

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

Monday, January 8, 2024 - UPDATED

Tigard-Tualatin Training Center, 9550 SW Murdock St., 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](mailto: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  
A. School Continuous Improvement Plans – Roundtable Discussions – Presenter: Todd Robson..... Page 03

II. ADJOURN WORK SESSION ~ Time: 6:00 PM

III. REGULAR SESSION ~ Time: 6:30 PM  
A. CALL TO ORDER - Presenter: Chair Tristan Irvin ..... Page 04  
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. December 11, 2023 TTSD Board Work Session & Meeting Minutes ..... Page 07  
2. Human Resources/Personnel Report ..... Page 14

V. RECOGNITION & GOOD NEWS ~ Time: 6:32 PM  
A. School Board Recognition Month - Presenter: Kasey Fernandez ..... Page 15

VI. STUDENT REPRESENTATIVE REPORTS ~ Time: 6:45 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: 7:00 PM

VIII. PUBLIC COMMENT ~ Time: 7:15 PM  
*This 30-minute section of the agenda is for public comment related to both board agenda and 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](mailto: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. 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.*

IX. REPORTS & DISCUSSION ITEMS ~ Time: 7:45 PM  
A. Board of Director Reports on CIP Presentations – Presenter: Chair Irvin ~ Time: 7:45 PM ..... Page 16  
B. **Student Acts of Physical Aggression or Violence Policy Update** – Presenter: Carol Kinch ~ Time: 8:00 PM .... Page 17  
C. Presentation of the District’s 2022-23 Annual Comprehensive Financial Report – Presenter: David Moore ~ Time: 8:15 PM ..... Page 18  
D. Financial Oversight Committee (FOC) Report – Presenter: David Moore ~ Time: 8:30 PM ..... Page 19

X. PUBLIC COMMENT – Regarding Early Literacy Grant Agenda Item Only ~ Time: 8:45 PM  
*This 30-minute section of the agenda is for public comment related to the Early Literacy 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](mailto: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. 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.*

XI. ACTION ITEMS ~ Time: 9:15 PM  
A. Approve Fiscal Year 2024-25 Budget Calendar – Presenter: David Moore ~ Time: 9:15 PM ..... Page 27  
B. Early Literacy Grant – Presenter: Todd Robson ~ Time: 9:30 PM ..... Page 29  
C. Summer 2024 Boiler Replacement Project – Presenter: David Moore ~ Time: 9:45 PM ..... Page 30

XII. BOARD MEMBER REFLECTION TIME – Presenter: Chair Irvin ~ Time: 10:00 PM  
*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.*

XIII. ADJOURN - Presenter: Chair Irvin ~ Time: 10:15 PM

Updated Materials

### 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

January 8, 2024

TO: Board of Directors  
FR: Todd Robson  
RE: Continuous Improvement Plans 2023-24

**EXPLANATION:**

Each Fall, schools are required to complete a comprehensive Continual Improvement Plan (CIP). In the Spring, schools take their living documents (CIP) and begin a more extensive review using current perception, implementation and summary data as a means to assist in guiding next level work. CIPs include specific student achievement goals in areas of academics, school climate/culture and an equity initiative. High leverage action(s) are called out with an implementation plan created specifically to align and guide staff in planning, doing and studying the impact of the adult actions and the utilizing of the focus strategies with fidelity.

The Round Table opportunities throughout the school year will provide the School Board with timely introductions to and updates about CIP progress to be able to make connections between school improvement efforts District-wide at each level and the strategic plan. Administrators from each level and school will be providing insight into the collective and individual building focus that is outlined in the living continual improvement documents created by each school.

PRESENTER: Todd Robson


**SUPPLEMENTARY  
MATERIALS:**

- Continual Improvement Plan (CIP) Plans for each school presenting. Focus schools presenting are [Fowler MS](#), [Tigard HS](#), [Tuality MS](#), [Deer Creek](#) and [Metzger](#)
- [Work Session Agenda](#)
- [4Cs Protocol Doc.](#)
- [Round Table Format Doc.](#)

RECOMMENDATION: None

PROPOSED MOTION: None

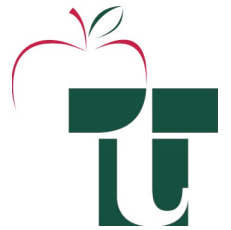
# Art of Community

- 
- A watercolor illustration on the left side of the page. It depicts two hands, one above the other, cupping a mound of dark brown soil. A small green seedling with three leaves is growing out of the soil. The background is a soft, textured wash of light green and blue colors, suggesting a natural, outdoor setting.
- 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  
Page 6 of 32 Rina Miyamoto-Sundahl for TTSD, updated August 2021

# December 11, 2023 TTSD School Board Work Session and Meeting Minutes

Tigard-Tualatin School District, 23J

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

(Please access the online video of this meeting for full verbiage in its entirety on the [TTSD YouTube Channel](#))

## **Board Members Present:**

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

## **Board Members Absent:**

Kristen Miles

## **Administrators Present:**

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

## **Others Present:**

Patty Roberts, Executive Assistant  
Lisa Burton, Community Relations Manager  
Jon Moehring, SRO, Fowler MS  
Nick Nunn, SRO, Tigard HS  
Stace Shillitto, Safety & Security Manager  
Thor Kuhn, Teacher & Technology Specialist  
Owen Ahlbrecht, Student Representative, Tigard HS  
Jamie Hartmann, Student Representative, Tualatin HS  
Rima Hussein, Student Representative, Tigard HS  
Briana Castellanos Zuniga, Student Representative, THS  
Cleon Cox, Tigard Community Member,  
Victoria King, Parent, Byrom ES & Hazelbrook MS  
Brenda Croskrey, Teacher, Deer Creek ES

Marissa Jenkins, Student, Tualatin HS  
Derek Jenkins, Parent, Tualatin HS  
Chris Zastrow, Student, Tualatin HS  
Treena Maginnis, Teacher, Durham ES  
Leslie Kolb, Teacher, Durham ES  
Ryder Eaton, Student, Tualatin HS  
Trudy Mills, Community Member  
Janelle Johnson, Teacher, Alberta Rider  
Stephanie Hartman, Parent, Twality MS  
Karen Davidson, Teacher, Durham ES  
Ashley Smith, Parent, Durham ES  
Aaron Bech, Teacher Fowler MS  
Brad Vest, Parent, Twality MS  
Kristi Baker, Parent, Templeton ES & Tigard HS  
Amy Pattison, Parent, Hazelbrook MS & Tualatin HS  
Sonnet Marie, Parent, Tualatin ES & Hazelbrook MS  
Kristin Giboney, Former Parent  
Marcia Chapman, Chair, Financial Oversight Committee  
Marnie Samuelson, Teacher, Mary Woodward ES  
Karyn Vorhees, Parent, Fowler MS & Tigard HS  
Deanna Kronsup, Teacher, Deer Creek ES  
Tabatha Colson, Teacher, Deer Creek ES  
Jenn Sullivan, Teacher, Durham ES  
Jo Rademacher, Teacher, Fowler MS  
Molly Haag, Teacher, Durham ES  
Bill Dewey, TTSD  
Anna Murphy, Parent  
Bettina Megowan, Teacher, Durham ES  
Dianna Hartmen, I.A., Durham ES  
Allison Hutchins, Teacher, Durham ES  
Melissa Mayes, Parent, Durham ES  
Janet Bailey, Community Member, Tualatin  
Victoria Berry, Teacher, Alberta Rider ES  
*And*  
Members of the Community via the Internet

## **I. WORK SESSION ~ 5:00 PM**

Chair Irvin called the Board Work Session of the Tigard-Tualatin School District Board of Directors to order at 5:00 PM in the Tigard High School, Library, at 9000 SW Durham Road, Tigard, OR 97224. She welcomed everyone to this meeting. Chair Irvin shared that this work session will be to review our proposed new policy regarding JFCP: Student Acts of Physical Aggression or Violence. This Board work session was streamed live and can be found on the [TTSD YouTube Channel, \(12/11/2023 TTSD Board Work Session\)](#).

