

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
January 22, 2019  
Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, OR

1. **Executive Session**

ORS 192.660(2)(b)—Complaint Appeal Hearing

Board Present:

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

Staff and Others Present:

Mike Scott, Superintendent  
Brian Hungerford, Attorney  
Participants in the Complaint Appeal Hearing  
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)(b)—complaint appeal hearing.

The Board conducted a hearing of the appeal of a step 3 decision regarding a complaint, and deliberated with their attorney. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 7:01 PM.

2. **Regular Session**

Board Present:

Lisa Allen, Chair  
Erika Lopez, Vice Chair  
Martin Granum  
Yadira Martinez  
Jaci Spross  
Kim Strelchun  
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  
Casey Waletich, Chief Operations Officer  
Val Bokma, Assistant to the Board  
Gaspar Lopez Lopez, Bilingual Interpreter / Translator  
Marianna Roman, Bilingual Interpreter / Translator  
Diana Kleintob, Technology Support

Student Representatives Present:

Jessica Jose-Nickerson  
Samanta Vega Contreras

Others Present:

Erika Pierce, Karin Harrington,  
and Minter Bridge Elementary  
School leadership students  
Brigette Harrington,  
Jackson Elementary School  
Jill Golay, HEA  
Devin Hunter, HCU

A. Call to Order and Flag Salute

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

B. Recognition / Student Presentation

1. Student Presentation: Minter Bridge Elementary School's Dolphin Leadership Club  
Fifth and sixth grade students from Minter Bridge Elementary School's Dolphin Leadership Club presented a video regarding the benefits of the club, and performed a skit highlighting positive character traits.

2. Recognition: Brigette Harrington, Winner of the US Capitol Christmas Tree Contest  
Brigette Harrington, the Jackson Elementary School fourth grade winner of the US Capitol Christmas Tree Contest, described the highlights of the events she attended in Oregon and Washington, D.C., discussed her future plans, and read her contest-winning poem.

3. Board Recognition and Appreciation

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 the District, visiting schools, advocating with legislators, studying current issues, and learning about District programs. Superintendent Scott 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 2019 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.

C. Approval of Agenda

Director Martin Granum MOVED, SECONDED by Director Erika Lopez, to approve the agenda as printed. The MOTION CARRIED (7-0).

D. Audience Time

No audience members asked to address the Board.

E. Reports and Discussion

1. First Reading - 2019-20 School Calendar

Chief Human Resources Officer Kona Lew-Williams presented the proposed 2019-20 school year calendar for first reading, explaining that policy IC: School Year / School Calendar requires that the calendar for the upcoming school year be approved no later than the April Board meeting. Ms. Lew-Williams outlined the key features of the calendar, discussed the factors that must be considered in developing the calendar, and described changes that were made in response to staff input. The proposed calendar is included in the Board meeting packet

2. Announce School Board Election Process and Timeline

Chief Communications Officer Beth Graser announced that three positions on the Hillsboro School District Board of Directors (positions 4, 5, and 7) will be on the May 2019 ballot and outlined key election dates. Community members who are interested in running for School Board are invited to attend an information session on February 21 or 26 to learn more about Board service. Those who cannot attend are welcome to contact the Chief Communications Officer or the Executive Assistant to the Board for additional information regarding school board duties. Key election dates, the times and locations of the information sessions, and other relevant details are included in the Board meeting packet. Current Board members who are available to attend one or both of the information sessions will notify Ms. Graser.

Director Kim Strelchun (position 4) announced that she will not be seeking reelection. Director Yadira Martinez (position 7) announced that she will be running for election to the position to which she was appointed last February.

3. Division 22 Assurances

Assistant Superintendent Travis Reiman presented the required annual report on the District's compliance with the Division 22 Standards for Public Elementary and Secondary Schools, stating that the Hillsboro School District assures compliance with all associated laws and regulations, with the exception of fulfilling the State's requirement that curriculum in all content areas be adopted on a seven-year cycle. Assistant Superintendent Reiman explained that, due to budget restrictions, curriculum has not been adopted on cycle in several content areas, and a waiver request will be submitted to the State. He also explained that the District is in the process of identifying language arts curriculum for adoption.

