

**HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS**  
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

**Board Meeting Agenda**  
**February 8, 2022**  
**5:15 PM**

An in-person audience of up to 42 people is allowed at this meeting, not including the Board and Cabinet. Once capacity is reached, additional people are invited to watch the meeting via the link provided on the HSD homepage [www.hsd.k12.or.us](http://www.hsd.k12.or.us). Masks are required for all persons, regardless of vaccination status. The estimated times listed below for specific agenda items are subject to change.

1. **5:15 PM - Work Session**
  - A. Call to Order  
Presenter: Mark Watson  
Time: 5:15 PM
  - B. Budget Update 2  
Presenter: Michelle Morrison  
Time: 5:15 PM, 30 minutes
  - C. Discuss Superintendent Evaluation and Contract Timeline 3  
Presenters: Mark Watson / Mike Scott  
Time: 5:45 PM, 15 minutes
  - D. 2022-2023 School Calendar Discussion 5  
Presenter: Kona Lew-Williams  
Time: 6:00 PM, 15 minutes
  - E. ES #29 Naming Process 9  
Presenter: Casey Waletich  
Time: 6:15 PM, 30 minutes
  - F. COVID-19 Update 11  
Presenters: Cabinet  
Time: 6:45 PM, 15 minutes
  - G. Discussion Time  
Presenter: Mark Watson  
Time: 7:00 PM, 15 minutes  
-Student Reps  
-Superintendent  
-Board Members
  - H. Recess Board Meeting  
Presenter: Mark Watson  
Time: 7:15 PM
  - I. Next Meetings of the Board of Directors
    - February 22, 2022 Board Work / Regular Session
    - March 15, 2022 Board Work / Regular Session

The complete Board meeting packet may be downloaded from the District website at: <https://www.hsd.k12.or.us/board>.

**HILLSBORO SCHOOL DISTRICT 1J**  
**February 8, 2022**  
**BUDGET UPDATE**

**SITUATION**

Each year, the District conducts periodic discussions with Budget Committee members about the current and future financial position of the District. This update is in preparation for building the 2022-23 District budget. The Committee members will review information regarding the current year budget, budget development, and details regarding specific resources. This update will be focused on the General Fund operating budget.

<b>Date</b>	<b>Upcoming Activities</b>
February 8, 2022	Budget update during Board Work Session (High School Success, Student Investment Account)
March 15, 2022	Budget update during Board Work Session (ESSER, ARP)
April 12, 2022	Budget update during Board Work Session (Bond)
April 26, 2022	Budget Committee Meeting: Committee members review proposed budget documents, receive Budget Message, and may approve the budget for Hearing.
May 5, 2022	Additional Budget Committee Meeting (if needed)
June 21, 2022	Budget Hearing: Board Adopts Budget, Makes Appropriations, Declares the Levy.
July 15, 2022	Levy Certified to Assessor, and Adopted Budgets distributed per Local Budget Law and district best practice.

**RECOMMENDATION**

The Superintendent recommends that the Budget Committee listen to this report and ask any questions they may have.

**HILLSBORO SCHOOL DISTRICT 1J**  
**February 8, 2022**  
**DISCUSS SUPERINTENDENT EVALUATION PROCESS AND TIMELINE**

**SITUATION**

Board Policy CBG: Evaluation of the Superintendent states that the Board will formally evaluate the Superintendent's job performance each year. During this work session, the Board will discuss the process and timeline for evaluating the Superintendent's performance and communicating the results to the public.

