

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
 December 6, 2016
 District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **WORK SESSION**

Board Present:

Wayne Clift, Chair
 Glenn Miller, Vice Chair
 Monte Akers
 Lisa Allen
 Janeen Sollman
 Kim Strelchun

Staff Present:

Mike Scott, Superintendent
 Travis Reiman, Assistant Superintendent, Academic Services
 Dayle Spitzer, Assistant Superintendent, School Performance
 Kona Lew-Williams, Chief Human Resources Officer
 Adam Stewart, Chief Financial Officer
 Beth Graser, Director, Communications
 Michelle Morrison, Director, Business Services
 Val Bokma, Assistant to the Board
 Laurie Boyd, Assistant to the Superintendent
 Sev Flores, Technology Support

Others Present:

Devin Hunter, HCU
 Jill Golay, HEA

Board Chair Wayne Clift called the meeting to order at 5:22 PM. Director Erik Seligman was unable to attend.

a. **Budget Committee Candidate Update**

Chief Financial Officer Adam Stewart explained that the nine candidates who applied for the four open positions on the District Budget Committee were interviewed by a subcommittee of Board members, and the interview team is making the following recommendations:

Candidate	Position Recommended
Teresa Mahoney	Budget Committee position 1 (through June 30, 2017)
Heather Monaghan	Budget Committee position 5 (through June 30, 2019)
Erika Lopez	Budget Committee position 6 (through June 30, 2019)
Matt Long	Budget Committee position 7 (through June 30, 2019)
Angie Ellis	Bond Advisory Committee
Cathy Clark Thomas	Bond Advisory Committee
Caleb Ford	Bond Advisory Committee
Brian Bates	Long-Range Planning Committee
Mark DeForge	Position that aligns with interests (not yet determined)

Director Kim Strelchun said that all of the candidates are well-qualified, and all were asked about their interests, so current or future opportunities could be recommended for them.

The Board will be asked to appoint the new Budget Committee members during the regular session. Membership on the other committees does not require Board approval.

b. **Budget Update**

In preparation for developing the District's 2017-18 budget, Superintendent Mike Scott and Chief Financial Officer Adam Stewart provided an update of the most recent budget information. Key points of the discussion included the level of funding

included in the December 1 release of the Governor's budget (slightly higher than was anticipated, but significantly less than is required to maintain the District's current service level); the importance of communications regarding implications of the Governor's budget; the impact of PERS rate increases; and measure 98 funding.

c. Bond and Long-Range Planning Update

Chief Financial Officer Adam Stewart reported on the Bond Advisory Committee's progress and next steps, which include providing input for prioritizing the District's needs, reviewing / revising proposed bond packages, gathering public input, and making recommendations to the Board. Board members will be asked to provide input on high-level funding priorities. The significance of the community's priorities, and the relationship between priorities (e.g., lower class size and adequate building capacity) were discussed. During a future meeting, the Board will discuss whether to consider a levy option, in addition to a construction bond.

d. Legislative Priorities Update

Director of Communications Beth Graser asked the Board to provide feedback on their draft legislative priorities, which were developed using input that they provided during the November 15 work session. Director Graser discussed revisions that could be made to the draft document as a result of the recent release of the Governor's budget, and asked for Board members' input. The draft legislative priorities document, which was included in the Board meeting packet, will be updated based on this discussion, and presented to the Board for adoption on January 10.

e. Review Board / Superintendent Working Agreements

Director Wayne Clift explained that the Board agreed to review the adopted 2016-17 Board / Superintendent working agreements periodically throughout the year. Board members were invited to provide input. No requests were made to revise the document.

f. Discuss North Plains Senior Plaza Tax Exemption Request

Chief Financial Officer Adam Stewart explained that, due to a timing issue, the North Plains Senior Plaza tax exemption approved by the Hillsboro School District Board of Directors last May was not filed with the County Assessor in time to take effect, and the board president of the North Plains Senior Plaza has requested that the Hillsboro School Board approve a new resolution granting this tax exemption. Chief Financial Officer Stewart explained that the only change to the tax exemption approved by the Board in May 2016 will be the effective date.

The Board is scheduled to take action on the tax exemption request during the regular session.

g. Strategic Plan Goals Update

Superintendent Mike Scott explained that the Board is scheduled to receive periodic updates throughout the year on accomplishments and progress toward the achievement of the District's Strategic Plan goals. Information was presented regarding quantitative and process goals. A link to the latest Strategic Plan report is included in the Board packet, and will be included in the District's weekly email news update to staff and community members.