Director Kim Strelchun requested additional information regarding the curriculum adoption requirements and the District's compliance status, so Board members can reference this information as they communicate with State legislators regarding education funding. This information will be provided.

4. Strategic Plan Goals Update

Chief Communications Officer Beth Graser presented a progress update on the SMART goals that were identified for year three of the District's Strategic Plan. The 2018-19 SMART goals are listed in the Board meeting packet. The work plan and SMART goals updates are posted on the District website. The status of all of the goals is currently "in process."

Board members asked about attending trauma-informed care training sessions, and asked whether additional data is available regarding the status of goals that are "in progress." Staff will follow up on these requests.

5. Financial Report

Chief Financial Officer Michelle Morrison presented the monthly financial report, which is included in the Board meeting packet.

6. 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.

a. Policies Related to the Community Curriculum Advisory Committee (CCAC)

- IFF: Community Curriculum Advisory Committee
- IFF-AR: Community Curriculum Advisory Committee
- IFF-AR Appendix A: Community Curriculum Advisory Committee Charge

Assistant Superintendent Travis Reiman explained that Director Erika Lopez recommended the renaming of the Community Curriculum Advisory Committee, and the revised documents were unanimously approved by CCAC members, who also provided input regarding the document revisions,.

b. Policies in Section D: Fiscal Management

- DA: Fiscal Management Goals (delete)
- DB: District Budget
- DBC: Budget Calendar
- DBEA: Budget Committee
- DBG: Budget Hearing and Notice
- DBH: Budget Adoption Procedures
- DBHB: Bond Levy (delete)
- DBI: Budget Amendments
- DBJ: Budget Implementation
- DBK: Budget Transfer Authority
- DD: Grant Funding Proposals and Applications
- DDB: Native American Impact Aid Funds
- DDC: Native American Education Program Grants - Title VI Indian Education

- DE: Revenues from State and Federal Funds (delete)
  - DF: Revenues from Non-Tax Sources (delete)
  - DFA: Investment of Funds
  - DFAA: Investment Policy - Capital Project Fund
  - DFE: Admission Prices and Receipts
  - DFG: Income from Program-Related Sales and Services
  - DGA: Authorized Signatures
  - DH: Crime Coverage for Employees and Officers
  - DI: Fiscal Accounting
  - DIBA: Insurance Reserve Fund
  - DIC: Financial Reports and Statements
  - DID: Property Inventories
  - DIE: Audits
  - DJ: District Purchasing
  - DJB: Petty Cash Accounts
  - DJC: Bidding Requirements
  - DJCA: Personal Services Contracts
  - DJG: Vendor Relations
  - DK: Payment Procedures (delete)
  - DL: Payroll
  - DLB: Salary Deductions
  - DLC: Expense Reimbursements
  - DM: Cash in District Buildings
  - DN: Disposal of District Property
- c. Policies in Section F: Facilities Development
- FA: Facilities Development Goals (delete)
  - FB: Facilities Planning
  - FC: Capital Construction Program
  - FEA: Capital Improvement - Educational Program
  - FEB: Architectural/Professional Engineering Services (delete)
  - FEF/FEFB: Construction Contracts (delete)
  - FI: Public Dedication of New Facilities (delete)
  - FJ: Temporary District Facilities (delete)
  - FK: Facilities Renovation
  - FL: Decommission of Facilities

F. Information

1. Administrative Regulation Updates

Updated administrative regulations that do not require Board action are posted in the Board meeting packet for the information of the Board, staff members, and the public. The following administrative regulations were included in the Board meeting packet. (Following the Board meeting, the document dates will be changed to January 22 for posting on the District's policy web page.)

