

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

July 29, 2014

District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Beth Graser, Director, Communications
Saideh Haghighi, Director, Equity and Human Resources
Michelle Morrison, Director, Business Services
Casey Waletich, Director, Safety and Operations
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

Others Present:

Kyle Allen
Andrea Castillo, The Oregonian

1. Work Session

Board Chair Kim Strelchun called the meeting to order at 5:32 p.m.

Year 4 Strategic Planning. Board and staff members discussed goals, constraints, measurements, and reporting structures for year 4 of the District's strategic plan, in preparation for goal-setting during the August 13 work session. Board members requested additional details regarding the work plans and measurements for specific focus areas, which will be provided on August 13.

Review Summer Work Session Agendas. A draft agenda for the August 13-14 summer retreat was included in the Board packet. Superintendent Mike Scott will work with the Board chair and vice chair to develop a final agenda, including additional input received from Board members. If adequate time is not available during the retreat for all suggested agenda items, remaining items will be scheduled for discussion during an upcoming Board meeting.

Summer Conference Reports. Directors Glenn Miller and Erik Seligman shared highlights of the OSBA Summer Conference they attended in Bend earlier this month.

Board Discussion Time.

The Board discussed priorities for the additional \$728,716 in Gain Share funds that the District will be receiving from Washington County and the City of Hillsboro. Staff will develop a plan, to be presented to the Board during the August work session and finalized prior to the beginning of school. The following items were discussed:

- Restoring the November 26 budget reduction day
- Adding classified hours
- Creating staffing reserves for "hot spots"
- Facilities / grounds care
- Technology investments

- Student achievement contingency
- Additional staff to provide supports for students with special needs

Board members discussed the need to prioritize investments that will have the greatest lasting value for students. They also requested cost estimates associated with each suggested item; this information will be provided in August.

Board members discussed leadership roles. Board Chair Strelchun confirmed her willingness to continue in the role of Board chair for the 2014-15 school year, and Director Clift expressed an interest in filling the Board vice chair position.

The meeting was recessed at 7:28 p.m.

Board Present:

Kim Strelchun, Chair
Monte Akers, Vice Chair
Adriana Cañas
Wayne Clift
Glenn Miller
Erik Seligman
Janeen Sollman

Staff Present:

Mike Scott, Superintendent
Debbie Ashley, Assistant Superintendent, Human Resources
Steve Larson, Assistant Superintendent, School Performance
Elaine Fox, Executive Director, Student Services
Loren Rogers, Executive Director, Facilities and Transportation
Matt Smith, Executive Director, Secondary Education
Dayle Spitzer, Executive Director, Elementary Education
Don Wolff, Chief Information Officer
Beth Graser, Director, Communications
Saideh Haghighi, Director, Equity and Human Resources
Michelle Morrison, Director, Business Services
Casey Waletich, Director, Safety and Operations
Kona Williams, Director, Human Resources
Carol Hatfield, Transportation Supervisor
Laurie Boyd, Assistant to the Superintendent
Val Bokma, Assistant to the Board
Zaida Rosa, Bilingual Interpreter and Translator

Others Present:

Lisa Allen
Kathy Brown
Andrea Castillo, The Oregonian

7:30 p.m. Regular Session

2. Call to Order and Flag Salute. Board Chair Strelchun reconvened the meeting at 7:32 p.m. and led the Pledge of Allegiance.
3. Approval of Agenda. Director Sollman MOVED, SECONDED by Director Miller, to approve the agenda. The MOTION CARRIED (7-0).
4. Audience Time. Board Chair Strelchun explained the procedure for addressing the Board according to policy BDDH: Public Participation in Board Meetings. No requests were received to address the Board.
5. Consent Agenda. Director Sollman MOVED, SECONDED by Director Akers to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).
Consent Agenda items were as follows:

- a. Approve Minutes of May 8, 2014, Budget Committee Meeting
- b. Approve Minutes of May 13, 2014, Board Meeting
- c. Approve Minutes of May 27, 2014, Board Meeting
- d. Approve Minutes of June 10, 2014, Board Meeting
- e. Approve Minutes of June 10, 2014, Budget Committee Meeting
- f. Approve Minutes of June 24, 2014, Board Meeting
- g. Approve Routine Personnel Matters
- h. Establish Tuition Rates for Nonresident Students
- i. Establish Substitute Teacher Pay Rates for 2014-15
- j. Establish Classified Substitute Rates for 2014-15
- k. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations
- l. Approve Annual Clerk/Officer Designations
- m. Approve Annual Crime Policy Coverage Limits
- n. Readopt Policy DFAA: Capital Project Fund
- o. Readopt Policy IGBC: Title I/Parental Involvement
- p. Establish Mileage Reimbursement Rate
- q. Restatement of Special Districts Insurance Services Trust
- r. Accept Donations

6. Action Items

- a. Elect Board Chair and Vice Chair. Board Chair Strelchun opened the floor to nominations for Board chair for 2014-15. Director Akers nominated Kim Strelchun for the position of Board chair. Hearing no further nominations, Board Chair Strelchun closed the nominations. The vote in favor of Ms. Strelchun was unanimous.

