

**Welcome to this Work Session & Regular Meeting of the
Tigard-Tualatin School District Board of Directors**

Monday, December 11, 2023 – *UPDATED w/LOCATION CHANGE*

Tigard-Tualatin Training Center, 9550 SW Murdock St., Tigard HS LIBRARY & COMMONS, 9000 SW Durham Rd., Tigard, OR 97224

Public participation on agenda items occurs at the discretion of the chair. Please indicate your interest by submitting an email to Patty Roberts @ proberts@tsd.k12.or.us, no later than 4:00 PM on Board meeting day, and provide your name, community, and the reason or topic for your public comment. At 9:00 PM the Board may take a five-minute recess, and the chair will review the agenda for possible rescheduling of items. The public meeting will not go beyond 9:30 PM without a majority vote of the board. For assisted listening/speech call.503-431-4002 (voice) or 503-431-4047 (FAX) no later than 48 hours prior to the meeting.

I	WORK SESSION ~ Time: 5:00 PM ~ <u>Tigard HS Library</u>	
<u>Added Material</u>	A. Review Policy JFCP: Student Acts of Physical Aggression or Violence – Presenter: Chair Irvin	Page 03
II.	ADJOURN WORK SESSION ~ Time: 6:00 PM	
III.	REGULAR SESSION ~ Time: 6:30 PM ~ <u>Tigard HS Commons</u>	
	A. CALL TO ORDER - Presenter: Chair Tristan Irvin	Page 10
	David Jaimes, Vice-Chair, Kristen Miles, Crystal Weston, and Jill Zurschmeide (Members)	
IV.	APPROVAL OF THE AGENDA & CONSENT AGENDA ~ Time: 6:31 PM	
	A. CONSENT AGENDA ITEMS	
	1. October 16, 2023 TTSD Board Work Session Minutes	Page 13
	2. Human Resources/Personnel Report	Page 17
	3. November Preliminary Financial Report.....	Page 19
	4. 2 nd Reads: Board Policies	Page 27
	5. Board Policy DFA: Investment of Fund – Annual Re-adoption	Page 28
V.	RECOGNITION & GOOD NEWS ~ Time: 6:32 PM	
	A. Tualatin HS Broadcast Technology Students Interview Pearl Harbor Survivor – Presenter: Lisa Burton	Page 47
VI.	STUDENT REPRESENTATIVE REPORTS ~ Time: 6:50 PM	
	A. Creekside Community HS Student Representative: Presenter: Atticus Beckley	
	B. Tigard HS Student Representatives: Presenters: Owen Ahlbrecht, Briana Castellanos-Zuniga, Rima Hussein	
	C. Tualatin HS Student Representatives: Presenters: Jamie Hartmann, Lily Story, Olivia Trone	
VII.	SUPERINTENDENT & BOARD COMMUNICATION ~ Time: 7:05 PM	
VIII.	PUBLIC COMMENT ~ Time: 7:20 PM	
	<i>This 30-minute section of the agenda is for public comment related to both board agenda as well as non-agenda items. Any member of the public who has not provided comment within the 30-minute period will have an opportunity at the end of the agenda to do so. Please email Patty Roberts, Board Secretary @ proberts@tsd.k12.or.us to sign up to provide public comment, by 4:00 PM on Board meeting day. Include your name, community, and the reason or topic for your public comment. Public comments are limited to three (3) minutes and should be brief and concise. Speakers may offer objective criticism of district operations or programs, but the Board will not hear complaints concerning specific district personnel. <u>If this public comment agenda item exceeds 30 minutes, time for the remainder of the public comments will be provided at the end of this meeting.</u></i>	
IX.	REPORTS & DISCUSSION ITEMS ~ Time: 7:50 PM	
	A. 1st Quarter (Fall Data) Update – Presenter: Dr. Sue Rieke Smith	Page 48
X.	PUBLIC COMMENT – <i>Regarding Student Investment Grant Agenda Items Only</i> ~ Time: 7:50 PM	
	<i>This 30-minute section of the agenda is for public comment related to the SIA Grant agenda item only. Any member of the public who has not provided comment within the 30-minute period will have an opportunity at the end of the agenda to do so. Please email Patty Roberts, Board Secretary at proberts@tsd.k12.or.us to sign up to provide public comment, by 4:00 PM on Board meeting day. Include your name, community, and the reason or topic for your public comment. Public comments are limited to three (3) minutes and should be brief and concise. Speakers may offer objective criticism of district operations or programs, but the Board will not hear complaints concerning specific district personnel. <u>If this public comment agenda item exceeds 30 minutes, time for the remainder of the public comments may be provided at the end of this meeting.</u></i>	
XI.	ACTION ITEMS ~ Time: 8:20 PM	
REMOVED ITEM	A. Early Literacy Grant Proposal – Presenter: Todd Robson ~ Time: 8:20 PM	Page 48
	B. Student Investment (SIA) Grant Agreement – Presenter: David Moore ~ Time: 8:20 PM	Page 48
	C. Second Reads: Board Policy JFCP: Student Acts of Physical Aggression or Violence – Presenter: Tristan Irvin ~ Time: 8:35 PM	Page 50
<u>ADDED MATERIAL</u>	D. <u>Summer 2024 Boiler Replacement</u> – Presenter: David Moore ~ Time: 8:50 PM	Page 51
	E. Alberta Rider Roof Replacement Project – Presenter: David Moore ~ Time: 9:05 PM	Page 54
	F. Approval of Fowler Sewer Project – Presenter: David Moore ~ Time: 9:20 PM	Page 56
XII.	BOARD MEMBER REFLECTION TIME – Presenter: Chair Irvin ~ Time: 9:35 PM	
	<i>This agenda item is provided for the Board to reflect at the end of their meeting and to have an opportunity to discuss, or talk about items to have on a future meeting agenda or if there is something that Board members wish to discuss further. This agenda item is available on an as needed basis.</i>	
XIII.	ADJOURN - Presenter: Chair Irvin ~ Time: 9:50 PM	

Public Participation in Board Meetings

1. To provide public comment please send an email to [Patty Roberts](#), Board Secretary to sign up to provide public comment, by 4:00 PM on Board meeting day. Include your name, community, and the reason or topic for your public comment.
2. A group of visitors with a common purpose should designate a spokesman for the group.
3. Comments or statements by members of the public are limited to 3 minutes and should be brief and concise unless otherwise authorized by the Chair.
4. Speakers may comment a topic not on the published agenda, however, the Board, at its discretion, may require that the proposal, inquiry, or request be submitted in writing. The Board reserves the right to refer the matter to the administration for action or study and to report at a subsequent meeting.
5. When meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda or non-agenda item, may do so at the discretion of the Board chair.
6. Speakers may offer objective criticism of district operations or programs but **the Board will not hear complaints concerning specific district personnel.**
7. These procedures will be published on the back of every Board meeting agenda.

~ Matters Permitted for Executive Session ~

ORS 192.620 The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly. However, a school board may hold an Executive Session, which excludes the public after the Board Chair has identified one or more of the following reasons:

As per ORS 332.061

- (1) Any hearing held by a district school board or its hearings officer on any of the following matters shall be conducted in executive session of the board or privately by the hearings officer unless the student or the student's parent or guardian requests a public hearing:
 - (a) Expulsion of a minor student from a public elementary or secondary school.
 - (b) Matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.

As per ORS 192.660

- (2) The governing body of a public body may hold an executive session:
 - (a) To consider the employment of a public officer, employee, staff member or individual agent.
 - (b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
 - (c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063, 441.085, 441.087 and 441.990 (3) including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.
 - (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
 - (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
 - (f) To consider information or records that are exempt by law from public inspection.
 - (g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
 - (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
 - (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
 - (j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- (3) Labor negotiations shall be conducted in open meetings unless both sides of the negotiators request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.
- (4) Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2) but the governing body may require that specified information subject of the executive session be undisclosed.
- (5) When a governing body convenes an executive session under subsection (2)(h) of this section relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.
- (6) No executive session may be held for the purpose of taking any final action or making any final decision.
- (7) The exception granted by subsection (2)(a) of this section does not apply to:
 - (a) The filling of a vacancy in an elective office.
 - (b) The filling of a vacancy on any public committee, commission or other advisory group.
 - (c) The consideration of general employment policies.
 - (d) The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:
 - (A) The public body has advertised the vacancy;
 - (B) The public body has adopted regular hiring procedures;
 - (C) In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
 - (D) In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.
- (8) A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.



Tigard-Tualatin School District 23J
 6960 SW Sandburg Street
 Tigard, OR 97223

Date: December 11, 2023

TO: Board of Directors

FR: Chair Tristan Irvin

RE: WORK SESSION - Review Policy JFCP: Student Acts of Physical Aggression or Violence

EXPLANATION:

The following policy is submitted to the Board for second reading under ACTION ITEMS Agenda.

Policy	Title	Action	Explanation
JFCP	Student Acts of Physical Aggression or Violence	New Policy	REVIEW

PRESENTER: Chair Tristan Irvin

SUPPLEMENTARY MATERIALS: [Draft JFCP Board Policy](#), Letter from Spencer Lewis, OSBA Director of Policy Services, and Behavior Committee Notes, [Community Survey Responses](#)

RECOMMENDATION: None

PROPOSED MOTION: None

From: Spencer Lewis <slewis@osba.org>
Subject: RE: TTSD's New Aggression Policy
Date: December 4, 2023 at 9:47:12 AM PST
To: Jill Zurschmeide <boardmember.zurschmeide@ttsd.k12.or.us>

Good Morning Jill!

I love your board's practice (culture) of identifying an area for improvement and using policy to enact change.

Purpose of policy: establish definitions and identify priorities for working through existing procedures when there are acts of aggression. This policy does not create a new category of discipline or violence. If this is not the intended purpose, let's talk to figure out some language to align with the purpose.

- Consider citing where the ODE definitions can be found;
- “Assault” is defined in criminal law (ORS 163.160 to .185). This doesn't mean that you can't use the same term (and if ODE is using it, it makes sense to use it), you just want to be aware that there are other definitions out there. The district can determine that it was an assault for its purposes, but law enforcement and the court system may not;
- The First Amendment may protect an individual's right to record and post. In [Project Veritas v. Schmidt, 72 F.4th 1043 \(9thCir. 2023\)](#), the Court determined that Oregon's laws limiting recordings were unconstitutional. We do not know the extent of the rights or how the traditional school speech analysis will apply to these cases. Under Tinker, if the speech was reasonably anticipated to cause a disruption, that speech could be limited—if the same rule applies to recorded speech, the district would be able to limit recordings. This does not mean that you have to remove this language, just be aware of the potential challenges;
- The Student Handbook, sentence 3. You state “acts of aggression and violence.” I read “acts of aggression” to include the four bullets above. Is the inclusion of “violence” intended to add more to these bullets or is it just a descriptor?
- Reporting. Based on this language, it is not clear what the student's responsibility it to report. Do you want clarity here?
- Investigation and Communication. The challenge here is that there may be multiple other complaint/investigation procedures that apply. These could include discrimination, bias incidents, sexual harassment, harassment, intimidation and bullying, etc. Consider adding language acknowledging that other applicable complaint procedures will be followed;
- Discipline, paragraph 1. Reporting to law enforcement is sometimes a challenge. Considerations:
 - If it rises to child abuse, reporting is mandatory (law enforcement is one of the options);
 - Even if the district doesn't report, students and families may report;
 - This language gives permission to report, but does not require it, resulting in administrator discretion. You could create some guidelines (don't need to go into policy) of when you will report to law enforcement;
- Discipline, paragraph 2. Existing disciplinary procedures still apply (unless you want to specifically exclude them). Consider referencing applicable policies like you did for JGDA.

Let us know what additional questions you have.

Spencer Lewis
(he/him/his)
Director of Policy Services
Oregon School Boards Association
www.osba.org
1-800-578-6722

Nov. 14th, 2023

Attendees: [Carol Kinch](#) Cheri Young (Hazelbrook), Emily Dehn (Twality), Jennifer Brown (Deercreek), [Laura Kintz](#) (T & L), Destiny Cowen (CFT-Counselor), [Sheri Le Drew Ilg](#)(District PBIS TOSA), Erin Kelly (Tier III Facilitator- District), Kelly Shelton (Associate Dir. SS), Dr. Sue Rieke (Superintendent), Amber Fields (Dir. Secondary Programs), Renee Hathorn (Learning Specialist- Fowler)

- Warm Welcome-
- Durham Elementary- letter was read about student behavior and safety.

<p>Agree</p>	<ul style="list-style-type: none"> • “Encouraging violence means..... “ • Algin to EASH framework- and SRRH • Research based practices that are equitable, fair & just. • I Like that definitions that are aligned to ODE. • Building admin will notify the teacher. Often the teacher doesn’t know. • First statement is strong. And that staff were listed in the statement. • Communication with teachers and impact on staff. • Likes that the admin need to explain how FERPA applies. • Likes that it says “frequency with which the initiator has previously violated the district policy....” kids sometimes make mistakes. • Clear definitions. • Recording or posting acts of physical aggression.... • Appreciate the elimination of the difference bet aggression and violence. • Format is more straightforward. • Building admin will consult with the teachers.
<p>Disagree</p>	<ul style="list-style-type: none"> • Fighting- definition.... What happens if the student defends themselves? • Student Handbook- “the impact on the community of the event....” what does that mean? • Should be more encouraging: posturing? Non verbal gestures? Provoking? • 3rd paragraphcontinuum of responses that allow the Building administrator or {Staff member- who?} • Wondering about the time it would take to do all these things? • Investigation is concluded.....need add something that says families will be notified as soon as possible. • Should there be a timeline? • Student acts of student aggression or violence, but it is not defined. • Board charges the... and next sentence... “at the same time” implies contrast. • Is encouraging and recording “acts of aggression” what about combining the two bullets as an act of aggression. But are they actually “acts of aggression” Can they be in a different section? Its own section.

