

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
June 26, 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
Yadira Martinez
Jaci Spross
Mark Watson

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
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

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)(d)—labor negotiator consultation. The Board discussed labor negotiations. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:33 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
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Val Bokma, Assistant to the Board
Jorge Tello Alvarado, Technology Support

Board Chair Lisa Allen reconvened the meeting at 5:33 PM.

a. **Discuss Compensation for Non-Union Employees**

Chief Human Resources Officer Kona Lew-Williams presented a recommendation to the Board for a three-year agreement with non-union employees, explaining that this would align the term of their agreement with the timelines for the licensed and classified employee groups. The recommendations impact compensation and work calendars, and are included in the Board meeting packet. Chief Human Resources Officer Lew-Williams explained that the recommendation includes additional work days for elementary school principals, assistant principals, and coordinators because these staff members' workloads have increased over time.

b. Discuss Recommendations for Student Representatives to the Board of Directors

Director Kim Strelchun reported that all five candidates who applied to serve as student representatives to the Board of Directors were interviewed by a team consisting of Directors Kim Strelchun, Jaci Spross, and Erika Lopez. Director Strelchun presented the interview team's recommendation that Samanta Vega Contreras (Liberty High School) and Jessica Jose-Nickerson (Century High School) be appointed to serve as Student Representatives to the Board of Directors for the 2018-19 school year.

During the regular session, the Board took action to accept the interview team's recommendations. The students are scheduled to be appointed and begin their terms of service during the September 25 Board meeting.

c. Review Summer Retreat Agenda

Superintendent Mike Scott presented a draft agenda for the August 6 Board retreat. Board members provided feedback and suggestions.

d. Bond Update

Capital Projects Officer Adam Stewart presented an update on the status of current bond construction projects and the planning process for upcoming projects. He also introduced the newly redesigned bond webpage; discussed the work of the Citizens' Bond Oversight Committee; discussed the specific exemption from competitive bidding requirements for the use of the construction management / general contractor (CM/GC) process for summer 2019 bond construction projects, which the Board, in its capacity as the Local Contract Review Board for the Hillsboro School District, would be asked to approve during the regular session; and provided information regarding a proposal to create a bond "Contingency C" fund, using \$8 million from Contingency A and B funds, to cover the cost of maintenance projects that meet the criteria included in the bond ballot language, but were not included in the bond program, explaining that the Citizens' Bond Oversight Committee is supportive of this proposal.

e. Board Leadership Discussion

Board Chair Lisa Allen described the nomination and election process for the positions of Board chair and vice chair. Directors Jaci Spross and Erika Lopez confirmed their interest in serving as Board vice chair for 2018-19, and Board Chair Lisa Allen confirmed her interest in continuing to serve as Board chair. Board members discussed qualities that are valuable in these leadership positions. Elections for the chair and vice chair positions were conducted during the regular session.

f. Board Discussion Time

Superintendent Mike Scott presented information regarding a policy service offered by Oregon School Boards Association (OSBA) that includes reviewing and recommending updates to all District policies within a timeframe of up to 18 months. Board members expressed support for moving forward with this process. A representative of OSBA will be scheduled to provide additional information during the September 11 Board work session.

Board members and the Superintendent re-signed the Board / Superintendent working agreements that the Board approved in October 2017, so the signatures of all current Board members would be included.

Board members discussed their recent and upcoming activities, District events and processes, and upcoming community events.

g. 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

Administration / Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capital Projects Officer
Casey Waletich, Chief Operations Officer
Don Wolff, Chief Information Officer
Val Bokma, Assistant to the Board
Martha Méndez Bolaños, Bilingual Interpreter / Translator
Gaspar Lopez Lopez, Bilingual Interpreter / Translator
Jorge Tello Alvarado, Technology Support

Others Present:

John Abel, Cornerstone
Management Group, Inc.
Devin Hunter, HCU
Jill Golay, HEA

3. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:05 PM and led the Pledge of Allegiance.

4. Approval of Agenda

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

5. Recess Board Meeting; Convene Budget Hearing

6. Hold Budget Hearing

Board Chair Lisa Allen announced the final public hearing prior to Board adoption for the 2018-19 budget. She declared the budget hearing open at 7:06 PM, and asked for public testimony. Hearing no requests to comment, Board Chair Allen closed the budget hearing at 7:07 PM.

7. Adjourn Budget Hearing; Convene Meeting of the Local Contract Review Board

Board Chair Lisa Allen adjourned the budget hearing and convened a meeting of the Local Contract Review Board (LCRB) at 7:07 PM.

a. Public Hearing Regarding Exemptions from Competitive Bidding Requirements for the Use of a Construction Management / General Contractor (CM/GC) Process for Summer 2019 Bond Construction Projects

1) Public Testimony

Board Chair Lisa Allen declared the public hearing of the Local Contract Review Board open at 7:08 PM and asked for public testimony regarding the findings of

fact. Hearing no requests to comment, Board Chair Allen closed the hearing at 7:09 PM.

