

As you consider running for your local school board, think about what being a board member means to you, your family and your community.

Oregon’s school districts, education service districts (ESDs) and community college districts are governed by elected boards of five, seven, nine or 11 members that help direct the superintendent or college president run what may be the largest businesses in their communities. Board actions affect the families of hundreds of students and employees, now and for years to come.

Your duty will be representing all students, staff and members of the community as you work with other board members to craft policy.

School board authority rests with the board as a whole, not with individual board members. Board decisions are made by majority rule and, as one member of this ruling body, you will find yourself in the position of supporting some decisions that you voted against.

Board service often requires long unpaid hours working alone, on committees and with members of your community. You’ll struggle sometimes to find solutions to complex problems – and still the solutions won’t please everyone.

Board Service Means Commitment

However, you’ll have the satisfaction of watching students receive their diplomas, knowing that you played a role in their achievement. As an education board member, you will help shape tomorrow’s citizens and leaders.

What does a school board do?

When you’re elected to serve on the board, your education has just begun. Board service is like inheriting the reins of a corporation without any training. The “learning curve” for education leaders is steep. Plan to spend time in workshops and conferences. Training is essential to running a complex education system. OSBA equips board members with the leadership training they need to feel comfortable in their roles and to do their best.

The board’s major responsibility is setting policy. The board hires a superintendent or college president who in turn hires staff to put policies into practice. The chief executive is accountable to the board for managing the district according to board policies.

Because they serve the community, board members must work with the public as they establish the mission and direction of education. It’s up to the board to engage the community in public education.

A board member must be a skilled decision-maker and team player, a public-

A GUIDE FOR OREGON

School District
Education Service District
Community College

BOARD CANDIDATES



education advocate, a vital link between community and school, and a policy maker.

As a public employer, the board establishes policies that govern the recruitment, employment, supervision, evaluation and dismissal of employees.

Board members must also do the following:

- Establish budgets.
- Set goals and evaluate progress toward those goals.
- Ask voters to approve bond measures and local option levies for facilities and operations.
- Guide collective bargaining.
- Choose transportation systems.
- Evaluate the superintendent, college president or chief executive.

How much time does being a good board member require?

School board service involves a substantial time commitment – and remember, there’s no salary.

Boards typically meet one or two evenings a month. Before the monthly meetings, you’ll need to study the materials provided (board packets) so you can make informed decisions.

A substantial time commitment is required of board members beyond meeting and meeting-preparation time. There are committee meetings, work sessions and appearances on behalf of the district. During collective bargaining with employee unions, you may find yourself immersed in a very time-consuming process.

OSBA offers training, answers, advice and many other resources year-round that save time and keep you up to date on school issues. Our workshops and conventions provide opportunities to meet peers from throughout the state and experts from around the country – more people on whom you can rely for help with board-related issues.

What makes a good board member?

Many of the qualities that make board members great are acquired over time, through training and experience, so don’t discredit your potential worth as a board member, even though you may never have served in such a capacity.

As you consider running for the ESD, community college or school board, think about whether these characteristics of effective board members describe you:

- You hold a conviction that public education is important.
- You are committed to public involvement.
- You have the ability to make decisions.
- You believe in the democratic process.
- You’re willing to devote time and energy to your new position.
- You can accept the will of the majority.
- You have the courage to stand up for your convictions.
- You have respect for district employees.
- You communicate well with others.

These are some characteristics of ineffective board members:

- They become involved in school, ESD or community college administration.
- They allow personal feelings toward others to affect their judgment.
- They allow personal interests to transcend the best interests of the district.
- They neglect board duties.
- They can’t make decisions or take a stand.
- They represent special interests or a particular geographic area rather than the interests of the entire district.
- They adopt an arrogant or paternalistic attitude toward district employees or the public.

How to become a candidate

Board members are elected to four-year terms. You must be a registered voter and you must have lived in the district for one year immediately preceding the election. School district, ESD and community college employees elected to serve on their board must give up employment with the district to sit on the board.

Board members are elected by zones or as at-large representatives. The procedure for choosing board members by zone or at large is determined at the district level. Board members elected at large may live anywhere in the district. Board members elected by zone may 1) live in the zone and be elected by all district voters or 2) live in the zone and be elected only by voters living within that zone.

Your county elections official, superintendent, college president or school board member can tell you how board members are elected in your district.

