

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
June 18, 2024
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. EXECUTIVE SESSION

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| <u>Board Present:</u> | <u>Staff Present:</u> |
| Mark Watson, Chair | Rose Roman, Executive Assistant to the Board |
| Ivette Pantoja, Vice Chair | |
| See Eun Kim, virtual | |
| Erika Lopez | |
| Patrick Maguire | |
| Nancy Thomas | |
| Monique Ward | |

- A. Call to Order Executive Session
Board Chair Mark Watson called the meeting to order at 5:16 PM and moved the Board into Executive Session under 192.660(2)(i) - Evaluation of the Superintendent.

- B. ORS 192.660(2)(1) - Evaluation of the Superintendent
Mark Watson led the conversation. Board members asked questions and discussed the Superintendent evaluation.

- C. Recess Executive Session
Board Chair Mark Watson moved the Board out of Executive Session and recessed the meeting at 5:44 PM.

2. WORK SESSION

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| <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 |
| Patrick Maguire | Kona Lew-Williams, Human Resources Officer |
| Nancy Thomas | Michelle Morrison, Financial Officer |
| Monique Ward | Saideh Haghighi Khochkhou, Operations Officer |
| | Jordan Beveridge, Information Technology Officer |
| <u>Student Representatives Present:</u> | Francesca Sinapi, Equity, Access, and Engagement Officer |
| Hadley Brathapan | Yessica Hardin Mercado, TOSA OSP |
| RJ Panlilio | Jennifer Williams, TOSA OSP |
| Aliannah Shalika | Rose Roman, Executive Assistant to the Board |
| | Ciara Hartzell, Technology Support |
| <u>Others Present:</u> | John Garcia, Technology Support |
| Zarmeena Riaz, EEAC Community Member | William Wenzloff, Environmental, Health and Safety Supervisor |
| Shira Long-Strand, EEAC Parent | Antonio Hernandez, Language Liaison |
| William Johnson, EEAC Staff | |
| Annie Tronco, EEAC Parent | |

- A. Call to Order Work Session
Board Chair Mark Watson called the work session to order at 5:49 PM.
- B. Educational Equity Advisory Committee Update
Equity, Access and Engagement Officer Francesca Sinapi introduced the topic and group and discussed three focus areas of recommendations. OSP TOSA Jennifer Williams discussed the membership summary and roles and responsibilities. OSP TOSA Yessica Hardin Mercado reviewed the EEAC timeline. EEAC parent member Shira Long-Strand discussed inclusive and supportive learning environments. EEAC staff member William Johnson discussed recommendations. EEAC community member Zarmeena Riaz discussed enhancing communication and engagement. Board members asked questions and provided comment.
- C. Integrated Pest Management Overview
Operations Officer Saideh Haghighi Khochkhou introduced the topic and introduced Environmental, Health and Safety Supervisor William Wenzloff. William discussed the IPM plan, tenets of the IPM plan, benefits of the plan, low-impact pesticides, managing pest resistance, plant health and sustainability, and pest prevention through design.
- D. Announce Community Curriculum Advisory Committee Vacancies
Assistant Superintendent Brooke Nova presented the vacancies on the CCAC.
- E. Announce Budget Committee Vacancies
Financial Officer Michelle Morrison presented the vacancies on the Budget committee.

- F. Announce Education Equity Advisory Committee Vacancies
Equity, Access, and Engagement Officer Francesca Sinapi presented the vacancies on the EEAC.
- G. Memorandum of Agreement for Non-Union Employees
Human Resources Officer Kona Lew-Williams and Financial Officer Michelle Morrison gave an update on the Memorandum of Agreement (MOA) for non-union employees. Board members asked questions and made comments.
- H. Board Leadership Planning
Board Chair Mark Watson led the discussion and proposed that Vice Chair Ivette Pantoja take over as Chair next year so that he can mentor her for a year as chair before the election.
- I. Recess Work Session
Board Chair Mark Watson recessed the work session at 6:53 PM.

