

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

Board Meeting Agenda
January 26, 2021
5:15 PM

1. **5:15 PM - Work Session**
 - A. Bilingual Program 2020-21 Update 4
Presenters: Dayle Spitzer / Arcema Tovar
Time: 5:15 PM, 30 minutes
 - B. Support Services Report 5
Presenter: Casey Waletich
Time: 5:45 PM, 15 minutes
 - C. Vaccination Update and Return to School Information 12
Presenter: Mike Scott / Travis Reiman / Dayle Spitzer
Time: 6:00PM, 45 minutes
 - D. March 16 Half-Day Retreat 13
Presenter: Erika Lopez
Time: 6:45 PM, 5 minutes
 - E. Recess Board Meeting
Presenter: Erika Lopez
Time: 6:50 PM
2. **7:00 PM - Regular Session**
 - A. Call to Order and Flag Salute
Presenter: Erika Lopez
Time: 7:00 PM, 5 minutes
 - B. Land Acknowledgement 14
Presenter: Erika Lopez
Time: 7:05 PM, 5 minutes
 - C. Recognitions and Proclamations
Presenter: Erika Lopez
Time: 7:10 PM, 10 minutes
 1. Black History Month Proclamation 15
Presenter: Lisa Allen
 2. National School Counseling Week Proclamation 16
Presenter: Martin Granum
 3. School Bus Driver Recognition Week
Presenter: Mark Watson
 - D. School Board Appreciation Month Proclamation
Presenter: Mike Scott
Time: 7:20 PM, 5 minutes
 - E. Approval of Agenda
Presenter: Erika Lopez
Time: 7:25 PM, 5 minutes
 - F. Audience Time
Presenter: Erika Lopez
Time: 7:30 PM, 5 minutes

G. Consent Agenda

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

Presenter: Erika Lopez

Time: 7:35 PM, 5 minutes

1. Approve Minutes of December 8, 2020, Board Meeting
2. Approve Minutes of January 12, 2021 Board Meeting
3. Approve Routine Personnel Matters
4. Approve Policies
 - a. G: Personnel
 - 1) GBN/JBA - Sexual Harassment
Presenter: Kona Lew-Williams
 - 2) GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure
Presenter: Kona Lew-Williams
 - 3) GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure
Presenter: Kona Lew-Williams

H. Action Items

1. Approve Financing of School Buses
Presenter: Michelle Morrison
Time: 7:40 PM, 5 minutes
2. Student Activity Fee Suspension
Presenter: Michelle Morrison / Casey Waletich
Time: 7:45 PM, 5 minutes

I. Reports and Discussion

1. Financial Report (*see written report*)
Presenter: Michelle Morrison
Time: 7:50 PM, 5 minutes
2. First Reading - High School Course Approval
Presenter: Travis Reiman
Time: 7:55 PM, 30 minutes
 - a. Graphic Design
 - b. Exploring Computer Science
3. Graduation Rates
Presenter: Dayle Spitzer
Time: 8:25 PM, 10 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: 8:35 PM, 5 minutes

1. First Reading - Policies
 - a. G: Personnel

1) G: Federal Family and Medical Leave/State Family Medical Leave

Presenter: Kona Lew-Williams

2) GCPC/GDPC: Retirement of Staff

Presenter: Kona Lew-Williams

b. I - Instruction

1) IGBBC: Talented and Gifted Services

Presenter: Travis Reiman

2) IKFB: Graduation Exercises

Presenter: Dayle Spitzer

c. J: Students

1) JFCM: Threats of Violence

Presenter: Casey Waletich

2) JHFE: Reporting of Suspected Abuse of a Child

Presenter: Kona Lew-Williams

3) JHFE-AR(1): Reporting of Suspected Abuse of a Child

Presenter: Kona Lew-Williams

d. K/L - District-Community Relations

1) KL: Public Complaints

Presenter: Dayle Spitzer

K. HCU / HEA Reports

Time: 8:40 PM, 10 minutes

L. Discussion Time

Time: 8:50 PM, 10 minutes

1. Student Representatives' Time

2. Superintendent's Time

3. Board of Directors' Time

M. Adjourn Regular Session

Presenter: Erika Lopez

Time: 9:00 PM

N. Next Meetings of the Board of Directors

• February 9, 2021, Work Session

• February 23, 2021, Work / Regular Session

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2021
BILINGUAL PROGRAMS 2020-21 UPDATE

SITUATION

Services for our Emerging Bilinguals continue to be a priority in the Hillsboro School District. Tonight's presentation will highlight the District's testing processes and instructional support for English Language Proficiency, the expansion of Dual Language programs, as well as the District's efforts to provide equity in education through bilingualism and biliteracy, grade level academic achievement, and social competency for our emergent bilinguals.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT
January 26, 2021
ANNUAL SUPPORT SERVICES REPORT

SITUATION

Each fall, Support Services provide an annual report of information for the past school year.

