

## HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS - MINUTES

September 27, 2016

District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, OR

### 1. **5:15 PM Executive Session**

ORS 192.660(2)(e)—Real Estate

Board Present:

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

Staff Present:

Mike Scott, Superintendent  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Adam Stewart, Chief Financial Officer  
Beth Graser, Director, Communications  
Val Bokma, Assistant to the Board  
Laurie Boyd, Assistant to the Superintendent

Others Present:

Phil Campbell,  
First Tech Federal Credit Union

Board Chair Wayne Clift called the meeting to order at 5:16 PM, and moved the Board into executive session under ORS 192.660(2)(e)—real estate. The Board discussed real estate information provided by the District's Chief Financial Officer, including recommendations from the District's realtor and legal counsel. No action was taken. Board Chair Clift moved the Board out of executive session and recessed the meeting at 5:45 PM.

### 2. **5:30 PM Work Session**

Board Present:

Wayne Clift, Chair  
Glenn Miller, Vice Chair  
Monte Akers  
Lisa Allen  
Erik Seligman  
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  
Val Bokma, Assistant to the Board  
Laurie Boyd, Assistant to the Superintendent  
Diana Kleintob, Technology Support

Others Present:

Devin Hunter, HCU  
Jill Golay, HEA

Board Chair Wayne Clift reconvened the meeting at 5:45 PM.

a. **Introduction of Citizens' Curriculum Advisory Committee Applicants**

Assistant Superintendent Travis Reiman introduced Citizens' Curriculum Advisory Committee (CCAC) candidates, who spoke to the Board about their interest in serving on the committee. The Board will appoint CCAC members during the regular session.

- b. Discuss Budget Committee Applications / Selection Process  
Chief Financial Officer Adam Stewart informed the Board that two applications for reappointment and seven new applications have been received for the four vacant positions on the District's Budget Committee. Three of the vacant positions have full three-year terms, and one (as a result of a resignation) will be filled for one year, which is the remaining period of the original term. The Board discussed the selection process, and agreed that Directors Lisa Allen, Kim Strelchun, and Monte Akers will serve on a committee with District staff to interview applicants and make a recommendation.
- c. Oregon School Boards Association (OSBA) Legislative Priorities Update  
Director Kim Strelchun presented information regarding OSBA's proposed legislative priorities for 2017-18, and the OSBA Revenue Reform Advisory Committee's recommendations for promoting comprehensive school funding. The Board is scheduled to vote on OSBA's legislative policies and priorities on December 6.
- d. High School Academic Program Development Update  
Assistant Superintendent Travis Reiman presented an update on the process of gathering community input regarding the development of high school academic programs. He discussed school governance structures, upcoming events, and opportunities for community involvement.
- e. Board Discussion Time  
Board members discussed District events and processes.

Recess Board Meeting

The meeting was recessed at 6:46 PM.

**7:00 PM Regular Session**

Board Present:

Wayne Clift, Chair  
Glenn Miller, Vice Chair  
Monte Akers  
Lisa Allen  
Erik Seligman  
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  
Ted Zehr, Executive Director, Secondary Education  
Beth Graser, Director, Communications  
Val Bokma, Assistant to the Board  
Martha Méndez Bolaños, Bilingual Interpreter / Translator  
Miriam Brady, Bilingual Assistant  
Diana Kleintob, Technology Support

Others Present:

Century High School  
Student Leaders  
and Advisor  
Devin Hunter, HCU  
Jill Golay, HEA

- 3. Call to Order and Flag Salute  
Board Chair Wayne Clift reconvened the meeting at 7:01 PM, and led the Pledge of Allegiance.

4. RECOGNITION / STUDENT PRESENTATION

Student Presentation: Century High School Student Leadership Team – National Leadership Conference

Century High School student leaders reported on the recent National Association of Student Councils' (NASC's) National Leadership Conference, hosted by Century High School on June 24 – 26.

5. Approval of Agenda

Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, to approve the modified agenda, removing item 7.c.5, the first reading of policy IGBAF-AR: Special Education – Individualized Education Program (IEP). The MOTION CARRIED (7-0). (The item will be rescheduled for a future meeting.)

6. Audience Time

No requests to address the Board were submitted.

7. REPORTS AND DISCUSSION

a. Present Superintendent's Goals

Superintendent Mike Scott presented the following goals for the 2016-17 school year:

- To implement the programs, structures, and instructional strategies necessary to complete the agreed-upon action items and goals for year one of the District Strategic Plan in the areas of Instruction, Engagement, Equity, Facilities, and Safety.
- To provide professional development opportunities for Board members to further their understanding of District practices, instructional models, and systems to increase student achievement.

b. Financial Report (see *written report*)

Chief Financial Officer Adam Stewart presented the monthly financial report. The report is included in the Board packet.

c. 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 GCBDD/GDBDD: Sick Time

Chief Financial Officer Adam Stewart presented the first reading of policy GCBDD/GDBDD: Sick Time, explaining that this new policy is based on recommendations from OSBA and the District's legal counsel to align with new statutory sick leave requirements. He explained that the new policy does not apply to employees who are covered by collective bargaining agreements, as these employees already accrue more sick leave than is required by the new provisions. Human Resources department staff will track sick leave eligibility and accruals for coaches and other interim employees who are not contractually eligible for leave, and will notify them of this information.

