

**Welcome to this Regular Meeting of the
Tigard-Tualatin School District Board of Directors
Monday, September 25, 2023
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@ttsd.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. REGULAR SESSION ~ Time: 6:30 PM
 - A. CALL TO ORDER - Presenter: Chair Tristan Irvin ~ Time: 6:30 PMPage 03
David Jaimes, Vice-Chair, Kristen Miles, Crystal Weston, and Jill Zurschmeide (Members)

- II. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ Time: 6:33 PM
 - A. CONSENT AGENDA ITEMS
 - 1. September 11, 2023 TTSD Board Work Session & Meeting MinutesPage 06
 - 2. Human Resources/Personnel ReportPage 13
 - 3. Preliminary August Financial ReportPage 15
 - 4. FOR INFORMATION ONLY: Administrative Rule: DLC-AR: Staff Expense Reimbursement.....Page 22

- III. RECOGNITION & GOOD NEWS ~ Time: 6:35 PM
 - A. TTSD Hispanic Heritage Month Activities – Presenter: Traci Rose ~ Time: 6:36 PMPage 23

- IV. 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

- V. SUPERINTENDENT & BOARD COMMUNICATION ~ Time: 7:05 PM

- VI. PUBLIC COMMENT ~ Time: 7:20 PM

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@ttsd.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.

- VII. REPORTS & DISCUSSION ITEMS ~ Time: 7:50 PM
 - A. Enrollment Update – Presenter: Len Reed ~ Time: 7:50 PMPage 24
 - B. First Reading: Superintendent Evaluation Process – Presenters: Chair Irvin ~ Time: 8:05 PMPage 25

- VIII. ACTION ITEMS ~ Time: 8:20 PM
 - A. OSBA Board Election Nomination – Presenter: Chair Irvin ~ Time: 8:20 PMPage 37
 - B. Lifeworks NW Personal Services Contract – Presenter: David Moore ~ Time: 8:35 PMPage 40
 - C. Chromebook Purchase – Presenter: Susan Barnard ~ Time: 8:50 PMPage 68

- IX. BOARD MEMBER REFLECTION TIME – Presenter: Chair Irvin ~ Time: 9:05 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.

- X. ADJOURN - Presenter: Chair Irvin ~ Time: 9:20 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.

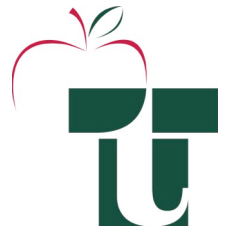
Art of Community

- 
- 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 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. The style is soft and artistic, with visible brushstrokes and blended colors.
- 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 5 of 69 Rina Miyamoto-Sundahl for TTSD, updated August 2021

September 11, 2023 TTSD School Board Work Session & Meeting 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
Dr. Lisa McCall, Assistant Superintendent
David Moore, CFO
Traci Rose, Director, Communications
Susan Barnard, Director, IT
Darin Barnard, Director, Bond/Operations
Carol Kinch, Director, Student Services
Dr. Zinnia Un, Director, Equity & Inclusion
Todd Robson, Director, Teaching & Learning
Len Reed, Director, Human Resources
Jarvis Gomes, Operations Administrator
Amber Fields, Director, Secondary Education
Bobbie Brown, Principal, Deer Creek ES
Tim Gross, Principal, CF Tigard ES
Cori Waufle, Principal, Deer Creek ES
Jordan Mills, Principal, Mary Woodward ES
Andy Van Fleet, Fowler MS

Others Present:

Patty Roberts, Executive Assistant
Lisa Burton, Community Relations Manager
Jeff Smith, Superintendent's Husband
Tammy Moore, CFO's Wife & Community Member
Thor Kuhn, Teacher & Technology Specialist
Paul Verstraete, District Assessment Coordinator
Owen Ahlbrecht, Student Representative, Tigard HS

Atticus Beckley, Student Representative, CCHS
Jamie Hartmann, Student Representative, Tualatin HS
Olivia Trone, Student Representative, Tualatin HS
Rima Hussein, Student Representative, Tigard HS
Octavia Horne, Culturally Responsive Liaison
Jacob DeGraw, Chair, EEAC
Nynna Lee, Member, EEAC
Cleon Cox, Community Member
Michael Braxton, Community Member, via Zoom
Dina Christophersen, Associate Principal, Deer Creek ES
Marnie Samuelson, Teacher, Mary Woodward ES
N. Paige Walker Otto, Teacher, Mary Woodward ES
Colleen Frye, Teacher, Mary Woodward ES
Amanda Thompson, Teacher, Mary Woodward ES
Sarah Bell, Teacher, Mary Woodward ES
Melanie Bailey, Teacher, Mary Woodward ES
Stephanie Burke, Teacher, Deer Creek ES
Ann Cox, Teacher, Mary Woodward ES
Angelita Miller, Associate Principal, Durham ES
Stephany Weedon, Teacher, Durham ES
Janae Knutson, Teacher, Fowler MS
Amanda Apple, Teacher, Fowler MS
Kristina Gray, Teacher, Fowler MS
Amy Krebs, Teacher, Mary Woodward ES
Caroline Westman, Teacher, Bridgeport ES
Jessica Renhard, Associate Principal, Tigard HS
Jen Cannon, Teacher, Mary Woodward ES
Stacey Johnston, Teacher, Mary Woodward ES
Meredith Allen, Teacher, Mary Woodward ES
Tim Blackburn, Associate Principal, Bridgeport ES
Abra Carlson, LSA, Bridgeport ES
Christopher Harvey-Foltz, Associate Principal, HMS
And
Members of the Community via the Internet

I. WORK SESSION ~ Time: 4:35 PM

A. Equity Audit Review and Discussion – Presenter: Chair Tristan Irvin ~ Time: 4:35 PM

Chair Irvin welcomed everyone in attendance and she shared that this will be the first of several work sessions that we'll have throughout the year to evaluate our strategic plan and how it aligns with the data we have gathered from the equity audit. This meeting will give us the opportunity to “set the table” with regards to the documents found in the agenda, and the overall alignment to the goals and measures put forward in the strategic plan. The second meeting will focus on a continued look at pay-to-play fees and additional barriers to students playing sports, as well as revisiting the Extracurricular Equity Fund. The last meeting will concentrate around the budget – are our investments placed where we want them? Are we getting the ROI that we wanted and anticipated?

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

Chair Irvin shared that the goal for this work session is to have a formative conversation that centers the equity audit data and the strategic plan goals and measures. During this work session we will be looking at those documents to answer the following questions:

- Is there alignment between the equity audit and the strategic plan?
- Are there gaps and/or areas where we may want to make revisions or adjustments to the strategic plan measurements?

The Board and guests discussed the Equity audit summary, Strategic Plan Insights, 2022-2023 and the Strategic Plan, in detail, as found in the agenda. Their full discussion can be found on the [TTSD YouTube Channel](#), [a link is found here](#).

II. ADJOURN WORK SESSION ~ Time: 6:03 PM

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-Tualatin Training Center, at 9550 SW Murdock St., Tigard, OR 97224. This Board meeting was streamed live on the [TTSD YouTube Channel](#). She shared that the Board had met in a Work Session prior to this meeting for an Equity Audit Review.

IV. APPROVAL OF THE AGENDA & CONSENT AGENDA ~ 6:31 PM

Chair Irvin asked Superintendent Rieke-Smith if there are any changes to the agenda. Superintendent Rieke-Smith shared that there is amendment to the order of the agenda items, this evening, and she shared that we will move Recognition & Good News item C. Golden Hedgehog Awards Presentation to become item A. She said there are no other changes to the agenda. Chair Irvin asked for a MOTION to approve the agenda and Consent Agenda, as amended. Vice Chair Jaimes made a MOTION to approve the Agenda and Consent Agenda consisting of the August 28, 2023 TTSD Board Regular Meeting Minutes, January 9, 2023 TTSD Board Executive Session & Regular Meeting Minutes, Human Resources/Personnel Report, June 30, 2023 Bond Financial Report, Cabinet and Assistant Superintendent Contract Revision, and Proclamation: Hispanic Heritage Month, as amended. Director Miles seconded the MOTION. Chair Irvin asked for discussion. There was no discussion. The MOTION carried unanimously, 5-0. The MOTION passed.

V. RECOGNITION AND GOOD NEWS ~ 6:33 PM

A. Golden Hedgehog Awards Presentation ~ Time: 6:33 PM

Dr. Sue Rieke-Smith, Superintendent, shared that as articulated in Board Policy ACC, the Tigard-Tualatin School District is committed to every student achieving academic proficiency in reading and math. In support of this commitment, the Superintendent has established annual student proficiency growth goals of 5% or more for all K-8 students in reading and math and 8% annually for historically underserved student population to achieve the district target of 80% or more students who are proficient in reading and math by 2027. Student growth is measured by formative assessment results from Spring of the following year to Spring of the current school year.

This evening Dr. Rieke-Smith will present the 2022-2023 Golden Hedgehog Awards to:

- Bridgeport ES for meeting the 5% and 8% goals in Reading academic outcomes;
- CF Tigard ES for meeting the 5% and 8% goals in Reading academic outcomes;
- Deer Creek ES for meeting the 5% goal in Math academic outcomes;
- Durham ES for meeting 5% goal in Math and 8% goal in Reading academic outcomes;
- Mary Woodward ES for meeting 5% goal in Math and 8% goal in Reading academic outcomes; and
- Fowler MS for meeting 8% goal in Math academic outcomes.

Each school received a Hedgehog poster that reflects their 5% and 8% goal growth.

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

B. Introduction of New TTSD Administrators ~ *Time: 6:40 PM*

Traci Rose, Community Relations Director, shared that this year TTSD welcomes three new principals, three new associate principals, two new associate directors, one new administrator III, one new manager, and one new Director of Human Resources, this fall. The following Directors introduced our new Administrators: Dr. Lisa McCall, Assistant Superintendent, introduced Tim Gross, new Principal at CF Tigard ES, and Dr. Bobbie Brown, new Principal at Tualatin ES, and Tim Blackburn, new Associate Principal at Bridgeport ES. Amber Fields, Director of Secondary Education, introduced Chris Harvey-Foltz, new Associate Principal at Hazelbrook MS, Jessica Renhard, new Associate Principal at Tigard HS, and Melissa Baran, new Principal at Tigard HS. Dr. Zinnia Un, Director of Equity and Inclusion, introduced Colleen Nakanishi, new social Service Coordinator/Manager. Todd Robson, Director of Teaching & Learning, introduced Alyson McKay, new Title III Administrator. Carol Kinch, Director of Student Services, introduced Kelly Shelton, new Associate Director of Student Services. Dr. Sue Rieke-Smith, Superintendent, introduced Len Reed, new Director of Human Resources, and Brian Bailey, new Associate Director of Human Resources.

C. OASBO Outstanding Service Award & GFOA Excellence in Financial Reporting Award ~ *Time: 6:44 PM*

Dr. Sue Rieke-Smith shared that TTSD CFO, David Moore, has received the Oregon Association of School Business Officials, (OASBO) Outstanding Service Award, for 2023. Dr. Rieke-Smith read the following Outstanding Service Award announcement for David Moore: “David Moore has served in public education for 28 years. As the Chief Financial Officer for Tigard-Tualatin School District, he is an outspoken advocate for public education, a leader among peers and often one of the first to offer support and guidance to new business managers. David has spent hours advocating at the Oregon Legislature. He serves as the Chair of the OASBO Audit Committee auditing the Association's finances. Colleagues of David's say he treats everyone with respect, kindness and patience. That he holds himself accountable and crafts questions for clarity to get answer that help all schools of all sizes and locations. David is a true champion for students in Oregon.” Dr. Rieke-Smith also recognized Director Moore’s wife, Tammy, who was in attendance this evening, and thanked her for all of the hours that she has allowed TTSD to have David on site and has taken away from your personal life. We cannot do this work without your support!

Dr. Rieke-Smith shared that TTSD’s annual comprehensive financial report for the year ended June 30, 2022, which was awarded the Certificate of Achievement for Excellence in Financial Reporting by Government Finance Officers Association of the United States & Canada (GFOA). The Certificate of Achievement, awarded to David Moore, CFO and Sarah Mehrabzadeh, Controller, is the highest form of recognition for excellence in state and local government financial reporting.

Board Members shared the following comments:

- This is a point of pride for TTSD. I first met CFO Moore when I was part of the budget committee and I found him so helpful in understanding my role being on the budget committee, and what an honor to be on the board of a district that has received such an honor for our CFO. I could not be prouder of our district. Thank you for representing us so well.
- I’ll echo those sentiments of pride for our school district, our school board, for having this point of pride of you winning these awards. From a board member side, the way that Director Moore explains everything, I think is one of the best things for us because you do that with such grace and you make it so easy for us to understand what is happening. Thank you.
- I echo the other comments and appreciate the great work and having that source of excellence in our district. We’ve seen a lot of achievement in our work today and this is an excellent bright spot. Thank you.
- It comes as no surprise that we received the GFOA award, again. We have always had good CFO’s, and 10-years ago, when David came in, I could tell we had a really great CFO.
- Thank YOU!

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

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

VI. STUDENT REPRESENTATIVE REPORTS ~ Time: 6:58 PM

Briana Castellanos-Zuniga, Tigard HS Student Representative, and Lily Story, Tualatin HS Student Representative were absent.

Jamie Hartmann, Tualatin HS Student Representative, shared;

- Sports:
 - Football went to Tacoma Washington last Friday, and they won
- School lunch thing, students and teachers are skipping breakfast, and using the 10:30 time for breakfast. \

Olivia Trone, Tualatin HS Student Representative, shared;

- Students are excited for the new school year
- Students and teachers are not happy about the 10:30 lunch, but we will deal with it.
- I am the ASB president at Tualatin HS and we have new Affinity Reps in our class, and it's been really good and we are working on planning our events with a more inclusive equitable lens with their voices and we have a lot of student diversity already. I think things are going to go really well.
- Our TuHS welcome back assembly is this Friday, with the whole school.
- Sports:
 - Girls Soccer won first two games and are doing well
 - Cross-County meets are going well and I think they've scored well.

Atticus Beckley, CCHS Student Representative, shared;

- I met with my principal and we went over a few different things that he had wanted me to mention
 - He feels the staff communication has improved a lot and the way things are running seem to be very smooth.
- I have noticed:
 - There has been a lot more attendance at CCHS
 - Freshman Orientation went very well, and are working at building relationships
 - Starting a new 9th grade cohort
 - Relaunching the student youth advisory board
 - I have noticed ignorance and bigotry at school

Owen Ahlbrecht, Tigard HS Student Representative, shared;

- There is a fresh energy in the building, and students are excited to meet their new teachers and their new Admin. Team.
- Students are not feeling great about the new 10:30 AM lunch, and we understand that it was due to federal law that we had to move it to 10:30 AM.
- Fall sports are in full swing:
 - THS Football won their first two games, and it was good to see Dr. Sue cheering along the game!
 - Girls Soccer is still #1 in the state.
 - Cross Country has a lot of talent.