*(Please access the online video of this meeting for full verbiage in its entirety, see Timestamp beside each title below)*

2023-2024 Tigard-Tualatin School District Board of Directors:

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

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A. Review of Board Policy JFCP: Student Acts of Aggression or Violence – Presenter: Chair Irvin ~ *Time: 5:00 PM*

Chair Irvin noted that during this work session the Board will review the changes around our proposed new policy JFCP: Student Acts of Physical Aggression or Violence. She asked Director Zurschmeide to review the changes, paragraph by paragraph. Director Zurschmeide noted that in this draft the board will see highlighted areas, that reflect the changes that have been made since our first reading, due to information from legal counsel, and additional feedback from our community and behavior committee. Director Zurschmeide reviewed changes to the draft policy, as found in the agenda. There was additional discussion regarding the information that should be included within this new policy and how it will work in conjunction with the Student Rights & Responsibilities Handbook, along with our current policies. Director Zurschmeide made “live” changes to the policy during the work session. Board members, Cabinet Directors and Student Representatives discussed in detailed information, as found in the draft policy that included:

- The use of recording devices and posting on social media of any recording by students and/or staff;
- Recordings in school or on school grounds? And disruptions at school from these types of incidents that happened off school grounds.
- The Student Rights and Responsibilities Handbook (SRRH) which is currently being updated;
- Student’s First Amendment rights and student’s free speech;
- What message are we sending to students, staff, parents and our community?
- The Board referred to and discussed information found in an email letter from Spencer Lewis, Oregon School Boards Association (OSBA) Director of Policy Services, found in the agenda.
- There was also detailed discussion regarding:
  - The teacher’s contract and possible conflicts that will require bargaining;
  - Reporting incidents;
  - Originator language;
  - Reporting;
  - Investigations;
  - District accountability;
  - Communication;
  - Discipline;
  - Referrals;
  - Who has the knowledge of referring students to law enforcement?

Chair Irvin mentioned that this policy will be presented later this evening, 12/11/2023, for second reading and adoption during the regular Board meeting.

**II. ADJOURN WORK SESSION ~ 6:12 PM**

At 6:12 PM, Chair Irvin adjourned this TTSD Board Work Session.

*(Please access the online video of this meeting for full verbiage in its entirety, see Timestamp beside each title below)*

**III. REGULAR SESSION ~ 6:30 P.M.**

**A. CALL TO ORDER**

Chair Irvin convened this Board meeting of the Tigard-Tualatin School District Board of Directors to order at 6:30 PM at the Tigard High School, Commons, at 9000 SW Durham Road, Tigard, OR 97224. She noted the Granados family has had the great loss of a student, in a fatal car accident, last weekend, and the meeting observed a moment of silence. Chair Irvin shared that the Board had met in a Work Session regarding the development of the new draft Student Acts of Aggression or Violence Board Policy. This Board meeting was streamed live on the [TTSD YouTube Channel \(12/11/2023 TTSD Board Meeting\)](#).

**IV. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ 6:32 PM (1:48 Timestamp)**

Chair Irvin asked Superintendent Rieke-Smith if there are any changes to the agenda. Superintendent Rieke-Smith shared that Action Item D: Summer 2024 Boiler Replacement Project will be pulled from this evenings agenda, because, as of today, TTSD received a petition from one of the bidders that will require the District to work through and our goal is to have it back on the agenda, January 8<sup>th</sup>, after we have cleared our concerns.

<p><b>2023-2024 Tigard-Tualatin School District Board of Directors:</b> <b>Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston and Jill Zurschmeide Directors</b></p>
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There were no other changes to the agenda. Chair Irvin asked for a MOTION to approve the Agenda and Consent Agenda consisting of the October 16, 2023 TTSD Board Work Session Minutes, Human Resources/Personnel Report, November Preliminary Financial Report, 2<sup>nd</sup> Reads: Board Policies, and Board Policy DFA: Investment of Funds – Annual Re-adoption, as presented. Vice Chair Jaimes made a MOTION to approve the Agenda and Consent Agenda, as presented. Director Jill Zurschmeide seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 4-0. The MOTION passed.

**V. RECOGNITION AND GOOD NEWS ~ 6:33 PM**

- A. Tualatin HS Broadcast Technology Student Interview Pearl Harbor Survivor – Presenter: Lisa Burton  
~ Time: 6:33 PM (2:44 Timestamp)

Lisa Burton, Community Relations Manager, introduced our Tualatin High School Broadcast Technology students who interviewed Ike Schab, a 103 year-old Pearl Harbor Survivor. Mr. Schab was not available to attend the meeting this evening as he is currently on vacation in Hawaii. Ms. Burton shared that the Tualatin HS Broadcast Technology class consists of 17 students and is doing great work connecting with our community while learning valuable production and interview skills. She shared information using a [PowerPoint presentation, a link is found here](#). The students in attendance and who shared information regarding this interview include: Marissa Jenkins, Chris Zastrow and Ryder Eaton. They shared information about their class and the interview with Ike Schab, that was included in the Weekly Wolf and was a great opportunity to connect with a community member who was part of world altering history. A link to the interview can be found in the agenda.

Board members asked and shared:

- Did you follow-up with Mr. Schab after his trip to Hawaii?
- I have enjoyed watching the Weekly Wolf, over the course of the year, and to see the improvement in your broadcasting skills has been an honor to watch. I also enjoyed the episode where you had the SRO on and you were doing detective work. I really appreciate the way that you've taken that morning minute event and made it into a fun day.
- You do a really great production, and I think it's a great way for you to share your talents with the high school community. You are getting an invaluable experience and I thank you.
- I appreciate that you've all done this work and used your platform to honor someone that contributed to our country. Thank you.

**VI. STUDENT REPRESENTATIVE REPORTS ~ Time: 6:40 PM (11:55 Timestamp)**

Olivia Trone and Lily Story, and Atticus Beckley were absent

**Briana Castellanos-Zuniga**, Tigard HS Student Representative, shared;

- This week is filled with also of tests, but also anticipation for the break next week.
- Next week our Winter Assembly was postponed.
- Winter sports have started, and there is a basketball game going on right now, next to us.

**Jamie Hartmann**, Tualatin HS Student Representative, shared;

- Tualatin HS has adopted Tigard's tardy policy, and we start playing music for the last minute before the bell rings.
- Winter Sports are also starting for us.
  - Boys and Girls Swimming
  - Wrestling had their first meet
  - Boys Basketball is looking to defend its back-to-back state championships
  - Girls Basketball season is underway too.