School board elections

Half of the board members in Oregon's schools, community colleges and ESDs are elected or re-elected in each odd-numbered year. Under Oregon law, school, ESD and community college board elections are held the third Tuesday in May.

The filing deadline for board positions is the 61st calendar day prior to the May election date. Candidates can file with the county clerk in one of two ways:

- Submit a petition containing the signatures of 25 registered voters or 10 percent of the registered voters in the district, whichever is less
- Submit a declaration of candidacy with a \$10 filing fee

All Oregon elections are by-mail ballots. Ballots are mailed to registered voters no sooner than the 18th day before the date of the election and no later than the 14th day.

To be counted, the county clerk must receive ballots by 8 p.m. on the date of the election. Voters may return the ballots by mail or in person. Ballots with election-day postmarks are not counted.

Your campaign

Board candidate campaigns range from simple to sophisticated, depending on the candidate and the community. One common element, however, is the state requirement for reporting campaign finances.

State law limits the sources and amounts of contributions and the purposes for which those contributions may be spent. Contact the Secretary of State Elections Division or your county elections office for guidance before accepting any campaign contributions or making any campaign expenditures.

By law, you must report all campaign finance transactions to the Secretary of State Elections Division. Political committees formed to support candidates also must report contributions and expenditures.

The candidate's treasurer and/or the treasurer of the political committee supporting the candidate is responsible for maintaining detailed records and filing reports of contributions received and expenditures made. These records are subject to inspection by an opposing candidate or that candidate's treasurer. These records must be kept current to within seven days of receiving a contribution or making an expenditure.

More information

Oregon School Boards Association

www.osba.org

Candidate information

School board roles and responsibilities

Publication: Boardsmanship

\$11 members/\$18 non-members each plus \$3 postage and handling. Order online, www.osba.org/pubs.

Online Learning Course: New Board Member Orientation

Free online course

www.osba.org/olc

National School Boards Association

www.nsba.org

Campaign regulations and finance reporting requirements

Elections Division

Secretary of State's Office

255 Capitol St NE, Ste 501

Salem, OR 97310

(503) 986-1518

<http://oregonvotes.org/>

A GUIDE FOR OREGON BOARD CANDIDATES

School District
Education Service District
Community College

We encourage you to become actively involved with OSBA if you are elected to a school, ESD or community college board. Please contact OSBA with questions.

Oregon School Boards Association

PO Box 1068, Salem, OR 97308

1201 Court St NE, Ste 400, Salem, OR 97301

503-588-2800 or 800-578-6722

info@osba.org

www.osba.org

www.facebook.com/osba.org



Hillsboro School District 1J

Code: BBBA
Adopted: 07/96
Revised: 06/07

Board Member Qualifications

A person is eligible to serve as a Board member if he/she is an elector of the District. An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the District for one year immediately preceding the election or appointment.

No person who is an employee of the District is eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

ORS 247.002
ORS 247.035
ORS 332.016
ORS 332.018
ORS 332.030
ORS 332.124
ORS 332.126
Oregon Constitution, Article II, Section 2.
Oregon Constitution, Article VIII, Section 6.

Board Functions

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of programs and services of the District. The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish policies and regulations for governing the programs and services of the District consistent with State Board of Education rules and with local, state, and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local citizens informed about the schools.

2. Judicial Authority

As provided by law, policy, or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students, and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties, or obligations of those who address the Board.

3. Executive/Administrative Authority

The Board will appoint a Superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the Superintendent's performance.

The Board may establish academic and financial goals for the District and evaluate the Superintendent's implementation of those goals.

The Board will oversee the District's financial affairs by authorizing, appropriating, and adopting budgets, and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of District property.

