

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
October 25, 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
Val Bokma, Assistant to the Board
Laurie Boyd, Assistant to the Superintendent
Devin Hunter, Technology Support

Others Present:

Melody Hansen, HCU
Jill Golay, HEA
Joe Vermeire, HEA

Board Chair Wayne Clift called the meeting to order at 5:17 PM, and announced that Director Erik Seligman would not be able to attend.

a. **Bond Advisory Committee Update**

Chief Financial Officer Adam Stewart presented an update on the Hillsboro School District (HSD) Bond Advisory Committee, and discussed the following documents, which are included in the Board packet: the Bond Advisory Committee calendar, the October 26 Bond Advisory Committee meeting agenda, materials that will be reviewed during the October 26 Bond Advisory Committee meeting, and the Bond Advisory Committee roster.

Board members discussed the value of having a broad spectrum of experiences and perspectives represented on the committee. Chief Financial Officer Stewart will look into the possibility of identifying a community member who does not have strong ties to the District and can be invited to serve as a third at-large committee member.

b. **First Reading – 2017-18 and 2018-19 District Calendars**

Chief Human Resources Officer Kona Lew-Williams presented the proposed 2017-18 and 2018-19 District calendars for first reading. On both calendars, school is scheduled to begin after Labor Day. (The majority of respondents to surveys of staff and community members in recent years indicated a preference for beginning school after Labor Day.) The calendars are aligned with Oregon University winter and spring breaks, comply with instructional seat time requirements, accommodate District conference schedules, and reflect the 191-day contract for licensed staff members. If funds for additional school days are available in the future, the calendars can be revised and presented to the Board again.

The calendars are included in the Board packet, and are scheduled for Board approval on December 6, 2016.

c. High School Academic Program Development Update

Assistant Superintendent of Academic Services Travis Reiman reported on the process of engaging the community in the development of high school academic programs. He provided an update on the October 17 panel discussion at the Citizens' Curriculum Advisory Committee (CCAC) special session, and public comment that was received during the October 24 community forum. The CCAC will analyze all of the input that has been received, and will draft an outline of HSD's core values, and a recommendation regarding best practices for the grouping of students (heterogeneous versus ability grouping). The 2017-18 course catalog is scheduled to be drafted in November / December, with community feedback gathered and additional revisions completed in December / January.

Assistant Superintendent Reiman said that themes recurring in the community feedback include options, differentiation, supports, and course offerings that are relevant to students' selected paths. He said that choices will need to be made regarding professional development and focus areas, in order to increase the relevant choices for students as quickly as possible.

Board members discussed the importance of ensuring that students understand that "advanced placement" courses are valuable for those who are moving directly into careers after high school, as well as those who plan to attend college.

d. Oregon School Board Association (OSBA) Conference Planning

Board members discussed plans for attending the OSBA annual convention in November. Directors Glenn Miller and Kim Strelchun are currently registered to attend the conference.

e. Board Discussion Time

1) Budget Committee Selection Process

Superintendent Mike Scott explained that the appointment of new Budget Committee members needs to be delayed until the December 6 Board meeting, in order to accommodate the schedules of interview participants; therefore, the Board will be asked to suspend policy BDEA, which states that Budget Committee appointments will be made in October. Superintendent Scott also clarified that one of the four open Budget Committee positions has a one-year term (due to a resignation), and that the interviews are subject to public meeting laws.

2) Professional Development – National School Boards Association (NSBA) Annual Conference

Board members discussed the following requests to attend National School Boards Association (NSBA) professional development events:

NSBA Annual Conference, Denver, CO, March 2017

- Directors Lisa Allen and Glenn Miller

NSBA Advocacy Conference, Washington, DC, January 2017

- Director Kim Strelchun

(As a result of her position on OSBA's Legislative Policy Committee (LPC), Director Strelchun will receive an OSBA

scholarship, which will cover the cost of her lodging, and a portion of her registration cost.)

Board members discussed their professional development budget, the preliminary cost estimates associated with these three requests, and the process outlined in the Board / Superintendent working agreements for reviewing and approving professional development requests. They reached a consensus in support of the requests.

Additional Board Discussion Time

Board members discussed school events and communication procedures.

Recess Board Meeting

The meeting was recessed at 6:33 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
Casey Waletich, Executive Director, Facilities, Safety, Operations
Olga Acuña, Director, Federal Programs
Beth Graser, Director, Communications
Leah McCarthy, Risk Manager
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Miriam Brady, Bilingual Assistant
Devin Hunter, Technology Support

Others Present:

Melody Hansen, HCU
Jill Golay, HEA

2. Call to Order and Flag Salute
Board Chair Clift reconvened the meeting at 7:01 PM, led the Pledge of Allegiance, and announced that Director Erik Seligman would be unable to attend.
3. Approval of Agenda
Director Glenn Miller MOVED, SECONDED by Director Janeen Sollman, to approve the agenda. The MOTION CARRIED (6-0).
4. Audience Time
No audience members asked to address the Board.
5. REPORTS AND DISCUSSION
 - a. October 1 Enrollment Report
Chief Human Resources Officer Kona Lew-Williams presented the annual October enrollment report. Enrollment has decreased by approximately 150 students since

October 2015. Since this is the third consecutive year of slight, unanticipated enrollment decreases, the District will be contracting with a demographer who has also worked with the Beaverton and Tigard-Tualatin School Districts, to provide a second opinion on the growth projections that the District has been using. This demographer will focus on the local area, researching actual building permit requests, rather than relying on the census numbers and population trends of a larger geographical area.