Rima Hussein, Tigard HS Student Representative, shared;

- I have noticed that the past few weeks, and right before school started was there was not much communication from the school, students didn't know that there was going to be picture day before school started, or about any of the club meetings, due to them not being on the Instagram, which is where everything is like kind of put out.

VII. SUPERINTENDENT & BOARD COMMUNICATION ~ 7:03 PM

Dr. Sue Rieke-Smith, Superintendent shared: [her comments can be found here](#).

- Lunch issue
- Transgender

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

- HS Schedule
- Strong start of the new school year; students of 2036 started today.
- Enrollment Report
- Alberta Rider Cabin
- Goats at Deer Creek Elementary School
- Bethlehem House of Bread

Board members shared:

- I appreciate all things that happened during the pre-service week, so that teachers & students could feel safe to be at school. My own students feel welcome at their schools.
- Great to be back from vacation. My family was tired the first week of school. There was a strong start and engagement seems up and processes seemed a lot smoother this year, as we recover from our shutdown time period.
- I have heard about the early morning lunch, and some are concerned about those who rely on school lunch having more difficulty bringing in snacks later in the day. Hopefully we can figure out something for snacks for those students that get hungry in the afternoon.
- I have also heard comments about a shortage of foreign language classes, especially at the middle school level, and I am excited to hear our projections might be coming in and it's also exciting that people are excited to take foreign language classes.
- Overall, a fun and exciting start to the school year. I know Templeton ES has more time for Science and Writing, because they were able to bring in more dedicated specials teachers and I was able to also go to the CFT PSO meeting and look at some of the great work they're doing.
- I visited several schools on the first day. And it was amazing. Art Rutkin ES, Bridgeport ES and Byrom ES.
- I was called to TuHS on Friday, and invited to visit the [Intercambio](#) class. It is a peer mentoring program to help to reduce the racial opportunity gap. Students were bonding, learning about each other, etc.
- I tried to visit my own daughter's 8th grade class, and she wouldn't let me.
- I appreciate the student reps for their reflections on the beginning of school.
- I've heard really good things about communication and the strong start this year, and I appreciate all of the hard work that has gone into the strong start this year. I really appreciate the enthusiasm and the energy that has gone into starting school really strong. Thank you!
- I attended the Back-To-School event. There was great energy, a Relay race, an incredible spoken word. It seems to be a lovely start of school.

VIII. PUBLIC COMMENT ~ 7:19 PM

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.

There was one written public comment, from:

Nicole Savara-Brown, Tigard Community Member, [provided comments found here, regarding the future plans to update the Fowler MS field.](#)

IX. REPORTS & DISCUSSIONS ~ 7:20 PM

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

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

A. **Enrollment Update** – Presenter: Len Reed ~ *Time: 7:20 PM*

Human Resources Director Len Reed and David Moore, CFO, shared information regarding the current enrollment information found in the agenda. She reviewed the staff additions due to increased enrollment at each school. Director Reed shared that the district numbers continue to climb but we are still below the number of student enrollment based on where we are at this point compared to last year. She said the TTSD currently has 11,312 students, and last year, at this time we were at 11,466 students. However, as a result we do have some bubble areas, especially in elementary, that we have had to address over the last few weeks and through the summer, for example:

- Alberta Rider ES: have had bubbles in 1st grade, where they have done a blend and have received an additional instructional aid to be able to provide support in that blend.
- Bridgeport ES: has received an FTE to address the 1st grade bubble.
- Byrom ES: has received three (3) FTE's; one for Kinder, one for four/five blend, and one for two/three blend.
- CFT ES: has received two (2) FTE's to address first and second grade.
- Deer Creek ES: has received one (1) FTE to address their Kinder numbers.
- Durham ES: received two (2) LSA's to help within the context of their student body.
- Metzger ES: received two (2) FTE's to address second grade and also two (2) LSA's, for classroom context and TWI
- Templeton ES: received three (3) FTE's to address Kindergarten, a 4/5 blend, and first grade.
- Tualatin ES: also received three (#) FTE's to address for four/five, third and second grades, and there is a potential that we may be looking at additional support for first grade.

We are still monitoring and talking with Administrators and Administrators are connecting with their staff and their association amongst what is going on in the buildings. We try really hard to prioritize our Title 1 schools.

At the Secondary Level:

- Twality MS shared that they needed more spaces in their health PE classes and they requested a 0.5 FTE, which we were able to grant.
- Fowler MS needed a 0.17, so a section, a class also for health and PE, again which we were able to grant.
- Now we are waiting for that 10-day drop. We don't know who will actually show up. And this is a time where counselors are taking a look at those actual numbers and are balancing classes, making movements throughout these next couple of weeks.
- Also, some educators want higher enrollment because they know attrition and also because they don't want kids to miss out on their program.

Board members provided the following questions & comments:

- The 17 FTE that we have put into ES and we had some in reserve? Do we still have reserves? Do we have any secondary teachers in reserves?
- We are at 11, 312 enrollment; what was projected for this year?
- In looking at the numbers, the pattern is unnaturally clean, and when we look at those numbers, I feel we can see our future.
- I was surprised by the relatively small number of students at MITCH Charter school. I am a little bit concerned for them.

B. **Report Summary of First Week of School** – Presenter: Dr. Lisa McCall and Amber Fields ~ *Time: 7:31 PM*

Dr. Lisa McCall, Assistant Superintendent and Amber Fields, Director of Secondary Education, shared a glimpse of the first week of school, using a [PPT and video's, found here](#). Director Fields shared that our theme this year is "Lift Every Voice". There has been a lot of student led work, through Web leaders and Link Crew, with an emphasis on building relationships, embedded SEL, discourse in action and expectations & norms. Dr. McCall said that along with Life Every Voice, is that bridge to academic rigor, as a focus. It is clear around building of expectations and norms, speaking of the routines, classroom agreements, that are student-led. We've opened the

doors to our new school, Art Rutkin ES and I heard one of the students, at dismissal, tell the principal “can I stay here, do I have to go home?”

Board members provided the following questions & comments:

- This is one of my favorite presentations of the year. It is fun to have the videos and all the connections with everyone.
- I really appreciate that the focus of the first week of school is setting the conditions.
- I appreciate the great work and with the doors open, students making new friends and learning new things.

The Board observed a moment of silence to honor the memory of those who were killed in the September 11th attacks.

IX. BOARD MEMBER REFLECTION TIME ~ Time: 7:42 PM

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. *There were no comments.*

X. ADJOURN ~ 7:43 PM

Board Chair Irvin adjourned the Board meeting of the Tigard-Tualatin School District Board of Directors at 7:43 PM.

APPROVED BOARD MEETING

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

DATE: _____

CHAIRMAN: _____

CLERK: _____

September 25, 2023

HUMAN RESOURCES REPORT

TIGARD-TUALATIN SCHOOL DISTRICT 23J

HUMAN RESOURCES REPORT - LICENSED

LASTNAME	FIRSTNAME	RECOMMENDED ACTION	CATEGORY	BUILDING	ASSIGNMENT	FTE	RATE	EFFECTIVE	DATE ENDS	
EVANS	JENNIFER	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	BYROM	KINDERGARTEN	1.000	A1	8/30/23	6/14/24
FRANK	ROWAN	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	METZGER	4TH GRADE	1.000	A1	8/28/23	6/14/24
GARCIA	EMILY	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	TEMPLETON	KINDERGARTEN	1.000	D5	8/28/23	6/14/24
GOODMAN	KAYLA	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	BYROM	2/3 BLEND TEACHER	1.000	C3	8/28/23	6/14/24
GUENTHER	PEYTON	EMPLOY	REPLACE ALARCON	LICENSED TEMPORARY	BRIDGEPORT	4TH GRADE	1.000	A1	8/28/23	6/14/24
GYGAX	ERIK	EMPLOY	REPLACE GUHLKE	LICENSED TEMPORARY	FOWLER	PE/HEALTH TEACHER	0.830	A1	9/8/23	6/14/24
HUTCHISON	SHAYLA	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	TUES	3RD GRADE	1.000	D2	8/28/23	6/14/24
KEANE	SARAH	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	TEMPLETON	3RD GRADE	1.000	A1	8/28/23	6/14/24
KUJAWSKI	JORDAN	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	TUES	4/5 BLEND TEACHER	1.000	A1	9/6/23	6/14/23
LYON	AMANDA	EMPLOY	REPLACE COONS	LICENSED TEMPORARY	CFT	MUSIC TEACHER	1.000	A1	8/28/23	6/14/24
MARTIN	JIM	EMPLOY	REPLACE WALLACE	LICENSED TEMPORARY	CCHS	ALTERNATIVE EDUCATION TEACHER	1.000	A1	8/30/23	6/14/24
PAGE	GRETCHEN	EMPLOY	NEW POSITION DUE TO ENROLLMENT	LICENSED TEMPORARY	TUES	KINDERGARTEN	1.000	A1	8/30/23	6/14/24
SHIRLEY	GABRIELA	EMPLOY	REPLACE STEPHENS-PARRY	LICENSED TEMPORARY	CFT	3RD GRADE	1.000	A1	8/30/23	6/14/24
SONG	LISSA	EMPLOY	REPLACE HAYLEY HUNT	LICENSED TEMPORARY	HMS	SPANISH TEACHER	1.000	A1	9/18/23	6/14/24
STEPHENS	IAN	EMPLOY	NEW POSITION	LICENSED TEMPORARY	THS	ADVANCED AUTOMOTIVE MECHANICS TEACHER	0.330	A1	8/24/23	6/14/24
TIMMERMANS	PAUL	EMPLOY	NEW POSITION	LICENSED TEMPORARY	TWALITY	PE/ HEALTH TEACHER	0.500	F3	9/7/23	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	EFFECTIVE	DATE ENDS	
AGUILERA CORONA	MARIA DE LOS ANGELES	EMPLOY	REPLACE	HOURLY	TEMPLETON	UTILITY CLEANING TECH	0.438	E6	9/18/23	6/30/24
AMINI	PARAVANEH	EMPLOY	REPLACE	CLASSIFIED	ALBERTA RIDER	LEARNING SPECIALIST ASSISTANT	0.813	I6	9/14/23	
ASTACIO DE GERONIMO	JOHANNY	EMPLOY	REPLACE	HOURLY	ALBERTA RIDER	INSTRUCTIONAL ASSISTANT 1	0.250	E5	9/12/23	6/13/24
BACHMAN	RENE	EMPLOY	REPLACE	HOURLY	TUALATIN ELE	TITLE 1 ASSISTANT	0.469	H6	9/15/23	6/7/24
BERG	KAIDEN	EMPLOY	REHIRE	HOURLY	DURHAM	UTILITY CLEANING TECH	0.438	F3	7/1/23	6/30/24
CULLIMORE	ROSEMARY	EMPLOY	REPLACE	HOURLY	DURHAM	TITLE 1 ASSISTANT	0.469	H3	9/7/23	6/5/24
COX	LAURA	EMPLOY	REPLACE	HOURLY	DEER CREEK	TITLE 1 ASSISTANT	0.469	H2	9/7/23	6/7/24
DANIELS	PATRICIA	TERM	RESIGN	HOURLY	CF TIGARD	TITLE 1 ASSISTANT	0.469	H5	9/15/23	
DEAN	LISA	EMPLOY	REPLACE MOLINA	CLASSIFIED	WISE PROGRAM	LEARNING SPECIALIST ASSISTANT	0.875	I11	9/25/23	
ELLIS JONES	OLIVIA	TERM	RESIGN	CLASSIFIED	WOODWARD	LEARNING SPECIALIST ASSISTANT	0.813	I3	6/15/23	
ERLAND	AMY	CHANGE	FTE INCREASE	CLASSIFIED	HAZELBROOK	SECRETARY 3/IA 1	0.719	I6/E6	9/18/23	
FEENEY	JENNIFER	EMPLOY	REHIRE	HOURLY	WOODWARD	READING IA	0.469	G11	9/29/23	5/20/24
FERRELL	NATASHA	EMPLOY	REPLACE GARFIAS	HOURLY	DURHAM	TITLE 1 ASSISTANT	0.469	H6	9/15/23	6/5/24
GEMENO	KA'OHU	EMPLOY	REPLACE	CLASSIFIED	TUALATIN ELE	UTILITY CLEANING TECH	1.000	F3	9/18/23	
HOOPER	JAMES	EMPLOY	REHIRE	HOURLY	ALBERTA RIDER	UTILITY CLEANING TECH	0.438	F2	7/1/23	6/30/24
HOSKINS	ANDREA	EMPLOY	NEW POSITION	HOURLY	HIBBARD	LEARNING SPECIALIST ASSISTANT	0.469	I11	9/7/23	6/13/24
INTERIAN ZINZY	ALEJANDRA	TERM	RESIGN	CLASSIFIED	HAZELBROOK	LEARNING SPECIALIST ASSISTANT	0.875	I4	9/21/23	
ISLAS	SUSANA	EMPLOY	REHIRE	HOURLY	BRIDGEPORT	TITLE 1 ASSISTANT	0.469	H5	9/11/23	6/12/24
ISLAS	SUSANA	EMPLOY	TEMP CHANGE	HOURLY	BRIDGEPORT	TITLE 1 ASSISTANT	0.688	H5	9/18/23	12/15/23
KENNEDY	VICTORIA	EMPLOY	REHIRE	HOURLY	DEER CREEK	TITLE 1 ASSISTANT	0.469	H4	9/7/23	6/7/24
KINCH	ANA	EMPLOY	REPLACE ROMERO	CLASSIFIED	LIFEWORKS	LEARNING SPECIALIST ASSISTANT	0.875	I2	9/18/23	
LAPP	ALEX	TERM	RESIGN	CLASSIFIED	TEMPLETON	LEARNING SPECIALIST ASSISTANT	0.813	I8	10/2/23	
LEONHART	TIMOTHY	EMPLOY	REPLACE	CLASSIFIED	METZGER	LEARNING SPECIALIST ASSISTANT	0.813	I2	9/20/23	
LIRA ALVARADO	RAFAEL	CHANGE	REPLACE	CLASSIFIED	TUALATIN ELE	LEARNING SPECIALIST ASSISTANT	0.813	I6	9/11/23	
MALDONADO GARCIA	LUZ	CHANGE	REPLACE	HOURLY	TUALATIN ELE	INSTRUCTIONAL ASSISTANT 1	0.313	E2	9/11/23	6/13/24
MARIE	SONNET	TERM	RESIGN	CLASSIFIED	TUALATIN HIGH	DATA COORDINATOR	1.000	K11	9/6/23	
MARTINEZ VENTURA	GERARDO	EMPLOY	REHIRE	HOURLY	METZGER	UTILITY CLEANING TECH	0.438	F7	7/1/23	6/30/24