The Board will authorize the Superintendent to approve payment on all contracts and business transactions of the District in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the District's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the District's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for Districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

ORS 192.630
ORS 243.656
ORS Chapters 279A, 279B and 279C
ORS 294.305 - 294.565
ORS 328.205-328.304
ORS Chapter 339
ORS 342.805-342.937
ORS Chapter 343
ORS 332.072
ORS 332.075
ORS 332.105
ORS 332.107

Board Powers and Duties

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of schools. Within these constraints, the Hillsboro School District 1J Board views its required functions in these broad areas:

1. Develop, enacts, and evaluates policy that directs administrative action;
2. Adopt an educational course of study and goals which will guide both the Board and staff toward the continuing improvement of the education program;
3. Appoints a Superintendent delegated to establish administrative regulations to implement Board policy and goals;
4. Evaluates the Superintendent's performance;
5. Adopts a budget;
6. Provide for an annual audit of financial affairs;
7. Establishment and maintenance of records as required by law;
8. Provide for the dissemination of information to the public relating to the schools;
9. Establish the days of the year and the hours of the day when school will be in session;
10. Propose bond issues for capital expenditures;
11. Provide a process to act and hear community input;
12. Direct the collective bargaining process to establish labor contracts with the District's personnel. Establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment.

END OF POLICY

Legal Reference(s):

ORS 192.630

ORS 243.656

ORS Chapters 279A, 279B & 279C

ORS 294.305 - 294.565

ORS 328.205-328.304

ORS 332.072

ORS 332.075

ORS 332.105

ORS 332.107

ORS Chapter 339

ORS 342.805-342.937

ORS Chapter 343

Hillsboro School District 1J

Code: BBF
Adopted: 07/96
Revised: 12/09

Board Member Standards of Conduct

Board members will treat with dignity and courtesy other Board members, the Superintendent, staff members, and members of the public, and will provide an opportunity for all parties to be heard with due respect for their opinions.

Board members will recognize the Superintendent as the executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member should clearly identify the opinions as his/her own.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the District.

A Board member shall not disclose information discussed or reviewed in executive session.

Board members individually and the Board as a public entity subscribe to the Code of Ethics for public officials provided in state law.

A Board member will utilize social media Web sites judiciously by not posting confidential information about students, staff members, or District business. Board members will treat fellow Board members, staff members, students, and the public with respect while posting, and will adhere to Oregon Public Meetings Laws when communicating with other Board members via Web sites or other electronic means.

END OF POLICY

Legal Reference(s):

ORS 192.610 (2)
ORS 192.630
ORS 192.660
ORS 332.055

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. When authorized to act as the District's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the Superintendent, gained through attendance at District events, and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the Superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional time or expense to the District must be submitted to the Board for consideration.

2. Requests for Legal Opinions

Any Board member may request a legal opinion. Such request, however, shall be made through the Board chair to the Superintendent. If the legal opinion sought involves the Superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students, or members of the public, such information is to be conveyed to the Superintendent for action.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the District's educational program, may visit schools or other facilities to gain information, and may request information from the Superintendent. Board members will not intervene in the administration of the District or its schools.

5. Contracts or Agreements Made By Individual Board Members

Contracts or agreements made by individual Board members without the Board's authority are invalid.

END OF POLICY

Legal Reference(s):

ORS 332.055

ORS 332.057

ORS 332.075

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
July 19 - 21, 2013: OSBA Summer Conference	
July 23, 2013, Board Meeting – Regular Session	<p><u>Executive Session</u> ORS 192.660(2)(d)—Labor Negotiator Consultation</p> <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Discuss Board Meeting Dates for 2013-14 • Board Leadership Planning • Review Summer Work Session Agendas • Summer Conference Reports <p><u>Recognition/Presentation</u> Mayor's Youth Advisory Council</p> <p><u>Administer Oath of Office</u></p> <p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Establish Tuition Rates for Nonresident Students • Establish Substitute Teacher Pay Rates for 2013-14 • Establish Classified Substitute Rates for 2013-14 • Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations • Approve Annual Clerk/Officer Designations • Approve Annual Crime Policy Coverage Limits • Readopt Policy DFAA: Capital Project Fund • Readopt Policy IGBC: Title I/Parental Involvement • Establish Mileage Reimbursement Rate • Approve Resolution to Extend Workers' Compensation to Volunteers • Approve Easements to City of Hillsboro and PGE for Crosswalk at Glencoe High School • Approve Amendment to Existing Easement and Storm Water Facility Agreement <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Elect Board Chair and Vice Chair • Approve Board Meeting Dates for 2013-14 • Ratify Agreement with Hillsboro Education Association • Approve Revised 2013-14 School Calendar • Approve Revisions to Policy JEBA: School Entrance Age Requirements • Approve Financing of School Buses <p><u>Local Contract Review Board</u> Approve Declaration of Emergency for Construction of a New Drinking-Water Well at West Union Elementary School and Exemption from Competitive Bidding</p> <p><u>Reports and Discussion</u> College and Career Pathways—University Partnerships</p>
August 12, 2013, Board Retreat	<p><u>Work Session - Retreat</u></p> <ul style="list-style-type: none"> • Leadership Teams Working Together Successfully • Board/Superintendent Roles and Responsibilities • Working Agreements/Protocols • Effective Public Meetings

