

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
September 26, 2017  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

1. **WORK SESSION**

Board Present:

Lisa Allen, Chair  
Wayne Clift  
Martin Granum  
Erika Lopez  
Jaci Spross  
Kim Strelchun  
Mark Watson

Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Beth Graser, Director, Communications  
Michelle Morrison, Director, Business Services  
Martha Méndez Bolaños, Bilingual Interpreter / Translator  
Val Bokma, Assistant to the Board  
Devin Hunter, Technology Support

Others Present:

Kristen Miles, OSBA

CCAC Candidates Present:

Ray Anderson	Rebecca Nelson
Marisol Cariño	Linda Osuna
April Davis	Lauren Stillman-Smith
Heriberta Diaz	Kimberly Wenger
Joe Everton	Jennifer Cruz Hernandez
Laura Gomez	Maria de los Angeles Mejia
Jose Luis Nava	Pedro Roman

Board Chair Lisa Allen called the meeting to order at 5:17 PM.

a. Introduction of Citizens' Curriculum Advisory Committee Applicants

Assistant Superintendent Travis Reiman introduced the following Citizens' Curriculum Advisory Committee (CCAC) candidates, who spoke to the Board regarding their qualifications and interest in serving on the committee.

Ray Anderson	Rebecca Nelson
Marisol Cariño	Linda Osuna
April Davis	Lauren Stillman-Smith
Heriberta Diaz	Kimberly Wenger
Joe Everton	Jennifer Cruz Hernandez (student)
Laura Gomez	Maria de los Angeles Mejia (student)
Jose Luis Nava	Pedro Roman (student)

The following CCAC candidates were unable to attend the meeting:

Stephanie Blair	Angel Benitez Jimenez (student)
Meghan McCrary	Grace Parra (student)

The number of candidates (13 adults and five students, including five candidates applying for reinstatement) exceeded the number of vacant positions on the committee (seven two-year positions, two one-year positions, and four two-year student positions). Therefore, it was agreed that Board members would select their preferred candidates, in order to identify a slate of candidates to be appointed to the open positions.

Director Mark Watson selected Marisol Cariño, Heriberta Diaz, Joe Everton, Laura Gomez, Jose Luis Nava, Rebecca Nelson, Linda Osuna, Lauren Stillman-Smith, Kimberly Wenger, Jennifer Cruz Hernandez, Maria de los Angeles Mejia, Grace Parra, and Pedro Roman.

Director Wayne Clift selected Ray Anderson, Marisol Cariño, April Davis, Heriberta Diaz, Joe Everton, Laura Gomez, Jose Luis Nava, Rebecca Nelson, Lauren Stillman-Smith, Jennifer Cruz Hernandez, Angel Benitez Jimenez, Grace Parra, and Pedro Roman.

Director Jaci Spross selected Marisol Cariño, Heriberta Diaz, Joe Everton, Laura Gomez, Jose Luis Nava, Rebecca Nelson, Linda Osuna, Lauren Stillman-Smith, Kimberly Wenger, Jennifer Cruz Hernandez, Maria de los Angeles Mejia, and Pedro Roman.

Director Erika Lopez selected Ray Anderson, Stephanie Blair, Marisol Cariño, April Davis, Heriberta Diaz, Laura Gomez, Jose Luis Nava, Rebecca Nelson, Linda Osuna, Jennifer Cruz Hernandez, Maria de los Angeles Mejia, Grace Parra, and Pedro Roman.

Director Kim Strelchun selected Marisol Cariño, April Davis, Heriberta Diaz, Joe Everton, Laura Gomez, Jose Luis Nava, Rebecca Nelson, Linda Osuna, Kimberly Wenger, Jennifer Cruz Hernandez, Maria de los Angeles Mejia, Angel Benitez Jimenez, Grace Parra, and Pedro Roman.

Board Chair Lisa Allen selected Ray Anderson, Marisol Cariño, April Davis, Joe Everton, Laura Gomez, Jose Luis Nava, Rebecca Nelson, Linda Osuna, Kimberly Wenger, Jennifer Cruz Hernandez, Maria de los Angeles Mejia, Angel Benitez Jimenez, Grace Parra, and Pedro Roman.

Director Martin Granum selected Marisol Cariño, April Davis, Heriberta Diaz, Joe Everton, Laura Gomez, Jose Luis Nava, Linda Osuna, Lauren Stillman-Smith, Kimberly Wenger, Jennifer Cruz Hernandez, Maria de los Angeles Mejia, Grace Parra, and Pedro Roman.

