

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
April 24, 2018  
District Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, Oregon

1. **EXECUTIVE SESSION**

**ORS 192.660(2)(i)—Evaluation of the Superintendent**

**Board Present:**

Lisa Allen, Chair

Kim Strelchun, Vice Chair

Martin Granum

Erika Lopez

Yadira Martinez

Jaci Spross

Mark Watson

**Administration / Staff Present:**

Mike Scott, Superintendent

Val Bokma, Assistant to the Board

Board Chair Lisa Allen called the meeting to order at 5:02 PM, and moved the Board into executive session under ORS 192.660(2)(i) – evaluation of the Superintendent. The Board discussed the Superintendent’s evaluation with the Superintendent. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:19 PM.

2. **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

Beth Graser, Chief Communications Officer

Kona Lew-Williams, Chief Human Resources Officer

Michelle Morrison, Chief Financial Officer

Casey Waletich, Chief Operations Officer

Val Bokma, Assistant to the Board

Devin Hunter, Technology Support

Board Chair Lisa Allen called the meeting to order at 5:22 PM.

a. **School Safety Discussion**

Superintendent Mike Scott and Chief Operations Officer Casey Waletich presented an overview of the District’s current safety protocols, preventative practices, partnerships, resources, and plans for implementing additional security measures. A follow-up report and discussion will be scheduled during a future Board meeting.

b. **Recess Board Meeting**

The meeting was recessed at 6:04 PM.

**3. 2018-19 BUDGET COMMITTEE MEETING (SPECIAL SESSION)**

Budget Committee Present:

Lisa Allen, Chair  
Elizabeth Christensen  
Christopher Clark  
Alexander Diaz  
Martin Granum  
Matthew Long  
Erika Lopez  
Yadira Martinez  
Heather Monaghan  
Michael Smith  
Jaci Spross  
Kim Strelchun  
Mark Watson

Staff Present:

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

Board Chair Lisa Allen called the meeting of the Budget Committee to order at 6:04 PM. Budget Committee member Nina Carlson was not able to attend the meeting.

Ms. Allen called for a motion to approve the agenda. Kim Strelchun MOVED, SECONDED by Erika Lopez, to approve the agenda as printed. The MOTION CARRIED (11-0). (Budget Committee members Elizabeth Christensen and Matthew Long were not present during the vote.)

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison presented an overview of the District's budget process, including the role of the Budget Committee and the factors that were considered in the development of the proposed budget. They explained that the goal was to develop a proposed budget that is sustainable for the 2018-19 year; the proposed budget is based on an \$8.2 billion statewide K-12 biennial funding level (50/50 biennial split), which will require a reduction of \$3.6 million from the District's current service level budget; and the actual statewide K-12 funding level cannot be predicted, since there is considerable uncertainty regarding State School Fund revenue in legislative years.

Ms. Allen called for nominations for the Budget Committee Chair. Kim Strelchun nominated Lisa Allen. Hearing no further nominations, Ms. Allen closed the nominations and called for the vote. The vote was 13-0 in favor of Lisa Allen. Ms. Allen continued chairing the meeting, and asked Superintendent Scott to read the budget message.

Superintendent Scott read the following budget message into the record.

*Dear Hillsboro School District Budget Committee Members and Patrons:*

*In accordance with ORS 294.391, I am submitting to you the Hillsboro School District IJ proposed 2018-19 budget.*

*Last year, when I presented the 2017-18 proposed budget, the State Legislature had not yet finalized its K-12 funding allocation for the 2017-19 biennium. We elected to move forward with an assumed allocation of \$8.15 billion, which meant reductions in the Hillsboro School District of approximately \$7.5 million.*

*At that time, hope was being held out for the possibility of a higher allocation to K-12, made possible by compromises around revenue reform and cost containment at the state level. Unfortunately, the bills representing those compromises were not successful; however, the final biennial allocation to K-12 education was \$8.2 billion.*

*Even though the allocation was \$50 million more than the amount that HSD's budget was built upon, we were unable to lessen the impact of reductions because there was a 50/50 split of funds over the biennium - as opposed to the typical 49/51 split - and we need the additional funds to help cover anticipated shortfalls in the 2018-19 school year.*