## SUPERINTENDENT EVALUATION AND CONTRACT TIMELINE 2022

<u>Date (2022)</u>	<u>Process</u>
February 7 – March 10	<ul style="list-style-type: none"> <li>• Superintendent prepares self-evaluation</li> </ul>
March 15	<ul style="list-style-type: none"> <li>• Consultant provides superintendent evaluation process orientation to the Board</li> <li>• Superintendent presents goals summary report and self-evaluation to the Board</li> <li>• Superintendent answers any questions about self-evaluation and goals summary <i>(Board Meeting – Executive Session)</i></li> </ul>
March 16 – 20	<ul style="list-style-type: none"> <li>• Board members complete evaluation worksheets online</li> </ul>
March 21-25	<ul style="list-style-type: none"> <li>• Consultant compiles Board evaluation worksheet data and prepares comprehensive evaluation report</li> </ul>
April 7	<ul style="list-style-type: none"> <li>• Comprehensive evaluation report posted in the Board’s confidential folder</li> </ul>
April 7-12	<ul style="list-style-type: none"> <li>• Board Chair prepares draft evaluation narrative</li> </ul>
April 12	<ul style="list-style-type: none"> <li>• Draft evaluation narrative posted in Board’s confidential evaluation folder for review</li> </ul>
April 12	<ul style="list-style-type: none"> <li>• Consultant presents evaluation report to the Board;</li> <li>• Board reviews consultant report (Q &amp; A) and discusses Superintendent evaluation</li> <li>• Board reviews and discusses narrative;</li> <li>• Board and Superintendent meet to review evaluation narrative and adjust as necessary <i>(Board Meeting – Executive Session)</i></li> </ul>
April 21	<ul style="list-style-type: none"> <li>• Any narrative revisions posted in Board’s confidential evaluation folder on Google for final review</li> </ul>
April 26	<ul style="list-style-type: none"> <li>• Superintendent evaluation narrative read publicly <i>(Board Meeting – Regular Session)</i></li> </ul>
May 24	<ul style="list-style-type: none"> <li>• Superintendent Contract Approval</li> </ul>

**HILLSBORO SCHOOL DISTRICT 1J**  
**February 8, 2022**  
**2022-2023 SCHOOL CALENDAR DISCUSSION**

**SITUATION**

During the January 25, 2022 board meeting, there was a request to edit the proposed calendar draft to adjust winter break from Wednesday, December 21, 2022 to Tuesday, January 3, 2023, and locate two days in the calendar to create two contiguous weeks of winter break to be scheduled from Monday, December 19, 2022 to Monday, January 2, 2023.

[Information previously shared on the January 25, 2022 Situation Page](#)

Board policy IC: School Year / School Calendar requires that the calendar for the upcoming school year be approved no later than the April Board meeting. This year, a calendar has been drafted for the 2022-2023 school year, with a proposed start date after the Labor Day holiday. The proposed calendar includes key dates and vacation periods to assist families and staff as they plan for the upcoming year.

Key differences from the 2021-2022 calendar:

- An adjustment for New Licensed Staff Inservice will move to Monday through Wednesday, August 22, 23, 24, 2022 rather than Wednesday through Friday to start the week with professional development time.
- The start of the year will be one day for Family Connections on Tuesday, September 6, 2022, which affords us the opportunity to continue the practice of building connections with students and families.
- School will start for grades 1-6, 7, and 9 on Wednesday, September 7, 2022, followed by kindergarten, grades 8, and 10-12 on Thursday, September 8, 2022.
- For the 2022-23, calendar, Veterans Day, a federal holiday, is observed on Friday, November 11, 2022. The conference dates in November have been scheduled in order to have the least impact on contiguous instruction.
- Our Staff Development/Family Conferences will be held November 21, 22 and 23, 2022.
- New Year's Day will be observed federally on Monday, January 2, 2023, our winter break will be: Wednesday, December 21, 2022 to Tuesday, Jan. 3, 2023.
- Spring break will occur March 27-31, 2023.
- The last day for students will be Thursday, June 15, 2023.
- The last day for licensed staff per contract will be Friday, June 16, 2023.
- We will observe Juneteenth as a licensed non-contract day , Monday, June 19, 2023.
- A link to the Oregon Department of Education Standards for Public Elementary and Secondary Schools, including minimum required instructional time, has been added to the 2022-23 calendar.

Key features of the 2022-23 proposed calendar include the following:

- Potential inclement weather make-up days are reserved
- The calendar complies with the seat-time requirements outlined by the Oregon Department of Education
- Instructional days are balanced as best as possible for each semester

Information regarding the observance of Labor Day is provided below:

2012-13: September 3, 2012  
2013-14: September 2, 2013  
2014-15: September 1, 2014  
2015-16: September 7, 2015  
2016-17: September 5, 2016  
2017-18: September 4, 2017  
2018-19: September 3, 2018  
2019-20: September 2, 2019  
2020-21: September 7, 2020  
2021-22: September 6, 2021  
2022-23: September 5, 2022

## **RECOMMENDATION**

The Superintendent recommends that the Board of Directors discuss the 2022-2023 calendar regarding winter break, provide feedback, and ask any questions they may have so adjustments can be made to the first reading.