MICHALSKI	TIFFANY	EMPLOY	REPLACE	HOURLY	BYROM	INSTRUCTIONAL ASSISTANT 1	0.281	E6	9/8/23	6/13/24
MOFFITT	JOSEPH	EMPLOY	REHIRE	HOURLY	BYROM	UTILITY CLEANING TECH	0.438	F4	7/1/23	6/30/24
MORRISON	ANGELA	TERM	RESIGN	CLASSIFIED	DEER CREEK	TITLE 1 ASSISTANT	0.500	H9	6/15/23	
MUKOHCHI	HARUKI	EMPLOY	REPLACE	CLASSIFIED	TIGARD HIGH	CERTIFIED ATHLETIC TRAINER	1.000	N6	9/11/23	
OLDHAM	MELISSA	EMPLOY	REHIRE	HOURLY	WOODWARD	READING IA	0.469	G11	9/29/23	5/20/24
OKEDARA	ADETOKUNBO	EMPLOY	REPLACE MARSHALL	CLASSIFIED	BYROM	BUILDING SPECIALIST 1	1.000	J6	9/25/23	
OTTO	CHRISTOPHER	EMPLOY	REHIRE	HOURLY	TEMPLETON	UTILITY CLEANING TECH	0.438	F4	7/1/23	9/19/23
PDERSEN	REBECCA	EMPLOY	REPLACE	HOURLY	TEMPLETON	TITLE 1 ASSISTANT	0.469	H6	9/12/23	6/6/24
PETERS	JENNIFFER	EMPLOY	REPLACE	CLASSIFIED	TUALATIN HIGH	LEARNING SPECIALIST ASSISTANT	0.875	I3	9/18/23	
RAVIPRAKASH	SUMA	EMPLOY	REHIRE	HOURLY	WOODWARD	READING IA	0.469	G11	9/29/23	5/20/24
REYNOLDS	AINE	CHANGE	FTE INCREASE	HOURLY	DEER CREEK	ELD ASSISTANT	0.469	H7	9/18/23	6/13/24
ROWE	SARA	EMPLOY	REPLACE SMITH	HOURLY	WISE PROGRAM	LEARNING SPECIALIST ASSISTANT	0.469	I4	9/14/23	6/13/24
RUIZ-OROZCO	GLORIA	EMPLOY	REPLACE	CLASSIFIED	METZGER	SECRETARY 3	1.000	I4	9/26/23	
SARAPIN	AURONA	EMPLOY	REHIRE	HOURLY	BRIDGEPORT	UTILITY CLEANING TECH	0.438	F7	7/1/23	6/30/24
SHIRE	KAIA	EMPLOY	REPLACE	HOURLY	BYROM	INSTRUCTIONAL ASSISTANT 1	0.281	E2	9/6/23	6/13/24
SIECKMAN-OVERTON	SAMANTHA	TERM	RESIGN	HOURLY	CF TIGARD	UTILITY CLEANING TECH	0.438	F6	9/6/23	
SOHRABI	FOROUGH	EMPLOY	REPLACE	HOURLY	TIGARD HIGH	NUTRITION SERVICE ASSISTANT 1	0.438	C2	9/20/23	6/13/24
SPARNON	ALEXANDRA	EMPLOY	REPLACE	CLASSIFIED	DURHAM	INSTRUCTIONAL ASST 3, EL	1.000	H6	9/11/23	
SYDORENKO	VOLODYMYR	EMPLOY	REHIRE	HOURLY	WOODWARD	UTILITY CLEANING TECH	0.438	F5	7/1/23	6/30/24
TADDEO	STEPHANY	EMPLOY	REPLACE	HOURLY	HIBBARD	LEARNING SPECIALIST ASSISTANT	0.469	I2	9/11/23	6/13/24
VEGA ZURITA	JOSE	EMPLOY	REPLACE RODRIGUEZ	CLASSIFIED	HAZELBROOK	SECRETARY 3	1.000	I6	9/25/23	
WHEELock	JOHN	CHANGE	REPLACE DUDLEY	CLASSIFIED	HIBBARD	MAINTENANCE GROUNDS	1.000	J10	9/27/23	
WINTER	MEGHAN	EMPLOY	REPLACE CORTES-TZINTZUN	CLASSIFIED	BRIDGEPORT	LEARNING SPECIALIST ASSISTANT	0.813	I6	9/12/23	
ZARATE	LIZBETH	EMPLOY	REPLACE	CLASSIFIED	TIGARD HIGH	UTILITY CLEANING TECH	1.000	F4	9/14/23	



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

September 25, 2023

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

EXPLANATION

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

The MITCH Charter School statements for June 2023 will be provided next month.

JUNE 2023 ENDING FUND BALANCE

The current projected ending fund balance at June 30, 2023 of \$21.55 million exceeds the \$21.5 million estimated at the time of the proposed budget for 2023-24 and approximates the \$21.58 million projected in the May 2023 statements.

AUGUST 2023 GENERAL FUND

Revenue:

Revenue through August primarily consists of the State School Fund Grant including a double payment in July. Property taxes received in July and August are recorded in the prior year.

Expenditures:

Expenditures through July are mainly payroll costs for 11 and 12-month employees. To-date actual expenditures for all employees will be reflected in the September financial report after the first payroll for 10-month employees.

Projected Ending Fund Balance:

At this time the projected ending fund balance for June 30, 2024 remains at \$15.5 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. However, the ending fund balance projection is very preliminary as the District has not run the first payroll for most of the staff. 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. We will know more about 2023 fall enrollment when October 1 numbers are reported to the Oregon Department of Education.
- 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	<u>1,652,816</u>
	<u>\$12,979,595</u>

PRESENTER: David Moore

SUPPLEMENTARY MATERIALS: August 2023 Financial Statements

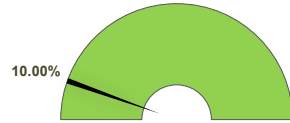
RECOMMENDATION: NONE

PROPOSED MOTION: NONE

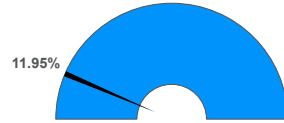
Tigard Tualatin School District No. 23J General Fund | Revenue Dashboard Summary

For the Period Ending August 31, 2023

Projected Year End Balance as % of Budgeted Revenues

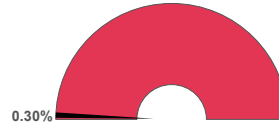


Actual YTD Revenues



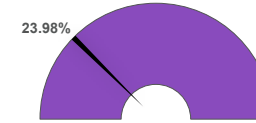
Projected YTD Revenues
11.89%

Actual YTD Local Source



Projected YTD Local Sources
0.30%

Actual YTD State Sources



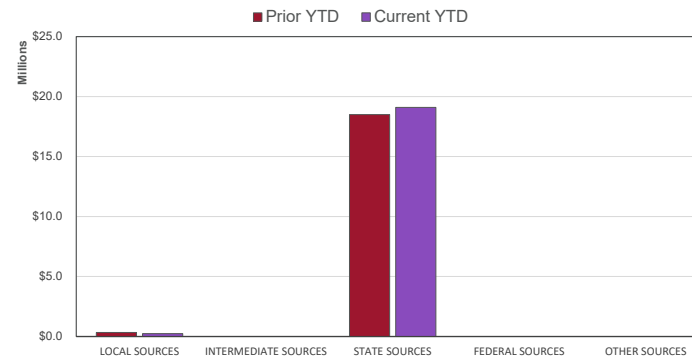
Projected YTD State Sources
23.86%

Revenue Analysis

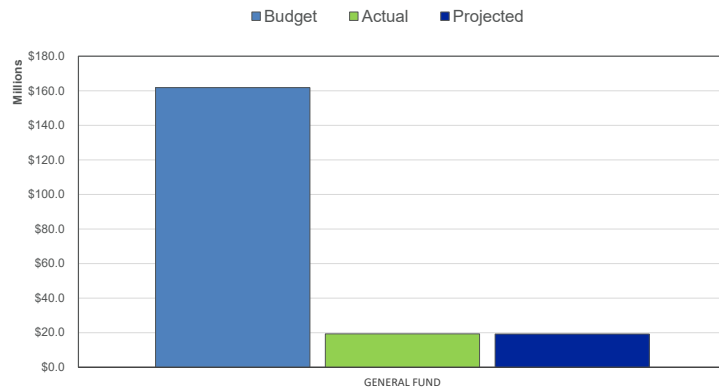
Top 10 Sources of Revenue (Year-to-Date)

Unrestricted Grants-in-Aid	\$19,096,197
Interest on Investments	\$225,199
Recovery of Prior Years Expenditure	\$11,859
Miscellaneous	\$5,942
Percent of Total Revenues Year-to-Date	100.00%

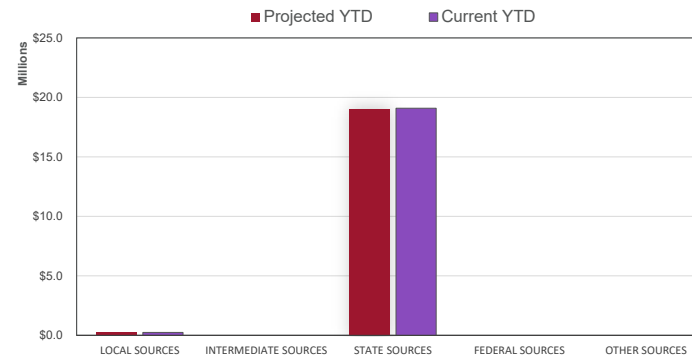
Revenues by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Actual YTD / Projected YTD



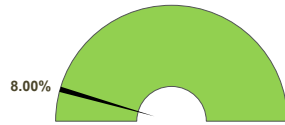
Revenues by Source | Projected YTD vs. Current YTD



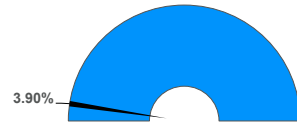
Tigard Tualatin School District No. 23J General Fund General Fund | Expenditure Dashboard Summary

For the Period Ending August 31, 2023

Projected Year End Balance as % of Budgeted Expenditures

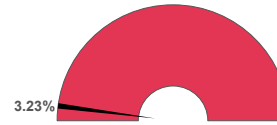


Actual YTD Expenditures



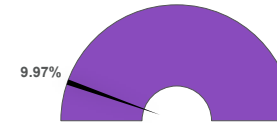
Projected YTD Expenditures
4.07%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
3.35%

Actual YTD All Other Objects



Projected YTD All Other Objects
10.57%

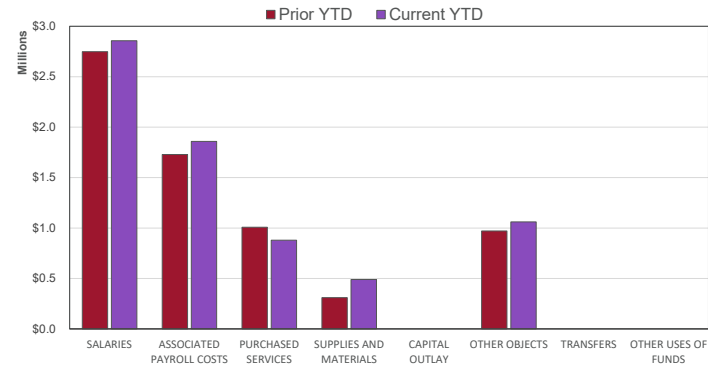
Expenditure Analysis

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

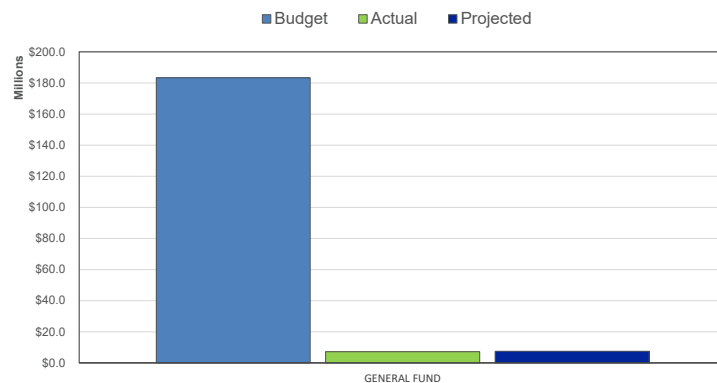
CLASSIFIED/CONF SALARIES	\$1,379,158
ADMINISTRATOR SALARIES	\$1,012,305
PROPERTY INSURANCE PREM	\$617,355
HEALTH INS - CLASSIFIED	\$441,157
OPSRP EMPLOYER CONTRIB	\$397,615
LIABILITY INSURANCE	\$359,222
COMPUTER SOFTWARE	\$357,968
MANAGERIAL SALARIES	\$229,891
ELECTRICITY	\$223,342
PERS EMPLOYER CONTRB	\$217,394

Percent of Total Expenditures Year-to-Date **73.27%**

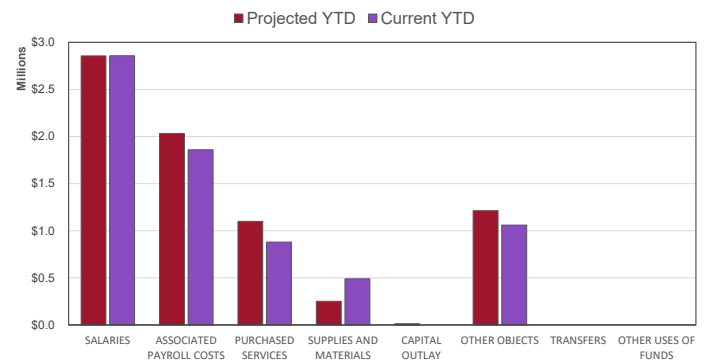
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Actual YTD / Projected YTD