FACILITIES AND MAINTENANCE

- Facilities and Maintenance staff processed 5394 work orders during the 2019-20 school year.
- 317 work orders out of this total are still in process.
- Classroom wall project completed at McKinney elementary. This project was similar to the work completed at Eastwood and Minter Bridge where walls were installed to separate classrooms. This was a four and a half month carpentry project.
- Work orders are generated from buildings, fire inspection reports, safety inspections, safety meetings, staff and student accident reports, and general maintenance issues that arise.
- Staff develop a priority list of projects, taking into consideration building needs, long-term maintenance, health and safety, and immediate concerns.
- Using the priority listing of projects, District staff, architects, and other consultants develop cost estimates, specifications, and bid documents to start the identified projects.
- All annual testing has been completed for 20-21. Fire systems, Backflows, Stage Curtains, Fire Extinguishers, Fire Door Testing and all other required Environmental Testing.
- Due of Covid and remotely learning, HSD maintenance/custodial has been able to accomplish more projects on top of what is normally done throughout a typical year. These include painting both interior and exterior, stripping and waxing of floors and other custodial/maintenance projects that improve the overall atmosphere and learning environment of HSD buildings.
- Both maintenance and custodial have been working hard on making plans for making our schools ready for a safe return. HSD carpenters have been custom producing plexiglass barriers for office reception desks and other open workspaces, along with walking each site and coming up with a plan for moving furniture to allow for the safe distance required when students return to the classroom.
- Custodial Staff are currently cleaning and disinfecting to the current CDC standards along with supporting limited in person programs if one resides at their building.
- Facilities are now between two buildings. Building trades electrical, plumbing, HVAC and irrigation systems stayed at the Witch Hazel building while the carpenters, grounds, energy manager and facilities supervisor moved to the new Facilities and Support Services building

RESOURCE CONSERVATION

- Energy conservation measures continue to manage overall energy consumption even during unprecedented circumstances. Standard energy conservation measures were effective during long break-periods. The 2019-2020 school year presented an opportunity to further manage energy consumption by responding with a plan of reduced schedules for our HVAC and lighting systems during the pandemic closure period.
- Since mid-March 2020, our management of building mechanical systems has resulted in a cost-avoided savings of **\$283,855** (Electric & Natural Gas). The implemented measures continue as the pandemic closure continues. Additional cost-avoided savings will be realized in the current 2020-2021 school year.
- These cost-avoidance savings represent a reduction of 3.3 million kWh of electricity and 90 thousand therms of natural gas.
- Bond construction projects, the Strategic Energy Management (SEM) program and efficient fixture purchases earned **\$276,000** in energy incentives.
- Portland, OR hosted the 10th annual Green Schools Conference & Expo March 2-4, 2020. HSD provided scholarships to six staff members to attend this conference. Funding for the scholarships earned by demonstrating incremental energy savings through the Energy Trust of Oregon.
- Management of waste disposal services during pandemic closure resulted in **\$5,000** cost-avoided savings. Additional cost-avoided savings will be realized in the current 2020-2021 school year.
- A pandemic signage program project began in June 2020. The district provided support to our student body by sourcing the 90% of all signage through the Century CTE lab and the district print shop.

NUTRITION SERVICES

Meal Participation

The information below shows student meal participation for 2019-20 at 2,045,307 a decrease of 612,402 student meals, or 23%, below the previous school year.

Quick Facts	2019-20	2018-19	2017-18
Student Meals Served	2,045,307	2,657,709	2,804,075
Adult Meals Served	26,988	42,504	46,531

Nutrition Fund (277) Financial Highlights

Quick Facts	2019-20	2018-19	2017-18
Total Revenues	\$5,860,351	\$8,354,583	\$8,043,442
Total Expenditures	\$5,860,891	\$8,614,038	\$8,009,305
Increase / Decrease in Ending Fund Balance	<\$540>	<\$259,455>	\$34,137

Revenues and Expenses were greatly dysregulated by the COVID-19 pandemic that affected Nutrition Services operations beginning mid-March 2020. Revenue and Expenditures were adjusted based on the changes in program were uncharacteristically shifted to operate under the Summer Food Service Program (SFSP) in the Spring.

