

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
August 5, 2019
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

FULL-DAY RETREAT

A. Executive Session

ORS 192.660(2)(e) — Real Estate

Board Present:

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

Others Present:

Ed Hayden, Realtor
Kyle Hayden, Realtor

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Jordan Beveridge, Chief Information and Technology Officer
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Casey Waletich, Chief Operations Officer
Adam Stewart, Capitol Projects Officer
Val Bokma, Assistant to the Board

Board Chair Erika Lopez called the meeting to order at 7:34 AM, and moved the Board into executive session under ORS 192.660(2)(e) — real estate. The District's realtor provided information relevant to potential real property transactions. The Board discussed the information. No action was taken. Board Chair Lopez moved the Board out of executive session and recessed the meeting at 8:24 AM.

B. Work Session

Board Present:

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

Staff Present:

Mike Scott, Superintendent
Travis Reiman, Assistant Superintendent, Academic Services
Dayle Spitzer, Assistant Superintendent, School Performance
Jordan Beveridge, Chief Information and Technology Officer
Beth Graser, Chief Communications Officer
Kona Lew-Williams, Chief Human Resources Officer
Michelle Morrison, Chief Financial Officer
Adam Stewart, Capitol Projects Officer
Casey Waletich, Chief Operations Officer
Fran Sinapi, Executive Director of Schools
Emily Caldwell, Interim Principal, Brookwood Elementary School
Martha Rodriguez Siordia, Principal, Minter Bridge Elementary School
Tristan Burnett, Principal, McKinney Elementary School
Jennifer Robbins, Principal, Ladd Acres Elementary School
Jeniffer Modolo, Assistant Principal, Century High School
Tiffany Mosqueda, Principal, Alternative Programs
Berta Lule, Principal, Reedville Elementary School
Val Bokma, Assistant to the Board
Devin Hunter, Technology Support
Jorge Tello, Technology Support

Student Representatives Present:

Danny Adzima
Maria Isabel Aguilar Alvarado
Andrew Goodwin*
(*on speaker phone)

Board Chair Erika Lopez reconvened the meeting at 8:37 AM. Student Representative Andrew Goodwin attended the work session via speaker phone.

1. Breakfast and Team-Building Activity 1

Superintendent Mike Scott led Board members, Student Representatives, and Cabinet members in a team-building activity.

2. Board Professional Development – Equity Discussion

During the year ahead, Board and Cabinet members will participate in a series of discussions regarding the diverse needs of students and the supports that will help them succeed. During this session, Assistant Superintendent Dayle Spitzer presented information related to discipline trends, including contributing factors, long-term impacts, supports, work that is being accomplished, and goals for the 2019-20 school year.

3. Planning Ahead

a. 2016-2021 Strategic Plan

- 1) Year 3 Highlights (2018-19)
- 2) Year 4 Planning / Goals (2019-20)

Assistant Superintendents Travis Reiman and Dayle Spitzer and Chief Communications Officer Beth Graser presented an update regarding the District's progress and accomplishments related to the 2018-19 Work Plan and SMART Goals, and a draft of the proposed 2019-20 Work Plan and SMART Goals; and received Board members' input. Although the District is also working toward many other goals, these have been identified as the top system-level goals for moving the District closer to its strategic objective of all students graduating with career- and college-readiness skills.

Updates regarding the District's Strategic Plan goals will be provided to the Board throughout the year.

4. Recess Meeting

The meeting was recessed at 10:29 AM.

5. Break

6. Reconvene Meeting

The meeting was reconvened at 10:44 AM.

7. Planning Ahead (continued)

a. PERS Information and Update

Superintendent Mike Scott, Chief Financial Officer Michelle Morrison, and Chief Human Resources Officer Kona Lew-Williams presented an update regarding recent legislation regarding the Public Employees Retirement System (PERS), and its anticipated impact on the District and staff. Additional updates will be presented to the Board, as information becomes available.

b. Gain Share Discussion

Superintendent Mike Scott, Chief Financial Officer Michelle Morrison, Chief Communications Officer Beth Graser, and Assistant Superintendent Travis Reiman presented an overview of the Strategic Investment Program (SIP) and the Gain Share Program, including the history and purpose of the programs and the impact they have had on District funding and operations over the years.