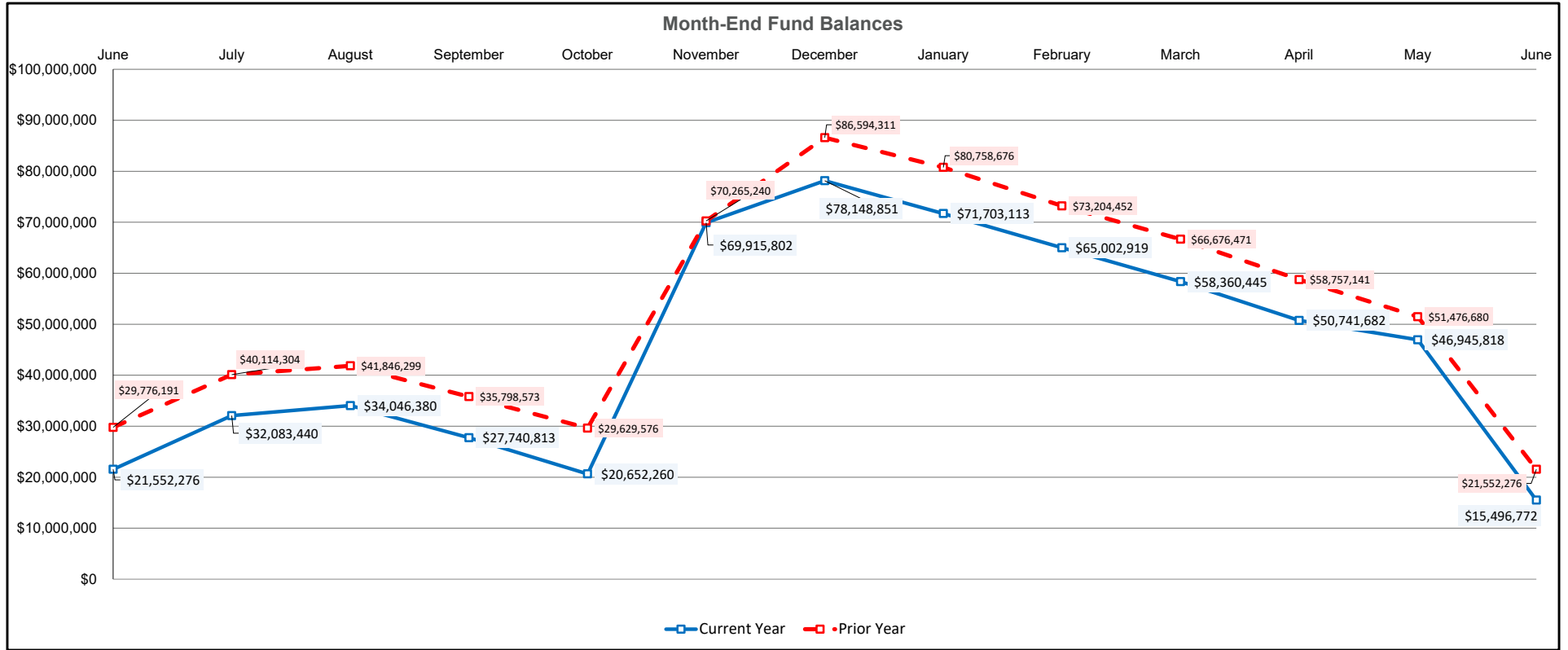


Expenditures by Object | Projected YTD vs. Current YTD



Tigard Tualatin School District No. 23J General Fund General Fund

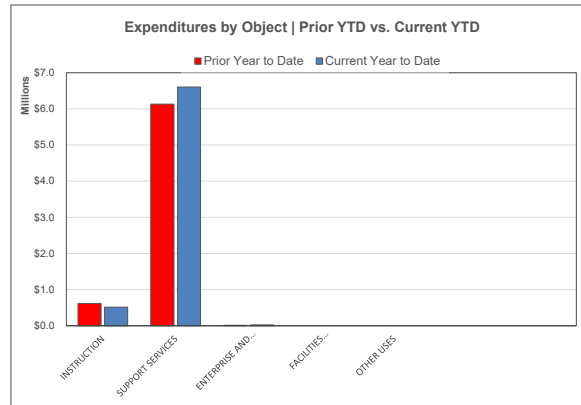
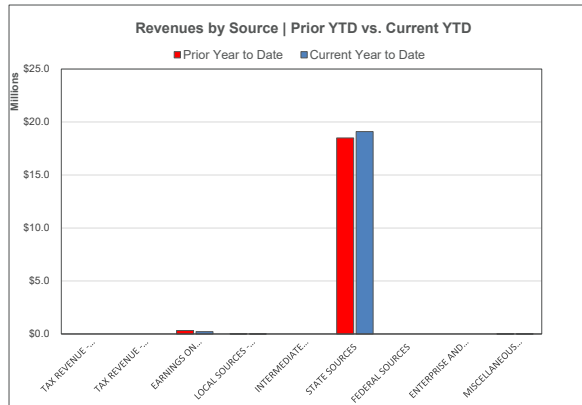
Fund Balance Report | For the Period Ending August 31, 2023



Tigard Tualatin School District No. 23J General Fund General Fund | Financial Summary

For the Period Ending August 31, 2023

	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%	\$21,552,276	\$21,500,000	100.24%
REVENUES						
Tax Revenue - Local Property Taxes	\$0	\$63,831,741	0.00%	\$0	\$65,800,000	0.00%
Tax Revenue - Local Option Taxes	0	11,426,452	0.00%	0	11,700,000	0.00%
Earnings on Investments	321,819	1,464,801	21.97%	225,199	750,000	30.03%
Local Sources - Other	9,618	283,050	3.40%	11,859	940,000	1.26%
Intermediate Sources	0	2,265,957	0.00%	0	2,270,000	0.00%
State Sources	18,502,698	74,635,692	24.79%	19,096,197	79,641,862	23.98%
Federal Sources	0	1,973	0.00%	0	0	0.00%
Enterprise and Community Services	0	82,965	0.00%	0	0	0.00%
Miscellaneous Sources	1,575	562,344	0.28%	5,942	423,265	1.40%
All Other Sources	0	244,119	0.00%	0	286,000	0.00%
TOTAL REVENUE	\$18,835,710	\$154,799,092	12.17%	\$19,339,197	\$161,811,127	11.95%
EXPENDITURES						
Instruction						
Salaries & Benefits	\$126,436	\$95,842,338	0.13%	\$165,514	\$98,958,515	0.17%
Purchased Services	424,952	6,215,719	6.84%	330,350	4,848,699	6.81%
Supplies and Materials	51,592	1,276,559	4.04%	8,446	908,313	0.93%
Capital Outlay	0	11,519	0.00%	0	2,300	0.00%
Other Objects	15,388	248,693	6.19%	10,384	142,574	7.28%
Total Instruction	\$618,368	\$103,694,828	0.60%	\$514,694	\$104,860,401	0.49%
Support Services						
Salaries & Benefits	\$4,337,392	\$42,725,548	10.15%	\$4,525,907	\$46,632,639	9.71%
Purchased Services	582,815	12,575,127	4.63%	549,688	13,736,263	4.00%
Supplies and Materials	257,601	2,412,698	10.68%	480,798	2,504,366	19.20%
Capital Outlay	0	325,905	0.00%	0	153,650	0.00%
Other Objects	955,640	1,366,309	69.94%	1,049,834	1,561,939	67.21%
Total Support Services	\$6,133,448	\$59,405,586	10.32%	\$6,606,227	\$64,588,857	10.23%
Enterprise and Community Services						
Salaries & Benefits	\$13,785	\$340,482	4.05%	\$24,172	\$361,876	6.68%
Purchased Services	1	5,834	0.02%	0	39,508	0.00%
Supplies and Materials	0	11,438	0.00%	0	26,890	0.00%
Total Enterprise Community Services	\$13,786	\$357,754	3.85%	\$24,172	\$428,274	5.64%
Facilities Acquisition and Construction						
Total Facilities Acq. And Construction	\$0	\$0		\$0	\$0	
Other Uses						
Transfers	0	54,000	0.00%	0	454,000	0.00%
Total Other Uses	\$0	\$54,000	0.00%	\$0	\$454,000	0.00%
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	\$6,765,603	\$163,412,168	4.14%	\$7,145,093	\$183,311,127	3.90%
SURPLUS / (DEFICIT)	\$12,070,107	(\$8,613,075)		\$12,194,104		
Current Month Ending Fund Balance	\$41,846,298			\$33,746,380		

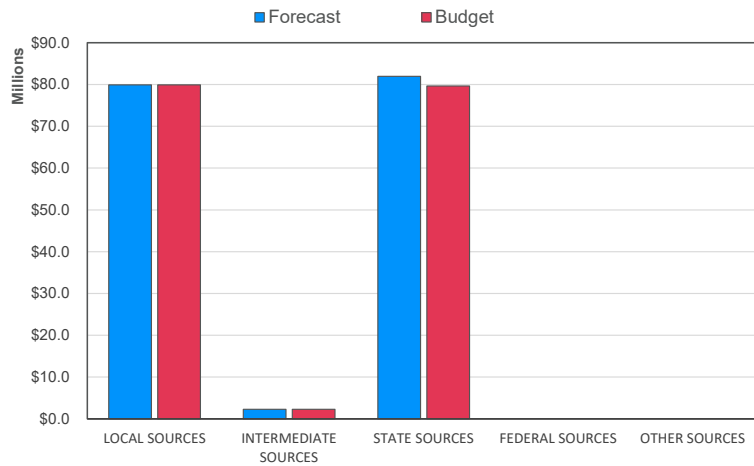


Tigard Tualatin School District No. 23J General Fund General Fund | Financial Projection

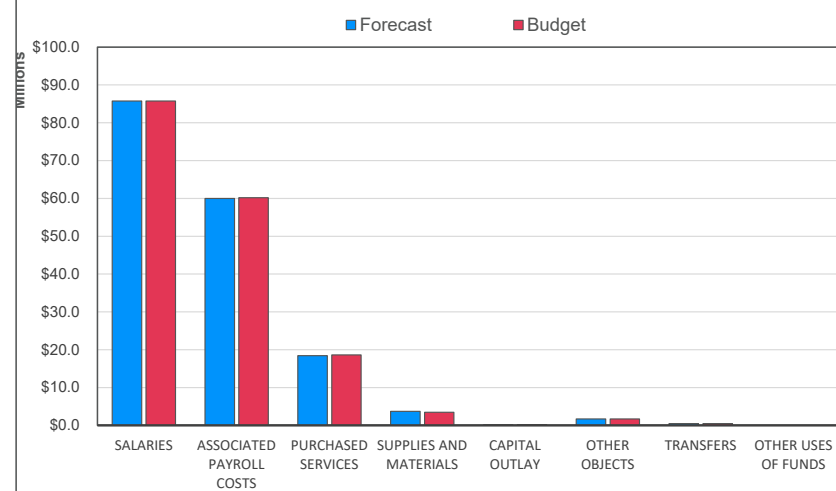
For the Period Ending August 31, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$29,776,191	\$21,552,276		\$21,552,276	\$21,500,000	\$52,276
REVENUES						
Local Sources	\$333,012	\$243,000	\$79,660,538	\$79,903,538	\$79,899,265	\$4,273
Intermediate Sources	0	0	2,263,244	2,263,244	2,270,000	(6,756)
State Sources	18,502,698	19,096,197	62,842,082	81,938,279	79,641,862	2,296,417
Federal Sources	0	0	0	0	0	0
Other Sources	0	0	0	0	0	0
TOTAL REVENUE	\$18,835,710	\$19,339,197	\$144,765,864	\$164,105,061	\$161,811,127	\$2,293,934
EXPENDITURES						
Salaries	\$2,748,745	\$2,856,727	\$82,914,663	\$85,771,390	\$85,771,132	(\$258)
Associated Payroll Costs	1,728,868	1,858,866	58,150,517	60,009,383	60,181,898	172,515
Purchased Services	1,007,768	880,037	17,524,920	18,404,957	18,624,470	219,513
Supplies and Materials	309,193	489,244	3,188,879	3,678,124	3,439,569	(238,555)
Capital Outlay	0	0	142,913	142,913	155,950	13,037
Other Objects	971,028	1,060,218	639,580	1,699,798	1,704,513	4,715
Transfers	0	0	454,000	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	\$6,765,603	\$7,145,093	\$163,015,473	\$170,160,566	\$183,311,127	\$13,150,562
SURPLUS / (DEFICIT)	\$12,070,107	\$12,194,104	(\$18,249,608)	(\$6,055,505)	(\$21,500,000)	\$15,496,772
Ending Fund Balance	\$41,846,299	\$34,046,380		\$15,496,772	\$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: September 25, 2023

TO: Board of Directors

FR: Len Reed

RE: DLC AR - Expense Reimbursements

EXPLANATION:

The following Administrative Rule is submitted to the Board for information only under the Consent Agenda:

Policy	Title	Action	Explanation
DLC AR	Expense Reimbursements	For Your Review	Expense Reimbursement update to AR

PRESENTER: Len Reed

SUPPLEMENTARY MATERIALS: [Attach Policies](#)

RECOMMENDATION: None

PROPOSED MOTION: For Your Information



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

Date: September 25, 2023
TO: Board of Directors
FR: Lisa Burton
RE: Recognition & Good News: Presentation for Hispanic Heritage Month

EXPLANATION:

Tigard High School Culturally Responsive Coordinator, Matt Kingsley and Visual Arts and Publications Teacher, Erin Harris have created a Celebrating Heritage Newsletter for TTSD staff “for the purposes of professional learning, community building, and bringing voices from within our community to the forefront.”

The newsletter includes a collaboration of videos of Hispanic, LatinX students, parents, staff and community members sharing their reflections on the importance of Hispanic Heritage month and the experience of being Hispanic in the TTSD community.

PRESENTER: Lisa Burton, Matt Kingsley and Erin Harris

SUPPLEMENTARY MATERIALS: [TTSD DEI Celebrating Heritage Newsletter](#)

RECOMMENDATION: Recognition & Good News

PROPOSED MOTION: None

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

DATE: September 25, 2023

TO: Board of Directors

FR: Len Reed

RE: Enrollment Update

EXPLANATION:

The information provided during this presentation will give you an overview of the district's enrollment broken down by level and grade. Also provided is the annual enrollment forecast prepared by the Population Research Center of Portland State University. In addition to the enrollment forecast, TTSD's enrollment for 2023-2024 is attached as a link below.

