

## School Board Minutes Tigard-Tualatin School District, 23J

*The minutes are official after Board approval and will be posted at [www.ttsdschools.org](http://www.ttsdschools.org)*

**Board Members Present:**

Tristan Irvin  
David Jaimes, Virtually  
Kristen Miles  
Crystal Weston  
Jill Zurschmeide

**Administrators Present:**

Dr. Susan Rieke-Smith, Superintendent  
David Moore, CFO  
Traci Rose, Director, Communications  
Darin Barnard Director, Operations  
Len Reed, Director, Human Resources

**Others Present:**

Patty Roberts, Executive Assistant  
Gustavo Garcia Flores, Communications Specialist  
Jeff Smith, Superintendent's Husband  
Stace Shillitto, Safety & Security Manager  
Robin Bridgeman, Parent, Hazelbrook MS & TuHS  
Randy Bridgeman, Parent, Hazelbrook MS & TuHS  
Charlotte Bridgeman, Student, Hazelbrook MS  
Jake Bridgeman, Student, Tualatin HS  
Emerson Johnson, Student, Hazelbrook MS  
Matt Johnson, Parent, Hazelbrook MS  
*And*  
Members of the Community

**I. BOARD ORGANIZATIONAL MEETING REGULAR SESSION ~ 6:30 P.M.**

**A. CALL TO ORDER ~ 6:30 PM**

Board Chair Tristan Irvin convened the 2023-24 annual organizational meeting of the Tigard-Tualatin School District Board of Directors to order at 6:30 PM at the Tigard-Tualatin Training Center at 9550 SW Murdock St., Tigard, OR 97224 and through a live stream on the TTSD YouTube Channel.

**B. OATH OF OFFICE ~ Time: 6:31 PM**

In compliance with Tigard-Tualatin School District Board Policy BBBB, elected Directors must take an oath of office before assuming the duties of a member of the Board. On May 16, 2023 Kristen Miles was elected to Position #2 for a four-year term; Jill Zurschmeide was re-elected to Position #4, a four-year term and Crystal Weston was elected to Position #5, a two-year term. Superintendent Dr. Susan Rieke-Smith administered the oath of office to the elected Directors Miles, Zurschmeide and Weston.

At 6:33 PM Chair Irvin asked Superintendent Rieke-Smith if there are any changes to the agenda. Dr. Rieke-Smith shared that there is revised information found in Action Item C. Designation of Meeting Schedule, Dates & Times, as found in the agenda. Chair Irvin asked for a MOTION to approve the agenda, as amended. Director Zurschmeide made a MOTION to approve the agenda, as amended. Director Weston seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

**II. ACTION ITEMS ~ 6:34 PM**

**A. Election of 2023-24 Board Chair and Vice Chair – 2022-23 Chair Tristan Irvin ~ 6:34 PM**

Oregon Revised Statutes (ORS) 332.040 requires that immediately following July 1<sup>st</sup>, the Board is required to meet and organize by electing a chairman and vice chairman from its members and no member shall serve as chair for more than two years in succession.

**TTSD 2023-24 Board Chair Election:**

Director Jaimes nominated Director Tristan Irvin to serve as the Chair for the 2023-24 school year. There were no further nominations and the nominations were closed. Director Irvin shared that she is honored to serve as Chair again. Director Zurschmeide seconded the nomination. Chair Irvin asked for discussion. There was no

**2023-2024 Tigard-Tualatin School District Board of Directors:  
Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston, and Jill Zurschmeide Directors**

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discussion. Chair Irvin conducted a choral vote and the nomination was approved unanimously, 5-0. The nomination passed.

### **TTSD 2023-24 Board Vice Chair Election:**

Chair Irvin nominated Director David Jaimes to serve as the Vice Chair for the 2023-24 school year. There were no further nominations and the nominations were closed. Director Jaimes shared that he will accept the nomination for Vice Chair. Director Weston seconded the nomination. Chair Irvin asked for discussion. There was no discussion. Chair Irvin conducted a choral vote and the nomination was approved unanimously, 5-0. The nomination passed.