This policy is scheduled for approval on October 25, and is included in the Board packet.

2) Policy IK-AR: Academic Achievement – Secondary Grading and Reporting Practices

Executive Director of Secondary Education Ted Zehr presented the first reading of policy IK-AR: Academic Achievement – Secondary Grading and Reporting Practices, and explained that, effective for the 2016-17 school year, and retroactive to ninth grade for this year's seniors, the transcripts of students who graduate from Hillsboro School District will include both a regular grade point average (GPA) and class rank, and a weighted GPA and class rank. Grades A, B, and C earned in weighted classes will receive an extra grade point, which will increase the GPA that students earn in these classes. Only advanced placement (AP) and International Baccalaureate (IB) courses will be weighted. Director Zehr explained that providing weighted GPA and class rank information will benefit students who are competing for college admission and scholarships with students whose districts already use weighted grading systems. It is also hoped that providing weighted grades for IB and AP classes will encourage more students to take these classes.

Superintendent Scott explained that the District does not currently plan to use weighted GPAs / class ranks to identify valedictorians / salutatorians.

Board members asked whether weights will be applied to previous graduates' GPAs, if requested. Executive Director Zehr will contact Technology Services department leaders to ascertain the capabilities of the District's student information system.

The policy revisions are scheduled for approval on October 25, and are included in the Board packet.

3) Policy IKF: Graduation Requirements

Executive Director of Secondary Education Ted Zehr presented the first reading of policy IKF: Graduation Requirements, and explained that the proposed revisions are based on recommendations from OSBA to align the policy with new legal requirements. He explained that math requirements have been revised to include classes that are equivalent to algebra 2 (for example, the District's financial algebra class); and that students may legally opt out of Smarter Balanced (SBAC) assessments, and cannot be penalized for doing so, but are still required to fulfill the essential skills requirements.

The policy revisions are scheduled for approval on October 25, and are included in the Board packet.

4) Policy IGAEB: Drug, Alcohol, and Tobacco Prevention Plan, Health Education

Chief Financial Officer Adam Stewart presented the first reading of policy IGAEB: Drug, Alcohol, and Tobacco Prevention Plan, Health Education, explaining that the revisions are recommended by OSBA in order to clarify and update the policy. Because there is significant overlap between policy IGAEB and its administrative regulation, IGAEB-AR: Drug and Alcohol Abuse Program, Chief Financial Officer Stewart recommended that the sections of text that are unique to the administrative regulation be incorporated into the policy, and that IGAEB-AR then be deleted. This will simplify access to this information for students and their families.

The policy revisions are scheduled for approval on October 25, and are included in the Board packet.

- 5) Policy IGBAF-AR: Special Education – Individualized Education Program (IEP)  
Because a key staff member was unable to attend the meeting, the first reading of policy IGBAF-AR: Special Education – Individualized Education Program (IEP) was removed from the agenda, and will be presented on October 25.

8. CONSENT AGENDA

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

Director Glenn Miller MOVED, SECONDED by Director Erik Seligman, to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- a. Approve Minutes of July 12, 2016, Board Meeting
- b. Approve Minutes of August 17, 2016, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Readopt Board / Superintendent Working Agreements
- f. Approve Policy Revisions

*The following policy was presented for first reading on July 12, 2016*

- 1) Policy ECF / EDD / FECBA: Resource Conservation Management (delete policies EDD: Sustainability; and FECBA: Energy-Saving Construction)

9. ACTION ITEMS

a. Appoint Citizens' Curriculum Advisory Committee Members

Assistant Superintendent Travis Reiman asked the Board to appoint members to the open positions on the CCAC for two-year terms.

Director Erik Seligman MOVED, SECONDED by Director Janeen Sollman, to appoint the slate of candidates recommended by Assistant Superintendent Reiman as CCAC members. The MOTION CARRIED (7-0).

The CCAC candidates listed below were appointed to two-year positions with terms ending on June 30, 2018:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Elizabeth Moore (reinstatement)</li><li>• Amber A. Jackson</li><li>• Brittanie Mae Bates</li><li>• Chitra C. Datta</li><li>• David Sly</li><li>• Heather R. Brown</li><li>• Jaime Emanuel Gonzalez</li><li>• James Rocky Harris</li><li>• Jeanne L. Veach</li><li>• Maria Gonzalez Garfias</li><li>• Meg Guerreiro</li><li>• Sandra Jafarzadeh</li></ul> | <ul style="list-style-type: none"><li>• Ana Sally Gonzalez Barragan (GHS, grade 12)</li><li>• Brandon Robert (LHS, grade 12)</li><li>• Edgar Gabael Valencia Rico (HHS, grade 12)</li><li>• Javier Gonzalez (EMS, grade 8)</li><li>• Melina Guadalupe McGlothen (CHS, grade 12)</li><li>• Samantha Arroyo Villanueva (HHS, grade 12)</li></ul> |
|--|--|

b. Appoint Audit Committee

Director Monte Akers confirmed his willingness to serve on the Audit Committee.

