

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
February 27, 2018
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **WORK SESSION**

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
Martin Granum
Erika Lopez
Yadira Martinez
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
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Beth Graser, Director, Communications
Val Bokma, Assistant to the Board
Devin Hunter, Technology Support

Budget Committee Present:

Nina Carlson
Elizabeth Christensen
Heather Monaghan
Michael Smith

Board Chair Lisa Allen called the meeting to order at 5:15 PM.

- a. Review Citizens' Bond Oversight Committee Applications and the Selection Process
Capital Projects Officer Adam Stewart explained that applications for the Citizens' Bond Oversight Committee were accepted through February 16, and 19 community members, including one student, applied.

Board members discussed the applications and the selection process, and determined that 8 to 10 committee members, plus up to 4 students, would be optimal for effectively accomplishing the work of the committee. Board members asked Capital Projects Officer Stewart to notify the applicants of the decision regarding the number of positions on the committee, ensure that the applicants understand that the purpose of the committee is to provide oversight, and confirm whether the applicants are still interested in serving.

Board members discussed qualities and strengths that will be important to consider when selecting members and officers for the committee, and requested information regarding the feeder groups represented by the applicants and their membership on other District committees.

Capital Projects Officer Stewart stated that meetings of the Citizens' Bond Oversight Committee will be open to the public, notices of the meetings will be published, and handouts will be posted on the District website.

The Board is scheduled to select and appoint committee members and designate a chair and vice chair during the March 13 Board meeting,

- b. Teaching and Learning Report: Understanding the Titles
Assistant Superintendents Travis Reiman and Dayle Spitzer provided an overview of the types of federal funding that the District receives for specific programs.
- c. Budget Development Report
Superintendent Mike Scott and Chief Financial Officer Michelle Morrison provided information to the Board and Budget Committee regarding the District's budget development process, funding sources, funding restrictions, expenditures, and the timeline for developing and adopting the budget.
- d. Calendar Discussion
Chief Human Resources Officer Kona Lew-Williams explained that the Board adopted the 2017-18 and 2018-19 school year calendars in December 2016, and this was the first time that the District had adopted a two-year calendar. Adopting multiple years of school calendars is not common practice for public school districts because financial variables create uncertainties that make it difficult to predict the best options so far in advance.

Chief Human Resources Officer Lew-Williams summarized input that has been received from community members regarding the 2018-19 calendar, and presented an overview of factors that are considered in drafting a school year calendar.

Board members discussed potential changes to the 2018-19 school calendar and asked Chief Human Resources Officer Lew-Williams to prepare calendar revision options for the Board to review during the March 13 work session.

Board members recommended that the District not prepare school calendars two years in advance, due to the challenging nature of school funding.

- e. Board Discussion Time
 - 1) Discuss Contract Approval Process
Capital Projects Officer Adam Stewart explained that purchases of more than \$150,000 require Board approval, and the Board will be asked to authorize many contracts related to the bond program over the next 4 ½ years. Capital Projects Officer Stewart explained that many of the contracts related to the District's previous bond program were approved through the consent agenda, and asked the Board if there is an interest in having contracts that are within a specific cost range (to be determined) be included on the consent agenda.

The consensus of the Board was that approving bond-funded contracts on the consent agenda would be an option if they receive the information for review during the week prior to the posting of the Board meeting packet. Items can be removed from the consent agenda, as needed, to be discussed and approved as separate action items.
 - 2) Board Discussion
Due to time constraints, this item was moved to the regular session.
- f. Recess Board Meeting
The meeting was recessed at 6:54 PM.

REGULAR SESSION

Board Present:

Lisa Allen, Chair
Kim Strelchun, Vice Chair
Martin Granum
Erika Lopez
Yadira Martinez
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
Don Wolff, Chief Information Officer
Elaine Fox, Executive Director, Student Services
Olga Acuña, Director, Federal Programs
Beth Graser, Director, Communications
Kristin Gerber, TOSA / Teacher Mentor and Early Learning
Kelly Purdy, TOSA / CCP and Early Learning
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Marianna Roman, Bilingual Interpreter / Translator
Devin Hunter, Technology Support

Others Present:

Ben Noyes and Mariachi
Sangre Azul
Quillen Franklin, LHS
Emory Souza, SRO
Angelica Suminski, LHS
Melody Hansen, HCU
Jill Golay, HEA

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

Board Chair Lisa Allen reconvened the meeting at 7:08 PM and led the Pledge of Allegiance.