	<ul style="list-style-type: none"> ● Rubrics in handbook- be cautious... historically we had a rubric- the continuum was so vague it became meaningless. ● Assault- legal definition is “reckless” and could be assault without intent. ● Define violence and physical altercation (or just take it out) ● “Continuum of responses...” worries that might mean its more subjective than we want. <ul style="list-style-type: none"> ○ Feels like unilateral decisions are made without a lot context ○ This is what happens when you do this. But it would require a lot of education. ● Under recording or posting... take out physical altercation because it is not intended. ● Verbiage informing families as soon as possible... ● Consistent is a good word to consider.
	<ul style="list-style-type: none"> ● Does ‘Violence’ need to be included? ● Do counselors have all the time to really do the processing and education and solutions? ● The board charges the superintendent to follow.... Shouldn’t all staff be following research based practices? ● Do we need more training so administrators can be more consistent? ● More concerned about how the handbook plays out. ● Align with ORS- Duty of Student to Comply with Rules. <ul style="list-style-type: none"> ○ All the language exists that aligns with ORS. ○ Especially when delineating betw elementary and secondary. ●

Other Insights:

- Have had experiences where students are encouraging student w/ disabilities to aggress toward someone else.
- Educator are afraid — “this is not acceptable in my classroom...”
 - Why?
 - Focus on trauma, RJ— balance betw. We are done and we are compassionate. How firm is too firm? Admin says “you were not appropriate...” Feeling of shame.
 - I don’t feel like I have the backing from the admin.
 - Teachers responsibility to handle Tier II, Student Success meeting, etc.
 - Then I don’t get support from parents. Double whammy
 - Trend change to “what did you do to cause this...”
 - I feel like them tell them all day. Say in positivity- “toxic positivity” Kids are not sure to teacher talking directly. I give directions and you follow- that is a foreign concept. We are not supporting our teachers when they give directions.
 - He needs to talk to a “man” or a “Latina” we dismiss each other.
 - Have to contact parents before I submit a minor referral. Parents are resistant.
 - Interim principal at Durham is switching back to calling parents.

- PAX is great- its working for 80-90% of students. The number of the students who are escalating it is challenging. We cannot take away anything. We have no power. It's not fair. Someone is kicking everyone and pushing everyone down.
- Feel like we have more staffing but I feel like I have less support.

Oct 30, 2023 | [Behavior Committee Meeting](#)

Attendees: [Carol Kinch](#) Cheri Young (Hazelbrook), Kelly Almon (PE- MWW/CFT), Emily Dehn (Tuality), Jennifer Brown (Deercreek), [Laura Kintz](#) (T & L), Destiny Cowen (CFT-Counselor), Dolan (CFT), [Sheri Le Drew Ilg](#)(District PBIS TOSA), Erin Kelly (Tier III Facilitator- District), Shawna Geisler (PBIS TOSA), [Casey Petrie](#) (Principal-ARE), Kelly Shelton (Associate Dir. SS), Dr. Sue Rieke (Superintendent), Amber Fields (Dir. Secondary Programs), Renee Hathorn (Learning Specialist- Fowler), [Cindy Pellicci](#) (Associate Principal- Fowler)

Notes

Dr. Sue shared board policy for Student Acts of Aggression or Violence- both context and process. Carol Kinch gave an overview of the Student Rights & Responsibilities Handbook and the EASH framework.

Jennifer asked how elementary is supposed to know about the SRRH-

Affirms-

- The first sentence “we do not tolerate”
- Words and context matters.
- Appreciate that we are talking about this subject.
- Multiple perspectives.
- A more systematic handbook-for students and families and a more effective
- “Admin notify and consult with classroom teacher... “
- Trying to be thoughtful about the policy- slow down so its not a policy of the extreme user.
- Language that allows flexibility and for staff to take into consideration context
- Balances the need to communicate that we won’t tolerate- to what is realistic in the day to day work.
- Policy to express our values.
- “The outcomes that directly impact classroom instruction....” Classroom teachers are sometimes forgotten so having all staff know and how it could impact classroom is super important.
- “Consult with teacher” they can address the impact on the rest of the class.
- “Prevent recurrence and remedy”

Conflicts-

- The definitions are confusing. Careful of what we call violence.
 - Aggression and violence
 - What is the line-
 - assault
- What about Kinders- need to consider context.
- Importance of definition and language.
- A referral to law enforcement... Are we really involving SRO with all of them?
 - Suggested training - what the incident that results in a referral to law enforcement.
 - Change from “will to may”

- Communicating back to teachers when there is a school wide issue; - situation where there are impacts in the school wide, but sometimes do not have the information. Relevant staff may need to know. Supervision staff. Impact the school environment. “Relevant staff members”
 - Consider broadening language beyond the classroom teacher.
- What happens if student behavior is directed at a staff member- teacher?
 - How is it relevant to elementary teachers?
 - How are we addressing aggressive behavior in elementary school?
 - No one is analyzing the behaviors, talking about the impact, and super impactful.
 - Kids have to see it everyday. Not seeing a remedy. Too frequent and too intense.
- And/or encouraging harm. [Laura Kintz](#)- suggestion
- What about a timeline of a response?
 - Clarity knowing the deadlines.
- Students will be instructed to report- will they actually tell someone?
- 2nd paragraph- “mental development” should be reworded. Consider more than cognitive, culture, etc. disability,
- Need to be more clear. “Will not tolerate acts of aggression” will be interpreted as a ZERO tolerance. This will be interpreted as automatically excluded.
- “Remaining in location of” be more explicit and clear about this- some students may freeze
- “Serious violation” needs to be defined.
- FERPA- define what we can and cannot say. Sometimes overused.
- Referral to law enforcement- we will consult with law enforcement and they will reach out to the families involved.
- Language- need to align with the handbook, the words violence and aggression... “staying at the scene of a fight” wouldn’t be considered aggressive but will have a consequence?”
- Is the intention to share our values... can some of the logistics move to an AR and keep the policy as a state of values.
- It reads like a policy coming from the Hazelbrook incident.
- Suggestion AR to support the policy.

- Word- “violations and consequences” and the handbook is shifting to response.
 - Consequence vs. accountability.
 - Accountability and solutions.
 - Define accountability.
- Need to align accountability responses
- Why not align with the EASH like the Bias Incident/Hate Speech?
- Policies are often so nebulous- they become meaningless- they all lack clear understanding of what actually happens. Many of the policies cover, but aren’t implemented consistently
 - What is the problem the new policy is trying to solve?
 - What is the gap?
- “Including a student of a protected class” not clear about the intent of this comment.
 - Consider the different perspectives from various stakeholders.
 - Recommend taking this out. “Any student.” strike out “protected class”
 - Keep the disability.
- Impact on the community- we’ve all experienced incidents like this. Institutionalized to not talk about these and not acknowledge the fear around going to bathrooms/etc.
- Too much directive language, and then we say we will have a handbook.
- Align threat assessment with investigation.-
 - Acknowledge threat assessment process.
 - Threat assessment process is a great tool.
 - It is also documentation.
- Teachers are super frustrated about student behavior and they want to see change. Policy doesn’t always feel like it gets addressed.
- Referral to law enforcement- could be very problematic.

Action items

- Clarify how elementary teachers know about the SRRH.
- Align the policy with the SRRH.

A watercolor illustration on the left side of the page. It shows two hands, one above the other, cupping a mound of dark brown soil. A small green plant with several leaves is growing out of the soil. The background is a mix of light green and blue washes, suggesting a natural, outdoor setting.

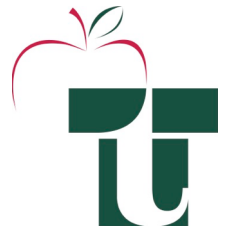
Art of Community

- We acknowledge that we bring our lived experiences into our conversations
- We strive to be in community with one another with care
- We try to stay curious about each other
- We recognize that we need each other's help to become better listeners
- We slow down, so we have time to think and reflect
- We remember that conversation is a natural way we think together
- We expect it to get messy at times
- We will listen with intention to learn something new

Equity Lens

When making decisions and taking action, utilize the following questions:

- *Does the decision align with the Four Pillars of the District's Strategic Plan?
- *Does the decision being made ignore or worsen existing disparities or produce other unintended consequences?
- *Whom does this decision affect both positively and negatively?
- *Are those being affected by the decision included in the process?
- *What other possibilities were explored? Is this decision/outcome sustainable?



2019

Land Acknowledgement



We acknowledge that we are gathered on the ancestral lands of many tribal nations who made their home here and/or traveled the Columbia River seasonally. The Confederated Tribes of Warm Springs, the Umatilla, and the Yakama Nation have a strong relationship to this region as do the Confederated Tribes of Siletz, the Confederated Tribes of Grand Ronde and the Chinook Tribe.

In Tigard-Tualatin we are situated on [traditional Atfalati \(Tualatin\) Kalapuya lands](#). These lands were taken by the federal government for settlers traveling the Oregon Trail long before they were legally ceded, first in the unratified treaty of 1851 and then in the ratified Willamette Treaty of 1855. Much more can be learned from the K-12 [curriculum written by local tribal leaders](#) under Senate Bill 13, which we are determined to implement in our district.

We solemnly reflect on the genocide and displacement of families and relatives. We commit ourselves to moving forward towards tribal sovereignty and reconciliation. We humbly look to Indigenous leadership on Indigenous lands. In a community process we solidified that commitment by making visible and known for future generations that we are on Kalapuya land through the naming of our early childhood center Kalapuya in Spring 2021.

*Shared from Dr. Julie Esparza-Brown, adapted by
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Rina Miyamoto-Sundahl for TTSD, updated August 2021*

October 16, 2023 TTSD School Board Work Session Minutes

Tigard-Tualatin School District, 23J

The minutes are official after Board approval and will be posted at www.ttsdschools.org

Board Members Present:

Tristan Irvin, Chair
David Jaimes, Vice Chair
Kristen Miles
Jill Zurschmeide
Crystal Weston

Administrators Present:

Dr. Susan Rieke-Smith, Superintendent
David Moore, CFO
Traci Rose, Director, Communications
Len Reed, Director, Human Resources
Darin Barnard, Director, Bond/Operations
Carol Kinch, Director, Student Services
Dr. Zinnia Un, Director, Equity & Inclusion
Todd Robson, Director, Teaching & Learning
Jarvis Gomes, Operations Administrator

Others Present:

Patty Roberts, Executive Assistant
Thor Kuhn, Teacher & Technology Specialist
Jeff Smith, Superintendent's Husband
Nick Nunn, SRO
Owen Ahlbrecht, Student Representative, Tigard HS
Jamie Hartmann, Student Representative, Tualatin HS
Atticus Beckley, Student Representative, Creekside CHS
Rima Hussein, Student Representative, Tigard HS
Olivia Trone, Student Representative, Tualatin HS
Briana Castellanos Zuniga, Student Representative, THS
Katt Beckley, Parent, Creekside Community HS
Paul Verstraete, District Data Assessment Coordinator
And
Members of the Community via the Internet

(Please access the online video of this meeting, through the TTSD YouTube Channel, for full verbiage in its entirety.)

I. WORK SESSION ~ 5:32 PM

A. CALL TO ORDER ~ Time: 5:32 PM

Chair Tristan Irvin convened this Board work session of the Tigard-Tualatin School District Board of Directors to order at 5:32 PM at the Tigard-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. This Board work session was streamed live on the [TTSD YouTube Channel](#).

B. Board Policies Review – Presenter: Chair Irvin

Chair Irvin introduced Dr. Sue Rieke-Smith, Superintendent who noted that there are handouts including, [Board Policy JFCM, Threats of Violence**](#) as well as the following recent survey results information, including: [Safety Insights and Feedback Survey – Participant](#); [Safety Insights and Feedback Survey – Resolved Race](#), and [Safety Insights and Feedback Survey – School](#). The survey was provided to all TTSD families, staff and students. All are attached to these minutes. Chair Irvin noted that last week when the Board met, they looked at some of the initial data that was received specific to Hazelbrook MS, and now the data we see is from all schools.

Those in attendance discussed, in detail, information regarding Board Policy, Administrative Rules, and what information should be placed in the Student Rights & Responsibilities Handbook, a link can be found in the agenda.