Board members discussed the enrollment decrease.

The enrollment report is included in the Board packet.

b. Summer School Program Report

Assistant Superintendent Travis Reiman and Director of Federal Programs Olga Acuña presented the annual summer school program report, and discussed the benefits of these programs. The report is included in the Board meeting packet.

c. Annual Risk Management Report

Chief Financial Officer Adam Stewart presented the annual risk management report, and commended Risk Manager Leah McCarthy for her work in managing the District's claims. Chief Financial Officer Stewart explained that the increase in student incident reports is due to the fact that all student incidents must now be reported. (Previously, reports were submitted at the discretion of school staff.)

The annual risk management report is included in the Board meeting packet.

d. Local Wellness Program – Annual Assessment

Chief Financial Officer Adam Stewart presented the annual local wellness program assessment. The report is included in the Board meeting packet.

e. Annual Safety Report

Executive Director of Facilities, Safety, and Operations Casey Waletich presented the annual safety report. Board members asked questions about safety supplies and procedures at the schools. In response to questions regarding safe routes to school, Executive Director Waletich explained that City and District staff have met to discuss recent traffic-related incidents and, after conducting research, will meet again to identify effective preventative strategies.

The annual safety report is included in the Board meeting packet.

f. Financial Report

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

g. 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 AC: Nondiscrimination and AC-AR: Discrimination Complaint Procedure
Chief Human Resources Officer Kona Lew-Williams presented policy AC: Nondiscrimination and AC-AR: Discrimination Complaint Procedure for first reading, explaining that the revisions are based on recommendations from OSBA and the District's legal counsel. This policy and administrative

regulation are scheduled for approval on November 15, and are included in the Board packet.

2) Policy EBCD: Emergency School Closures

Chief Human Resources Officer Kona Lew-Williams presented policy EBCD: Emergency School Closures for first reading, explaining that the revisions have been recommended by OSBA to reflect a legislative change that allows up to 14 hours of emergency school closure time, due to adverse weather and facilities failure, to be included in the calculation of instructional time. This policy is scheduled for approval on November 15, and is included in the Board packet.

3) Policy IGBAF-AR: Special Education – Individualized Education Program (IEP)

Executive Director of Student Services Elaine Fox presented policy IGBAF-AR: Special Education – Individualized Education Program (IEP) for first reading. She explained that the revisions include the deletion of a redundant paragraph, and updates that align the policy with new legislative requirements regarding the selection of statewide assessments for students on individualized education plans. This policy is scheduled for approval on November 15, and 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 Monte Akers, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of September 13, 2016, Board Meeting
- b. Approve Minutes of September 27, 2016, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Approve Policy Revisions

The following policies were presented for first reading on September 27, 2016

- 1) Policy GCBDD/GDBDD: Sick Time
- 2) Policy IK-AR: Academic Achievement – Secondary Grading and Reporting Practices
- 3) Policy IKF: Graduation Requirements
- 4) Policy IGAEB: Drug, Alcohol, and Tobacco Prevention Plan, Health Education

7. ACTION ITEMS

a. Proclaim American Education Week

Board Chair Wayne Clift expressed the Board's appreciation for the District's dedicated staff members, and read the following proclamation into the record:

Whereas public schools are the backbone of our society, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

Whereas, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

Whereas education employees, be they licensed, classified and technical support staff, or administrators, work tirelessly to serve our children and communities with care and professionalism; and

Whereas our nation is celebrating the week of November 14-18, 2016, as American Education Week;

Now, therefore, be it resolved that the Board of Directors of Hillsboro School District does proclaim the week of November 14-18, 2016, as American Education Week in Hillsboro School District, with the theme “Great Public Schools: A Basic Right and Our Responsibility.”

The Board of Directors further encourages all citizens to extend their commitment to public education and to the future of our children by supporting our community’s schools through the contribution of time and energy.

Director Janeen Sollman MOVED, SECONDED by Director Lisa Allen, to approve the proclamation as stated. The MOTION CARRIED (6-0).

b. Suspend Appointment of Budget Committee Members

Chief Financial Officer Adam Stewart requested that the Board suspend the appointment of Budget Committee members until the December 6 Board meeting. He explained that Board policy DBEA: Budget Committee states that Budget Committee members will be appointed by the Board in October, but that additional time is needed to complete the interviews of the nine applicants who applied for the four vacant positions.

Director Monte Akers MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors suspend the appointment of Budget Committee members until the December 6 Board meeting. The MOTION CARRIED (6-0).

8. NWRESD/HCU/HEA Reports

HEA President Jill Golay thanked the Board for the American Education Week proclamation, saying that kind words and appreciation are meaningful. She also discussed the draft 2017-18 and 2018-19 District calendars, and recent HEA activities.

HCU Secretary Melody Hansen spoke about the need for additional special education staff; and for equipment, support, and planning / collaboration time for special education assistants.

9. Superintendent’s Time

Superintendent Scott discussed District events and programs; commended District Office leaders for the support they provide to school administrators; and provided a brief summary of his recent activities.

10. Board of Directors’ Time

Board members provided brief summaries of their recent activities, discussed District programs, commended staff members for their accomplishments, and spoke about the long-term impact that teachers have on the lives of their students.

11. Follow-Up Items

Agenda Item / Request	Action

12. Executive Session

No executive session was called.

13. Adjournment

The meeting was adjourned at 8:10 PM.



Approved November 15, 2016