Currently, the District and the City of Hillsboro have a 10-year agreement that the City will provide the District with \$1 million per year of Gain Share value (not pass-through dollars) – \$500,000 per year in safety enhancements (e.g., sidewalks, road improvements, rapid-flashing crosswalk signals, etc.) near schools, and \$500,000 per year for learning program expansions in partnership with the City. Options being discussed include investment in a physical structure and working with community and local government partners to invest in a resource that would benefit both students and community members. Options related to these concepts are being researched and discussed.

c. Student Success Act Update

Assistant Superintendent Travis Reiman presented an overview of the Student Success Act (SSA); its anticipated impact on the District's budget, operations, programs, and supports; and process and timeline requirements.

Based on the information that is currently available, it is estimated that the District could theoretically receive approximately \$16 million in funds under the SSA in the 2020-21 school year, to be used within parameters established by the rule-making process. SSA funds will be divided between the Statewide Education Initiative Account (full funding of Measure 98), the Early Learning Account, and the Student Investment Account (SIA). All funds received through the SIA will be governed by an inclusive public strategic planning process with several defined elements. During the development of the District's continuous improvement plan (CIP), stakeholders will be invited to provide input regarding the prioritization of identified investment areas.

d. Budget Update and Local Option Levy Discussion

Superintendent Mike Scott, Chief Financial Officer Michelle Morrison, and Chief Communications Officer Beth Graser provided information regarding the potential benefits, challenges, and scheduling implications of a local option levy. This topic was previously discussed during the August 2018 Board retreat, at which time the Board agreed to revisit the topic during the summer 2019 retreat, waiting to see whether advocacy for revenue reform would result in adequate school funding.

Key topics of this discussion included basic information regarding local option levies and factors relevant to decision-making, including: scheduling considerations; community values and perceptions; public support; the support of the District's City, County, and community partners; the amount that would be needed for a meaningful impact, the variability of collections; the implications of SSA funds, current uncertainty regarding several aspects of this new funding source, and the challenges this presents for formulating a solid communication plan; and the necessity of all Board members being in agreement regarding their decision.

Board members requested additional information regarding polling, scheduling considerations, and SSA funding, which will be gathered and presented during a future Board meeting.

The following agenda items were addressed at this time:

B.8. Introduction of New Administrators

B.9. Recess Meeting

B.10. Lunch Break

B.11. Reconvene Meeting

e. Budget Committee Roles and Responsibilities

Superintendent Mike Scott and Chief Financial Officer Michelle Morrison presented information from the Oregon School Boards Association (OSBA) regarding the composition and authority of school districts' budget committees, and the roles of the Board and the Budget Committee in the budget development process.

Board members discussed the role of the District's Budget Committee in the budget development process – which has expanded in scope over the years, beyond the statutory requirement – and whether changes in the role and / or process are needed.

Board members discussed the value of community input and transparency throughout the budget development process, and of ensuring that the responsibilities and communication of the Board, as they work to reach a consensus regarding complex matters, are clear and distinct.

Based on the Board's input, Superintendent Scott and CFO Morrison will draft a process outline to be presented to the Board for review during a future meeting.

Three positions are currently open on the District's Budget Committee, and applications are due on September 3.

Notes:

- *Agenda item B.13.a. Vision for Alternative Education was addressed at this time.*
- *The following agenda items were addressed following agenda item B.7.d. Budget Update and Local Option Levy Discussion:*

- *B.8. Introduction of New Administrators*
- *B.9. Recess Meeting*
- *B.10. Lunch Break*
- *B.11. Reconvene Meeting*

8. Introduction of New Administrators

The following administrators, who are new to their positions, introduced themselves to the Board:

- Fran Sinapi, Executive Director of Schools
- Emily Caldwell, Interim Principal, Brookwood Elementary School
- Martha Rodriguez Siordia, Principal, Minter Bridge Elementary School
- Tristan Burnett, Principal, McKinney Elementary School
- Jennifer Robbins, Principal, Ladd Acres Elementary School
- Jeniffer Modolo, Assistant Principal, Century High School
- Tiffany Mosqueda, Principal, Alternative Programs
- Berta Lule, Principal, Reedville Elementary School

9. Recess Meeting

The meeting was recessed at 12:50 PM.

10. Lunch Break

11. Reconvene Meeting

The meeting was reconvened at 1:25 PM.

12. Team-Building Activity 2

This agenda item was cancelled, due to time constraints.