C. Student Rights & Responsibilities Handbook Matrix – Presenter: Carol Kinch

Director Carol Kinch and Director Dr. Zinnia Un shared information from a PowerPoint presentation, a link can be found in the agenda, regarding Behavior Incident Framework and they discussed:

- [Students Rights and Responsibilities Handbook](#)
- Background and Context
- Behavior Incident Categories that will be Addressed
- Behavior Incident Example

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

- Escalating Levels of Response
 - Level 1 Response
 - Level 2 Response
 - Level 3 Response
 - Level 4 Response
 - Level 5 Response
- Physical Altercation/Assault

The Board and guests shared the following questions & comments:

- There was discussion regarding behaviors and consequences. There was appreciation shared for the language, found in the handbook, is understandable to parents.
- There was a suggestion that we may want to develop a glossary or to change the terms, for some of the specific terms found in the handbook.
- There was discussion regarding:
 - The variety of behaviors and appropriate & unintended consequences.
 - The criminal justice system, and the school to prison pipeline.
 - That students need to be treated courteously.
 - Education, Accountability, Solutions, and Healing (EASH) categories.
 - Level One and Level Two incidences and teacher tolerances to situations.
 - Students, administrators, teachers & community points of view.
 - Repairing student disruption with the teacher, administrator and other classroom students.
 - Teachers will be trained to be an active partner in situations, and will be ready when a student is returned to their classroom.
 - Consistency.
 - Student safety.
 - How are teachers and administrators being trained and empowered to response to questions from parents and students in the classroom, regarding specific situations?
 - Add a communication piece of how parents can contact the school administrator or teacher, when there is a situation.
 - Manifestation of disabilities, which is part of IDEA and 504 laws and is very specific.

At 6:32 PM Chair Irvin shared that this is a really rich conversation, and she suggested a switch, in topic to discuss to [Board Policy JCFM: Threats of Violence](#). Superintendent Rieke-Smith shared that the reason for this work session is that there is some very discrete language regarding acts of violence, in this case, specific to a personal threat to another.

The Board and guests shared the following questions & comments:

- There was discussion regarding the development of a student violence policy, along with a reminder to be careful and aware that certain policies come straight out of specific laws. And it was noted that there is not a specific law, in Oregon, about student violence.
- It was noted that TTSD is not the only district that is facing this challenge with our students and trying to balance between providing the level of discipline that needs that is warranted based on the act, but also the opportunity to continue to educate and repair the student, so that their action doesn't occur again.
- Violence has a very specific definition and it the Board will want to make sure it's very, very clear what we are talking about when we talk about violence. And hearing from the community, at our schools, it is not just assaults, this physical interactions between students, physical aggression, that is creating a feeling of being unsafe in hallways, etc.
- There was discussion regarding:
 - Development of one (1) Administrative Rule with some kind of a grid and have legal counsel review it.

- Administrative Rules tells administrators, “this is the process to follow” regarding specific situations.
- Student Rights and Responsibilities Handbook and Administrative Rule.
- Consider an acts of violence policy, not just a violence policy, so we don’t miss something.
- Current Board Policy JFC: Student Conduct
- It is important to clear up misinformation and provide correct information.
- Reminder that there are definite differences between, elementary, middle and high school students. Student’s backgrounds are very different. It is important to have consistency.
- Having students talk about their lived experiences on a daily basis.

At 7:12 PM Director Dr. Zinnia Un shifted the conversation to discuss the parent survey data. This data was provided for from the Community Work Group Safety Insights and Feedback survey and in grouped by: [Participant](#), [Resolved Race](#), [by School](#). She shared that, as a reminder, a lot of the themes came from the themes that the Board had talked about and much of the process connected to policy, and the first part was around policies, procedures and processes. She noted that there are approximately 1660 responses. Paul Verstraete, TTSD Data Coordinator, reviewed this preliminary data and shared that the results are predominately provided by adults.

The Board and guests shared the following questions & comments:

- There were questions regarding the types of questions asked within the survey, for example, the same questions for parents, staff and students.
- I was surprised that the question regarding restrooms did not rise to a level that I thought it would. Also, it was disappointing that the strong relationships and feeling of a sense of belonging had a big disparity when broken down by race.
- Would it be possible to get data by level?

Chair Irvin shared that as we move forward and considering our next Work Session on, Monday, 10/23/23, do we want to consider making some clarification revisions in the JFC policy, not necessarily revising the language, but making it more clear as to where to look for information.

- There was discussion regarding:
 - Will we also consider a threats of aggression form of policy?
 - Looking to add severe and moderate incidents and also adding it in the handbook, to be added to over time to make it more comprehensive.
 - It was noted that our Threats of Violence policy includes threats of aggression.
 - There was detailed discussion regarding where and how parents can find specific policy information.
 - There was detailed discussion regarding the organization of the Student Rights & Responsibility Handbook.
 - There was detailed discussion regarding the process to begin drafting the Acts of Aggression policy.
 - There was a request when looking at the progressive discipline, it is important for it to be evidence based, meaning the literature is consulted, on what has been effective and what isn’t effective.

Superintendent Rieke-Smith asked Director Kinch to provide information regarding PAX Framework and MTSS tiered system. Director Kinch said that everything we do is anchored in evidence-based research. She will share the PAX framework that talks about social emotional skills and students. And she will share information from the PBIS.org, a national website that has a lot of information, including all the research around responding and preventing violence in schools.

IX. ADJOURN ~ Time: 7:39 PM

Board Chair Irvin adjourned the Board work session of the Tigard-Tualatin School District Board of Directors at 7:39 PM.

APPROVED BOARD MEETING

This Board Meeting was streamed on the [TTSD YouTube Channel](#).

DATE:

CHAIRMAN:

CLERK:

December 11, 2023

HUMAN RESOURCES REPORT

TIGARD-TUALATIN SCHOOL DISTRICT 23J

HUMAN RESOURCES REPORT - LICENSED

LASTNAME	FIRSTNAME	RECOMMENDED ACTION	CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVEDATE	ENDS
DUDLEY	KATHRYN	TERM	RESIGN	LICENSED	TUES	SCHOOL PSYCH	####	F4	11/21/23
DUGGAN	THOMAS	TERM	RETIRE - EVERGREEN	LICENSED	TUHS	TEACHER SCIENCE	####	F15	12/31/23
DUGGAN	THOMAS	HIRE	REPLACE SELF	LICENSED TEMP RETIRE	TUHS	TEACHER SCIENCE	####	F15	1/1/24 6/14/24
EGAN	TAYLER	TERM	RESIGN	LICENSED	TUHS	TWI TEACHER	####	D8	12/31/23
ELLISEN	TAYLOR	TERM	RESIGN	LICENSED	DEER CREEK	COUNSELOR/ SCHOOL PSYCH	####	D1	12/15/23
HASUIKE	LISA	CHANGE	WAS ON LEAVE	LICENSED	HIBBARD	PROGRAM COORDINATOR 21ST CENTURY GRAN	####	F15	11/30/23 6/14/24
KISH	KIRSTEN	TERM	RETIRE	LICENSED	TUHS	TEACHER READING & ALT ED	####	F15	12/31/23
KISH	KIRSTEN	HIRE	REPLACE SELF	LICENSED	TUHS	TEACHER READING & ALT ED	####	F15	1/1/24 6/14/24
MURRAY	CHRISTOPHER	TERM	RETIRE - EVERGREEN	LICENSED	TUHS	TEACHER SCIENCE	####	F15	12/31/23
MURRAY	CHRISTOPHER	HIRE	REPLACE SELF	LICENSED TEMP RETIRE	TUHS	TEACHER SCIENCE	####	F15	1/1/24 6/14/24
NAVA	CAROLINA	TERM	RESIGN	LICENSED	HAZELBROOK	TEACHER MATH	####	D6	12/11/23
ROMEIN	QUINN	HIRE	REPLACE SARAH WALTR	LICENSED	DURHAM	STUDENT SUPPORT SPECIALIST	####	A1	12/4/23 6/14/24
WALTRIP	SARAH	TERM	RESIGN	LICENSED	DURHAM	STUDENT SUPPORT SPECIALIST	####	E11	12/1/23
WILSON	MCKIETHAN	HIRE	REPLACE GARRETT MILL	LICENSED	TUHS	LEARNING SPECILAIST	####	D1	11/20/23 6/14/24

CPEC=Classified Position Evaluation Committee per OSEA-TTSD Bargaining Agreement

**Salary placement may be adjusted in accordance with prevailing OSEA Bargaining Agreement

+ Redline

++Grandfathered

HUMAN RESOURCES REPORT - CLASSIFIED

LASTNAME	FIRSTNAME	RECOMMENDED ACTION	CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVEDATE	ENDS
AMBROSINI	CASSANDRA	HIRE	REPLACE	CLASSIFIED	TUALATIN	LEARNING SPECIALIST ASSISTANT	####	I6	11/21/23
BAKER	JOSHUA	CHANGE	REPLACE REYES	CLASSIFIED	TUHS	TEAM LEADER 1	####	I3	11/30/23
BROWN	MEGAN	HIRE	REPLACE	HOURLY	CFT	INSTRUCTIONAL ASSISTANT 1	####	E2	11/28/23 6/13/24
CANFIELD	SAMANTHA	TERM	RESIGN	CLASSIFIED	MARY WOODWARI	LEARNING SPECIALIST ASSISTANT	####	I7	11/24/23
CAUDILLO	BRUCE-LEE	TERM	RESIGN	HOURLY	DURHAM ES	INSTRUCTIONAL ASSISTANT 1	####	E2	11/16/23
CORTES TZINTZUN	CYNTHIA	REHIRE	REPLACE	HOURLY	CFT	ELD ASSISTANT	####	H2	11/28/23 6/13/24
DELOS REYES	SATA	TERM	RESIGN	CLASSIFIED	CFT	LEARNING SPECIALIST ASSISTANT	####	I6	11/17/23
EQUIHUA ALVAREZ	SAUL	HIRE	REPLACE MENDEZ	CLASSIFIED	TWALITY	TEAM LEADER 1	####	I6	12/4/23
FOWLES	MASON	HIRE	NEW POSITION	CLASSIFIED	HAZELBROOK	CAMPUS SECURITY	####	H3	12/6/23
GARCIA	VICTORIA	TERM	RESIGN	CLASSIFIED	TWALITY	SECRETARY 3	####	I9	12/15/23
GONZALEZ	MICAELA	HIRE	REPLACE	HOURLY	BYROM	INSTRUCTIONAL ASSISTANT 1	####	E2	11/28/23 6/13/24
GRAVES	KAREN	TERM	RESIGN	CLASSIFIED	TUHS	LEARNING SPECIALIST ASSISTANT	####	I7	12/15/23
HERRERA BLANCO	ANAHI	CHANGE	INCREASE FTE	CLASSIFIED	TWALITY	ELD ASSISTANT	####	H6	11/28/23 6/13/24
JOHNSON	SUSAN	CHANGE	INCREASE FTE	CLASSIFIED	DEER CREEK	TITLE 1 ASST	####	H11	11/13/23 5/14/24
LYNCH	SAM	HIRE	REPLACE	CLASSIFIED	BYROM	LEARNING SPECIALIST ASSISTANT	####	I2	12/6/23
MORENO	ANGELINA	HIRE	REPLACE LEE	CLASSIFIED	DURHAM ES	LEARNING SPECIALIST ASSISTANT	####	I2	11/28/23
NEWLAND	REBECCA	TERM	RESIGN	HOURLY	DEER CREEK	TITLE 1 ASST	####	H2	12/15/23
ROWE	SARA	TERM	RESIGN	HOURLY	HIBBARD	LEARNING SPECIALIST ASSISTANT	####	I4	11/21/23
TAUFAO	FRANCIS	HIRE	REPLACE	HOURLY	TUHS	NUTRITION SERVICE ASSISTANT 1	####	C6	12/6/23 6/13/24
WEBB	JOYCE	CHANGE	REPLACE OLIVERA	CLASSIFIED	FOWLER	NUTRITION SERVICE ASSISTANT 3	####	F3	12/4/23
YANEZ BENITEZ	AZUCENA	HIRE	REPLACE	HOURLY	TUALATIN ES	NUTRITION SERVICE ASSISTANT 1	####	C6	12/6/23 6/13/24
YATES	KATIE	HIRE	REPLACE	HOURLY	TEMPLETON	INSTRUCTIONAL ASSISTANT 1	####	E2	11/21/23
ZIBBLE	KATIE	TERM	RESIGN	CLASSIFIED-TEMP	DURHAM ES	INSTRUCTIONAL ASSISTANT 3	####	H6	12/15/23

HUMAN RESOURCES REPORT - EXTENDED RESPONSIBILITY

LASTNAME	FIRSTNAME	RECOMMENDED ACTION	CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVEDATE	ENDS
HIEB	JASON	EMPLOY	REPLACE	COACH	TUHS	VARSITY SWIM COACH	####	F2	11/13/23 2/24/24
HIEB	JASON	EMPLOY	REPLACE	COACH	TUHS	JV2 SWIM COACH	####	F2	11/13/23 2/24/24
MAYER	VINCENT	EMPLOY	NEW POSITION TO TUHS	COACH	TUHS	GIRLS VARSITY WRESTLING COACH	####	A1	11/13/23 2/24/24

CLARKE	NICHOLAS	EMPLOY	NEW POSITION TO TUHS	COACH	TUHS	GIRLS VARSITY WRESTLING COACH	####	A1	11/13/23	2/24/24
CARNEY	ALLISON	EMPLOY	CHANGE POSITION	COACH	TUHS	DANCE FROM CF VARSITY TO HEAD COACH	####	E5	11/13/23	2/20/24
COMBS	ELLIE	EMPLOY	CHANGE POSITION	COACH	TUHS	DANCE FROM HEAD TO CF VARSITY	####	3000.00	11/13/23	20/20/2024
MANT	COLIN	EMPLOY	REPLACE	COACH	TUHS	CLUB FUNDED SNOWBOARD COACH	####	TBD- Club Fundec	12/12/23	3/18/24
WEBER	JON	EMPLOY	NEW POSITION TO THS	COACH	THS	JV2 BOYS BASKETBALL COACH	####	A6	11/13/23	2/24/24
SIZEMORE	CHRIS	EMPLOY	NEW POSITION TO THS	COACH	THS	JV2 GIRLS BASKETBALL COACH	####	A6	11/13/23	2/24/24
REESE	KALEB	EMPLOY	CHANGE POSITION	COACH	THS	WRESTLING FROM BOYS VARSITY TO GIRLS HE	####	A6	11/13/23	2/24/24
LEWIS	DANTE	EMPLOY	REPLACE	COACH	THS	WRESTLING VARSITY BOYS	####	A2	11/13/24	2/24/24
JONES	ZACHARY	EMPLOY	REPLACE	COACH	THS	WRESTLING BOYS VARSITY	####	A6	11/13/24	2/24/24
WADDELL	SARAH	EMPLOY	NEW POSITION TO THS	COACH	THS	WRESTLING GIRLS VARSITY	####	A1	11/13/24	2/24/24



Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

December 11, 2023

TO: Board of Directors
FR: David Moore
RE: Preliminary November Financial Report

EXPLANATION

This month's financial report includes the preliminary November 2023 statements. The June 2023 statements will be finalized after the audit is completed, and at that point, the monthly statements going forward will reflect the audited beginning fund balance.

