

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
January 24, 2017
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
Erik Seligman
Janeen Sollman (speaker phone)
Kim Strelchun

Budget Committee Present:

Martin Granum
Erika Lopez
Teresa Mahoney
Heather Monaghan
Jaime Rodriguez

Others Present:

Larry Grant
Devin Hunter, HCU
Joe Vermeire, HCU
Jill Golay, HEA

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
Jeff Jones, Finance Manager
Val Bokma, Assistant to the Board
Laurie Boyd, Assistant to the Superintendent
Diana Kleintob, Technology Support

Board Chair Wayne Clift called the meeting to order at 5:20 PM.

- a. Discuss Superintendent / Board / District Evaluation Process and Timeline
Board Chair Wayne Clift provided an update on the processes for evaluating the Superintendent, the Board, and the District. He presented an overview of the Superintendent evaluation process and this year's proposed timeline. He explained that the Board evaluation process is recommended to be conducted on a two-year cycle, in years that alternate with election years. Since the Board evaluation process was completed last year, and this year is an election year, the next Board evaluation cycle is planned for 2018. He reported that a District evaluation process and timeline are being developed, and will be presented at a future meeting.
- b. Local Service Plan Discussion
Superintendent Mike Scott presented an overview of the services that Northwest Regional Education Service District (NWRESD) provides for the Hillsboro School District (HSD), and explained that the HSD Board is scheduled to vote in February on the NWRESD 2017-18 Local Service Plan. The NWRESD 2017-18 Local Service Plan is included in the Board packet.

- c. Every Student Succeeds Act (ESSA) Update
Assistant Superintendent Dayle Spitzer presented information regarding the Every Student Succeeds Act (ESSA), including an overview of expectations, opportunities, key components, Oregon state goals, and timelines. The Oregon Department of Education must submit its ESSA plan to the United States Department of Education by April 3.
- d. 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 presented an overview of program development improvements that have been implemented (from 2015 to the present date); and shared a draft "Summary of Findings" document, developed by the Citizens' Curriculum Advisory Committee (CCAC), in collaboration with District students and staff, which includes recommendations regarding ability and heterogeneous groupings of students. An academic program development open house has been scheduled for Monday, January 30, to provide an opportunity for parents to view the draft 2017-18 high school catalog and ask any questions they may have.

Board members discussed the information that was presented, and the importance of creating more opportunities for students, and communicating effectively regarding these opportunities.

- e. Budget Workshop
Superintendent Mike Scott, CFO Adam Stewart, and Director of Business Services Michelle Morrison presented information regarding the Hillsboro School District's budget development process, and the challenges that are anticipated in developing the District's 2017-18 budget. Based on the budget proposals released by the Oregon State Governor and the Co-Chairs of the Oregon Legislature's Joint Ways and Means Committee, the District will need to prepare for a budget shortfall. Since there are many uncertainties impacting the development of the State budget, the District will need to identify funding priorities, and develop budget options based on various scenarios.

The Budget Committee is currently scheduled to meet with the Board during the February 28, March 14, and April 25 work sessions, and to approve the proposed 2017-18 District budget on May 4. The budget approved by the Budget Committee is scheduled to be presented to the Board for adoption on June 13. Although the development of the state budget may impact this timeline, the District's budget must be adopted no later than June 30.

- f. 2015-16 Audit Report
Larry Grant of Grove, Mueller & Swank, PC, the District's financial auditor, presented the 2015-16 Comprehensive Annual Financial Report (CAFR), and explained that there were no findings. Mr. Grant and CFO Adam Stewart answered Board members' questions regarding the report. The CAFR will be presented to the Board for approval during the regular session.
- g. Board Discussion Time
Board members discussed District processes, and their recent and upcoming activities.

Recess Board Meeting

The meeting was recessed at 6:54 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
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Laurie Boyd, Assistant to the Superintendent
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Marcel Naachtigall, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

Others Present:

Anya Hershberger
HSD Counselors and
Students
Lisa Pearson
Devin Hunter, HCU
Jill Golay, HEA

2. Call to Order and Flag Salute

Board Chair Wayne Clift reconvened the meeting at 7:04 PM. and led the Pledge of Allegiance.

3. RECOGNITION / PRESENTATION

a. Student Presentation: College Application Week (School-to-Career Program)

Students and School-to-Career program staff from District high schools discussed their experiences as participants in National College Application Week, and described personal, school, and District successes. The goal of the program is for all students to be aware, eligible, and prepared for post-secondary success, including financial aid options, scholarships, 2- and 4-year colleges, trade and technical school programs, and military options. Through this program and the sustained efforts of HSD counseling staff, all HSD high schools increased their application rates for 2- and 4-year colleges, trade and technical school programs, and financial aid.

b. Recognition: School Board Recognition Month – Proclamation

Superintendent Scott expressed appreciation for Hillsboro School District Board members, who are dedicated to student success, and volunteer so many hours of their personal time to this work. He read the following proclamation into the record:

Whereas school boards create a vision for what students should know and be able to do; and

Whereas school boards establish clear standards for student performance; and

Whereas school boards ensure that student assessments are tied to established standards; and

Whereas school boards are accountable to the community for operating schools that support student achievement; and

Whereas school boards align school district resources to ensure that students meet standards; and

Whereas school boards create a climate that supports the philosophy that all children can learn at high levels; and

Whereas school boards build collaborative relationships based on trust, teamwork, and shared accountability; and

Whereas school boards are committed to continuous education and training on issues related to student achievement;

Now, therefore, I, Mike Scott, hereby declare my appreciation to the members of Hillsboro School District's Board of Directors and proclaim the month of January 2017 to be School Board Recognition Month.