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
August 13, 2013, Board Retreat / Regular Session	<p><u>Work Session - Retreat</u></p> <ul style="list-style-type: none"> • Strategic Plan Activity 2013-14 • Board Goals • Superintendent Goals • Bond Campaign Regulations • ESD Participation Discussion • Board Budget and Professional Development Opportunities Brainstorm • Board Team Building and Visibility Opportunities Brainstorm / Webcast Discussion • Committee Opportunities <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Readopt Board/Superintendent Working Agreements
August 21, 2013: New Teacher Orientation – Board Introductions and Lunch	
September 10, 2013, Board Meeting – Work Session	<p><u>Work Session</u></p> <ul style="list-style-type: none"> • Gain Share Overview • Ratify Agreement with Hillsboro Classified United (HCU) • Approve Revisions to BDDH-AR: Board Agenda Card • Strategic Plan Sharing • Discuss Draft Board Goals for 2013-14 • Grants Update
September 24, 2013: PERS Overview	
September 24, 2013, Board Meeting – Regular Session	<p><u>Work Session</u></p> <ul style="list-style-type: none"> • Education Service District Update and Input • Discuss Budget Committee Applications • Discuss Class Size • Synergy and ParentVue Update <p><u>Recognition / Student Presentation</u></p> <ul style="list-style-type: none"> • Recognition: Michal Thompson, Hillsboro Argus • Student Presentation: Tim Kuskie, National Spanish Spelling Bee Contestant <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Appoint Citizens' Curriculum Advisory Committee Members • Approve Alternative Education Programs • Adopt Board Goals for 2013-14 • Appoint Audit Committee Members • Nominate Oregon School Boards Association (OSBA) Board Members • Nominate OSBA Legislative Policy Committee Members <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • Strategic Plan Performance Update • Present Superintendent Goals for 2013-14 • First Reading—Policy IL: Assessment Program • First Reading—Policy DH: Crime Coverage for Employees and Officers • First Reading—Policy GBEC: Drug-Free Workplace • First Reading—IGBAG-AR: Special Education – Procedural Safeguards and IGBAJ-AR: Special Education – Free and Appropriate Public Education (FAPE) • Summer School Programs Report
October 1, 2013: Meet the Principals	

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
October 1, 2013, Board Meeting – Work Session	<p><u>Work Session</u></p> <ul style="list-style-type: none"> • Joint Meeting with Hillsboro School Board and City Council <p><u>Executive Session</u></p> <ul style="list-style-type: none"> • ORS 192.660(2)(h)—Legal Counsel <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Bond Progress Update • Common Core Overview • Discuss Proposed Charter School Resolution
October 2, 2013: OSBA Fall Regional Dinner Meeting	
October 22, 2013, Board Meeting – Regular Session	<p><u>Work Session</u></p> <ul style="list-style-type: none"> • Discuss Education Service District Participation • College/Career Pathways Input • Student Achievement Update • Introduce Budget Committee Applicants • Citizens' Curriculum Advisory Committee Update <p><u>Recognition / Student Presentation</u></p> <ul style="list-style-type: none"> • Recognition: Third-Grade Author Damien Macalino • Student Presentation: Glencoe Guitarist William McCourt <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Proclaim American Education Week • Appoint Budget Committee Members • Appoint Achievement Compact Advisory Committee • Approve Education Service District Level of Participation • Approve Revisions to Policy IL: Assessment Program • Approve Revisions to Policy DH: Crime Coverage for Employees and Officers • Approve Revisions to Policy GBEC: Drug-Free Workplace • Approve Revisions to IGBAG-AR: Special Education – Procedural Safeguards and IGBAJ-AR: Special Education – Free and Appropriate Public Education (FAPE) <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • Strategic Plan Performance Update • October 1 Enrollment Report • First Reading—Policies JHCCA: Students – HIV, HBV, and AIDS (revise) and JHCCB: Students – HIV, AIDS (delete) • First Reading—Policies IGBAB/JO: Education Records/Records of Students with Disabilities, IGBAB/JO-AR: Education Records/Records of Students with Disabilities Management, JOA: Directory Information, and JOB: Personally Identifiable Information • First Reading—Policies JEC: School Admissions and JECA: Admission of Resident Students • First Reading—Policy IKAB: Student Progress Reports to Parents • Support Services Annual Reports—Summer Maintenance, Nutrition Services, and Transportation • Risk Management Annual Report
November 12, 2013, Board Meeting – Work Session	<p><u>Work Session</u></p> <ul style="list-style-type: none"> • Bond Election Results Update • Boundary Issue Update • Level 1 Schools Update • Legislative Priorities Input • OSBA Annual Convention Session Planning
November 14 - 16, 2013: OSBA Annual Convention	