**Owen Ahlbrecht**, Tigard HS Student Representative, shared;

- To celebrate the last week of being here before the new year and we are doing a spirit week out, where today we are wearing PJs, and Tuesday is White Lies, Wednesday is Candy Cane out, Thursday ski out and Friday holiday out.

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## **VII. SUPERINTENDENT & BOARD COMMUNICATION ~ 6:56 PM (15:09 Timestamp)**

Dr. Sue Rieke-Smith, Superintendent shared:

- TTSD Community received news over the weekend, and we have a family that is navigating unimaginable tragedy and heartbreak this evening. She expressed her gratitude to all the individuals that demonstrated immediate compassion and action in support of our family and in support of staff and students most impacted.

Board members shared:

Director Weston shared that she cares deeply about accountability and transparency, but it's also true that can take time. She acknowledged feelings of frustration and impatience. . . I think that days like today really show that this is a wonderful community that comes together to support people. And, I appreciate working with all of you as we keep making it better. *(Her full comments can be found at 17:07 Timestamp)*

Vice Chair Jaimes shared his feelings to the Granados family during this time of horrible tragedy of loss they are feeling now. They are in my thoughts and prayers. Also thank you to the Twality and Tualatin High School communities, who have responded and how they have all of our students in their care and do the best they can to keep them safe and comforted in this time of need. *(His full comments can be found at 20:50 Timestamp)*

Director Zurschmeide echoed the sentiments of condolences for the family who was involved in this tragedy. It is one of those horrific things that you never what to have happen at your school. I was not able to attend the budget one-on-one meeting last week, and one thing that I wanted to note about that meeting was that when Director Moore talked about the various funding weights that TTSD receives for various students. She discussed the data regarding the number of pregnant and parenting students over the last decade. She also discussed information about school funding, as addressed in a written public comment received for tonight's meeting, a link is found below. *(Her full comments can be found at 22:04 Timestamp)*

Chair Irvin shared that we have opportunities to continue to be the community that has come together, whether it's the Student Success Act or the Budget committees or the community work session, that so many of you were at around this policy. She shared that we are that community and we do engage in those ways and it's okay to have disagreements and discourse and different experiences, and the ways we continue to navigate those conversations continue to move us forward instead of pull us apart and divide us. I appreciate everyone for being here and I appreciate all of the teachers who are here tonight. *(Her full comments can be found at 27:10 Timestamp)*

## **VIII. PUBLIC COMMENT ~ 7:00 PM (29:20 Timestamp)**

Chair Irvin shared that the Tigard-Tualatin School Board meetings are public meetings where the business of the Board is conducted in an open meeting for the public to observe as required by law, however regular public comment at board meetings is a policy choice of the Board and is not a legal requirement. As the Board values the input from our students, parents and district community members that we serve. The Board provides these opportunities for community members to provide input on important topics. In addition to public comment, community members may submit written comments to the Board secretary, Patty Roberts, at each meeting or email comments directly to the Board. Public comments are limited to three (3) minutes for each comment and should be brief and concise. Speakers may offer objective criticism of school operations and programs. The Board will not hear complaints concerning specific personnel.

1. Beatrix Haslam, 97062, Hazelbrook MS Student, [Her experience at HMS](#)
2. Amy Magnum, 97062, Hazelbrook MS student, [Violence at HMS](#)
3. Kristi Baker, 97223, Parent and a representative for Parents Rights in Education, changes in the Aggression/Acts of Violence Policy. *(38:22 Timestamp)*
4. Janelle Johnson, 97224, Tigard Residence, Business owner, and teacher at Alberta Rider ES, [frustrations due to behaviors in schools](#).
5. Bettina Megowan, 97035, Durham ES PE teacher, ["Durham ES Situation Fall 2023"](#).
6. Deanna Kronsop, 97062, Deer Creek ES 3<sup>rd</sup> Grade Teacher, [student behavior/dysregulation](#).

<p><b>2023-2024 Tigard-Tualatin School District Board of Directors:</b> <b>Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston and Jill Zurschmeide Directors</b></p>
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7. Jennifer Brown, 97007, Deer Creek ES 2<sup>nd</sup> Grade Teacher & TTEA Vice President & TTSD Behavior Committee, "[Student Violence Policy and Behavior Committee](#)".
  8. Ronnie Proudfoot, 97224, Durham ES 3<sup>rd</sup> Grade Teacher, "[about the unsafe environment at Durham ES](#)".
  9. Janet Bailey, 97062, Community member, [about the Behavior Policy](#).
- And two (2) written public comments:
10. [Robin Bridgeman, 97062](#).
  11. [Ashley Smith, 97224](#).

**IX. PUBLIC COMMENT – SIA GRANT ~ 7:34 PM (1:02:58 Timestamp)**

There was no public comment requested regarding the Student Investment Grant Agreement.

**X. ACTION ITEMS ~ Time: 7:34 PM (1:03:05 Timestamp)**

A. **Early Literacy Grant Proposal** – this item was removed from the agenda and will be presented for approval at the January 8, 2024 Board Meeting.

B. **Student Investment (SIA) Grant Agreement** – Presenter: David Moore ~ Time: 7:34 PM (1:03:05 Timestamp)

David Moore, CFO and Paul Verstraete, District Assessment Coordinator, shared that 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. Director Moore said that the Grant Agreement requires a Board presentation and approval with an opportunity for public comment. He stated that ODE will release SIA funds per the Agreement following receipt of the signed Grant Agreement and board minutes documenting Board presentation and approval. Director Moore reviewed the key elements of the SIA Grant Agreement, as found in the agenda. Paul Verstraete, District Assessment Coordinator shared information regarding the development of longitudinal performance growth targets, that were developed in partnership with ODE through our partners with Northwest Regional Education Service District (NWRESD). He said that there are five (5) performance targets and that these targets are very similar to those we have in our Strategic Plan.

Board members provided the following questions & comments:

- Both of the budgets were extremely detailed! I appreciate the detail and pulling every piece out. I appreciate that you aligned with the Strategic Plan Goals as well.

Vice Chair Jaimes made a MOTION to approve the Student Investment Account Grant Agreement, as presented. Director Zurschmeide seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried unanimously, 4-0. The MOTION passed.

C. **Second Reading: Board Policy JFCP: Student Acts of Physical Aggression or Violence** – Presenter: Chair Irvin ~ Time: 7:42 PM (1:11:29 Timestamp)

Chair Irvin shared that the Board had met in an additional work session, prior to this Board meeting, and discussed the most current version of the policy, after taking into account legal counsel, additional behavior committee feedback, the work session feedback and additionally the larger community feedback session. She discussed the Student Rights and Responsibilities Handbook, and the Student Acts of Aggression or Violence behavior matrix. She shared that we have added a section on accountability, district accountability and on communications, specifically.

Director Zurschmeide read the policy, in full, as found in the agenda. She noted that she had made "live" edits at the earlier Work Session.

Chair Irvin shared how the district and board are committed to make sure that this policy will work how it is intended to work. Chair Irvin also acknowledged the student input received throughout this process and the Board and district are committed to making sure that the policy, the AR and the Handbook all are working together. She also mentioned that the Board has committed to looking at this process together, in the Spring, and recalibrating it, if necessary. Dr. Rieke-Smith shared that the district will work on the Administrative Rule (AR)

after the winter break and will work in collaboration with the TTEA Behavior Committee. We will be faithful to the process.