JUNE 2023 ENDING FUND BALANCE

The current projected ending fund balance at June 30, 2023 of \$22 million exceeds the \$21.5 million estimated at the time of the proposed budget for 2023-24 and the \$21.55 million projected as the beginning fund balance in the preliminary August 2023 statements.

SEPTEMBER 2023 GENERAL FUND

Revenue:

Revenue through November includes the State School Fund Grant received to date including a double payment in July. Property taxes received in July and August are recorded in the prior year. Revenue also reflects November as the first month when property taxes from the current tax levy are received. Projected revenue includes estimates for revenue to be received for the remainder of the year.

Expenditures:

Projected expenditures for the year include expenditures to date plus projected payroll costs for all employees and all other expenditures for the remainder of the year. The projections will be refined each month as the annual projections include more actual data.

Projected Ending Fund Balance:

At this time the projected ending fund balance for June 30, 2024 is \$15.1 million compared to the budgeted \$12.98 million as noted below above. The increase is primarily due to a final State School Fund allocation based on \$10.2 billion compared to \$10.1 billion used for budgeting. Updates to the projected ending fund balance will be made as changes are noted in revenue and expenditure actual activity compared to the projections.

2023-24 Budgeted Ending Fund Balance:

The budgeted General Fund ending fund balance for the 2023-24, if there is no transfer of contingency funds, is \$12.98 million. Approximately \$8.5 million of the beginning fund balance will be applied to balance the budget in order to maintain the current service level of 2022-23. The report on page 86 of the [2023-24 Adopted Budget](#) in the column for the General Fund outlines the use of the reserves.

The monthly Board Financial Report will focus on changes that will impact the ending fund balance. Monitoring ending fund balance and use of reserves will also monitor the district’s ability to sustain program in future years. During the year, we will share a monthly analysis under the section titled **Projected Ending Fund Balance**. Some future items to track and monitor that could impact District finances include the following:

- Future economic forecasts which will project state revenue in the current biennium and beyond.
- Fall enrollment, as enrollment drives Average Daily Membership weighted (ADMw), a primary element of the State School Fund revenue formula, in addition to staffing needs. The enrollment used to determine budgeted SSF revenue for 2023-24 is 11,248, a decline from 11,325 students in the fall of 2022. The actual October 1 enrollment number is 11,267, which will be the base for the upcoming update to the 10-year enrollment forecast.
- Additional staffing needs in response to enrollment shifts
- Use of the Student Investment Account (SIA) and federal emergency relief funds (ESSER).

District Board policy DBDB requires a specific reserves based on the budgeted operating revenue.

- Contingency 2%
- Rainy Day Reserve 5%
- Unappropriated Ending Fund Balance 5%

The Board may transfer funds to other appropriation levels by resolution only.

The budgeted reserves are broken down as follows below. Note that the Board approved drawing down the Rainy Day Reserve to 1% of operating revenues in the 2023-24 budget.

Contingency	
Operating Contingency	\$ 3,236,223
Ending Fund Balance	
Unappropriated Ending Fund Balance	8,090,556
Rainy Day Reserve	1,652,816
	<u>\$12,979,595</u>

PRESENTER: David Moore

SUPPLEMENTARY MATERIALS: November 2023 Financial Statements

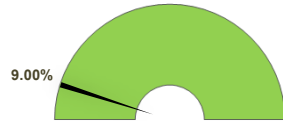
RECOMMENDATION: NONE

PROPOSED MOTION: NONE

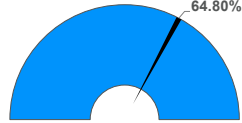
Tigard Tualatin School District 23J General Fund | Revenue Dashboard Summary

For the Period Ending November 30, 2023

Projected Year End Balance as % of Budgeted Revenues

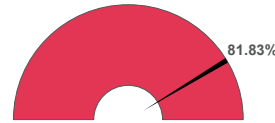


Actual YTD Revenues



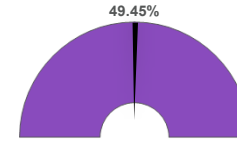
Projected YTD Revenues
59.45%

Actual YTD Local Source



Projected YTD Local Sources
72.62%

Actual YTD State Sources



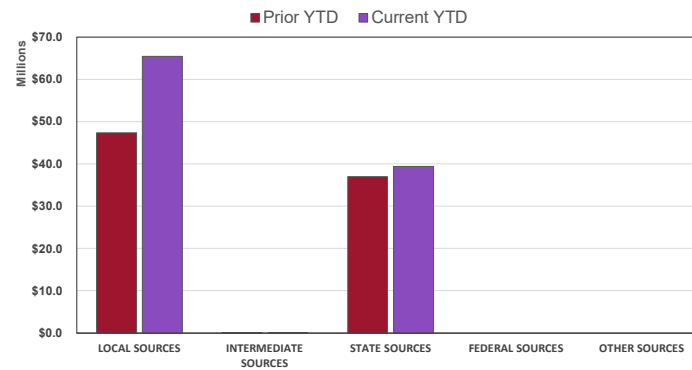
Projected YTD State Sources
47.84%

Revenue Analysis

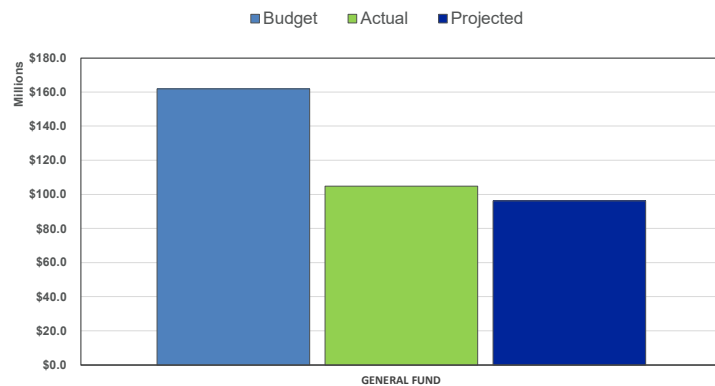
Top 10 Sources of Revenue (Year-to-Date)

Ad Valorem Taxes Levied by District	\$55,892,113
Unrestricted Grants-in-Aid	\$38,184,756
Local Option Ad Valorem Taxes Levied by District	\$10,096,182
Interest on Investments	\$510,409
Unrestricted Revenue	\$79,402
Miscellaneous	\$57,074
Recovery of Prior Years Expenditure	\$13,078
Other Intermediate Sources	\$13,042
Penalties and Interest on Taxes	\$7,607
Admissions	\$3,996
Percent of Total Revenues Year-to-Date	100.00%

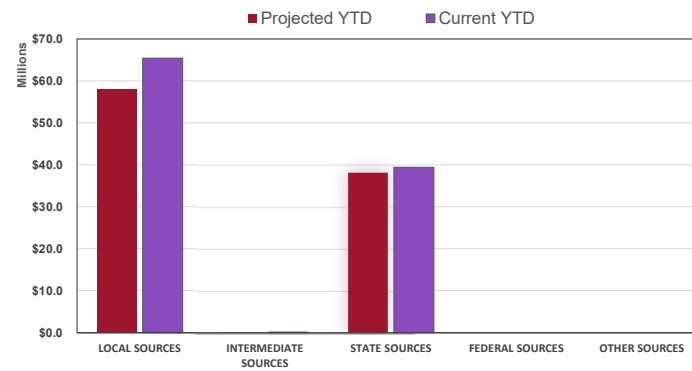
Revenues by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Actual YTD / Projected YTD



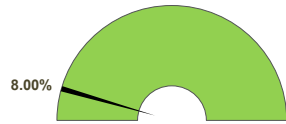
Revenues by Source | Projected YTD vs. Current YTD



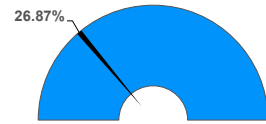
Tigard Tualatin School District 23J General Fund | Expenditure Dashboard Summary

For the Period Ending November 30, 2023

Projected Year End Balance as % of Budgeted Expenditures

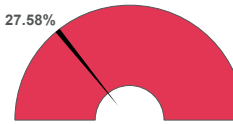


Actual YTD Expenditures



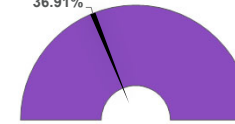
Projected YTD Expenditures
26.49%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
27.78%

Actual YTD All Other Objects



Projected YTD All Other Objects
32.85%

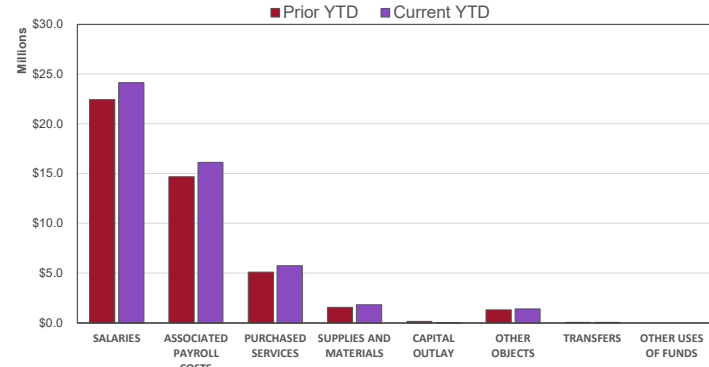
Expenditure Analysis

Top 10 Expenditures by Object (Year-to-Date)

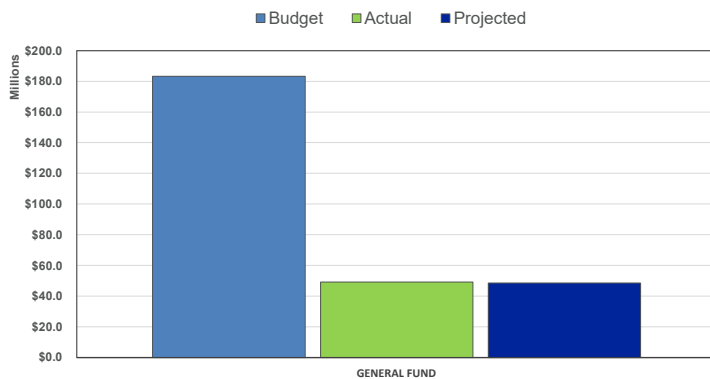
LICENSED SALARIES	\$13,882,220
CLASSIFIED/CONF SALARIES	\$5,485,153
OPSRP EMPLOYER CONTRIB	\$3,424,550
HEALTH INS - LICENSED	\$2,690,126
ADMINISTRATOR SALARIES	\$2,562,303
HEALTH INS - CLASSIFIED	\$2,209,087
F I C A	\$1,866,134
PERS EMPLOYER CONTRB	\$1,700,784
PERS EMPLOYEE CONTR-P/U	\$1,383,196
REIMB STUDENT TRANSPORT	\$1,272,314

Percent of Total Expenditures Year-to-Date **74.06%**

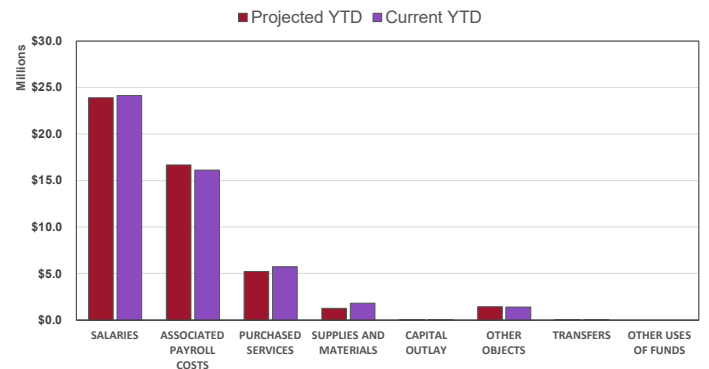
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Actual YTD / Projected YTD