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
December 3, 2013, Board Meeting – Regular Session	<p><u>Executive Session</u> ORS 192.660(2)(e)—Real Estate</p> <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Long-Range Planning Input • ELL Professional Development • OSBA Annual Convention Reports <p><u>Recognition / Student Presentation</u></p> <ul style="list-style-type: none"> • Recognition: Hilhi Senior Logan Stugart, Member of the 2013 All-National Honor Choir • Student Presentation: Hilhi Encore Ensemble <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Approve Resolution Authorizing Settlement with Mahlum Architects • Award Copier Contract • Approve Revisions to Policy JHCCA: Students – HIV, HBV, and AIDS and Delete Policy JHCCB: Students – HIV, AIDS • Approve Revisions to Policies IGBAB/JO: Education Records/Records of Students with Disabilities, IGBAB/JO-AR: Education Records/Records of Students with Disabilities Management, JOA: Directory Information, and JOB: Personally Identifiable Information • Approve Revisions to Policies JEC: School Admissions and JECA: Admission of Resident Students • Approve Revisions to Policy IKAB: Student Progress Reports to Parents • Elect Members to the OSBA Board of Directors • Elect Members to the OSBA Legislative Policy Committee • Vote on OSBA Resolution <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • NWRESD Annual Report • First Reading—Policy JHFF: Reporting Requirements Regarding Sexual Conduct with Students • First Reading—2013-14 Drug, Alcohol, and Tobacco Prevention Plan
December 11, 2013: Options Field Trip	
December 17, 2013, Board Meeting – Regular Session	<p><u>Executive Session</u> ORS 192.660(2)(h)—Legal Counsel</p> <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Anti-Bullying/Harassment Update and Input • Legislative Priorities Input • Book Discussion: The Five Dysfunctions of a Team • OSBA Annual Convention Reports <p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Adopt Planning Calendar for 2014-15 Budget • Approve PTO/Booster Club Activities for Liability Insurance Coverage <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Approve Contractor Prequalification • Adopt 2013-14 Drug, Alcohol, and Tobacco Prevention Plan • Approve Revisions to Policy JHFF: Reporting Requirements Regarding Sexual Conduct with Students <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • Strategic Plan Performance Update • 2013 State Report Card Data Summary
January 10, 2014: Bonds, Ballots, and Buildings Conference	