*Because state revenue projections have been relatively flat, and we are heading into the second year of the biennium, there were no changes to the 2017-19 K-12 budget during the 2018 short session. Furthermore, our student enrollment has fallen short of projections for the last two years, while student enrollment across the state has increased, thereby reducing the amount of state funding that we receive for each student.*

*As a result of these factors, we are, once again, in a reduction mode for the 2018-19 school year.*

*We estimate our shortfall to be \$3,679,289, which already accounts for the utilization of the last \$1 million in our PERS Reserve Fund and the further reduction of our Ending Fund Balance to 4 percent after the 2018-19 school year.*

*We propose managing the shortfall in two primary ways:*

***Leveraging other funds:***

- *Use Construction Excise Tax funds to pay principal and interest on our administration center - **\$530,000***
- *Pay for certain technology and equipment expenses out of bond funds - **\$700,000***

***Reduce roll-up cost estimates:***

- *Staffing, salaries, and benefits reductions - **\$2,449,289***

*Because we are in the process of bargaining with both of our employee groups, Hillsboro Education Association (HEA, licensed staff) and Hillsboro Classified United (HCU, classified staff), we have built some assumptions and variables into our estimated shortfall. Depending upon the agreements made with our employee groups, our shortfall may increase or decrease. Our goal in this process, as always, is to provide a fair total compensation package to staff while being good stewards of the public's money and delivering the best possible education to our students.*

*Over the course of this school year, we continued in our Smarter School Spending (S3) process and looked deeply at all areas of our system for opportunities to operate more efficiently. This work has changed the way our central office administrators think about and analyze their current or proposed efforts, and it will continue to be an important element in these processes.*

*This year, for the first time, we are including a Strategic Financial Plan in our budget document. The Strategic Financial Plan outlines our approach to resource*

*management and helps us identify what is required to remain focused on investments that increase student achievement. The plan is included on pages 5-10 of the Proposed Budget.*

*A couple of bright spots in our funding situation center around career and college pathways and our capital construction bond.*

*In the 2017-18 school year, the District received \$2.9 million through Measure 98 - the High School Graduation and College and Career Readiness Act of 2016. This money funded student support and wellness counselors and an additional graduation coach at each high school, allowed us to run an 8.5 summer bridge program for students entering ninth grade who could benefit from extra support, and bought planning time for the expansion of career and technical education (CTE) programming at each high school. We will receive \$3 million in the 2018-19 school year to continue this work and to support actual program expansion.*

*In December 2017, we also learned that we had been awarded \$434,000 in CTE Revitalization Grants from the Oregon Department of Education to support a major expansion of the Bioscience Technologies program at Hilhi (\$343,100) and to create a CTE Innovation Summer Camp for Latino and other historically underserved middle school students (\$90,900).*

*Additionally, our \$408 million capital construction bond, approved by voters in November 2017, includes \$14 million for the expansion of CTE programs at our high schools over the next five years.*

*Together, all of these funds will allow us to increase CTE opportunities for students.*

*As we head toward the fall and into the 2019 Legislative Session, we will again turn our focus to advocating for stable and adequate funding for education. With our PERS Reserve Fund now depleted, our Ending Fund Balance at 4 percent, and costs continuing to escalate each year, we know we are in need of a significant allocation increase at the state level. This allocation should not only take into account regular roll-up costs and PERS employer rate increases, but should also reflect our values around education. If we are truly committed to doing what is best for all of our students and helping them achieve at high levels, our investment needs to match our expectations.*

*As always, I truly appreciate the hard work of our students and staff, and the support of our parents and community partners. Please continue to stay informed and engaged in the year to come.*

*Respectfully submitted,*

*Mike Scott  
Superintendent*

Following the reading of the budget message, Chief Financial Officer Michelle Morrison presented the proposed budget, highlighting key points throughout the document and responding to Budget Committee members' questions.

Budget Committee members discussed various elements of the proposed budget, funding challenges for school districts, and the importance of advocating for stable and adequate funding.

Budget Committee Chair Lisa Allen invited public comments. Three requests to address the Budget Committee were received.

