superintendent
Ivette Pantoja, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Brooke Nova, Assistant Superintendent, Academic Services
Erika Lopez	Beth Graser, Communications Officer
Nancy Thomas	Kona Lew-Williams, Human Resources Officer
Monique Ward	Michelle Morrison, Financial Officer
	Saideh Haghighi Khochkhou, Operations Officer
<u>Student Representatives Present:</u>	Jordan Beveridge, Information Technology Officer
Hadley Brathapan	Francesca Sinapi, Equity, Access and Engagement Officer
RJ Panlilio	Olga Acuña, Executive Director of Federal Programs
Aliannah Shalika	Barb Francom, Native American & Alaska Native Education Coordinator
	Kathy Wilson, Executive Assistant to the Superintendent
<u>PAC Members Present:</u>	Rose Roman, Executive Assistant to the Board
Casey Parisian	Ciara Hartzell, Technology Support
Jeannie Sigsworth	John Garcia, Technology Support
Rosie Quim	Gabriel Galindo Mendez, Technology Support
	Mary Kay Babcock, HEA President
<u>Others Present:</u>	
Dustin Rose	
Lauren MacMillan, Piper Sandler	

- A. Native American Parent Advisory Committee (NA PAC) Report
Equity, Access and Engagement Officer Francesca Sinapi introduced Native American & Alaska Native Education Coordinator Barb Francom. PAC members Casey Parisian, Jeannie Sigsworth, and Rosie Quim gave their presentation on the Native American PAC activities. Board members asked questions and provided comment.
- B. Discuss Budget Committee Applications / Introduce Applicants
Financial Officer Michelle Morrison discussed the Budget committee vacancies and introduced the applicants. Applicant Dustin Rose appeared on Zoom and introduced himself to the Board and expressed his interest in serving on the Budget Committee. Board members ranked the three candidates on paper ballots.
- C. Student Investment Account (SIA) Annual Report
Financial Officer Michelle Morrison introduced the topic. Assistant Superintendent Brooke Nova discussed the 2022-2023 SIA, Integrated Guidance, Strategic Plan, focal groups, performance targets, and strategic plan accountability. Financial Officer Michelle Morrison discussed grant requirements, 2022-23 student investment account by fund, and SIA expansion. Superintendent Travis Reiman recognized Financial Officer Michelle Morrison's budget work. Board members asked questions and provided comment.
- D. Property Tax Levy Series Part II: Capital Project and Local Option Levy Outlook for HSD
Financial Officer Michelle Morrison introduced the topic and Lauren MacMillan from Piper Sandler. She discussed capital project ballot titles, the difference between capital project or bond levy, pre-2017 Bond outstanding GO Bonds Levy rates, and the relevancy to the 2017 bond program. Board members asked questions and provided comment.

- E. Recess Work Session
Board Chair Mark Watson recessed at 6:52 PM.

3. **REGULAR SESSION**

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Travis Reiman, Superintendent
Ivette Pantoja, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
See Eun Kim, virtual	Brooke Nova, Assistant Superintendent, Academic Services
Erika Lopez	Beth Graser, Communications Officer
Nancy Thomas	Kona Lew-Williams, Human Resources Officer
Monique Ward	Michelle Morrison, Financial Officer
	Saideh Haghghi Khochkhou, Operations Officer
<u>Student Representatives Present:</u>	Jordan Beveridge, Information Technology Officer
Hadley Brathapan	Francesca Sinapi, Equity, Access and Engagement Officer
RJ Panlilio	Melissa Pendergrass, Coordinator of Career and College Pathways
	Todd Patterson, Construction Teacher - CTE Program, GHS
<u>CCAC Members:</u>	Jonathan Stupfel, Technology Teacher - Industrial Ed, GHS
Daisy Jacobo Nolasco	Rose Roman, Executive Assistant to the Board
Joe Everton	Ciara Hartzell, Technology Support
	John Garcia, Technology Support
	Gabriel Galindo Mendez, Technology Support
	Mary Kay Babcock, HEA 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 the Land Acknowledgement.
- C. Approval of Agenda
Director Erika Lopez MOVED, SECONDED by Director Monique Ward, to approve the agenda as printed.

The MOTION CARRIED (6-0).

No further discussion took place.
- D. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Monique Ward MOVED, SECONDED by Director Nancy Thomas, to approve the Consent Agenda as printed.

The MOTION CARRIED (6-0).

No discussion took place.

Consent Agenda items were as follows:
1. Approve Minutes of October 24, 2023, Board meeting

2. Approve Routine Personnel Matter

E. Audience Time

Two audience members requested to address the Board:

Austin Mealue addressed the Board regarding a bus stop issue.

Leah Espinoza addressed the Board regarding a bus suspension issue.

F. Reports and Discussions

1. First Reading - High School Course Proposal: Construction 3

Assistant Superintendent Brooke Nova introduced Coordinator of Career and College Pathways Melissa Pendergrass. Melissa Pendergrass and Glencoe High School Construction teacher Todd Patterson presented the Construction 3 course for first reading. Assistant Superintendent Brooke Nova recognized Glencoe High School Jonathan Stupfel who was in the audience supporting the presentation. Board members asked questions and provided comment.

2. Early Literacy Success Grant

Assistant Superintendent Audrea Neville introduced the topic, discussed the 3rd grade strategic plan metric, adoption and implementation of curricula, employment of literacy specialists and coaches, professional development and coaching, extended learning programs, summer school program planning and high-dosage tutoring. Assistant Superintendent Brooke Nova discussed the focus on early literacy framework and the timeline for the grant. Board members asked questions and provided comment.

3. 2024-2025 and 2025-26 School Calendars - First Reading

Human Resources Officer Kona Lew-Williams presented the 2024-2025 and 2025-26 school calendars for first reading. Board members asked questions and provided comment.