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
January 14, 2014: Visit to Reedville Focus and Integrated ELD Lab	
January 14, 2014, Board Meeting – Work Session	<u>Work Session</u> <ul style="list-style-type: none"> • Search and Seizure Law and Policy • Instruction Strategy Update • Inter-District Transfers Overview and Input • Discuss K-8 School Option
January 28, 2014, Board Meeting – Regular Session	<u>Work Session</u> <ul style="list-style-type: none"> • Facilities Strategy Update • Budget Committee Workshop <u>Recognition / Student Presentation</u> <ul style="list-style-type: none"> • Recognition: School Board Recognition Month • Student Presentation: Liberty High School Falcon Phenomenon <u>Action Items</u> <ul style="list-style-type: none"> • Accept 2012-13 Audit Report • Adopt Resolution to Admit Nonresident Students • Approve Revisions to Policy IKAB: Student Progress Reports to Parents • Appoint Citizens' Curriculum Advisory Committee Member <u>Reports and Discussion</u> <ul style="list-style-type: none"> • School-Based Health Center Update • Strategic Plan Performance Update • Division 22, Standards for Public Elementary and Secondary Schools—2013-14 Assurance Form
February 11, 2014, Board Meeting – Work Session	<u>Work Session</u> <ul style="list-style-type: none"> • Annual Student Achievement Report / Data Analysis • Affordable Care Act Update • Corporate Sponsorships <u>Action Item</u> <ul style="list-style-type: none"> • Request to Continue to Postpone Selection of Adopted Instructional Materials
February 19, 2014: Liberty High School Culinary Arts Luncheon	
February 25, 2014, Board Meeting – Regular Session	<u>Work Session</u> <ul style="list-style-type: none"> • Engagement Strategy Update • Equity Strategy Update • Safety Strategy Update • Budget Committee Update <u>Recognition / Student Presentation</u> <ul style="list-style-type: none"> • Reedville Elementary School Dual Language and Robotics Programs <u>Consent Agenda</u> <ul style="list-style-type: none"> • Approve Extension and Non-extension of Temporary, Probationary, and Contract Teachers and Administrators <u>Reports and Discussion</u> <ul style="list-style-type: none"> • Fire Science Program Report • Boundary Adjustment Update • Open Enrollment Update • Technology Report • First Reading—2014-15 School Calendar
February 27, 2014: Crystal Apple Awards Dinner	
March 8, 2014: Hillsboro Schools Foundation – Annual Gala and Auction Event	

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
March 18, 2014, Board Meeting – Regular Session	<p><u>Focus Group Meeting with Communications Auditors</u></p> <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Discuss Superintendent Evaluation Timeline / Process • Budget Update <p><u>Recognition / Student Presentation</u></p> <ul style="list-style-type: none"> • Recognition: Century Swim Team • Student Presentation: Jackson 5th & 6th grade choir <p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Authorize 2014 Migrant Summer School Application <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Approve Boundary Changes • Appoint Citizens' Curriculum Advisory Committee Members • Approve 2014-15 School Calendar • Approve Inclement Weather Make-up Proposal • Approve Liberty High School Turf Fields Resolution • Approve Contract for Audit Services • Award Bid for Emergency Egress Lighting • Approve RFP / Contract for Bandwidth Services <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • Adelante Chicas • Strategic Plan Performance Update • Math Adoption Update
April 1, 2014: Drs. Collier and Thomas Presentation	
April 8, 2014, Board Meeting – Work Session	<p><u>Executive Session</u></p> <ul style="list-style-type: none"> • ORS 192.660(2)(i)—Evaluation of the Superintendent • ORS 192.660(2)(e)—Real Estate <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Action Item: Approve Purchase of Future High School Site • Reports / Discussion Items <ul style="list-style-type: none"> ○ Anti-Bullying Final Presentation with Youth Advisory Council Students ○ Evergreen Field Project ○ Budget Update
April 16, 2014: Field Trip – Harkins House and Century AVID Program	

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
April 22, 2014, Board Meeting – Regular Session	<p><u>Executive Session</u></p> <ul style="list-style-type: none"> • ORS 192.660(2)(i)—Evaluation of the Superintendent <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Budget Update • Discuss Compensation for Nonunion Employees <p><u>Recognition / Student Presentation</u></p> <ul style="list-style-type: none"> • Student Presentation: Quatama Elementary School - Reverse Mainstream Music Class Performance <p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Approve Agreement for Fire Hydrant Easement at North Plains Elementary School <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Award Bid for Bleacher Replacement – Hare Field • Award Bid for Storm Water Drainage System Replacement at Reedville Elementary School <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • Dual Language Update • Spring School Supervision Report
May 8, 2014: Budget Committee Meeting	
May 13, 2014: Red Carpet Event – Premier showing of Hillsboro Mayor’s Youth Advisory Council (YAC’s) “Labeled”	
May 13, 2014, Board Meeting – Work Session	<p><u>Work Session</u></p> <p>Action Item: Inter-District Transfers</p> <p><u>Executive Session</u></p> <p>ORS 192.660(2)(i)—Evaluation of the Superintendent</p>
May 21, 2014: Field Trip – Special Needs Programs	
May 22, 2014: Retiree Recognition Event	