PRESENTER: Len Reed & David Moore

SUPPLEMENTARY
MATERIALS:

[2023–24 to 2032–33 Enrollment Forecasts Report—Tigard-Tualatin School District](#)
[TTSD enrollment for 2023-2024](#)

[TTSD enrollment for 2022-2023](#) (for reference only)

RECOMMENDATION: Reports and Discussion

PROPOSED MOTION: None

**TIGARD-TUALATIN SCHOOL DISTRICT
SUPERINTENDENT EVALUATION STANDARDS AND PERFORMANCE INDICATORS
DR. SUE RIEKE-SMITH – FOR THE YEAR ENDING JUNE 30, 2024**

Performance Standards:

- 1) Visionary Leadership**
- 2) Policy & Governance**
- 3) Communications & Community Relations**
- 4) Management of Resources & Personnel**
- 5) Instructional Leadership**

Standard 1: VISIONARY LEADERSHIP

The superintendent is an educational leader who integrates principles of cultural competency and equitable practice and promotes the success of every student by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by all.

Performance Indicators:

The superintendent:

- 1.1 Collaboratively develops and implements the district's shared vision and mission while safeguarding the values of the district.
- 1.2 Collects and uses data to identify goals, assess organizational effectiveness and promote organizational learning;
- 1.3 Promotes continuous and sustainable improvement through culturally responsive practices;
- 1.4 Ensures that individual student needs inform all aspects of schooling so that students can fully participate in society.

Ineffective	Developing	Effective	Exemplary
<p>Little or no evidence exists of a district vision implemented in the work of the district. It is difficult to know what the district stands for.</p>	<p>References the district vision and is beginning to develop a plan for alignment of sources, resources, actions and staff in vision.</p>	<p>Articulates the vision of the district in writing and speech. Attempts to engage stakeholders in vision. The vision is focused on student learning.</p>	<p>Articulates a clear and coherent vision for the district through words and actions. The vision is lively and evident in the culture, focused on equity and social justice by raising the rigor for all and simultaneously closing opportunity gaps.</p>
<p>Actions and intentions are not always grounded in shared district values.</p> <p>Is not self-aware and does not reflect on their practice.</p>	<p>Fairness to staff and students is frequently raised.</p> <p>Reflects on practice but does not always implement changes from that learning.</p>	<p>Is grounded in shared district values for how to do the work of leadership and learning.</p> <p>Demonstrates self-awareness and uses reflection to improve practice.</p>	<p>Values are demonstrated each day as students and staff experience deep respect, as complex decisions are made with integrity, kindness, compassion and courage.</p> <p>Demonstrates a high level of self-awareness and regularly reflects on practice to improve.</p>

Standard 1: VISIONARY LEADERSHIP

Summary Rating — Standard 1:

Performance Indicator	Ineffective	Developing	Effective	Exemplary	Agreed Upon Evidence
1.1					<ol style="list-style-type: none"> 1. Transitioning from government funding post-pandemic 2. Progress of the Community Budget Work Group 3. Smarter School Spending program inventory and evaluation 4. Evidence of progress towards the strategic plan goal of the 80% proficiency in reading and math by 2027 5. Leverage SEL work: student attendance; discipline/mental health referrals 6. Evidence of progress towards implementation of oracy skill development and Governor's Early Literacy mandate 7. Progress towards implementation of equitable grading practices at the secondary level per policy ACC
1.2					
1.3					
1.4					
Overall Rating					

Comments

Standard 2: POLICY AND GOVERNANCE

The superintendent works with the board to identify, prioritize and follow policies and governance procedures that maximize the goal of ensuring a high-quality education for every student. The superintendent follows and enforces policies with fidelity and equity, promoting transparency, trust and organizational fairness. The superintendent values the importance of a healthy working relationship with the board and enlists the board's support for organizational goals.

Performance Indicators:

The superintendent:

- 2.1 Understands and articulates the system of public-school governance and differentiates between policy-making and administrative roles;
- 2.2 Understands and interprets the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools;
- 2.3 Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.

Ineffective	Developing	Effective	Exemplary
<p>Behavior indicates a lack of value in a healthy working relationship with the board.</p> <p>Does not enforce district policies.</p>	<p>Occasionally demonstrates behavior indicating a value of a healthy working relationship with the board.</p> <p>Unevenly or inequitably enforces policies.</p>	<p>Demonstrates reasonable value of a healthy working relationship with the board.</p> <p>Appropriately and equitably enforces policies.</p>	<p>Proactively and effectively engages the board in the work of advancing organizational goals. The district takes pride in the equitable enforcement of district policies.</p>

Standard 2: POLICY AND GOVERNANCE

Summary Rating — Standard 2:

Performance Indicator	Ineffective	Developing	Effective	Exemplary	Agreed Upon Evidence
2.1					<ol style="list-style-type: none"> 1. Community convenings for discussions related to the upcoming bond boundaries, budget, and safety & security. 2. Input into direction of education at state and national level 3. Quarterly reports for Superintendent Goals CIP implementation and accountability 4. Continued Bias Incident and Hate Speech implementation 5. Evidence of response to 2022-23 Policy ACC Equity Audit. Execute 2023-24 Equity Audit.
2.2					
2.3					
Overall Rating					

Comments

Standard 3: COMMUNICATIONS AND COMMUNITY RELATIONS

The superintendent integrates principles of cultural competency and equitable practice and promotes the success of every student by understanding, responding to and influencing the larger political, social, economic, legal and cultural context. The superintendent establishes effective two-way communications and engagement with students, staff, parents, media and the community, responding to feedback and building support for and engagement with the district.

Performance Indicators:

The superintendent:

- 3.1 Promotes stakeholder involvement, engagement and participation in the process of schooling and with an attention to equity;
- 3.2 Establishes effective school/community relations, school/business partnerships and public service with a focus for building relationships with the traditionally underserved populations

Ineffective	Developing	Effective	Exemplary
Ineffective in communication with staff, parents and students.	Advocates for some students and families. Stakeholders frequently feel out of the loop.	Keep staff, students, and parents informed on a regular basis. Communication with individuals and groups is clear and effective.	Communicates key information to all constituents in an appropriate and timely manner.
Staff and students feel undermined by the lack of leadership in the school district. Not aware of the undercurrents with staff or school environments.	Many staff members do not feel positive about district leadership. Staff and students do not feel stimulated to do their best work.	Most staff and students identify positively with district leadership. Work as a member of a district team to positively influence education decisions.	Alert to potential issues; predicts and shares possibilities with the school board in advance. Constituent groups report a positive relationship with district leadership.

Standard 3: COMMUNICATIONS AND COMMUNITY RELATIONS

Summary Rating — Standard 3:

Performance Indicator	Ineffective	Developing	Effective	Exemplary	Agreed Upon Evidence
3.1					<ol style="list-style-type: none"> 1. "2 With Sue" updates 2. Staff and Community Newsletters 3. Community convenings relative to bond, boundaries, budget, long-range facilities planning, local option, and safety & security 4. Sits with Sue 5. Weekly Board Updates 6. Community input and data gathering from staff/students/parents 7. Health of relationships with local municipalities 8. Evidence of communication plan that connects board, staff and student/parent regarding instructional community work.
3.2					
Overall Rating					

Comments

Standard 4: MANAGEMENT OF RESOURCES AND PERSONNEL

The superintendent integrates principles of cultural competency and equitable practice and promotes the success of every student by ensuring management of the organization, operation and resources for a safe, efficient and effective learning environment.

Performance Indicators:

The superintendent:

- 4.1 Obtains, allocates, aligns and efficiently uses human, fiscal and technological resources;
- 4.2 Ensures teacher and organizational time is focused to support quality instruction/student learning.
- 4.3 Establishes productive relationships with bargaining groups while managing contracts effectively.
- 4.4 Makes sound fiscal decisions, in line with the organization's strategic goals, and establishes clear and transparent systems of fiscal control and accountability.

Ineffective	Developing	Effective	Exemplary
Management of the operations of the district is poor or non-existent.	Expectations for staff and students are inconsistent and not well known.	Establishes a clear set of operating procedures for effective operation of the district. Discipline of students is handled fairly and consequences are used to maximize student learning.	Establishes a clear set of standard operating procedures and routines that exemplify the district vision and values and maximize the opportunity for each student's learning.
The district is disorderly, disorganized and there is a feeling that the district is "out of control."	The daily operating procedures are occasionally followed but are frequently changed.	Students and staff are held accountable for their performance and conduct.	Students' input, particularly from groups who have been under served, is actively pursued and valued in decisions to improve performance for all students. Staff input, particularly from our staff members of color, is actively pursued and valued in decisions to better equip and train teachers to improve performance for all students.
Budget guidelines are not adhered to and/or the budget is not related to a vision for the district.	The budget does not support the district's priorities and budget category limits are not always followed.	The annual budget is adhered to with only approved variances.	Develops and manages a budget that maximizes the learning goals of the school.
Is antagonistic toward union leadership, doesn't work to improve relations.	Accepts that collective bargaining is a necessary and difficult process. Works to make the best of it.	Is proactive in sharing information and purposely avoids conflict.	Actively seeks to improve the bargaining experience through mutual training, trust and sharing of information.

Standard 4: MANAGEMENT OF RESOURCES AND PERSONNEL

Summary Rating — Standard 4:

Performance Indicator	Ineffective	Developing	Effective	Exemplary	Agreed Upon Evidence
4.1					<ol style="list-style-type: none"> 1. Union Collaboration <ul style="list-style-type: none"> • Labor Management Meetings – conflict resolution • Contracts • Upbeat staff survey 2. Evidence annual budget aligned to enrollment forecast and student population needs 3. Monthly meetings with finance department 4. Community Budget Workgroup meetings 5. Planning and implementation of adjustments to workforce 6. Insuring continuity of work relative to the initiatives within the HR department such as diversification, mentorships, and the labor management process
4.2					
4.3					
4.4					
Overall Rating					

Comments

Standard 5: INSTRUCTIONAL LEADERSHIP

Standard 5 addresses what is to be taught; this standard emphasizes how it should be taught. The superintendent integrates principles of cultural competency/equitable practice and promotes the success of every student by sustaining a positive school culture conducive to student learning and staff professional growth.

Performance Indicators:

The superintendent:

5.1 Nurtures and sustains a culture of collaboration, trust, learning and high expectations;

5.2 Creates a comprehensive, rigorous and coherent curricular program;

5.3 Creates a personalized and motivating learning environment for students;

Ineffective	Developing	Effective	Exemplary
<p>A shared understanding of instruction is not evident.</p> <p>Professional development is infrequent and is not connected to student or staff performance data.</p>	<p>Participates in professional development based on feedback and student performance data.</p>	<p>Actively developing expertise about quality instruction and can recognize and describe quality teaching.</p>	<p>Demonstrates a deep understanding of quality instruction and is continually expanding his or her own expertise in instruction.</p>
<p>A yearlong plan for professional development of the school does not exist or is inadequate. There are no or few effective teacher planning teams.</p>	<p>Participation in district-led professional development is inconsistent</p> <p>Teacher planning teams occasionally meet but there is not a common structure for facilitating this work.</p>	<p>Actively developing the expertise to influence and mobilize action among teachers within the complex culture of a school, district and wider professional community.</p>	<p>Skillfully guides, supports, nourishes and nurtures teachers in their instructional improvement.</p>
<p>There is no consistent system in place for teacher observation and feedback.</p>	<p>Teachers are observed and given face-to-face feedback based on the observation.</p>		<p>Creates structures for observing and analyzing instruction and for making practice public to deepen a shared understanding of practice within the district.</p>

Standard 5: INSTRUCTIONAL LEADERSHIP

Summary Rating — Standard 5:

Performance Indicator	Ineffective	Developing	Effective	Exemplary	Agreed Upon Evidence
5.1					<ol style="list-style-type: none"> 1. Regular Principal meetings <ul style="list-style-type: none"> • Classroom walk-throughs • Review data, set goals, determine path forward, evaluate outcomes 2. Staff Professional Development 3. Student attendance data 4. Student academic achievement data 5. Effective Collaboration (SATs) – Golden Hedgehog Awards
5.2					
5.3					
Overall Rating					

Comments



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

Date: September 25, 2023
TO: Board of Directors
FR: Tristan Irvin, Chair
RE: Oregon School Boards Association Board of Directors Nomination

EXPLANATION: The Oregon School Boards Association (OSBA) Board of Directors 20 representatives from 14 regions throughout the state. The Tigard-Tualatin School District is located in the Washington Region.

Chair Tristan Irvin has expressed an interest in being nominated for position #16 in the Washington County Region. Nominations are due to OSBA no later than September 29, 2023. Voting will occur between November 15, 2023 through December 15, 2023. A nomination to the OSBA Board of Directors will require official action of our board of directors. This evening we ask the Board to provide a motion to nominate Director Tristan Irvin for the OSBA Board of Directors position #16.

PRESENTER: Tristan Irvin, Chair

SUPPLEMENTARY MATERIALS: OSBA's Election Calendar, and Director Tristan Irvin's Nomination Form

RECOMMENDATION: The Tigard-Tualatin School Board of Directors recommends the nomination of Director Tristan Irvin for Position #16 on the Oregon School Boards Association Board of Directors, as presented.

PROPOSED MOTION: I move that the Tigard-Tualatin School Board of Directors recommends the nomination of Director Tristan Irvin for Position #16 on the Oregon School Boards Association Board of Directors, as presented

2023 OSBA Elections Calendar
Adopted by the Board January 20, 2023

Nomination and election of regional members of the OSBA board of directors holding even-numbered positions and <u>all</u> LPC representatives		
August 21, 2023		Notice of position vacancies, candidate information packets, and official nomination forms shall be distributed to all incumbent directors and boards in eligible regions.
August 21, 2023, through September 29, 2023		A school board nominating one or more of its regional board members to the OSBA board of directors and/or LPC must do so by formal resolution of the board and timely submission of the nomination forms to the office of the OSBA. Nominations are closed after this date.
No later than October 13, 2023		Official ballots are distributed to member boards in each region 30 days prior to the date of the election, but no later than October 13.
No earlier than November 1, 2023		Member boards are asked to vote on the candidate(s) of their choice for their region no earlier than November 1, 2023, following the conclusion of all OSBA Fall Regional Meetings.
November 15, 2023, through December 15, 2023		Submission of votes to OSBA. Each member board in the appropriate region shall have one vote in the regional elections for members of the OSBA board of directors and LPC. The person receiving a majority of the votes cast for any position on the OSBA board of directors and LPC shall be elected.
As soon as possible		In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes cast shall be declared elected.
January 1, 2024		Newly elected officers and regional members of the OSBA board of directors and LPC officially take office.

OSBA Resolution Election		
No later than September 29, 2023		All resolutions to be submitted to the membership for a vote must be received at the OSBA offices.
No later than October 13, 2023		Resolution details, along with an official ballot, will be sent to the membership.
November 15, 2023, through December 15, 2023		Each member board in the state shall vote in the general election on resolutions, bylaws amendments, and Legislative Policies and Priorities (even-numbered years only) using the weighted voting system outlined in the bylaws.