- Jill Golay discussed the importance of funding safety supports for students, emphasizing the importance of adequate staff and facilities for students who need additional support.
- Chris Adzima discussed the importance of adequate funding for talented and gifted students.
- Angela Adzima discussed the impact of class size on student safety and success.

Budget Committee members discussed the importance of class size, the need to access other funding sources to supplement inadequate state school funding, the District's history of multiple years of budget cuts, and the importance of communicating regarding the District's funding situation and advocating for stable and adequate school funding.

Jaci Spross moved that the Hillsboro School District 1J budget for 2018-19 in the aggregate amount of \$611,526,114 (total of all funds) be approved as proposed, and that the permanent tax rate of \$4.9749 per \$1,000 of assessed value be assessed in support of the General Fund. This permanent rate is expected to raise \$73,561,067. Ms. Spross further moved that tax levies totaling \$34,451,602 be approved for the debt service fund for the purpose of the retirement of bonded debt owed by the District. The MOTION was SECONDED by Kim Strelchun. The MOTION CARRIED (13-0).

Budget Committee Chair Lisa Allen explained that the approved 2018-19 budget will be presented to the Board for public hearing and adoption during the regular Board meeting in June.

The Budget Committee meeting was adjourned at 7:15 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  
Beth Graser, Chief Communications Officer  
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  
Carol Hatfield, Executive Director, Transportation  
Gregg O'Mara, Director, Alternative Education  
Leah McCarthy, Risk Manager  
Val Bokma, Assistant to the Board  
Martha Méndez Bolaños, Bilingual Interpreter / Translator  
Gaspar Lopez Lopez, Bilingual Interpreter / Translator  
Devin Hunter, Technology Support

**Others Present:**

Rob Saxton, NWRES  
Lisa Poehlitz, NWRES  
Jill Golay, HEA  
Melody Hansen, HCU

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

Board Chair Lisa Allen reconvened the meeting at 7:30 PM and led the Pledge of Allegiance.

5. **Approval of Agenda**

Director Erika Lopez asked that policy AC: Nondiscrimination be removed from the consent agenda to be considered separately.

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

6. **Audience Time**

No audience members asked to address the Board.

7. **REPORTS AND DISCUSSION**

a. **NWRES Update**

Northwest Regional Education Service District (NWRES) Superintendent Rob Saxton and Director Lisa Poehlitz presented information regarding NWRES's mission, values, goals, and accomplishments. They also explained that NWRES is currently in the process of refreshing its Strategic Plan, and invited the Hillsboro School District Board of Directors to provide input regarding NWRES's Strategic Plan goals. NWRES's refreshed Strategic Plan is tentatively scheduled for adoption in September 2018.

b. **Financial Report**

Chief Financial Officer Michelle Morrison presented the monthly financial report. Risk Manager Leah McCarthy discussed the new format for reporting student incidents. The financial report is included in the Board meeting packet.

c. 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 Controlled Substances
  - a) Policy JFCG/JFCH/JFCI: Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems
  - b) Policy GBK/KGC: Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems
- 2) Policies Regarding Medications
  - a) Policy JHCD: Nonprescription Medication (Delete)
  - b) Policy JHCDA: Prescription Medication (Delete)
  - c) Policy JHCD/JHCDA: Medications (Proposed)
  - d) JHCD/JHCDA-AR: Medications (Revised)
- 3) Policy GBH/JECAC: Staff/Student/Parent Relations
- 4) Policy EEA: Student Transportation Services

Director Jaci Spross requested additional revisions to JHDC/JHCDA and JHDC/JHCDA-AR to improve the clarity and consistency of the language.

8. 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 Kim Strelchun, to approve the Consent Agenda as amended.