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
May 27, 2014, Board Meeting – Regular Session	<p><u>Executive Session</u></p> <ul style="list-style-type: none"> • ORS 192.660(2)(i)—Evaluation of the Superintendent <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Discuss Board Meeting Dates for 2014-15 • Bond Discussion <p><u>Recognition / Student Presentation</u></p> <ul style="list-style-type: none"> • Recognition: Karen Sprecher <p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Approve Consolidated ESEA Subgrants • Approve Nutrition Services Meal Prices <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Approve Revised 2014-15 School Calendar • Award Bid for Emergency Egress Lighting <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • Project Citizen – Century High School Student Proposal • School Technology Needs – Jackson Elementary School Student Report • Hillsboro Schools Foundation Annual Report • First Reading—High School Course Proposal: Mariachi • First Reading—Policy IA: Instructional Goals • First Reading—Policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline • First Reading—Policy JGAB: Use of Restraint and Seclusion • First Reading—Policy JECB: Admission of Nonresident Students • Year 3 Strategic Plan Highlights / Recommendations • First Reading—High School Course Proposal: Community Service Learning Elective
May 29, 2014: Annual Valedictorian / Salutatorian Luncheon	
June 3, 2014: Hillsboro Online Academy Graduation	
June 4, 2014: Miller Education Center Graduation	
June 5, 2014: Liberty High School Graduation	
June 6, 2014: Century High School Graduation	
June 7, 2014: Glencoe High School Graduation	
June 7, 2014: Hillsboro High School Graduation	

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Board Meeting / Event Summary for 2013-14

Date / Event	Topics
June 10, 2014, Board Meeting – Regular Session	<p><u>Executive Session</u></p> <ul style="list-style-type: none"> • ORS 192.660(2)(i)—Evaluation of the Superintendent <p><u>Work Session</u></p> <ul style="list-style-type: none"> • Discuss Superintendent Compensation • Policy Discussion <ul style="list-style-type: none"> ○ Searches ○ Personal Communication Devices • Board Leadership Planning for 2014-15 <p><u>2014-15 Budget Committee Meeting</u></p> <p><u>Recognition / Student Presentation</u></p> <ul style="list-style-type: none"> • Recognition: W. L. Henry Second Grade Project • Student Presentation: Poynter Players <p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Approve Parent Organization Activities for Liability Insurance Coverage <p><u>Action Items</u></p> <ul style="list-style-type: none"> • Approve Resolution for General Obligation Bond Refunding • Approve Licensed Elementary Staff Computer Purchase • Approve Compensation for Non-Union Employees for 2014-15 • Review Superintendent’s Performance and Approve Performance Evaluation • Approve Extension of Superintendent Contract • Approve Board Meeting Dates for 2014-15 • Approve New High School Course Proposal: Community Service Learning Elective • Approve New High School Course Proposal: Mariachi • Approve Revisions to Policies JF/JFA: Student Rights and Responsibilities; JFC: Student Conduct and Discipline; and JG: Student Discipline • Approve Revisions to Policy JGAB: Use of Restraint and Seclusion • Approve Revisions to Policy JECB: Admission of Nonresident Students • Approve Revisions to Policy IA: Instructional Goals <p><u>Reports and Discussion</u></p> <ul style="list-style-type: none"> • Announce Budget Committee Vacancies • Announce Citizens’ Curriculum Advisory Committee Vacancies • First Reading—Policy JFG: Searches • First Reading—Policy JFCEB: Personal Communication Devices and Social Media—Students • First Reading—Policies JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff • First Reading—Policy JHCDA: Administering Injectable Medicines to Students • First Reading—Policy IGBAJ: Special Education—Free Appropriate Public Education (FAPE)
June 24, 2014, Board Meeting – Special Session	<p><u>Special Session</u></p> <ul style="list-style-type: none"> • Hold Budget Hearing • Action Item: Adopt Resolutions to Adopt 2014-15 Budget, Appropriate 2014-15 Budget, and Impose 2014-15 Taxes and Categorize Tax Levy

This is a schedule of Board and major events for 2013-14. Items that appear monthly on the Board agenda, such as minutes, routine personnel, appropriations adjustments, and donations, do not appear on this list.

Prospective Board Member Notes

January 29, 2015

In addition to the other materials provided, the following information regarding Board activities, time commitments, and miscellaneous notes may be helpful for school board candidates.

Board Meetings

Board meetings are usually scheduled on Tuesday evenings, once or twice each month. The meeting schedule is approved by the Board for the upcoming school year. Special sessions may be added or changes made to the approved schedule in accordance with public meetings laws.