Board Chair Wayne Clift stated that the District evaluation process is being developed based on the framework of the District's strategic plan.

h. High School Academic Program Development Process Update

Assistant Superintendent Travis Reiman presented an update on the work that has been accomplished to date in identifying shared values regarding educational outcomes for students, and the timeline for next steps in developing the District's 2017-18 course catalog. He shared a draft statement of core values, prepared by the Citizens' Curriculum Advisory Committee (CCAC) based on frequently occurring responses in a survey of parents, students, and community partners. He explained that feedback on the draft document is being requested from the community, and he proposed that gathering feedback and updating the document become an annual process, so it will continue to reflect the values of staff, students, and the community over time. The CCAC is also developing a document that will provide guidelines for schools regarding District-approved alternatives for methods and strategies related to the identified core values. This document will reflect input from District students, parents, and staff, as well as research that is being conducted at the national level.

Currently, members of the program development team (which includes representatives from all four high schools, Miller Education Center, and Hillsboro Online Academy) are developing course recommendations for 2017-18, and school counselors are working on streamlining protocols for forecasting. It is hoped that documents will be ready to share by late January.

Board members' discussed feedback that students have provided regarding their need for additional information regarding electives, pathways, and options for dropping classes that do not work out for them; and additional time with counselors for forecasting.

i. Board Discussion Time

1) OSBA Annual Convention Reports

Directors Glenn Miller and Kim Strelchun shared highlights of the Oregon School Boards Association (OSBA) annual convention that they attended in November.

2) Board Discussion

This agenda item was delayed until the regular session.

Recess Board Meeting

The meeting was recessed at 6:59 PM.

REGULAR SESSION

Board Present:

Wayne Clift, Chair
Glenn Miller, Vice Chair
Monte Akers
Lisa Allen
Janeen Sollman
Kim Strelchun

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Adam Stewart, Chief Financial Officer
Elaine Fox, Executive Director, Student Services
Beth Graser, Director, Communications
Wendy Juden, Director, Student Services
Tracy Evers-Selleck, Lead District Nurse
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Sev Flores, Technology Support

Others Present:

Elizabeth Moore, CCAC
Theresa Alexander, HHS
Kori Dundas, HHS
Linda Harrington, HOA
Cindy Hirst,
 North Plains Senior Plaza
Devin Hunter, HCU
Jill Golay, HEA
Geoff Pursinger, Hillsboro Tribune

2. Call to Order and Flag Salute

Board Chair Wayne Clift reconvened the meeting at 7:07 PM, and led the Pledge of Allegiance. Director Erik Seligman was unable to attend.

3. Approval of Agenda

Director Glenn Miller MOVED, SECONDED by Director Kim Strelchun, to approve the agenda. The MOTION CARRIED (6-0).

4. Audience Time

The following audience members addressed the Board:

- Regarding accelerated courses and student grouping: Joe Everton
- Regarding Christmas celebrations in the schools: April Davis and Ron Davis
- Regarding District coaches:

Patty Hayden
Hallie Puncochar
Nick Salzman
Raven Schreiner

Patrick Morin
Larry Matthews
Connie Bradley
Jackson Godsey

Luis Nava, Sr.
Matt Minnick
A. Tyffanie King-Tate

5. REPORTS AND DISCUSSION

a. Division 22 Assurances

Assistant Superintendent Travis Reiman presented the required annual report on the District's compliance with the Division 22 Standards for Public Elementary and Secondary Schools, stating that the Hillsboro School District assures compliance in the specified categories. He explained that, due to budgetary restrictions, curriculum has not been adopted on cycle in several content areas, but instruction in all content areas aligns with the required standards.