3. **RECOGNITION / PRESENTATION**

a. **Student Presentation: Hillsboro High School Mariachi Band**

Mariachi Sangre Azul, a curricular mariachi class offered at Hillsboro High School and open to all Hillsboro School District high school students, performed for the Board with band director Ben Noyes.

b. **Recognition: Liberty High School Life-Saving Staff**

School Resource Officer Emory Souza, school nurse Angelica Suminski, and school nurse / basketball coach Tatiana Misa were recognized for saving the life of Liberty High School student Quillen Franklin in an emergency medical situation. (Tatiana Misa was unable to be present for the recognition.)

4. **Approval of Agenda**

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

5. **Audience Time**

Leah O'Dell addressed the Board regarding procedures for documenting and communicating with parents regarding room clears.

Danny Adzima addressed the Board regarding mental health support for secondary students. (Mr. Adzima's comments were heard following the District evaluation report.)

Two audience members addressed the Board regarding access to contraception. Their comments were heard during Action Item 8c: Approve Revisions to Policy JHC: Student Health Services and Requirements.

6. REPORTS AND DISCUSSION

a. District Evaluation: 2016-17 School-Year-End Summary / Annual Student Achievement Report

Director of Communications Beth Graser presented the 2016-17 Report of Student Achievement and School-Year-End Summary. These documents are included in the Board meeting packet.

b. Technology Services Department Overview and Bond Projects Update

Chief Information Officer Don Wolff presented an overview of the Technology Services department, the District's technology infrastructure, and bond program work that is planned and in process.

c. Graduation Rates Update

Assistant Superintendent Dayle Spitzer reported on the District's 2017 graduation rates and the District's work to support continued improvement, providing an overview of the coordinated system of supports – including districtwide and school-centered elements – that focuses on the success of all students.

The District's 4-year graduation rate for the 2016-17 school year was 84.1 percent, with all high schools exceeding 80 percent.

d. Early Learning Hub Partnership Report

Director of Federal Programs Olga Acuña and Teachers on Special Assignment (TOSAs) Kelly Purdy and Kristin Gerber presented a report on the goals and progress of the Early Learning Team, a partnership between the Hillsboro School District and several community organizations who work to create a coordinated, effective early learning system for students, ensure that full-day preschool is available to children whose families could not otherwise afford it, and establish a strong foundation for childrens' future success. The District is in its third year of this work and is continuing to explore new opportunities to strengthen and expand the program.

e. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report. Board members requested additional information regarding student incident report data. The report is included in the Board meeting packet.

f. 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 may be placed on the consent agenda for approval during the next regular Board meeting session.

1) Policies Regarding Complaints

a) Policy AC: Nondiscrimination and AC-AR: Discrimination Complaint Procedure
(Administrator: Chief Human Resources Officer Kona Lew-Williams)

b) Policy GBM: Staff Complaints
(Administrator: Chief Human Resources Officer Kona Lew-Williams)

- c) Policy GBMA: Whistleblower
(Administrator: Chief Human Resources Officer Kona Lew-Williams)
- d) Policy JFH: Student Complaints
(Administrator: Chief Human Resources Officer Kona Lew-Williams)
- e) Policy KL: Public Complaints
(Administrator: Chief Human Resources Officer Kona Lew-Williams)
- f) Policy LGA: Compliance with Standards (Delete)
(Administrator: Assistant Superintendent Travis Reiman)
- g) Policy JGAB: Use of Restraint and Seclusion
(Administrator: Executive Director Elaine Fox)

Board members requested additional revisions to policy AC: Nondiscrimination, policy JFH: Student Complaints; and policy KL: Public Complaints.

The meeting was recessed at 8:52 PM and reconvened at 8:59 PM.

7. 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 January 9, 2018, Board Meeting
- b. Approve Minutes of January 23, 2018, Board Meeting
- c. Approve Routine Personnel Matters
- d. Approve Extension and Non-extension of Temporary, Probationary, and Contract Teachers and Administrators
- e. Approve Policy Revisions (presented for first reading on January 23, 2018)
 - 1) Policy FF: Naming Facilities
 - 2) Policy DDB: Native American Impact Aid Funds; and Policy DDC: Native American Education Program Grants: Title VI Indian Education
 - 3) Policy GBI: Gifts and Solicitations

8. ACTION ITEMS

a. Award Contract for Modular Buildings

Chief Operations Officer Casey Waletich asked the Board to award the contract for modular buildings to replace portable classrooms to Modern Building Systems. Details, which were included in the Board meeting packet, include:

- One 10,472-square-foot modular building to include kitchen, cafeteria, five classrooms, and restrooms at a cost of \$1,433,630;
- Two 2,776-square-foot modular buildings to include three classrooms and restrooms at a cost of \$197,120; and
- One 1,536-square-foot modular building to include two classrooms and restrooms at a cost of \$130,780.