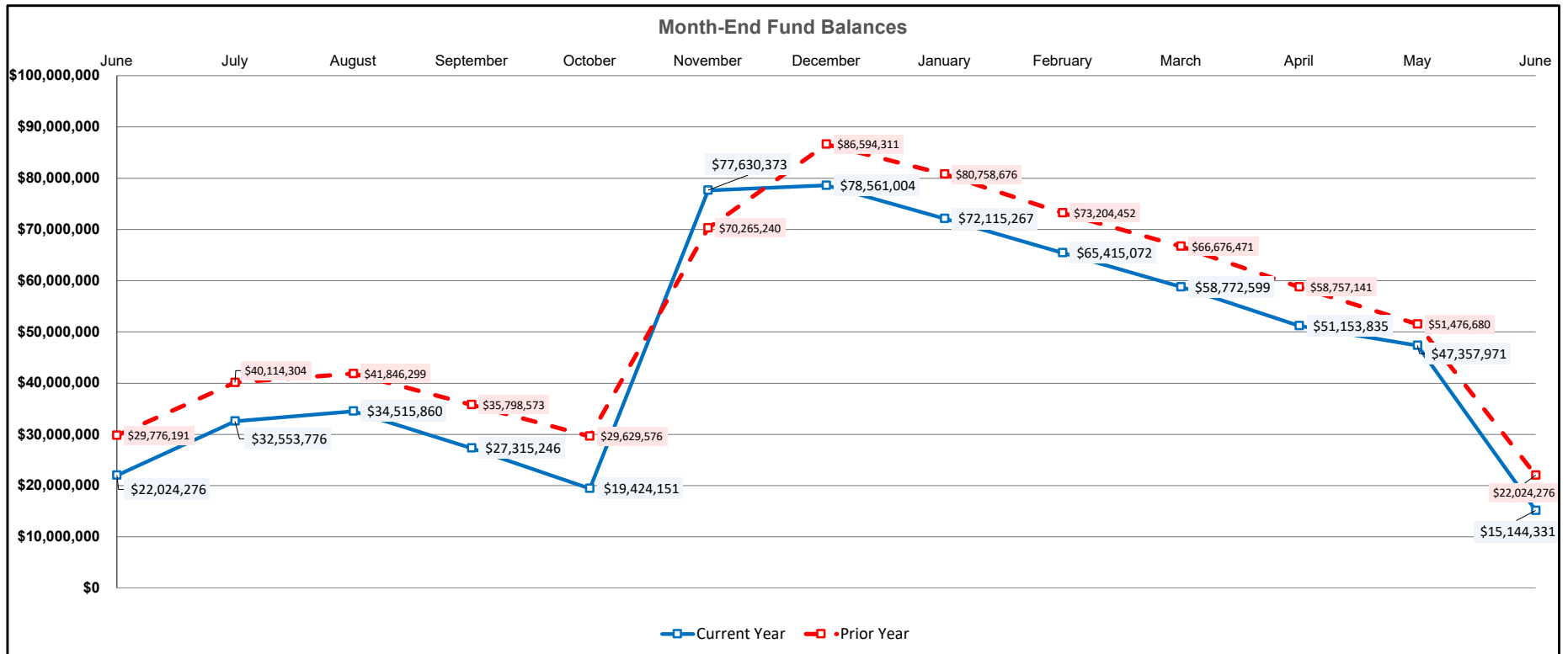


Expenditures by Object | Projected YTD vs. Current YTD



Tigard Tualatin School District 23J General Fund

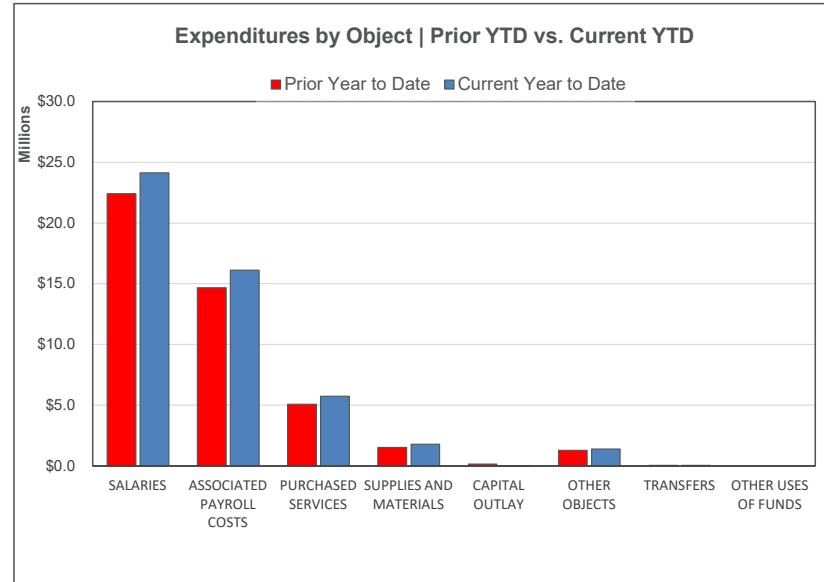
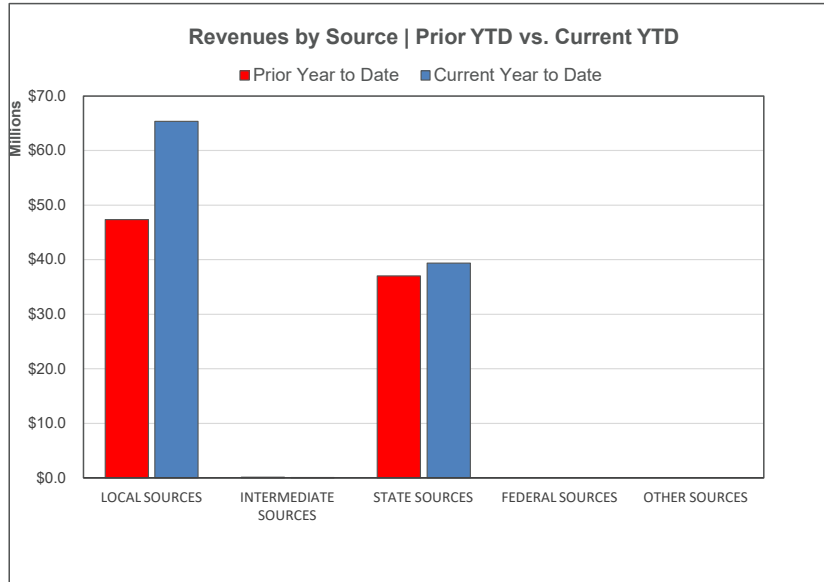
Fund Balance Report | For the Period Ending November 30, 2023



General Fund | Financial Summary

For the Period Ending November 30, 2023

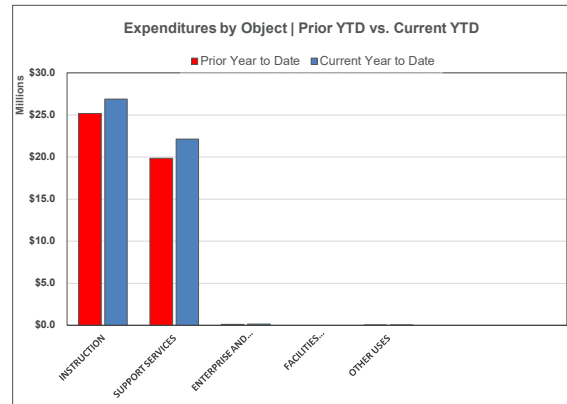
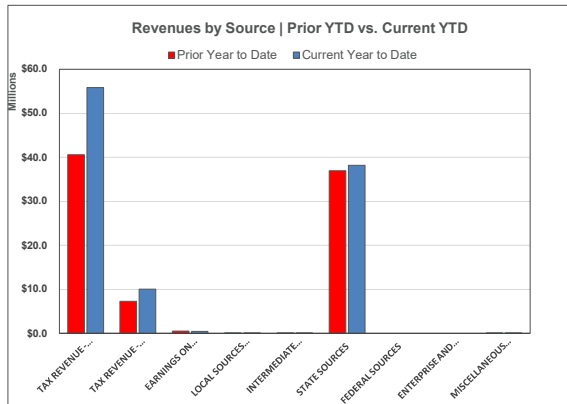
	Prior YTD	Prior Year Total	% of PY Actual to Total	Current YTD	Annual Budget	YTD % of Budget
Beginning Fund Balance	\$29,776,191	\$29,776,191	100.00%	\$22,024,276	\$21,500,000	102.44%
REVENUES						
Local Sources	\$47,360,364	\$76,687,405	61.76%	\$65,381,538	\$79,899,265	81.83%
Intermediate Sources	145,572	2,265,957	6.42%	92,444	2,270,000	4.07%
State Sources	36,997,995	74,635,692	49.57%	39,384,756	79,641,862	49.45%
Federal Sources	0	1,973	0.00%	0	0	
Other Sources	0	8,065	0.00%	0	0	
TOTAL REVENUE	\$84,503,931	\$153,599,092	55.02%	\$104,858,739	\$161,811,127	64.80%
EXPENDITURES						
Salaries	\$22,406,193	\$83,235,387	26.92%	\$24,129,452	\$85,771,132	28.13%
Associated Payroll Costs	14,679,525	55,672,982	26.37%	16,125,865	60,181,898	26.80%
Purchased Services	5,090,040	18,796,680	27.08%	5,742,778	18,624,470	30.83%
Supplies and Materials	1,543,075	3,700,694	41.70%	1,801,176	3,439,569	52.37%
Capital Outlay	157,257	337,424	46.61%	5,230	155,950	3.35%
Other Objects	1,284,793	1,615,001	79.55%	1,394,142	1,704,513	81.79%
Transfers	54,000	54,000	100.00%	54,000	454,000	11.89%
Other Uses of Funds	0	0		0	0	
Contingencies	0	0		0	3,236,223	0.00%
Unappropriated Ending Fund Balance	0	0		0	9,743,372	0.00%
TOTAL EXPENDITURES	\$45,214,883	\$163,412,168	27.67%	\$49,252,642	\$183,311,127	26.87%
SURPLUS / (DEFICIT)	\$39,289,048	(\$9,813,075)		\$55,606,097	(\$21,500,000)	
Ending Fund Balance	\$69,065,240	\$19,963,116		\$77,630,373	\$0	



Tigard Tualatin School District 23J General Fund | Financial Summary

For the Period Ending November 30, 2023

	Prior YTD			Current YTD		
	Prior YTD	Prior Year Total	% of PY Actual to Total	Current YTD	Annual Budget	YTD % of Budget
July Beginning Fund Balance	\$29,776,191	\$29,776,191	100.00%	\$22,024,276	\$21,500,000	102.44%
REVENUES						
Tax Revenue - Local Property Taxes	\$40,633,967	\$63,831,741	63.66%	\$55,892,113	\$65,800,000	84.94%
Tax Revenue - Local Option Taxes	7,276,545	11,426,452	63.68%	10,096,182	11,700,000	86.29%
Earnings on Investments	541,102	1,464,801	36.94%	510,409	750,000	68.05%
Local Sources - Other	10,012	283,050	3.54%	14,157	940,000	1.51%
Intermediate Sources	145,572	2,265,957	6.42%	92,444	2,270,000	4.07%
State Sources	36,997,995	74,635,692	49.57%	38,184,756	79,641,862	47.95%
Federal Sources	0	1,973	0.00%	0	0	
Enterprise and Community Services	0	82,965	0.00%	0	0	
Miscellaneous Sources	91,721	562,344	16.31%	57,074	423,265	13.48%
All Other Sources	7,017	244,119	2.87%	11,603	288,000	4.06%
TOTAL REVENUE	\$85,703,931	\$154,799,092	55.36%	\$104,858,739	\$161,811,127	64.80%
EXPENDITURES						
Instruction						
Salaries & Benefits	\$22,298,862	\$95,842,338	23.27%	\$24,126,474	\$98,958,515	24.38%
Purchased Services	2,154,345	6,215,719	34.66%	2,125,634	4,848,699	43.84%
Supplies and Materials	548,198	1,276,559	42.94%	497,722	908,313	54.80%
Capital Outlay	5,519	11,519	47.91%	0	2,300	0.00%
Other Objects	177,929	248,693	71.55%	160,966	142,574	112.90%
Total Instruction	\$25,184,852	\$103,594,828	24.31%	\$26,910,796	\$104,860,401	25.66%
Support Services						
Salaries & Benefits	\$14,689,605	\$42,725,548	34.38%	\$15,997,251	\$46,632,639	34.30%
Purchased Services	2,935,210	12,575,127	23.34%	3,615,554	13,736,263	26.32%
Supplies and Materials	994,123	2,412,698	41.20%	1,301,051	2,504,366	51.95%
Capital Outlay	151,738	325,905	46.56%	5,230	153,650	3.40%
Other Objects	1,106,864	1,366,309	81.01%	1,233,176	1,561,939	78.95%
Total Support Services	\$19,877,540	\$59,405,586	33.46%	\$22,152,262	\$64,588,857	34.30%
Enterprise and Community Services						
Salaries & Benefits	\$98,447	\$340,482	28.91%	\$131,592	\$361,876	36.36%
Purchased Services	485	5,834	8.32%	1,590	39,508	4.02%
Supplies and Materials	754	11,438	6.59%	2,403	26,890	8.94%
Total Enterprise Community Services	\$99,686	\$357,754	27.86%	\$135,585	\$428,274	31.66%
Facilities Acquisition and Construction						
Total Facilities Acq. And Construction	\$0	\$0		\$0	\$0	
Other Uses						
Transfers	54,000	54,000	100.00%	54,000	454,000	11.89%
Total Other Uses	\$54,000	\$54,000	100.00%	\$54,000	\$454,000	11.89%
Total Contingencies	\$0	\$0		\$0	\$3,236,223	0.00%
Total Unappropriated Ending Fund Balance	\$0	\$0		\$0	\$9,743,372	0.00%
TOTAL EXPENDITURES	\$45,216,078	\$163,412,168	27.67%	\$49,252,642	\$183,311,127	26.87%
SURPLUS / (DEFICIT)	\$40,487,852	(\$8,613,076)		\$55,606,097		
Current Month Ending Fund Balance	\$70,264,044			\$77,630,373		

