

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
January 23, 2018
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **EXECUTIVE SESSION**

ORS 192.660(2)(d)—Labor Negotiator Consultation

Board Present:

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

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board

Others Present:

Brian Hungerford, Attorney

Board Chair Lisa Allen called the meeting to order at 5:16 PM, and moved the Board into executive session under ORS 192.660(2)(d)—labor negotiator consultation. The Board discussed labor negotiations with its attorney; no action was taken.

Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:51 PM.

2. **WORK SESSION**

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
Martin Granum
Erika Lopez
Jaci Spross
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
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Diana Kleintob, Technology Support

Budget Committee Present:

Nina Carlson
Elizabeth Christensen
Christopher Clark
Matthew Long
Heather Monaghan
Michael Smith

Board Chair Lisa Allen reconvened the meeting at 5:55 PM.

a. Budget Workshop

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison presented information regarding the Hillsboro School District's budget development process, decisions that were made in developing the 2017-18 budget, and factors that may impact the budget for the remainder of the current school year and the 2018-19 school year.

The Budget Committee is currently scheduled to meet with the Board during the February 27 and March 13 work sessions, and to approve the proposed 2018-19 District budget on April 24. The budget approved by the Budget Committee is scheduled to be presented to the Board for adoption on June 26.

The meeting was recessed at 6:14 PM, and reconvened at 6:17 PM.

b. Local Service Plan Discussion

Superintendent Mike Scott discussed the process of developing the Northwest Regional Education Service District's (NWRES D's) local service plan, and provided an overview of the services that NWRES D provides for the Hillsboro School District (HSD). He explained that the HSD Board is scheduled to vote on the NWRES D 2018-19 Local Service Plan on February 27, and the local service plan for the upcoming year must be adopted by local school districts annually by March 1. The NWRES D 2018-19 Local Service Plan is included in the Board meeting packet.

c. Board Member Selection Process: Review Final Interview Questions / Select Candidates to Interview

Board members selected five candidates to interview for Board position 7 vacancy, and discussed the interview, selection, and voting process.

Each Board member read the names of the five candidates that they recommended be interviewed for the position.

- Board Chair Lisa Allen selected Valeria Mallett, Yadira Martinez, Jose Luis Nava, Israel Pastrana, and Lamar Wise
- Director Martin Granum selected Annette Campista, Joe Everton, Yadira Martinez, Jose Luis Nava, and Israel Pastrana
- Director Mark Watson selected Christopher Adzima, Annette Campista, Jose Luis Nava, Lamar Wise, and Nadine Zimmerlund
- Director Erika Lopez selected Victor Fiore, Yadira Martinez, Jose Luis Nava, Israel Pastrana, and Lamar Wise
- Director Jaci Spross selected Annette Campista, Joe Everton, Jose Luis Nava, Lamar Wise, and Nadine Zimmerlund
- Director Kim Strelchun selected Maureen Barnhart, Nadine Zimmerlund, Yadira Martinez, Rebecca Nelson, and Israel Pastrana

Candidates who received the highest number of recommendations were:

- Jose Luis Nava (5)
- Yadira Martinez, Israel Pastrana, and Lamar Wise (4 each)
- Annette Campista and Nadine Zimmerlund (3 each)

In order to complete the process of identifying five candidates to interview, Board members submitted a second round of recommendations. Nadine Zimmerlund was selected by four Board members (Directors Mark Watson, Erika Lopez, Jaci Spross,

and Kim Strelchun), and Annette Campista was selected by two Board members (Board Chair Lisa Allen and Director Martin Granum).

As a result of this process, the following five candidates were selected to be interviewed:

- Jose Luis Nava
- Yadira Martinez
- Israel Pastrana
- Lamar Wise
- Nadine Zimmerlund

Interviews will be conducted during the February 13 Board meeting, and the candidate who is selected for the position will be appointed and sworn in during that meeting.

Board members expressed appreciation for community members who applied for the Board position, and said it would be an honor to serve with any one of the applicants, and selecting only five candidates to interview was very difficult.

Board members identified the following supplemental interview questions, to be used if, following the initial round of interviews, no candidate receives a majority of the Board's votes, the Board cannot reach a decision, and a second round of questions is required.

- What are the factors on which you will base your decisions as a school board member?
- How do you believe a school board member can be most effective in making long-lasting, substantial, positive changes for students?
- Why do you believe you are the best applicant for this position?

d. Board Discussion Time

Board members provided brief summaries of their recent and upcoming activities and discussed potential opportunities for students.