3. **REGULAR SESSION**

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| <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 |
| Patrick Maguire | Kona Lew-Williams, Human Resources Officer |
| Nancy Thomas | Michelle Morrison, Financial Officer |
| Monique Ward | Saideh Haghighi Khochkhou, Operations Officer |
| | Jordan Beveridge, Information Technology Officer |
| <u>Student Representatives Present:</u> | Francesca Sinapi, Equity, Access, and Engagement Officer |
| Hadley Brathapan | Jeff Jones, Manager – Business Services |
| RJ Panlilio | Rose Roman, Executive Assistant to the Board |
| Aliannah Shalika | Ciara Hartzell, Technology Support |
| | John Garcia, Technology Support |

- A. Call to Order and Flag Salute
Board Chair Mark Watson reconvened the meeting at 7:06 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement
Board Chair Mark Watson read the Land Acknowledgement.
- C. Recognition
1. Outgoing Student Representatives
Board Chair Mark Watson read a statement about the outgoing Student Representatives.
- D. Approval of Agenda
Director Monique Ward MOVED, SECONDED by Director Patrick Maguire, to approve the agenda as printed.

The MOTION CARRIED (7-0).

No further discussion took place.
- E. Audience Time
No audience members requested to address the Board.
- F. Consent Agenda
Consent agenda items are distributed to Board members in advance for study and enacted with a single motion.

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

The MOTION CARRIED (7-0).

No discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of May 28, 2024, Board Meeting
2. Approve Routine Personnel Matters
3. Approve Policies
 - a. A/B - Board Governance and Operations
 - 1) AC: Nondiscrimination
 - 2) BBF: Board Member Standards of Conduct
 - 3) BBFC: Reporting of Suspected Abuse of a Child
 - b. C - General School Administration
 - 1) CB: District Superintendent
 - 2) CBC: Superintendent's Contract and Benefits
 - c. D - Fiscal Management
 - 1) DJC: Bidding Requirements
 - 2) DJCA: Personal Service Contracts
 - d. E - Support Services
 - 1) EBC: Emergency Plan and First Aid
 - 2) EBCA: Safety Threats
 - 3) EBCB: Emergency Procedure Drills and Instruction
 - e. G - Personnel
 - 1) GC: Licensed Staff Positions
 - f. I - Instruction
 - 1) IGBAF: Special Education - Individual Education Program (IEP)
 - 2) IGBAF-AR: Special Education - Individual Education Program (IEP)
 - 3) IGBAG: Special Education - Procedural Safeguards
 - g. J - Students
 - 1) JGAB: Use of Restraint or Seclusion
 - 2) JHFE/GBNAB: Suspected Abuse of a Child Reporting Requirements
 - 3) JHFE/GBNAB-AR(1): Reporting of Suspected Abuse of a Child
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 2024-25 Mileage Reimbursement Rate
8. Tuition Rates for Non-Resident Students

G. Open Budget Hearing

1. Board Chair Mark Watson declares the Budget Hearing open.
2. Board Chair Mark Watson asks if there is any public testimony.
3. No Public Testimony was received.
4. Board Chair Mark Watson declares the Budget Hearing closed.

Director Nancy Thomas MOVED, SECONDED by Director Ivette Pantoja, that the adopt the Resolutions to Adopt the 2024-25 Budget, Appropriate the 2024-25 Budget, and Impose 2024–25 Taxes and Categorize the Levy, as shown in the June 18, 2024, Board meeting packet.

The MOTION CARRIED (7-0).

Board members made comment.

H. Action Items

1. Notice of Intent to Contract for Energy Services for Liberty High School Boilers
Operations Officer Saideh Haghighi Khochkhou gave an overview of the agenda item.

Director Erika Lopez MOVED, SECONDED by Director Monique Ward, that the Board of Directors approve the Energy Services Company (ESCO) currently under contract for the Liberty High School HVAC control system replacement to also include the boiler replacement project to their scope of work for summer 2024 completion.