Committees

Board members are invited to serve on many District committees and teams. Examples include:

Committee	Board Members	<i>Estimated</i> Time Commitment
Bargaining Team - Licensed	2 - 3	4 hours every 3 weeks till settled
Bargaining Team - Classified	2 - 3	6 hours every 3 weeks till settled
Budget Committee	All Board Members	1 – 2 official meetings scheduled in May
Charter School Advisory Committee	1 – 2	As needed
Equity Committee	2 - 3	4 hours / month (regular meetings) plus subcommittee work
K - 8 Exploration	1 - 2	4 monthly meetings; 3 hours / meeting
Alternative Education Committee	1 - 2	1 to 2 hours / month
College and Career Pathway Steering Committee	2 - 3	4 hours / meeting; 2 meetings / year
Graduation Requirements Committee	1 - 2	2 hours / meeting; 4 meetings / year
Key Communicator Network	1 - 2	1 to 1.5 hours / month
Long-Range Planning Committee	1 - 2	1.5 hours / month
School-Based Health Center Steering Committee	1 - 2	1 hour / quarter
Strategic Planning Teams	All Board Members	Every 5 years; several meetings
Superintendent / Board Evaluation Committee	3	1 hour / meeting; 4 meetings / year
Teacher Evaluation Committee	1 - 2	2 hours / meeting; 1 meeting / month
Technology Input Committee / HOA Steering Committee	1 - 2	2 hours / meeting; 4 meetings / year
Audit Committee	2 – 3	1 meeting / year; several hours

Individual Board members may also be selected for state or regional committees, such as the OSBA Legislative Policy Committee and Metro's Policy Advisory Committee.

Professional Development

- Board members are expected to participate in professional development in the course of their tenure on the Board. New Board members are asked to attend classes offered by Oregon School Boards Association (OSBA) on Board duties and related topics, such as bargaining, the legislative process, etc.
- Attendance at OSBA regional events is encouraged, as is attendance at the OSBA annual conference in the fall.

- Attendance at the National School Board Association (NSBA) annual conference is encouraged for new Board members, if the budget allows.
- Periodically, the Board will participate in other professional development opportunities, including events with other school boards.

School Visits & District Events

- Board members make regular visits to schools throughout the year, and meet regularly with union representatives
- Superintendent Coffee Chats (optional attendance for Board members)
- High School Graduations
- Valedictorian Lunch—May
- Faith Lunch—October
- Board members may also represent the District at community events, such as the Hillsboro Rotary (Thursdays), the Hillsboro Schools Foundation Gala & Auction (February), and the Hillsboro Chamber's Crystal Apple Awards (February or March)

Miscellaneous Notes

- More than three Board members at a meeting constitutes a quorum, which must meet in public and adhere to public meeting laws.
- Board members may not conduct business in private. They may have closed meetings if the topic is one of a limited number that can legally be discussed in an executive session.
- Board members may not have private conference calls or sequential phone calls or emails with one another about Board business.
- The District will pay for Board members to attend various functions, for example: OSBA conference registration and parking; NSBA registration, airfare, hotel and meals (for new Board members, if the budget allows); other pertinent conference registrations; etc.
 - Many times, Board members elect to pay certain expenses independently without requesting reimbursement from the District. Board members who use personal credit cards and request reimbursement for District travel or other District business may not receive incentives, such as cash reimbursements, frequent flyer miles, or other benefits that are based on the dollar amount of the purchases.
 - When Board members serve on OSBA committees or the NSBA board, their expenses for related activities are paid by OSBA or NSBA, respectively.
- When Board meetings begin before 6:00 p.m., the District generally provides a light, inexpensive dinner.
- The average time commitment for Board members is 10-15 hours per week, considering all the activities, attending Board meetings, reading Board packets, and doing other research, as necessary.
- A flexible job is almost a requirement for a Board member, since there are many activities that take place during the course of the work day.

2015 Key Dates

February 7	First day for a candidate to file
March 19	Last day for a candidate to file
March 23	Last day for a candidate to file a Voter's Pamphlet statement (\$25 fee)
May 19	Election day

Election information and forms are available on the Washington County Elections Office website at: <http://www.co.washington.or.us/Elections>, or a packet may be picked up from the elections office at 3700 SW Murray Blvd., Suite 101, Beaverton, Oregon. The elections office phone number is 503-846-5800.