# Calendario 2022-2023

Borrador \*\*Date

174 Días Escolares


186 + 5 Festivos = 191

Días Laborales de los Maestros

- Primer Día/Último Día/Fin del Cuarto/Semestre para Estudiantes
- No Hay Clases
- Salida Temprano
- Conexión con las Familias/Estudiantes

## TOTAL DE DIAS ESCOLARES:

Sem. 1 = 89 Todos los estudiantes  
 Sem. 2 = 85 Todos los estudiantes  
 HSD excede los requisitos de cupo de ODE. Pulse [HERE](#) para más información

	JULIO 2022								ENERO 2023							
	D	L	M	M	J	V	S		D	L	M	M	J	V	S	
						1	2	2-3: NO HAY CLASES Día sin contrato personal licenciado  16 - NO HAY CLASES Día sin contrato personal licenciado Día de Martin Luther King Jr.								
	3	4	5	6	7	8	9		1	2	3	4	5	6	7	
	10	11	12	13	14	15	16		8	9	10	11	12	13	14	
	17	18	19	20	21	22	23		15	16	17	18	19	20	21	
	24	25	26	27	28	29	30		22	23	24	25	26	27	28	
	31								29	30	31					
22-24: Nuevos Maestros en Servicio  25-26: Día sin Contrato Personal Licenciado  29-30: En Servicio  31: Desarrollo del Personal	AGOSTO 2022							2: Fin del 1er semestre  3: NO HAY CLASES Maestros preparan calificaciones  6: NO HAY CLASES Día de preparación de los maestros  20 - NO HAY CLASES Festivo: Día de los Presidentes	FEBRERO 2023							
	D	L	M	M	J	V	S			D	L	M	M	J	V	S
		1	2	3	4	5	6						1	2	3	4
	7	8	9	10	11	12	13			5	6	7	8	9	10	11
	14	15	16	17	18	19	20			12	13	14	15	16	17	18
	21	22	23	24	25	26	27			19	20	21	22	23	24	25
	28	29	30	31						26	27	28				
1: En Servicio 2: Día sin Contrato Personal Licenciado 5: NO HAY CLASES Festivo: Día del Trabajo 6: Conexiones Familiares y Transiciones (K-12) 7: Primer día de Clases para los grados 1-6, 7 y 9 8: Todos los Estudiantes (Primer día para K, 8, 10-12)	SEPTIEMBRE 2022							27-31: NO HAY CLASES Día sin contrato personal licenciado (vacaciones de Primavera)	MARZO 2023							
	D	L	M	M	J	V	S			D	L	M	M	J	V	S
					1	2	3						1	2	3	4
	4	5	6	7	8	9	10			5	6	7	8	9	10	11
	11	12	13	14	15	16	17			12	13	14	15	16	17	18
	18	19	20	21	22	23	24			19	20	21	22	23	24	25
	25	26	27	28	29	30				26	27	28	29	30	31	
7: NO HAY CLASES Día sin Contrato Personal Licenciado	OCTUBRE 2022							6: Fin del 3er cuarto  7: NO HAY CLASES Primarias: Día de Trabajo Secundarias: Preparación de Calificaciones	ABRIL 2023							
	D	L	M	M	J	V	S			D	L	M	M	J	V	S
							1									1
	2	3	4	5	6	7	8			2	3	4	5	6	7	8
	9	10	11	12	13	14	15			9	10	11	12	13	14	15
	16	17	18	19	20	21	22			16	17	18	19	20	21	22
	23	24	25	26	27	28	29			23	24	25	26	27	28	29
	30	31							30							
9: Final del 1er cuarto 10: NO HAY CLASES Primarias: Día de Trabajo Secundarias: Preparación de Calificaciones 11: NO HAY CLASES Festivo: Día de los Veteranos 21: NO HAY CLASES Primarias-Desarrollo del personal y preparación de calificaciones Secundarias-Desarrollo del personal 22-23: NO HAY CLASES Conferencias y Conexiones Familiares k-12 24: NO HAY CLASES Festivo: Día de Acción de Gracias 25: NO HAY CLASES Día sin Contrato Personal Licenciado	NOVIEMBRE 2022							29: NO HAY CLASES Festivo: Día del Recordatorio	MAYO 2023							
	D	L	M	M	J	V	S			D	L	M	M	J	V	S
			1	2	3	4	5				1	2	3	4	5	6
	6	7	8	9	10	11	12			7	8	9	10	11	12	13
	13	14	15	16	17	18	19			14	15	16	17	18	19	20
	20	21	22	23	24	25	26			21	22	23	24	25	26	27
	27	28	29	30						28	29	30	31			
21-30: NO HAY CLASES Día sin Contrato Personal Licenciado (Vacaciones de Primavera)	DICIEMBRE 2022							15: SALIDA TEMPRANA Último día de clases para K-11 16: Último día para Personal Licenciado 19: Día sin contrato para los maestros 20-21: En caso que el Distrito necesite cerrar las escuelas debido a las inclemencias del tiempo durante el año escolar 2022-23, estos dos días serán agregados al calendario escolar para ponerse al día. Las fechas para las graduaciones, no se verán afectadas.	JUNIO 2023							
	D	L	M	M	J	V	S			D	L	M	M	J	V	S
					1	2	3							1	2	3
	4	5	6	7	8	9	10			4	5	6	7	8	9	10
	11	12	13	14	15	16	17			11	12	13	14	15	16	17
	18	19	20	21	22	23	24			18	19	20	21	22	23	24
	25	26	27	28	29	30	31			25	26	27	28	29	30	