2) Review and Approve Findings of Fact for Use of a Construction Management / General Contractor (CM/GC) Process for Summer 2019 Bond Construction Projects

The LCRB reviewed the Hillsboro School District draft findings of fact supporting the use of a CM/GC process for summer 2019 bond construction projects, as presented by Capital Projects Officer Adam Stewart and included in the Board meeting packet.

Director Kim Strelchun MOVED, SECONDED by Director Erika Lopez, that the Board of Directors, acting in the capacity of the Local Contract Review Board, approve the Findings of Fact supporting a specific exemption from competitive bidding requirements for the use of the CM / GC process for the following projects: Evergreen Middle School, Poynter Middle School, Glencoe High School, Miller Big Picture, Hillsboro High School, Brown Middle School, Eastwood Elementary School, and Mooberry Elementary School. The MOTION CARRIED (7-0).

8. **Adjourn Meeting of the Local Contract Review Board; Reconvene Board Meeting**

Board Chair Lisa Allen adjourned the meeting of the Local Contract Review Board and reconvened the Board meeting at 7:11 PM.

9. Audience Time

Hillsboro School District nurses Tracy Evers-Selleck and Cameron Martinez addressed the Board on behalf of District nurses regarding the nurses' duties, caseloads, and staffing level.

10. REPORTS AND DISCUSSION

a. Announce Budget Committee Vacancies

Chief Financial Officer Michelle Morrison announced that positions 3 and 4 on the District Budget Committee will be vacant, effective July 1, 2018, because these terms will expire on June 30. Interested community members are invited to apply, applications must be received by September 4, 2018, and the Board is scheduled to appoint candidates to fill the vacant positions during the regular session in October. Additional information regarding the Budget Committee and eligibility requirements is included in the Board meeting packet.

b. Announce Citizens' Curriculum Advisory Committee Vacancies

Assistant Superintendent Travis Reiman announced that several positions will be open on the Citizens' Curriculum Advisory Committee, effective July 1, 2018. He provided information regarding the number of members with continuing terms, those with terms ending who have committed to reapplying, and the status of student members; and he recommended that the Board appoint a combination of seven new and / or continuing members plus three new student members. Applications must be submitted by September 4, and the Board is scheduled to appoint candidates during the September regular Board meeting session. Board members requested that applicants be invited to introduce themselves to the Board during the September 11 work session. Additional information regarding the CCAC and eligibility requirements is included in the Board meeting packet.

c. Curriculum Adoption Cycle (Postpone Selection of Instructional Materials)

Assistant Superintendent Travis Reiman reported on the District's intention to notify the Oregon Department of Education of the need to continue to postpone the adoption of instructional materials in the following academic content areas, as a result of multiple years of budget reductions: World Languages, Health and Physical Education, Social Science, Art, and Language Arts. The District is currently implementing a K-8 science adoption and a freshman physics adoption, and is on-track to select materials for chemistry and biology.

Assistant Superintendent Reiman explained that, although not on cycle with the purchase of instructional materials in the specified content areas, the District is fulfilling the requirements of teaching to the adopted standards in each of these areas by utilizing strategies that include developing and updating curriculum maps and materials and utilizing open source materials that meet grade-level standards. He also explained that the cost of a K-12 adoption in any content area is estimated at \$1.2 million (with possible additional costs for technology), and the District sets aside \$400,000 per year for three years in order to fund each content area adoption.

d. Communications Department Update

Chief Communications Officer Beth Graser provided an overview of the work and accomplishments of the Communications Department.

e. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report, which 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) Policy DN: Disposal of District Property
- 2) Policy EEACA: School Bus Driver Examination and Training
- 3) Policies Regarding Personnel
 - a) Policy GCA: License Requirements
 - b) Policy GCI/GDI: Assignments and Transfers
 - c) Policy GCPB/GDPB: Resignation of Staff
- 4) Policy ECG: Vehicle Idling; and ECG-AR: Idling Reduction Guidance Plan

11. 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 May 8, 2018, Board Meeting
- b. Approve Minutes of May 22, 2018, Board Meeting
- c. Approve Routine Personnel Matters
- d. Accept Donations
- e. Establish Tuition Rates for Nonresident Students

- f. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations
- g. Approve Annual Clerk/Officer Designations
- h. Approve Annual Crime Policy Coverage Limits
- i. Establish Mileage Reimbursement Rate
- j. Approve Workers' Compensation Resolution Regarding Volunteers of Hillsboro School District
- k. Readopt Policy DFAA: Capital Project Fund
- l. Readopt Policy IGBC: Title IA/Parental and Family Involvement
- m. Approve Policy Revisions (presented for first reading on May 22, 2018)
 - 1) Policy EBBB: Injury / Illness Reports
 - 2) Policy JOA: Directory Information
 - 3) FF-AR-1: Naming of School Mascots
 - 4) Policies Regarding Evaluations
 - a) Policy CCG: Evaluation of Administrators
 - b) Policy GCN/GDN: Evaluation of Staff
 - 5) 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)

Director Jaci Spross asked that the Board receive quarterly reports regarding the District's investments, per policy DFAA.