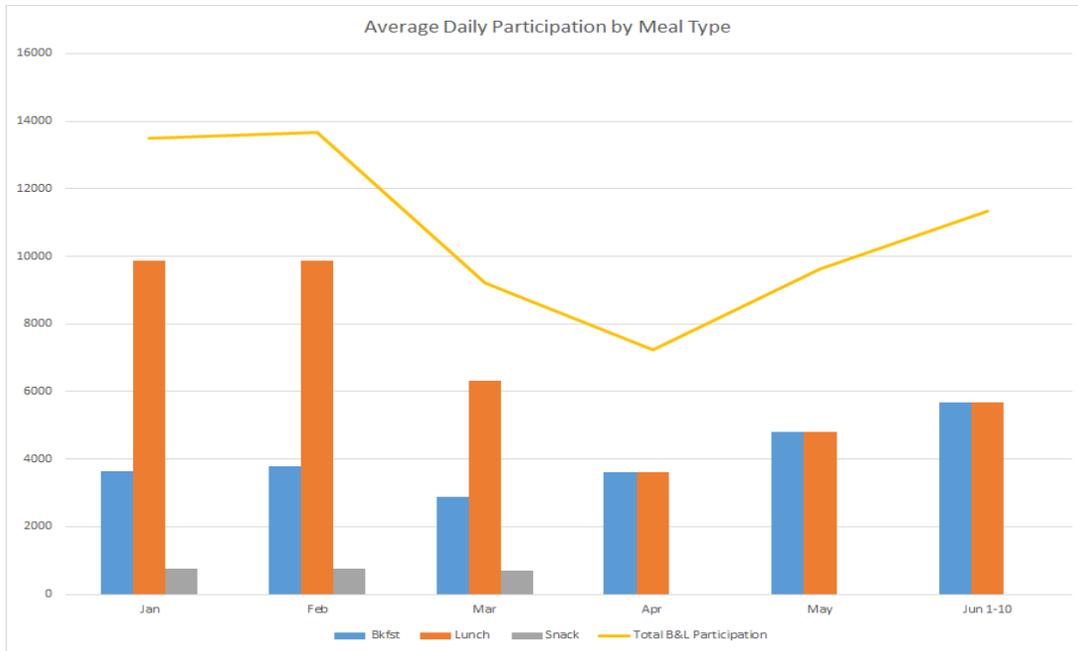
Summer Food Service Program (Fund 217) Financial Highlights

Quick Facts	2019-20	2018-19	2017-18
Total Revenues	\$1,756,285	\$175,307	\$163,156
Total Expenditures	\$1,867,743	\$211,120	\$150,044
Increase / Decrease in Ending Fund Balance	<\$111,458>	<\$35,813>	\$13,112

Meal Participation

Beginning March 16, Nutrition Service redistributed available staff to one of seven schools that offered drive up or walkup meals to students. Beginning April 1, in an attempt to reach more families, the district began delivering meals via 23 bus routes that canvassed the district delivering meals. This change in service model increased participation 56%. By the end of the school year, the average students served had changed from approximately 1900 students to over 4100 students per day.

The USDA and State of Oregon initiated numerable program flexibilities and rule waivers to enable HSD to offer meals to all students. The biggest flexibility was a waiver to area eligibility, which allowed HSD to deliver meals at no charge to students regardless of the economic status of the attendance area, enabling all students to receive meals at no cost.



The Liberty High School bakery continued to produce breakfast entrees and items already in inventory were prioritized that could be served in the new model.

Beginning in the 2017-18 school year, changes were instituted by the Oregon Legislature that restricted communication with students about meal balances, removed account charge limits, discontinued offering alternative meals, and requires the district to provide a meal for any student that asks; regardless of account balance or ability to pay for meals. These changes have continued to increase the negative accounts balance total each year since passage.

	2019-20	2018-19	2017-18	2016-17
Total Negative Balances	(\$159,312)	(\$108,228)	(\$28,453.45)	(\$1,120)
GF Bad Debt* Write-off	(\$65,140)	(\$21,608)	(\$9,792.75)	\$0
Revenue Loss	(\$94,172)	(\$86,620)	(\$18,660.70)	-\$1,120)

**bad debt is an unallowable cost per federal program rules*

Additionally, also included in the landmark Student Success Act (SSA) were provisions for the expansion of free meals offered to students. The two fundamental changes are:

- 1) Annual Income Eligibility Guidelines- The Confidential Free and Reduced-price meal program offers meals to households that earn up to 186% of the federal

poverty level by household size. The Oregon Expanded Eligibility Guidelines (OEIG) increased access for households up to 300% of the FPL.