**HILLSBORO SCHOOL DISTRICT**  
**February 8, 2022**  
**ES #29 NAMING PROCESS**

**SITUATION**

With every new school, a community-involved process is initiated to select a new name for the school that represents historical, cultural or community significance. A task force, comprising across-section of staff and community members, assumes the role of reviewing school name recommendations from the community. Once the leading candidates are determined, these names are presented to the Superintendent and School Board for review and final approval of a school name.

**Process - Superintendent's Task Force**

- Task force, composed of a cross section of staff and community members, receives its charge from the Superintendent. Task force could include:
  - Superintendent or designee
  - 2-4 community members
  - 2-4 students in the community
  - 2-4 administrators
  - 2 licensed staff members
  - 2 classified staff members
  - 1 representative of the City
  - 1 representative of the historical society (if applicable)
- Task force meets to identify groups or individuals to contact for name suggestions; also sends letters and fliers to every school and to target groups, including the neighbors of the sites, distribute newsletter items to clubs and service groups throughout the community, post information on the District website and news media
- Present historical information associated with the school/campus to the task force
- Task force meets to consider all of the suggestions received and develop a shorter list for a second round of public comment, contacting the same target groups they previously contacted (emphasizing that they were not conducting a VOTE, but seeking comments that would help them consider the names and submit a recommendation to the Superintendent)
- Task force meets to review the additional comments received and prepare their recommendation, developing a final list of a specified number of names, indicating their preference
- Superintendent or designee presents naming information to various Parent Advisory Committees for feedback
- Task Force presents its recommendations for consideration to the Superintendent, who selects finalists and makes recommendations to the Board
- The Board identifies a facility name to be presented for first reading
- The Board votes on approval of facility name(s)

### **Sample Criteria**

- Names associated with the community
- Names of historical persons, places, or events
- Concepts that would have long-term significance for students and the community, including cultural significance, or reflect community circumstances and values
- Names of persons who are living or have been deceased less than twenty years will not be considered
- The name should be easily identifiable with the school and not be in conflict with other names in the area

### **Timeline**

March - Task force formed  
April/July - Task force meets and solicits naming feedback  
August - Board is updated at retreat  
September - Superintendent recommends name(s) to board for First Read  
October - Board votes and approves name(s)

### **RECOMMENDATION**

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

**HILLSBORO SCHOOL DISTRICT 1J**  
**February 8, 2022**  
**COVID-19 UPDATE**

**SITUATION**

The Board of Directors will receive an update regarding the ongoing COVID-19 pandemic.

**RECOMMENDATION**

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