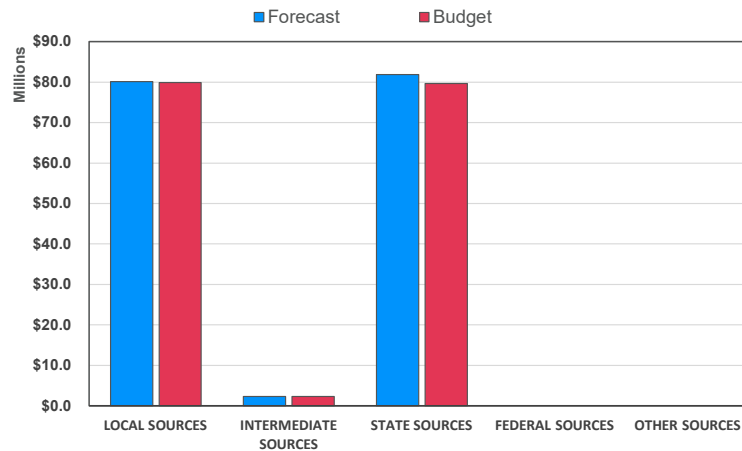


Tigard Tualatin School District 23J General Fund | Financial Projection

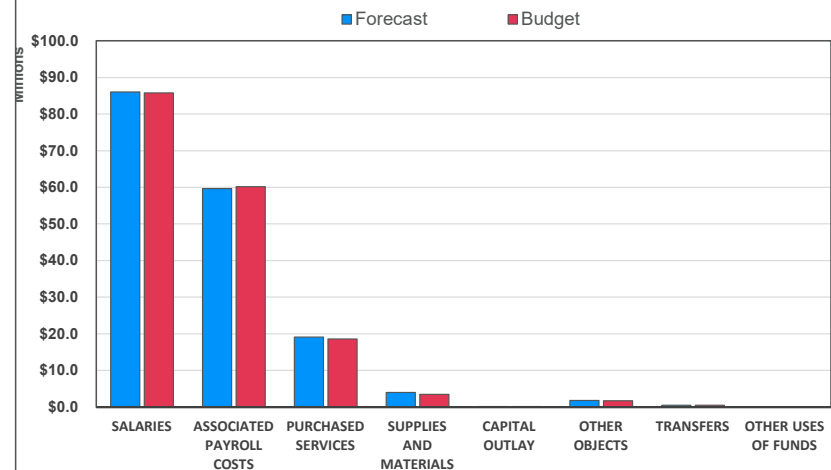
For the Period Ending November 30, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$29,776,191	\$22,024,276		\$22,024,276	\$21,500,000	\$524,276
REVENUES						
Local Sources	\$47,360,364	\$65,381,538	\$14,758,712	80,140,250.22	\$79,899,265	\$240,985
Intermediate Sources	145,572	92,444	2,184,736	2,277,180	2,270,000	7,180
State Sources	36,997,995	39,384,756	42,495,116	81,879,872	79,641,862	2,238,010
Federal Sources	0	0	0	0	0	0
Other Sources	0	0	0	0	0	0
TOTAL REVENUE	\$84,503,931	\$104,858,739	\$59,438,563	\$164,297,302	\$161,811,127	\$2,486,175
EXPENDITURES						
Salaries	\$22,406,193	\$24,129,452	\$61,882,368	\$86,011,819	\$85,771,132	(\$240,688)
Associated Payroll Costs	14,679,525	16,125,865	43,524,030	59,649,895	60,181,898	532,003
Purchased Services	5,090,040	5,742,778	13,405,691	19,148,469	18,624,470	(\$523,999)
Supplies and Materials	1,543,075	1,801,176	2,178,932	3,980,108	3,439,569	(\$540,539)
Capital Outlay	157,257	5,230	113,927	119,157	155,950	36,793
Other Objects	1,284,793	1,394,142	419,657	1,813,798	1,704,513	(\$109,285)
Transfers	54,000	54,000	400,000	454,000	454,000	0
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	0	0	3,236,223	3,236,223
Unappropriated Ending Fund Balance	0	0	0	0	9,743,372	9,743,372
TOTAL EXPENDITURES	\$45,214,883	\$49,252,642	\$121,924,605	\$171,177,246	\$183,311,127	\$12,133,880
SURPLUS / (DEFICIT)	\$39,289,048	\$55,606,097	(\$62,486,042)	(\$6,879,945)	(\$21,500,000)	\$15,144,331
Ending Fund Balance	\$70,265,240	\$77,630,373		\$15,144,331	\$0	

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget





Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

Date: December 11, 2023

TO: Board of Directors

FR: Len Reed

RE: Second Reading Board Policy

EXPLANATION:

The following policies are submitted to the Board for a second reading under Consent Agenda.

Policy	Title	Action	Explanation
CHCA	Handbooks	Update	Adding language around The Students' Rights and Responsibilities Handbook.
GCBDA/GDBDA R	Family Leave AR (Version 1)	Update	During the 2023 Legislative Session, multiple bills were passed amending Paid family Medical Leave Insurance and the Oregon Family Leave Act Highly Recommended
GCBDF/GDBDF R	Paid Family Medical Leave Insurance (PFMLI)	New	During the 2023 Legislative Session, multiple bills were passed amending Paid family Medical Leave Insurance and the Oregon Family Leave Act Highly Recommended
LBE	Public Charter Schools	Update	Changes to law governing attendance at virtual public charter schools have become effective with HB3204 (2023) Required
LBEA	Resident Student Denial for Virtual Public Charter School Attendance	Update	Changes to HB3204 have also caused changes to the approval/denial process to attend Virtual Public Charter Schools. Required

PRESENTER: Len Reed

SUPPLEMENTARY MATERIALS: [12-11-2023 2nd Reads](#)

RECOMMENDATION: 2nd Reading

PROPOSED MOTION: None



Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

December 11, 2023

TO: Board of Directors
FR: David Moore, CFO
RE: Investment of Funds Policy DFA and AR

EXPLANATION:

Investment of Funds Policy DFA requires annual review and adoption of policy and the related AR by the TTSD Board of Directors. Government Portfolio Advisors, the District's investment advisor, in consultation with the Oregon Short-Term Fund Board, is recommending no changes to the policy and AR in the current year.

PRESENTER: David Moore, CFO

SUPPLEMENTARY MATERIALS: Government Portfolio Advisors Memo; Board Policy DFA and AR

RECOMMENDATION: Adopt the Investment of Funds Policy DFA and AR as presented

PROPOSED MOTION: I move to adopt the Investment of Funds Policy DFA and AR as presented.

Tigard-Tualatin School District 23J

Code: DFA
Adopted: 12/12/16
Revised/Readopted: 10/22/18; 12/12/22
Orig. Code: DFA

Investment of Funds

The Board authorizes the investment and reinvestment of funds which are not immediately needed for operation of the district. Such investments will comply with state and federal regulations. The chief financial officer (CFO) is directed by the Board to follow administrative regulation DFA-AR - Investment of Funds. This policy and the related administrative regulation are to be reviewed annually by the CFO and Financial Oversight Committee, and annually adopted by the Board pursuant to the requirements of Oregon Revised Statute (ORS) 294.135(1)(a).

The primary objectives for this investment rule, in priority order, shall be: preservation of capital; maintenance of a liquid position; and maximum yield.

1. Safety

Safety of the principal is the foremost objective of the investment program. Investment decisions shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating, capital and construction requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash needs. Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds, such as the Oregon Local Government Investment Pool or overnight repurchase agreements, or held in bank balances to ensure that appropriate liquidity is maintained to meet on-going obligations.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The portfolio investments are limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Reporting

1. Methods

The chief financial officer shall prepare an investment report quarterly including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the previous quarter. The report will be submitted to the Board for review. This management summary will be prepared in a manner which will allow the Board to ascertain whether investment activities during the reporting period have conformed to the investment rule.

At a minimum, this report will include the following:

- a. Listing of individual securities held at the end of the reporting period;
- b. Average weighted yield to maturity of portfolio on date of report;
- c. Listing of investments by maturity date, call date, cost and current fair value;
- d. Collateral description including listing of securities by maturity date and fair market value if current portfolio includes repurchase agreements and/or guaranteed investment contracts;
- e. Percentage of the total portfolio that each type of investment represents along with the percentages authorized in this rule.

END OF POLICY

Legal Reference(s):

[ORS 294.033](#)
[ORS 294.035](#)

[ORS 294.125](#)
[ORS 294.135](#)

[ORS 294.145](#)
[ORS 294.155](#)

**Tigard-Tualatin School District
Administrative Rule**

Policy Code: DFA

Revised: December 2022

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Investment of Funds

I. INTRODUCTION

The Tigard-Tualatin School District is the 9th largest school district in Oregon and the 5th largest in the Portland metropolitan area. There are two high schools, three middle schools, ten elementary schools, an alternative school program and an online school. The district serves the communities of Durham, Metzger, King District and Bull Mountain as well as Tigard and Tualatin. The balances of the District's various operating funds range from \$10,000,000 to \$90,000,000 and ongoing project funds can range from \$5,000,000 to \$300,000,000. In addition, there are Early Retirement Plan funds and land sales funds.

II. GOVERNING AUTHORITY

The investment program shall be operated in conformance with federal, state and other legal requirements. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

III. SCOPE

This administrative rule applies to the investment of short-term operating funds, and capital project funds (including bond proceeds and bond reserve funds), and other funds held by the Tigard-Tualatin School District. Investments of employees' retirement funds and deferred compensation plans are not covered by this rule.

Except where legally required to hold separate funds, the District may consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds monthly based on their respective cash balances.

IV. GENERAL OBJECTIVES

These procedures have been established to provide guidelines for the investment of available funds of the District. The primary objectives for this investment rule, in priority order, shall be: preservation of capital; maintenance of a liquid position; and to achieve a market rate of return.

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investment decisions shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. *Interest Rate Risk:* The District will minimize the price risk, due to changes in general market interest rates, associated with the sale of securities prior to maturity, by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations and/or capital projects, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities or short-term investment pools.
 - b. *Credit Risk:* The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in this Investment Rule.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the District will do business in accordance with this rule.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
2. **Liquidity** The investment portfolio shall remain sufficiently liquid to meet all operating, capital and construction requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash needs. Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds, such as the Oregon Local Government Investment Pool or held in bank balances to ensure that appropriate liquidity is maintained to meet on-going obligations.
3. **Return** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The portfolio investments are limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Securities shall not be sold prior to maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principal.
- b. A security swap that would improve the quality, yield, or target duration in the portfolio.
- c. Liquidity needs of the portfolio require that the security be sold.

V. STANDARDS OF CARE

1. **Prudence** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment rule and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion, and the liquidation and/or sale of securities are carried out in accordance with the terms of this rule.

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

The District’s Officers (ORS 294.004 (2)) and staff acting in accordance with this Investment Policy, written procedures, and Oregon Revised Statutes 294.035 and 294.040 and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change or other loss in accordance with ORS 294.047.

2. **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees, officers and their families shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the District. Officers and employees shall, at all times, comply with the State of Oregon Government Ethics Commission code of ethics set forth in ORS Chapter 244.

3. **Delegation of Authority**

- a. *Governing Body*: The Chief Financial Officer, as authorized by the Tigard-Tualatin School District Board, shall manage the District’s investment program and ensure compliance with Oregon Revised Statutes and the investment rule, designate eligible investment institutions, review periodic investment reports

and monitor investment transactions. The Chief Financial Officer will administer the rule, place investments, maintain accounting records and prepare investment reports. The School Board consists of five elected members and has ultimate responsibility to administer policies that provide guidance to the investment program.