Director Glenn Miller MOVED, SECONDED by Director Lisa Allen, to appoint Director Monte Akers to the Audit Committee. The MOTION CARRIED (7-0).

c. Nominate Oregon School Boards Association (OSBA) Board Members

Board Chair Wayne Clift opened the floor to nominations for position 15 on the OSBA board of directors. No Board members expressed interest in this opportunity, although Director Kim Strelchun expressed support for the incumbent, LeeAnn Larsen, if she chooses to reapply. Board Chair Clift closed the nominations.

OSBA elections will be conducted during the December 6 Board meeting, and newly elected OSBA board members will officially take office on January 1, 2017.

d. Approve Healthy and Safe Schools Plan

Chief Financial Officer Adam Stewart presented the District's Healthy and Safe Schools Plan for adoption, explaining that new legislation requires that the preliminary plan be submitted to the Oregon Department of Education by October 1, and the final plan be submitted by January 1. The District's Healthy and Safe Schools Plan is included in the Board meeting packet.

Director Kim Stelchun MOVED, SECONDED by Director Janeen Sollman, to approve the Hillsboro School District's Healthy and Safe Schools Plan. The MOTION CARRIED (7-0).

e. Approve Principal John Allen's Cultural Exchange Trip to Uganda

Chief Financial Officer Adam Stewart explained that West Union Elementary School has a cultural exchange relationship with a school in Uganda, and West Union principal John Allen, who visited the school in 2014, has been invited to visit again in 2017. The trip to Uganda is not a District-sponsored activity. Principal Allen will be traveling during his scheduled summer break with a delegation from local business Ideba Marketing (owned by West Union parent David Sly), Sonrise Church, and the Partnerships for Opportunity Development Association (PODA), to bring supplies, provide educational instruction, and build an outdoor kitchen for the school. In order to avoid any potential violations of the Oregon Ethics Law, the proposal for the trip was submitted to the Oregon Ethics Commission (OEC) for review. The OEC found that Principal Allen can accept the payment of his transportation expenses to participate in the cultural exchange trip, provided the trip is sanctioned by the Board in advance of the event. Principal Allen will also be asked to sign a waiver stating that this is not a District-sponsored event, and the District is not responsible for any risks he may encounter.

Director Janeen Sollman MOVED, SECONDED by Director Kim Strelchun, to approve Principal John Allen's cultural exchange trip to Uganda. The MOTION CARRIED (7-0).

f. Approve Easement Termination Agreement for Property Adjacent to HSD Administration Center

Chief Financial Officer Adam Stewart asked the Board to approve an easement termination agreement for property adjacent to the District Administration Center. He explained that the Board discussed the matter in executive session, and the original easement termination agreement has been revised to include language requested by the Board. Chief Financial Officer Stewart added that Mr. Phil Campbell, who represents First Tech Federal Credit Union, the organization requesting the easement termination agreement, has reviewed and approved the revision.

MAIN MOTION: Director Kim Strelchun MOVED, SECONDED by Director Janeen Sollman, to approve the easement termination agreement for property adjacent to the District Administration Center.

Board members discussed whether language should be added to the agreement, specifying that the District's easement rights will be restored if First Tech Federal Credit Union does not close on nearby property that it is purchasing. Mr. Campbell stated that First Tech Federal Credit Union would be willing to have this statement added to the agreement.

AMENDED MOTION: Director Erik Seligman MOVED, SECONDED by Director Lisa Allen, to amend the easement termination agreement, to include the following statement: "In the event that First Tech Federal Credit Union does not close on the property, Hillsboro School District retains its easement rights."

VOTE ON AMENDED MOTION: The MOTION CARRIED (7-0).

VOTE ON MAIN MOTION: The MOTION CARRIED (7-0).

10. NWRESA/HCU/HEA Reports

HEA President Jill Golay shared that she has been meeting with administrators and visiting schools, and she discussed networking and training opportunities for staff members.

HCU President Devin Hunter discussed the staffing needs of the Transportation department, explaining that these needs have been intensified by the recent tragic loss of a key staff member. He commended District staff for coming together to provide assistance and support, and emphasized the importance of having adequate levels of staffing.

11. Superintendent's Time

Superintendent Scott discussed recent District events and activities, staff accomplishments, and community partnerships.

12. Board of Directors' Time

Board members discussed District events and processes, staff accomplishments, and community partnerships; and provided brief summaries of their recent and upcoming activities.

13. Follow-Up Items

Agenda Item / Request	Action
Research student data system capabilities for providing weighted GPA / class rank information for previous graduates	Information will be researched and provided

14. Adjourn

The meeting was adjourned at 8:16 PM.



Approved October 25, 2016