

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR

Board Meeting Agenda
October 13, 2020
5:15 PM

1. 5:15 PM - Work Session

A. Call to Order

Presenter: Erika Lopez

Time: 5:15 PM

B. Facilities Naming Update

Presenter: Mike Scott

Time: 5:15 PM, 45 minutes

C. SRO Update

Presenter: Mike Scott

Time: 6:00 PM, 60 minutes

D. Fall 2020 Update

Presenter: Casey Waletich / Elaine Fox

Time: 7:00 PM, 15 minutes

E. Recognitions and Proclamations

Presenter: Erika Lopez

Time: 7:15 PM, 5 minutes

F. Discuss 2021 Recognitions and Proclamations

Presenter: Mike Scott

Time: 7:20 PM, 10 minutes

G. Division 22 Assurances

Presenter: Travis Reiman

Time: 7:30 PM, 5 minutes

H. Superintendent's Committee Discussion

Presenter: Mike Scott

Time: 7:35 PM, 10 minutes

I. American Education Week Planning

Presenter: Beth Graser

Time: 7:45 PM, 5 minutes

J. Policies - First Reading

Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already 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 meeting.

Presenter: Mike Scott

Time: 7:50 PM, 5 minutes

1. A/B: Board Governance and Operations

a. AC: Nondiscrimination

Presenter: Kona Lew-Williams

b. AC-AR: Discrimination Complaint Procedure

Presenter: Kona Lew-Williams

c. BBFC: Reporting of Suspected Abuse of a Child
Presenter: Kona Lew-Williams

2. G - Personnel

a. GBLA: Disclosure of Information
Presenter: Kona Lew-Williams

3. K/L - District-Community Relations

a. LBE: Public Charter Schools
Presenter: Michelle Morrison

K. Discussion Time

Presenter: Erika Lopez
Time: 7:55 PM, 10 minutes

L. Adjourn Board Meeting

Presenter: Erika Lopez
Time: 8:05 PM

M. Next Meetings of the Board of Directors

- October 27, 2020 Board Work / Regular Session
- November 17, 2020 Board Work / Regular Session

HILLSBORO SCHOOL DISTRICT
October 13, 2020
FACILITIES NAMING PROCESS - ES28

SITUATION

After months of community feedback and ES28 Naming Task Force review, four names were presented to the Board of Directors at the September 22, 2020 work session for the new elementary school being constructed in the North Plains area - ES28. After deliberation, the name Atfalati Ridge was placed on 30-day review.

During tonight's work session, the Board of Directors will hear from David Harrelson, the Tribal Historic Preservation Officer for The Confederated Tribes of Grand Ronde. District staff will also be sharing feedback from the Native American Parent Advisory Committee meeting. Chief Operations Officer Casey Waletich will provide an overview of the mascot selection process.

RECOMMENDATION

The Superintendent recommends the Board of Directors listen to the information and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
October 13, 2020
SCHOOL RESOURCE OFFICERS UPDATE

SITUATION

The Board will receive an update regarding the ongoing work to analyze the relationship between the Hillsboro School District and School Resource Officers (SROs). Building level administrators and a School Resource Officer will make a presentation on the job duties of SROs. District staff will also present an update regarding potential revisions to the draft of the Memorandum of Understand (MOU) regarding SROs.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the update and ask any questions they have.

HILLSBORO SCHOOL DISTRICT 1J
October 13, 2020
FALL 2020 UPDATE

SITUATION

The Board of Directors will receive an update regarding the start of school for Fall 2020, including information on limited in-person instruction and athletics and activities participation.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the information and ask any questions they may have.

PROCLAMATION

The Hillsboro School District recognizes that principals and assistant principals work tirelessly each day as visionaries, assessment experts, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives.

The Hillsboro School District appreciates that principals and assistant principals work collaboratively with both teachers and district staff to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives for schools to achieve educational excellence.

The Hillsboro School District honors exemplary principals and assistant principals who have succeeded in providing high-quality learning opportunities for students, as well as their outstanding contributions to the profession.

The Hillsboro School District celebrates that Principals Month gives an opportunity to honor and recognize the contribution of all school principals and assistant principals to the success of every student in the District.

The Board of Directors of the Hillsboro School District do hereby proclaim the month of October 2020 be:

NATIONAL PRINCIPALS MONTH

We urge all community members to join us in recognizing the many contributions and achievements of principals and assistant principals to the development of prosperity of our community.



Erika Lopez, Board Chair

PROCLAMATION

The Hillsboro School District recognizes that a week in October has been designated to increase awareness of the importance of safe schools and that it is critical for schools and communities to work together to ensure that our children are safe from harm and able to thrive in their academic environment.

The Hillsboro School District knows that excellence in education is dependent on safe, secure, and peaceful school settings.

The Hillsboro School District recognizes that all children deserve to learn in an environment where they feel safe and free from harm.

The Hillsboro School District encourages schools, communities, and organizations to work together to stop bullying and cyberbullying and put an end to hatred and racism by increasing awareness of the prevalence and impact of all forms of bullying on children of all ages.