- 2) Community Eligibility Provision (CEP) Supplement- CEP allows schools that are eligible to offer meals at no cost to all students enrolled regardless of eligibility based on assigned poverty factors of the student population. It was up to districts to determine participation in the program. This portion of the SSA specified a funding target of 90% of meals to be reimbursed at the free rate, enabling districts more confidence that the decision to offer CEP would not result in net losses. Due to this change and changes in student poverty data, HSD was able to extend free meals to eight (8) more schools, including South Meadows and Hillsboro High School.

HSD also utilized funding and programs to support the work including the Oregon Farm to School Grant, and allocating entitlement dollars to purchase fresh seasonal fruits and vegetables through the Department of Defense Fresh program.

The Nutrition Services Department is committed to making a difference in academic success for students by providing and encouraging healthy food choices and is dedicated to ensuring that all students are well-nourished to promote better student outcomes toward their future.

TRANSPORTATION SERVICES

New Replacement Buses

With the District's bus fleet aging, and updated state and federal emissions standards, new buses were purchased. We ordered and received seven (7) 84 passenger Thomas transit buses, four (4) 78 passenger Blue Bird conventions and four(4) BlueBird convention special accommodation buses. The district was awarded **\$569,157** in rebate funds from the Oregon DEQ VW Environmental Mitigation School Bus Grant. These funds were used to offset the cost of our new buses. Fifteen (15) older buses identified as "gross polluters" were destroyed and sold for scrap in accordance with the rebate funds received. We received **\$17,630** from the scrap metal that was also used towards the purchase price of the new buses.

New "North Terminal" Transportation Building

Upon completion of the new Transportation and Support Services Building, the Transportation department moved approximately one-third of its operation to the "north terminal", with the remaining portions staying at the existing "main terminal" location on Walnut St. Currently the new north terminal is maintaining a bus fleet of 74 buses, which has that bus yard at capacity. This leaves the current main terminal bus fleet at 119 with room for additional fleet growth. Both terminals are fully operational with existing staff divided according to fleet numbers and routes. Our 53 current meal delivery routes are

running out of both terminals. Additionally, Limited In-Person Instruction (LIPI) and BLAST routes will be divided between the two terminals according to feeder groups.

Transportation Statistics

As you review the status for the transportation department below, please note several changes due to the Covid-19 pandemic. This leads to a much lower amount of miles driven in particular. Spring is traditionally our highest miles driven season, due to spring sports. Additionally, 23 meal delivery routes were added during the spring months of distance learning.

Transportation Statistics	2018-2019	2019-2020
Miles driven	2,287,021	1,670,689
Reimbursable miles	2,177,743	1,606,266
Pupils transported	12,580	13,178
Routes	98 General Education 53 Special Accommodation	98 General Education 52 Special Accommodation
Runs	<u>543 General Education</u> 490 Home to School 53 After School Activity <u>427 Special Accommodation</u> 268 Home to School 3 After School Activity 156 Early Intervention	<u>543 Gen Education</u> 480 Home to School 40 After School Activity 23 Spring Meal Delivery <u>444 Special Accommodation</u> 265 Home to School 3 After School Activity 156 Early Intervention 2 Portland Routes
Total buses in fleet	123 Large (6 more to be delivered) 68 Special Accommodation	123 Large 67 Special Accommodation
Total "utility" fleet	3 box trucks 2 secure cabs 3 Shop Trucks 3 Utility Vehicles (4WD)	3 box trucks 2 secure cabs 4 Shop Trucks 3 Utility Vehicles (4WD)
Total Accidents	33	31

Transportation Staffing	2018-2019	2019-2020
Drivers	160	155
Transportation Assistants	58	53
Technology Integration Specialist	1	1
Dispatchers	4	4
Routers	2	2
Trainers	3	3
Office Staff	3	2
Mechanics (including seat repair)	9	10
Supervisors	3	2
Executive Director	1	1

RECOMMENDATION

The Superintendent recommends the Board of Directors review this report and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2021
VACCINATION UPDATE AND RETURN TO SCHOOL INFORMATION

SITUATION

The Board will receive an update concerning the Ready School Safe Learners guidance, as well as work to come to consensus regarding the role that the opportunity for staff vaccinations will play in students participating in hybrid learning.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
January 26, 2021
MARCH 16 HALF-DAY RETREAT DISCUSSION

SITUATION

Board Chair Erika Lopez will lead a discussion on the half-day retreat scheduled for March 16, 2021.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss the half-day retreat.