OSBA Officer Elections		
September 22-24, 2023, or no later than October 31, 2023		The currently seated OSBA board of directors meets to elect officers. Candidates receiving a majority of the votes cast for any officer position on the OSBA board shall be elected.

**NOMINATION FORM
OSBA BOARD OF DIRECTORS
REGIONAL MEMBER**

Date: _____

TO: Sami Al-Abdrabbuh, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

**Nominations are due by 5 pm,
September 29, 2023**

Return this form and all candidate information forms to the OSBA office by email at OSBAelections@osba.org, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Sami Al-Abdrabbuh:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the _____ Region, Position # _____.

BOARD CANDIDATE INFORMATION

Name: _____
District/ESD/Community College: _____
Address: _____
City: _____ Oregon ZIP: _____
E-mail: _____ Phone: _____

**This nomination was approved by official action of our board of directors at a duly called meeting on _____
(date)**

(Board Vice Chair signature)

Board Vice Chair name: _____
District: _____
Address: _____
City, State, Zip: _____



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

September 25, 2023

TO: Board of Directors
FR: David Moore
RE: LifeWorks NW Personal Services Contract

EXPLANATION:

The following is an excerpt from the Tigard-Tualatin School District 23J Public Contracting Rules 2018 related to mental health coordination services adopted by the Board on October 8, 2018:

434 Mental Health Coordination Services.

(1) The District may enter into mental health care coordination services without competitive procurement if the Superintendent determines that a particular provider is in a unique position to provide such Services to the District due to factors such as previous relationships built, continuity of services and close proximity for students and families and that conducting a competitive process would be unlikely to result in selection of an alternative provider.

Between 2008 and 2012, the District contracted with Washington County Mental Health Services to provide mental health care coordination services to District schools as part of the federal Safe Schools Healthy Students (SSHS) grant. Washington County Mental Health in turn subcontracted with LifeWorks NW to provide these services on the basis of a competitive request for proposal process when the grant was awarded. The District maintained an IGA with Washington County as the primary contract holder. In 2012, in order to facilitate timely payment of invoices, the district became the primary contact holder and has maintained this relationship since.

LifeWorks NW has provided the District with exemplary mental health care coordination services from this period to the present. The District would like to continue this relationship. LifeWorks NW is also the only mental health provider located in the District with significant experience providing school-based mental health care coordination services for students and families. In addition, LifeWorks NW is the subcontractor with Virginia Garcia Memorial Health Center for the Tigard High school-based health, offering significant opportunities for increased collaboration in the service of students.

The estimated value of the services to be performed by LifeWorks NW is **\$179,682**. Under the District's public contracting and purchasing rules, personal services contracts of over \$50,000 are usually subject to a competitive procurement process. However, the class special procurement in Section 434 of the Tigard-Tualatin School District 23J Public Contracting Rules 2018 cited above provides that the District may enter into a contract for mental health coordination services without competitive procurement due to the uniqueness of the vendor's qualifications.

PRESENTER: David Moore, Carol Kinch and Kathy Wilson-Fey

SUPPLEMENTARY MATERIALS: TTSD – Lifeworks Professional Services Contract

RECOMMENDATION: Approve a contract with LifeWorks NW for mental health coordination services in the amount of \$179,682.

PROPOSED MOTION: I move to approve a contract with LifeWorks NW for mental health coordination services in the amount of \$179,682.

**TIGARD-TUALATIN SCHOOL DISTRICT NO. 23J
PROFESSIONAL/PERSONAL SERVICES CONTRACT**

This Professional/Personal Services Contract (this "Contract") is between **TIGARD-TUALATIN SCHOOL DISTRICT NO. 23J** (the "District") and _____ ("Contractor") (collectively, the "Parties").

The Parties agree as follows:

Effective Date and Termination Date. The effective date of this Contract shall be the date it is signed by the Parties. Unless earlier terminated as provided in Section 8, below, this Contract will terminate on _____.

Contractor's Agreement to Provide Services. Contractor agrees to provide the District with the services described in Exhibit A to this Contract.

Payment for Work. No payments shall be made until this Agreement is fully executed by both parties. Contractor is responsible for providing appropriate documentation of wages for BOLI prevailing wage when necessary. A W-9 must be on file with the District.

Contract Documents. The Contract Documents consist of the following documents, which are listed in descending order of precedence: this Contract and exhibits to this Contract, including:

- Exhibit A (Statement of Work, Compensation, and Payment Terms);
- Exhibit B (Certification Statement for Corporation or Independent Contractor);
- Exhibit C (Workers' Compensation Exemption Certificate for Contractors; to be used only when Contractor claims to be exempt from Workers' Compensation coverage requirements);
- Exhibit D (Abuse and Sexual Conduct Information and Reporting Requirements for Employees, Volunteers, Contractors & Agents);
- Exhibit E (Background Check Requirements); and
- Exhibit F (Insurance Requirements).
-

A conflict in the Contract Documents shall be resolved in the priority listed above, with this Contract taking precedence over all other Contract Documents.

STANDARD TERMS AND CONDITIONS

1. **Time Is of the Essence.** Time is of the essence in the performance of this Contract.
2. **Subcontract and Assignment.** Contractor shall not subcontract any of the work required by this Contract, or assign or transfer any of its interest in this Contract, without the prior written consent of the District, which may be withheld without cause. In addition to any other provisions the District may require, Contractor shall require that any subcontractor under this Contract be bound by all the same terms and conditions of this Contract. Such subcontracts are solely between Contractor and the subcontractor and shall not bind the District.
3. **Other Contractors.** The District may undertake or award other contracts for additional or related work. Contractor shall fully cooperate with such other contractors and with any District employees regarding such work, and shall coordinate its performance under this Contract with such additional or related work. Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by District employees.
4. **Independent Contractor Status.** Contractor certifies that it is an independent contractor as set forth in Exhibit B. Contractor shall be responsible for all federal, state, and local taxes and any and all fees applicable to payments for services under this Contract.
5. **No Third-Party Beneficiaries.** The District and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to any third party.
6. **Successors in Interest.** The provisions of this Contract shall be binding upon and inure to the benefit of the Parties and their successors and approved assigns, if any.
7. **Nonperformance.** In the event of nonperformance under this Contract, the District, after seven days' written notice, shall have the right to obtain from other sources such products and/or services as may be required to accomplish the work not performed. The difference in cost, if any, for said work or goods shall be borne by Contractor. For purposes of this section, nonperformance shall be defined as failure to appear and perform work as specified and scheduled.

- 8. Early Termination.** This Contract may be terminated at any time during the term of the Contract, as follows:
- a. The District and Contractor, by mutual written agreement, may terminate this Contract at any time.
 - b. The District, in its sole discretion, may terminate this Contract for any reason on 30 days' written notice to Contractor.
 - c. Either the District or Contractor may terminate this Contract in the event of a breach of this Contract by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, then the party giving the notice may terminate this Contract at any time thereafter by giving written notice of termination.
 - d. Notwithstanding subsection 8.c, the District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation or nonrenewal of any license, permit, or certificate that Contractor must hold to provide services under this Contract.

9. Payment of Invoices.

- a. Method of payment. Invoices shall not be issued prior to delivery of items/performance of service. Payment shall not be made prior to receipt of items/performance and invoice. Unless otherwise specified in Exhibit A, the Contractor will submit invoices monthly for services rendered and the District shall remit payment within 30 calendar days of receipt of invoice.
- b. Payment on Early Termination. Upon termination under Section 8, payment shall be made as follows:
 - (i) If terminated under subsection 8.a or 8.b for the convenience of the District, the District shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract. The District shall not be liable for direct, indirect, or consequential damages. Termination shall not result in a waiver of any other claim that the District may have against Contractor.
 - (ii) If terminated under subsection 8.c by Contractor due to a breach by the District, then the District shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with this Contract.

- (iii) If terminated under subsection 8.c or 8.d by the District due to a breach by Contractor, then the District shall pay Contractor for work performed prior to the termination date, provided such work was performed in accordance with the Contract, less any setoff to which the District is entitled.

- 10. Nondiscrimination (Required by ORS 279A.110).** Contractor shall not discriminate against a subcontractor when awarding subcontracts because the subcontractor is a disadvantaged business enterprise, a minority-owned or women-owned business, an emerging small businesses certified under ORS 200.055, or a business that is owned by a service-disabled veteran.

- 11. Tax Compliance Warranty (Required by ORS 279B.045).** Contractor represents and warrants that Contractor has complied with the applicable tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Contractor covenants that Contractor will continue to comply with the tax laws of this state or a political subdivision of this state during the term of this Contract. Failure by Contractor to comply with the applicable tax laws of this state or a political subdivision of this state before the execution of this Contract or during the term of this Contract is a default for which the District may terminate this Contract and seek damages and other relief available under the terms of this Contract or under applicable law.

- 12. Payment of Laborers.** As required by ORS 279B.220, Contractor shall:
 - a. Make payment promptly, as due, to all persons supplying to Contractor labor or material for the prosecution of the work provided for this Contract;
 - b. Pay all contributions or amounts owed to the Industrial Accident Fund by Contractor or subcontractors, if permitted, incurred in the performance of this Contract;
 - c. Not permit any lien or claim to be filed or prosecuted against the District on account of any labor or material furnished; and
 - d. Pay to the Department of Revenue all sums withheld from employees in accordance with ORS 316.167.

If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to it by any person in connection with this Contract as such claim becomes due, the District may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds owed or to become owed to Contractor by reason of this Contract.

The payment of a claim in this manner shall not relieve Contractor or Contractor's surety, if any, from obligation with respect to any unpaid claims.

13. Condition Concerning Salvaging, Recycling, Composting, or Mulching Waste Material (Required by ORS 279B.225). If this Contract involves lawn or landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible.

14. Hours of Labor, Pay Equity (Required by ORS 279B.020, 279B.235).

- a. Contractor shall pay its employees working under this Contract at least time-and-a-half pay for work performed on the legal holidays as set out in ORS 279B.020(1)(b)(B) to (G) and for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 (Definitions for ORS 653.010 to 653.261) to 653.261 (Minimum employment conditions; overtime; rules; meal periods; exemptions; penalty), or under 29 USC §§ 201 to 209, from receiving overtime.
- b. Contractor shall give notice in writing to its employees who perform work under this Contract, either at the time of hire, before commencement of work under this Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
- c. Contractor shall comply with ORS 652.220 (addressing the prohibition of discriminatory wage rates based on sex and that employer is not to discriminate against an employee who is a complainant). Compliance is a material element of this Contract. Failure to comply is a breach that entitles the District to terminate this Contract for cause.
- d. Contractor may not prohibit any of its employees from discussing the employee's wages, salary, benefits, or other compensation with another employee or another person, and Contractor may not retaliate against an employee who does so.

15. Payment for Medical Care and Workers' Compensation (Required by 279B.230).

- a. Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation furnishing medical, surgical, and hospital care services, or other needed care and attention incident to sickness or injury to the employees of Contractor, of all sums that Contractor agrees to pay for the services and all moneys and sums that Contractor collected or deducted from the wages of employees under any law, contract, or agreement for the purpose of providing or paying for the services.

- b. All subject employers working under this Contract are either employers that will comply with ORS 656.017 (addressing workers' compensation) or employers that are exempt under ORS 656.126. If Contractor claims to be exempt, Contractor will complete the exemption certificate attached as Exhibit C.

16. Sexual Abuse and Misconduct Reporting and Training (ORS 339.370 to 339.400). Contractor and its agents and employees providing services to the District under this Contract must be trained annually on sexual abuse and misconduct information and reporting as required by ORS 339.400(2), as outlined in the following District Policies and Administrative Regulations, which are incorporated by reference herein: JHFE, JHFE AR (1)-(3), JHFF/GBNAA, and JHFF/GBNAA-AR.¹ Contractor and Contractor's agents and employees shall comply with the District's Abuse and Sexual Conduct Information and Reporting Requirements attached as Exhibit D.

17. Non-Appropriation/Adequate Funding.

- a. If payment for work under this Contract extends into the District's next fiscal year (July 1 to June 30), the District's obligation to pay for such work is subject to appropriation of budgeted funds sufficient to fund this Contract by the District board of directors.
- b. Continuation of this Contract, at specified levels, is conditioned on adequate funding under the District's budget adopted in June of each year. The District reserves the right to adjust the level of services in accordance with funding levels adopted.

18. Remedies. In the event of breach of this Contract, the Parties shall have the following remedies:

- a. If terminated by the District under subsection 8.c due to a breach by Contractor, the District may complete the work itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Contractor shall pay to the District the amount of reasonable excess.
- b. In addition to the remedies in Sections 8 and 9 for a breach by Contractor, the District shall also be entitled to any other equitable and legal remedies that are available.
- c. If the District breaches this Contract, Contractor's remedy shall be limited to termination of this Contract and receipt of Contract payments to which Contractor is entitled.

¹ Available at <https://policy.osba.org/tigard/J/index.asp>.

- 19. Hazardous Substances.** Contractor shall notify the District prior to using products containing hazardous substances to which the District's students or employees may be exposed. "Hazardous substances" are defined in ORS 435.005(7). Upon the District's request, Contractor shall immediately provide Safety Data Sheets for all hazardous substances to the District.
- 20. Errors.** Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Contract without undue delays and without additional cost.
- 21. Access to Records.** Contractor agrees that the District and its authorized representatives shall have access to the books, documents, papers, and records of Contractor that are pertinent to this Contract for the purpose of performing financial or performance audits or for review and copying. Contractor shall maintain all fiscal records directly relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance. Contractor shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of seven years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.
- 22. Ownership of Work.** All work product created by Contractor as part of Contractor's performance of this Contract, including background data, documentation, and staff work that is preliminary to final reports, shall be the exclusive property of the District. If any such work product contains intellectual property of Contractor that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants the District a perpetual, royalty-free, fully paid-up, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use, reuse (in whole or in part), all such work product, and to authorize others to do so. The District shall have no rights in any preexisting work product of Contractor provided to the District by Contractor in the performance of this Contract except to copy, use, and reuse any such work product for District use only. If this Contract is terminated by either party or by default, the District, in addition to any other rights provided by this Contract, may require Contractor to transfer and deliver such partially completed work product, reports, or other documentation that Contractor has specifically developed or specifically acquired for the performance of this Contract.
- 23. Work Performed on District Property.** Contractor shall comply with the following when work is performed on District property:

- a. Identification. Contractors performing work on District property or for the District shall be in appropriate attire all times. In addition, all such persons shall carry photo identification and will present such to any District officer or employee upon request.
- b. No Smoking. Smoking or other use of tobacco is prohibited on District property.
- c. No Drugs. District property sites and schools served by the District are drug-free zones.
- d. No Weapons or Firearms. Except as provided by Oregon statutes and District policy, weapons and firearms are prohibited on District property.
- e. Safety. Prior to instituting work on District property, Contractor, its subcontractors, and suppliers shall review the safety and security policies issued by the District's Risk Management Department and shall comply with those policies while on District property.
- f. Confidentiality. Contractor will not disclose any information or records regarding students or their families that Contractor may learn or obtain in the course and scope of Contractor's performance of this Contract.
- g. Sign-In Required. Contractors are required to sign in at the main office each day.

