

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
 December 12, 2017
 District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. WORK SESSION

Board Present:

Kim Strelchun, Vice Chair
 Wayne Clift
 Martin Granum
 Erika Lopez
 Jaci Spross
 Mark Watson*

*on speaker phone

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
 Michelle Morrison, Director, Business Services
 Beth Graser, Director, Communications
 Val Bokma, Assistant to the Board
 Diana Kleintob, Technology Support

Board Vice Chair Kim Strelchun called the meeting to order at 5:16 PM, and announced that Board Chair Lisa Allen was unable to attend the meeting, and Director Mark Watson would be attending via speaker phone.

a. Discuss Process and Timeline for Filling Board Vacancy

Board members discussed the process and timeline for filling the vacant position on the Board. They approved the following process and timeline, which will be posted on the District website:

12/12/17 Board Meeting	<ul style="list-style-type: none"> • The Board determines a process and timeline for filling the vacant position • The Board officially accepts the resignation and declares the vacancy • The Board votes to approve the process
12/13/17	<ul style="list-style-type: none"> • A news release will be sent to the papers • Application information will be posted on the District website
12/13/17 – 1/16/18	<ul style="list-style-type: none"> • Applications (paper and email) will be received by the Board secretary and date-stamped <ul style="list-style-type: none"> ○ Eligible applicants must be legally registered voters and residents within the District for one year immediately preceding the appointment ○ Applicants cannot be current Hillsboro School District staff members
1/16/18	Applications must be received by the Board Secretary by 5:00 PM on January 16, 2018
1/9/18 Board Meeting	The Board will discuss the interview questions
1/17/18 – 1/23/18	Board members will individually screen applications

1/23/18 Board Meeting	<ul style="list-style-type: none"> • The Board will finalize the interview questions • The Board will discuss the screening scores and identify the applicants to be interviewed <ul style="list-style-type: none"> ○ Each Board member will identify their top three candidates and briefly explain their reasons ○ The number of candidates to be interviewed will depend on the number of applicants
1/24/18	The Board secretary will inform applicants of the Board's decision, and schedule interviews with the selected candidates
2/13/18 Board Meeting	<ul style="list-style-type: none"> • The Board will conduct interviews • The Board will vote to select the candidate • The Board will appoint the new Board member and administer the oath of office

- b. Discuss Revisions to Policy JHC: Student Health Services and Requirements
 Board members discussed potential revisions to policy JHC: Student Health Services and Requirements. A key point of the discussion was whether the language prohibiting school-based health center staff from prescribing contraceptives should be revised. Board members asked staff to obtain clarification regarding legal requirements and to research policy language that other districts have adopted regarding this matter. The Board is tentatively scheduled to review and discuss potential revisions to policy JHC on January 9, review a first reading of the policy on January 23, and policy revisions on February 27.
- c. Budget Update / Bond Update / Present Bond Oversight Committee Plan
 Chief Financial Officer Adam Stewart provided an update on the December 12 bond sale, and presented a draft process for forming a Citizens' Bond Oversight Committee, with an outline of the work to be performed by the committee. (The draft document is included in the Board meeting packet.) Based on the Board's input, the timeline for appointing members to the committee will be adjusted so that selection and appointment occurs after the Board member vacancy is filled. The application and timeline will be posted on the District's website.
- d. Public Employees Retirement System (PERS) Update
 Director of Business Services Michelle Morrison presented an overview of the Public Employees Retirement System (PERS) and its impact on the District's budget.
- e. Legislative Priorities Input / Update
 The Board reviewed the legislative priorities that were adopted for the 2017 full session, and discussed priorities for the 2018 short session and current legislative activity.
- f. Board Discussion Time
- 1) Process for First Reading of Policies
 Superintendent Mike Scott presented a suggestion, discussed recently by the District's Policy Committee, that policy first readings continue to be scheduled on Board meeting agendas and included in Board meeting packets, and that staff members continue to be present at Board meetings to answer any questions that may arise regarding the policy revisions, but that staff members no longer present information that is already included in the Board meeting packet. This would improve the efficiency of processing policy updates, while ensuring that the first readings of policies continue to be available to the public.

g. Recess Board Meeting

The meeting was recessed at 6:43 PM.

REGULAR SESSION

Board Present:

Kim Strelchun, Vice Chair
Wayne Clift
Martin Granum
Erika Lopez
Jaci Spross
Mark Watson*
*on speaker phone

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
Nathan Roedel, Executive Director, Nutrition Services
Casey Waletich, Executive Director, Facilities, Safety, Operations
Beth Graser, Director, Communications
Michelle Morrison, Director, Business Services
Leah McCarthy, Risk Manager
Jeff Jones, Finance Manager
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter
Gaspar Lopez Lopez, Bilingual Interpreter
Diana Kleintob, Technology Support

Others Present:

Larry Grant,
Grove, Mueller &
Swank, PC
Brian Pendergrass, HHS
Kori Shackelford, HHS
Paul Lardy, LHS
Kevin Crabtree, LHS
Todd Patterson, GHS
Chris Winikka, CHS
Terry Alexander, HHS
Devin Hunter, HCU
Jill Golay, HEA

2. Call to Order and Flag Salute

Board Vice Chair Kim Strelchun reconvened the meeting at 7:00 PM and led the Pledge of Allegiance. Board Chair Lisa Allen was unable to attend the meeting. Director Mark Watson attended via speaker phone.