Board Chair Strelchun then opened nominations for Board vice chair for 2014-15. Director Miller nominated Wayne Cliff for the position of Board vice chair. Hearing no further nominations, Board Chair Strelchun closed the nominations. The vote in favor of Mr. Cliff was unanimous.

- b. Approve Financing of School Buses. Executive Director of Facilities and Transportation Loren Rogers explained that the District receives funds designated for the replacement of school buses that are not part of the General Fund. Historically, these funds have been used to purchase full size and smaller special needs buses on four-year leases. Two of these leases will be paid off at the end of the 2014-15 school year. It is the District's intent to enter into a new five-year lease for the purchase of five special needs and eight full-sized buses to meet service demand, trading in the older replacement buses as part of this transaction.

Board members asked questions about fuel options and emissions requirements.

Director Miller MOVED, SECONDED by Director Seligman, to approve the financing of 13 school buses on a five-year lease, with an annual payment of \$295,345.

The MOTION CARRIED (7-0).

- c. Approve Revisions to Policy JFG: Searches. Executive Director of Secondary Education Matt Smith presented a revised draft of policy JFG: Searches for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting. During this meeting, there was a request to align terminology within the policy related to the scope of a search. This revision has been made. No public questions or comments were received during the review period.

Director Miller MOVED, SECONDED by Director Sollman, to approve the recommended revisions to policy JFG: Searches.

The MOTION CARRIED (7-0).

- d. Approve Revisions to Policy JFCEB: Personal Communication Devices and Social Media—Students. Chief Information Officer Don Wolff presented a revised draft of policy JFCEB: Personal Communication Devices and Social Media—Students for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting. No public questions or comments were received during the review period; however, during the review period, Oregon School Boards Association (OSBA) provided new recommendations for this policy, based on House Bill 2426. Therefore, a revised draft of the policy was provided for the Board's review.

Director Miller MOVED, SECONDED by Director Akers, to approve the recommended revisions to policy JFCEB: Personal Communication Devices and Social Media—Students.

The MOTION CARRIED (7-0).

- e. Approve Revisions to Policy JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff. Director of Safety and Operations Casey Waletich presented a revised draft of policy JFCJ: Weapons in the Schools; and policy GBJ: Weapons in the Schools—Staff for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting. During the review period, questions were raised regarding the Gun-Free School Zone Act (GFSZA), and an interest was expressed in further addressing policy JFCJ to specify that the policy relates to students. In response to input regarding the GFSZA, the policy has now been revised to reference Oregon state law. However, regarding the scope of policy JFCJ, OSBA has provided additional information, clarifying that this policy covers not only students, but also public visitors on District property and at District events.

In response to Board members' questions, Director Waletich also explained the following:

- Based on the "Exceptions" language in the policy, the Superintendent can authorize the use of weapons or replicas of weapons for use in courses, programs, or activities, on a case-by-case basis.
- Although OSBA recommends that the District retain the reference to the GFSZA in policy JFCJ, local law enforcement will enforce Oregon state law, which is referenced in this revised policy.

- Revisions to these policies will not impact the District's lock-in / lock-out procedures.

Board members also requested clarification regarding concealed weapons permits as they relate to students and the public (policy JFCJ) vs. staff, contractors, and volunteers (policy GBJ).

Director Cañas MOVED, SECONDED by Director Miller, to approve the recommended revisions to policy JFCJ: Weapons in the Schools; and GBJ: Weapons in the Schools—Staff.

The MOTION CARRIED (7-0).

- f. Approve Revisions to Policy JHCDA: Administering Injectable Medicines to Students. Executive Director of Student Services Elaine Fox presented policy JHCDA for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting.

In response to a Board member's question, Executive Director Fox explained that the process of authorizing a student to carry his/her own EpiPen requires a doctor's note, a parent's letter, and a school nurse's signature after meeting with the student, and that there are different considerations for elementary and secondary students.

Director Cañas MOVED, SECONDED by Director Sollman, to approve JHCDA: Administering Injectable Medicines to Students.

The MOTION CARRIED (7-0).

- g. Approve Revisions to Policy IGBAJ: Special Education—Free Appropriate Public Education (FAPE). Executive Director Fox presented policy IGBAJ for Board approval. Policy revisions were presented for first reading at the June 10 Board meeting. No public questions or comments were received during the review period.

Director Sollman MOVED, SECONDED by Director Miller, to approve IGBAJ: Special Education—Free Appropriate Public Education (FAPE).

The MOTION CARRIED (7-0).

7. Reports and Discussion.

- a. Announce Citizens' Curriculum Advisory Committee (CCAC) Vacancies and Propose Revised Selection Process. In follow-up to a presentation at the June 10 Board meeting regarding the CCAC recruitment process, the Board requested that a proposal for revising the recruitment/selection process be presented. Assistant Superintendent for School Improvement Steve Larson and CCAC Chair Lisa Allen presented the proposal, and provided the following additional information:

- Openings are scheduled to be posted on the District website on July 30.

- The revised CCAC application and selection process will resemble the process currently in place for selecting Budget Committee members.
- The revised selection process is needed in order to identify candidates who are willing and able to invest in the work and regularly attend the committee meetings, as the committee's role is expanding and developing.
- The initial application review process will depend upon the number of applications received.