Based on these selections the following slate of candidate was identified, to be appointed during the regular session:

Two-year positions:

- Marisol Cariño
- Heriberta Diaz
- Joe Everton
- Laura Gomez
- Jose Luis Nava
- Rebecca Nelson
- Linda Osuna

One-year positions:

- April Davis
- Kimberly Wenger

Student positions:

- Jennifer Cruz Hernandez
- Maria de los Angeles Mejia
- Angel Benitez Jimenez
- Grace Parra
- Pedro Roman

Board members discussed whether to limit the number of student positions to the baseline number of four, or appoint all five of the students who applied. Factors that were discussed included the quality of the applications, past practice, and students' commitments that may impact their ability to attend all meetings. The consensus of the Board, following this discussion, was to appoint all five students.

The appointment of CCAC members was scheduled to take place during the regular session.

Director Kim Strelchun asked Assistant Superintendent Reiman to inform CCAC candidates who were not selected for appointment that the Board would like them to be informed of other volunteer opportunities that align with their interests and skills.

b. Review Budget Committee Applications and Determine Selection Process

Director of Business Services Michelle Morrison explained that there are four vacant positions on the Budget Committee: two with terms ending on June 30, 2020; one with a term ending on June 30, 2019; and one with a term ending on June 30, 2018. Nine applications have been received, including one application for reinstatement. The eligibility of all applicants has been confirmed with the Washington County Elections Office, and the applications are available for the Board to review. Board members discussed options for selecting candidates to be appointed to these positions, with a consensus that using a selection process similar to that used to select CCAC candidates would be preferable this year, considering Board members' current time commitments.

c. OSBA Promise Scholarship Program: Board Members' Roles and Responsibilities (Intermediate)

OSBA Board Development Specialist Kristen Miles presented the second session in a series of workshops for school board members. Key aspects of the discussion included a review of the Board / Superintendent working agreements document (including how the document was developed, how it is used, and suggestions for additional revisions); the importance of Board culture, teambuilding, and developing an understanding of each members' strengths, communication style, and priorities; the Board's process and schedule for self-evaluation; and the Board's project for the OSBA Promise Scholarship Program.

The Board / Superintendent working agreements will be updated as a result of this discussion. The document is scheduled for readoption on October 24.

The Board will identify a project for the Promise Scholarship Program prior to the third training session.

d. Board Discussion Time

Director Lisa Allen informed the Board that an action item was added to the regular session (approving the nomination of Mark Watson to the Metro Policy Advisory Committee), and seven policies were on the agenda for first reading.

1) Board Meeting Recordings / Meeting Start Time

This item was moved to the regular session, due to time constraints.

e. Recess Board Meeting

The meeting was recessed at 6:58 PM.

## **REGULAR SESSION**

### Board Present:

Lisa Allen, Chair  
Wayne Clift  
Martin Granum  
Erika Lopez  
Jaci Spross  
Kim Strelchun  
Mark Watson

### Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Kona Lew-Williams, Chief Human Resources Officer  
Olga Acuña, Director, Federal Programs  
Beth Graser, Director, Communications  
Michelle Morrison, Director, Business Services  
Val Bokma, Assistant to the Board  
Martha Méndez Bolaños, Bilingual Interpreter / Translator  
Gaspar Lopez Lopez, Bilingual Interpreter  
Devin Hunter, Technology Support

### Others Present:

Jill Golay, HEA  
Melody Hansen, HCU

### Hillsboro Schools Foundation

Matt Brennan  
Harvey Berkey  
Aron Carleson  
Sue Voigt  
Ginny Watson  
Nadine Zimmerlund

#### 2. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:09 PM and led the Pledge of Allegiance.

#### 3. Approval of Agenda

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, to approve the agenda. The MOTION CARRIED (7-0).

#### 4. Audience Time

No requests to address the Board were submitted.

#### 5. REPORTS AND DISCUSSION

##### a. Hillsboro Schools Foundation – Annual Report

Hillsboro Schools Foundation (HSF) President Matt Brennan presented an overview of HSF's recent contributions to benefit District students, through the funding of innovative programs and curriculum at schools throughout the District. Fundraising efforts include HSF's annual gala (scheduled for February 24, 2018); the annual phone-a-thon, with hundreds of high school students participating; and partnerships with local businesses and organizations. Following the report, HSF staff presented the District with a \$134,000 check for Science-Technology-Engineering-Math (STEM) kits that coordinate with the new Amplify Science curriculum.

Superintendent Scott thanked HSF for their tremendous contributions over the years, the benefits they have provided for students, and their engagement of the community.

##### b. Present Superintendent's Goals

Superintendent Mike Scott presented his goals for the 2017-18 school year. Superintendent Scott's goals are included in the Board meeting packet.

c. Financial Report

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

d. 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 IGBC: Title IA / Parental and Family Involvement

Director of Federal Programs Olga Acuña presented revisions to policy IGBC: Title IA / Parental and Family Involvement for first reading. She explained that OSBA has recommended the revisions in order to align the policy with the Every Student Succeeds Act of 2015 (ESSA). Director Acuña briefly outlined the requirements for ensuring that parents and families are engaged in the education of their students, adding that Hillsboro School District's processes already align with most of the policy requirements.