- 24. FERPA Redisclosure.** The Parties recognize that the Family Educational Rights and Privacy Act ("FERPA") imposes strict penalties for improper disclosure or redisclosure of confidential student information, including but not limited to denial of access to personally identifiable information from education records for at least five years (20 USC § 1232g; 34 CFR Part 99). Therefore, consistent with the requirements of FERPA, personally identifiable information obtained by either party in the performance of this Contract may not be redisclosed to third parties without written consent of the students' parent/guardian, and must be used only for the purposes identified in this Contract, except as may be required or authorized by law. Copies of all records created by the Contractor that pertain to students will be provided to the District. If requested, the Contractor agrees to execute and abide by the District's "Standard Student Data Privacy Agreement." Contractor granted access to District's network will be required to sign a "District Acceptable Use Policy".
- 25. Background/Criminal Records Checks.** Contractor shall comply with Exhibit E to this Contract. Contractor shall not deploy any employee or agent to provide services under this Contract if (a) the employee or agent would have direct, unsupervised contact with students as determined by the District; and (b) the employee or agent has been convicted of a crime listed in ORS 342.143(3).
- 26. Contractor Employees and Agents.** Contractor agrees that, upon request by the District, it shall remove any Contractor employee or agent from providing services to the District under this Contract.

- 27. Security.** Any disclosure of confidential information or removal of any District property by Contractor or Contractor's agents or employees shall be cause for immediate cancellation of this Contract. Any liability, including but not limited to attorney fees resulting from any action or suit brought against the District as a result of Contractor's or Contractor's employees' willful or negligent release of information, documents, or property contained in or on District property shall be borne by Contractor.
- 28. Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws applicable to public contracts and to the work done under this Contract, and all regulations and administrative rules established pursuant to those laws.
- 29. Printing, Binding, and Stationery Work (Required by ORS 282.210).** If this solicitation is for the purpose of obtaining printing, binding, or stationery work, work awarded under this solicitation shall be performed within the state of Oregon, unless subject to exception under ORS 282.210(2).
- 30. Public Employees Retirement System.** Contractor represents and warrants that (a) Contractor is not active as an employee in the Public Employees Retirement System and (b) Contractor has not received wages from the District or any other public entity during this calendar or fiscal year.
- 31. Force Majeure.** Neither the District nor Contractor shall be responsible for delay, default, or termination of this Contract caused by any contingency beyond their control, including but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease, or any other public health crises, including but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by either party's own employees; walkouts by either party's own employees; fires; natural calamities; riots; or requirements of governmental agencies.
- 32. Indemnity and Hold Harmless.** Contractor shall defend, indemnify, and hold harmless the District, its officers, agents, and employees against all liability, loss, costs, or expenses, including attorney fees, and against all claims, actions, or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connection with the performance of this Contract or by conditions created thereby, or based upon violation of any statute, ordinance, or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the District, but is in addition to such common law or statutory provisions.
- 33. Insurance.** Contractor shall provide insurance in accordance with Exhibit F.
- 34. Waiver.** Waiver of any default under this Contract by the District shall not be deemed to be a waiver of any subsequent default or a modification of the provisions of this Contract.

- 35. Governing Law.** The provisions of this Contract shall be construed in accordance with the laws of the State of Oregon and rules of the District. Any legal action involving any question arising under this Contract must be brought in Washington County Circuit Court. If the claim must be brought in a federal forum, then it shall be brought and conducted in the United States District Court for the District of Oregon.
- 36. Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Contract did not contain the particular term or provision held to be invalid.
- 37. Merger Clause.** This Contract and the attached exhibits constitute the entire agreement between the Parties. All understandings and agreements between the Parties and representations by either party concerning this Contract are contained in this Contract. No waiver, consent, modification, or change in the terms of this Contract shall bind either party unless in writing and signed by both Parties. Any written waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.
- 38. Antidiscrimination Clause.** Contractor must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes and shall not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income, or political affiliation in programs, activities, services, benefits, or employment. Contractor shall not discriminate against minority-owned, women-owned, emerging small businesses, or a business that is owned by a service-disabled veteran.
- 39. Attorney Fees.** If a suit or action is filed to enforce any of the terms of this Contract, the prevailing party shall be entitled to recover from the other party any sum that a court, including any appellate court, may adjudge reasonable as attorney fees, in addition to costs and disbursements provided by statute. In the event the prevailing party is represented by "in-house" counsel, the prevailing party shall nevertheless be entitled to recover reasonable attorney fees based upon the reasonable time incurred and the attorney fee rates and charges reasonably and generally accepted in the metropolitan Portland, Oregon, area for the type of legal services performed.
- 40. Rule of Construction.** The rule of construction that a contract is construed against the drafter shall not apply to any dispute over the interpretation of application of this Contract.
- 41. Notices.** All notices or demands of any kind required or desired to be given by the District or Contractor must be in writing and shall be deemed delivered upon depositing the notice or demand in the United

States mail, certified or registered, postage prepaid, addressed to the respective party at the addresses noted below.

Tigard-Tualatin School District

Attn: David Moore

6960 SW Sandburg St

Tigard, OR 97223

503-431-4000

dmoore@ttsd.k12.or.us

Contractor _____

Attn _____

Address _____

Address _____

Phone Number _____

Email _____

- 42. Authority.** Contractor represents and warrants to the District that it has the authority to provide the services under this Contract.

SIGNATURES ON THE NEXT PAGE

CONTRACTOR DATA AND SIGNATURE

I have read this Contract including the attached Exhibits. I certify that I have the authority to sign and enter into this Contract. I understand the Contract and agree to be bound by its terms.

Signature of Proprietor, Partner, or Corporate Officer	
Business Name	Signature
Business Street Address	Printed Name of Signatory
City, State, and Zip Code	Title
Business Mailing Address	Date Signed
City, State, and Zip Code	Email Address
Fax Number	Phone Number
Federal Tax ID Number or Social Security #	State of Incorporation
Business Designation (check one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____	
<i>If a Joint Venture, attach verification that all parties to the joint venture accept the terms, and agree to perform services under this contract. The attached page must contain signatures of all parties to the joint venture.</i>	
Is Contractor a nonresident alien? YES NO	

Federal tax ID numbers or Social Security numbers are required pursuant to ORS 305.385 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number or, if none, the Social Security number provided above.

NOTE: Contractor must also sign Exhibit B, Exhibit C(if applicable), and Exhibit E.

TIGARD-TUALATIN SCHOOL DISTRICT NO. 23J SIGNATURE

(This Contract is not binding on the District until signed by the appropriate signing authority.)

 David Moore
 Chief Financial Officer
 6960 SW Sandburg St
 Tigard, OR 97223

 Date

Exhibit A.1: Statement of Work, Compensation and Payment Terms

Mental Health Care Coordination Services

2023-2024

Work:

Lifeworks Northwest (LWNW) will provide 1.0 master's level Mental Health Care Coordinator and 1.0 Care Coordinator/ Care Coordination Team Leader to provide Care Coordination in TTSD Schools. Mental Health Care Coordinators (MHCCs) consult with school staff and teams as needed, receive referrals from TTSD staff, and work with students and families to connect them with appropriate mental health and other supporting services in the community.

Mental Health Care Coordinators are expected to maintain current information on community mental health resources.

Because Mental Health Care Coordinators receive referral and other information from school staff and participate in school-based Tier 2 and Tier 3 meetings, they will operate as school officials. The Mental Health Care Coordinators will complete all required training and orientation and will be designated as *School Contractors*.

Partnership Agreements:

- MHCCs will be housed in a portable building on the Tigard High School property.
- Working hours of the MHCCs will be determined by mutual agreement.
- The MHCCs will be available to schools from approximately the first week of school through the last week of school.
- TTSD will provide office space, laptop, telephone, fax, and photocopying for the MHCCs.
- MHCC will collect data on the students and families served and prepare an end-of-year report with non-identifying information to be specified by the Mental Health and Wellness Coordinator of the district.

This agreement may be terminated by either party with 30 days notice and written communication to ensure all parties are notified. In event of termination, parties will work together to ensure the best possible service coordination for students and families served.

Responsibilities of Tigard-Tualatin School District:

- TTSD will provide in-kind donation of facilities, cost equivalent to: \$19/hour x 16 hours/week x 37 weeks = **\$11,248**
- TTSD will provide in-kind donation of custodial services and utilities, cost equivalent to: \$50/hour x .33 hour/week x 37 weeks = **\$610.50**

- TTSD will provide a land-line phone for the provider offices, wifi on school properties, use of a laptop computer, utilities, custodial, security and routine maintenance and repairs (e.g. light bulbs, windows, ceiling tiles, paper towels)
- An entry key will be provided to MHCCs for the office at the portable building.
- School will provide custodial services to clean floors of the location once/week. School will also make available approved cleaning supplies to be stored in the MHCC office spaces for MHCC use.

Compensation:

The Tigard-Tualatin School District agrees to pay a maximum of **\$179,682** to LifeWorks NW to fund the Mental Health Care Coordination program. If LWNW is not able to fully staff the MHCC positions, compensation will be adjusted accordingly.

See below for an itemized breakdown of the compensation.

Payment:

LifeWorks NW will prepare and send invoices to TTSD (to Kathy Wilson-Fey at kwilson-fey@ttsd.k12.or.us) based on the number of Care Coordinators offering services and the agreed upon compensation amount.

9/12/2023

ATTACHMENT A

ORGANIZATION NAME: LifeWorks NW
Service: Washington County Care Coordinators - TTSD
Line Item Expenditure Budget FY2023
July 1, 2023 - June 30, 2024

Personnel		FTE	FY 2024
Salaries:			
Program/Care Coordinator 10 month position		1.000	\$ 57,460
Program/Service Director full year		0.050	\$ 6,463
Care Coordinator Bi-Lingual (TBD) 10 month position	QMHP	1.000	\$ 53,935
Bi-Lingual Differential \$2.00/hour			\$ 3,467
Admin support/Quality Assurance full year			\$ 2,673
Salaries Subtotal		2.050	\$ 123,997
Fringe Benefits /Payroll Taxes		24%	\$ 29,759
Personnel Total			\$ 153,756
Materials and Services:			
Local Mileage @ \$.62/mile			\$ 250
Practice Management Licensing Fees			\$ 4,944
Cellular phones			\$ 2,000
Office/Program Supplies			\$ 50
Training (\$250/FTE/yr)			\$ 513
Clinical Liability Insurance			\$ 875
Hiring Costs			\$ 600
Professional Dues/Subscriptions			\$ 100
Printing services			\$ 75
Staff meetings/events/empl recognition/dues			\$ 185
Materials and Services Total			\$ 9,591
Indirect Administration Costs		0.1	\$ 16,335
Includes Human Resources, Payroll, Accounting, Audit, Legal, MIS, Executive Office, Occupancy for Managers, Clinical Support, Cultural Diversity			
Total Grant Expenditures			\$ 179,682

EXHIBIT B
Professional/Personal Services Contract

CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR

NOTE: Contractor Must Complete A or B below:

A. CONTRACTOR IS A CORPORATION, LIMITED LIABILITY COMPANY OR A PARTNERSHIP

I certify under penalty of perjury that Contractor is a [check one]: Corporation Limited Liability Company Partnership authorized to do business in the State of Oregon.

Signature

Title

Date

B. CONTRACTOR IS A SOLE PROPRIETOR WORKING AS AN INDEPENDENT CONTRACTOR

Contractor certifies under penalty of perjury that the following statements are true:

1. If Contractor is providing labor or services under this Contract for which registration is required under ORS Chapter 701, Contractor has registered as required by law, and
2. If Contractor performed labor or services as an independent contractor last year, Contractor filed federal and state income tax returns last year in the name of the business (or filed a Schedule C in the name of the business as part of a personal income tax return), and
3. Contractor represents to the public that the labor or services Contractor provides are provided by an independently established business, and
4. All of the statements checked below are true.

NOTE: Check all that apply. You must check at least four (4) to establish that you are an independent contractor.

- A. The labor or services I perform is primarily carried out at a location that is separate from my residence or is primarily carried out in a specific portion of my residence which is set aside as the location of the business.
- B. I purchase commercial advertising or I have business cards for my business, or I am a member of a trade association.
- C. My business telephone listing is separate from my personal residence telephone listing.
- D. I perform labor or services only under written contracts.
- E. Each year I perform labor or services for at least two different persons or entities.
- F. I assume financial responsibility for defective workmanship or for service not provided by purchasing performance bonds, errors and omission insurance or liability insurance, or providing warranties relating to the labor or services I provide.

Contractor Signature

Date

EXHIBIT C
Professional/Personal Services Contract

WORKERS' COMPENSATION EXEMPTION CERTIFICATE

(To be used only when Contractor claims to be exempt from Workers' Compensation coverage requirements.)

Contractor is exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656 for the following reason (check the appropriate box):

___ **SOLE PROPRIETOR**

- Contractor is a sole proprietor, and
- Contractor has no employees, and
- Contractor will not hire employees to perform this Contract.

___ **CORPORATION - FOR PROFIT**

- Contractor's business is incorporated, and
- All employees of the corporation are officers and directors and have a substantial ownership interest* in the corporation, and
- All work will be performed by the officers and directors; Contractor will not hire other employees to perform this Contract.

___ **CORPORATION - NONPROFIT**

- Contractor's business is incorporated as a nonprofit corporation, and
- Contractor has no employees; all work is performed by volunteers, and
- Contractor will not hire employees to perform this Contract.