The Hillsboro School District believes that it is important to focus public attention on school safety and identify, develop, and promote answers to these critical issues; and

The Board of Directors of the Hillsboro School District do hereby proclaim the week of October 17-23, 2020 be:

SAFE SCHOOLS WEEK

We urge all community members to join us in recognizing that we must work together to make our schools safe, secure, and peaceful places for learning, teaching, and working.



Erika Lopez, Board Chair

**Hillsboro School District
October 13, 2020
RECOGNITIONS AND PROCLAMATIONS**

Situation

The Board will review a draft list of Recognitions and Proclamation for the 2021 year. As a reminder, the following guidelines were used when constructing this list:

Guidelines

- Proclamations should reflect inclusiveness as related to the education of our students and the values of the community. Proclamations will recognize, celebrate and honor the diversity of our students, staff and community.
- Proclamations must have a district wide significance and demonstrate relevancy to the Hillsboro School District.

Recommended Recognitions and Proclamations

- | | |
|--|-----------|
| • School Board Appreciation Month | January |
| • Black History Month | February |
| • National School Counseling Week | February |
| • School Bus Driver Recognition Day | February |
| • Classified Employee Appreciation Week | March |
| • Women’s History Month | March |
| • National Volunteer Week | April |
| • Asian & Pacific Islander Heritage Month | May |
| • Teacher Appreciation Week | May |
| • National School Nurses Week | May |
| • LGBTQ Pride Month | June |
| • Latinx Heritage Month | September |
| • Safe Schools Month | October |
| • National Principals Month | October |
| • Native American Heritage Month | November |
| • American Education Week | November |
| • National Education Support Professionals Day | November |

Recommendation

The Superintendent recommends that the Board of Directors review and discuss the Recognitions and Proclamations draft.

HILLSBORO SCHOOL DISTRICT 1J
October 13, 2020
SUPERINTENDENT COMMITTEE PARTICIPATION DISCUSSION

SITUATION

Board members will discuss participation on Superintendent Committees.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss participation on Superintendent Committees and ask any questions they have.

SUPERINTENDENT'S COMMITTEE PARTICIPATION OPPORTUNITIES, 2020-21 (DRAFT)

Committee	Cabinet Member Leading	Estimated Time Commitment	Meeting Schedule	Board Members (3 max)	Student Reps	Notes
Advocacy Committee	Beth	1-2 hour-long meetings per month	Sept., Oct., Nov.			Goal would be to review potential 2021 session legislation and Board priorities
Career and College Pathway Steering Committee	Brooke	4 hours fall and spring	Approx. Oct. and Apr.			Status updates, future planning, community outreach, etc.
Long-Range Facilities Planning Committee	Casey	1.5 hours per month	1x per month no summer meet	2 board members	N/A	Meeting takes place mid-morning
Audit Committee	Michelle	Up to 2, 2 hour meetings	October, December	Up to 3	All welcome	Committee will review audit process, then review final report prior to board approval
Safety Committee	Mike/Casey	*see Mike's calendar (March/April?)	*see Mike's calendar (March/April?)			
LAU Plan Review Team	Olga/Arcema	5 hours	One meeting in Spring (Occurs every 2 years)	1	0	Board member will attend orientation, then be a reader/feedback provider to the plan
Bargaining Team - Licensed	Kona	Half Day and Full Day, 2-3 x a month starting in January 2021	Starting in January 2021 until licensed bargaining is complete	1 board member 1 alternate if the board member is not able to attend	N/A	To represent the board in licensed labor negotiations to create a 2021-24 Contractual Bargaining Agreement
Bargaining Team - Classified	Kona	Half Day and Full Day, 2-3 x a month starting in January 2021	Starting in January 2021 until classified bargaining is complete	1 board member 1 alternate if the board member is not able to attend	N/A	To represent the board in classified labor negotiations to create a 2021-24 Contractual Bargaining Agreement

HILLSBORO SCHOOL DISTRICT 1J
October 13, 2020
AMERICAN EDUCATION WEEK PLANNING

SITUATION

The week of November 16 – 20, 2020, has been designated American Education Week. American Education Week presents an opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every student receives a quality education. The education of over 20,000 students in the Hillsboro School District is an important responsibility for every employee, substitute, Board member, volunteer, community partner, and patron. During American Education Week, all partners in the education environment will be acknowledged and recognized.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss plans to acknowledge November 16 – 20, 2020, as American Education Week in the Hillsboro School District.

HILLSBORO SCHOOL DISTRICT 1J
October 13, 2020
FIRST READING – POLICIES IN SECTIONS A-B: BOARD GOVERNANCE AND
OPERATIONS, G: PERSONNEL, K/L: DISTRICT COMMUNITY RELATIONS

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to receive a quarterly policy update.

Policy language must meet the following criteria:

- Legally mandated or legally wise
- Harmonize with District's existing collective bargaining agreements
- Reflect current District practice

The Superintendent and Cabinet members have reviewed the policies listed below, and are presenting them to the Board for first reading:

- Policies in Section A/B: Board Governance and Operations
 - AC: Nondiscrimination
 - AC-AR: Discrimination Complaint Procedure
 - BBFC: Reporting of Suspected Abuse of a Child
- Policies in Section G: Personnel
 - GBLA: Disclosure of Information
- Policies in Section K/L: District Community Relations
 - LBE: Public Charter Schools

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of these policies in sections A/B, G and K/L of the District's policy manual.