- AD-AR: District Strategic Plan
- CC-AR: Organization Chart 2016-17 (delete)
- CCC-AR: Procedures for Administrative Reduction in Staff and Recall (delete)
- CPA-AR: Layoff/Recall - Administrative Personnel

- KGB-AR-1: Public Conduct on District Property (delete)
- KGB-AR: Trespass Notice

G. Consent Agenda

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

Director Jaci Spross requested that policy CHA: Development of Administrative Regulations be removed from the Consent Agenda to allow an error in the text to be corrected.

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

Consent Agenda items were as follows:

1. Approve Minutes of December 11, 2018, Board Meeting
2. Approve Routine Personnel Matters
3. Accept Gifts and Donations
4. Adopt 2018-19 Drug, Alcohol, and Tobacco Prevention Plan (*presented for first reading on December 11, 2018*)
5. Approve Policy Revisions (*presented for first reading on December 11, 2018*)
  - a. Policies in Section A-B: Board Governance and Operations
    - AB: The People and Their School District (delete)
    - AC: Nondiscrimination
    - AC-AR: Discrimination Complaint Procedure
    - ACA: Americans with Disabilities Act
    - AD: Educational Philosophy (delete)
    - BB: Board Legal Status
    - BBA: Board Powers and Duties and BBAB: Board Functions (delete / replace)
    - BBAA: Individual Board Member's Authority and Responsibilities
    - BBB: Board Elections
    - BBBA: Board Member Qualifications
    - BBBB: Board Member Oath of Office
    - BBC: Board Member Resignation
    - BBD: Board Member Removal from Office
    - BBE: Vacancies on the Board
    - BBF: Board Member Standards of Conduct
    - BBFA: Board Member Ethics and Conflicts of Interest
    - BBFB: Board Member Ethics and Nepotism
    - BC/BCA: Board Organization / Board Organizational Meeting
    - BCB: Board Officers
    - BCD: Board-Superintendent Relationship
    - BCE: Board Committees
    - BCF: Advisory Committees to the Board
    - BCG: Attorney for the District (delete)
    - BCH: Consultants to the Board (delete)
    - BD/BDA: Board Meetings
    - BDB: Special and Emergency Board Meetings (delete)

- BDC: Executive Sessions
- BDD: Board Meeting Procedures
- BDDA: Notification of Board Meetings (delete)
- BDDC: Board Meeting Agenda
- BDDG: Minutes of Board Meeting
- BDDH: Public Comment at Board Meetings
- BDDH-AR: Public Comment at Board Meetings
- BE: Board Work Sessions (delete)
- BF: Policy Development
- BFC: Adoption and Revision of Policies
- BFCA: Administrative Regulations (AR)
- BFD: Board Policy Implementation
- BFE: Administration in the Absence of Policy
- BFF: Suspension of Policies
- BFG: Policy Review
- BFG-AR: Ongoing Policy Review (delete)
- BG: Board-Staff Communications
- BH/BHA: Orientation of New Board Members (delete / replace)
- BHB: Board Member Training and Development
- BHE: Board Member Insurance
- BI: Board Legislative Program

b. Policies in Section C: General School Administration

- CA: Administrative Goals and Objectives (delete)
- CB: District Superintendent
- CBA: Qualifications and Duties of the Superintendent
- CBB: Recruitment and Appointment of the Superintendent
- CBC: Superintendent's Contract and Benefits
- CBG: Evaluation of the Superintendent
- CBH: Superintendent's Retirement/Termination (delete)
- CC: Administrative Organization (delete)
- CCB: Line of Authority and Staff Relations
- CCC: Hiring Licensed Administrators
- CCG: Evaluation of Administrators
- CD: Management Team (delete)
- CH: Policy Implementation
- CHCA: Handbooks
- CI: Temporary Administrative Arrangements
- CK: Consultants to the Administrative Staff (delete)
- CM: Compliance and Reporting on Standards
- CPA: Layoff/Recall - Administrative Personnel (proposed)

CHA: Development of Administrative Regulations was removed from the consent agenda.