13. Planning Ahead (continued)

a. Vision for Alternative Education

Note: This agenda item was addressed following agenda item B.7.e. Budget Committee Roles and Responsibilities

Assistant Superintendent Dayle Spitzer and Alternative Programs Principal Tiffany Mosqueda presented an overview of the District's alternative education programs, goals for expanding the programs and their availability to students, and the vision of creating a Pathways Center where current, consistent information regarding all available options could be accessed by all District staff, students, and families at a single location. Potential funding options for constructing a Pathway Center were discussed.

b. School-Based Health Center Discussion

In response to interest expressed by Board members, Chief Communications Officer Beth Graser presented information regarding the School-Based Health Center (SBHC) at Century High School, including utilization data and funding from multiple sources, which made construction of this SBHC possible. Ms. Graser discussed the estimated cost of constructing a second SBHC, and explained that, due to State budget cuts, the SBHC State Program Office has a decreased capacity to assist planning sites or communities interested in opening an SBHC; there is no funding to support additional SBHCs at this time; and the federal capital grant program is not currently operational.

Ms. Graser outlined alternate possibilities that could be explored, which include arranging for Virginia Garcia Memorial Health Center to take their mobile unit to Hillsboro High School on an every-other-week basis, and / or having a mental health provider available for student

appointments at the school, so students would not need to arrange for transportation. Virginia Garcia has contacted ODE to ask whether a planning grant might be available for a feasibility study and pilot program, and is waiting for clarification. If funding is possible, District leaders will talk with Virginia Garcia and school administrators about scheduling options, forming an inter-agency work group and advisory committee, and other details.

Board members discussed various aspects of the potential options.

An update will be presented to the Board after additional information becomes available.

- c. Board Discussion – Goals and Priorities
Superintendent Mike Scott received input from Board members regarding goals that they would like to set for themselves for the 2019-20 school year. Based on this input, Superintendent Scott will draft a set of goals for the Board to review, revise, and potentially adopt.
- d. Board Meeting Planning Document Review
Board members reviewed a draft version of the agenda planning document for 2019-20 Board meetings, and suggested additional topics.
- e. Community Outreach Opportunities
Board members discussed community outreach opportunities for the 2019-20 school year. In addition to participating in District and community events, Board members also discussed plans for coordinating their attendance at school events (e.g., back-to-school nights) to discuss the Student Success Act and gather input from stakeholders.
- f. Proposed 2020-21 Board Meeting Dates
Board members reviewed a proposed Board meeting schedule for the 2020-21 school year and provided input. As a result of this discussion, the August retreat, which was originally proposed to take place on August 3, is now tentatively scheduled for August 10. The proposed schedule, incorporating Board members' input, is provided below. The Board is scheduled to approve the 2020-21 Board meeting dates in June 2020, and the Board meeting schedule will not be official until it is approved by the Board.

Date	Session
Monday, August 10, 2020	Full-Day Session (Retreat)
Tuesday, September 8, 2020	Work Session
Tuesday, September 22, 2020	Regular Session
Tuesday, October 13, 2020	Work Session
Tuesday, October 27, 2020	Regular Session
Tuesday, November 17, 2020	Regular Session
Tuesday, December 8, 2020	Regular Session
Tuesday, January 12, 2021	Work Session
Tuesday, January 26, 2021	Regular Session
Tuesday, February 9, 2021	Work Session
Tuesday, February 23, 2021	Regular Session
Tuesday, March 16, 2021	Half-Day Retreat and Regular Session
Tuesday, April 13, 2021	Work Session
Tuesday, April 27, 2021	Regular Session / Budget Committee Meeting
Thursday, May 6, 2021	Budget Committee Meeting

Tuesday, May 11, 2021	Work Session
Thursday, May 20, 2021	Budget Committee Meeting, if needed
Tuesday, May 25, 2021	Regular Session
Tuesday, June 22, 2021	Regular Session

Note: The following agenda items were addressed at this time:

- B.15. Recess Meeting
- B.16. Break
- B.17. Reconvene Meeting
- B.18. Team-Building Activity 3

14. Board Professional Development Discussion

a. Committee Opportunities

Board members and Student Representatives discussed their interest and availability to serve on various committees during the 2019-20 school year.

b. OSBA Summer Conference Reports

Board Chair Erika Lopez, Vice Chair Martin Granum, and Directors See Eun Kim, Jaci Spross, and Mark Watson shared highlights of the OSBA Summer 2019 Board Conference in Bend, Oregon, which they attended in July.

c. OSBA and NSBA Conference Planning

Board members discussed opportunities to attend upcoming National School Boards Association (NSBA) conferences. Directors See Eun Kim, Jaci Spross, and Mark Watson expressed an interest in attending the 2020 conference in Chicago, Illinois (April 4 - 6, 2020). They will confirm their plans before the registration window opens.

