

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

Board Meeting Agenda
Tuesday, September 10, 2024
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: Ivette Pantoja
Time: 5:15 PM
 - B. Discuss Board Goals 2
Presenter: Ivette Pantoja
Time: 5:15 PM, 15 minutes
 - C. Board Working Agreements Discussion 3
Presenter: Ivette Pantoja
Time: 5:30 PM, 5 minutes
 - D. Budget Update 6
Presenter: Michelle Morrison
Time: 5:35 PM, 20 minutes
 - E. Action Items 7
 1. Appoint Education Equity Advisory Committee Members 7
Presenter: Francesca Sinapi
Time: 5:55 PM, 5 minutes
SAMPLE MOTION: I move that the Board of Directors appoint the Education Equity Advisory Committee members as recommended by the Superintendent.
OR
I move that the Board of Directors appoint the Education Equity Advisory Committee members with the following changes to the recommendation made by the Superintendent.
 - F. Discussion Time
Presenter: Ivette Pantoja
Time: 6:00 PM, 10 minutes
-Student Reps
-Superintendent
-Board Members
 - G. Recess Board Meeting
Presenter: Ivette Pantoja
Time: 6:10 PM
 - H. Next Meetings of the Board of Directors
 - September 24, 2024, Board Work / Regular Session
 - October 8, 2024, Board 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
September 10, 2024
DISCUSS BOARD GOALS

SITUATION

The ongoing duties of the Board include resource allocation, formulating policy, and interacting with the community in support of the District mission. During the August 13 Retreat, the Board discussed goals for the 2024-25 school year. Based on this discussion, the following goals have been drafted.

Proposed Board goals for 2024-25

- **Active Engagement**
Board members will each be visible as community leaders by participating in district and community events. Engagement opportunities may include attendance at the Proud to be HSD Festival, Faith Luncheon, Coffee Chats, other listening sessions, PAC meetings, and other district-organized events. In addition, Board members will seek opportunities to attend graduations, school activities, attend athletic events, and make site visits at a variety of school levels.
- **Strategic Plan Promotion**
Board members will champion the 2023-2027 Strategic Plan and the thoroughness, transparency, and commitment to equitable outcomes for student focal groups with which we approach our planning, implementation, and reporting.
- **Legislative Advocacy**
In advance of and during the 2025 Legislative Session, Directors will learn about the topics of highest importance to K-12 education and, specifically, how those things might affect the Hillsboro School District. A subset of Directors will participate on a Legislative Advocacy Committee with the Communications Officer to draft and propose a slate of priorities for adoption by the full Board. Directors will then use these priorities as talking points with community members and elected officials as they advocate for state-level actions that are favorable to K-12 education.
- **Self-Evaluation**
The Board will explore opportunities to establish a cycle of self-evaluation.

RECOMMENDATION

The Board Chair recommends that the Board of Directors discuss the proposed Board goals.

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2024
BOARD WORKING AGREEMENTS DISCUSSION

SITUATION

The ongoing duties of the Board include resource allocation, formulating policy, and interacting with the community in support of the District's mission. In order to effectively meet the District's challenges, it is essential that the Board and Superintendent function together as a leadership team. The Board working agreements, which facilitate unity among the team members, are annually reviewed and readopted by the Board.

Tonight's discussion will include a review of the Board working agreements that were first presented at the August 13 Board Retreat.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss edits to the working agreements and ask any questions they may have.

Hillsboro School District

2024-25 Board / Superintendent Working Agreements

Purpose

The Board of Directors is the educational policy-making body for the Hillsboro School District. The Board and Superintendent function together as a leadership team to effectively meet the District's challenges, agreeing that their first and greatest concern is the educational welfare of students. The Board and Superintendent are jointly committed to upholding the values and implementing the protocols outlined in the following working agreements.

Information Requests

- Individual Board members with requests for information will contact the Superintendent or appropriate Cabinet member. The Superintendent and / or Cabinet member will respond to general questions and inquiries.
- If information requests require additional staff work, the Superintendent will determine how to proceed. Requests that require considerable staff work will be added to a Board agenda, so the Board can determine whether it is a valuable investment of staff time.
- Information requests made during Board meetings will be recorded and tracked in the minutes.

