

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES  
November 13, 2018  
Administration Center, 3083 NE 49<sup>th</sup> Place, Hillsboro, OR

1. **Board Member Technology Updates**

Technology Services staff provided support to Board members enrolling in the District's multi-factor authentication system.

2. **Executive Session**

ORS 192.660(2)(d)—Labor Negotiator Consultation

**Board Present:**

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

**Staff Present:**

Mike Scott, Superintendent  
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

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)(d)—labor negotiator consultation. Director Kim Strelchun was unable to attend the meeting.

The Board discussed labor negotiations. No action was taken. Board Chair Allen moved the Board out of executive session and recessed the meeting at 5:47 PM.

3. **Work Session**

**Board Present:**

Lisa Allen, Chair  
Erika Lopez, Vice Chair  
Martin Granum  
Yadira Martinez  
Jaci Spross  
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  
Adam Stewart, Capital Projects Officer  
Casey Waletich, Chief Operations Officer  
Val Bokma, Assistant to the Board  
Diana Kleintob, Technology Support  
Kelli Waibel, Technology Support

**Student Representatives Present:**

Jessica Jose-Nickerson

Board Chair Lisa Allen reconvened the meeting at 5:49 PM. Director Kim Strelchun and Student Representative Samanta Vega Contreras were unable to attend the meeting.

A. **Legislative Priorities Input and Planning**

Chief Communications Officer Beth Graser presented three draft versions of the Board's legislative priorities for 2019-2021, based on input received from Board members. Board members reviewed the recommendations, provided additional input, and discussed the importance of revenue reform and communication regarding their legislative priorities.

Additional information that is relevant to the Board's legislative priorities is expected to be available soon (e.g., a new State revenue forecast, the Governor's budget, and recommendations from the Joint Committee on Student Success). An updated version of the legislative priorities document will be presented to the Board during the December 11 work session, and the Board is tentatively scheduled to adopt its legislative priorities on January 8.

B. Bond Update - 2019 Secondary School Bond Projects

Capital Projects Officer Adam Stewart presented an update on the summer 2019 bond construction projects that are scheduled at several District secondary schools, including a brief overview of the projects and their anticipated timelines.

C. Policy Discussion

Superintendent Mike Scott discussed the policy manual review process and timeline.

D. Discussion Time

1. Discuss Board Goals

Board members affirmed their interest in drafting a goal for the Board regarding safety and security, discussed several suggestions, and agreed to revisit the matter during the December 11 work session, when they have had more time to consider the possibilities.

2. Discussion Time

There was no further discussion at this time.

E. Recess Board Meeting

The meeting was recessed at 6:53 PM.

### 3. Regular Session

#### Board Present:

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

#### Staff Present:

Mike Scott, Superintendent  
Travis Reiman, Assistant Superintendent, Academic Services  
Dayle Spitzer, Assistant Superintendent, School Performance  
Beth Graser, Chief Communications Officer  
Kona Lew-Williams, Chief Human Resources Officer  
Michelle Morrison, Chief Financial Officer  
Casey Waletich, Chief Operations Officer  
Carol Hatfield, Executive Director, Transportation  
Olga Acuña, Director, Federal Programs  
Val Bokma, Assistant to the Board  
Gaspar Lopez Lopez, Bilingual Interpreter / Translator  
Marianna Roman, Bilingual Interpreter / Translator  
Diana Kleintob, Technology Support  
Kelli Waibel, Technology Support

#### Student Representatives Present:

Jessica Jose-Nickerson

#### Others Present:

Title VI Indian Education Program  
Debra Giles, Project Coordinator  
Harold Paul, Drum Instructor  
Student Dancers and Drummers  
Anthony Cicoria, ESS West  
Melissa Merritt, ESS West  
HSD PAC members  
Marisol Cariño  
Elizabeth Garcia  
Maritza Sosa  
Devin Hunter, HCU  
Jill Golay, HEA

#### A. Call to Order and Flag Salute

Board Chair Lisa Allen reconvened the meeting at 7:06 PM and led the Pledge of Allegiance. Director Kim Strelchun and Student Representative Samanta Vega Contreras were unable to attend the meeting.

#### B. Recognition / Student Presentation

##### 1. Title VI Indian Education Program - Student Performance

Project Coordinator Debra Giles presented information regarding the Title VI Indian Education program, and students from the program demonstrated drumming, singing, and dancing.

##### 2. Recognition: Anthony Cicoria - Substitute of the Month for ESS West - October 2018

Anthony Cicoria, a long-term substitute for Hillsboro School District, was recognized by Board members and Education Staffing Solution (ESS) West's Human Resources Manager Melissa Merritt for his commitment to students and contributions to their success.