Director Lisa Allen asked that the cost of curriculum adoptions be added to the Board's legislative priorities document.

b. New High School Course Proposal: Introduction to Computer Science – First Reading

Assistant Superintendent Travis Reiman, Hillsboro High School teacher Theresa Alexander, and CCAC Chair Elizabeth Moore presented the new course proposal, Introduction to Computer Science, for first reading. Ms. Moore explained that the CCAC unanimously recommended that the course proposal be presented to the Board for consideration. The course proposal, summary, and outline are included in the Board packet.

c. New High School Course Proposal: Introduction to Agricultural Science and Technology – First Reading

Assistant Superintendent Travis Reiman, Hillsboro High School teacher Kori Dundas, and CCAC Chair Elizabeth Moore presented the new course proposal, Introduction to Agricultural Science and Technology, for first reading. Ms. Moore explained that the CCAC enthusiastically recommended that the course proposal be presented to the Board for consideration. The course proposal, summary, and outline are included in the Board packet.

d. New High School Course Proposal: eDynamic Learning: Introduction to Careers Electives – First Reading

Assistant Superintendent Travis Reiman, Hillsboro Online Academy principal Linda Harrington, and CCAC Chair Elizabeth Moore presented the new course proposal, eDynamic Learning: Introduction to Careers Electives, for first reading. Ms. Moore explained that the CCAC unanimously recommended that the course proposal be presented to the Board for consideration. The Board is requested to approve all of the courses listed in the proposal, although specific course offerings will depend on District resources, qualified instructors, and student interest. Principal Harrington explained that the individual courses can stand alone as online courses with an instructor, or elements of the courses can be incorporated into other classes. The discussion included forecasting considerations, pathways, and the need for students to identify alternative choices. The course proposal, summary, and outline are included in the Board packet.

e. Financial Report

Chief Financial Officer Adam Stewart presented the monthly financial report, explaining that November month-end information for some elements of the report was not available in time to meet the early timeline for posting this Board packet. The report is included in the Board meeting packet.

f. Policies—First Reading

If no public comments or questions are received regarding these policies during the review period, they will be placed on the consent agenda for approval during the next regular meeting.

1) Policy JHCA/JHCB: Immunization, Physical Examination, Vision Screening / Eye Examination, and Dental Screening

Student Services Director Wendy Juden and Lead District Nurse Tracy Evers-Selleck presented policy JHCA/JHCB - Immunization, Physical Examination, Vision Screening / Eye Examination, and Dental Screening for first reading. Director Juden explained that the District already has practices in

place to meet the requirements of the revised policy. The policy is included in the Board packet.

2) Policy JHCDA: Prescription Medications

Student Services Director Wendy Juden and Lead District Nurse Tracy Evers-Selleck presented policy JHCDA: Prescription Medications for first reading. Director Juden explained that the individualized health care plans required by the policy are already in place. The policy is included in the Board packet.

6. CONSENT AGENDA

Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of November 15, 2016, Board Meeting
- b. Approve Routine Personnel Matters
- c. Accept Donations
- d. Approve Parent Organization Activities for Liability Insurance Coverage
- e. Adopt Planning Calendar for 2017-18 Budget
- f. Adopt 2016-17 Drug, Alcohol, and Tobacco Prevention Plan
(The 2016-17 Drug, Alcohol, and Tobacco Prevention Plan was presented for first reading on November 15, 2016)
- g. Approve New High School Course Proposal: Introduction to Bioscience Technologies
(This course proposal was presented for first reading on November 15, 2016)
- h. Approve Policy Revisions
The following policies were presented for first reading on November 15, 2016
 - 1) Policies Regarding Board Member and Staff Ethics
 - a) Policy BBFA: Board Member Ethics and Conflicts of Interest
 - b) Policy BBFB: Board Member Ethics and Nepotism
 - c) Policy GBC: Staff Ethics
 - 2) Policy BDC: Executive Session
 - 3) Policy BFC: Adoption and Revision of Policies

7. ACTION ITEMS

a. Appoint Budget Committee Members

Chief Financial Officer Adam Stewart reminded the Board that nine candidates applied for the four vacant positions on the District Budget Committee, as discussed during tonight's work session.

Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, to appoint the following slate of candidates for the District Budget Committee:

Candidate	Recommended Position
Teresa Mahoney	1
Heather Monaghan	5
Erika Lopez	6
Matt Long	7

The MOTION CARRIED (6-0).

Director Kim Strelchun said that all of the other candidates have been contacted with information regarding participating on other District committees.

b. Approve 2017-18 and 2018-19 School Calendars

Chief Human Resources Officer Kona Lew-Williams asked the Board to approve the 2017-18 and 2018-19 school calendars. She explained that input from the community and the Board indicated the desire to have access to calendars for more than just one upcoming year. The draft calendars are included in the Board packet, and were presented to the Board for first reading on October 25, 2016.