Personnel Issues

- Board members support the employment of those persons best qualified to serve as school staff.
- Board members recognize that their sole employee is the Superintendent, whom they direct as a Board, and that it is not their role to direct staff.
- Board members agree that when they have concerns, they will follow the chain of command and contact the Superintendent or a Cabinet member.
- The Superintendent and Board Chair will collaborate to respond to employee concerns.

Speaking with One Voice

- Board members agree that they will strive to render all decisions based on the available facts and their independent judgment.
- Board members agree to accept the decision of the majority, while honoring the right of individual members to express opposing viewpoints and vote their convictions.
- The Board Chair, Vice Chair, and Superintendent will confer with each other, when possible, before responding to the media and

community as the official voice of the Board. The Superintendent and District Communications Director Officer will communicate facts and notify the Board when responding, as appropriate.

- Board members will be certain to clarify when they are speaking on their own behalf and when they are speaking as representatives of the Board. (For example, "... I am speaking to you today as an individual, and not on behalf of the Hillsboro School District Board of Directors.")

Superintendent / Board Relationship

- Board members agree to work with other Board members to establish effective Board policies, and to delegate authority for the administration of the schools to the Superintendent.
- Board members agree that they will not take any private action that will compromise the Board or administration. They will respect the confidentiality of information that is privileged under applicable law, and they will avoid being placed in a position that involves a conflict of interest.
- The Superintendent will communicate with the Board in a timely manner about issues that concern the District. Board members will provide feedback or suggestions to the Superintendent.
- Board members have access to members of Cabinet. In the event that a Board member contacts a Cabinet member, the Superintendent will be copied on the correspondence.
- The Superintendent will provide the Board with weekly updates.
- The Board Chair and Vice Chair will meet with the Superintendent to plan Board meeting agendas and strategize on how to address key issues.
- Board members and the Superintendent agree to be open to suggestions, and respectful in their manner of giving and receiving feedback, including reminders when their working agreements are being violated. The Board Chair and/or Superintendent will counsel Board members when necessary.
- The Board and Superintendent will review, revise, and recommit to their working agreements annually.

Meetings

- Board members agree to read all packet materials prior to the meetings.
- The Board packet will normally be emailed to Board members by the end of the day on the Thursday prior to a regularly scheduled Board meeting.
- When an individual Board member has a question about an agenda item prior to a Board meeting, they will strive to contact the Superintendent, so that information can be gathered and shared before the meeting.
- The Superintendent and Board secretary will act as parliamentarians at Board meetings to help ensure that each motion is clear and there is no missing or misunderstood information.
- The Board Chair will make every effort to ensure that all Board members wishing to speak regarding an agenda item have an opportunity to be heard.

Communication – Board / Superintendent / Staff / Community

- Board members and the Superintendent agree to show respect and consideration for each other at Board meetings and in all of their communications, work collaboratively together, strive to be a highly functioning team, and offer the same level of consideration and respect to administrators, staff members, audience members, and community members.
- Board members will endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Board members agree to encourage the free expression of opinion by all Board members, and to follow the protocols established by the Board and Superintendent when communicating with other Board members, students, staff, and community members.
- Board members are encouraged to visit schools.
 - When Board members visit schools in their official capacity, they agree to plan their visits in advance with the principal, and wear their District “Board Member” badges.
 - When Board members visit schools as a parent or volunteer, they will sign in at the office and ask for a visitor badge. Advance notice is encouraged, but may not be required in all cases.
- Board members agree that emails sent to the entire Board from **stakeholders** **community members** will be answered by the Board Chair (or designee) on behalf of the Board, and copied to all Board members, and that concerns about the District will be referred to the Superintendent and Cabinet member, if appropriate. The Board Chair (or designee)

will include the following points in their response:

1. Thank you for sharing your concern regarding _____.
2. I have referred your concern to the Superintendent and Cabinet member (if appropriate).

