

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
May 22, 2018
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **EXECUTIVE SESSION**

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
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

a. ORS 192.660(2)(i)—Evaluation of the Superintendent

Board Chair Lisa Allen called the meeting to order at 5:15 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. Superintendent Mike Scott entered the meeting at 5:21 PM, and the Board discussed the evaluation with him. No action was taken. Board Chair Allen recessed the meeting at 5:33 PM.

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

Board Chair Allen reconvened the meeting at 5:35 PM, and moved the Board into executive session under ORS 192.660(2)(d)—Labor Negotiator Consultation with Cabinet members present. The Board discussed labor negotiations. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:57.

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
Diana Kleintob, Technology Support

Board Chair Lisa Allen reconvened the meeting at 5:58 PM.

a. School Safety Discussion

Superintendent Mike Scott presented an overview of the District's planned security measures, continuing the presentation that was made to the Board during the April 24 work session. Plans include maintaining current preventative safety measures; implementing bond-funded security measures; establishing a consultation committee that includes District leaders, staff members, students, parents, and community partners; increasing accountability for the implementation of school safety plans; presenting quarterly safety updates to the Board; and reviewing and updating District security policies.

Board members emphasized the importance of ensuring that students understand that their partnership is vital in the work of keeping schools safe.

b. Discuss Policy JBB: Educational Equity

Assistant Superintendent Travis Reiman presented proposed policy JBB: Educational Equity for the Board's review, explaining that the policy was developed in response to the request of the Hillsboro School District Board of Directors, and is based on the recommendations of the Oregon School Boards Association, modified to reflect the District's values. The process of developing the proposed policy included input from District administrators and Parent Advisory Committee members. Board members discussed various details of the policy and requested additional clarification regarding the impact of using the word "will" or the word "shall" in policy.

The first reading of the policy is scheduled during the May 22 regular session, and the policy will be presented to the Board for approval on June 26. Director Martin Granum asked that approval of the policy be scheduled as an action item, rather than a consent agenda item.

The proposed policy is included in the Board meeting packet.

c. Discuss Revisions to Policy AC: Nondiscrimination

Chief Human Resources Officer Kona Lew-Williams presented the most recent proposed revisions to policy AC: Nondiscrimination, and summarized the steps that had been taken to date. As requested by Board members, the policy references the Immigration and Nationality Act, and this reference was reviewed by the District's legal counsel.

Approval of the policy will be scheduled as an action item on the June 26 Board meeting agenda.

The policy is included in the Board meeting packet.

d. Leadership Planning Discussion

Board Chair Lisa Allen and Vice Chair Kim Strelchun discussed the duties of their roles, and the time commitment that is required. Vice Chair Strelchun explained that having the same Board member serve as Chair for a second year allows the incumbent to maximize their effectiveness and complete the learning process, and she expressed her support for Board Chair Allen to continue in her role in 2018-19. Vice Chair Strelchun also said that she would be willing to step down

from the Vice Chair role, which provides a growth opportunity for Board members who may be interested in eventually serving in the Chair position.

Several Board members expressed their support for the idea of having the Chair serve a second year, and having Board Chair Allen to continue in her role. Board Chair Lisa Allen indicated her willingness to continue in her role, given the support of the Board.

Directors Jaci Spross and Erika Lopez expressed their interest in serving as Vice Chair.

Board Chair Allen explained that elections for the Chair and Vice Chair positions will be conducted during the June 26 regular session, and Board members may express their interest in serving in these roles prior to the elections.

e. Board Discussion Time

1) Student Representatives to the Board

Superintendent Scott explained that the opportunity to serve as a Student Representative to the Board will rotate on an annual basis; Liberty High School, Century High School, and Hillsboro Online Academy students will have the opportunity to serve during the 2018-19 school year; and applications have been received from five students. Directors Jaci Spross, Kim Strelchun, and Erika Lopez volunteered to interview the students and develop a recommendation for the Board. The student representatives' terms will begin in September.