3. RECOGNITION / PRESENTATION

Recognition and Appreciation – Outgoing Board Member Wayne Clift

Superintendent Mike Scott and Board members recognized Director Wayne Clift for his years of leadership and service on the Hillsboro School District Board of Directors, and expressed support for his decision to continue the work of education as a teacher. Director Clift's resignation from the Board of Directors was effective on December 12, following the adjournment of the Board meeting.

4. Approval of Agenda

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, to approve the agenda. The MOTION CARRIED (6-0).

5. Audience Time

The following audience members addressed the Board:

- Joe Everton addressed the Board regarding proposed revisions to policy BDDH and BDDH-AR: Public Comments at Board Meetings
- Erika Probst addressed the Board regarding school-based health center services

6. REPORTS AND DISCUSSION

a. First Reading – 2017-18 Drug, Alcohol, and Tobacco Prevention Plan

Casey Waletich, Executive Director of Facilities, Safety, and Operations, presented the first reading of the 2017-18 Drug, Alcohol, and Tobacco Prevention Plan. The plan is included in the Board meeting packet.

b. Annual Safety Report

Executive Director Casey Waletich presented the annual safety report. The report is included in the Board meeting packet.

c. First Reading – New High School Courses

Assistant Superintendent Travis Reiman, Citizens' Curriculum Advisory Committee (CCAC) Chair Linda Osuna, CCAC Vice Chair Rebecca Nelson, and sponsoring teachers presented the following new course proposals for first reading:

- 1) Bioscience Technologies – Brian Pendergrass (Hillsboro High School)
- 2) Veterinary Science Pathway – Kori Shackelford (Hillsboro High School)
- 3) Sustainable Agriculture 1 and 2 – Paul Lardy (Liberty High School)
- 4) Sustainable Design 1 and 2 – Todd Patterson (Glencoe High School)
- 5) Basic Construction and Advanced Construction – Kevin Crabtree (Liberty High School)
- 6) Computer Game Programming 1, 2, and 3 – Chris Winikka (Century High School) and Terri Alexander (Hillsboro High School)
- 7) Computer Science Principles – Terry Alexander (Hillsboro High School)

The course proposals are included in the Board meeting packet. They are scheduled to be presented to the Board for approval on January 23, 2018, and implemented in the 2018-19 school year.

d. Division 22 Assurances

Assistant Superintendent Travis Reiman presented the required annual report on the District's compliance with the Division 22 Standards for Public Elementary and Secondary Schools, stating that the Hillsboro School District assures compliance with all associated laws and regulations, with the exception of curriculum adoption. He explained that, due to budgetary restrictions, curriculum has not been adopted on cycle in several content areas, but instruction in all content areas aligns with the required standards.

e. Annual Risk Management Report

Chief Financial Officer Adam Stewart introduced District Risk Manager Leah McCarthy and presented the annual risk management report. The report is included in the Board meeting packet.

f. Annual Support Services Report

Chief Financial Officer Adam Stewart presented the annual support services report, which includes information regarding the Facilities and Maintenance, Nutrition Services, and Transportation Services departments. The report is included in the Board meeting packet.

g. Strategic Plan Goals Update

Assistant Superintendent Travis Reiman presented a progress update on the SMART goals that were identified for year two of the District's Strategic Plan. The 2017-18 work plan and SMART goals updates are posted on the District website.

h. Financial Report

Chief Financial Officer Adam Stewart presented the monthly financial report. Superintendent Mike Scott announced that, effective January 1, Chief Financial Officer Stewart will be moving into a new role as the District's Capital Projects Officer, and Director of Business Services Michelle Morrison will become the Chief Financial Officer.

The financial report is included in the Board meeting packet.

e. Policies—First Reading

The following policies were presented for first reading, and are included in the Board meeting packet. 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 January 23 Board meeting.

- 1) Policy JEA: Compulsory Attendance
(presented by Assistant Superintendent Dayle Spitzer)
- 2) Policy IKF: Graduation Requirements
(presented by Assistant Superintendent Dayle Spitzer)
- 3) Policy CBA: Qualifications and Duties of the Superintendent;
Policy CBG: Evaluation of the Superintendent; and
CBG-AR: Superintendent Evaluation Form (delete)
(presented by Superintendent Mike Scott)

7. CONSENT AGENDA

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

Director Jaci Spross MOVED, SECONDED by Director Martin Granum, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

- a. Approve Minutes of November 14, 2017, Board Meeting
- b. Approve Minutes of November 28, 2017, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Adopt Planning Calendar for the 2018-19 Budget
- f. Approve Clerk / Officer Designations
- g. Approve Policy Revisions

The following policies were presented for first reading on November 14, 2017

- 1) Policy GCDA/GDDA: Criminal Records Check / Fingerprinting; and IICC: Volunteers

- 2) Policy IGBI: Bilingual Education
- 3) Policy KBA and KBA-AR: Public Records

8. ACTION ITEMS

a. Accept Board Member Resignation, Announce Board Vacancy, and Approve Appointment Process and Timeline

Director Jaci Spross, SECONDED by Director Erika Lopez, MOVED to accept Director Wayne Clift's resignation from position 7 on the Board of Directors, effective December 12, 2017; announce the vacancy of Board position 7; and approve the appointment process and timeline. The MOTION CARRIED (6-0).