#### C. Approval of Agenda

Director Mark Watson MOVED, SECONDED by Director Martin Granum, to approve the agenda. The MOTION CARRIED (6-0).

D. Audience Time

No requests were submitted to address the Board.

E. Reports and Discussion

1. Hillsboro School District Parent Advisory Committee (PAC) Report

Director of Federal Programs Olga Acuña introduced Parent Advisory Committee members Marisol Cariño, Maritza Sosa, and Elizabeth Garcia Romero, who presented a report to the Board regarding the PAC's goals and recent accomplishments in the areas of parent participation in the school system, family engagement, parent / staff collaboration, and collaboration and communication with the School Board.

2. Transportation Department Report: Transit Shuttle System Update

Assistant Superintendent Travis Reiman and Executive Director of Transportation Carol Hatfield presented a report on the development and current operation of the District's transit bussing system, which was created to provide equitable access for all District students to Career and College Pathway programs throughout the District.

Executive Director Hatfield commended Transportation Department routing liaisons for their work on this project, and Superintendent Scott commended Executive Director Hatfield for the innovate thinking that made this project possible, despite the current shortage of school bus drivers.

3. Summer School Program Report

Director of Federal Programs Olga Acuña presented the annual summer school program report, and discussed the variety of opportunities for students and the benefits provided by the programs. The report is included in the Board meeting packet.

4. Student Achievement / Assessment Update

Assistant Superintendent Dayle Spitzer and Chief Communications Officer Beth Graser presented information regarding key data points and areas of strength and challenge reflected in the Oregon Department of Education's (ODE's) recent release of school and district report cards. The discussion included the steps that are being taken to identify strategies that make a positive difference for students in the areas where growth is needed, and the importance of celebrating successes.

The data compilation / summary sheet is available on the District website.

Board members requested additional information regarding student data. Follow-up discussions are being scheduled.

5. Financial Report

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

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 November 13 for posting on the policy web page.)

- a. EBAC-AR: Site Safety Committees
- b. EBC/EBCA-AR: Crisis Management Communications (deleting)
- c. EBCD-AR: Procedures for School / District Closure or Delayed Opening
- d. ECAA-AR: Access to Buildings
- e. ECAAA-AR: Employee Identification Badge System (new AR replacing JHF-AR)
- f. JHF-AR: Student Safety Procedures - Employee Badge Control (deleting; replacing with ECAAA-AR)
- g. JHFE-AR(2): Abuse of a Child Investigations Conducted on District Property
- h. KK-AR: Visitors to District Facilities (deleting)
- i. KN-AR(1): Relations with Law Enforcement Agencies
- j. KN-AR(2): Investigations Conducted on District Premises

G. Consent Agenda

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

A request was made for clarification regarding liability insurance coverage for PAC meetings, which were not included in the list of parent organization activities.

Director Erika Lopez MOVED, SECONDED by Director Mark Watson, to approve the Consent Agenda as printed. The MOTION CARRIED (6-0).

Consent Agenda items were as follows:

1. Approve Minutes of October 2, 2018, Board Meeting
2. Approve Routine Personnel Matters
3. Approve Parent Organization Activities for Liability Insurance Coverage
4. Approve Policy Revisions (presented for first reading on October 23, 2018)
  - a. Policy EHA: Health Insurance Portability and Accountability Act
  - b. Policies Related to Safety and Security
    - 1) EB: Safety Program
    - 2) EBAC: Site Safety Committees
    - 3) EBC/EBCA: Emergency Procedures and Disaster Plans
    - 4) EBCB: Emergency Drills and Instruction
    - 5) EBCC: Hazardous Threats (delete)
    - 6) EBCD: Emergency School Closures
    - 7) EC: Management and Inspection of Buildings and Grounds (delete)
    - 8) ECA: Security of Buildings and Grounds (delete)
    - 9) ECAA: Access to Buildings
    - 10) ECAAA: Employee Identification Badge System (proposed)
    - 11) ECAB: Vandalism, Malicious Mischief, or Theft
    - 12) ECAD: School Resource Officer (delete)
    - 13) EI: Risk Management (delete)
    - 14) JFCM: Threats of Violence
    - 15) JH: Student Welfare
    - 16) JHF: Student Safety
    - 17) JHFE: Reporting of Suspected Abuse of a Child
    - 18) JHFE-AR(1): Reporting of Suspected Abuse of a Child
    - 19) KK: Visitors to District Facilities (delete current version; adopt proposed new version)
    - 20) KN: Relations with Law Enforcement Agencies

H. Action Items

1. Ratify Agreement with Hillsboro Classified United (HCU)

Chief Human Resources Officer Kona Lew-Williams presented a tentative three-year agreement with HCU for the Board's approval.