- b. *School Board Committee*: The District's financial oversight committee may provide additional guidance to the Chief Financial Officer as needed.
- c. *Investment Advisory Services*: Subject to required procurement procedures, the District may engage the support services of outside professionals in regard to its investment program, so long as it can be demonstrated or anticipated that these services produce a net financial advantage and necessary financial protection of the District's resources. External service providers shall be subject to Oregon Revised Statutes and the provisions of this Investment Rule.

The investment advisory service firm will function in a non-discretionary role and provide technical market research to help in implementing investment strategies. Non-discretionary management requires that the District maintain control of investments by requiring the firm to obtain approval from the District for all investment transactions.

VI. ACCOUNTING METHOD

The District shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP) relating to investment accounting. The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the Governmental Accounting Standards Board (GASB); the American Institute of Certified Public Accountants (AICPA); and the Financial Accounting Standards Board (FASB).

VII. AUTHORIZED FINANCIAL INSTITUTIONS

A list will be maintained of financial institutions authorized to provide investment and safekeeping services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness and other factors considered relevant by the District. These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule). Regional brokers and dealers must be licensed in Oregon in order to be considered for doing business with the District. The District will limit all security purchases to institutions on the approved lists.

1. Broker/Dealer Relationships

The Chief Financial Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives. The following criteria must be met prior to authorizing investment transactions. The Chief Financial Officer may impose more stringent criteria.

- a. Broker/Dealer firms must meet the following minimum criteria:
 - i. Be registered with the Securities and Exchange Commission (SEC);
 - ii. Be registered with the Financial Industry Regulatory Authority (FINRA).
 - iii. Provide most recent audited financials.
 - iv. Provide FINRA Focus Report filings.
- b. Approved broker/dealer employees who execute transactions with the District must meet the following minimum criteria:
 - i. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - ii. Be licensed by the state of Oregon;
 - iii. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.
- c. If the District's investment advisor is contracted to provide securities transactions on behalf of the District, the advisor's broker/dealer list must be provided to the Chief Financial Officer for approval. The Chief Financial Officer can assign the responsibility of the broker/dealer due diligence process to the Advisor, and all licensing information on the counterparties will be maintained by the Advisor and available upon request.

The advisor broker/dealer review should include:

- i. FINRA Certification check
- ii. Firm Profile
- iii. Firm History
- iv. Firm Operations
- v. Disclosures of Arbitration Awards, Disciplinary and Regulatory Events
- vi. State Registration Verification
- vii. Financial review of acceptable FINRA capital requirements or letter of credit for clearing settlements.

The advisors must provide the District with any changes to the list prior to transacting on behalf of the District.

- d. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Chief Financial Officer or Investment Advisor.

2. Financial Bank Relationships

All financial banks that provide bank deposits, certificates of deposits or any other deposit of the bank to the District must either be fully covered by the FDIC or the bank must be a participant of the Public Funds Collateralization Program (PFCP) program. ORS Chapter 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the Public Funds Collateralization Program. Bank depositories are required to pledge collateral against any public funds deposits in excess of deposit insurance amounts. This provides additional protection for public funds in the event of a bank loss. ORS Chapter 295 sets the specific value of the collateral, as well as the types of collateral that are acceptable. ORS 295 creates a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. In addition, all financial institutions must be approved by the School Board and placed on the approval list.

3. Investment Advisor

Subject to School District Procurement requirements an Investment Advisor may be hired and must comply with the following requirements:

- a. The Investment Advisor firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon; (Note: Investment Advisor firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon);
- b. All investment advisor firm representatives conducting investment transactions on behalf of District must be registered representatives with FINRA;
- c. All Investment Advisor firm representatives conducting investment transactions on behalf of District must be licensed by the state of Oregon;
- d. Contract terms will include that the Investment Advisor will comply with the District's Investment Policy.

A periodic (at least annual) review of all authorized investment advisors under contract will be conducted by the Chief Financial Officer to determine their continued eligibility within the portfolio guidelines. The Investment Advisor must notify the District immediately if any of the following issues arise while serving under a District Contract:

- a. Pending investigations by securities regulators.
- b. Significant changes in net capital.
- c. Pending customer arbitration cases.
- d. Regulatory enforcement actions.

4. Competitive Transactions

The Chief Financial Officer will obtain telephone, faxed or emailed quotes before purchasing or selling an investment. The Chief Financial Officer will select the quote which best satisfies the investment objectives of the investment portfolio within the parameters of this policy. The Chief Financial Officer will maintain a written record of each bidding process including the name and prices offered by each participating financial institution.

In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, the Chief Financial Officer shall document quotations for comparable or alternative securities.

If the District hires an investment advisor to provide transactional services, the advisor must provide documentation of competitive pricing execution on each transaction to the Chief Financial Officer (as detailed above). The investment advisor will retain historical documentation and provide upon request.

VIII. SAFEKEEPING, CUSTODY AND CONTROLS

1. Delivery, Safekeeping and Collateral

- a. *Delivery & Safekeeping.* Securities purchased by the District shall be held in a segregated account for the District's benefit at a third-party trustee as safekeeping agent. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16. The approved broker/dealer or investment advisor shall provide the District with a confirmation ticket listing the specific instrument, issuer, coupon, maturity, CUSIP number, purchase or sale price, transaction date, and other pertinent information.

All trades of marketable securities will be executed on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the Tigard- Tualatin School District's safekeeping institution prior to the release of funds. The District will have online access through the safekeeping bank for verification of the account holdings and transactions.

- b. *Cash disbursements:* Cash transfers will only be authorized by the Chief Financial Officer.

2. Bank Deposits and Certificates of Deposits

The District may hold bank deposits or certificates of deposits at banks qualified under ORS Chapter 295.

3. Internal Controls and Compliance

The Chief Financial Officer shall establish and maintain a system of internal controls consistent with this Rule designed to prevent the loss of public funds due to fraud, error, misrepresentation or imprudent actions by third parties or by employees of the District. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Written internal controls shall be reviewed and tested at least annually or upon any extraordinary event such as turnover of key personnel or the discovery of inappropriate activity.

The internal controls shall address the following points at a minimum:

- a. Compliance with Investment Policy
- b. Control of collusion
- c. Separation of transaction authority from accounting and record keeping
- d. Custodial safekeeping
- e. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
- f. Clear delegation of authority to subordinate staff members
- g. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
- h. Dual authorizations of wire and automated clearing house (ACH) transfers
- i. Staff training
- j. Review, maintenance and monitoring of security procedures both manual and automated

The policies set forth in this document shall be adhered to and monitored. Any instance which is deemed to be out-of-compliance with this investment rule shall be brought back into compliance as soon as prudently feasible. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and the District's policies and procedures.

IX. AUTHORIZED AND SUITABLE INVESTMENTS

1. Authorized Investments

All investments of the District shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (Investment of surplus funds of political subdivisions; approved investments), ORS 294.040 (Restriction on investments under ORS 294.035), ORS 294.135 (Investment maturity dates), ORS 294.145 (Prohibited conduct for CFO, including not committing to invest funds or sell securities more than 14 business days prior to the anticipated date of settlement), ORS 294.805

to 294.895 (Local Government Investment Pool). Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

2. Specific Allowable Investments Under ORS 294.035

Minimum credit ratings and percentage limitations apply to the time of purchase.

The District is empowered to invest in the following types of securities:

US Treasury Obligations: Direct obligations of the United States Treasury whose payment is guaranteed by the United States. [ORS Section 294.035(3)(a)]

US Agency Obligations: Federal agency or U. S. government sponsored enterprises (GSE) whose payment is guaranteed by the United States. [ORS Section 294.035(3)(a)]

Municipal Debt: Lawfully issued debt obligations of the States of Oregon, California, Idaho and Washington and political subdivisions of those states if the obligations have a long-term rating on the settlement date of AA- or better by S&P or Aa3 or better by Moody's, or equivalent rating by any nationally recognized statistical rating organization.

Corporate Indebtedness: Corporate indebtedness must be rated on the settlement date AA- or better by S&P or Aa3 or better by Moody's, or equivalent rating by any nationally recognized statistical rating organization.

Commercial Paper: Commercial Paper must be rated A1 by Standard and Poor's or P1 by Moody's or equivalent rating by any nationally recognized statistical rating organization. Issuer constraints for commercial paper combined with corporate notes will be limited by statute to 5% of market value per issuer.

Bank Time Deposit/Savings Accounts: Time deposit open accounts or savings accounts in insured institutions as defined in ORS Section 706.008, in credit unions as defined in ORS Section 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)].

Certificates of Deposit: Certificates of deposit in insured institutions as defined in ORS 706.008, in credit unions as defined in ORS Section 723.006 or in federal credit unions, if the institution or credit union maintains a head office or a branch in this state [ORS Section 294.035(3)(d)].

Local Government Investment Pool: State Treasurer's local short-term investment fund up to the statutory limit per ORS Section 294.810.

X. INVESTMENT PARAMETERS:

1. Diversification and Suitable Investments

The District will diversify the investment portfolio to avoid incurring unreasonable risks, both credit and interest rate risk, inherent in over investing in specific instruments, individual financial institutions or maturities. These limits may be more restrictive than ORS Chapter 294.

Diversification Constraints on Total Holdings

Issue Type	Maximum % Holdings	Maximum % per Issuer	Ratings S&P	Ratings Moody's
US Treasury Obligations	100%	None	N/A	N/A
US Agency Obligations	100%	30%	N/A	N/A
Municipal Debt (OR, CA, ID, WA)	25%	5%	AA-	Aa3
Corporate Bonds	35%*	5%**	AA-	Aa3
Commercial Paper			A1	P1
Bank Time Deposits/Savings Accounts	50%	25%	Oregon Public Depository	Oregon Public Depository
Certificates of Deposit	25%	10%	Oregon Public Depository	Oregon Public Depository
Oregon Short Term Fund	Maximum allowed per ORS 294.810	None	N/A	N/A

*35% maximum combined corporate and commercial paper per ORS.

**Issuer constraints apply to the combined issues in corporate and commercial paper holdings.

2. Investment Maturity

The District will not directly invest in securities with a stated maturity more than five (5) years from the date of purchase.

- The maximum weighted maturity of the total portfolio shall not exceed 2.0 years. This maximum is established to limit the portfolio to excessive price change exposure.
- Liquidity funds will be held in the State Pool, bank deposits or in money market instruments maturing six months and shorter. The liquidity portfolio shall, at a minimum, represent six month budgeted outflows.

- Core funds for Operating Funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have stated maturities between 1 day and 3 years and will be only invested in high quality and liquid securities.
- Bond Proceeds Funds will be invested in a manner to match expected disbursements based on projected funding schedules. The maximum maturity of any single security will be 3.5 years.
- Early Retirement Plan Fund and land sales funds will have specific objectives based on projected cash flow requirements. The investments in this portion of the portfolio will have stated maturities between 1 day and 5 years.
- Total Portfolio Maturity Constraints

Maturity Constraints	Minimum % of Total Portfolio
Under 30 days	10%
Under 1 year	25%
Under 5 years	100%
Maturity Constraints	Maximum of Total Portfolio in Years
Weighted Average Maturity	2.00
Security Structure Constraint	Maximum % of Total Portfolio
Callable Agency Securities	25%

3. Prohibited Investments

- The District shall not invest in private placement “144A” securities. For purposes of the rule, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.
- The District shall not lend securities nor directly participate in a securities lending or reverse repurchase program.
- The District shall not invest in mortgage-backed securities.

XI. INVESTMENT OF PROCEEDS FROM DEBT ISSUANCE

Investments of bond proceeds are restricted further and will not include corporate bonds in the dedicated bond proceed portfolio. All other allowable investments including: US Treasury, US Agency and Commercial Paper may be utilized. The

investments will be made in a manner to match cash flow expectations based on managed disbursement schedules.

Liquidity for bond proceeds will be managed through the OSTF Pool or Bank deposit balances.

Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows.

Information will be maintained for arbitrage rebate calculations.

XII. INVESTMENT OF RESERVE OR CAPITAL IMPROVEMENTS

Pursuant to ORS 294.135(1)(b), reserve or capital improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used.

XIII: POLICY COMPLIANCE AND PERFORMANCE STANDARDS

1. Compliance Report

A compliance report shall be maintained quarterly to document the portfolio versus the investment policy.

3. Compliance Measurement and Adherence

- a. Compliance Measurement: Guideline measurements will use market value of investments.
- b. Compliance Procedures: If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- c. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the Finance Committee.
- d. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be

exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

- e. As determined on any date that the security is held within the portfolio. If the credit rating of a security is subsequently downgraded below the minimum rating level for a new investment of that security, the Investment officer shall evaluate the downgrade on a case-by-case basis in order to determine if the security should be held or sold. The Investment officer will apply the general objectives of Safety, Liquidity, Yield and Legality to make the decision. If the District has hired the services of an Investor Advisor, the Investment officer will act on the recommendation of the Advisor.