Board members provided the following questions & comments:

- Thank you for reading the policy and for this process of the Work Session.
- Suggested additional edits:
  - Right above “The Student Handbook” remove the word “then” in the first sentence.
  - Under District Accountability: where will we house the reports during the investigation process?
  - Under Discipline: where it says “documentation related to the incident” add the word substantiated before the word incident.
- Thank you to everyone who gave feedback on this policy. And to the behavior committee, we did take your feedback into consideration.
- My final comment is that I’m not sure that this is exactly right, and it is a step in the right direction, and I’m looking forward to partnering with the community, with teachers, with input from our student representatives to keep adjusting this policy, as needed.

Vice Chair Jaimes made a MOTION to approve Board Policy JFCP: Student Acts of Physical Aggression or Violence, as presented, for second reading. Director Zurschmeide seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. Chair Irvin conducted a roll call.

Board Member:	Aye	Nay
Tristan Irvin	<u>X</u>	_____
David Jaimes	<u>X</u>	_____
Kristen Miles	<u>ABSENT</u>	_____
Crystal Weston	<u>X</u>	_____
Jill Zurschmeide	<u>X</u>	_____

The MOTION carried unanimously, 4-0. The MOTION passed.

D. Summer 2024 Boiler Replacement – *This agenda item was removed and will be presented for approval at the January 8, 2024 TTSD Regular Board meeting.*

E. Alberta Rider Roof Replacement Project – Presenter: David Moore ~ Time: 8:07 PM (1:35:16 Timestamp) David Moore, CFO, and Kevin Montague, Facilities Manager, and Debbie Pearson, Project Manager, Otak, (virtually), and Director Moore shared that 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. And the fund required for contractor services on this project is \$1,777,945. He shared that the district received two proposals and both were qualified under the proposal process. TT&L Sheet Metal, Inc. was the low proposer on this project.

Board members provided the following questions & comments: *There were no questions from Board members.*

Vice Zurschmeide made a MOTION to award TT&L Sheet Metal, Inc. for the Alberta Rider Roof Replacement Project for an amount not to exceed \$1, 777,945, as presented. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried unanimously, 4-0. The MOTION passed.

F. Fowler Sewer Replacement Project – Presenter: David Moore ~ Time: 8:09 PM (1:37:53 Timestamp) David Moore, CFO, and Kevin Montague, Facilities Manager, and Debbie Pearson, Project Manager, Otak, (virtually), and Director Moore shared that the district recently completed a Request for Proposals (RFP) process for Contractors 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

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

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this project is \$1,920,936. He shared that the district received two qualified bidders and received three proposals to the RFP. A scoring committee 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. INLINE Commercial Construction, Inc. had the high score and the committee agreed they are qualified to complete the project.

Board members provided the following questions & comments:

- I appreciate that we did this process for this project.

Director Zurschmeide made a MOTION to award a contract to INLINE Commercial Construction Inc., for the Fowler Sewer Replacement Project for an amount not to exceed \$1,920,936, as presented. Vice Chair Jaimes seconded the MOTION. Chair Irvin asked for discussion. There was no further discussion. The MOTION carried unanimously, 4-0. The MOTION passed.

**G. BOARD MEMBER REFLECTION TIME ~ Time: 8:10 PM (1:40:01 Timestamp)**

Chair Irvin noted that this agenda item is provided for the Board to provide reflection at the end of their meeting to have an opportunity to discuss, or talk about items to have on a future agenda or if there is something that the Board would like to talk through. This agenda item is available on an as needed basis.

- Director Weston, thanked everyone’s work on the policy that just passed and wanted to say we’re continuing to work in partnership and it’s been brought to her attention that students at Tigard High School are asking for a cooking class, and she wanted to raise that here.
- Vice Chair Jaimes, thanked everybody for all of their work on the policy and for the comments from the public, whether we were going in the right direction or not. He also said that as a former TTSD teacher, and now a board member, he is still very proud of the district and knows that we have a lot of challenges and safety and behavior concerns, but, hearing his colleagues say that they are not for inclusion really hurts. He believes that full inclusion is the right thing. Students with IEP’s have the right to an education. He believe’s in equitable outcomes for all students, and it is disheartening to hear that people didn’t want inclusion in the classroom.
- Briana Castellanos Zuniga, THS Student Representative, shared that, having a space like this, with people who are at the top of the school district, and having the opportunity to talk and voice her opinion for others, who don’t have this opportunity, is a big thing for her. And hearing the voices from the public, from parents, from teachers and from students, it is amazing that people do feel like they have a voice because everyone does. She likes to hear from everyone, and to hear the different sides of each story. She also feels like there are times, like this, when tragic things happen, it is the time where we should come together and not against each other. At the end of the day, it is our community that struggles.

**IX. ADJOURN ~ 8:15 PM (1:44:34 Timestamp)**

Board Chair Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 8:15 PM.

**APPROVED BOARD MEETING**

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

DATE: \_\_\_\_\_

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

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

<p align="center"><b>2023-2024 Tigard-Tualatin School District Board of Directors: Tristan Irvin, Chair, David Jaimes, Vice Chair; Kristen Miles, Crystal Weston and Jill Zurschmeide Directors</b></p>
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January 8, 2024

**HUMAN RESOURCES REPORT**

TIGARD-TUALATIN SCHOOL DISTRICT 23J

**HUMAN RESOURCES REPORT - ADMINISTRATOR**

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
MOORE	DAVID	TERM	RETIRE	ADMIN	HIBBARD	DIRECTOR BUSINESS OFFICE	1.000	CABINET E	6/30/24	
ROBSON	TODD	TERM	RETIRE	ADMIN	HIBBARD	DIRECTOR OF TEACHING & LEARNING	1.000	CABINET E	6/30/24	

**HUMAN RESOURCES REPORT - LICENSED**

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
BASQUES	ARIK	HIRE	REPLACE NAVA	LICENSED	HAZELBROOK	TEACHER .5 MATH/ .5 SCIENCE	1.000	D1	1/2/24	6/14/24
CAMFIELD	STEPHANIE	HIRE	REPLACE ELLISEN	LICENSED	DEER CREEK	STUDENT SUPPORT SPECIALIST	1.000	A1	1/3/24	6/14/24
FAYETTE	NATHALIE	TERM	RESIGN	LICENSED	TUALATIN HS	TEACHER MATH	1.000	F15	12/15/23	
MASTERS	STACY	HIRE	NEW POSITION	LICENSED	ARE	2ND GRADE TEACHER	0.500	D5	1/2/24	6/14/24
NUNEZ	KYLEE	HIRE	NEW POSITION	LICENSED	TEMPLETON	PRESCHOOL TEACHER	1.000	A1	1/2/24	6/14/24
PATNODE	ERIN	CHANGE	CHANGE OF LOCATION	LICENSED	ART RUTKIN	LEARNING SPECIALIST	0.500	D8	1/2/24	
ROSSITTO	KATHLEEN	HIRE	NEW POSITION	LICENSED	TEMPLETON	LEARNING SPECIALIST	1.000	A1	1/2/24	6/14/24
WHAPLES	KRISTIE	CHANGE	CHANGE OF LOCATION	LICENSED	HIBBARD	SPED FACILITATOR	1.000	A11	1/2/24	