___ **PARTNERSHIP**

- Contractor is a partnership, and
- Contractor has no employees, and
- All work will be performed by the partners; Contractor will not hire employees to perform this Contract, and
- Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving, or demolition of an improvement to real property or appurtenances thereto.**

___ **LIMITED LIABILITY COMPANY**

- Contractor is a limited liability company, and
- Contractor has no employees, and
- All work will be performed by the members; Contractor will not hire employees to perform this Contract, and
- If Contractor has more than one member, Contractor is not engaged in work performed in direct connection with the construction, alteration, repair,

improvement, moving, or demolition of an improvement to real property or appurtenances thereto.**

*NOTE: Under OAR 436-50-0050, a shareholder has a “substantial ownership” interest if the shareholder owns 10 percent of the corporation, or if less than 10 percent is owned, the shareholder has ownership that is at least equal to or greater than the average percentage of ownership of all shareholders.

**NOTE: Under certain circumstances, partnerships and limited liability companies can claim an exemption even when performing construction work. The requirements for this exemption are complicated.

_____	_____
Contractor Printed Name	Contractor Signature
_____	_____
Contractor Title	Date

EXHIBIT D
Tigard-Tualatin School District 23J
Personal/Professional Services Agreement

ABUSE AND SEXUAL MISCONDUCT REPORTING HANDOUT

Abuse and Sexual Conduct Information and Reporting Requirements for Employees, Volunteers, Contractors & Agents

TIGARD-TUALATIN SCHOOL DISTRICT DOES NOT TOLERATE CHILD ABUSE OR SEXUAL CONDUCT IN ANY FORM.

PREVENTION

The Tigard-Tualatin School District seeks to prevent child abuse and sexual harassment by committing to:

- Teaching students about appropriate boundaries and relationships (in coordination with curriculum);
- Training all employees regarding child abuse and sexual conduct, and clearly communicating responsibilities and procedures;
- Making this training available to parents, community members, contractors and volunteers; and
- Promptly and thoroughly investigate any reports or complaints of abuse or sexual conduct.

ABUSE DEFINED

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Rape of a child.
- Sexual abuse.
- Sexual exploitation, including but not limited to: Contributing to the sexual delinquency of a minor, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, and Allowing, permitting, encouraging or hiring a child to engage in prostitution or a commercial sex act, to purchase sex with a minor or to engage in commercial sexual solicitation.

- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- Buying or selling a person under 18 years of age.
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, or to the unlawful manufacturing of a cannabinoid extract, that subjects a child to a substantial risk of harm to the child's health or safety. ORS 419B.005(1).

SEXUAL CONDUCT DEFINED

Verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance or of creating an intimidating, hostile or offensive educational environment. Sexual conduct does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent. ORS 339.370(11)(a).

STUDENT DEFINED: Any person who is in any grade from prekindergarten through grade 12 or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution or education or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct. ORS 339.370(12).

GROOMING AND EXAMPLES OF SEXUAL CONDUCT

Sexual Conduct may include grooming behavior. This is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse.

Sexual Conduct includes but is not limited to the following examples:

<ul style="list-style-type: none">● Performing back rubs on students● Touching students frequently● Exchanging romantic gifts or communications with a student● Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures and innuendos or engaging in inappropriate banter with students (e.g., discussion of student's dating behavior)● Intentionally invading the student's privacy	<ul style="list-style-type: none">● Kissing students● Commenting on students' bodies or appearance in a sexual manner● Videotaping or photographing a student in revealing poses● Sharing one's own sexual exploits or marital difficulties● Using email, text messaging or instant message to discuss sexual topics with individual students
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OBLIGATIONS OF SCHOOL EMPLOYEES TO REPORT ABUSE AND SEXUAL CONDUCT

ALL EMPLOYEES are required to follow Policy JHFE "Reporting of Suspected Abuse of a Child" and policy JHFF/GBNAA "Reporting Requirements for Suspected Sexual Conduct with Students." These policies help ensure employees are properly reporting incidents of abuse and sexual conduct.

Policy JHFE requires employees who have a reasonable cause to believe any child with whom the employee has come into contact has suffered abuse, to report this to DHS or the law enforcement agency within the county where the person making the report is located at the time of the contact. It also requires employees who have a reasonable cause to believe that any adult or student with whom the employee is in contact has abused a child to report this to DHS or to the law enforcement agency within the county where the person making the report is located at the time of the contact. See attached district policy JHFE "Reporting Requirements for Suspected Abuse of a Child" for more detail regarding these reporting obligations.

Policy JHFF requires employees who have reasonable cause to believe that another employee, contractor, agent or volunteer has engaged in sexual conduct with a student, to immediately notify the designated licensed administrator of the conduct. The designated licensed administrator who receives the report is required to report to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate. See attached district policy "Reporting Requirements for Suspected Sexual Conduct with Students" for more detail regarding these reporting obligations.

INVESTIGATORY PROCESS

When the designated licensed administrator (or alternate) receives a report of sexual conduct and has reasonable cause to believe that it has occurred, the designated licensed administrator will report the alleged conduct to TSPC if the alleged perpetrator is a licensed individual, and to ODE if the alleged perpetrator is not licensed (effective July 1, 2020). TSPC or ODE will conduct an investigation and report back to the district. The district may also conduct an investigation into the alleged sexual conduct. If the designated licensed administrator (or alternate) receives a report of child abuse and has reasonable cause to believe that it has occurred, the designated licensed administrator will ensure that the report has been made to DHS and/or law enforcement for investigation. The district may also conduct an investigation into the alleged abuse. The designated licensed administrator will also report to TSPC if

required by OAR 584-020-0041. If there is reasonable cause to believe that an employee has committed child abuse or sexual conduct, that employee will be placed on paid administrative leave. An employee may be subject to discipline, up to and including termination, based on the results of the investigation.

APPROPRIATE ELECTRONIC COMMUNICATIONS WITH STUDENTS

Policy JHFF/GBNAA requires that any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is discouraged.

See attached district policy JHFF/GBNAA **Reporting Requirements for Suspected Sexual Conduct with Students** for more detail regarding these reporting obligations.

ADDITIONAL PROHIBITIONS

If a school employee, contractor or agent knows or has reason to know that another school employee, contractor or agent has engaged in sexual conduct or abuse, the school employee, contractor or agent may not assist the other in obtaining a new job. This prohibition does not apply if the employee, contractor or agent knows or has reasonable cause to believe that the conduct was reported to the appropriate agency and was resolved, or the investigation remains ongoing after four years.

EXHIBIT E
Professional/Personal Services Contract
BACKGROUND CHECK REQUIREMENTS

Prior to commencement of work under this Contract, Contactor will:

1. Require that Contractor employees or agents that will be doing work under this Contract in both direct & indirect student contact situations, complete a Contractor Background Check Application which includes a criminal history records check & ODE verification. This can be found by logging in to <https://helpcounter.net/ttsd/hr>. *(Required with every contract.)*
 2. Require that Contractor employees or agents that will have the opportunity for direct, unsupervised contact with students when doing work under this Contract be fingerprinted in addition to compliance with Section 1. *(Required once—if previously completed for TTSD or other Oregon School District, supply details on second page instead.)*
 - Visit www.fieldprintoregon.com and create an account; use TTSD code - FPTigardTualatinSD23J (case sensitive).
 - Pay \$12.50 online.
 - List your position as CONTRACTOR.
 - Make an appointment and get fingerprinted,
- . Provide list of staff that will be completing work for this contract, so that step 1 can be verified.

Costs to pay TTSD: \$5.75 each background check, \$66.00 each fingerprint. Remit check to:
Tigard-Tualatin School District, Attn: Business Office, 6960 SW Sandburg St., Tigard, OR 97223

List of staff that will be completing work for this contract:

Legal Full NAME	Service at location with students in session/on-site or virtually? Y/N <i>Y = complete B.G</i>	Unsupervised 1) at location w/ students on-site or virtually? 2) with students directly? Y/N <i>Y = complete F.P</i>	Business Office Use Only		
			B.G. Check	ODE Verif	Finger prints

If individuals were previously fingerprinted through the Oregon Department of Education, we can request the records rather than having them resubmit. Please complete the information below for those applicable.

1. Name: _____ Year completed: _____ Verified: _____

Previous School District that completed the fingerprints: _____
Fingerprinted as (check one): contractor employee volunteer
2. Name: _____ Year completed: _____ Verified: _____

Previous School District that completed the fingerprints: _____
Fingerprinted as (check one): contractor employee volunteer
3. Name: _____ Year completed: _____ Verified: _____

Previous School District that completed the fingerprints: _____
Fingerprinted as (check one): contractor employee volunteer
4. Name: _____ Year completed: _____ Verified: _____

Previous School District that completed the fingerprints: _____
Fingerprinted as (check one): contractor employee volunteer
5. Name: _____ Year completed: _____ Verified: _____

Previous School District that completed the fingerprints: _____
Fingerprinted as (check one): contractor employee volunteer
6. Name: _____ Year completed: _____ Verified: _____

Previous School District that completed the fingerprints: _____
Fingerprinted as (check one): contractor employee volunteer
7. Name: _____ Year completed: _____ Verified: _____

Previous School District that completed the fingerprints: _____
Fingerprinted as (check one): contractor employee volunteer

EXHIBIT F

INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force, at Contractor's expense, each insurance noted below:

Workers' compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 for all subject workers. Agency and all subcontractors of Agency with one or more employees must have this insurance unless exempt under ORS 656.027 (see Exhibit C).

THIS COVERAGE IS REQUIRED. Attach Certificate of Insurance. If Agency does not have coverage and claims to be exempt, attach Exhibit C in lieu of Certificate.

Professional Liability/E&O insurance with a combined single limit of not less than \$500,000, \$1,000,000, \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$500,000, \$1,000,000, \$2,000,000. This is to cover damages caused by error, omission, or negligent acts related to professional services provided under this Contract. This coverage must be provided and remain in force for two years after the completion of this Contract.

Required by DISTRICT Not required by DISTRICT

Commercial General Liability insurance, on an occurrence basis, with a limit of not less than \$500,000, \$1,000,000, \$2,000,000 each occurrence for Bodily Injury and Property Damage, with an annual aggregate limit of \$1,000,000, \$2,000,000, 3,000,000. This insurance must include contractual liability coverage.

Required by DISTRICT Not required by DISTRICT

Commercial Automobile Liability insurance with a combined single limit, or the equivalent of not less than \$500,000, \$1,000,000, \$2,000,000 each occurrence for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

Required by DISTRICT Not required by DISTRICT

Additional Requirements. Coverage must be provided by an insurance company admitted to do business in Oregon or rated A- or better by Best's Insurance Rating. Contractor shall pay all deductibles and retentions. A cross-liability clause or separation of insured's condition must be included in all commercial general liability policies required by this Contract. Contractor's coverage will be primary in the event of loss.

Certificate(s) of Insurance Required. Contractor shall furnish a current Certificate(s) of Insurance to the District prior to Contract execution. The Certificate(s) shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without 30 days' written notice from Contractor's insurer to the District. The Certificate(s) shall also state the deductible or retention level. For commercial general liability, the Certificate shall also provide that the District, its agents, officers, and employees are Additional Insureds with respect to Contractor's services to be provided under this Contract. An additional insured endorsement shall be attached to the Certificate of Insurance. No work shall commence until the District receives the certificate and additional insured endorsement. If requested, complete copies of insurance policies shall be provided to the District.



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

September 25, 2023

TO: Board of Directors
FR: Susan Barnard, Director of Technology
RE: Fall 2023 Chromebook Purchase with 2017 Technology Bond Funds

Tigard-Tualatin is privileged to benefit from strong community support, as demonstrated by the successful passage of the 2017 Bond. This bond allocation of \$18 million, earmarked for technology enhancements within the district, has substantially enhanced our students' experience and our staff's ability to support their learning. As our instructional tools become increasingly digital, it's crucial for our support staff to access them for aiding students' diverse needs. This request includes providing 250 devices to K-12 instructional assistants for tasks like digital reading support and language assistance for ELL students.

The remaining 200 devices will be divided proportionally among our high schools for "loaner" devices as the student-issued devices come in for repair. With the waiving of technology fines related to damaged devices this past year (an explicit effort to ensure *all* students have access to a reliable technology device), we are finding students are not as apprehensive to work with our high school help desk staff to resolve missing keys, misbehaving wifi and cracked screens. The frequency of these repairs are increasing each year and instead of swapping devices with the students (which has no current limit), we will be shifting to a "loaner" checkout process which will allow the original device to be returned to the student after repair.

The cost of for these 450 devices, including a 3 year warranty, Chrome management license and enrollment/setup service is:

- \$400 / device
- \$33 / license
- ~\$80 / 3 yr warranty
- \$8 / setup service

The approximate cost of these devices for students and staff is \$234,450* (* final quote will include 3 yr warranty)

PRESENTER: Susan Barnard, Director of Technology

SUPPLEMENTARY
MATERIALS: OETC Quote #: 37922

RECOMMENDATION: Approve the purchase of Chromebook purchases through OETC not to exceed \$235,000.

PROPOSED MOTION: I move that the Board approve purchase of ACER Chromebooks with 2017 bond funds, and authorize the District Superintendent or CFO to sign the purchase order to OETC in an amount not to exceed \$235,000.



Quote (Open)

Quote #: 37922 1 rev of 1
Modified Date: Sep 20, 2023 04:36 PM PDT
Expiration Date: 10/20/2023
Description: 450 Acer Spin 512

Quoted For:

Barnard, Susan
sbarnard@ttsd.k12.or.us
(P) 503-431-4054

Bill To

Tigard-Tualatin SD 23J
AP for OETC, Heidi
6960 SW Sandburg Street
Tigard, OR 97223
United States
(P) 503-431-4034
ap@ttsd.k12.or.us

Ship To

Tigard-Tualatin SD 23J
Boeck, Catherine
6960 SW Sandburg Street
Tigard, OR 97223
United States
(P) 503-431-4051
cboeck@ttsd.k12.or.us

#	Description	Part #	Qty	Unit Price	Total
1	Acer Chromebook Spin 512 R853TNA Flip design - Intel Pentium Silver - N6000 / 1.1 GHz - Chrome OS - UHD Graphics - 8 GB RAM - 64 GB eMMC - 12" IPS touchscreen 1366 x 912 (HD+) - Wi-Fi 6 - shale black - kbd: US	NX.AZHAA.002	450	\$400.20	\$180,090.00
2	Google Chrome OS Management Console License - academic	CROS-SW-DIS-EDU-NEW	450	\$32.99	\$14,845.50
3	White Glove Services 251 -1000	WG1000	450	\$7.56	\$3,402.00

OETC

471 High St SE, Suite 10
Salem, Oregon 97301
United States
help@oetc.org
(P) (800) 650-8250

Subtotal:	\$198,337.50
Tax (.0000%):	\$0.00
Shipping:	\$0.00
Misc:	\$0.00
Fees:	\$0.00
Total:	\$198,337.50