c. Policies Related to Safety and Security

- JHHA: Crisis Prevention and Response (delete / replace)
- JFCJ: Weapons in the Schools – Students

- GBJ: Weapons in the Schools – Staff
- KGB: Public Conduct on District Property

#### H. Action Items

##### 1. Approve Revisions to Policy CHA: Development of Administrative Regulations

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the posted version of policy CHA be amended by adding the word “regulation” to the fourth paragraph, as follows:

“The Board reserves the right to review any administrative regulation and may revise it, if in the Board’s judgment, it finds such an administrative regulation is not consistent with adopted policies and/or other administrative regulations.”

The MOTION CARRIED (7-0).

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, to approve the amended version of policy CHA: Development of Administrative Regulations. The MOTION CARRIED (7-0).

##### 2. Vote on Resolution to Support Increasing Oregon Public School Funding to Ensure Student Success

Director Jaci Spross MOVED, SECONDED by Director Kim Strelchun, that the Board of Directors approve the resolution to support increasing Oregon public school funding to ensure student success, as printed in the Board meeting packet. The MOTION CARRIED (7-0).

##### 3. Vote on Resolution in Support of Funding Education at the Level Recommended by the Quality Education Model

Director Kim Strelchun MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors approve the resolution in support of funding education at the level recommended by the Quality Education Model, as printed in the Board meeting packet. The MOTION CARRIED (7-0).

#### I. HCU / HEA Reports

HCU President Devin Hunter discussed the far-reaching impact of adequate facilities on students and staff, in terms of their morale, sense of security, focus, and ability to work and learn efficiently. He thanked facilities staff members for their work, their dedication, and their reliability.

HEA President Jill Golay thanked the Board for adopting the resolution for increased state funding for education, and discussed the importance of collaboration and advocating for adequate and stable funding. She also discussed the value of challenging and enriching experiences for students, and she thanked Board members for all of their work, honoring them with gifts of books, on behalf of HEA.

#### J. Discussion Time

##### 1. Student Representatives' Time

Jessica Jose-Nickerson thanked the Board for the opportunity to serve as a Student Representative, and thanked Board members, on behalf of herself and Century High School students, for everything they do.



2. Superintendent's Time

Superintendent Mike Scott discussed upcoming events and thanked HEA and HCU, District staff, and Board members for their work, collaboration, accomplishments, and positive impact on students.

3. Board of Directors' Time

Board members thanked students and staff for their gestures of appreciation. They also provided brief summaries of their recent and upcoming activities, and discussed District programs and community partnerships, team work among Board members, the Board's schedule of school visits, advocacy, school funding, graduation ceremonies, and the OSBA Board Members of Color Caucus.

J. Follow-Up Items

| Agenda Item / Request   | Action   |
|---|--|
| <ul style="list-style-type: none"> <li>○ <u>Division 22 Assurances</u> <ul style="list-style-type: none"> <li>▪ Director Kim Strelchun requested additional information regarding the curriculum adoption requirements and the District's compliance status, so Board members can reference this information as they communicate with State legislators regarding education funding.</li> </ul> </li> </ul> | <p>This information will be provided.</p>                |
| <ul style="list-style-type: none"> <li>○ <u>Strategic Plan Goals Update</u> <ul style="list-style-type: none"> <li>▪ Board members asked about attending trauma-informed care training sessions, and asked whether additional data is available regarding the status of goals that are "in progress."</li> </ul> </li> </ul>  | <p>Staff will follow up on these requests.</p>           |
| <ul style="list-style-type: none"> <li>○ <u>Board of Directors' Time</u> <ul style="list-style-type: none"> <li>▪ Director Mark Watson suggested that Student Representatives have a role in the graduation ceremonies.</li> </ul> </li> </ul>  | <p>Board members to discuss during a future meeting.</p> |

K. Adjourn Regular Session

The meeting was adjourned at 8:51 PM.




Approved February 26, 2019