2) Board Discussion

Board members discussed the highly anticipated graduation ceremonies and their other upcoming activities.

f. 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
Yadira Martinez
Jaci Spross
Mark Watson

Others Present:

Donna Servignat, CHS
Laura Wilson, CHS
CHS Students

Don McCoun, KUIK
Chicas Youth Development
Program
 Leticia Aguilar
 Carina Quintanilla
 Chicas Participants
Devin Hunter, HCU
Jill Golay, HEA

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
Olga Acuña, Director, Federal Programs
Val Bokma, Assistant to the Board
Kathy Wilson, Assistant to the Superintendent
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Diana Kleintob, Technology Support

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

Board Chair Lisa Allen reconvened the meeting at 7:06 PM and led the Pledge of Allegiance.

4. **RECOGNITION / PRESENTATION**

a. **Presentation: Century High School Wellness Center**

Century High School Assistant Principal Donna Servignat, Coordinator Laura Wilson, and Century High School students shared information about Century High School's Wellness Center and the life-changing support it provides for students who are struggling with attendance and engagement issues related to challenges in their personal lives.

b. **Recognition: Don McCoun, KUIK**

The Board recognized Don McCoun for providing decades of valuable service to local students, their families, and the community, as owner and general manager of Hillsboro's KUIK 1360. Mr. McCoun turned off the station's radio transmitter on March 31, 2018, and retired from more than fifty years of work in the radio industry.

5. **Approval of Agenda**

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

6. Audience Time

The following audience members addressed the Board regarding nonagenda items.

- Regarding idle-free schools: Stephen Kingsbury.
- Regarding the Century High School band program: Josh Brenne (representing Century band students), Lucas Blevins (representing the Century band and signees of a petition), and Kirsten Allen (representing the Century High School marching band and colorguard). Mr. Blevins submitted a petition signed by students, parents, and alumni, requesting that changes in staffing assignments for the 2018-19 school year be reconsidered.

7. REPORTS AND DISCUSSION

a. Chicas Youth Development Program Report

Chicas Youth Development Program Manager Leticia Aguilar, Youth Facilitator Carina Quintanilla, and students who participate in the program shared information regarding elements of the program, participation data, and benefits for students and their families. The Chicas Youth Development Program provides supports and opportunities to help ensure academic success for Latina girls in grades 3 through 12.

b. Student Input Report

This year, Superintendent Mike Scott and members of the Board met with groups of students from each of the District high schools. Superintendent Scott presented a summary of the ideas and feedback that students shared, focusing on patterns and recurring themes in their responses. Board members who participated in the meetings also shared their insights, and the Board discussed potential steps for resolving students' concerns and meeting their needs. The summary report is included in the Board meeting packet.

c. AdvancED Report

Assistant Superintendent Travis Reiman explained that the Hillsboro School District achieved a full systems accreditation through AdvancED (an international accreditation organization) two years ago, and renewed its accreditation this year by completing AdvancED's progress report process. Assistant Superintendent Reiman presented an update on the District's identified improvement priorities and AdvancED's response to the District's accreditation progress report.

d. NSBA Conference Reports

Directors Jaci Spross and Mark Watson shared highlights of the 2018 National School Boards Association (NSBA) annual conference, which they attended in San Antonio, Texas, on April 7 – 9, 2018.

e. Discuss Board Meeting Dates for 2018-19

Board members reviewed the proposed Board meeting dates for the 2018-19 school year. The Board is scheduled to approve the 2018-19 meeting dates on June 26. The proposed schedule 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. 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) Policy JBB: Educational Equity
- 2) Policy EBBB: Injury / Illness Reports
- 3) Policy JOA: Directory Information
- 4) FF-AR-1: Naming of School Mascots
- 5) Policies Regarding Evaluations
 - a) Policy CCG: Evaluation of Administrators
 - b) Policy GCN/GDN: Evaluation of Staff
- 6) Policies Regarding Special Education
 - a) Policy IGBA: Students with Disabilities – Child Identification Procedures
 - b) Policy IGBAG-AR: Special Education – Procedural Safeguards
 - c) Policy IGBAH: Special Education – Evaluation Procedures
 - d) Policy IGBAJ: Special Education – Free Appropriate Public Education (FAPE)
 - e) Policy IGBAJ-AR: Special Education – Free Appropriate Public Education (FAPE)

8. CONSENT AGENDA

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

Director Erika Lopez MOVED, SECONDED by Director Kim Strelchun, to approve the Consent Agenda as printed. The MOTION CARRIED (7-0).