### **B. Resolution 2324-01: Designation of District Officers, Clerks, Agents and Depositories of Funds – David Moore ~ 6:36 PM**

David Moore, CFO, shared that this annual resolution will adopt, designation of district officers, clerks, agents and depositories of funds. No significant change from the previous year. Director Moore shared that certain appointments are required by Oregon Law and other appointments are required by TTSD Board Policy BCA: Board Organizational Meeting. The resolution defines guidelines for the District to follow in relation to legal notices, investment of funds, and authorized limits for the Superintendent as Clerk and CFO as Deputy Clerk. He reviewed the resolution, in detail.

He noted that there is an open Board member appointment relating to real property transactions, and Chair Tristan Irvin has volunteered to serve in this capacity. Chair Irvin shared that she is willing to continue to serve in this designation. Director Moore reviewed the various designations, as found in the agenda.

There were no questions or comments from the Board.

Director Weston MOTIONED that the Tigard-Tualatin School District Board of Directors adopt Resolution 2324-01: Designation of District Officers, Clerks, Agents and Depositories of Funds, as modified to include that Chair Tristan Irvin to conduct real property transactions. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

### **C. Designation of Meeting Schedule, Dates, Times and Place – Dr. Sue Rieke-Smith ~ 6:41 PM**

Dr. Rieke-Smith read the agenda page and reviewed the Board meeting dates, as revised. She noted that the 2024-25 Organizational meeting should be offered on July 1, 2024, as noted on the revised agenda page, found attached to these minutes and as found on the Board meeting webpage. She shared that the Board will decide on a date for the July 2023 Board Retreat.

Board members provided the following questions and comments:

- The Board retreat will likely be held on Monday, July 24, 2023.
- Are there any dates that will not work for other Board members?
- There was a question regarding the possibility of tabling the determination of the Retreat dates to a future meeting?

Director Zurschmeide MOTIONED that the Tigard-Tualatin School District Board of Directors adopt the calendar that sets 6:30 PM on typically the second and fourth Monday evening of each month for regular Board Meetings, as presented and, further that we tentatively agree that Monday, July 24, 2023 will be our Board retreat at 8:00 AM, pending last minute details to be determined. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for any discussion. There was no further discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

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**D. TTAD Roofing Bids/Contracts – Presenters: David Moore ~ Time: 6:45 PM**

David Moore, CFO noted that TTSD has an agreement with Tigard Tualatin Aquatic District for a lease on the two pool facilities at each high school campus. He said that both facilities are in need of some roofing work and we want to have this approved by the Board in order to have some lead time on ordering and receiving the materials. He shared that this will be a Fall project. The work to be done at the Tigard location is more significant because the HVAC unit is on the rooftop, and is in need of replacement. He shared that per our agreement, TTSD is responsible for the building “envelope”, which means: roofing, siding and anything on the outside of the building, whereas the Aquatic district is responsible for the pool system, inside the facility. He said we have received access to a cooperative agreement between the Intermountain ESD and Weather Proofing Technologies, Inc. for the bid pricing. He noted that bids were solicited from those that are authorized to install the Tremco products. That is the district standard. Director Moore shared that we have received four (4) bids and are recommending a contract be awarded, for the work on both facilities, to Anderson Roofing, for a total of \$794,170, as presented. He shared that this does not include the cost of the HVAC unit.

Board members asked:

- Concerned at the amounts of the bids and the wide range of numbers that we are seeing. Why is there such disparity?
- Have we worked with Anderson Roofing before?
- When we replaced the HVAC unit, will that come out of the Construction Excise Tax dollars or is that going to be from a different funding source?
- If the Board approves this project what will be the approximate balance of the Construction Excise Tax fund?

Director Zurschmeide MOTIONED that the Tigard-Tualatin School District Board approve the award of a contract through a cooperative agreement to Anderson Roofing Co., Inc., for the Tigard and Tualatin Swim Centers Roofing Upgrades and Restoration Projects in the amount of \$794,170.00, as presented. Director Weston seconded the MOTION. Chair Irvin asked for any discussion. There was no further discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

**IV. ADJOURN – 6:52 PM**

Board Chair Tristan Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 6:52 PM.

APPROVED BOARD MEETING

DATE: August 14, 2023

CHAIRMAN: \_\_\_\_\_  


CLERK: \_\_\_\_\_  


<p><b>2023-2024 Tigard-Tualatin School District Board of Directors:</b> Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston, and Jill Zurschmeide Directors</p>
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