Board members discussed the policy revisions, providing input and suggestions. (Refer to the "First Reading" discussion below.) It was agreed that nine vacancies will be posted immediately, and additional openings can be posted (to include vacancies for students), if necessary, after the revised policy is adopted.

CCAC student member Eddie Chavez Bolaños spoke to the Board about his service on the CCAC, stating that it has been a valuable experience.

Superintendent Scott thanked Mr. Chavez Bolaños and Ms. Allen for their commitment, and shared his goal of establishing a student advisory committee (inspired by a previous conversation with Mr. Chavez Bolaños).

- b. First Reading—Policy IFF: Citizens Curriculum Advisory Committee. The policy revisions are related to the proposed changes in the CCAC recruitment and selection process. Board members' input included:
- Some Board members were supportive of the revised process, while others expressed a preference for independently selecting candidates for the committee.
 - Concerns:
 - Limiting the number of candidates to 14, if additional candidates are available
 - The requirement that the 14 committee members include a minimum number of student candidates; it was suggested that the student committee members be appointed *in addition to* the 14 committee members, since additional duties and activities, including classroom visits, might conflict with students' educational schedules
 - Suggestions:
 - Offer student members the option of filling revolving positions, rather than full-year positions
 - Remove the specific number of committee members from the policy
 - State that the committee shall consist of a specific number of adult members, with up to 2 additional members appointed from the student body

Staff will provide a revised language proposal in a Board update.

- c. First Reading—Policy GBEDA: Drug and Alcohol Testing—Transportation Personnel. Director of Equity and Human Resources Saideh Haghghi and Transportation Supervisor Carol Hatfield presented policy GBEDA for first reading. They explained that the revisions are based on language recommended

by OSBA to bring the policy into alignment with new legal requirements related to Senate Bill (SB) 193, and that no change is needed to the District's current procedures, which already fulfill the legal requirements. Board members asked clarifying questions. Board Chair Strelchun reminded Board members to contact Ms. Haghighi if they have any questions during the review period.

- d. First Reading—Policy KBA: Public Records. Chief Information Officer Wolff presented policy KBA for first reading, and explained that the revisions are based on language recommended by OSBA to bring the policy into alignment with new legal requirements related to House Bill (HB) 3294. Board members asked clarifying questions. Board Chair Strelchun reminded Board members to contact Mr. Wolff if they have any questions during the review period.
- e. First Reading—Policy GCAB: Personal Communication Devices and Social Media—Staff. Chief Information Officer Wolff presented policy GCAB for first reading. He explained that, in conjunction with recommended revisions to policy JFECB: Personal Communication Devices and Social Media—Students (related to HB 2426), OSBA has also recommended language to update policy GCAB: Personal Communication Devices and Social Media—Staff. He explained that the revised policy requires staff members to act in a professional manner that does not disrupt the school or learning environment at any time, and to communicate in an appropriate manner at all times, whether on or off duty.
- f. Financial Report. Chief Financial Officer Adam Stewart was unable to attend the meeting. In his absence, Director of Business Services Michelle Morrison responded to Board members' questions regarding the financial report.

10. NWRESD/HCU/HEA Reports.

HCU President Eric Weyrauch was unable to attend the meeting.

HEA President Maureen Barnhart was unable to attend the meeting. Board Chair Strelchun stated that Ms. Barnhart emailed her thoughts regarding the additional Gain Share funds to the Board.

11. Superintendent's Time. Superintendent Scott's comments included the following highlights:
- Thanked Washington County and the City of Hillsboro for their gift of Gain Share funding
 - Introduced the District's new Human Resources Director Kona Williams (former principal at Eastwood Elementary School)

12. Board of Directors' Time. Board members shared thoughts regarding:

- Director Miller – Looking forward to his second year on the Board
- Director Sollman – Supports the idea of student representation, and suggested having a student representative for the Board; discussed activities and events taking place at the schools; expressed appreciation for the District's communication regarding administrative changes at the schools
- Director Akers – Looking forward to the upcoming retreat
- Director Cliff – Looking forward to another year on the Board, and contributing in the role of vice chair
- Director Cañas – Appreciates the community garden at the Miller Education Center and the summer lunch programs; spoke about mentoring young mothers with babies
- Director Seligman – Thanked CCAC representatives for their work in support of the proposed changes to the committee
- Board Chair Strelchun – Thanked Board members for the honor and privilege of being selected to serve as Board chair; pleased with the number of new hires in the personnel report (consent agenda); commended teachers who serve as club directors and coaches for their commitment to students

13. Follow-Up Items.

Request	Action
Provide additional details regarding work plans and measurements for specific focus areas of year 4 of the strategic plan	Will be provided during an upcoming meeting
Provide cost estimates associated with potential Gain Share fund recommendations	Will be provided during an upcoming meeting
Revise policy IFF language regarding the number of CCAC members	Will be provided in a Board update

14. Executive Session. No executive session was called.

15. Adjournment. The meeting was adjourned at 8:50 p.m.




Approved August 14, 2014