Consent Agenda items were as follows:

- a. Approve Minutes of April 10, 2018, Board Meeting
- b. Approve Minutes of April 24, 2018, Board Meeting and Budget Committee Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Approve Consolidated ESEA Subgrants
- f. Approve Policy Revisions (presented for first reading on April 24, 2018)
 - 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

9. ACTION ITEMS

a. Award Contracts for Parent / Bus Drop-Off Improvement Projects at Ladd Acres, Eastwood, McKinney, and Jackson Elementary Schools

Chief Operations Officer Casey Waletich explained that redesigning the parent / bus drop-off areas at Ladd Acres Elementary School, Eastwood Elementary School, McKinney Elementary School, and Jackson Elementary School is part of the 2017 bond program. The District has completed the standard bid process for these projects.

Director Kim Strelchun MOVED, SECONDED by Director Mark Watson, to award the contracts for the summer 2018 parent / bus drop-off improvement projects, as follows:

- Award the Ladd Acres Elementary School contract to Kerr Contractors in the amount of \$1,016,230.00;
- Award the Eastwood Elementary School contract to Kerr Contractors in the amount of \$672,190.00;
- Award the McKinney Elementary School contract to Five Star Buildings, Inc., in the amount of \$568,125.00;
- Award the Jackson Elementary School contract to Kerr Contractors in the amount of \$888,260.00.

The MOTION CARRIED (7-0).

b. Declare Surplus Equipment and Authorize Recycling of Classroom Furniture

Chief Operations Officer Casey Waletich explained that as part of the 2017 bond program, the District will be replacing classroom furniture at all District schools, and eleven of the elementary schools will receive their new furniture this summer. Chief Operations Officer Waletich asked the Board to declare the old classroom furniture at these eleven locations surplus so that it can be recycled. The eleven elementary schools are Butternut Creek, Farmington View, Free Orchards, Groner, Jackson, Lincoln Street, Mooberry, North Plains, Reedville, Tobias, and Witch Hazel. The inventory of furniture is included in the Board meeting packet.

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, to declare the obsolete classroom furniture identified in the May 22 Board meeting packet as surplus and authorize the recycling of this furniture through the International Reuse Network, as part of the 2017 bond program. The MOTION CARRIED (7-0).

c. Adjust Appropriations

Chief Financial Officer Michelle Morrison presented appropriations adjustments for the Board's approval, explaining that the specified amounts represent changes that have occurred within the past year, since the adoption of the 2017-18 budget. The list of adjustments is included in the Board meeting packet. Chief Financial Officer Morrison explained that payroll adjustments may be presented to the Board in June.

Director Kim Strelchun MOVED, SECONDED by Director Martin Granum, to approve the adjusted appropriations for the general and special revenue funds listed in the May 22 Board meeting packet. The MOTION CARRIED (7-0).

10. HCU/HEA Reports

HCU President Devin Hunter discussed the impact of reductions in employees' assigned hours, the importance of adequate staffing and fairness in the staffing process, the role of unions, key factors in the process of dealing with employees' behavior issues (including communicating expectations), and the importance of ensuring that adequate training and support is provided and expectations are fulfilled.

HEA President Jill Golay discussed the importance of communication in the transfer process, the status of licensed bargaining, the importance of ensuring that all students and teachers feel safe at school, and the need to resolve the funding issues that impact class size. She also invited Board members to attend the HEA Representative Council meeting on June 13.

11. Superintendent's Time

Superintendent Scott discussed highlights of the District's positive and successful year, and expressed the administration's commitment to addressing the District's current challenges with thoroughness, responsibility, transparency, and integrity.

12. Board of Directors' Time

Board members discussed District events and processes; provided brief summaries of their recent and upcoming activities; and commended District staff for their outstanding work.

13. Follow-Up Items

Agenda Item / Request	Action
<u>Policy JBB: Educational Equity</u> Provide additional clarification regarding the impact of using the word "will" versus "shall" in policy language	Provided

14. Executive Session

No executive session was called.

15. Adjournment

The meeting was adjourned at 9:24 PM.



Approved June 26, 2018