Board Chair Lisa Allen clarified that when policy JHC: Student Health Services and Requirements is scheduled for approval, it will be presented as an action item, and policies are only scheduled for approval on the consent agenda when there has not been significant public feedback regarding their revisions.

e. Recess Board Meeting

The meeting was recessed at 6:56 PM.

REGULAR SESSION

Board Present:

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

HSD PAC Members:

Marisol Cariño
Heriberta Diaz
Javier Leon
Karen Moreno

Others Present:

Rob Brauer, GHS
Randy Isaac, Energy Trust
Of Oregon
Rick Rainone, Cornerstone
Management Group
Lisa Poehlitz, NWRESO
Devin Hunter, HCU
Jill Golay, HEA

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Olga Acuña, Director, Federal Programs
Beth Graser, Director, Communications
Brooke Nova, Coordinator, Career and College Pathways
Jim Peterson, Coordinator of Facilities
Heidi Burkart, Resource Conservation Manager
Dorotea Lopez Perez, Early Learning Family Resource Manager
Val Bokma, Assistant to the Board
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Marianna Roman, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

3. **Call to Order and Flag Salute**

Board Chair Lisa Allen reconvened the meeting at 7:10 PM. and led the Pledge of Allegiance.

4. **RECOGNITION / PRESENTATION**

a. **Recognition: School Board Recognition Month – Proclamation**

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

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

Whereas school boards establish clear standards for student performance; and

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

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

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

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

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

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

Now, therefore, I, Mike Scott, hereby declare my appreciation to the members of Hillsboro School District's Board of Directors and proclaim the month of January 2018 to be School Board Recognition Month.

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

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

b. Recognition: Energy Trust of Oregon

Energy Trust of Oregon Account Manager Randy Isaac recognized the Hillsboro School District for energy efficiency accomplishments by presenting a check in the amount of \$65,820.50, which represents the incentives that Energy Trust of Oregon has paid the District over the last year for projects completed at seven schools. The improvements are expected to achieve annual cost avoided energy savings of \$97,000 per year, with significant environmental benefits. Facilities Coordinator Jim Peterson, Resource Conservation Manager Heidi Burkhart, and Chief Operations Officer Casey Waletich were recognized for their roles in the success of these efforts.

5. Approval of Agenda

Director Kim Strelchun MOVED, SECONDED by Director Mark Watson, to approve the agenda. The MOTION CARRIED (6-0).

6. **Recess Board Meeting; Convene Meeting of the Local Contract Review Board**

Board Chair Lisa Allen recessed the Board meeting and convened a meeting of the Local Contract Review Board (LCRB) at 7:20 PM.

a. Public Hearing Regarding the Hillsboro School District Draft Findings of Fact Supporting Specific Exemptions from Competitive Bidding Requirements

1) Public Testimony

Board Chair Lisa Allen declared the public hearing of the Local Contract Review Board open at 7:21 PM and asked for public testimony regarding the findings of fact. Hearing no requests to comment, Board Chair Allen closed the LCRB hearing at 7:22 PM.

2) Presentation of Information

The LCRB reviewed the Hillsboro School District draft findings of fact supporting specific exemptions from competitive bidding requirements for the following projects, as included in the Board meeting packet and presented by Capital Projects Officer Adam Stewart and Rick Rainone of Cornerstone Management Group:

- Use of the Construction Management / General Contractor process for the Brookwood Elementary School replacement project
- Use of the Request for Proposal with Competitive Bid process for synthetic turf fields in 2018-2022
- Special procurements and exemptions from competitive bidding authorizing specific product specifications for:
 - HVAC control systems
 - Wireless clock systems
 - Fire alarm systems
 - Roofing products and systems
 - Lock and door hardware systems
 - Mobile security camera system and digital recording system

The findings of fact are included in the Board meeting packet.

- b: Approve Findings of Fact and Recommendations, and Grant Specific Exemptions from Competitive Bidding Requirements for the Following:
- 1) Use of a Construction Management / General Contractor (CM/GC) Process for the Project at Brookwood Elementary School
 - 2) Use of Alternate Procurement Method for Request for Proposal with Competitive Bid for Process for Synthetic Turf Fields in 2018-2022
 - 3) Exemption from Competitive Bidding Authorizing Specific Product Specifications for the Following:
 - a) HVAC Control Systems to Allerton HVAC Controls
 - b) Wireless Clock Systems to Primex Wireless Clock Systems
 - c) Fire Alarm Systems to Silent Knight Fire Alarm Systems
 - d) Roofing Products and Systems to Tremco Roofing Products
 - e) Lock and Door Hardware Systems to Schlage Locks and Door Hardware
 - f) Mobile Security Camera System and Digital Recording System to 24/7 Security, Inc.