Board Chair Erika Lopez and Director Yadira Martinez expressed an interest in attending the 2021 conference in New Orleans (April 10-12). If Director Watson does not attend the 2020 conference, he may also be interested in attending the conference in 2021.

Note: The following agenda items followed agenda item B.13.f. Proposed 2020-21 Board Meeting

Dates:

- B.15. Recess Meeting
- B.16. Break
- B.17. Reconvene Meeting
- B.18. Team-Building Activity 3

15. Recess Meeting

The meeting was recessed at 3:30 PM.

16. Break

17. Reconvene Meeting

The meeting was reconvened at 3:37 PM.

18. Team-Building Activity 3

Superintendent Mike Scott led Board members, Student Representatives, and Cabinet members in a team-building activity.

19. Teamwork / Communication / Evaluations

a. Review Working Agreements

The Superintendent and Board of Directors reviewed their working agreements, and determined that no changes are needed. The working agreements are reviewed and readopted annually; the Board is scheduled to readopt them on September 24.

b. Communication

The Superintendent and Board members discussed their communication protocols.

c. Evaluation Processes and Timelines

1) Superintendent Evaluation Process Changes and Timeline

Board members reviewed the proposed timeline for the 2020 evaluation of the Superintendent, and updates to the standards and indicators, which were drafted in response to input the Board provided during the 2019 Superintendent evaluation process. Board members requested additional edits to the proposed indicators; no changes were requested to the proposed timeline or the rating process.

2) Board Evaluation Discussion

Board members discussed the timeline and process for conducting their next self-evaluation. The process will begin in May 2020, and may include 360° feedback. Further discussion regarding the process will be scheduled during a future Board meeting.

20. Review of Board Budget

Chief Financial Officer Michelle Morrison presented an overview of the Board's 2018-19 expenditures and 2019-20 budget, and provided information regarding purchasing and expense reimbursement procedures. Superintendent Scott outlined the procedure for accessing professional development funds. Board members requested scheduling information for upcoming professional development opportunities.

21. Information / Updates

a. Transportation Update

Chief Operations Officer Casey Waletich provided information regarding the District's current bus driver shortage and the strategies that must be implemented to prioritize the most essential transportation needs, explaining that the shortage of at least 27 bus drivers makes it impossible to maintain all of the services that have previously been provided.

Bus driver shortages are currently being experienced by school districts across the nation, but Hillsboro's situation is exacerbated by the fact that surrounding districts are able to offer significantly higher starting wages. A meeting is being scheduled with Hillsboro Classified United (HCU), with a goal of reopening discussions regarding the hourly wage for bus drivers.

Board members discussed the services that are being reduced and the impact these changes may have on students and families, and asked questions about the viability of suggestions involving adjusted shifts and partnerships with community organizations. The District will continue to explore additional options with community partners.

b. Bond Update

Capitol Projects Officer Adam Stewart reported on the status of bond projects at locations throughout the District.

22. ACTION: Declare Surplus Property and Authorize Demolition or Sale

a. ACTION: Declare Surplus Property and Authorize Demolition of Obsolete Elementary School Playground Equipment

Director Mark Watson MOVED, SECONDED by Director Lisa Allen, that the Board of Directors declare the obsolete playground equipment at Eastwood, Mooberry, and Ladd Acres Elementary Schools, and Groner K-8, as surplus, and authorize its demolition as part of the 2017 Bond Program.

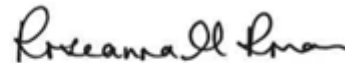
Pending additional information regarding the status of the playground equipment at Groner K-8 (which was recently replaced), Director Jaci Spross AMENDED THE MOTION. Director Spross MOVED, SECONDED by Director Lisa Allen, that the Board of Directors declare the obsolete playground equipment at Eastwood, Mooberry, and Ladd Acres Elementary Schools as surplus, and authorize its demolition as part of the 2017 Bond Program. The MOTION CARRIED (7-0).

b. ACTION: Declare Surplus Property and Authorize Demolition or Sale of Obsolete Portable Classroom Buildings

Director Jaci Spross MOVED, SECONDED by Director Mark Watson, that the Board of Directors declare the obsolete portable classroom buildings identified at Eastwood, Mooberry, Indian Hills, and Butternut Creek Elementary Schools as surplus, and authorize their demolition or sale, as part of the 2017 Bond Program. The MOTION CARRIED (7-0).

C. Adjourn Meeting

The meeting was adjourned at 5:48 PM



Approved September 24, 2019