The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- a. Approve Minutes of March 13, 2018, Board Meeting
- b. Approve Routine Personnel Matters
- c. Accept Donations
- d. Approve Contractor Prequalification
- e. Approve New High School Course Proposals (presented for first reading on March 13, 2018)
  - 1) Link Crew
  - 2) IB Global Politics
  - 3) IB Business Management
  - 4) IB Sports, Exercise, and Health Services
  - 5) AP Spanish Literature and Culture
- f. Approve Policy Revisions
  - 1) Policies Regarding Complaints (presented for first reading on February 27, 2018)
    - a) AC-AR: Discrimination Complaint Procedure  
(Policy AC: Nondiscrimination was removed from the consent agenda to be considered individually)
    - b) Policy JFH: Student Complaints
  - 2) Policies Regarding Communicable Diseases (presented for first reading on March 13, 2018)
    - a) Policy GBEB and GBEB-AR: Communicable Diseases – Staff
    - b) Policy JHCC and JHCC-AR: Communicable Diseases – Students

- c) JHCC-AR-1: Procedures for Dealing with Students Having HIV, AIDS, or HBV (Delete)
- d) JHCC/GBEB-AR-2: Communicable Diseases (Delete)

Chief Human Resources Officer Kona Lew-Williams presented a summary of previous discussions regarding policy AC: Nondiscrimination; and presented the District's most recent draft markup of the policy, which adds a footnote referencing the Immigration and Nationality Act, based on previous discussions with Board members. Chief Human Resources Officer Lew-Williams explained that OSBA recommends that policy AC not include this additional language, but include only protected classes that are defined by state and federal law and required by law to be included in policy.

Board members who participated in the discussion expressed support for including language in Board policy that prohibits discrimination related to citizen and immigration status, in accordance with the District's value of supporting students; and they asked for additional information regarding their options for accomplishing this. District staff will gather information from additional resources.

Director Erika Lopez MOVED, SECONDED by Director Jaci Spross, to postpone the approval of policy AC until the May 22 or June 26 Board meeting, with further discussion during the May 22 work session. The MOTION CARRIED (7-0).

## 9. ACTION ITEMS

### a. Approve Inter-District Transfers

Chief Communications Officer Beth Graser presented a list of the slots that are available at specific schools for the House Bill 2747 inter-district transfer process. She recommended that the District participate in this process, opening a total of 30 Hillsboro School District slots, with a limited number of openings identified at specific schools. She recommended that up to four (4) kindergarten slots be opened districtwide, with placements to be finalized in August, based on available space.

Director Jaci Spross MOVED, SECONDED by Director Martin Granum, to adopt the plan presented for inter-district transfers for the 2018-19 school year. The MOTION CARRIED (7-0).

### b. Approve 2018-19 Alternative Education Programs

Director of Alternative Education Gregg O'Mara presented the annual review of the alternative education programs available to Hillsboro School District students, and asked the Board to formally approve the programs for the 2018-19 school year. A list of the programs is included in the Board meeting packet.

Director Yadira Martinez MOVED, SECONDED by Director Erika Lopez, to approve the District's 2018-19 alternative programs. The MOTION CARRIED (7-0).

### c. Approve Financing of School Buses

Chief Financial Officer Michelle Morrison explained that the District has an ongoing schedule to replace buses that no longer meet emissions standards and asked the Board to approve the financing of eleven (11) vehicles – including ten (10) conventional buses and one (1) large (box) courier van.

Director Kim Strelchun MOVED, SECONDED by Director Jaci Spross, to approve the financing of eleven (11) vehicles on a five-year lease, with an annual payment of



\$244,068, and adopt a resolution for reimbursement, as required by U.S. Bank Government Leasing. The MOTION CARRIED (7-0).

- d. Amend Authorization and Award Contract for CM/GC Services for Reedville Elementary School Renovations to INLINE Construction at a Not-to-Exceed Cost of \$5,200,000

Chief Operations Officer Casey Waletich explained that, during the January 23, 2018, Board meeting, the Board awarded the Construction Management/General Contractor (CM/GC) contract for the Reedville Elementary School renovation project to INLINE Construction. However, the award resolution did not include the not-to-exceed cost of the project, because this information was not yet available. Chief Operations Officer Waletich asked the Board to include the not-to-exceed cost of \$5,200,000 in the contract award to INLINE Construction.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to amend the authorization previously adopted, awarding the contract for CM/GC services for Reedville Elementary School renovations to INLINE Construction at a cost not to exceed \$5,200,000. The MOTION CARRIED (7-0).