12. ACTION ITEMS

- a. Adopt Resolutions to Adopt the 2018-19 Budget, Appropriate the 2018-19 Budget, and Impose 2018-19 Taxes and Categorize the Tax Levy

Chief Financial Officer Michelle Morrison presented the resolutions to adopt and appropriate the 2018-19 budget in the total amount of \$611,526,114; and to impose and categorize taxes at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$34,451,602 for bonds.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors adopt the Resolutions to Adopt the 2018-19 Budget, Appropriate the 2018-19 Budget, and Impose 2018-19 Taxes and Categorize the Levy, as shown in the June 26, 2018, Board meeting packet . The MOTION CARRIED (7-0).
- b. Approve Compensation for Non-Union Employees (2018-2021)

Chief Human Resources Officer Kona Lew-Williams presented a recommendation for a three-year agreement with executive management, administrators, and confidential and supervisory-technical employees, aligning the duration of their compensation agreement with the duration of the licensed and classified employee groups' agreements. Chief Human Resources Officer Lew-Williams explained that in the past, when negotiations were in progress with the licensed employee group and included factors that were relevant to nonrepresented employees, the District specified that these factors be "equivalent" when approving the agreement with the non-union employees.

In addition to outlining compensation for non-union employees, the recommendation also increases the number of work days for elementary school principals, assistant principals, and coordinators. The recommendation is included in the Board meeting packet.

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve the 2018-2021 individual contracts with executive management, administrators, confidential, and supervisory-technical employees. The MOTION CARRIED (7-0).

c. Review Superintendent's Performance and Approve Performance Evaluation

Board Chair Lisa Allen read Superintendent Mike Scott's evaluation letter into the record. The letter is included in the Board meeting packet, and will be placed in Superintendent Scott's personnel file.

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, that the Board of Directors commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file. The MOTION CARRIED (7-0).

d. Approve Extension of Superintendent's Contract

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the 2018-19 individual contract with the Superintendent, with a one-year extension through June 30, 2021. The MOTION CARRIED (7-0).

e. Approve Recommendations Regarding Student Representatives to the Board of Directors

Director Kim Strelchun MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the interview team's recommendations that Samanta Vega Contreras and Jessica Jose-Nickerson be appointed as Student Representatives to the Board of Directors. The MOTION CARRIED (7-0).

Director Kim Strelchun commended all five of the student applicants for their qualifications.

f. Approve Nonprofit Low-Income Housing Property Tax Exemption Request

Chief Financial Officer Michelle Morrison explained that in February 2012, the Hillsboro School District Board of Directors adopted a resolution to support Washington County's non-profit low-income housing property tax exemption through June 2015, with plans to evaluate the impact of the program after that time period. Since no exemption requests have been received, there has not yet been any financial impact to the District, and Washington County has asked that the Board renew its support for the property tax exemption.

Director Erika Lopez MOVED, SECONDED by Director Martin Granum, that the Board of Directors adopt the following resolution: The Hillsboro School District 1J Board of Directors hereby approves the use of exemptions from District-assessed property taxes on the value of certain properties that qualify for property administered by Washington County, as provided in the non-profit corporation low-income housing program authorized under ORS 307.540 through 307.548. Board approval of this

exemption extends until the statutory sunset date of the program. The MOTION CARRIED (7-0).

g. Declare Surplus Property and Authorize Demolition of Obsolete Elementary School Playground Equipment and Portable Classroom Building

Per policy DN: Disposal of District Property, Capital Projects Officer Adam Stewart asked the Board to declare the following property surplus and authorize its demolition:

- Obsolete playground equipment at Butternut Creek Elementary School, Farmington View Elementary School, West Union Elementary School, and W. L. Henry Elementary School
- The obsolete portable classroom building at Farmington View Elementary School

These obsolete items have no resale value and will be replaced by new equipment as part of the bond program.