**HUMAN RESOURCES REPORT - CLASSIFIED**

LASTNAME	FIRSTNAME	RECOMMENDED ACTION		CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS
ABEYTA	DEBORAH	CHANGE	REPLACE HEIKINS	CLASSIFIED	HIBBARD	ACCOUNTS PAYABLE CLERK 2	1.000	L11	1/8/24	
BROWN	STACY	CHANGE	INCREASE FTE	CLASSIFIED	CF TIGARD	TITLE 1 ASSISTANT	0.844	H8	11/29/23	3/15/24
BUSTOS	JENNIFER	EMPLOY	REPLACE FRAZIER	CLASSIFIED	FAMILY RESOURCE CENTER	FAMILY PARTNERSHIP ADVOCATE	1.000	I2	1/2/24	
DEL CID SAZARIAZ	ABDI	EMPLOY	NEW POSITION	CLASSIFIED	TEMPLETON	INSTRUCTIONAL ASSISTANT 3, EL	1.000	H3	1/8/24	6/13/24
DEVASSIE	KATERINA	CHANGE	LOCATION/DECREASE FTE	CLASSIFIED	CF TIGARD	LEARNING SPECIALIST ASSISTANT	0.813	I3	1/2/24	
DWYER-PRICE	DEBBIE	TERM	DISCHARGE	CLASSIFIED-TEMP	BYROM	INSTRUCTIONAL ASSISTANT 3, EL	1.000	H6	12/14/23	
ETHERLY	NATE	EMPLOY	REPLACE COWMAN	CLASSIFIED	HAZELBROOK	LEARNING SPECIALIST ASSISTANT	0.875	I3	12/7/23	
FRANKLIN	COLE	EMPLOY	NEW POSITION	CLASSIFIED	DURHAM	INSTRUCTIONAL ASSISTANT 3, KINDER	0.938	H6	1/2/24	6/13/24
FREGOSO NAVARRO	LISETTE	EMPLOY	REPLACE	HOURLY	BRIDGEPORT	TITLE 1 ASSISTANT	0.469	H2	12/5/23	6/7/24
GONZALEZ-AQUINO	JESUS	EMPLOY	REPLACE	CLASSIFIED	TIGARD HIGH	CLEANING TECH	1.000	F6	12/7/23	
HENNESSEY FORD	STACY	TERM	RESIGN	CLASSIFIED	TEMPLETON	HEAD SECRETARY	1.000	K6	1/11/24	
HOPKINS	OLGA	EMPLOY	NEW POSITION	CLASSIFIED	TEMPLETON	INSTRUCTIONAL ASSISTANT 3,EL	1.000	H6	1/8/24	
HUERTA LOPEZ	STEPHANIE	EMPLOY	REPLACE	HOURLY	BRIDGEPORT	TITLE 1 ASSISTANT	0.469	H4	1/2/24	6/7/24
ISLAS	SUSANA	TERM	RESIGN	HOURLY	BRIDGEPORT	TITLE 1 ASSISTANT	4.688	H5	12/15/23	
KELLER	KYLA	EMPLOY	NEW POSITION	CLASSIFIED	DEER CREEK	LEARNING SPECIALIST ASSISTANT	0.813	I6	1/2/24	
LEMIEUX	HEIDI	TERM	RETIRE	CLASSIFIED	HIBBARD	ACCOUNTS PAYABLE CLERK	1.000	J11	1/16/24	
MENDOZA	REBECCA	EMPLOY	NEW POSITION	HOURLY	TIGARD HIGH	ELD ASSISTANT	0.375	H2	1/2/24	6/13/24
MICHEL	CYNTHIA	EMPLOY	NEW POSITION	CLASSIFIED	TEMPLETON	LEARNING SPECIALIST ASSISTANT	0.813	I3	1/2/24	
PENA AVELINO	JOSE	TERM	DISCHARGE	CLASSIFIED	TUALATIN ELE	CLEANING TECH	1.000	F6	12/12/23	
PEREZ	SELENA	CHANGE	REPLACE ABEYTA	CLASSIFIED	DURHAM	HEAD SECRETARY	1.000	K7	1/8/24	
ROBINSON PEREZ	MONICA	EMPLOY	REHIRE	HOURLY	DURHAM	INSTRUCTIONAL ASSISTANT 1	0.250	E4	12/7/23	6/13/24
ROBINSON PEREZ	MONICA	EMPLOY	NEW POSITION	CLASSIFIED	TEMPLETON	INSTRUCTIONAL ASSISTANT 3, EL	1.000	H4	1/8/24	
SHAPLAND	MARIANA	EMPLOY	NEW POSITION	HOURLY	METZGER	INSTRUCTIONAL ASSISTANT 3, KINDER	0.469	H2	1/2/24	6/13/24
SIMONOFF	KEOUGH	TERM	RESIGN	CLASSIFIED	FOWLER	INSTRUCTIONAL ASSISTANT 4	0.938	I3	1/5/24	
SMITH	KATHERINE	EMPLOY	REPLACE LEMIEUX	CLASSIFIED	HIBBARD	ACCOUNTS PAYABLE CLERK	1.000	J5	1/2/24	
THOMAS	COURTNEY	EMPLOY	REPLACE WEBB	CLASSIFIED	FOWLER	NUTRITION SERVICE ASSISTANT 1	0.688	C6	1/2/24	
VELASQUEZ SANCHEZ	MAGALY	EMPLOY	REPLACE GARCIA	CLASSIFIED	TWALITY	SECRETARY 3	0.875	I6	1/2/24	
WILCOX	EMILY	EMPLOY	REPLACE	CLASSIFIED	TIGARD HIGH	LEARNING SPECIALIST ASSISTANT	0.875	I6	12/12/23	
WILEY	SHELLEY	EMPLOY	REPLACE	HOURLY	DURHAM	NUTRITION SERVICE ASSISTANT	0.438	C6	12/5/23	6/13/24



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

Date: January 8, 2024  
TO: Board of Directors  
FR: Lisa Burton  
RE: School Board Recognition Month

**EXPLANATION:**

During the month of January we honor and celebrate the amazing work of School Board Representatives across the state.

We express our gratitude to the TTSD elected public servants who support the district with important and vital work throughout the year. We appreciate the work of the TTSD Board of Directors to address concerns and challenges with grace and dedication to listening and making equitable decisions and change to keep all students safe and healthy.

As a small token of appreciation, books chosen by school librarians will be donated to school libraries in recognition of the care and encouragement TTSD School Board members give to staff, families and students in our community

**PRESENTERS:** Kasey Fernandez, District Library Media Specialist & School Media Specialists

**SUPPLEMENTARY MATERIALS:** [Slide Deck](#)

**RECOMMENDATION:** Recognition & Good News

**PROPOSED MOTION:** None



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

Date: January 8, 2024  
TO: Board of Directors  
FR: Tristan Irvin, Chair  
RE: Board Director Reports on CIP Presentations

**EXPLANATION:**

Prior to this evening’s board meeting, Board members and school administrators met in a Work Session for deeper and richer conversations regarding our schools Continuous Improvement Plans (CIP). Board members were assigned school plans to review and to prepare for discussion. Board members will have an opportunity to share out the information they have learned from the school plans.