- e. Amend Authorization and Award Contract for Site Work Contracted Services at Glencoe High School and Hillsboro High School for Synthetic Turf Fields and Track at a Not-to-Exceed Cost of \$4,675,200 to Bernhardt Golf

Chief Operations Officer Casey Waletich explained that, during the March 13, 2018, Board meeting, the Board awarded the contract for site work contracted services for the Glencoe High School and Hillsboro High School field renovation projects to Bernhardt Golf. However, the award resolution did not include the not-to-exceed costs of these projects, because this information was not yet available. Chief Operations Officer Waletich asked the Board to include the not-to-exceed cost of the projects in the award to Bernhardt Gold. The not-to-exceed cost for site work contracted services for the synthetic turf field project at Glencoe High School is \$2,147,050. The not-to-exceed cost for site work contracted services for the synthetic turf field and track project at Hillsboro High School is \$2,508,150.

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, to amend the authorizations previously adopted, as follows:

- Award the contract for site work contracted services for the synthetic turf field project at Glencoe High School at a cost not to exceed \$2,147,050 to Bernhardt Golf.
- Award the contract for site work contracted services for the synthetic turf field and 6-lane track project at Hillsboro High School at a cost not to exceed \$2,508,150 to Bernhardt Golf.

The MOTION CARRIED (7-0).

- f. Award Turf Contract for Glencoe High School and Hillsboro High School Field Renovation Projects to Fieldturf

Chief Operations Officer Casey Waletich asked the Board to award the turf contract for Glencoe High School for \$708,566.50 and Hillsboro High School for \$500,460.19 to Fieldturf. The Board of Directors, acting as the Local Contract Review Board, approved the use of an alternative procurement method for the site work for synthetic fields on January 23, 2018.

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, to award the turf contract for Glencoe High School for \$708,566.50 and Hillsboro High School for \$500,460.19 to Fieldturf. The MOTION CARRIED (7-0).

g. Award Contracts for Roofing Projects at Tobias Elementary School, Peter Boscow, and North Plains Elementary School

Chief Operations Officer Casey Waletich explained that the District has identified portions of roofs on three buildings that will be replaced during the summer of 2018, as part of the bond program. These buildings are Tobias Elementary School, the Peter Boscow gymnasium, and North Plains Elementary School.

Director Mark Watson MOVED, SECONDED by Director Martin Granum, to award contracts for the roofing projects described in the Board meeting packet, as follows:

- Award contract for roof areas 2-15 at Tobias Elementary School to Anderson Roofing, in the amount of \$842,174;
- Award contract for roof areas 1-8 at the Peter Boscow gymnasium to Anderson Roofing, in the amount of \$243,688;
- Award contract for roof area 1 at North Plains Elementary School to Griffith Roofing, in the amount of \$186,712.

The MOTION CARRIED (7-0).

10. HCU/HEA Reports

HCU Vice President of Bargaining Melody Hunter discussed classified bargaining, the importance of having competitive compensation packages, and the role of seniority and other factors in the interview and candidate selection process.

HEA President Jill Golay discussed recent and upcoming HEA and District activities, the May election in Washington County, notification of teacher assignments for the 2018-19 school year, and the scheduling of music programs.

11. Superintendent's Time

Superintendent Mike Scott provided information regarding upcoming events for the Board's community engagement project; and commended staff members for their accomplishments.

12. Board of Directors' Time

Board members discussed their plans for participating in el Día de los Niños at Centro Cultural on April 30; expressed appreciation for the District's community partners, including the Hillsboro Chamber of Commerce and Hillsboro Schools Foundation; expressed their interest in scheduling meetings with local city officials (Hillsboro, Cornelius, and North Plains); commended staff and students for outstanding accomplishments; and provided brief summaries of their recent and upcoming activities. Director Mark Watson said that he would probably not be available to attend the May 8 Board work session.

13. Follow-Up Items

Agenda Item / Request	Action
Gather additional information regarding policy AC revisions	Will be presented on May 22
Schedule meetings with local city officials	In process for 2018-19

14. Executive Session

No executive session was called.

15. Adjournment

The meeting was adjourned at 9:18 PM.



Approved May 22, 2018