The appointment process and timeline was discussed during the work session and will be posted on the District website.

b. Approve Annual Report

Director of Communications Beth Graser presented the annual report – a compilation of data from the 2016-17 school and District report cards – which is posted on the District website.

Director Erika Lopez, SECONDED by Director Jaci Spross, MOVED to approve the annual report. The MOTION CARRIED (6-0).

c. Accept 2016-17 Audit Report

Larry Grant of Grove, Mueller & Swank, PC, the District's financial auditor, presented the 2016-17 Comprehensive Annual Financial Report, and explained that there were no findings. The report is posted on the District website.

Director Martin Granum, SECONDED by Director Wayne Clift, MOVED to accept the audit report for 2016-17. The MOTION CARRIED (6-0).

d. Approve Bond Oversight Committee Plan

Director Erika Lopez, SECONDED by Director Jaci Spross, MOVED to approve the plan for the Citizens' Bond Oversight Committee, with date adjustments discussed during the work session to accommodate the Board member selection process. The MOTION CARRIED (6-0).

The draft Citizens' Bond Oversight Committee plan, discussed during the work session, is included in the Board meeting packet.

e. Approve Revisions to Policy BDDH and BDDH-AR: Public Comment at Board Meetings; and Policy BDDC: Board Meeting Agenda

Superintendent Mike Scott presented policy BDDH and BDDH-AR: Public Comment at Board Meetings; and policy BDDC: Board Meeting Agenda for approval. (These policies were presented for first reading on November 14 and November 28, 2017, and are included in the Board meeting packet.)

Director Martin Granum, SECONDED by Director Jaci Spross, MOVED to approve the revisions to policy BDDH and BDDH-AR and policy BDDC, with the following amended language in policy BDDH: "During a regular session of a Board meeting that is open to the public, a portion of the agenda shall be designated for public comment." The MOTION CARRIED (6-0).

- f. Elect Member to the OSBA Board of Directors
 Director Erika Lopez, SECONDED by Director Jaci Spross, MOVED that the Board cast its vote for Marueen Wolf for the OSBA Board of Directors, position 16. The MOTION CARRIED (6-0).
- g. Elect Members to the OSBA Legislative Policy Committee
 Director Jaci Spross, SECONDED by Director Martin Granum, MOVED that the Board cast its votes for Kim Strelchun for the OSBA Legislative Policy Committee, position 15, and Becky Tymchuk for the OSBA Legislative Policy Committee, position 16. The MOTION CARRIED (6-0).
- h. Vote on OSBA Resolution
 Director Martin Granum, SECONDED by Director Erika Lopez, MOVED that the Board vote to support Resolution 1 to reorganize the Oregon School Boards Association as a non-profit corporation and adopt the proposed 2017 bylaws. The MOTION CARRIED (6-0).
- i. Approve the Appointment of Metro Policy Advisory Committee (MPAC) Alternate
 Director Mark Watson, SECONDED by Director Jaci Spross, MOVED to appoint Karen Emerson to the Metro Policy Advisory Committee alternate position. The MOTION CARRIED (6-0).

9. NWRESA/HCU/HEA Reports

HCU President Devin Hunter thanked Chief Financial Officer Adam Stewart for the work he has done in his position as Chief Financial Officer, and discussed collaborating to find solutions for challenges related to the Public Employees Retirement System (PERS) and the availability of trained substitutes.

HEA President Jill Golay thanked Chief Financial Officer Adam Stewart and Director Wayne Clift for the positive impact they have had in their roles, discussed ballot measure 101, and thanked Superintendent Scott for the recent listening session.

10. Superintendent's Time

Superintendent Scott thanked Director Wayne Clift and Chief Financial Officer Adam Stewart for their service, welcomed Director Michelle Morrison to her new role, discussed District programs and processes, and provided a brief summary of his recent and upcoming activities.

11. Board of Directors' Time

Board members discussed District programs and resources, expressed appreciation for Director Wayne Clift and Chief Financial Officer Adam Stewart, and welcomed Director Michelle Morrison to her new position.

Board Chair Kim Strelchun announced that she would be unable to attend the January 9 Board meeting.

12. Follow-Up Items

Agenda Item / Request	Action

13. Executive Session
No executive session was called.
14. Adjournment
The meeting was adjourned at 9:26 PM.

A handwritten signature in black ink, appearing to be the initials 'JA'.A handwritten signature in black ink that reads 'Valerie J. Bakema'.

Approved January 23, 2018