The MOTION CARRIED (7-0).

Board members asked questions and made comments.

2. Approve Memorandum of Agreement for Non-Union Employees
Human Resources Officer Kona Lew-Williams reminded the Board about the discussion earlier in the evening.

Director Nancy Thomas MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the 2024-27 individual contract with non-union employees including the recommended MOA revisions, and GSI and health benefit contributions in alignment with the licensed bargain agreement.

The MOTION CARRIED (7-0).

No further discussion took place.

3. Accept Recommendation and Appoint Student Representatives to the Board of Directors
Board Chair Mark Watson discussed the process of selecting student representatives to the Board.

Director Ivette Pantoja MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors accept the recommendation of the interview committee and appoint Gwen Kondor from Century High School, Kal Sibbel from Liberty High School, and Abraham Staffa from Hillsboro Online Academy to serve as Student Representatives to the Board of Directors for the 2024-25 school year.

The MOTION CARRIED (7-0).

Board members asked questions and made comments.

4. Approve Integrated Pest Management Plan
Director Nancy Thomas MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the annual revisions of the Integrated Pest Management Plan.

The MOTION CARRIED (7-0).

No further discussion took place.

I. Reports and Discussions

1. Financial Report

Financial Officer Michelle Morrison highlighted the retirement of Jolene Sauve after 27 years in the District.

2. Hillsboro Classified United End of Year Wrap Up
HCU Leadership shared a year end video.

J. Policies - First Reading

Superintendent Travis Reiman presented the policies for first read.

K. Information - Administrative Regulation Update

Superintendent Travis Reiman presented the administrative regulation updates.

L. HCU / HEA Reports

HCU provided no additional comment.

HEA had no representative present to make comment.

M. Discussion Time

1) Student Representatives' Time

Aliannah Shalihar thanked the Board for the opportunity to serve as a student representative.

RJ Panlilio reflected on the opportunity and wished next year's students well.

Hadley Brathapan talked about his time on the Board and the opportunity to pave the way for next year's students.

2) Superintendent's Time

Superintendent Travis Reiman thanked the outgoing student representatives, thanked Equity, Access, and Engagement Officer Francesca Sinapi and the EEAC committee for its work, and highlighted the work of the Business Office, Financial Officer Michelle Morrison, and Manager of Business Service Jeff Jones. He highlighted the HSD Safety Summit held recently at Glencoe High School. He ended by promoting HSD's participation in the Hillsboro 4th of July parade and asked Board members to please contact Communications Officer Beth Graser if you'd like to participate this year.

3) Board of Directors' Time

Director See Kim congratulated the student representatives and all graduating seniors, thanked Board Chair Mark Watson and Vice Chair Ivette Pantoja for their service to the board, and encouraged participation in the 4th of July parade.

Director Erika Lopez highlighted the HCU video and thanked the student representatives for their time.

Director Monique Ward thanked the student representatives and wished them the best and wished Board and Cabinet members a happy summer.

Director Nancy Thomas briefly discussed the OSBA board, highlighted honoring student representative RJ Panlilio at Glencoe High School Senior Honors night, and thanked fellow Board members for their support as her son graduated from Liberty High School.

Director Patrick Maguire reflected on his years of service.

Board Vice Chair Ivette Pantoja wished the student representatives well, thanked the staff who worked so hard on graduation, and thanked her fellow Board members for being a part of her first year of service.

Board Chair Mark Watson wished the student representatives well, advocated for participation in 4th of July parade, highlighted graduations, highlighted hearing Oregon

Department of Education Director Dr. Charlene Williams speak at a recent event, and thanked Board colleagues and the community for the opportunity to serve.

N. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:12 PM.

Two handwritten signatures in black ink. The first signature on the left is 'Mark W. Watson' and the second signature on the right is 'Roseanna D. Brown'.

Approved July 2, 2024