Director Mark Watson MOVED, SECONDED by Director Jaci Spross, that the Board of Directors approve the three-year collective bargaining agreement with Hillsboro Classified United, effective July 1, 2018, through June 30, 2021, as tentatively agreed to by the District bargaining team. The MOTION CARRIED (6-0).

Chief Human Resources Officer Lew-Williams explained that HCU is scheduled to vote on the contract on Friday, November 16, 2018. The contract language will become effective on the date that HCU votes to ratify the contract.

2. Award Copier Contract to Canon Solutions America, Inc.

Chief Information Officer Don Wolff asked the Board to approve a proposed 60-month contract with Canon Solutions America, Inc., to provide multifunction copiers and copier maintenance needed for District operations.

Director Martin Granum MOVED, SECONDED by Director Jaci Spross, that the Board of Directors award a 60-month contract to provide multifunction copiers and copier maintenance to Canon Solutions America, Inc. The MOTION CARRIED (6-0).

3. Elect Member to the OSBA Board of Directors

Director Yadira Martinez MOVED, SECONDED by Director Martin Granum, that the Board of Directors cast its vote for Erika Lopez for the OSBA Board of Directors, position 20. The MOTION CARRIED (6-0).

4. Vote on OSBA Resolutions

Based on enrollment, the Hillsboro School District Board of Directors has two votes to cast for each of the OSBA resolutions.

Director Jaci Spross MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors vote to support Resolution 1 to adopt the proposed 2019-20 OSBA Legislative Policies and Priorities as recommended by the Legislative Policy Committee. The MOTION CARRIED (6-0).

Director Erika Lopez MOVED, SECONDED by Director Yadira Martinez, that the Board of Directors vote to support Resolution 2 to amend the OSBA Bylaws relating to composition of the OSBA Board of Directors by designating the Oregon School Board Members of Color Caucus a voting seat on the OSBA Board of Directors and Legislative Policy Committee. The MOTION CARRIED (6-0).

I. HCU / HEA Reports

HCU President Devin Hunter discussed the ratification of the tentative HCU bargaining agreement and the importance of having licensed library staff in schools.

HEA President Jill Golay discussed the ratification of the tentative HCU bargaining agreement; the licensed bargaining process; HEA's scheduled lobbying days; the importance of class size on student behavior, engagement, and learning; and the importance of voting.

J. Discussion Time

1. Student Representatives' Time

Student Representatives briefly discussed recent and upcoming events that are of interest to students at their schools, including the TedX conference scheduled on April 26 at the Glenn and Viola Walters Cultural Arts Center (applications are currently being accepted), and the decorations that were installed for the Student Leadership Conference that Century High School hosted in 2016.

2. Superintendent's Time

Superintendent Mike Scott discussed District events, programs, and processes, and provided a brief summary of his recent activities and discussed upcoming events. Topics included the recent Career and College Pathways Steering Committee meeting, a recent retreat with Superintendents in the Northwest Regional Education Service District area, school visits, school conferences, and the OSBA conference.

3. Board of Directors' Time

Board members discussed District events, programs, and processes, and provided brief summaries of their recent and upcoming activities. Topics included the OSBA conference, funding for K-12 education, advocacy, the TedX conference on April 26, student achievement data, the shortage of workers in skilled trades, and student wellness and success.

Director Mark Watson announced that he may be unable to attend the December 11 Board meeting, or may need to attend via speaker phone.

K. Follow-Up Items

Agenda Item / Request	Action
<p><u>Student Achievement / Assessment Update</u> Board members requested additional information regarding student data.</p>	<p>Follow-up discussions are being scheduled.</p>
<p><u>Consent Agenda</u> A request was made for clarification regarding liability insurance coverage for PAC meetings, which were not included in the list of parent organization activities.</p>	<p>PAC events will be added to the parent organization activities list, beginning on December 11.</p>
<p><u>Board Discussion Time</u> Request for data regarding the impact of pre-kindergarten programs on third grade indicators; and whether the pre-kindergarten program is funded by the District or another agency.</p>	<p>Information provided in a Board update.</p>

L. Adjourn Regular Session

The meeting was adjourned at 9:16 PM.

A handwritten signature in cursive, appearing to be the initials 'JA'.A handwritten signature in cursive that reads 'Valerie J. Bakema'.

Approved December 11, 2018