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, that the Board of Directors, acting in the capacity of the Local Contract Review Board, review and approve the draft Findings of Fact supporting specific exemptions from competitive bidding, as presented in this evening's public hearing and listed in the Board meeting packet. The MOTION CARRIED (6-0).

7. **Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting**
Board Chair Lisa Allen recessed the meeting of the Local Contract Review Board and reconvened the Board meeting at 7:33 PM.
8. **Audience Time**
Twelve audience members asked to address the Board regarding revisions to policy JHC: Student Services and Health Requirements. Their comments were heard during the time scheduled for the first reading of this policy.
9. **REPORTS AND DISCUSSION**
 - a. **Hillsboro School District Parent Advisory Committee Report**
Members of the Hillsboro School District Parent Advisory Committee (HSD PAC) presented a report that highlighted their purpose, goals, accomplishments, and recommendations. The HSD PAC advises HSD staff members on matters concerning planning, developing, administering, and evaluating the District's parent

engagement program, and makes recommendations regarding State policies and guidelines, project proposals, and other matters of interest to the PAC. Their goals include advocating for additional access and opportunities for parent involvement and engagement, supporting parents and staff to promote higher levels of collaboration, and collaborating with and supporting school PACs.

- b. Northwest Regional Education Service District (NWRES D) Update
NWRES D Director Lisa Poehlitz presented an update on services provided by NWRES D to the Hillsboro School District.
- c. Dual Credit and Career Technical Education Report
Assistant Superintendent Travis Reiman and Coordinator of College and Career Pathways Brooke Nova presented an update on the expansion of the District's career and college pathways, since the passage of Measure 98, the passage of the District's capital construction bond, and the broadening of partnerships with industry and higher education partners.
- d. Inter-District Transfers Overview and Input – Open Enrollment Update
Director of Communications Beth Graser provided an overview of the open enrollment process in the State of Oregon, and recommended that Hillsboro School District participate in the process, opening spots at schools that can accommodate additional enrollment. Board members agreed to have Director Graser present a proposal of the number and location of openings to the Board for approval in February.
- e. Local Wellness Program – Annual Assessment
Chief Financial Officer Michelle Stewart presented the annual local wellness program assessment report. The report is included in the Board meeting packet.
- f. Financial Report
Chief Financial Officer Michelle Morrison presented the monthly financial report. The report is included in the Board meeting packet.
- g. Policies—First Reading
The following policies were presented for first reading and are included in the Board meeting packet.
 - 1) Policy JHC: Student Health Services and Requirements
(presented by Superintendent Mike Scott)
The revised policy includes changes that were requested by the Board during the January 9 Board work session. Revisions to policy JHC are scheduled to be presented to the Board for approval on February 27.

The following audience members addressed the Board regarding revisions to policy JCH and school-based health center services at Century High School:

- April Davis
- Lyn Jacobs (representing United Unidos)
- Nancy Hursh
- Ingrid Solares (representing United Unidos)
- Lynn Harris
- Sharri Anderson
- Lori Porter (representing Parents' Rights in Education / friends and family members)

- Janamarie Elison
 - Elizabeth Christensen
 - Amanda Adzima
 - Luna Arqueta
 - Drew Cummings (representing State Representative Janeen Sollman)
- 2) Policy FF: Naming Facilities
(presented by Capital Projects Officer Adam Stewart)
If no public comments or questions are received regarding this policy during the review period, it will be placed on the consent agenda for approval during the February 27 Board meeting.
- 3) Policy DDB: Native American Impact Aid Funds; and Policy DDC: Native American Education Program Grants: Title VI Indian Education
(presented by Director of Federal Programs Olga Acuña)
If no public comments or questions are received regarding this policy during the review period, it will be placed on the consent agenda for approval during the February 27 Board meeting.
- 4) Policy GBI: Gifts and Solicitations
(presented by Director of Communications Beth Graser)
If no public comments or questions are received regarding this policy during the review period, it will be placed on the consent agenda for approval during the February 27 Board meeting.
4. RECOGNITION / PRESENTATION *(continued from earlier in the meeting)*
- a. Recognition: School Board Recognition *(continued)*
Board members received plaques created by Glencoe High School students in Rob Brauer' welding class and Mike O'Connor's woodworking class. Superintendent Scott commended Mr. Brauer for his many years of teaching welding and metal working to Glencoe High School students, and providing opportunities for students to obtain jobs that pay well.
10. CONSENT AGENDA
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Erika Lopez asked that policy CBA: Qualifications and Duties of the Superintendent; and Policy CBG: Evaluation of the Superintendent be removed from the consent agenda for Board discussion. She recommended that engagement and outreach be added to the list of performance responsibilities included in policy CBA. During the discussion, the following language was suggested: "Engage with school stakeholders, including students, staff, parents, and community members, to gather input, share information, and build understanding."