This evening Board members may provide information from the following schools as follows:

- Tristan Irvin, Board Chair ~ Deer Creek Elementary School
- David Jaimes, Board Vice Chair ~ Metzger Elementary School
- Crystal Weston, Director ~ Fowler Middle School
- Kristen Miles, Director ~ Twality Middle School
- Jill Zurschmeide, Director ~ Tigard High School

PRESENTER: Chair Tristan Irvin

SUPPLEMENTARY MATERIALS: None

RECOMMENDATION: Reports & Discussion Item

PROPOSED MOTION: None



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

January 8, 2024

TO: Board of Directors  
FR: Carol Kinch, Director of Student Services  
RE: Acts of Physical Aggression or Violence Policy Updates - UPDATED

**EXPLANATION:**

On December 11th the Tigard-Tualatin School Board adopted Policy JFCP: Student Acts of Physical Aggression or Violence. This report will provide up-dates aligned with the policy, including the:

1. development of an administrative rule, and
2. revisions of Student Rights & Responsibilities Handbook, including the addition of a Matrix of Discipline Responses

**PRESENTERS:** Dr. Lisa McCall, Assistant Superintendent, Carol Kinch, Director of Student Services, and Kelly Shelton, Associate Director of Student Services

**SUPPLEMENTARY MATERIALS:** [Policy JFCP Up-dates](#) Slidedeck

**RECOMMENDATION:** Information Only

**PROPOSED MOTION:** None



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

January 8, 2024

TO: Board of Directors

FR: David Moore

RE: Presentation of the District's FY 2022-23 Annual Comprehensive Financial Report

**EXPLANATION:**

Oregon Municipal Audit Law requires that an independent audit be made of all District funds within six months following the close of the fiscal year. Pursuant to this requirement, the Annual Comprehensive Financial Report of Tigard-Tualatin School District 23J for the fiscal year ended June 30, 2023 is hereby submitted.

The Annual Comprehensive Financial Report is, as the title states, a comprehensive presentation of the financial position of the District. The District has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the past 35 years and the FY 2022-23 report has been submitted to the GFOA for the same award.

The Letter of Transmittal (Pages 1-6) and the Management's Discussion and Analysis (MD&A on Pages 17-27) should be read together. The transmittal letter includes an analysis of the economic factors during FY 2022-23, as well as a look at future initiatives and the economic outlook for the state. The MD&A is a narrative comparison of the current and previous years' financial condition. This is the ninth year of the District's implementation of Government Accounting Standard's Board (GASB) Statement 68. The District's unrestricted portion of the net position is again at a deficit due to the District's proportional share of the statewide unfunded pension liability. The accounting standard causing the deficit does not impact the budgetary basis statements and does not affect the District's ending fund balance available in the General Fund.

The Statistical Section (Pages 105-127) includes five sections: financial trends, revenue capacity, debt capacity, demographic and economic information, and operating information. They provide information on the District's overall financial health.

A copy of the Annual Comprehensive Financial Report will be filed with the web-based Electronic Municipal Market Access ("EMMA") system operated by the Municipal Securities Rulemaking Board, and a copy has been filed with the Single Audit Clearinghouse. The report is currently available on the District's website: [FY Ending 2023 Annual Comprehensive Financial Report, e-Document](#).

Tara Kamp of Pauly, Rogers and Co., P.C. will attend the January 8th Board meeting virtually to make a short report to the Board and answer any questions regarding the audit. No management letter was issued to the District.

PRESENTER: David Moore and Tara Kamp of Pauly, Rogers and Co., P.C.

SUPPLEMENTARY MATERIALS: [FY Ending 2023 Annual Comprehensive Financial Report, e-Document](#);  
Auditor Communication to Governing Body

RECOMMENDATION: NONE

PROPOSED MOTION: NONE



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

January 8, 2024

TO: Board of Directors  
FR: David Moore  
RE: Financial Oversight Committee Report

**EXPLANATION:**

The Financial Oversight Committee meets at a minimum twice a year. This year the committee met April 26, 2023 and October 25, 2023. The committee provides an annual report to the School Board during a January meeting, the same meeting the Annual Comprehensive Financial Report is presented by the auditor. The committee has developed standing agenda items for each committee meeting. In the spring, the committee reviews the District's insurance coverage and in the fall the committee reviews any proposed changes to the District's investment policy and meets with the District's investment advisor to discuss the investment strategy for surplus funds. The District's auditor is invited to attend both meetings. The committee has developed a standing list of financial oversight questions to review at each meeting.

Committee Chair, Marcia Chapman, will present the Committee's annual report during the Board meeting. Minutes of the two meetings during the 2023 calendar year are included as supplementary materials.

PRESENTER: David Moore and Marcia Chapman, FOC Chair

SUPPLEMENTARY MATERIALS: April 26, 2023 and October 25, 2023 Financial Oversight Committee Meeting agendas & minutes

RECOMMENDATION: NONE

PROPOSED MOTION: NONE

*Community members: should you wish to attend this virtual meeting please email [TSDbusinessoffice@tsd.k12.or.us](mailto:TSDbusinessoffice@tsd.k12.or.us) by 3pm day of the meeting.*

**FINANCIAL OVERSIGHT COMMITTEE  
MEETING Tigard-Tualatin School District  
Wednesday, April 26, 2023  
4:30 p.m. – Virtual Meeting**

**Financial Oversight Committee Meeting Minutes**

**Call to Order: 4:30 p.m.**

**Committee Members: Marcia Chapman, Chair  
Ben Bowman  
David Jaimes  
Shannon Moxley (not present)  
Jim Kelleher**

Call to Order – @ 4:35

1. Introductions – Marcia Chapman
2. Approval of Agenda – Marcia Chapman
3. Minutes of October 12, 2022 Meeting
  - April 26, 2023 Minutes were approved
4. Quarterly Investment Report – Government Portfolio Advisors
  - Strategic Outlook:
    - Economic growth is expected to continue to cool down and drag price pressures with it. Given challenges in the banking sector, the probability for a recession increased substantially and all eyes will be on bank lending data that is key to small and mid-sized businesses that employ most Americans. Investments within policy limits
    - Continued volatility is expected in the interest rate markets until we find more clarity on path for labor markets and price pressures in the services sector
    - The next Federal Reserve meeting on May 3rd will prove interesting as markets continue to juggle whether the Fed will hike rates or pause their hiking campaign
  - Portfolio Positioning :
    - Continue to recommend maintaining duration at, or slightly above, strategic target levels to lock in multi-year high yields
    - The total portfolio book yield increased from 3.433 to 3.726
    - The total portfolio unrealized loss ended the quarter at -\$307,968
    - Net total return for the core portfolio, which includes change in

market value and interest income, was 1.43%. The benchmark total return for the period was 1.42%

5. Semi-annual report on Ongoing Financial Oversight Questionnaire –  
David Moore, CFO

### Internal Controls

- Business Office Staffing: Latest 2 new hires include, Senior Accountant and the Accounting Specialist. The two individuals were bookkeepers at two of the District schools and are transitioning into their new positions in the Business Office.
- There are 4 new elementary bookkeepers this year and the Business Office continues to support and train them.
- The Controller holds regular meetings with Principals and their bookkeepers per their request to review their budgets, address questions and provide guidance and recommendations.
- Controller is nearly finished with reviewing all IV user access/roles. Verifying that functions/access in IV matches Infinite Visions.