I urge all citizens to join me in recognizing the dedication and hard work of local school board members in preparing today's students for tomorrow's world.

Board members were honored with tokens of appreciation from District students and staff.

4. Approval of Agenda

Director Glenn Miller MOVED, SECONDED by Director Janeen Sollman, to approve the agenda. The MOTION CARRIED (7-0).

5. Audience Time

The following audience members addressed the Board:

- Regarding providing information to immigrant families: Kevin Proctor
- Regarding District coaching decisions: Warren McPherson, Kevin Bretthauer, Rich Musser, Clinton Washington, Emma Blackwell, Brian Lyles, Ron James, Derrick Kitts, Kiersten Fields

6. REPORTS AND DISCUSSION

a. Inter-District Transfers Overview and Input - Open Enrollment Update

Director of Communications Beth Graser provided information regarding the two processes that are available for inter-district student transfers, and the impact of legislation on the way school districts can manage and process these transfers. Director Graser will present a proposal of the number and location of openings to the Board for approval in February. In order to participate in open enrollment, the Board must take action by March 1 to announce the District's participation and the availability of slots.

b. Announce School Board Election Process / Timeline

Director of Communications Beth Graser announced that four positions on the Hillsboro School District Board of Directors will be on the May 2017 ballot. Candidates may file, beginning February 6 through March 16. Community members who are interested in candidacy are invited to attend an information session on

February 15 or 16 to learn more about Board service. Those who cannot attend are welcome to contact Director Graser or the Board secretary for additional information. Key dates and other relevant information are included in the Board packet.

c. New High School Course Proposal: Advanced Placement Psychology – First Reading

Assistant Superintendent Travis Reiman and Glencoe High School teacher Lisa Pearson presented the new course proposal, Advanced Placement Psychology, for first reading. Assistant Superintendent Reiman 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.

d. Financial Report

CFO Adam Stewart presented the monthly financial report, and answered Board members' questions. The report is included in the Board meeting packet.

e. 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 IL: Assessment Program; Delete Policy ILBA: Assessment Exemption

Assistant Superintendent Dayle Spitzer presented revisions to policy IL: Assessment Program for first reading. She explained that the recommended revisions are based on changes in Oregon statutes related to assessments, and the right to opt out of assessments, and that Oregon School Boards Association (OSBA) has recommended revisions to align Board policy IL: Assessment Program with Oregon statutes, incorporating information from policy ILBA: Assessment Exemption into policy IL, and then deleting ILBA. The proposed policy revisions are included in the Board meeting packet.

7. CONSENT AGENDA

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

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

Consent Agenda items were as follows:

- a. Approve Minutes of December 6, 2016, Board Meeting
- b. Approve Routine Personnel Matters
- c. Accept Donations
- d. Approve New High School Course Proposals
The following course proposals were presented for first reading on December 6, 2016
 - 1) Introduction to Computer Science
 - 2) Introduction to Agricultural Science and Technology
 - 3) eDynamic Learning: Introduction to Careers Electives
- e. Approve Policy Revisions
The following policies were presented for first reading on December 6, 2016
 - 1) Policy JHCA/JHCB - Immunization, Physical Examination, Vision Screening / Eye Examination, and Dental Screening
 - 2) Policy JHCDA – Prescription Medications

8. ACTION ITEMS

a. Accept 2015-16 Audit Report

CFO Adam Stewart asked the Board to accept the 2015-16 Comprehensive Annual Financial Report, as presented during the work session.

Director Monte Akers MOVED, SECONDED by Director Glenn Miller, to accept the audit report for 2015-16. The MOTION CARRIED (7-0).

Board members congratulated CFO Stewart and his team for their outstanding work.

9. NWRESH/HCU/HEA Reports

HCU President Devin Hunter discussed the innumerable actions taken daily by staff members in many positions throughout the District to help ensure the safety of students at school and in transit.

HEA President Jill Golay discussed the importance of providing feedback to the State on the draft ESSA plan, and HEA’s interview process for school Board and legislative candidates. She also expressed appreciation for the countless hours that Board members volunteer to benefit students, and stated that HEA has donated \$160, in honor of HSD Board members, to the Oregon student foundation, which helps provide items for children in need.

10. Superintendent’s Time

Superintendent Scott discussed District processes, and provided a brief summary of his recent activities. He outlined the factors that are considered when determining whether to close school for inclement weather, and said that steps are being taken to create a plan for making up lost school days, with a goal of presenting the plan to the Board for approval at the February 7 work session.

11. Board of Directors’ Time

Board members discussed District events, programs, and processes, and provided brief summaries of their recent and upcoming activities. They thanked students and staff for their tokens of appreciation.

12. Follow-Up Items

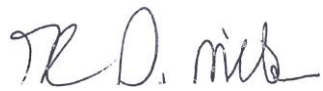
Agenda Item / Request	Action
<u>Board Discussion Time</u> Add a credit recovery program report to a future Board meeting agenda	Report is planned for a future meeting
<u>Financial Report</u> Provide an update on legal issues	Information provided
<u>Policy IL: Assessment Program; Delete Policy ILBA: Assessment Exemption</u> Provide clarification regarding legally acceptable reasons for opting out of assessments	Information provided

13. Executive Session

No executive session was called.

14. Adjournment

The meeting was adjourned at 8:48 PM.

Handwritten signature of R. D. Mitchell in cursive.Handwritten signature of Valerie J. Bakema in cursive.

Approved February 28, 2017