If a Board member would like to respond to a **stakeholder** **community member** who has contacted several Board members regarding a concern, the Board member’s response will include the following points:

1. Thank you for sharing your concern regarding _____.
2. The Hillsboro School District Board Chair (or designee) will respond on behalf of the Board.

Board Meeting Agendas

- The Board Chair, Vice Chair, and Superintendent will set the Board agenda. Individual Board members may request that items be added to the agenda by contacting the Superintendent or Board Chair.
- Items will only be added to the agenda at a Board meeting if the majority of the Board agrees to consider them.

Board Professional Development Requests

- Because Board members believe that professional development is a key component to being an effective Board member, they are committed to informing themselves about current educational issues by individual study and through participation in programs that provide valuable relevant information, such as programs sponsored by state and national school boards associations and other professional organizations.
- See policy BHB for specific information regarding professional development requests. Board members participating in professional development opportunities will share a brief summary of the training with the rest of the Board following the event.

Adopted **XX/XX/202X**

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2024
BUDGET UPDATE

SITUATION

The Board of Directors received a high level budget update during the Annual Retreat on August 13th. There is more information to be shared regarding the preliminary final actuals for the 2023-24 fiscal year and the status of the 2024-25 fiscal year.

As bargaining begins again with the district's union partners this update will be provided prior to any further negotiations of the financial components of the collective bargaining agreements. This information demonstrates a material impact to the district's financial position and requires thoughtful consideration by all parties.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
September 10, 2024
APPOINT EDUCATION EQUITY ADVISORY COMMITTEE MEMBERS

SITUATION

In accordance with SB 732, the Hillsboro School District formed an Education Equity Advisory Committee (EEAC) to make recommendations to the Superintendent and Board of Directors related to equity and corresponding practices. The committee is comprised of community members representing the various groups including students, staff, family, and community members with efforts to ensure that the diversity of identities and experiences in the community is reflected. EEAC members are expected to commit to two years of service, meeting monthly from September through May/June.

Member duties will include:

- Advising the Board about the educational equity impacts of policy decisions
- Advising the Superintendent about the educational equity impacts of policy decisions
- Informing the Board of Directors and Superintendent when a situation arises in a school of the district that negatively impacts underrepresented students and advising the board and superintendent on how best to handle that situation.

The EEAC has the option of preparing an annual report that contains successes and challenges experienced in meeting the educational equity needs of students, recommendations the committee made to the Board of Directors and Superintendent, and actions that were taken in response to those recommendations, and any other information required by the State Board of Education.

[Senate Bill 732 \(Enrolled\)](#)

(4)(a) An educational equity advisory committee shall be selected by the school district board and school district superintendent and must be composed of parents, employees, students and community members from the school district. (b) For the purpose of selecting members, the school district board and school district superintendent: Enrolled Senate Bill 732 (SB 732-B) - Page 1

(A) Shall solicit names of possible members from the community;

(B) Must ensure that membership is primarily representative of underserved student groups;

(C) May not exclude members based on immigration status; and

(D) Must comply with any other requirements established by the State Board of Education by rule.

[OREGON ADMINISTRATIVE RULES](#)

Section 2 of OAR 581-022-2307 articulates that:

- A DEC (Diversity Equity Committee) [aka, Educational Equity Advisory Committee] shall be selected by the school district board and school district superintendent and must be composed of parents, employees, students and community members from the school district.
- The school district superintendent is responsible for coordinating the member nomination process and proposing finalists to the school district board.
- The school district board is responsible for appointing members from those proposed by the Superintendent and ensuring that membership primarily representative of underserved student groups.

[ODE Guidance: Establishing District Equity Committees SB 732](#) - Page 19

RECOMMENDATION

The Superintendent recommends that the Board of Directors appoint the Education Equity Advisory Committee as recommended by the Superintendent.

I move that the Board of Directors appoint the Education Equity Advisory Committee members as recommended by the Superintendent.

OR

I move that the Board of Directors appoint the Education Equity Advisory Committee members with the following changes to the recommendation made by the Superintendent.