The policy is included in the Board meeting packet.

2) Policy IGBAC: Special Education – Personnel; and Policy GCL/GDL: Staff Development

Chief Human Resources Officer Kona Lew-Williams presented revisions to policy IGBAC: Special Education – Personnel; and policy GCL/GDL: Staff Development for first reading. She explained that the proposed revisions are based on OSBA's recommendations to align the policies with ESSA requirements, and on Teacher Standards and Practices Commission (TSPC) requirements. Chief Human Resources Officer Lew-Williams also explained that the District is transitioning into the use of an electronic system that streamlines the process of submitting professional development units to TSPC.

These policies are included in the Board meeting packet.

3) Policy IGBBA: Identification – Talented and Gifted; and Policy IG BBB: Identification – Talented and Gifted Students among Nontypical Populations (Delete)

Assistant Superintendent Travis Reiman presented revisions to policy IGBBA: Identification – Talented and Gifted for first reading, explaining that OSBA recommends that language regarding under-represented populations (currently included in policy IG BBB) be incorporated into policy IGBBA, so that a single policy addresses the identification process for all talented and gifted students, and that policy IG BBB be deleted.

These policies are included in the Board meeting packet.

4) Policy GBH/JECAC: Staff/Student/Parent Relations

Assistant Superintendent Dayle Spitzer presented policy GBH/JECAC: Staff/Student/Parent Relations for first reading, explaining that the revisions clarify and update the policy regarding the rights of noncustodial parents. The policy is included in the Board meeting packet.

5) Policy JEA: Compulsory Attendance

Assistant Superintendent Dayle Spitzer presented policy JEA: Compulsory Attendance for first reading, explaining that the revisions include references to

Oregon Revised Statutes regarding emancipated minors. The policy is included in the Board meeting packet.

6) Policy KAB: Parental Rights

Assistant Superintendent Dayle Spitzer presented policy KAB: Parental Rights for first reading, explaining that the revisions reflect the provisions of ESSA, and the District's practices already align with these requirements. The policy is included in the Board meeting packet.

7) Policy IFF: Citizens' Curriculum Advisory Committee

Assistant Superintendent Travis Reiman presented policy IFF: Citizens' Curriculum Advisory Committee for first reading, explaining that the revisions reflect the District's current process, which allows for a more extensive recruitment. In response to a question from Director Erika Lopez regarding eligibility requirements, Assistant Superintendent Reiman explained that CCAC members must be community members who live within the District boundaries. The version of the policy that will be presented for approval on October 24 will be updated to clarify this. The policy is included in the Board meeting 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 Jaci Spross, to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- a. Approve Minutes of July 11, 2017, Board Meeting
- b. Approve Minutes of July 31, 2017, Board Meeting
- c. Approve Routine Personnel Matters
- d. Approve Resolution for Inclusion under the State of Oregon Deferred Compensation Plan

7. ACTION ITEMS

a. Appoint Citizens' Curriculum Advisory Committee Members

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, that the Board appoint the following candidates to the seven two-year positions on the CCAC: Marisol Cariño, Heriberta Diaz, Joe Everton, Laura Gomez, Jose Luis Nava, Rebecca Ann Nelson, and Linda Osuna; and appoint the following candidates to the two one-year positions: April Ann Davis and Kimberly Wenger. The MOTION CARRIED (7-0).

Director Kim Strelchun MOVED, SECONDED by Director Mark Watson, that the Board appoint the slate of all five candidates as student members of the CCAC. The MOTION CARRIED (7-0). The student candidates were Jennifer Cruz Hernandez, Maria de los Angeles Mejia, Angel Benitez Jimenez, Grace Parra, and Pedro Roman.

Board members thanked all CCAC applicants and encouraged those who were not appointed to stay involved by volunteering in other roles.

b. Appoint Audit Committee

Board Chair Lisa Allen MOVED, SECONDED by Director Kim Strelchun, to appoint Directors Jaci Spross, Martin Granum, Erika Lopez, and Mark Watson to the audit committee. The MOTION CARRIED (7-0).

- c. Nominate Oregon School Boards Association (OSBA) Board Members  
Board Chair Lisa Allen opened the floor to nominations for position 16 on the OSBA board of directors. No Board members expressed interest in this opportunity, although support was expressed for the incumbent, Maureen Wolf, who reportedly has expressed an interest in reapplying. Board Chair Allen closed the nominations.
- d. Nominate OSBA Legislative Policy Committee Members  
Board Chair Lisa Allen MOVED, SECONDED by Director Martin Granum, to nominate Kim Strelchun to position 15 on the OSBA Legislative Policy Committee (LPC). The MOTION CARRIED (7-0).

There was no nomination for position 16 on the LPC.