Director Kim Strelchun MOVED, SECONDED by Director Monte Akers, to approve the proposed 2017-18 and 2018-19 calendars. The MOTION CARRIED (6-0).

c. Authorization to Approve Intergovernmental Agreement with the City of Cornelius

Chief Financial Officer Adam Stewart explained that several hundred acres in the City of Cornelius have been brought into the urban growth boundary (UGB), including 40 acres that are owned by the Hillsboro School District. The City of Cornelius has approached the Hillsboro School District with a request to construct roads on the north and west boundaries of the District's land. The proposed intergovernmental agreement will be beneficial to the District because the streets and infrastructure will need to be in place before a school can be built on this site, and beneficial to the City because it will be able to move forward with the planning process for the southeast UGB expansion. Details of the proposed agreement are included in the Board meeting packet.

Director Glenn Miller MOVED, SECONDED by Director Lisa Allen, to authorize the approval of the intergovernmental agreement with the City of Cornelius. The MOTION CARRIED (6-0).

d. Ratify Modification to Current Contract with Hillsboro Classified United (HCU)

Chief Human Resources Officer Kona Lew-Williams explained that when the Board ratified the current agreement with HCU, it was with the understanding that Article 17 (previously Article 14), Layoff and Recall, needed further review. This fall, a subcommittee representing District and HCU members met together and updated Article 17, improving its clarity so that it reflects the District's current practices and specifies details regarding processes that were not previously included in the bargaining agreement.

Director Monte Akers MOVED, SECONDED by Director Glenn Miller, to ratify a modification to the current collective bargaining agreement with Hillsboro Classified United, effective July 1, 2015, through June 30, 2018, to implement the revised Article 17 language. The MOTION CARRIED (6-0).

e. Vote on North Plains Senior Plaza Tax Exemption Request

Chief Financial Officer Adam Stewart summarized information that was presented to the Board during the work session regarding the North Plains Senior Plaza tax exemption request. Cindy Hirst, President of the North Plains Senior Plaza Board of Directors, was present to answer Board members' questions. The resolution is included in the Board meeting packet.

Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, to adopt the resolution approving the continued tax exemption for the North Plains Senior Plaza. The MOTION CARRIED (6-0).

f. Elect Member to the OSBA Board of Directors

Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, that the Board of Directors cast its vote for LeeAnn Larsen for position 15 on the OSBA Board of Directors. The MOTION CARRIED (6-0).

g. Vote on OSBA Resolution

Director Kim Strelchun MOVED, SECONDED by Director Lisa Allen, that the Board vote to support Resolution 1 to adopt the OSBA 2017-18 Legislative Priorities and Policies, as recommended by the Legislative Policy Committee. The MOTION CARRIED (6-0).

Board members discussed the legislative policies and priorities, and OSBA's work representing school districts.

8. NWRES D/HCU/HEA Reports

HEA President Jill Golay discussed concern about the potential budget shortfall, participation in the recent listening session, the adopted District calendars, and the empathy that develops between coworkers, who are all impacted when one experiences difficult times. She emphasized the importance of looking for the good in ourselves and each other.

HCU President Devin Hunter discussed the ratification of the modification to the classified / management bargaining agreement, the work that is being done to review classified job descriptions, and the importance of helping students who struggle with special challenges to learn the skills they need for ongoing success in life.

9. Superintendent's Time

Superintendent Scott clarified that the celebration of Christmas has not been banned in the Hillsboro School District; and explained that personnel issues are dealt with by the District with discretion, confidentiality, and a focus on the best interests of students. Superintendent Scott thanked Board members for their service, and thanked retiring Executive Director of Secondary Education Ted Zehr for his 23 years of service to Hillsboro students. Executive Director Zehr will finish the school year in his current role.

10. Board of Directors' Time

Board members discussed District events, programs, and processes, and provided brief summaries of their recent and upcoming activities. Key points included: appreciation for District and school leaders and staff, audience members who shared their input during the meeting, and the opportunities that community partners make possible for students; the value of diversity and the importance of embracing our differences; and District culture and communication.

11. Follow-Up Items

Agenda Item / Request	Action
<u>Division 22 Assurances</u> Add the cost of curriculum adoptions to the legislative priorities document	Information added to draft legislative priorities document

12. Executive Session

No executive session was called.

13. Adjournment

The meeting was adjourned at 9:41 PM.

Handwritten signature of D. Wayne Bluff in cursive script.Handwritten signature of Valerie J. Balma in cursive script.

Approved January 24, 2017