Director Yadira Martinez MOVED, SECONDED by Director Jaci Spross, that the Board of Directors declare the obsolete playground equipment at Butternut Creek, Farmington View, West Union, and W. L. Henry elementary schools, and the portable classroom building at Farmington View Elementary School, as surplus and authorize their demolition as part of the 2017 bond program. The MOTION CARRIED (6-0). Director Kim Strelchun was not present during the vote.

h. Authorize Granting of Easement to City of Hillsboro for Turn Lane at Brookwood Parkway and 49th Place

Chief Financial Officer Michelle Morrison explained that a right-of-way agent has contacted the District on behalf of the City of Hillsboro regarding an easement on District property that is needed for the construction of a turn lane from NE Brookwood Parkway onto NE 49th Place to improve access to the District administration center and the new First Tech Credit Union headquarters. The District's realtor has confirmed that the compensatory offer of \$26,200 is of fair market value and the District administration center will not lose any parking space as a result of granting this easement. A project overview and diagrams are included in the Board meeting packet.

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors authorize the administration to execute the necessary documents to grant an easement to the City of Hillsboro for a traffic turn lane from Brookwood Parkway onto NE 49th Place, Hillsboro, for the consideration of \$26,200. The MOTION CARRIED (6-0). Director Kim Strelchun was not present during the vote.

i. Approve Contractor Prequalification: Low-Voltage Electricians

Chief Information Officer Don Wolff explained that the District issued a Request for Qualification (RFQ) on May 29, 2018, for the purpose of prequalifying low-voltage electrical contractors, and the selection team has prequalified all seven of the respondents. He asked the Board to review and approve the list.

Director Jaci Spross MOVED, SECONDED by Director Erika Lopez, that the Board of Directors review and approve the list of prequalified low-voltage electrical contractors. The MOTION CARRIED (7-0).

j. Adjust Appropriations

In accordance with Local Budget Law, Chief Financial Officer Michelle Morrison presented adjusted appropriations for general and special revenue funds to the Board for approval. Details of the adjustments are included in the Board meeting packet.

Director Martin Granum MOVED, SECONDED by Director Mark Watson, that the Board of Directors approve the adjusted appropriations for general and special revenue funds listed in the June 26, 2018, Board meeting packet. The MOTION CARRIED (7-0).

k. Approve Revisions to Policy AC: Nondiscrimination

Chief Human Resources Officer Kona Lew-Williams presented revisions to policy AC: Nondiscrimination to the Board for approval.

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the revisions to policy AC: Nondiscrimination. The MOTION CARRIED (7-0).

l. Approve Revisions to Policy JBB: Educational Equity

Assistant Superintendent Travis Reiman presented proposed policy JBB: Educational Equity to the Board for approval.

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the revisions to policy JBB: Educational Equity. The MOTION CARRIED (7-0).

m. Approve 2018-19 Board Meeting Dates

Superintendent Mike Scott presented the proposed 2018-19 Board meeting schedule for approval. The schedule is included in the Board meeting packet.

Director Yadira Martinez MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the Board meeting dates for the 2018-19 school year. The MOTION CARRIED (7-0).

n. Elect Board Chair and Vice Chair

Board Chair Lisa Allen opened the floor to nominations for Board Chair for 2018-19. Director Kim Strelchun nominated Director Lisa Allen for the position of Board Chair. Hearing no further nominations, Board Chair Allen closed the nominations. The vote in favor of Director Allen was unanimous (7-0).

Board Chair Lisa Allen then opened the floor to nominations for Board Vice Chair for 2018-19. Director Martin Granum nominated Director Erika Lopez for the position of Board Vice Chair, and Director Kim Strelchun nominated Director Jaci Spross for the position of Board Vice Chair. Hearing no further nominations, Board Chair Allen closed the nominations.

Director Erika Lopez was elected to the position of Board Vice Chair for 2018-19 (4-3). Directors Martin Granum, Yadira Martinez, Lisa Allen, and Erika Lopez voted in favor of Director Erika Lopez; and Directors Mark Watson, Kim Strelchun, and Jaci Spross voted in favor of Jaci Spross.

13. NWRESD/HCU/HEA Reports

HCU President Devin Hunter discussed the busy summer work schedule; the value of teamwork, collaboration, good leadership, and genuine concern for others; bargaining; and the comprehensive job description review process.

HEA President Jill Golay discussed the value of teamwork and collaboration, and thanked everyone for working together, accomplishing great things for students, despite significant funding challenges.

14. Superintendent's Time

Superintendent Scott thanked the Board for his evaluation letter, thanked staff for the great work they accomplish, and thanked the Board for their sustained collaborative work in the community. He also discussed the recent graduation ceremonies and the District's value of ensuring that schools provide a safe and welcoming environment for all students.

15. Board of Directors' Time

Board members discussed District events, programs, and processes, including graduation ceremonies; the bond work that is being accomplished; the support that community members provide for schools; and the challenges created by inadequate funding for education; and they commended staff for their hard work.

16. Follow-Up Items

Agenda Item / Request	Action
Policy DFAA: Capital Project Fund	Director Jaci Spross asked that the Board receive quarterly reports regarding the District's investments.

17. Executive Session

No executive session was called.

18. Adjournment

The meeting was adjourned at 9:02 PM.



Approved September 25, 2018