OSBA elections will be conducted during the December 12 Board meeting, and newly elected OSBA board members will officially take office on January 1, 2018.

- e. Adopt District Evaluation Process  
Director of Communications Beth Graser asked the Board to adopt the District evaluation process, explaining that the process previously presented to the Board for review and feedback has been revised in response to Board members' input, and the process framework is integrated with accountability tools that are already in place. The first report will be included with the Key Academic Achievement Indicators brochure that will be released in March, after graduation data is received, and it may be possible to reference other documentation on the District website to provide additional context.

Director Erika Lopez MOVED, SECONDED by Director Kim Strelchun, to adopt the District evaluation process. The MOTION CARRIED (7-0).

- f. Award Contracts for Architectural Services  
Chief Financial Officer Adam Stewart explained that, in preparation for the November 2017 bond election, the District has published requests for proposals (RFPs) for the six types of projects that will be included in the bond. Three contracts were approved by the Board on September 12 and the remaining three are now being presented to the Board for approval

- 1) Award Architectural Services Contract for Middle School Addition and Renovation Projects

Director Martin Granum MOVED, SECONDED by Director Kim Strelchun, to award the contract for architectural services for middle school addition and renovation projects at Evergreen, Poynter, R.A. Brown, and South Meadows Middle Schools to Soderstrom Architects. The MOTION CARRIED (7-0).

- 2) Award Architectural Services Contract for Satellite Transportation / Maintenance Facility

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, to award the contract for architectural services for a satellite transportation / maintenance facility to BBL Architects. The MOTION CARRIED (7-0).

- 3) Award Architectural Services Contract for Elementary School Renovation Projects

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, to award the contract for architectural services for elementary school renovation projects at all Hillsboro School District elementary schools to Mahlum Architects. The MOTION CARRIED (7-0).

- g. Approve the Nomination of Metro Policy Advisory Committee (MPAC) Member / Alternate  
Board Chair Lisa Allen explained that a position on the Metro Policy Advisory Committee (MPAC) has become vacant because the previous MPAC member is no longer serving on a local school board. Nominations are due by October 6, and regional school boards will be asked to vote on nominees at a future date. Board Chair Allen explained that Director Mark Watson has expressed an interest in serving on the MPAC.

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, to nominate Director Mark Watson to serve on the Metro Policy Advisory Committee. The MOTION CARRIED (7-0).

8. HCU/HEA Reports

HCU Vice President of Bargaining Melody Hansen discussed the importance of every classified staff member and the considerable impact on staff when substitutes are not available to cover absences. She requested that the causes of the limited availability of substitutes be examined and resolved.

HEA President Jill Golay discussed the importance of the school bond, and the need to find ways to reduce class sizes.

9. Superintendent's Time

Superintendent Scott discussed District events, programs, and processes, and provided a brief summary of his recent and upcoming activities. He also thanked the District's community partners for their work, which is resulting in increasingly significant benefits for students; and he commended Facilities Department staff for all of the important projects they accomplish every summer.

10. Board of Directors' Time

Board members discussed District events, programs, and processes, and provided brief summaries of their recent and upcoming activities. Their comments focused on the work that is being accomplished by Board and community members to promote the bond, the work of District committees on which Board members are participating; meetings at schools and throughout the community; and community events that benefit students.

1) Board Meeting Recordings / Meeting Start Time

This discussion was moved from the work session due to time constraints.

Board members discussed the possibility of beginning work sessions at 5:00 PM, to allow additional time during work sessions that are followed by regular sessions. Since not all Board members would be available at 5:00 PM, work sessions will continue to begin at 5:15 PM. Regular sessions may begin a bit later than 7:00 PM on some evenings, if this is necessary to allow additional time during the work session. Superintendent Scott noted that the OSBA training sessions are valuable, and after this program is completed, there will be fewer challenges with the work session schedules.

Board Chair Lisa Allen explained that a community member pointed out that the 2016 Board retreat was audio recorded, but the 2017 Board retreat was not. The 2017 retreat was the second retreat that has taken place since the District began posting audio recordings of work sessions on the Board's web page, and this year's retreat took place at an off-site location, and contained a large professional development segment. Board Chair Allen asked the Board to determine what the practice should be regarding audiotaping Board retreats.



Board members discussed the matter at length, considering factors that included business versus training segments of the meeting, the number of community members who access the posted work session recordings, the importance of transparency and consistency, the fact that Board retreats are public meetings, the amount of effort required by staff to prepare and post the recordings, and the feasibility of recording sections of the meeting that may involve different types of discussions (for example, group activities that may take place outdoors). The consensus was that, in the future, Board retreats would be audio taped in their entirety.

11. Follow-Up Items

Agenda Item / Request	Action

12. Executive Session

No executive session was called.

13. Adjournment

The meeting was adjourned at 8:27 PM.



Approved October 24, 2017