4. Financial Report

Financial Officer Michelle Morrison offered to answer any questions.

G. Action Items

1. Appoint Budget Committee Members

Director Mark Watson MOVED, SECONDED by Director Monique Ward, that the Board of Directors appoint the slate of candidates identified during the work session to the vacant positions on the Budget Committee as follows:

- Appoint Dustin Rose to position 1, which expires on June 30, 2026
- Appoint Zarmeena Khan to position 2, which expires on June 30, 2026
- Appoint Bob Chamberlain to position 3, which expires on June 30, 2024

The MOTION CARRIED (5-0).

Chair Mark Watson thanked all three applicants for their applications.

2. OSAA Collective Sponsorship Application - LHS and HHS Swimming

Operations Officer Saideh Haghighi Khochkhoh presented the OSAA Collective Sponsorship Application.

Director Nancy Thomas MOVED, SECONDED by Director Ivette Pantoja, that the Board of Directors approve the Collective Sponsorship Application.

The MOTION CARRIED (5-0).

No further discussion took place.

3. Approve High School Course - Metal Processing 3

Director Nancy Thomas MOVED, SECONDED by Director Ivette Pantoja, that the Board of Directors approve the proposed course Metal Processing 3.

The MOTION CARRIED (5-0).

Chair Mark Watson expressed his excitement for this course.

4. Declare Surplus Equipment and Authorize Disposal

Financial Officer Michelle Morrison discussed disposal of the bus, and the donation to the fire department for training purposes.

Director Ivette Pantoja MOVED, SECONDED by Director Monique Ward, that the Board of declare Bus #125 surplus, and authorize disposal in accordance with District Surplus Procedures.

The MOTION CARRIED (5-0).

Director Monique Ward thanked Financial Officer Michelle Morrison for the information she sent.

5. Approve Superintendent Evaluation Process

Director Nancy Thomas MOVED, SECONDED by Director Ivette Pantoja, that the Board of Directors approve the Superintendent Evaluation Process.

The MOTION CARRIED (5-0).

No further discussion took place.

6. Approve Voluntary District Boundary Adjustment

Director Monique Ward MOVED, SECONDED by Director Ivette Pantoja, that the Board of Directors approve the Resolution to Adjust the Boundary with Forest Grove School District as described herein.

The MOTION CARRIED (5-0).

No further discussion took place.

H. HCU / HEA Reports

HCU President Bethany Schaffner submitted her report via video. She expressed gratitude for Classified staff. She acknowledged the tireless efforts of teachers on American Education Week. She shared stories of classified employees experiencing safety issues working with students and asked Board member to attend future Classified Listening Sessions.

HEA President Mary Kay Babcock acknowledge Native American Heritage Month, and discussed resources provided for Native students. She wished staff Happy American Education Week. She discussed the draft calendars and asked for the Board review to be paused for HEA to have time to review them.

I. Discussion Time

1) Student Representatives' Time

RJ Panlilio highlighted attending the OSBA conference, getting to know Board members, and the great networking experiencing. He stated that most district around the state don't have student representatives, but those that do, the students don't generally advocate for their whole district, only their specific school. He appreciated the opportunity being a student representative provides. He wished everyone a Happy Thanksgiving.

Hadley Brathapan said he and RJ Panlilio met with Talent Recruitment and Retention TOSA Kim Bayer to discuss ways to reach job seekers through social media. He addressed Human Resources Officer Kona Lew-Williams, said his advisory teacher wanted to ask if students and family could give feedback on calendars. He said he is very grateful for the opportunity to serve as student representative, and highlighted Equity, Access and Engagement Officer Francesca Sinapi helping him reach out to Dr. Xylecia Fynn-Aikins to develop an affinity group at Hilhi and create a survey.

2) Superintendent's Time

Superintendent Travis Reiman gave a shoutout to the Student Service department for hosting West Linn-Wilsonville School. He highlighted the end of quarter one, parent-teacher conferences next week, and thanked staff for the amount of hours that they put into conferences. He also gave a shout out to Equity, Access and Engagement Officer Francesca Sinapi and the family engagement team for all of the evening events that are being put on, saying that there are so many opportunities for families to engage with HSD. He stated that his goal is to engage with the HSD community, and thanked everyone who attended the Superintendent coffee chats, and Licensed and Classified listening sessions over the last several months. He also highlighted his attendance at the OSBA convention, stated that he is grateful for the training that they offer us and for the opportunity to share best practices with other districts. He ended by thanking Board members and the Communication Department for putting together apple baskets and distributing them throughout the district from American Education Week.

3) Board of Directors' Time

Director See Kim provided no comment.

Director Monique Ward thanked staff for the presentations, thanked the parents who spoke and brought up their concerns, and wished everyone a Happy Thanksgiving. Director Nancy Thomas thanked Equity, Access and Engagement Officer Francesca Sinapi and her team for accompanying HSD students to Seattle for Black College Expo. She highlighted her attendance at OSBA convention and thanked student representative RJ Panlilio for attending with Board members and representing HSD. She thanked the parents for coming to address the Board and asked for the issues to be looked into. She additionally thanked Assistant Superintendent Brooke Nova for her presentation.

Board Vice Chair Ivette Pantoja thanked everyone for the presentations. She highlighted attending OSBA conference and participating in the apple basket creation and delivery for American Education Week.

Board Chair Mark Watson discussed attending the OSBA convention and said when it comes to student leadership or CTE – HSD is a shining example. He said he recently attended Superintendent Travis Reiman's coffee chats, participated in delivering apples to schools for American Education week, and wished everyone a Happy Thanksgiving.

J. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:37 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. Brown'. Both signatures are written in a cursive, flowing style.

Approved December 5, 2023