Director Martin Granum MOVED, SECONDED by Director Mark Watson, that policies CBA and CBG and CBG-AR be removed from the consent agenda for separate action. The MOTION CARRIED (6-0).

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve policy CBA as amended, approve policy CBG, and approve the deletion of CBG-AR. The MOTION CARRIED (6-0).

CBG-AR: Superintendent Evaluation Form is recommended for deletion by Oregon School Board's Association.

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

Consent Agenda items were as follows:

- a. Approve Minutes of December 12, 2017, Board Meeting
- b. Approve Routine Personnel Matters
- c. Accept Donations
- d. Adopt 2017-18 Drug, Alcohol, and Tobacco Prevention Plan *(presented for first reading on December 12, 2017)*
- e. Approve New High School Course Proposals *(presented for first reading on December 12, 2017)*
 - 1) Bioscience Technologies
 - 2) Veterinary Science Pathway
 - 3) Sustainable Agriculture 1 and 2
 - 4) Sustainable Design 1 and 2
 - 5) Basic Construction and Advanced Construction
 - 6) Computer Game Programming 1, 2, and 3
 - 7) Computer Science Principles
- f. Approve Policy Revisions *(presented for first reading on December 12, 2017)*
 - 1) Policy JEA: Compulsory Attendance
 - 2) Policy IKF: Graduation Requirements
 - 3) Policy CBA: Qualifications and Duties of the Superintendent; Policy CBG: Evaluation of the Superintendent; and CBG-AR: Superintendent Evaluation Form (Delete) *(This items was removed from the consent agenda and approved separately, with additional revisions to policy CBA.)*

11. ACTION ITEMS

- a. Award Contract for Construction Management / General Contractor (CM/GC) Services for Reedville Elementary School Renovations to Inline Construction
Capital Projects Officer Adam Stewart explained that the use of the construction management / general contractor process for the Reedville Elementary School renovation project was approved by the Board in November, a Request for Proposals was published for these services, three companies were interviewed for this work, and the interview team has unanimously selected Inline Construction.

Director Erika Lopez MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors award the contract for Construction Management / General Contractor services for Reedville Elementary School renovations to Inline Construction. The MOTION CARRIED (6-0).

- b. Approve the Dedication Deed and Right-of-Way Dedication Between the City of Hillsboro and the Hillsboro School District for the Brookwood Elementary School / Cedar Street Improvement Project
Capital Projects Officer Adam Stewart provided information regarding this proposal and the benefits that will result for both the Hillsboro School District and the City of Hillsboro. The dedication deed and right-of-way dedication are included in the Board meeting packet.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the Dedication Deed and Right-of-Way Dedication between the

City of Hillsboro and the Hillsboro School District for the Brookwood Elementary School / Cedar Street Improvement Project. The MOTION CARRIED (6-0).

12. NWRESD/HCU/HEA Reports

HCU President Devin Hunter discussed the purchase of new computers, the project of updating / reclassifying position descriptions, professional development funds, and books for children.

HEA President Jill Golay discussed preparations for bargaining and the priorities of licensed staff, thanked Board members for their work, and informed the Board that Hillsboro Education Association teachers have made a donation in honor of the Board to the Oregon Education Foundation, which provides grants for children in need.

13. Superintendent's Time

Superintendent Scott discussed District programs, commended students and staff, and provided a brief summary of his recent activities.

14. Board of Directors' Time

Board members thanked students and staff for their gestures of appreciation; thanked audience members who addressed the Board; discussed District programs and partnerships, commended students, and provided brief summaries of their recent and upcoming activities.

15. Follow-Up Items

Agenda Item / Request	Action

16. Executive Session

No executive session was called.

17. Adjournment

The meeting was adjourned at 9:58 PM.



Approved February 27, 2018