This project is part of the 2017 bond program. Selected designs are included in the Board meeting packet.

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, to award the contract for modular buildings to Modern Building Systems in the categories listed on page 80 of the Board meeting packet. The MOTION CARRIED (7-0).

b. Award Contract for Elementary School Flexible Classroom Furniture

Chief Operations Officer Casey Waletich asked the Board to award contracts for elementary school classroom furniture, explaining that this is the first phase of the bond-funded furniture purchase, and includes furniture for 11 elementary schools. The furniture to be included in these contracts is listed in the Board meeting packet.

Director Erika Lopez MOVED, SECONDED by Director Mark Watson, to award the contracts for elementary school flexible classroom furniture to the vendors listed in the Board meeting packet for targeted delivery during the months of July and August, 2018 and 2019.

Chief Operations Officer Waletich clarified that the contracts currently being presented for approval only include furniture for the first 11 schools, to be delivered during July and August 2018; and furniture for the remaining elementary schools, which is scheduled to be received during the summer of 2019, is not included in the current contract approval request.

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, to AMEND THE MOTION to award the contracts for elementary school flexible classroom furniture to the vendors listed in the packet for targeted delivery during the summer months of 2018. The AMENDED MOTION CARRIED (7-0).

The MAIN MOTION CARRIED (7-0).

c. Approve Revisions to Policy JHC: Student Health Services and Requirements (presented for first reading on January 23, 2018)

Audience members Katie Riley and Bobbi Wolf addressed the Board regarding access to contraceptives for students.

Director Yadira Martinez declared that she had a potential conflict of interest on this matter, as an employee of Virginia Garcia Memorial Health Center, and she would therefore refrain from participating in the discussion or voting on the motion.

Director Jaci Spross MOVED, SECONDED by Director Martin Granum, to approve the revisions to policy JHC: Student Health Services and Requirements. The MOTION CARRIED (6-0).

d. Adopt Resolution to Admit Nonresident Students

Director of Communications Beth Graser asked the Board to approve the District's participation in the inter-district transfer process under the provisions of House Bill 3681, and presented a draft list of open transfer slots. A maximum of 75 slots were identified at specific locations.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to adopt the following resolution:

The Hillsboro School District 1J Board of Directors hereby resolves to admit nonresident students for the 2018-19 school year under the provisions of

Oregon HB 3681. The Board further directs the administration to determine and announce the number and location of available transfer slots, and to devise an equitable process by which students will be selected for the slots.

The MOTION CARRIED (7-0).

e. Adopt Resolution Approving NWRESD Local Service Plan for 2018-19

Superintendent Mike Scott explained that local school districts must approve their education service district's Local Service Plan for the following year annually on or before March 1, and the services provided by the Northwest Regional Education Service District (NWRESD) align well with the goals of the Hillsboro School District.

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, to adopt the resolution approving the NWRESD Local Service Plan for 2018-19. The balance of the NWRESD State School Fund attributable to Hillsboro School District for the 2018-19 school year will be received in cash after services have been received and charged to the District. The MOTION CARRIED (7-0).

9. NWRESD/HCU/HEA Reports

HCU Vice President of Bargaining Melody Hansen discussed contract negotiations and the importance of having an adequate pool of substitutes for all classified positions.

HEA President Jill Golay welcomed Director Yadira Martinez and discussed inclement weather school closures; teachers and students in Parkland, Florida; the stress level of America's teachers; and the importance of supports for students and staff.

10. Superintendent's Time

Superintendent Mike Scott discussed the District's valuable partnership with the City of Hillsboro; commended staff who prepared ahead of time for the work that is now being accomplished with bond funds; and expressed appreciation for the work accomplished by Hillsboro Schools Foundation to benefit students.

11. Board of Directors' Time

Board members welcomed Director Yadira Martinez, commended Hillsboro Schools Foundation for the success of their Gala; provided brief summaries of their recent and upcoming activities; and discussed District events and programs.

12. Follow-Up Items

Agenda Item / Request	Action
<u>Financial Report</u> Additional information regarding student incident report data	Will be provided
<u>Policies – First Reading</u> Additional revisions to policies AC, JFH, and KL	Will be presented at a future meeting
Data regarding restraint and seclusion	Will be provided

13. Executive Session

No executive session was called.

14. Adjournment

The meeting was adjourned at 9:37 PM.

A handwritten signature in black ink, appearing to be the initials 'JA'.A handwritten signature in black ink that reads 'Valeriej Bolma'.

Approved March 13, 2018