Hillsboro School District 1J
Board of Directors 2020-2021
Land Acknowledgement

As we gather here today, even in this virtual setting, we would like to take a moment to acknowledge that our district service area is on the occupied traditional homelands of the Atfalati Indigenous people, lands we now call Washington County and the State of Oregon.

We thank them and their ancestors for being the original stewards of this land. We take this opportunity to offer gratitude for the opportunity to learn, work, and be a community on this land.

We also acknowledge the systemic policies of colonization that have led to genocide, relocation and assimilation that have impacted Indigenous and Native families, both past and present, and those who will be affected in the future.

According to Kalapuya tradition, people have lived here since time immemorial. Indigenous people still live here today, having persevered through US sponsored war displacement, genocide, and oppression.

We honor the Indigenous people whose traditional and ancestral homelands we stand on: the Tualatin Kalapuya, Kathlamet, Clackamas, Tumwater, Molalla, bands of the Chinook and many other indigenous nations of the Columbia River.

We believe it is important to acknowledge the ancestors of this place and to recognize that we are here because of the sacrifices forced upon them.

In remembering these communities, we honor their legacy, their lives, and their ancestors. We also recognize the urban Indigenous/Native/First Peoples community living in the metro area, which includes over 400 tribal nations.

PROCLAMATION

The Hillsboro School District celebrates the 45th anniversary of President Ford declaring February "Black History Month" in a commemorative speech in which he urged Americans to "seize the opportunity to honor the too-often neglected accomplishments of Black Americans in every area of endeavor throughout our history."

The Hillsboro School District honors and acknowledges the central role of Black Americans in U.S. history.

The Hillsboro School District is committed to diversity, equity, and inclusion and rejects the long history of institutional racism towards Black Americans.

The Hillsboro School District pledges to stand against bigotry, intolerance, and hate, and follow the lead set by generations of Black Americans who have courageously lead us to the pursuit of equality.

The Hillsboro School District has been enriched by the diversity of perspective and experience of our Black community members, who have made valuable and long lasting contributions to our district.

The Board of Education of the Hillsboro School District do hereby proclaim the month of February 2021 to be:

BLACK HISTORY MONTH



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

Erika Lopez, Board Chair

PROCLAMATION

The Hillsboro School District appreciates that school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development.

The Hillsboro School District knows that school counselors help parents focus on ways to further the educational, personal and social growth of their children.

The Hillsboro School District values school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves.

The Hillsboro School District applauds that school counselors seek to identify and utilize community resources that can enhance and compliment comprehensive school counseling programs and help students become productive members of society.

The Hillsboro School District recognizes that comprehensive developmental school counseling programs are an integral part of the educational process that enables all students to achieve success in school.

The Board of Education of the Hillsboro School District do hereby extend our gratitude to the counselors of the Hillsboro School District and proclaim the week of February 1 thru 5, 2021 as:

SCHOOL COUNSELORS WEEK



We urge all citizens to join us in recognizing the dedication and hard work of school counselors in preparing today's students for tomorrow's world.

Hillsboro School District Board of Directors

PROCLAMATION

The Hillsboro School District appreciates that without school bus drivers, many students would not have safe, reliable transportation to and from school.

The Hillsboro School District believes that it is important to salute and appreciate school bus drivers and recognize the invaluable contributions they make to education and safety.

The Hillsboro School District recognizes that each year bus drivers transport more than 13,000 students between home, school, and events safely.

The Hillsboro School District each year 190 school buses driven by dedicated drivers travel more than 1,600,000 miles.

The Hillsboro School District applauds bus drivers, along with trainers, support staff, dispatchers, mechanics and all staff in the transportation program who are committed every day to an outstanding safety record.

The Board of Education of the Hillsboro School District do hereby proclaim the week of February 8 thru 12, 2021 to be:

SCHOOL BUS DRIVER APPRECIATION WEEK

We urge all community members to join us in recognizing the many contributions and achievements of school bus drivers to the Hillsboro School District community.

Erika Lopez, Board Chair