3. Performance Standards

- The District's earnings yield will be compared to the OST Fund Pool rate and Bank Deposit Rate.
- The core portfolios will be invested into a predetermined structure that will be measured against a selected benchmark portfolio. The structure will be based upon a chosen minimum and maximum effective duration and will have the objective to achieve market rates of returns over long investment horizons. The purpose of the benchmark is to appropriately manage the risk in the portfolio given interest rate cycles. The core portfolios are expected to provide similar returns to the benchmark over interest rate cycles, but may underperform or outperform in certain periods. The portfolios will be positioned to first protect principal and then achieve market rates of return. The benchmark used will be a Treasury 0-3 year standard market index and comparisons will be calculated monthly and reported quarterly.
- When comparing the performance of the District's portfolios, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

XIV. REPORTING

1. Methods

The Chief Financial Officer shall prepare an investment report quarterly including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the previous quarter. The report will be submitted to the Board for review. This management summary will be prepared in a manner which will allow the Board to ascertain whether investment activities during the reporting period have conformed to the investment rule.

Minimum Reporting Requirements for Total Portfolio Quarterly:

Earnings Rate

Holdings Report with mark to market values

Transaction Report

Weighted Average Maturity

Compliance Report

XV. ADMINISTRATIVE RULE AND RE-ADOPTION OF POLICY

This administrative rule, in conjunction with the District's Investment of Funds Policy, shall be reviewed by the CFO and the Financial Oversight Committee and annually adopted by Districts Board in accordance with ORS 294.135(1)(a). Any significant changes to the rule must be reviewed by the Oregon Short Term-Fund Board prior to submitting to Board for adoption.



Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

Date: December 11, 2023

TO: Board of Directors

FR: Lisa Burton

RE: Tualatin High School Broadcast Technology Students Interview Pearl Harbor Survivor

EXPLANATION:

Tualatin High School Broadcast Technology students had the opportunity to interview Ike Schab, a 103 year-old Pearl Harbor Survivor. The interview was included in the Weekly Wolf and was a great opportunity to connect with a community member who was a part of world altering history.

The Broadcast Technology students also provide a weekly broadcast to Tualatin High students and staff, including important announcements, and local happenings while learning pre-production, production, and post-production techniques.

PRESENTERS: Lisa Burton, Community Relations Manager
Broadcast Technology Students

SUPPLEMENTARY MATERIALS: [Weekly Wolf Episode](#)

RECOMMENDATION: Recognition & Good News

PROPOSED MOTION: None



Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

December 11, 2023

TO: Board of Directors
FR: David Moore
RE: Student Investment Account Grant Agreement

EXPLANATION:

The Oregon Department of Education (ODE) has issued the District's Student Investment Account (SIA) Grant Agreement for the period July 1, 2023 through September 30, 2024. The SIA Grant Agreement requires a Board presentation and approval with an opportunity for public comment. The ODE will release SIA funds per the Agreement following receipt of the signed Grant Agreement and board minutes documenting Board presentation and approval.

Key elements of the SIA Grant Agreement include the following:

- Grant funds totaling \$11,144,126.86 including the MITCH Charter School allocation of \$203,340.67
- Exhibit A, The Project
 - Background and Goals including the passage of the Student Success Act into law in May of 2019. The Act established the Student Investment Account, providing access to non-competitive grant funds. However, the District is required to work alongside stakeholder groups and the community to develop and plan and outline priorities and activities that align with allowable uses under the law.
 - The two purposes of SIA grants: 1) Behavioral or mental health needs and 2) Increasing academic achievement and reducing academic disparities for students from racial or ethnic groups that historically have experienced academic disparities, students with disabilities, English language learners, economically disadvantaged students, students who are homeless, and students who are foster children
 - Project Activities that are part of the Integrated Plan Implementation including the use of Grant funds for a) Increasing instructional time b) Addressing students' health or safety needs c) Reducing class sizes and d) Expanding availability of and students participation in well-rounded learning experiences
 - Disbursement and Reporting Provisions, including quarterly and annual financial reports
- Exhibit B, Common and Customized Performance Framework
 - 15 Progress Markers for the 2023-2025 Biennium requiring updates in quarterly and annual reports under the following categories: A. Start to See: Early Signs of Progress B. Gaining Traction: Intermediate Changes and C. Profound Progress: Substantial and Significant Changes
 - The finalized co-developed Longitudinal Performance Growth Targets (LGPTs) over five years, which include baseline, stretch, and gap-closing targets for each of the common metrics: Five-Year Completion Rate, Third-Grade Reading Proficiency Rate, Ninth-Grade On-Track Rate, Attendance Rate, and Four-Year On-Time Graduation Rate

The 2023-24 Integrated Plan Activities and Budgets recently submitted to ODE in the first quarter report for SIA and the other Integrated Plan programs, are provided for both the District and Mitch Charter School.

PRESENTER: David Moore and Paul Verstraete

SUPPLEMENTARY MATERIALS: [Student Investment Account Grant Agreement](#); [TTSD Integrated Programs Budget](#); [MITCH Charter School Integrated Programs Budget](#)

RECOMMENDATION: Approve the Student Investment Account Grant Agreement as presented

PROPOSED MOTION: I move to approve the Student Investment Account Grant Agreement as presented.



Tigard-Tualatin School District 23J
 6960 SW Sandburg Street
 Tigard, OR 97223

Date: December 11, 2023

TO: Board of Directors

FR: Chair Tristan Irvin

RE: Second Reading Board Policy JFCP: Student Acts of Physical Aggression or Violence

EXPLANATION:

The following policy is submitted to the Board for second reading under ACTION ITEMS Agenda.

Policy	Title	Action	Explanation
JFCP	Student Acts of Physical Aggression or Violence	New Policy	For Second Reading & Adoption

PRESENTER: Chair Tristan Irvin

SUPPLEMENTARY MATERIALS: [Draft JFCP Policy](#) and Letter from Spencer Lewis, OSBA Director of Policy Services

RECOMMENDATION: 2nd Reading

PROPOSED MOTION: Approval



Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

Date: December 11, 2023
TO: Board of Directors
FR: David Moore
RE: Summer 2024 Boiler Replacement Project

EXPLANATION:

The District recently completed a Request for Proposals (RFP) process for Contractor Construction Services for the Summer 2024 Boiler Replacement Project using a bid plus qualification format. The estimated budget for the project scope was \$2,262,389.

The District had three qualified bidders to the RFP, however, only two bid all four (4) project facilities. A scoring committee composed of Kevin Montague, Darin Barnard, Rick Silenzi (Interface Engineering) and Chris Woo (Bond Oversight Committee Member) reviewed the proposals and evaluated the contractors on criteria set forth in the RFP; Background, Company Experience, Personnel, and Approach without seeing the bid number. The committee members then met and reviewed their scoring along with the bid number and agreed to award the project based on the overall scoring matrix totals. Apollo Mechanical Contractors was the high scorer and the committee agreed they are qualified to complete the project.

The Bond Oversight Committee (BOC) reviewed the bidding process and voted to recommend to the board awarding construction contractor services to Apollo Mechanical Contractors.

The Board is being asked to approve a contract award to Apollo Mechanical Contractors for construction services in an amount not to exceed \$2,387,110.

PRESENTER: David Moore and Darin Barnard

SUPPLEMENTARY MATERIALS: Summer 2024 Boiler Replacement Project Scoring Matrix

RECOMMENDATION: Award Contract to Apollo Mechanical Contractors for the Summer 2024 Boiler Replacement Project for an amount not to exceed \$2,387,110.

PROPOSED MOTION: I move to award Apollo Mechanical Contractors for the Summer 2024 Boiler Replacement Project for an amount not to exceed \$2,387,110.

TTSD Boiler Replacement Project RFP Scoring

Bids Received at Tigard-Tualatin District Office November 30, 2023 before 2pm

	Estimate	Apollo	Apex	Difference
TuHS	\$ 1,197,346	\$ 1,279,314	\$ 927,139	\$ 352,175
HMS	\$ 598,976	\$ 621,241	\$ 426,766	\$ 194,475
Bridgeport	\$ 315,525	\$ 313,473	\$ 208,554	\$ 104,919
Byrom	\$ 150,542	\$ 173,082	\$ 199,680	\$ (26,598)
Total	\$ 2,262,389	\$ 2,387,110	\$ 1,762,139	\$ 624,971

Selection Criteria Averages			
Selection Criteria	Points Available	Apollo	Apex
Background	15	13.75	11.00
Company Experience	20	16.25	12.25
Personnel	15	13.75	9.75
Approach	15	13.50	10.75
Bid	35	22.60	35
TOTAL POINTS	100	79.85	78.75

Score Wording in RFP					
4.4.2 Price Scoring Example: Price will be scored as shown in the following example: Low Price = 40 points Formula: $40 - ((\text{Price} - \text{Low Price}) / (\text{Low Price}) \times 40) = \text{Price points, rounded to nearest tenth}$					

Formula	
Formula: $35 - ((\text{Bid} - \text{Low Bid}) / (\text{Low Bid}) \times 35)$	

Apollo Bid	
22.59	

	Estimate provided to BOC	Apollo	Hunter Davisson	Apex
TuHS	\$ 1,197,346	\$ 1,279,314	\$ 1,212,413	\$ 927,139
HMS	\$ 598,976	\$ 621,241		\$ 426,766
Bridgeport	\$ 315,525	\$ 313,473		\$ 208,554
Byrom	\$ 150,542	\$ 173,082	\$ 185,390	\$ 199,680
	\$ 2,262,389	\$ 2,387,110	\$ 1,397,803	\$ 1,762,139



Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

Date: December 11, 2023
TO: Board of Directors
FR: David Moore
RE: Alberta Rider Roof Replacement Project

EXPLANATION:

The District in conjunction with Weatherproofing Technologies, Inc. recently completed a bid process under the AEPA Agreement program for Contractor Construction Services on the Alberta Rider Roof Replacement Project. The Bond Oversight Committee approved budget for this project scope was \$2 million dollars. The funds required for contractor services on this project is \$1,777,945.

The District received two proposals and both were qualified under the proposal process. TT&L Sheet Metal, Inc. was the low proposer on the project.

The Board is being asked to approve a contract award to TT&L Sheet Metal, Inc. for construction services in an amount not to exceed \$1,777,945.

PRESENTER: David Moore and Darin Barnard

SUPPLEMENTARY MATERIALS: Alberta Rider Elementary Roof Replacement Project Bid Summary

RECOMMENDATION: TT&L Sheet Metal, Inc. for The Alberta Rider Roof Replacement Project for an amount not to exceed \$1,777,945.

PROPOSED MOTION: I move to award TT&L Sheet Metal, Inc. for The Alberta Rider Roof Replacement Project for an amount not to exceed \$1,777,945.

2024 Alberta Rider Roof Replacement

Bids Received by Kevin M at 12pm on 11/21/2023

TT&L Sheet Metal

Base Bid	\$	1,718,610.00
Alt 1		\$59,335
	\$	<u>1,777,945.00</u>

Stryker Constructin, Inc

Base Bid	\$	1,815,561.00
Alt 1	\$	54,018.00
	\$	<u>1,869,579.00</u>



Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223

Date: December 11, 2023
TO: Board of Directors
FR: David Moore
RE: Fowler Sewer Replacement Project

EXPLANATION:

The District recently completed a Request for Proposals (RFP) process for Contractor Construction Services for The Fowler Sewer Replacement Project using a bid plus qualification format. The estimated budget for the project scope was \$2,000,000. The funds required for contractor services on this project is \$1,920,936.

The District had two qualified bidders and received three proposals to the RFP. A scoring committee composed of Kevin Montague, Darin Barnard, Mark Schopmeyer (Bora Architects) and Eric Mielle (KPFF) reviewed the proposals and evaluated the contractors on criteria set forth in the RFP; Background, Company Experience, Personnel, and Approach without seeing the bid number. The committee members then met and reviewed their scoring along with the bid number and agreed to award the project based on the overall scoring matrix totals. INLINE Commercial Construction Inc. had the high score and the committee agreed they are qualified to complete the project.

The Board is being asked to approve a contract award to INLINE Commercial Construction Inc, for construction services in an amount not to exceed \$1,920,936. The project will be funded by Construction Excise Tax dollars.

PRESENTER: David Moore and Darin Barnard

SUPPLEMENTARY MATERIALS: Fowler Sewer Replacement Project RFP Scoring Matrix

RECOMMENDATION: Award Contract to INLINE Commercial Construction Inc. for The Fowler Sewer Replacement Project for an amount not to exceed \$1,920,936.

PROPOSED MOTION: I move to award INLINE Commercial Construction inc. The Fowler Sewer Replacement Project for an amount not to exceed \$1,920,936.

TTSD Fowler Sewer Project RFP Scoring

Bids Received at Tigard-Tualatin District Office November 30, 2023 before 2pm

	Apex Mech	Inline CC	Difference
Base Bid	\$1,848,000.00	\$1,371,600.00	\$476,400.00
Alt 1	\$319,000.00	\$477,853.00	-\$158,853.00
Alt 2	\$62,000.00	\$71,483.00	-\$9,483.00
Total	\$2,229,000.00	\$1,920,936.00	

Selection Criteria Averages - (4) Reviewers		
Selection Criteria	Apex Mechanical	Inline Commercial Contracting
Background	11.75	13.25
Company Experience	13.5	18.25
Personnel	11.25	13.5
Approach	11.5	14.25
Bid	29	35
TOTAL POINTS	77	94.25