### Risk Assessment

- The Business Office continues updating online procedures and resources for ASB bookkeepers and advisors; all material is posted on the Business Office webpage and staff portal.
- The District created a new position; Operations Administrator who serves as the point person for District risk management and safety and security.
- Multi-factor authentication is also required for management of District bank accounts at Key Bank and Umpqua Bank (not US Bank) in addition to the State Investment Pool.

### Information and Communication-Systems

- The Superintendent requested the cost of implementation of the Strategic Plan and attainment of the Plan goals including annual student growth in reading and math of 5% for all students and 8% for historically underserved students.
- The District has purchased software to aid in the implementation of GASB Statement No. 87, Leases, and GASB Statement No. 96, Subscription Based IT Arrangements.
  - Directors are costing out the Strategic Investments to see program impact levels as part of the program inventory work.
- The District has purchased software to aid in the implementation of GASB Statement No. 87, Leases, and GASB Statement No. 96, Subscription Based IT Arrangements.

### Control Activities

- All cash and investment accounts (including ASB) reconciled in a timely manner
- All federal and state funds been requested in a timely manner

## Monitoring Process

- The auditors noted no reportable events or concerns during the most recent audit in the fall of 2022.
- The Superintendent annually sends Hibbard staff the instructions on how to report questionable transactions or financial concerns without fear of retribution.
  - The high school principals are doing the same with their school staff.

## New Pronouncements (GASB 96)

- GASB Statement No. 96, Subscription Based IT Arrangements, will be implemented in the financial report for the year ending June 30, 2023
- GASB 96 is a statement by the Governmental Accounting Standards Board that provides guidance on accounting and financial reporting best practices for SBITAs, specifically when it comes to contracts with governments and government entities
- This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements

6. Annual review of insurance coverage – David Moore, CFO

## Workers Compensation

- Statutory coverage through SAIF. Also covers students in work study programs through CE2 and food service
- Experience modification rate went from .9 in 2021-22 to .78 in 2022-23; the modification rate is going to .82 in 2023-24 or an estimated cost increase of 10%
- The overall premium decreased from \$340,376 in 2021-22 to an estimate of \$319,786 in 2022-23
- Received SAIF dividend check of \$52,869 in current year for 2020-21

## Property

- \$450,289 current year, anticipate 20% increase in 2023-24
- Total limits - \$100,000,000 per occurrence
- \$25,000 Deductible
- \$1,000 Deductible on portable equipment such as computers
- Earth movement (\$15,000,000), and flood (\$10,000,000) each with a minimum 5% deductible. Pool maximum for each type of coverage is \$300,000,000. An additional \$10,000,000 in coverage would cost \$80,000

## Boiler & Mechanical/ Equipment Breakdown

- \$30,990 (freezers, computer equipment, hazard substances, etc.); 20% increase in 2023-24

## Liability

- \$281,648 in current year with 20% increase in 2023-24

#### Automobile

- \$61,156 in current year with 20% increase projected for next year

#### 7. Schedule next meeting – All

- Options after final audit fieldwork the week of Oct. 16-20
- Oct 25, 2023 will be the next week
- Virtual is the preferred method

#### 9. Meeting with auditor – Tara Kamp and Tiffany Elvrum

A. Audit exit conference – ASB preliminary fieldwork complete; District Audit preliminary fieldwork occurs June 5-9

#### B. New Pronouncements

- GASB 96 Leases; significant change
- Recommends district start early

C. Superintendent leave meeting – ask CFO and Controller if he/she has been asked by the Superintendent to do anything that makes him/her uncomfortable or to present any information he/she feels is inaccurate

D. CFO and Controller and any other district staff leave meeting for – Committee members may ask Auditor to review or report on issues that concern committee members

#### 10. Adjourn

Community members: should you wish to attend this virtual meeting please email [TTSDbusinessoffice@tsd.k12.or.us](mailto:TTSDbusinessoffice@tsd.k12.or.us) by 3pm day of the meeting.

**FINANCIAL OVERSIGHT COMMITTEE MEETING**  
**Tigard-Tualatin School District**  
**Tuesday, October 25, 2023**  
**4:30 p.m. – Virtual Meeting**

**Financial Oversight Committee Meeting Minutes**

**Call to Order: 4:30 p.m.**

**Committee Members:**

**Marcia Chapman, Chair**  
**David Jaimes**  
**Kristen Miles**  
**Shannon Moxley**  
**Jim Kelleher**

Call to Order –

1. Introductions – Marcia Chapman
2. Approval of Agenda – Marcia Chapman
3. Minutes of April 26, 2023 Meeting
4. Annual Investment Report – Government Portfolio Advisors
  - A. Presentation from Deanne Woodring: This is our annual review that we set up before going into your tax revenue period (showing proceeds results from the through June 30, 2023. Current markets are crazy markets... see the changes in the two-year treasury yield where we're from last year. The projected treasury yield was 442 and now up to 504 as of September 2023. This is the highest yield environment that we have been in over 15 years. Great for the portfolio and we will capture going forward.
  - B. The main drivers of the market is what the Federal Reserve is doing and moving interest rates up to really fight inflation. This is impacting daily costs. your building caution issues that are going on there at the school district. We continue to be in a pretty volatile market and the portfolios are set up well and managed well through these changes. TTSD is following investment policy. We have treasuries at 23%, holding Fannie Mae at about 12% and about \$30 million in the LGIP. TTSD's portfolio is diversified and meeting all the components of the policy.
  - C. Deanne will send our annual investment policy to FOC members to review. No changes are requested this year.
5. Bond Planning – Estimated Proceeds/Tax Levy Rates – David Moore
  - A. Since the 2017 bond sales we've been working with PFM Group as our Municipal Advisor. They helped with the RFP process for appointing an underwriter. Additionally, for the perspective bond in November of 202 PFM has provided

different scenarios based on keeping our tax levy rate flat for voters level. We're looking at several options. Currently based on keeping the tax levy rate level for taxpayers in the district the next bond (\$1.75-\$1.80 depending on the year). We just received from the assessor's office for both Washington County and Clackamas County; the current year bonded levy rate is \$1.76.

- i. Based on keeping a flat levy rate TTSD would raise approximately \$59M. Therefore, we are looking at projects in the area of Safety and Security, Infrastructure and Outdoor spaces for capital improvements. We will have \$30M for curriculum and technology. Therefore, there isn't much money available for construction/capital improvements (\$29M)
- ii. We also asked Duncan to run scenarios based on what would an additional 10 cents per thousand dollars of assessed value raise.
- iii. A few members of the Long Facility Planning Committee met with our internal team recently and brought forward Portland Public's current long-range financing plan which goes out to the mid-2040s. PPS' plan is to issue bonds almost every four years. So we asked Duncan run some additional scenarios with that blueprint in mind. The concern is that we may need to do at least a partial replacement of one of our middle schools before 2032 (when a large chunk of bonds debt drops off).

**6. Semi-annual report on Ongoing Financial Oversight Questionnaire – David Moore**

- A. The district for the 35th straight year received the Certificate of Achievement - For Excellence in Financial Reporting from the GFOA. An example that we are transparent and accountable to our patrons and community. For decades, TTSD has held a Community Budget process and this helped with the Community engagement for the Student Success dollars and this past year with the Integrated Guidance.
- B. No significance information to update related to Legal or contractual items.
- C. Staffing – The Business Office is fully staffed and the school bookkeeper roles are all filled. We had 3 new bookkeepers at the start of the school year.
- D. Risk Assessment – October is TTSD's annual Cyber Awareness month. IT has prepared training for staff to review. Multi-factor authentication protects our systems.
- E. Controls – Bookkeepers are meeting monthly bank reconciliation deadlines.