Code: AC
Adopted: 6/26/18
Revised/Readopted: 1/22/19
Orig. Code(s): AC

Nondiscrimination

The District prohibits discrimination and harassment on any basis protected by law, including but not limited to:

- An individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, or veterans' status; or
- The perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, or veterans' status of any other persons with whom the individual associates.

The District prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignments to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals, and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint individuals at the District to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The District will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the District's administrative office and on the home page of the District's website.

The District prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted, or participated in an investigation, proceeding, or hearing; and further prohibits anyone from coercing, intimidating, threatening, or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051\(1\)\(e\)](#)
[ORS 408.230](#)
[ORS 659.805](#)
[ORS 659.815](#)
[ORS 659.850 - 659.860](#)
[ORS 659.865](#)
[ORS 659.870](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.103 - 659A.145](#)
[ORS 659A.230 - 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)
[ORS 659A.409](#)
[OAR 581-002-0001 – 002-0005](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0047](#)
[OAR 581-022-2310](#)
[OAR 581-022-2370](#)
[OAR 839-003](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2012); 29 C.F.R Part 1626 (2017).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2012); 29 C.F.R. Part 1630 (2018); 28 C.F.R. Part 35 (2018).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2012); 34 C.F.R. Part 104 (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2018).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012); 28 C.F.R. §§ 42.101-42.106 (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012); 29 C.F.R. § 1601 (2018).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2012).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).

Code: **AC-AR**
Adopted: 4/24/18
Revised/Readopted: 1/22/19
Orig. Code(s): AC-AR

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed according to the following procedures.

Step 1: An oral or written complaint must be filed with the principal or designee. The principal or site administrator, or other designated official, shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 District business days of receipt of the complaint.

Any staff member who receives a written or oral complaint shall refer the complainant to the principal or site administrator.

Step 2: If the complainant wishes to appeal the principal's or designee's decision, they may submit a written appeal to the district-level administrator who is designated to receive these appeals. The written appeal must be submitted within five District business days after receipt of the principal's or designee's response to the complaint. The administrator receiving the appeal shall review the merits of the principal's or designee's decision, and may meet with all parties involved. The administrator receiving the appeal will respond in writing to the complainant within 10 District business days.

The following district-level administrators are designated to receive these appeals:

- The Office of School Performance administrator who oversees the school will receive appeals for complaints related to elementary and secondary schools;
- The Human Resources director who manages licensed staff will receive appeals for complaints related to district department-level licensed staff;
- The Human Resources director who manages classified staff will receive appeals for complaints related to District department-level classified staff.

- Step 3: If the complainant wishes to appeal the step 2 decision, they may submit a written appeal to the superintendent or designee within five District business days after receipt of the step 2 response to the complaint. The superintendent or designee shall review the merits of the complaint and the initial decision, and may meet with all parties involved. The superintendent or designee shall respond in writing to the complainant within 15 District business days.
- Step 4: If the complainant is not satisfied with the decision reached by the Superintendent or designee, a written appeal may be filed with the Board within five District business days after receipt of the response to step 3. The Board may hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 District business days of this meeting.

If the principal or designee is the subject of the complaint, the complainant may start at step 3 and file a complaint with the superintendent or designee.

If the Superintendent is the subject of the complaint, the complaint may start at step 4 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 4 and should be submitted to the Board chair and may be referred to District counsel.

Complaints against the Board chair may start at step 4 and be referred directly to the Board vice chair.

The timelines established in each step of this procedure may be extended upon mutual consent of the District and the complainant in writing. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the District and the complainant.

The complainant, if a person who resides in the District, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the District fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, they may appeal the District's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 002-0023.

Charter Schools of which the District Board is a Sponsor

The District Board, through this administrative regulation, will not review an appeal of a decision reached by the Board of the City View Charter School on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of City View Charter School as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

**Hillsboro School District
DISCRIMINATION COMPLAINT FORM**

Name of Complainant:

Date:

School or Activity:

Student Parent Employee Person that resides in the District

Type of discrimination:

Race Color National or Ethnic Origin Marital
Status

Age Religion Sexual Orientation Veteran's
Status

Sex Familial Status Pregnancy Mental or
Physical Disability

Discriminatory use of a Native American mascot Other

Specific complaint – provide detailed information including names, dates, places, and activities:

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted to the campus principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Corrected 7/29/19

Code: **BBFC**
Adopted:

Reporting of Suspected Abuse of a Child

(A new proposed OPTIONAL policy)

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify the Oregon Department of Human Services (DHS) or local law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make an oral report by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report shall contain, if known: the names and addresses of the child and the parents of the child; the name and address of the person who reported the abuse; the name and address of the perpetrator of the abuse, including any evidence of previous abuse; the explanation given for the abuse; and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 419B.005](#)
[ORS 419B.010](#)
[ORS 419B.015](#)
[Senate Bill 415 \(2019\)](#)

