

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

**Board Meeting Agenda**  
**Tuesday, September 9, 2025**  
**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. A livestream link can be found at the top of the hsd website: <https://www.hsd.k12.or.us/> on the morning of the meeting.

1. **5:15 PM - Work Session**

- A. Call to Order  
Presenter: Ivette Pantoja  
Time: 5:15 PM
- B. Washington County Local Option Levies Presentation 3  
Presenter: Ivette Pantoja  
Time: 5:15 PM, 15 minutes
- C. Discuss Superintendent Goals 4  
Presenter: Travis Reiman  
Time: 5:30 PM, 5 minutes
- D. Discuss Board Goals 5  
Presenter: Ivette Pantoja  
Time: 5:35 PM, 15 minutes
- E. Discuss Board Working Agreements 7  
Presenter: Ivette Pantoja  
Time: 5:50 PM, 5 minutes
- F. Cell Phone Guidance Update 10  
Presenter: Audrea Neville  
Time: 5:55 PM, 10 minutes
- G. Cabinet Member Updates 11
  - Education Equity Advisory Committee
  - Budget Committee
  - Community Curriculum Advisory Committee
  - Bond Development Committee
  - Calendar Committee
  - CogniaPresenters: Cabinet Members  
Time: 6:05 PM, 15 minutes
- H. Discussion Time  
Presenter: Ivette Pantoja  
Time: 6:20 PM, 10 minutes
  - Student Reps
  - Superintendent
  - Board Members
- I. Adjourn Board Meeting  
Presenter: Ivette Pantoja  
Time: 6:30 PM
- J. Next Meetings of the Board of Directors
  - September 23, 2025, Board Work / Regular Session
  - October 14, 2025, Board Work Session

The Board meeting packet may be found on the District website: <https://www.hsd.k12.or.us/board>.

This meeting will be held in English. If you need interpretation services in another language, please contact our Language Liaisons Department by email at [langueliaisons@hsd.k12.or.us](mailto:langueliaisons@hsd.k12.or.us) or by calling 503-844-1429, at least 48 hours before the meeting.

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 9, 2025**  
**WASHINGTON COUNTY LOCAL OPTION LEVIES PRESENTATION**

**SITUATION**

The Washington County Board of Commissioners has decided to place two levies before the voters at the primary election on November 4, 2025 - Measure 34-345: Replacement Levy to Support Countywide Library Services and Measure 34-346: Replacement Local Option Levy for Countywide Public Safety Services. Both are to appear on the ballot for the election on November 4, 2025. A Washington County representative will provide impartial information about the levies that will expire in June 2026.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 9, 2025**  
**DISCUSS SUPERINTENDENT GOALS**

**SITUATION**

Each year, the Board of Directors and Superintendent mutually agree to a Superintendent evaluation process. During the August 12 Board Retreat, the Superintendent discussed goals for the 2025-26 school year, proposed the same process as last year including OSBA/COSA standards and two goals, and recommended that OSBA support the process of facilitating the evaluation and gathering feedback for the Board Chair. Based on this discussion, the following goals have been drafted.

Proposed Superintendent goals for 2025-26

- **Goal 1:**  
Support action steps toward meeting HSD Strategic Plan targets for Year 3
  
- **Goal 2:**  
Collaborate with HSD Directors advocacy for stable and adequate funding for K-12.

**RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 9, 2025**  
**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 12 Retreat, the Board discussed goals for the 2025-26 school year. Based on this discussion, the following goals have been drafted.

Proposed Board goals for 2025-26

- **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 2026 Short 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. Directors will then use this information as they talk with community members and elected officials to advocate for state-level actions that are favorable to K-12 education.
- **Bond Development**  
Representative Board members will participate on the November 2026 Bond Development Committee, and the entire Board will stay abreast of the process and help ensure district constituents stay informed. Board members will encourage constituents to attend community open houses to see draft bond packages as they are presented and share their feedback. By June of 2026, the Board will approve the final bond package to be sent to voters in November and will begin to advocate on its behalf.
- **Self-Evaluation**  
The Board will explore opportunities to establish a cycle of self-evaluation for the 2026-27 school year.

## **RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 9, 2025**  
**DISCUSS BOARD WORKING AGREEMENTS**

**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 12 Board Retreat.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss the Working Agreements and ask any questions they may have.

**DRAFT**  
**Hillsboro School District**  
**2025-26 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 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 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 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 09/24/2024*

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 9, 2025**  
**CELL PHONE GUIDANCE UPDATE**

**SITUATION**

At the August Board Retreat, board members learned about the Governor's Executive Order around personal electronics devices. An update around next steps was requested for the September work session around our guidance so far, input & feedback from key groups and our upcoming next steps.

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to upcoming opportunities and ask any questions that they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**September 9, 2025**  
**CABINET MEMBER UPDATES**

**SITUATION**

At the August Board Retreat, Cabinet members shared opportunities for community members to join various Hillsboro School District committees. In the month of September, Cabinet members actively recruit applicants and invite our Board members to help share information about these opportunities. Tonight, we will discuss the committees, as well as review upcoming Board member invites.

These opportunities include:

- Educational Equity Advisory Committee (community adults and students needed)
- Budget Committee (community adults and students needed)
- Community Curriculum Advisory Committee (community adults and students needed)
- Bond Development Committee (community adults and students needed)
- Calendar Committee (1 Board member and 1 student rep needed)
- Cognia (3 Board members for interview and 3 Board members for final review)

**RECOMMENDATION**

The Superintendent recommends that the Board of Directors listen to upcoming opportunities and ask any questions that they may have.