**7. Schedule next meeting – April 2024**

- A. Next FOC meeting is set for April 24, 2024.

**8. Meeting with auditor – Tara Kamp and Tiffany Elvrum**

- A. Audit exit conference – ASB preliminary fieldwork complete; District Audit preliminary fieldwork occurs June 5-9
  - i. We have completed the majority of our audit field work last week. There are a few items we are finishing/finalizing. It was a good audit. It was a

massive year of change with the implementation of GASB 96. Which is the standard that requires software to be recorded vastly differently. It's so complicated and difficult to implement and maintain and account for.

**B. New Pronouncements**

- i. The new pronouncement for next year is GASB 101. It will be a significant that changes the definition of compensated absences.

**C. Superintendent leave meeting – ask CFO and Controller if he/she has been asked by the Superintendent to do anything that makes him/her uncomfortable or to present any information he/she feels is inaccurate**

- i. David and Sarah had nothing to report.

**D. CFO and Controller and any other district staff leave meeting for – Committee members may ask Auditor to review or report on issues that concern committee members.**

**9. Adjourn at 5:27 pm**



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

January 8, 2024

TO: Board of Directors  
FR: David Moore  
RE: FY 2024-25 Budget Calendar

**EXPLANATION:**

The proposed Budget Development Calendar for 2024-25 is presented for approval. Highlights in the proposed budget calendar include the following:

- Review enrollment projections with Board, January
- Program evaluation and staffing model work, January to March
- Community engagement for Budget, January to April
- Short Legislative Session, 2/5-3/10
- First 2024-25 State School Fund estimate released by the Oregon Department of Education, 3/1
- Develop and review balanced draft of budget, April
- Budget messaging to schools and staff, April and May
- Budget Committee Meeting, 5/16
- Public Hearing and Budget Adoption by Board, 6/10

**PRESENTER:** David Moore

**SUPPLEMENTARY MATERIALS:** Proposed 2024-25 Budget Calendar

**RECOMMENDATION:** Approve the 2024-25 Budget Calendar as presented

**PROPOSED MOTION:** I move to approve the 2024-25 Budget Calendar as presented.

**TIGARD-TUALATIN SCHOOL DISTRICT 23 J  
PROPOSED FY 2024-2025 BUDGET DEVELOPMENT CALENDAR**

SEQUENCE	RESPONSIBILITY	ACTION REQUIRED	DATE
1	Cabinet	Review Budget Calendar for 2024-25 Budget	1/2/2024
2	Board of Directors	Approve Budget Calendar	1/8/2024
3	Cabinet & Board	Review enrollment projections	December/ January
4	Cabinet	Evaluate programs and determine projected staffing and costs based on enrollment projections and staffing guidelines.	January to March
5	State Legislature	2024 Short Session	2/5/2024 - 3/10/2024
7	Board/Cabinet/Admin/Staff/ Students/Community*	Community Engagement Process: Align resource allocation with program evaluation, staffing model and Strategic Financial Plan. Pk-12 Administrators: 1/11 Meetings set for 1/31, 2/15, 2/28, 3/6, 3/20 and 4/10	January to April
8	Finance	Develop and update budget assumptions	February to April
9	Oregon Department of Education	First State School Fund Grant Estimate released	3/01/2024
10	Cabinet	Review preliminary draft budget based on Strategic Plan community engagement, legislative outcomes, and program recommendations.	April
11	Superintendent/CFO	Budget messaging to schools and staff	April/May
12	Strategic Financial Plan Steering Committee	Draft Strategic Financial Plan in alignment with Strategic Plan, Community input, and budget assumptions	May
13	Finance	Publish budget hearing notice (newspaper 6/2/2023, website 5/11/2023 to 5/24/2023)	May
14	Budget Committee*	Convene the Budget Committee to receive the FY 2024-25 budget message, hear public comment, and review the proposed budget	5/16/2024
15	Finance	Publish notice of budget hearing in newspaper and post budget summary on Washington County Website	5/30/2024
16	Board of Directors*	Hold budget hearing to receive public comment on the approved budget and adopt by resolution the FY 2024-25 budget	6/10/2024
17	Finance	Publish adopted budget document, submit to ODE and submit property tax information to counties.	Prior to 7/15/2024

\* Citizen input opportunities



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

Date: January 8, 2023  
TO: Board of Directors  
FR: Todd Robson  
RE: Early Literacy Grant Proposal

**EXPLANATION:** In 2023, through the leadership of Governor Kotek, the Oregon Legislature established early literacy as a top priority. In creating the Early Literacy Success Initiative, they identified four goals: 1. Increase early literacy for children from birth to third grade; 2. Reduce literacy academic disparities for student groups that have historically experienced academic disparities; 3. Increase support to parents and guardians to enable them to be partners in the development of their children’s literacy skills and knowledge; and 4. Increase access to early literacy learning through support that is research-aligned, culturally responsive, student-centered and family-centered. The first biennium of implementation--and especially the first year--serves as a jumpstart for districts, a “Jumpstart Biennium.” To that end, the application and application process for the Jumpstart Biennium:

- Serve as an on-ramp for districts beginning to implement early literacy changes and provide space for collective statewide learning, adjustment, and growth.
- Provides clarity while honoring a longer, thoughtful timeline to develop more specificity through public engagement and input, including through the permanent rule making process with the State Board of Education.
- Allows for time and space for community engagement and input on district early literacy plans and mid- to long-term strategy, while honoring the urgency of the moment and timeline set forth in the legislation.
- Accommodates the business and programmatic need of districts beginning a new grant partway through a school year and biennium, laying the groundwork for alignment with Integrated Guidance ultimately.

An Early Literacy Grant Proposal Committee came together during September through November to assess TTSD’s early literacy needs to be able to determine early literacy initiatives, support, training and programs to be addressed utilizing the early literacy grant dollars provided by the Governor and ODE.

**PRESENTER:** Todd Robson, Lisa McCall and Jessica Swindle

**SUPPLEMENTARY MATERIALS:** [Early Literacy Grant Initiative School Board Presentation PPT](#)

**RECOMMENDATION:** Approve the Early Literacy Grant Proposal Initiatives to be submitted on or before January 8th, 2024 to ODE, as presented.

**PROPOSED MOTION:** I move that the Tigard-Tualatin School District Board of Directors approve the Early Literacy Grant Proposal Initiatives to be submitted on or before January 8th, 2024 to ODE, as presented.



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

Date: January 8, 2024  
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)
<b>Total</b>	<b>\$ 2,262,389</b>	<b>\$ 2,387,110</b>	<b>\$ 1,762,139</b>	<b>\$ 624,971</b>

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
<b>TOTAL POINTS</b>	<b>100</b>	<b>79.85</b>	<b>78.75</b>

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

<b>Formula</b>	
Formula: $35 - ((\text{Bid} - \text{Low Bid}) / (\text{Low Bid}) \times 35)$	
<b>Apollo Bid</b>	
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